

Testing Accommodations

SAT, SAT Subject Tests, PSAT/NMSQT, PSAT 10, or Advanced Placement® Exams

- Before students with disabilities can take the SAT, SAT Subject Tests, PSAT/NMSQT, PSAT 10, or Advanced Placement® Exams with accommodations — such as extended time or the use of a computer — their request for accommodations must be approved by Services for Students with Disabilities (SSD).
- It can take up to seven weeks for an accommodations request to be processed by the College Board. **In addition, please allow one-week processing time for Carmel High School.**
- Accommodations are granted through the College Board and Carmel High School has no part in the decision.
- To be eligible for accommodations on College Board exams, a student must have documentation showing evidence of the following:
 - The disability
 - The degree to which the student’s activities are affected (functional limitation)
 - The need for the specific accommodations requested
- To apply for accommodations please download and turn in the following forms **one week prior to desired date of submission.**
 - **Parent consent form for Accommodations Request-** <https://www.collegeboard.org/pdf/ssd/ssd-consent-form-accommodations.pdf> or (see below, College Board Form page 3)
 - **Accommodations Request Form (see below page 2)**
 - Teacher Survey Form- <https://www.collegeboard.org/pdf/ssd/ssd-teacher-survey.pdf> (If accommodation is not in IEP/504)
 - Updated documentation showing evidence of the disability. Please see College Board for more information. <https://www.collegeboard.org/students-with-disabilities/documentation-guidelines> (If accommodation is not in IEP/504)

ACT Test Accommodations

ACT has established policies regarding documentation of an examinee’s disability. If you currently receive accommodations in school due to a professionally diagnosed and documented disability, see [ACT Policy for Documentation](#), which will prepare you and guide you through the process of requesting test accommodations on the ACT® test.

- To request accommodations for an administration of the ACT, examinees must first:
 - create an [ACT web account](#), or log in to an existing account
 - register for a test date
- When registering to test, examinees must determine what accommodations will meet their needs.
 - Refer to the comparison chart within the [Accommodations on the ACT® Test](#) to review the requirements and features of National Extended Time (50% time extension) and Special Testing (at examinee’s school) to decide which is most appropriate for you.
- **Once an examinee has registered online for the ACT, ACT will automatically email instructions (with Subject: Requesting Accommodations on the ACT) regarding how to work with a qualified school official to request accommodations and submit supporting documentation via the Test Accessibility and Accommodations System (TAA).**
- **One week before desired deadline or earlier, please forward the email you receive from ACT along with the Consent to Release form and accommodation request form to Emily Clark eclark@ccs.k12.in.us**
 - [Consent to Release ACT Form](#) (see attached below page 4)
 - **Accommodations Request Form (see attached below page 2)**
- **IMPORTANT!** All accommodation requests must be submitted by your school official through TAA by the published registration deadlines for your preferred test date. Refer to [View Test Dates](#) for those registration deadlines.
- After ACT reviews a request for ACT-approved accommodations, Emily Clark will contact you with more details.
- More information can be found at <http://www.act.org/content/act/en/products-and-services/the-act/taking-the-test/services-for-examinees-with-disabilities.html>
 - Please contact Emily Clark with questions, eclark@ccs.k12.in.us

PSAT/NMSQT/SAT/AP/ACT Accommodations Request Form

As part of the process for applying for accommodations for college testing, please indicate the following: accommodation in which you are applying, if you currently use the accommodation on school based testing, and if this accommodation is in your current plan. Please have your parent and Teacher of Record(IEP)/Counselor (504) sign at the bottom of the page and turn this form into **Mrs. Clark** in counseling. Thank you!

Accommodation requested	Do you use this accommodation on school tests?	Is this accommodation in your IEP/504? (if no, I will need additional documentation)
Ex. Extended time not to exceed 1.5 time	Yes (or no)	Yes
Notes:		

I verify that I have indicated my accommodations and current use of accommodations in my current plan truthfully.

Student Signature

Date

Parent Signature

Date

Teacher of Record (IEP)/Counselor (504)

Date

Please allow at least one week to process before test accommodation deadlines! If you have any questions, please contact Emily Clark in counseling. Eclark@ccs.k12.in.us ext. 7419



Services for Students with Disabilities

Consent Form for Accommodations Request

Student Information

Student Name: _____

School: _____

Student Date of Birth: _____

Student and Parent/Guardian Signature

I wish to apply for testing accommodation(s) on College Board tests (SAT, PSAT/NMSQT, and/or Advanced Placement Exams) due to disability. I authorize my school: to release to the College Board copies of my records that document the existence of my disability and need for testing accommodations; to release any other information in the school's custody that the College Board requests for the purpose of determining my eligibility for testing accommodations on College Board tests; and to discuss my disability and accommodation needs with the College Board. I also grant the College Board permission to receive and review my records, and to discuss my disability and needs with school personnel and other professionals. I agree to the conditions set forth in the student bulletins for the SAT, AP, and PSAT/NMSQT Programs relating to accommodations for disabilities.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

(Parent/guardian signature is required if Student is under 18.)

Instructions to the School

This form must be used when a request for accommodation(s) is submitted electronically (via SSD Online). The form should be maintained by the school with the student's records. It does not need to be sent to the College Board. You will be asked to verify that a signed Consent Form is on file at the school prior to submitting a request for accommodations.



Consent to Release Information to ACT

Print the examinee's first and last name.

Examinee First Name

Examinee Last Name

Examinee/Parent Signature

I verify that the information provided in the accommodations request in the Test Accessibility and Accommodations System (TAA) is accurate to the best of my knowledge. I authorize the release to ACT of documents or other information related to this request by school officials, physicians, or others having such information, if requested by ACT. I understand that any documentation or information provided to ACT will remain with the records related to the request and will not become part of the examinee's permanent score record. If this request for accommodations is not approved based on the information submitted, I understand the examinee may be required to test without the requested accommodations.

Parent or legal guardian signature, or student signature if over age 18

Date

Telephone Consent

I verify that I have spoken to the examinee's parent or legal guardian by telephone, and obtained his or her permission to release information to ACT specifically as described above.

School official's signature

Date