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The Definitive Guide to
**Requesting ACT
Accommodations**

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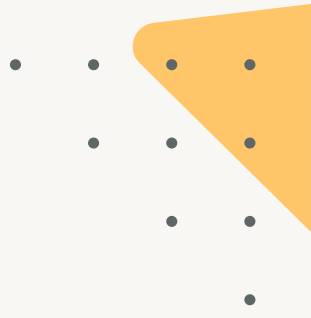
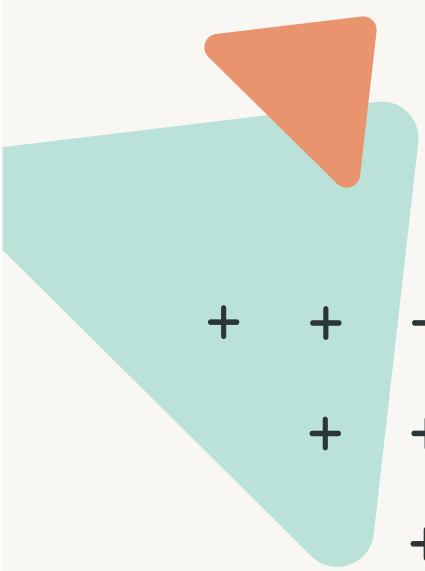
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Part One

AN INTRODUCTION



Successfully applying for testing accommodations on the ACT adds another wrinkle to an already stressful situation. This eBook attempts to make that process easier to understand and complete. We will discuss eligibility requirements, how to apply for accommodations, the different types of accommodations, and what to expect on test day.



Definitions & Abbreviations

This eBook makes use of the following terms:

IEP: Individualized Educational Program—a plan used in public schools in the United States to ensure that students with a variety of different diagnoses (including “specific learning disabilities” such as dyslexia, “other health impairments” such as ADHD, and Autism Spectrum Disorder, among many others) receive appropriate accommodations at school, including the possibility of extra time on school exams.

504 plan: Similar to an IEP with minor differences in scope and qualifying diagnoses.

ADA: Americans with Disabilities Act

Note: There are international equivalents to IEPs and 504 plans that will be discussed later.

Part Two

ELIGIBILITY & DOCUMENTATION



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Eligibility

In determining a student's eligibility for testing accommodations, the ACT strives to follow four principles:

1. **Fairness:** Considerations of requests for accommodations must ensure fairness both for students seeking accommodations and for students not seeking accommodations
2. **Consistency:** Accommodations that are granted must be consistent with the ADA.
3. **Validity:** Accommodations that are granted cannot “fundamentally alter that which the test is designed to measure.”
4. **Input from Qualified Professionals:** The documentation provided in support of accommodations must reflect appropriate standards set by qualified professionals.

The ACT's decision on whether or not to provide accommodations to a student is consistent with the ADA's definition of a disability as a “mental or physical impairment that substantially limits a major life activity compared to the average person in the general population.” Requests for accommodations must establish the impairment and demonstrate that the requested accommodations are appropriate and reasonable for the documented disability.

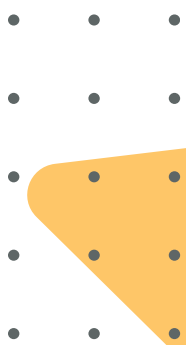
Documentation

Necessary Documentation

If you wish to apply for accommodations on the ACT, you must first demonstrate whether or not you currently receive accommodations for your regular school exams. If you do receive accommodations at school, include your IEP, 504 plan, or official accommodations plan. If you do not attend high school in the United States, you will not have an IEP or 504 plan. In this case, simply provide as much relevant information as you can get from your school, establishing why you were granted accommodations and what those accommodations are.

If you do not currently receive accommodations at your school, the ACT requires you to “include a detailed explanation of why no accommodations were used in the past and why accommodations are needed at this time.”

