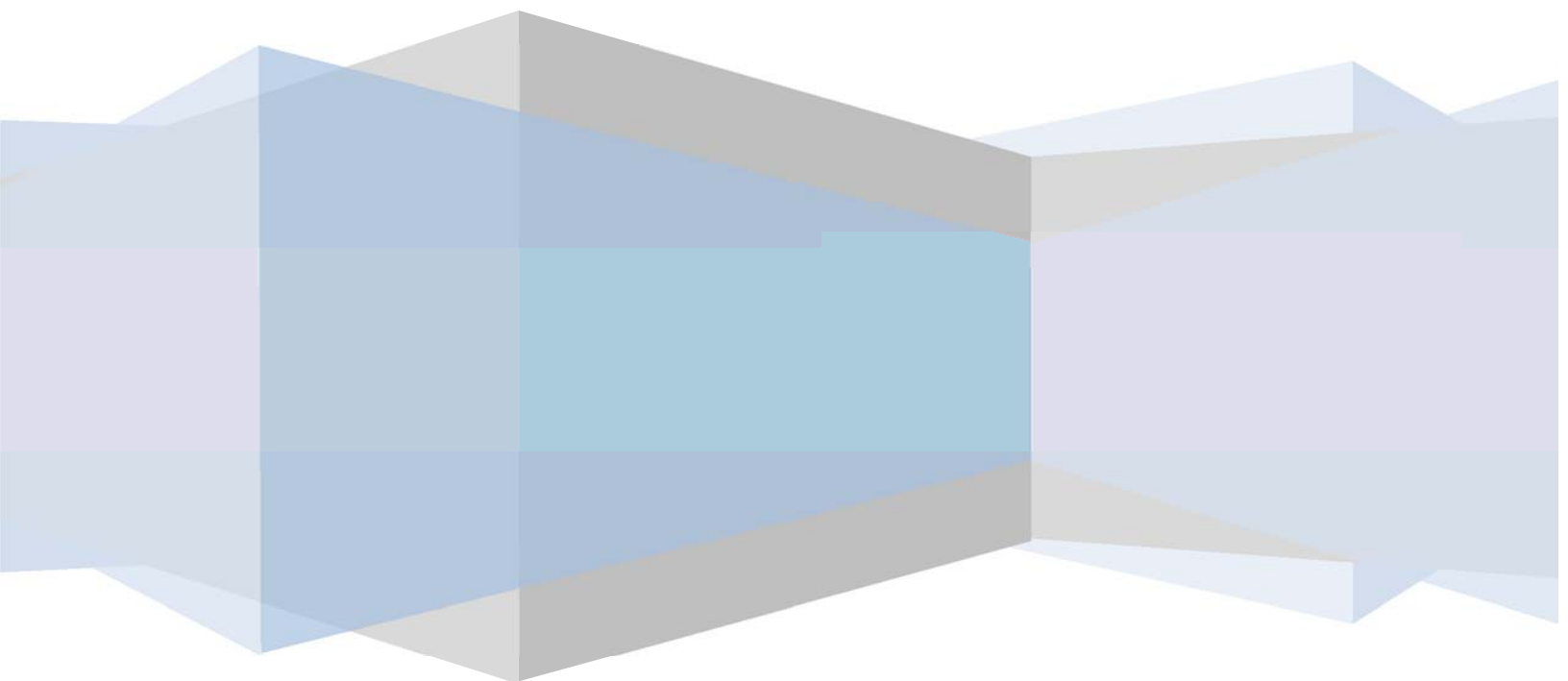


Applying for ACT and College Board (PSAT, SAT, and/or AP) Testing Accommodations for the 2016-17 School Year

Instructions for Students with Disabilities

Gregory W. Sloan, Assistant Principal for Counseling



Dear Students with Disabilities, Parents and Guardians:

By the high school years most students with disabilities and their families have come to understand that “leveling the playing field” is certainly possible, if not without its own set of hurdles. The hurdles need not be insurmountable, but they do require **attention and timely preparation**.

Most of you, by having an identified disability, qualify to use test accommodations for your school tests, quizzes and even Regents exams. You probably became eligible to receive in-school accommodations when your disability was first identified. Your test accommodations are listed in your IEP or your 504 Plan and communicated to your teachers. Using them is a simple matter, as it should be.

At some point, however, you will be taking college entrance examinations or practice versions of them. You might also take an Advanced Placement course while in high school, and you will take the same “standardized” test all other AP students take. Because these national tests are not school tests their publishers have the right to decide whether any or all of the accommodations you receive for school tests can be used when you take their tests. In many cases accommodations are allowed by the testing companies, in some cases they are not.

This booklet outlines how to request approval to use your school testing accommodations for the ACT, the PSAT, the SAT, SAT Subject Tests and Advanced Placement Examinations. The procedures can be confusing, but there are many of us here at school to help you understand what you must do to file an official request for the testing companies to review your case: Mrs. Goldthwaite, your counselor, Dr. Hurley (Dr. Chase) and Dr. Vujeva often work directly with students to help them with this process.

