

## Accommodations for Standardized Exams

In order for a student to receive accommodations on standardized tests such as the PSAT, SAT or AP exam, the College Board and ACT require that a student have testing on file at their school of attendance. The testing should include a **DSM-IV diagnosis**.

### **PSAT/SAT**

All students seeking accommodations from the College Board must contact Julie Scurry, HS Coordinator of Educational Support Services and SSD Coordinator who will process the request on-line.

Please note that requests for accommodations other than or in addition to extended time on the SAT, must be accompanied by a supporting psycho-educational or neuro- psychological assessment. Receiving multiple accommodations from the College Board has historically been more difficult for students than the single accommodation of extended time. Additionally, requests for accommodations for a student who has received accommodations at school for less than 4 months must be accompanied by the psycho- educational or neuro-psychological assessment.

It is the responsibility of the student and parent to read and understand College Board policies, dates, and requirements. Once accommodations are granted, students and parents will receive a letter from the College Board. It is up the students and parents to read the letter and double check that the requested accommodations are accounted for on this letter. If they are not, please contact Julie Scurry to further apply for the desired accommodations.

### **ACT**

All students seeking accommodations from ACT must:

1. Go to [www.actstudent.org](http://www.actstudent.org) or alternatively to [www.act.org](http://www.act.org)
2. If you are new to ACT, create an account for yourself; if you already have an ACT account, log in.
3. On the Your Accommodations screen, BE SURE to indicate YES, you are an examinee with a disability who needs accommodations to access the ACT.
4. Select either National Extended Time or Special Testing (please ask us if you don't know which one to choose).
5. Select your testing date; select ACT with writing (typical); or no writing.
6. ACT will assign a registration number.

7. IMPORTANT!! We MUST know that you've registered in order to submit documentation. PLEASE EMAIL your registration to [scurry@campbellhall.org](mailto:scurry@campbellhall.org) **and** [bakert@campbellhall.org](mailto:bakert@campbellhall.org)

8. We will then upload your supporting documents and request accommodations.

9. Students must register for the ACT via the ACT.org website **each time** they want to take the exam. Additionally, we **must** receive a copy of this registration receipt to know that you are taking the exam again with accommodations.

Regardless of the accommodation/s requested, the ACT requires that the applicant supply a copy of a psycho-educational or neuro-psychological assessment documenting the need for the accommodation.

It is important to make sure that the student's assessment is current. Campbell Hall recommends that the assessment be updated every 3-5 years, ensuring that the student's assessment is current for not only the standardized exams but for eligibility for support services in college. It is the parents' responsibility to ensure that documentation is current so that timelines for requests for accommodations from the College Board and ACT are met. Information on test dates and deadlines can be found at:

[www.collegeboard.com/ssd/student](http://www.collegeboard.com/ssd/student)

<http://www.act.org/content/act/en/products-and-services/the-act/taking-the-test.html#identification>

Types of accommodations that are given to students with disabilities:

- Extended time
- Large print test book
- No Scantron
- Reader
- Extended breaks
- Breaks as needed
- Computer for essays

Please note that a recommendation for accommodations on standardized exams by a testing psychologist does not guarantee a student will receive an accommodation. Both the College Board (SAT) and the ACT have independent psychologists who review the submitted documentation and make their own determination. We recommend students apply for accommodations that are reflective of what they utilize at Campbell Hall. For more information on how College Board and ACT make their decisions please read:

<https://www.collegeboard.org/students-with-disabilities/request-accommodations>

<https://www.act.org/content/act/en/products-and-services/the-act/services-for-examinees-with-disabilities.html>

The College Board and ACT are separate entities from Campbell Hall Episcopal. We do not work for them. We are not responsible for when they distribute scores or how they determine accommodations. Please contact ACT Customer Care at 319-337-1270 (Monday – Friday, 8:00 a.m. – 8:00 p.m. Central time) and an agent will assist you. For the College Board, please contact 212-713-8333.

If the request for accommodations is denied, an appeal may be filed. The appeal process is primarily the responsibility of the parent and student. Mrs. Scurry is available to help with the process. Any appeals processed through Educational Support Services **must** include a letter from the student articulating how and why the accommodation has contributed to their academic success.

Please check the respective College Board and ACT websites for necessary forms as well as test and registration dates. If you need help please contact Mrs. Scurry. She may be reached at 818 505-2429 or at [scurryj@campbellhall.org](mailto:scurryj@campbellhall.org). Ms. Baker, HS Educational Support Services Office Coordinator, may be reached at [bakert@campbellhall.org](mailto:bakert@campbellhall.org) or 818- 505-5310.

For students applying for accommodations with either or both the College Board and/or ACT please sign along with your parent that you have read and understand this information.

Please check next to those that apply:

I will be requesting accommodations with the ACT\_\_\_\_

I will be requesting accommodations with the College Board\_\_\_\_

X \_\_\_\_\_  
(student signature-please sign and print) (Date required)

X \_\_\_\_\_  
(parent signature-please sign and print) (Date required)