

TESTING ACCOMMODATIONS

PSAT, SAT, AP, & ACT EXAMS

Rev. 12/19/2018

Accommodations that a student receives in the classroom and on state assessments such as AzMERIT and AIMS Science **DO NOT** automatically apply to college entrance exams. Students must be formally approved by College Board (PSAT, SAT, AP) or by ACT to test with accommodations. This document outlines what is required of students/parents requesting accommodations.

NOTE: Students are encouraged to FIRST take a practice test (official or unofficial) BEFORE requesting accommodations. Students typically use all of their regularly allotted testing time, so feeling rushed does NOT necessarily mean extended time accommodations are appropriate.

PROCESS

1. Students or parents contact Ms. Petrillo, CFHS Accommodations/Testing Coordinator, and initiate the request for College Board and/or ACT accommodations. Please specify what test(s) your student will take.
 - College Board approved accommodations are valid on all PSAT, SAT, and AP exams. Requests do not need to be resubmitted for the various tests.
 - ACT is a different testing company and so requires a separate request. **STUDENTS MUST HAVE AN INTENDED TEST DATE**, and make note of it on the consent form, before the request can be submitted.
 - Ms. Petrillo will email the appropriate consent form for parents to sign and return to her in the Counseling Office or via email. Students who are 18 or older will sign their own form.
2. Ms. Petrillo will access student records (IEPs, 504 plans, etc) and use the documentation to submit and support the accommodations request. If a student does not have a formal IEP or 504, parents may need to supply documentation regarding the diagnosis; the accommodations being requested and why; and possibly academic, cognitive, medical, neurological, and/or psychiatric evaluations as requested by the testing companies.
3. All requests are submitted online and deadlines for request submission are based on when the student is testing. Deadlines can be found online at <https://www.collegeboard.org/students-with-disabilities/calendar> and <http://www.act.org/content/act/en/products-and-services/the-act/registration.html>
4. Decisions are made in 6-8 weeks, though sometimes faster. There is an appeals process for denied requests.

ACCOMMODATIONS

- Some accommodations, such as 100% addtl time (double time) or breaks as needed, require school-based testing.
- Students approved for school-based accommodations **will need to contact Ms. Petrillo upon registering for the exam** so that arrangements can be made regarding a proctor and testing date/time.
- College Board will not permit students to move forward with a test section before approved allotted time has passed.** For example: Students approved for double-time will not be allowed to move on to the next section until the allotted double-time has passed regardless of how quickly they complete the section.

DOCUMENTATION

- In most cases, the student's IEP or 504 plan are sufficient. However, Ms. Petrillo may contact you if additional documentation is required (e.g., diagnoses, doctors' recommendations, evaluation results, etc.).
- Extended Time documentation must include a detailed description of the disability and an explanation of how it affects test-taking under timed conditions including the frequency, duration, and intensity of the student's symptoms.

CONTACT INFORMATION: jpetrillo@cfsd16.org or 209-8382