

Procedure for requesting SAT (College Board) and ACT testing accommodations:

### **ACT**

- There are two distinct procedures depending on the type of accommodation(s) a student is seeking. The differences are outlined below.
- Neuropsychological and cognitive testing must have been administered within the past THREE years in order for ACT to consider it
- Please note, you cannot request accommodations from ACT until early in the year you will be testing (usually the junior year).

### **ACT National Testing:**

- If a student needs 1.5 time and no other accommodation, then the student/parent can register online and send in the supporting documentation yourself. If a student needs 1.5 time and no other accommodation, then the student/parent should register on line and pay the regular exam fee.
- Download the National Extended Time application from ACT.org. Complete the form and attach a copy of your admission ticket to the form. Bring the form and admission ticket to your counselor for supporting documentation. The application will be mailed by your counselor.
  - The student's counselor can provide the documents if the family is not in possession.
  - The student pays the regular ACT registration rate, chooses a testing site and prints "regular time" admission ticket.
  - ACT reviews the application, determines eligibility, and, if the student qualifies, sends a new admission ticket noting extended time.
  - There is no guarantee you get the site for which you asked.
- ACT informs the family of their determination several weeks before they notify the counselor. Please inform your counselor of the decision, especially if the request is denied, so the counselor can help you begin the appeals process immediately

### **ACT Special Testing:**

- If a student needs an accommodation other than, or in addition to, extended time (use of computer for essay, a scribe, etc.) he/she will test here, during school hours at a mutually agreed upon time.
  - The exam can be administered over a period between two and five days.
  - Student MUST use the computer for the essay if he/she has this accommodation.
- Student must submit Special Testing form to his/her guidance counselor with a check for \$52.50 (this is the 2013-14 rate) made out to ACT. This check serves as the exam fee. No other payment is necessary.
  - If a family has a supporting document that the district/school does NOT have and this form may further substantiate the need for testing modifications, it must be submitted with the application to the counselor.

### **SAT, PSAT, AP, SATII (College Board):**

- College Board accommodations requests are a counselor generated, online form. Once a parent makes a request for testing modifications, the counselor will fill out this form and submit all supporting documentation.

- If a family has a supporting document that the district/school does NOT have, and this form may further substantiate the need for testing modifications, it must be submitted with the application to the counselor.
- Neuropsychological and cognitive testing must have been administered within the past FIVE years in order for College Board to consider it
  
- The SAT accommodations request can be filled out without the student also having to register to take the exam.
  - The counseling staff request accommodations for all students with and IEP/504 in their freshman year so that if they choose to take the PSAT in October of their sophomore year, the accommodations may already be in place.
  - Please note that if your child received testing modifications for the first time AFTER freshman year, the onus is on the parent to ask to counselor to fill out the online form.
  
- Students who receive double time, use of a computer or other accommodations (in addition to 1.5 time) will likely be scheduled to take the exam with Nina Marcel during the Monday-Wednesday following the Saturday exam administration.
  - Testing may only take place during school hours in the window determined by College Board
  - The determination for in school testing is made solely by the College Board

**FOR BOTH EXAMS, PLEASE NOTE:**

\*\*Decisions are rendered up to 7 weeks from the date of the request. Be sure to make your requests several months in advance of the test date.

\*\* The questions asked of the counselor are completely straightforward such as “What modifications does the student receive in school?” and “What is the student’s diagnosis?” Therefore, the counselor has no bearing on the decision rendered.

\*\* There is no guarantee of being awarded accommodations, regardless of whether you receive them in school, and/or were awarded them by the other testing agency (SAT and ACT are two wholly separate companies).