SDUSD Testing Accommodations Coordinator Responsibilities 2021-2022

ACT's Steps for Requesting Accommodations:
https://www.act.org/content/act/en/products-and-services/the-act-educator/the-act-test/accommodations.html

1. Prepare:
   - Request test coordinator (TC) role access (if you don't have one already): https://actiam.act.org/ssp/#/registration
   - Questions? Call 319-337-1332

2. Accommodations requested by student/family:
   - Parent/Guardian will sign a Consent to Release Information to ACT form and submit request for accommodations online when registering for the ACT.
   - Once an examinee has registered online for the ACT, ACT will automatically email you instructions regarding how to request accommodations and submit supporting documentation.

3. Accommodations submitted by TC:
   - Collect signed parent consent form and submit requests and supporting documentation to ACT using TAA. Refer to the Test Accessibility and Accommodations User Guide to get access and instructions on how to navigate through this system.
   - **IMPORTANT!** All accommodation requests must be submitted through TAA by the published registration deadlines for the student's preferred test date.

4. Wait for approval:
   - Once all documentation is submitted, it generally takes 3-7 weeks to receive ACT's response of approval/denial.
   - ACT will provide an Accommodations Decision Notification in TAA.
   - Use of accommodations without approval will result in cancellation of test scores.

5. Review ACT Decision:
   - Review each Accommodations Decision Notification and edit requests for reconsideration, if applicable.
   - Call ACT to request format changes, such as to request a DVD instead of a reader.

6. Testing with ACT Accommodations:
   - Reviews any updated Accommodations Decision Notifications.
   - Downloads advanced search results in TAA to plan for test day.
   - Coordinate with site testing coordinator to accommodate students' needs.
   - If more support is needed, please contact Rachel Amato (ramato@sandi.net)

2021-22 ACT Test
National Test Dates & Special Testing Dates & Deadlines

For more information, visit https://www.act.org/content/act/en/products-and-services/the-act/registration/accommodations.html

NATIONAL TEST DATE	SPECIAL TESTING WINDOW	REGISTRATION DEADLINE
September 11, 2021	September 11 - September 26	August 20
October 23, 2021	October 23 – November 7	October 1
December 11, 2021	December 11 - December 26	November 19
February 12, 2022	February 12 – February 27	January 21
April 2, 2022	April 2 - April 17	March 11
June 11, 2022	June 11 - June 26	May 20

College Board's Steps for Requesting Accommodations (SAT/PSAT/NMSQT/AP):
https://accommodations.collegeboard.org/ssd-online

1. Prepare and get access to SSD Online system:
   - Complete, sign, and email the Services for Students with Disabilities (SSD) Coordinator Form to ssd@info.collegeboard.org
   - Create College Board professional account (if you don't have one already): https://account.collegeboard.org/login/
   - Questions? Email ssd@info.collegeboard.org or call 844-255-7728

2. Accommodations requested by student/family:
   - Parent/Guardian will sign a Parent Consent Form and submit request for accommodations with the SSD coordinator through SSD online or request a paper Student Eligibility Form from the SSD coordinator.
   - Spanish version of Parent Consent Form.

3. Accommodations submitted by SSD:
   - Collect signed parent consent form and gather all records related to the student's disability and requested accommodations (e.g., IEP/ 504, history of receiving accommodations, psychoeducational evaluation).
   - Follow the directions to make an Online Accommodations Request.

4. Wait for approval:
   - Once all documentation is submitted, it generally takes 3-7 weeks to receive College Board's response of approval/denial. College Board will provide a Decision Letter for the student through SSD Online.
   - Use of accommodations without approval will result in cancellation of test scores.

5. Review College Board Decision:
   - Manage Accommodations Online to check request status, submit additional information, change accommodations, view decision letters, reopen denied requests, and/or create and print eligibility rosters.

6. Testing with College Board Accommodations:
   - Review any updated accommodation decisions in SSD Online.
   - Downloads list of students, SSD number, and accommodation (nonstandard roster.)
   - Coordinate with site testing coordinator to accommodate students' needs.
   - If more support is needed, please contact Rachel Amato (ramato@sandi.net)

2020-21 College Board Tests Dates & Deadlines
(SAT & PSAT/NMSQT & AP)

For more information, visit https://accommodations.collegeboard.org/ssd-online

COVID updates: https://pages.collegeboard.org/sat/test-center-capacity-update

TEST	TEST DATE	ACCOMMODATIONS REQUEST DEADLINE
SAT	October 2, 2021	August 13, 2021
PSAT / NMSQT	October 13, 2021	August 24, 2021
SAT	November 6, 2021	September 17, 2021
SAT	December 4, 2021	October 15, 2021
AP	May 2-13 2022	January 18, 2022
SAT	March 12, 2022	January 21, 2022
SAT	May 7, 2022	March 18, 2022
SAT	June 4, 2022	April 15, 2022