

***College Board and ACT Test Accommodation Information
for Students with Disabilities***

Information regarding approved **College Board** accommodations, dates, and information regarding applying for accommodations for college readiness tests associated with College Board (SAT, SAT Subject Tests, PSAT/NMSQT, PSAT 10, and AP Exams) can be found at

[https://www.collegeboard.org/students-with-disabilities/typical-accommodations.](https://www.collegeboard.org/students-with-disabilities/typical-accommodations)

Information regarding approved **ACT** accommodations, dates, and information regarding applying for accommodations for college readiness tests associated with ACT (ACT, Pre-ACT) can be found at

[https://www.act.org/content/act/en/products-and-services/the-act-educator/accommodations.html.](https://www.act.org/content/act/en/products-and-services/the-act-educator/accommodations.html)

The identified testing coordinator (with assistance from counselors and case managers) at each school will be responsible for communicating the guidelines for requesting accommodations and submitting accommodation requests for College Board and ACT testing to all students with disabilities (SWD) who have Section 504 Plans and/or Individualized Education Programs (IEPs) and their parents.

1. Parents may be notified of the differences between state and local testing and College Board/ACT accommodations during the annual 504/IEP meeting and/or provided with testing information. During this meeting, parents will receive [up-to-date information](#) regarding approved accommodations, the process for submitting a request for approval, and corresponding timelines.
2. Testing Coordinators will ensure each school website contains a link to CCSD's ***College Board and ACT Test Accommodations Information for Students with Disabilities (SWD) document.***
3. Testing coordinators (or their SC Certified Designee) will work collaboratively with parents to assist in submitting the accommodation requests, as needed, in a timely manner so as to meet the deadlines established by the vendor. Testing

coordinators have the ability to submit the request online and can do so at the parent's request once all necessary information is gathered with the parent. (In order for a school testing coordinator to submit the request online, s/he will require an account on the College Board or the ACT website. Information can be found here: <https://www.collegeboard.org/students-with-disabilities/ssd-online> and <https://www.act.org/content/act/en/products-and-services/the-act/registration/accommodations/policy-for-accommodations-documentation.html>)

4. The approval process may take up to seven weeks.
 - [Requesting Accommodations for ACT](#)
 - [Consent Form for SAT Accommodations](#)

5. Once the accommodation(s) approval is received from the testing organization, the school testing coordinator is responsible for communicating all approved accommodations to the person administering the test to the student.

6. An accommodation request is typically only required once for all College Board and ACT tests. Approved accommodations remain in effect for one year post-graduation from high school and can be used (with some limited exceptions) for SAT, SAT Subject Tests, PSAT/NMSQT, Advanced Placement, ACT, and Pre-ACT exams.

College Board approved accommodations may only be provided for these tests: SAT, SAT Subject Tests, PSAT/NMSQT, Advanced Placement

ACT approved accommodations may only be provided for these tests: ACT and Pre-ACT exams.

Information provided in this document is based on the most current information received from the College Board/ACT organizations. Please check with the appropriate testing organization for additional information or updates. These organizations are solely responsible for approving/denying the accommodation request.