I must tell you, however, that **the deadlines we advise that appear in this booklet are very important**. Sometimes a delay of even a day or two can make the difference about whether you receive approval to use your accommodations on the test date of your choice. You should also know that while we do our best to present your case in the strongest way possible, **the testing companies are the ones who make the decisions**. **Doing your part on time, usually several months in advance, helps us help you!** This information in this booklet is valid for the 2016-17 school year only as the testing companies may change their rules for next year.

Sincerely,

Gregory W. Sloan
Assistant Principal for Counseling

How to request testing accommodations for the PSAT, SAT, Subject Tests, Advanced Placement Examinations

(if you already have an “SSD” number you do not have to apply again)

This information is valid for the 2016-17 school year.

To take **any** College Board test with testing accommodations, a student must:

- Have a disability that requires testing accommodation(s) that are approved by the Committee on Special Education or the Section 504 Committee and used in school
- Submit an official request for accommodations as early in the high school career as possible (the request is submitted by the school). If the request is approved the accommodations will remain in effect until high school graduation for all the College Board tests listed above.* **Please note that the possibility exists that College Board may deny your request for accommodations even if the accommodations are allowed for school exams.**

Initial requests for accommodations: Every student requesting accommodations must submit a request to the College Board and provide detailed information relating to the student's disability, past testing, and accommodations received at school.

- Students work with their school to request accommodations. The student and parent must complete a consent form. The consent forms are available at the CSE or 504 annual reviews conducted at the end of grade 9, **or** at the point of classification or 504 approval if the disability is diagnosed during or after grade 9. The school submits the official accommodations request to the College Board.
- In many cases, documentation will be requested for the College Board's review. The documentation must show not only that the student has a disability, but that the disability leads to a “functional limitation inability to take College Board tests,” and that the requested accommodation is appropriate. Documentation review takes at least 8 weeks.

Note that any approved College Board accommodation beyond that of 50% extended time is likely to place the student in the College Board category called “school based tester.” School based testers are tested on regular school days. **Parents of school testers receive written test day instructions from the Director of Guidance well in advance of the scheduled tests.**

Subsequent testing with accommodations: Accommodations **for College Board tests** need to be requested only once. Once approved, a student remains eligible for accommodations for all College Board tests as long as the school annually verifies that the student continues to receive them on school tests. For example, if a student is approved for accommodations for the PSAT/NMSQT, the student does not need to reapply for accommodations for the SAT. **(Note: the ACT policy is different.)**

If a student's accommodations change, the school will submit an Accommodations Change Request for the College Board's review. A change request also requires parental consent.

Please turn the page for more important information . . .

Registering for an SAT or Subject Test after your request has been approved

Once your accommodations have been approved by the College Board you will receive a letter from them. The letter will contain your “**SSD number.**” Please keep your letter in a safe place as you will need the SSD number to register for any SAT or Subject Test. Registration is done online at www.collegeboard.org. You will create an account and enter your SSD number at the appropriate prompt. The testing center will not know you are approved for accommodations if you do not enter your SSD number when prompted. (Registration for both the PSAT and any Advanced Placement Examination is handled in school.)

Accommodations requests deadlines: The College Board publishes annual deadlines for accommodations requests. We find that they have not always been able to meet their own deadlines, so we devised a more realistic timeline that appears below. **This timeline is only for students who have not yet been approved by College Board for accommodations, and represent the dates by which all documentation should be received by the College Board.** Applying after the deadline will be a disadvantage.

Recommended accommodation request deadlines for the 2016-17 school year appear below:

(These are not test registration deadlines. Test registration deadlines are available online at www.collegeboard.org/registration)

College Board Test Date	Initial Request Deadline
October 15, 2016 - PSAT	August 12, 2016
October 1, 2016 – SAT/Subject Tests	August 12, 2016
November 5, 2016 – SAT/Subject Tests	September 2, 2016
December 3, 2016 – SAT/Subject Tests	September 30, 2016
January 21, 2017 – SAT/Subject Tests	November 18, 2016
March 11, 2017 – SAT only	January 13, 2017
May, 2017 - Advanced Placement Examinations	January 13, 2017
June 3, 2017– SAT/Subject Tests	March 17, 2017

SAT Subject Tests: What they are and when to take them

Commonly called SAT IIs, these are one-hour subject-specific exams used both for admission to and/or placement in some colleges. Typically, colleges who require SAT Subject Tests will ask for two or three in addition to the SAT Reasoning Test. Students are encouraged to consult with their teachers about readiness and are advised to consider outside preparation before registering for any Subject Test. Consultation with your school counselor is also recommended, as standardized testing is but one part of an overall academic plan. All tests except Languages with Listening are given several times per year. Students must register and pay testing fees online at least six weeks in advance of any testing date except June, which requires at least ten weeks advance registration due to extremely heavy demand on testing centers in our region.