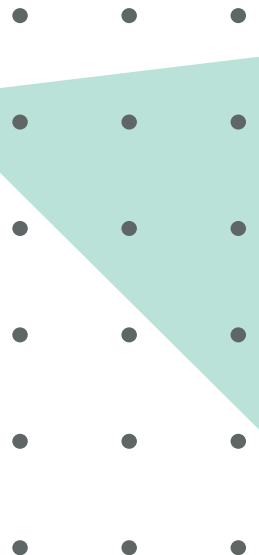
Finally, complete diagnostic information and documentation (see below) may be necessary to demonstrate a need for accommodations on the ACT. This is especially true when accommodations for exams at school have only recently been granted. We will discuss the situations in which full documentation is likely needed in more detail later, as well as how to submit the appropriate documentation.



Criteria for Documentation

If full documentation is required by the ACT, the documentation must meet the following criteria:

- It must be administered by a qualified diagnostician whose professional credentials must be clearly stated.
- It must state the specific diagnosis.
- The diagnosis must have been made within one to three calendar years (length depends on specific disability and diagnosis).
- The documentation must describe the impairment of a “major life activity.”
- The documentation must explain how the specific accommodations requested address the limitations stemming from the diagnosis, and it must include the results of the comprehensive assessments used to arrive at the diagnosis.



The following is a list of some broad categories for which the ACT routinely grants accommodations:

- Learning disabilities
- Attention deficit/hyperactivity disorder (ADHD)
- Psychiatric disorders—mood or anxiety disorders or persistent mental illness
- Visual or hearing impairments
- Autism spectrum disorder
- Speech and language disorders
- Physical medical conditions
- Traumatic brain injuries

The specific documentation for each of these categories varies. For more information on what type of documentation is needed for specific disabilities, consult the ACT website [here](#).





Part Three
**APPLYING FOR
ACCOMMODATIONS**



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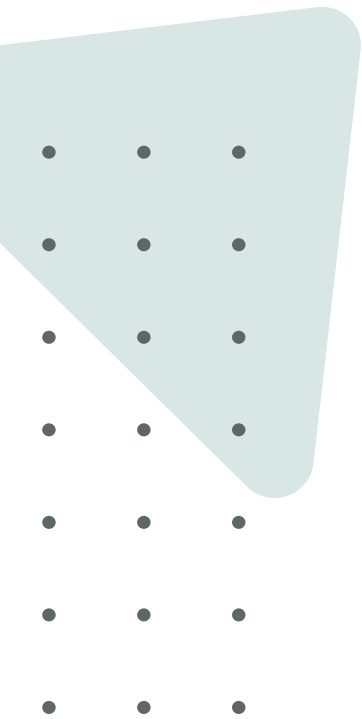
Applying for Accommodations

The accommodations that the ACT supplies fall into two categories: National Testing and Special Testing. Each student must choose which of these two categories he or she falls into. Select National Testing if all of the following applies to you:

1. You can take the exam at a test center in the U.S. or Puerto Rico.
2. You are capable of using a standard-font (10-point type) or large type (18-point type) test booklet or using a browser zoom function for online testing.
3. You do not need more than a 50% time extension and will take the test in a single day.

Select Special Testing if any of these apply:

1. You are requesting more than a 50% time extension.
2. You need a test reader, alternative test formats, such as Braille, DVDs, or a computer for the essay.
3. You want to test over the course of multiple days.
5. You would like to take the test outside of the U.S., Canada, or Puerto Rico.



Please note that some of the ACT's published material is somewhat misleading or confusing with regards to international test takers. Most students testing outside of the U.S. or Puerto Rico can select Special Testing.



Steps for Initiating Application for Accommodations (U.S., U.S. territories, or Puerto Rico)

In order to apply for accommodations on the ACT you first must select a test date and register for the exam as any student would.

Note: If you are testing outside of the U.S., please skip to the next section of this guide.

1. Go to this [website](#) to sign in or create an account. You will see a screen like this:

ACT

Enter your ACT student web account credentials below to update your account ⓘ

User Id [Forgot User Id?](#)

User id is required

Password [Forgot Password?](#)

Password is required

Sign In

Need help?
See [FAQs](#) or [Contact us](#).

Screenshot

2. After you log in or create an account, click on “Register for the ACT.” Once you begin registering, the first question you are asked is this:

Welcome to ACT Registration!

Where will you be testing? ⓘ

In the U.S.

Outside the U.S.

3. After you select your testing location, you will be given an option to indicate whether you require testing accommodations.

Welcome to ACT Registration!

