

A How-to Guide to College Testing for Students with Disabilities

Introduction:

Students who are considering applying to a four year college will likely be required to take a college placement test such as the SAT and/or ACT. These tests are designed to give colleges an idea of your level of college readiness. The PSAT is a practice for the SAT, given only in October, during regular school hours. Advanced Placement, or AP exams, are given to students in specific college-level courses.

Special Education students who receive testing accommodations through their high school must apply to the College Board and/or to ACT for those same accommodations on the exams (ex: extended time). As a private entities, the College Board and ACT, Inc. may approve all, some, or none of the requested accommodations. This pamphlet is intended to provide you with information about the request process. Your school counselor can lead you through the process and answer questions you may have. Please note that some accommodations allow for students to take the exams with other testers on the National Test Dates, while others require Special Testing, which offers a window of testing dates to be arranged with the school counselor in advance. Your counselor can help identify which type of testing would be available to you.

College Board Testing (PSAT/SAT/Advanced Placement)

Step 1: Permission to apply for accommodations

To begin the request process, your school counselor must have a Consent Form for Request for Accommodations. This form is typically given to you during the student's 10th grade Special Education Annual Review meeting, but is available at any time. It must be signed by both parent and student and returned to Guidance, where it will be kept on file.

Step 2: Submission of online request for accommodations

Your school counselor will provide the College Board with information regarding your demographics, diagnosis, area(s) of disability, and accommodation types being requested. Any required documentation supporting the request (IEP, special education testing, teacher surveys, etc) will be faxed to the College Board by the Guidance Office.

Step 3: Notification

The College Board will notify you of the accommodations decision by mail. This letter will include your SSD Code, which must be entered when registering for the SAT's. Registration is completed by the student, online, at the College Board website, as described below.

If the requested accommodations are approved:

Step 4: Registering for the AP's, PSAT's, and SAT's

AP registration simply requires you to sign up with the teacher of your AP class. Similarly, to register for the PSAT's, you must sign up in the Guidance Office in October of your junior year. To register for the SAT's, you must do so online at www.collegeboard.org. A schedule of test dates and registration deadlines is available on the website. Please plan ahead, as registration deadlines are approximately five weeks prior to the test date. **Important: Be sure to enter your SSD Code from the approval letter during the registration process. This code must be entered in order for the approved accommodations to be provided on the exam date.**

If the accommodations are not approved, you may:

1. Register to test without accommodations, as outlined in Step 4 above OR
2. Talk to your counselor about resubmitting the request for accommodations approval with additional or different documentation, then follow Steps 3-4 above.

Step 5: Take the test!

AP exams are administered on designated days in May, during regular school hours.

PSAT's are administered in October, during regular school hours.

SAT's are administered on designated Saturdays in November and June at Chatham High School. They may also be offered at other times in other districts. In addition to your admissions ticket, pencils, calculator, and required identification, please bring your SSD accommodations letter with you on the morning of the SAT. In the event that there is any question, this will provide proof that you were approved to receive accommodations.

ACT

The SAT and ACT are two different tests. Many four year colleges will accept scores from either SAT or ACT, but you should check with the college or your counselor to be sure. Please note that the ACT may be taken with or without Writing. Because they are different exams and the College Board and ACT, Inc. are separate entities, you must request approval for accommodations separately. This guide is intended to provide students with the most commonly requested accommodations with the information needed to go through the request process. If you currently receive accommodations not listed, please see your counselor.

For students requesting the following accommodations:

50% Extended Time with regular type test book

50% Extended Time with large type (18 pt) test book

Step 1: Register for the ACT

1. To register for the ACT's, go to www.actstudent.org, A schedule of test dates and registration deadlines is available on the website. Please plan ahead, as registration deadlines are at least five weeks prior to the test date, and the review of your request can additional time. Print a copy of the **standard time** admission ticket after your registration is complete.
2. Print the *Application for Extended Time National Testing* from the website. Complete sections A-F. This form must be signed and dated by both student and parent.
3. Bring the printout of your admission ticket and your completed/signed Application to your school counselor.

Step 2: Submitting the Application for Extended Time National Testing

Upon receipt, your counselor will complete the remainder of the Application for Extended Time National Testing and submit it, with your admission ticket and any required documentation (i.e. a copy of your IEP) via mail, to ACT, Inc.

Step 3: Notification of the decision

If you **are** approved, ACT will assign you to the nearest available center with an extended time seat. They do not guarantee you will be assigned to the center on your standard time admission ticket. You will receive an email from ACT prompting you to print the **new** admission ticket for extended time. Be sure to bring this admission ticket on the day of the exam.

If you **are not** approved, you will be notified in writing by ACT. If you registered online, you will still be registered to test with standard time at the test center on your admission ticket. If you registered by mail, you will be automatically assigned to a standard time room.

If you do not submit your application and all required documentation with a registration folder or admission ticket postmarked by the deadline, you will only be allowed to test with standard time on test day.

Please be sure to notify your school counselor of the decision that has been made. We do not receive direct notification from ACT.

Step 4: Take the test!

ACT's are administered on designated Saturdays in October and June at Chatham High School. They may also be offered at other times in other districts. In addition to your new admission ticket, pencils, calculator, and required identification, please bring your accommodations approval letter with you on the morning of the ACT. In the event that there are any questions, this will provide proof that you were approved to receive accommodations.

For students requesting the following accommodations:

Greater than 50% Extended Time

Multiple Day Testing

Tests/Questions Read

Use of computer or scribe

These accommodations require "Special Testing," which mean that you will test separately from other students taking the ACT on a given administration date.

Step 1: See your school counselor

It is critical that you notify your school counselor of your intent to take the ACT with Special Testing at least seven weeks prior to the date on which you plan to test. There are very definitive postmark deadlines for the required materials. Special Testing with Writing is offered during testing windows, as provided by ACT. Students testing without writing may select, in conjunction with your counselor, a proposed test date between September and June. Your school counselor will help you determine appropriate testing date and make the necessary arrangements.

Step 2: Completing the Request for ACT Special Testing

Once the testing date or window is identified, your counselor will complete the Request for ACT Special Testing and attach the required documentation (i.e. a copy of your IEP). This application must be signed by both student and parent. In addition, a check for the registration fee must be attached to the application. Your counselor will mail the entire packet as specified in the instructions for the application.

Step 3: Notification of the decision

If Special Testing is approved, test materials will be shipped to the Guidance Office to arrive approximately 10 days prior to the proposed test date or testing window. You will take the test on the pre-arranged date. You will receive an ACT Accommodations Approval letter instead of an admission ticket. As your counselor will not receive direct confirmation of this approval, please provide him/her with a copy of your approval letter as soon as possible.

If Special Testing is not approved, ACT will send written notification to your counselor and a copy to your parent. If you wish to test without accommodations, you must go online and register at www.actstudent.org. ACT will **not** automatically register you for testing.

Step 4: Take the test!

Be prepared to take the ACT on the date that was approved. Please bring a copy of your ACT Accommodations Approval letter, as well as pencils and a calculator.