Register at www.collegeboard.com/forstudents/registerforthesat.

The Cold Spring Harbor High School/CEEB code is **331437**.

Information about test content is available at www.collegeboard.com/subjecttests

SUBJECT TEST	WHO SHOULD CONSIDER TAKING THE TEST	EARLIEST RECOMMENDED TEST DATE
Literature	Students with superior ability to analyze literature	not before December of junior year
United States History	Students completing AP US History	May or June of the year the course is completed
World History	Students completing AP World History or AP European History	June of the year the course is completed
Math Level 1	Students completing Algebra 2	June of the year the course is completed
Math Level 2	Students completing Precalculus	June of the year the course is completed
Biology E – ecological emphasis or Biology M – molecular emphasis	Students completing AP Biology or Molecular/Genomic Biology	May or June of the year the course is completed
Chemistry	Students completing Chemistry Honors or AP Chemistry	May or June of the year the course is completed
Physics	Students completing AP Physics	May or June of the year the course is completed
Languages: Reading only French, Spanish, Italian, German, Latin, Modern Hebrew	Students completing Level IV who are strong readers in the target language	Not before June of the year Level IV is completed unless the student is a native speaker
Languages with Listening Given only in November French, Spanish, Italian, German, Latin, Modern Hebrew	Native speakers and non-native speakers who consider themselves fluent	Not before June of the year Level IV is completed unless the student is a native speaker

How to request testing accommodations for the ACT

ACT provides accommodations appropriate to the student's diagnosis when the required documentation supports the need for the requested accommodation(s).

If you currently receive accommodations in school due to a professionally diagnosed and documented disability, you may submit documentation to support a request for one of the testing options. Please note that submitting a request for accommodations does not mean that ACT will approve it, even if you receive the accommodations for school exams.

The Counseling Center recommends that the first request for ACT testing with accommodations be made early in the fall of junior year even though the student will, in most cases, not test until April or June of junior year.

We urge families to apply **very early** because experience has shown that ACT can be extremely demanding about documentation, and their repeated requests often prolong the application process. Waiting until the spring semester to apply may be too late because ACT may make repeated requests for disability documentation.

To request accommodations for an administration of the ACT, examinees must first:

- create an [ACT web account](#), or log in to an existing account at www.act.org
- register for a test date
- forward the e-mail & consent form that you receive from the ACT to the Counseling Center secretary (adipietro@csh.k12.ny.us)

When registering to test, examinees must determine what accommodations will meet their needs (based on their 504, IEP, or ISP).

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.

Note: The basic fees for accommodated testing are the same.

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). This email must be forwarded to the Counseling Center.

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, an examinee-specific *Accommodations Decision Notification* is created in TAA. When the notification is available, the individual who submitted the request will receive an email. That individual should provide a copy to the examinee and/or parent(s)/guardian(s). The notification contains the:

- examinee's name
- examinee's personal identification number (PIN) for TAA
- accommodations approved (including any special authorizations), or not approved, as applicable
- reason accommodations are not approved, if applicable

**2016-17 ACT Accommodations Application Deadlines
(for students applying for ACT accommodations for the first time)**

This is a recommended timeline. You may apply after the recommended deadlines but you will be at a disadvantage for having done so.

ACT Exam Dates	Applications due to Counseling Center
September 10, 2016	August 5, 2016*
October 22, 2016	September 16, 2016
December 10, 2016	November 4, 2016
February 11, 2017 (Not offered in NYS)	January 13, 2017
April 8, 2017	March 3, 2017
June 10, 2017	May 5, 2017

*School Psychologists are responsible for completing the required paperwork to document the disabilities, accommodations and testing history for students applying for accommodations. The psychologists are not available during the summer and must complete all forms before the school year ends. **Please plan accordingly.**

COLD SPRING HARBOR HIGH SCHOOL

Counseling Center

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Gregory Sloan

Assistant Principal for Counseling

Laurie Conlon • Heather Friedland • Mary-Jo Hannity • Jennifer Pickering • Kevin Purrone, Ph.D.
School Counselors

ACT ACCOMMODATIONS REQUEST FORM

ACT ID # _____

Student Name _____

Date of Birth _____

Address _____

Have you previously been approved for accommodations on the ACT? Yes No

Have you already registered for an upcoming exam? Yes No

Next intended ACT Exam: Sept ____ Oct ____ Dec ____ Feb ____ April ____ June ____

Classification/Disability (If LD or OHI, please specify area) _____

Which formal accommodations plan exists for the student? IEP 504 ISP

Please list the accommodations being requested for the ACT (*based upon student's IEP, 504 or ISP*)

Parent/Guardian Name _____

Parent/Guardian Email _____

Parent Signature _____

Date _____

For Office Use Only:

Dashboard Entry Date / Staff Member _____

Dashboard Submission Date / Staff Member _____

OVER →



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