Where will you be testing? [?](#)

Do you have a disability that requires accommodations to access the test, or do you need English Learner supports? [?](#)

Note - if you have previously taken the ACT Test with accommodations and/or been previously approved to take the ACT Test with accommodations and would like to use those accommodations on this upcoming test, you must select "Yes, Accoms/Supports Needed" to avoid delay in confirming your registration.

4. Next, you'll need to indicate whether your situation calls for National Testing or Special Testing. If you are registering to take the exam in the U.S. you will see the following screen:

Welcome to ACT Registration!

Which case applies to you? This helps us determine if you will test at a national or special test site and the dates you will test. [?](#)

Can you do all of these? If so, you will test with accommodations/supports at a national test site.

- Test in the U.S., US territories, or Puerto Rico.
- In school, test with standard time or up to time-and-a-half extended time.
- Use a regular (10-point type) or large (18-point type) Test Booklet or Browser Zoom for online testing.
- Test with an approved bilingual dictionary, if needed.

You will choose a national site and date.

If at least one of these apply, you will test at a special test site arranged for you.

- You need more than 50% time extension or require testing over multiple days.
- You use alternate test formats such as braille, prerecorded audio, or a computer for essays.

In most cases, you and your school official will arrange a special test site and date.

5. From here, follow the instructions on the screen. You will mostly enter the same information that any student enters. You will need to indicate whether you'll test on computer or on paper, and, if you're testing on computer, whether you'd like to bring your own device or whether you'd like to test on a center-managed device. You will also need to choose whether you'll complete the optional science and writing sections, and where you'd like to test.
6. Submit your registration and pay any applicable fees.

Within 48 hours, you will receive an e-mail with additional instructions to complete your accommodations request. It is the ACT's stated policy that you must work with your school to complete your application for accommodations. The e-mail you receive with instructions from the ACT will direct you to the relevant official who coordinates testing accommodations at your school. It is this person who will provide the ACT with your IEP, 504 plan, or official accommodations plan. You will need to provide this school official with the form that [gives consent to release information to the ACT](#). Your school official should submit this information to the ACT online, via the Test Accessibility and Accommodations System (TAA).

The link for your school official to access the TAA will be given in the e-mail you receive. The e-mail will look similar to this:

Thank you for registering to take the ACT test! You indicated that you require accommodations to access the ACT. This email contains important information to complete your request.

Your Next Steps

1. You must work with your school (e.g., accommodations coordinator, school counselor, etc.) to submit the request and supporting documentation.
2. Forward this email to your school official (e.g., accommodations coordinator, school counselor, etc.) and a completed Consent to Release Information to ACT form at <http://www.act.org/content/dam/act/unsecured/documents/TAA%20Consent%20to%20Release%20Information%20to%20ACT.pdf>
3. Forwarding this email and providing a completed form initiates the accommodations request process.

Please note: If your accommodations request has not been submitted by the late registration deadline for your preferred test date, your request will not be processed for that date. In that case, please contact ACT at 319.337.1332 (option 2) to request a test date change or refund of your testing fees.

Based on availability of extended time seats, your test center location may be reassigned if your accommodations request is approved. Check your admission ticket for any changes to your reporting location upon confirmation of your accommodations.

Your School's Next Steps

1. Receive request from Sueann for accommodations. The student should provide you with the Student Registration details, e.g.:
 - a. Request: National Testing April 8, 2017
 - b. Student ACT ID: -48182914
2. Sign in or create an account (<https://readiness.act.org>) in the Test Accessibility and Accommodations System (TAA).
3. Requests must be submitted through TAA by the published late registration deadlines for the student's preferred test date (refer to the ACT website for ACT test dates and deadlines).
<http://www.act.org/content/act/en/products-and-services/the-act/taking-the-test.html>
4. National Testing: Request for accommodations at a national test center will provide the student with a registration for a standard time seat at the selected test center until the accommodations request has been submitted and approved by ACT.
5. Upon receiving the Accommodations Decision Notification, please notify your student as they will not receive notification from ACT.

Thank you.
ACT Customer Service

Have a question or need help?

