

Cold Spring Harbor School District

ACT
Test Accommodations
Request Guidelines



ACT Test Accommodations Request Guidelines

This document outlines how and when to request test accommodations on ACT exams. In order to request test accommodations on ACT exams, a student must:

- have an identified disability/diagnosis that requires test accommodations which have been approved by the Committee on Special Education, the Section 504 Committee, or the Instructional Support Team (IST).
- have a formal educational plan such as an Individualized Education Plan (IEP), a Section 504 Plan, or an Instructional Support Plan (ISP).
- use their test accommodations on school exams.

Only the test accommodations listed on a student's formal educational plan (e.g., IEP, 504 Plan, ISP) can be requested.

In order for the school to submit a request for test accommodations, students must first create a MyACT account and then register for an upcoming exam.

Please follow the detailed instructions below that outline how to create a MyACT account online, how to register for an ACT exam, and how to request test accommodations.

1. Creating a MyACT Account

- In order to create a student MyACT account for the first time, please visit the ACT website at <https://my.act.org> and click on 'Create my ACT account.'
- Complete the requested fields with the student's information (e.g., name, date of birth, student's email address, home address, phone number).
 - The student's name needs to match what appears on the student's ID (e.g., school ID card, driver's license).
- Create a password for the account, which will be required to sign in each time.
- Click the box to agree to ACT Terms and Conditions. Then choose to receive either an email or text message that will provide you with a unique code to verify the account.
- You will be directed back to the MyACT account login page. Upon logging in for the first time, you will be prompted to enter the student's High School

Information. This step is very important as it will allow ACT to notify the school that the student is requesting test accommodations. It will also allow ACT to send the student's test scores to the school. Please follow these instructions to ensure the correct school information is provided:

- Country/Region - select United States from the drop down.
- Select '**Search by Zip Code**' and enter the **school's** zip code (11724).
- DO NOT search by city/state as this will NOT provide the correct high school information.
- After searching with the school's zip code, select Cold Spring Harbor High School from the drop down and enter the student's graduation year.
- This is the final step in creating a MyACT online account.

2. Registering for the ACT Exam

- Visit the MyACT homepage at <https://my.act.org> and click on the blue box that says 'Register for the ACT.'
- At the initial prompt, indicate testing 'In the U.S.'
- The next prompt will ask, ***"Do you have a disability that requires accommodations to access the test, or do you need English Learner Supports?"***
 - Select '**Yes, Accoms/Supports Needed**'
 - If the student has already been approved for test accommodations please carefully read the notation in red that instructs the student to select the option 'Yes, Accoms/Supports Needed.'
- Next, based on the test accommodations that are currently listed on the student's plan (IEP, 504 Plan, ISP), select one of the two options that applies. Please read the descriptions of each option carefully to determine if the student will test at a national testing site or a special testing site. Remember, this selection must be based on the student's current test accommodations, which can be found on their plan.
- At the next prompt, select whether the student will be taking the ACT with writing or with no writing.

- At the final step, if the student is registering to take the ACT at a national testing site, then select a test date/test site from the options offered.
- If the student is registering to take the ACT at a special testing site, then select the 2-week special testing window for the student's registered test date. There are no testing site options because if the student is approved for test accommodations through special testing, then the test will automatically be administered at CSH HS.
- To complete the registration process, be sure to click on 'Add to Cart' in order to provide payment for the ACT exam selected.

3. Requesting Test Accommodations on ACT Exams - INITIAL REQUEST

- **Students MUST BE registered for an upcoming ACT exam in order for the school to submit a request for test accommodations on the student's behalf.** If the student is not yet registered, please refer to the instructions outlined in the section above titled Registering for the ACT Exam.
 - Remember: during registration, the request for accommodations/supports must be indicated and either National Testing or Special Testing must be selected based on the student's current test accommodations which are found on their plan.
- After registering for an upcoming exam and indicating a need for test accommodations, you will receive an email from ACT which informs you that action is needed in order to complete your test accommodations/support request.
 - You will need to forward the email from ACT to Dr. Kerrie Vujeva at kvujeva@csh.k12.ny.us for review.
- In order for the school to submit a request for test accommodations on the ACT exam for the first time, a parent/guardian must complete and sign an ACT Accommodations Consent Form.
 - The consent form is provided at the CSE or 504 annual review meetings at the end of 10th grade or at the time of initial eligibility for an IEP, 504 Plan, or ISP that occurs during or after 10th grade. You may also contact the Special Education Office at (631) 367-6943 to request a consent form.

- If you have not already completed an ACT consent form, then you will be asked to do so in order to initiate the submission process.
- Upon receipt of the signed consent form, the school will review the student's accommodations request and the supporting documentation that is on file.
 - There is the possibility that the documentation on file for the student is not sufficient according to ACT's standards; therefore, it may be recommended that you obtain new, updated, or revised documentation.
- ACT requires that supporting documentation accompany the request for accommodations.
 - If a student has an IEP: the documentation will include the most recent psycho-educational evaluation, a copy of the student's IEP, and any other information pertinent to the student's diagnosis/disability and/or specific accommodations being requested. The school will likely have the necessary documentation on file; however, if your child was evaluated privately or you obtained additional documentation from an outside practitioner, then please call the Special Education Office at (631) 367-6943 to confirm that the school has a copy of the documentation.
 - If a student has a 504 Plan or an ISP: the documentation will include a copy of the student's 504 Plan or ISP, which the school will have on file. If the school does not have supporting documentation on file, then it will be recommended that documentation from an outside provider be obtained and provided to the school for submission to ACT.
 - Please forward any documentation from outside providers to Dr. Kerrie Vujeva (kvujeva@csh.k12.ny.us) for review and submission to ACT.
 - The required documentation for students with a 504 Plan or ISP will be dependent on a student's diagnosis. Please refer to ACT's website to review the student's area of disability/diagnosis in order to determine what documentation will need to be provided, if not already on file with the school.

