



Briefing ID #: 23780

ALL MIDDLE & SENIOR HIGH SCHOOL PRINCIPALS/APs: Procedures to Provide Testing Accommodations for Students with Disabilities Who Are Taking National and International Standardized Exams

Category: For Your Information

Audience: Principals/APs (Middle), Principals/APs (Senior High)

Post Date: Oct 04, 2018

Due Date: n/a

Meeting Date: n/a

Master Calendar: n/a

Attachment(s):  [Accommodations Table.pdf](#)

To provide information for school personnel on testing accommodations for students with disabilities (SWD) and/or special needs who are taking national and international standardized exams

- The College Board, American College Testing (ACT) Assessment, International Baccalaureate (IB) Organization, and Cambridge International Examinations provide reasonable testing accommodations for students with disabilities and/or special needs.
- Testing accommodations are available for many exams including the Scholastic Assessment Test (SAT), the SAT Subject Tests, the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT), the ACT Assessment, and all Advanced Placement (AP) exams, IB exams, and Cambridge exams.
- **Accommodation requests must be submitted by school personnel responsible for providing documentation, as outlined on the attached chart, well in advance of the scheduled exam date (up to 7-10 weeks prior to an exam). In the event that additional documentation is required, schools must plan accordingly and allot additional time for completion of the process. Schools must adhere to accommodations request deadlines set forth at:**
<https://www.collegeboard.org/students-with-disabilities/calendar>

General Procedures

- The attached table identifies procedures for requesting frequently used accommodations on exams administered for students at the secondary level. The table also includes resources and links to all required forms.
- The following general guidelines outline procedures to request accommodations for selected standardized exams.

American College Testing (ACT)

- Student creates online account to request accommodations.

- ACT sends electronic mail to student with information that must be shared with the school (e.g. ESE Program Specialist).
- School site designee submits request for accommodations on the ACT Test Accessibility and Accommodations (TAA) System on behalf of the student. This should be completed 4-6 weeks prior to the exam date.
- ACT reviews request between 7-10 business days and provides a Decision Notification via the TAA System to the school. Families are required to contact the school testing coordinator for a copy of the Decision Notification.
- Specific questions from students should be forwarded to ACT through the contact information set forth on the attached Test Accommodations for Students with Disabilities table.

College Board (PSAT, NMSQT, PSAT, PSAT-10, AP, SAT)

- Schools must designate a Services for Students with Disabilities (SSD) Coordinator. Requests for testing accommodations must be submitted through the SSD Online system by the College Board approved SSD Coordinator.
- Parent consent and specific documentation must be provided to the College Board in order to consider requests for testing accommodations.
- Requests for testing accommodations may include documentation providing evidence of the student's disability such as a copy of an Individual Educational Plan (IEP), the degree to which the student's activities are affected by the disability (i.e., functional limitation), and the need for the specific accommodations requested.
- Eligibility to receive testing accommodations is determined by the College Board on a case-by-case basis, following a review of all documentation submitted. No request is automatically approved. Additional information is set forth on the attached Test Accommodations for Students with Disabilities table.

International Baccalaureate (IB) Exams

- School Site IB Coordinator initiates all requests for testing accommodations from IB Cardiff. IB refers to testing accommodations as "Special Assessment Needs."
- School site administrator must sign the request for special assessment needs.
- Special Assessment Needs may include the use of a Scribe, additional time (specific times allotted), use of a reader to read portions of test aloud for written examinations, rest periods, etc.
- Additional information regarding Special Assessment Needs requests is set forth in the Candidates with Special Assessment Needs Publication referenced in the attached table.

Cambridge Assessment

- School site Cambridge Coordinator submits request for testing accommodations known as "Access Arrangements."
- Access Arrangements may include braille, colored paper, extended time (specified), enlarged print, etc.
- Principal must sign the Access Arrangement form for submission.

- Specific deadlines for submission of Access Arrangement forms are set forth on the Cambridge Access Arrangements website referenced in the attached table.
- For more information, please contact Reagan Chalmers, Instructional Supervisor, Exceptional Student Education, at 305-274-8889 or by e-mail to reaganlyn@dadeschools.net

Contact: Reagan Chalmers (305-274-8889)

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