

Cold Spring Harbor School District

College Board
Test Accommodations
Request Guidelines



College Board Test Accommodations Request Guidelines

This document outlines how and when to request test accommodations on College Board exams, which include the PSAT, SAT, and Advanced Placement exams. In order to request test accommodations on College Board 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.

Students DO NOT need to be registered for an upcoming College Board exam in order to request test accommodations.

1. Requesting Test Accommodations on College Board Exams - INITIAL REQUEST

- In order to request test accommodations on College Board exams for the first time, the student and parent must complete and sign a College Board consent form (also referred to as an SSD Data Form). The consent form is provided at the CSE or 504 annual review meetings at the end of 8th grade or at the time of initial eligibility for an IEP, 504 Plan, or ISP that occurs during or after 9th grade. You may also contact the Special Education Office at (631) 367-6943 to request a consent form.
- 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 College Board's standards; therefore, it may be recommended that you obtain new, updated, or revised documentation.

- In many cases, College Board requires supporting documentation to 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 particular 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 College Board.
 - Please forward any documentation from outside providers to Dr. Kerrie Vujeva (kvujeva@csk.k12.ny.us) for review and submission to College Board.
 - The required documentation for students with a 504 Plan or ISP will be dependent on a student's diagnosis. Please refer to the College Board website to review the student's area of disability/diagnosis in order to determine what documentation will need to be provided. <https://accommodations.collegeboard.org/request-accommodations/provide-documentation/by-disability>
 - When requesting documentation from an outside provider, it is recommended that they have a copy of the specific guidelines published by College Board 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. College Board publishes annual deadlines for accommodation requests. Please refer to College Board's test dates and accommodation request deadlines.

<https://accommodations.collegeboard.org/request-accommodations/dates-deadlines>

- If the request for test accommodations is submitted after the published deadline, then College Board will not guarantee that a decision will be rendered in time for the selected test date.
- The school will submit the student's accommodations request to ACT once the consent form and the supporting documentation have been received.
- Once College Board reviews a student's request and makes a determination, they will send the student and/or the student's parent(s)/guardian(s) a decision letter.
 - **Please note: The documentation review process typically takes College Board at least 8 weeks to render a decision.**
 - Each student is assigned an SSD number, which will be located toward the top left corner of the decision letter. Be sure to make note of it as it will be needed when registering for any future College Board exams.

The possibility exists that College Board 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 utilized on school exams.

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

2. Registering for a College Board Exam With Previously Approved Test Accommodations

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

- **REMINDER:** When registering for a College Board exam after already receiving approval for test accommodations, you must provide the student's SSD number where prompted during the registration process.
 - The SSD number is located toward the top right corner of the College Board decision letter. By providing the SSD number where prompted, it will allow College Board to link the student's previously approved test accommodations to their upcoming exam.
- If changes are made to a student's test accommodations on an IEP, 504 Plan, or ISP after initial approval by College Board, then the school will submit a request to change the student's approved accommodations. College Board will review the request and then decide to approve or deny the requested change. A decision letter will be sent to the student and/or parent(s)/guardian(s) once a determination is made.

IMPORTANT: Test accommodations that have been approved or denied by College Board **DO NOT** apply to ACT 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 College Board and ACT.

In order to request test accommodations on the ACT exam, a separate submission process must be completed. Please refer to the [ACT Test Accommodation Request Guidelines](#) for information on how to initiate the ACT accommodation request process.

College Board Information and Resources

- [College Board Test Accommodations Department: \(212\) 713-8333](#)
When calling the College Board Test Accommodations Department, be sure to have the student's SSD number to give to the representative.

- College Board Documentation Guidelines Listed by Area of Disability:
<https://accommodations.collegeboard.org/request-accommodations/provide-documentation/by-disability>
- College Board Test Dates and Test Accommodation Request Deadlines for the 2021-2022 School Year:
<https://accommodations.collegeboard.org/request-accommodations/dates-deadlines>