EPISCOPAL HIGH SCHOOL

Extended time testing policy – classroom

The administrators and faculty of EHS are concerned about students as individuals. The school accepts students with average-to-exceptional academic ability, some of who have one ore more learning disabilities or ADHD. To give these students an equitable educational experience, we offer some classroom accommodations, including extended time to complete tests. We do not provide curriculum modification.

For their children to qualify for these accommodations, parents/guardians must notify the Director of Academic Assistance of the need and submit the appropriate paperwork. They must provide results of educational testing performed by a qualified professional that *clearly diagnoses* a learning disability. The testing must be current (i.e.: within the last three years). If it was completed before the student's eighth-grade year, updated testing will need to be done before the beginning of the sophomore year. Up-to-date test results give the school an accurate appraisal of the student's current capabilities so that we can best assist him or her in achieving academic success. A current assessment will also allow students to apply for extended time on national testing during their junior and senior years (see below).

Once students have been added to the extended-time testing list, so that appropriate arrangements may be made, they must notify their teachers – in advance of any test – that they intend to use this accommodation. It is the responsibility of the student to make the necessary arrangements with the teacher.

Extended time testing policy – semester and final exams

Students who are currently on the extended-time list are allowed to take advantage of that accommodation for the timed semester and final exams. To facilitate this process, extended-time exams are administered in a separate location from the regular exams. Teachers make periodic visits to the extended-time facility to answer questions about the exam.

Several weeks prior to exams, the Director of Academic Assistance will send instructions to qualifying students via email. Any students who plan to use extended time must then notify their classroom teachers so that proper facility arrangements and distribution of exams may be made. Those who fail to notify their teachers by the given deadline will have to take their exams within the regularly scheduled time frame.

Extended time testing policy – SAT/ACT

A student with a disability may be eligible to take the College Board tests (PSAT, SAT and AP tests) and ACT program tests with special accommodations. To be granted extended time on the PSAT given in October of sophomore and junior year, students must begin the application process in August of that year..

To be eligible, the student must meet the following requirements:

- Have a disability that necessitates testing accommodations;
- Have current documentation on file at school, obtained from a qualified specialist (the evaluation must be no more than three years old), that includes scaled scores on both cognitive and achievement assessments;
- *Be eligible for and regularly using* accommodations for classroom tests at school.

Extended-time tests are ordered according to a test schedule that meets deadlines and operates in a manner similar to that of regular testing. Test dates are available from the Director of Academic Assistance. Both the College Board and the ACT program have their own specific criteria that must be met to obtain these accommodations. *Having been granted extended time or other accommodations at EHS in no way guarantees that the student will meet the qualifications of these independent agencies.* If an application for extended time is denied by the College Board or ACT, any appeal of that decision is the responsibility of the parent/guardian.

Director of Academic Assistance: 713-470-5040