

Getting Accommodations for College Board & ACT



WHEN TO APPLY FOR ACCOMMODATIONS

College Board (PSAT, SAT, & AP exams)

You should get a permission slip from the SHS Counseling Website or from the Student Services Counselor, complete it and turn it in the semester before your student plans to take an exam. College Board takes up to 10 weeks to make a decision. In the event that they deny accommodations, you will have time to reapply and appeal their decision.

ACT

You should first apply on line to take an exam and indicate that you wish to take the exam using accommodations. ACT will then email the Student Services counselor to apply for your student's accommodations. This should also be done the semester before your student plans to take an exam. It takes ACT up to 6 weeks to make a decision on accommodations. Again, if they deny the request for accommodations, it gives you time to reapply and appeal their decision.

How Long Do the Accommodations Have to Be in Place?

They don't often grant accommodations on tests if a student has not been on a 504 plan at their school for more than 4 months.

DOCUMENTATION NEEDED FOR ACCOMMODATIONS REQUEST

A student is awarded accommodations on college entrance exams based on the accommodations the student is using at their school. College Board and ACT will request a copy of the student's formal plan for evaluation. They will also want verification of disability. They may also want to see results of psychoeducational testing to further verify that the student's disability impacts their ability to perform equal to their peers on the exam.

- 504 Plan
- Doctor Letter
- Psychoeducational testing - *depends on the disability*

Commonly Granted Accommodations:

Extended Time (50%)
Small Group Testing
Breaks as Needed
Testing Over Multiple Days
Reader
MP3 recording

Plan Ahead! Start Early!

The Student Services Counselor applies for accommodations every other Friday, so don't wait until the last minute to turn in your permission slip for College Board or apply to take an ACT exam. Do it the Semester BEFORE you need to use it.

Frequently Asked Questions:

Why would my student's request for an accommodation be denied?

The testing companies evaluate each request on a case-by-case basis. It often doesn't make sense why a student's request for an accommodation is denied. They are looking to see if there is enough evidence that a student's disability impacts their ability to perform equally to their peers who do not have a disability.

LINKS:

[HTTPS://WWW.ACT.ORG/](https://www.act.org/)

[HTTPS://WWW.COLLEGEBOARD.ORG/](https://www.collegeboard.org/)

Do I have to reapply for accommodations each time I take a test?

NO. Once a student has been granted accommodations by each testing company, those accommodations are good for up to a year after graduation from high school.

How many times should my student take these exams?

That is an individual choice; however, research shows that students' scores tend to go down after the 3rd time they take a particular exam.

Which exam should my student take?

A student should first know which test the colleges they are applying to accept. Many colleges accept either exam, but that isn't the case for all colleges. If their colleges accept either, then they should take both once to see on which one they score higher.