

TESTING ACCOMODATIONS - INFORMATIONAL PAGE

The Counseling Department has put together this comprehensive informational page outlining the process for submitting accommodation requests through the College Board and ACT. You will work with your school counselor/case manager. The accommodations request will be submitted through online portals for each agency by our school.

THE COLLEGE BOARD

Some students with documented disabilities are eligible for accommodations on College Board exams. Students CANNOT take the SAT, SAT Subject Tests, PSAT/NMSQT, PSAT 10, or AP Exams with accommodations UNLESS their request for accommodations has been approved by Services with Disabilities/SSD.

You will need to complete a College Board [Consent to Release Information form](#) and give it to your school counselor or case manager.

It can take up to 7 weeks for accommodations to be approved.

Once you're approved for accommodations, you will receive a College Board Eligibility Letter with a seven-digit SSD Eligibility Code. You'll be asked to enter this code when you register for the SAT/SAT Subject Tests online if you want the pre-approved accommodations to be activated.

Approved accommodations remain in effect until one year after high school graduation (with some limited exceptions) and can be used on the SAT, SAT Subject Tests, PSAT/NMSQT, PSAT 10, and AP Exams. **Students do not need to request accommodations from SSD a second time.**

As a student whose accommodations request has been approved, your next step depends on which exam you are preparing for: For the SAT and SAT Subject Tests, use your SSD number each time you register online. If you're approved for accommodations after you register, check your SAT admission ticket to make sure it's been updated, or contact Services for Students with Disabilities (SSD) through the College Board website. For PSAT and AP Exams, the school has access to the approved accommodations information for each student prior to testing.

Most students, including students testing with accommodations, take the SAT at test centers. Some accommodations are not available at test centers, students who are approved for "school-based accommodations" will test at our school.

The ACT

Some students with documented disabilities are eligible for accommodations on the ACT exam. Students CANNOT take ACT with accommodations UNLESS their request for accommodations has been approved by the ACT.

You will need to complete the ACT [Consent to Release form](#) and return to your counselor or case manager.

You must register for the ACT test and indicate your need for accommodations before the school can submit a request for the accommodations. When registering for the ACT with Accommodations, follow these steps to get started.

Register to test, create an account or sign in, online registration will ask you for your high school code – our school code is 311360 and your accessibility needs, please keep in mind the following when registering – you will choose:

National Testing - Select “national” if you can test at a test center and need an additional accommodation or English learner support. Examples include:

- One and one-half time extension
- Wheelchair accessibility
- Large Print (18 point font) test booklet
- Writer/scribe to assist with recording responses in the test booklet.
- Preferential seating to be able to lip-read spoken instructions
- Sign language interpreter to sign spoken instructions (not test items)
- Use of word to word approved bilingual dictionary/glossary

Special Testing - Select “special” if you have documented disabilities requiring accommodation that cannot be provided at a test center. Examples include:

- More than 50% time extension or testing over multiple days
- Alternate test formats (braille, audio, or a reader)
- Use of a scribe or computer for the writing test or extended time on the writing test only.

You will receive an email from ACT with instructions for working with your school to submit a request for accommodations. Be sure to forward the email to your counselor or case manager (include the date of testing and the student’s ticket number).

The school will submit your request, with documentation to ACT.

Decision notifications can take up to 4 weeks.

Once approved for accommodations the school receives the ACT Decision Notification letter. You will be sent the ACT Decision Notification with your Personal Identification Number (PIN).

When registering for a future ACT test date, please do NOT make a new profile. You will use your approved ACT PIN number and then notify the school so that the student’s pre-approved accommodations can be activated in the ACT online accommodations system where the coordinator will assign the future test date for which the examinee has requested.

Most students testing with accommodations will take the ACT at “National Testing” centers. Some accommodations are not available at test centers, students who are approved for “Special Testing” will test at our school.

For more information on the accommodations and EL support process, see ACT Accommodations page.

Other important information

- √ Please keep in mind that no student is automatically approved because he/she is approved for accommodations through an IEP or 504.
- √ You will work with your counselor or case manager when making requests.
- √ If accommodations are not approved, they can be resubmitted for reconsideration with additional documentation as requested by ACT or the College Board.
- √ Once approved through one of agencies (College Board or ACT), the student will receive accommodations on all following registrations given by that agency. Each agency has a separate process for accommodations.
- √ For both ACT and College Board, you will need to complete a Consent to Release Information form and give to your school counselor or case manager. A list of appropriate accommodations will be reviewed. Once the school submits the online accommodations request form, it may take several weeks (up to 7 weeks) to receive a decision about the request.
- √ Once approved it is the responsibility of the student and parent/guardian to register for the ACT and/ or SAT test dates and test location online.
- √ Although Scotch Plains-Fanwood High School (SPFHS) can assist you with requests for accommodations, the ACT and/or SAT make the final decision about accommodation requests. You may access their websites or call them for additional information.

Any questions, please contact your counselor or case manager.