<https://www.act.org/content/act/en/products-and-services/the-act/registration/accommodations/policy-for-accommodations-documentation/criteria-for-diagnostic-documentation.html>

- When requesting documentation from an outside provider, it is recommended that they have a copy of the specific guidelines published by ACT to ensure that all the necessary information is included.
- Depending on the individual provider and/or the type of documentation that is needed, it may take considerable time to obtain the necessary documentation. Please take this into consideration if the student needs to request test accommodations prior to a deadline for a particular exam date.
- ACT's annual deadlines for accommodation requests align with the late registration deadlines. Please refer to ACT's test dates and registration deadlines. You may need to scroll down to the section titled 'Test Dates' to view the dates and corresponding deadlines.
<https://www.act.org/content/act/en/products-and-services/the-act/registration.html#dates>
 - Please note that ACT will not permit the submission of accommodation requests once the deadline to request test accommodations has passed.
- The school will submit the student's accommodations request to ACT once the consent form and the supporting documentation have been received.
- ACT will notify the school once a determination is made and the school will then email the decision letter to the student's parent(s)/guardian(s).
 - **Please note: The documentation review process typically takes ACT approximately 14 calendar days to render a decision.**
- If the student is approved for test accommodations, then they should reprint their admission ticket and check the test center location as it may have changed.
 - If the student will be testing at a National Testing site, then the admission ticket should indicate 'Accommodations.'
 - If the student will be testing at a Special Testing site, then the admission ticket should indicate 'Special Testing.'
 - For special testers, the school will contact the student and parent/guardian about a week before the published exam date in order to arrange testing.

The possibility exists that ACT may deny a student's request for test accommodations even if the accommodations are listed on a student's IEP, 504 Plan, or ISP and are provided on school exams.

After reviewing all of the information submitted, ACT determines if any or all of the test accommodations being requested are approved. The school does not have any control or influence over ACT's decisions and is only the conduit for notifying ACT of requests for test accommodations and providing them with the documentation they require for review.

4. Registering for an ACT Exam - REQUEST WITH PREVIOUSLY APPROVED TEST ACCOMMODATIONS

Once a student has been approved for ACT test accommodations, they can use those accommodations on all future ACT exams as long as the student's IEP, 504 Plan, or ISP continue to include the approved test accommodations.

- **REMINDER:** If the student has already been approved for test accommodations, then when registering for an upcoming exam, the option **'Yes, Accoms/Supports Needed'** must be selected.
- After registering for an exam, ACT should send a confirmation email to the student and/or parent/guardian. Please forward that email to Dr. Vujeva at kvujeva@csh.k12.ny.us.
 - If you do not receive a confirmation email, then please email Dr. Vujeva with the student's name and the registered test date to ensure that the student's previously approved test accommodations are linked to the registered exam date.
- Students who have requested test accommodations are assigned a TAA PIN, which may be needed during the registration process. By providing the TAA PIN where prompted, it will allow ACT to link the student's previously approved test accommodations to their registered exam. The TAA PIN is located toward the top right corner of the ACT decision letter.
- **Please note:** If changes are made to the test accommodations listed on a student's IEP, 504 Plan, or ISP after initial approval by ACT, then the school will submit a request to change the student's approved accommodations. ACT will review the request and then decide to approve or deny the requested

change. ACT will notify the school once a determination is made and the school will then email the decision letter to the student's parent(s)/guardian(s).

IMPORTANT: Test accommodations that have been approved or denied by ACT **DO NOT** apply to College Board exams. College Board and ACT are two separate organizations which make their own independent decisions as to whether to approve or deny some or all of a student's requested test accommodations. It is not uncommon to receive different decisions from ACT and College Board.

In order to request test accommodations on College Board exams, a separate submission process must be completed. Please refer to the College Board Test Accommodation Request Guidelines for information on how to initiate the College Board accommodation request process.

ACT Information and Resources

- ACT Test Accommodations Department: **(319) 337-1332**
When calling the ACT Test Accommodations Department, be sure to have the student's ACT ID number and their TAA PIN to give to the ACT representative.
- MyACT Account login: <https://my.act.org>
- ACT Documentation Guidelines Listed by Area of Disability:
<https://www.act.org/content/act/en/products-and-services/the-act/registration/accommodations/policy-for-accommodations-documentation/criteria-for-diagnostic-documentation.html>
- ACT Test Dates and Test Accommodation Request Deadlines for the 2021-2022 School Year:
<https://www.act.org/content/act/en/products-and-services/the-act/registration.html#dates>