INFORMATION FOR PARENTS
Accommodations on College Board tests based on Disability
(SAT, Advanced Placement Program Exams, PSAT/NMSQT)

Introduction

The College Board provides testing accommodations to students who demonstrate a need due to a disability, for accommodations on College Board tests. In order to take a College Board test with accommodations, the student must apply through the school district's SSD (Services for Students with Disabilities) Coordinator. The Plainview-Old Bethpage SSD Coordinator is Ms. Laurie Lynn, Director of Guidance.

The College Board has identified the information that it considers essential in determining the appropriateness of requested accommodations. This information is discussed in the Eligibility and Guidelines sections of these instructions. In order to insure that all relevant information is considered by the College Board, and that appropriate accommodations are provided, it is important that documentation supporting requests for accommodations meet the College Board Guidelines.

If you have not received a determination for an accommodation request, do not assume that the request was approved or that the accommodations will be provided on test day. Scores on tests taken with unapproved accommodations will not be released.

Eligibility

In order to be eligible for testing accommodations, a student must have a documented disability that substantially limits the student's ability to participate in College Board tests.

A student's receipt of accommodations in school does not necessarily indicate a need for accommodations on College Board tests. Because each school establishes its own procedures for ensuring that students with disabilities receive appropriate accommodations, differences are common. Also, a student's needs on standardized tests may differ from his/her needs in the classroom.

When the College Board reviews documentation, it is very thorough. A national panel of experts in educating and assessing students with disabilities reviews documentation and advises the College Board on whether documentation supports accommodations requests.

Guidelines for Documentation

The following Guidelines for Documentation list the information that the College Board considers fundamental in determining that a student is eligible for the requested accommodations. The documentation must:

1. **State the specific disability**, as diagnosed, and not solely the IDEA classification;

2. **Be current** (in most cases, the evaluation and testing should be completed within five years of the request for accommodations). For psychiatric disabilities, an annual evaluation update must be within 12 months of the request for accommodations. For visual disabilities, documentation should be within two years, and for physical/medical, an update must be within one year from the time of the request;

3. **Provide relevant educational, developmental, and medical history.**

4. **Describe the comprehensive testing and techniques** used to arrive at the diagnosis, including evaluation date(s) and test results with subtest scores. For example, for a student with a learning disability, measures of cognitive ability, academic achievement, and information processing are usually necessary. For students with visual impairments, all visual measurements from a recent eye exam must be provided. For students with physical or psychiatric disabilities, a description of the condition and current medical documentation or psychiatric evaluation must be provided.

5. **Describe the functional limitations** (how the disability impacts the student's daily functioning and ability to participate in the test.)

6. **Describe the specific accommodations** requested, including the amount of extended time required or the maximum amount of time the student can be tested in a day if applicable. State why the disability qualifies the student for such accommodations on standardized tests; and

7. **Establish the professional credentials of the evaluator**, including basic information about license or certification and area of specialization. The level of supporting documentation required to complete the request is dependent on the nature of the disability, the requested accommodation(s) and the other information provided to the College Board. However, except in extraordinary circumstances, a copy of an IEP, Section 504 Plan, or other formal written plan by itself will not be sufficient supporting documentation. Failure to provide complete documentation may delay or halt the processing of your accommodation request.

Note:

- All students seeking accommodations on the basis of disability on the SAT, Advanced Placement Program Exams, and PSAT/NMSQT must complete an Eligibility Packet (forms A and B).

- If a student uses accommodations that have not been approved by the College Board prior to the test administration, test scores will not be provided.

- Once approved, with limited exceptions, a student's approved accommodations remain valid for all noted College Board tests. There is no need to reapply.

- Inclusion of an accommodation on an IEP/504 Plan/Formal Plan does not automatically qualify a student for accommodation on College Board tests.

- Most documentation can be provided by the school. When outside documentation is required, parents will be contacted.

- A request for accommodations for the identified College Board tests is not a test registration form.

- Your completed Forms A and B should be forwarded to the school SSD Coordinator (Ms. Lynn, Director of Guidance)

- Once accommodations have been approved, the student will be assigned an SSD Eligibility Code. This code is required when registering for College Board tests (See below).

Definition of Terms

SSD Coordinator: The SSD Coordinator is the school official, often the Special Education Coordinator or Guidance Director, who assumes the responsibilities, for the school, that include advising staff and students of proper procedures in applying for testing accommodations on College Board tests. Examples of an SSD Coordinator's responsibilities include organizing and signing the Eligibility Form on behalf of the school and receiving the Eligibility Letters and Rosters. In addition, an SSD Coordinator administers SAT School testing, and AP and PSAT/NMSQT testing to students with accommodations.

SSD Eligibility Code: The Eligibility Code is a unique number assigned to each student who is approved for accommodations on College Board tests. Students must use this number when planning to take College Board tests (i.e. SAT, AP Exams, and PSAT/NMSQT) with the approved accommodations.

About Testing

- Students approved for extended time must use ALL of their approved time on College Board exams. Students may not move on to a new section until the time is called, even if they have finished their work before using all of their approved time.
- Students approved for School-Based Testing (students approved for any of the following: 100% extended time, extra breaks, extended breaks, reader, use of a computer for essay) must test in their home school. This testing is done during the week during a school day when POBJFKHS is not a Saturday National Test Site.

Contact Information

Contact Services for Student with Disabilities (SSD) with any questions or comments.

Call 609 771-7137 (Voice), 609 882-4118 (TTY) Mon.-Fri., 8 a.m. to 6 p.m. Fax 609 771-7944. Visit the Web site *at www.collegeboard.com/ssd or contact by e-mail at ssd@info.collegeboard.org.*

Process / Information about College Board Exams

(PSAT, SAT, Advanced Placement)

1. Students apply for accommodations one time. Once approved, the accommodations will remain the same throughout high school, for all College Board tests. In special circumstances, a change in accommodations can be considered should such a need arise.

2. We recommend submitting this request as early as possible. The request process should begin at least one year before any College Board exam. To do so, complete Forms A & B (attached) and return them to me, (Ms. Lynn, Director of Guidance).

3. Please note: depending on the student's specific disability, it may be necessary to submit additional documentation from sources outside of the school district. If this is the case, parents will be notified after Forms A & B have been submitted.

4. Once these forms have been completed and returned to me, we will send appropriate documentation to the College Board. Depending upon the nature of the disability and what type of accommodations are being requested, our review process can take up to 30 days to assemble the necessary documents. The College Board will review the information and let you know if your child has been approved for accommodations. This process can take up to **eight to ten weeks**.

5. Please be advised that the College Board has established their own criteria and deadlines for determining the eligibility for any type of testing accommodation, including extended time. Therefore, we cannot guarantee that the College Board will grant these requests.