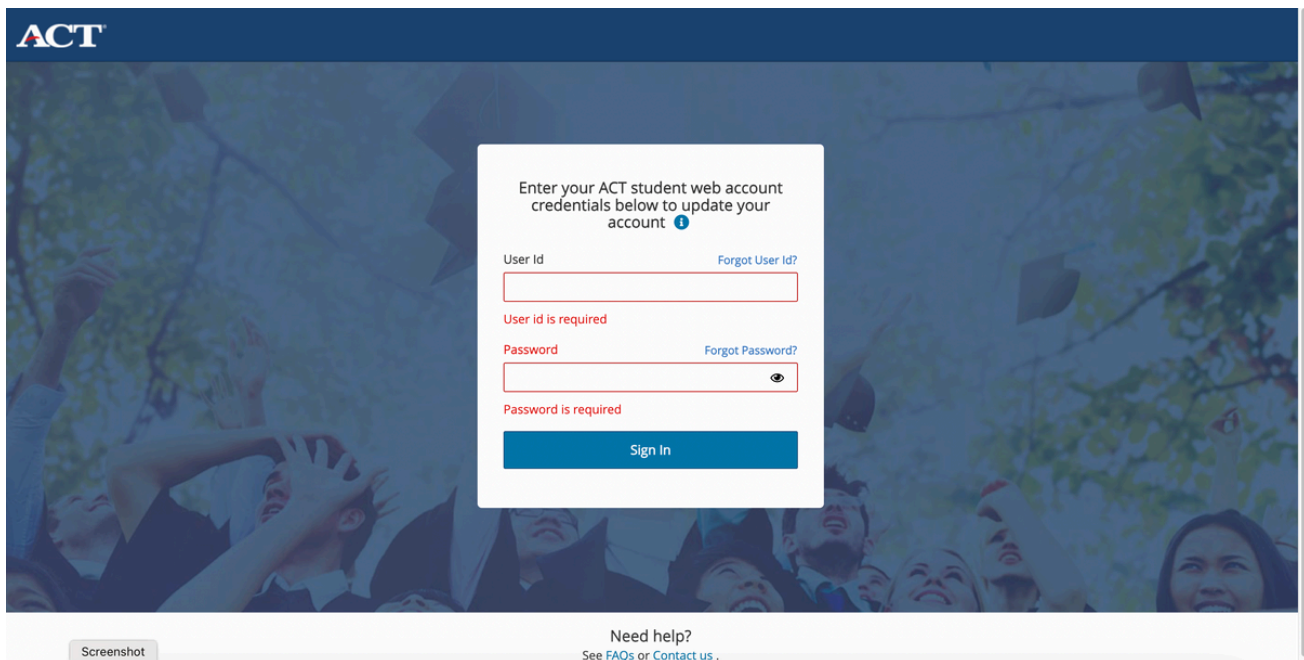
* Email us anytime: actaccom@act.org
* Call us: (319) 337-1332

Phone Availability
M-F 8:30 AM to 5PM CT

You may register for the ACT and submit your initial request for National Testing or Special Testing up until the normal registration deadline for that test date. However, ACT suggests applying at least six weeks before your intended test date.

Steps for Initiating Application for Accommodations (International) In order to apply for accommodations on the ACT you first must select a test date and register for the exam as any student would.

1. Go to this [website](#) to sign in or create an account. You will see a screen like this:



2. After you log in or create an account, click on “Register for the ACT.” Once you begin registering, the first question you are asked is this:

Welcome to ACT Registration!

Where will you be testing? [?](#)

In the U.S.

Outside the U.S.

3. After you've selected "Outside the U.S.," you will be given an option to indicate whether you require testing accommodations.

Welcome to ACT Registration! ✕

Where will you be testing? ?

Are you an examinee with a disability who needs accommodations to access the ACT test? ?

4. Next, you'll need to indicate whether your situation calls for more than 50% extended time or whether you require alternative test formats. You will see the following screen:

Which case applies to you? This helps us determine your test date and location options. ?

<p>Can you do both of these? If so, you will test with accommodations at a test center.</p> <ul style="list-style-type: none">• Test with time-and-a-half extended time.• Test online (computer-based testing). <p><input type="button" value="I can do both of these"/></p>	<p>If at least one of these apply, you will test at your home school or a special test site arranged for you.</p> <ul style="list-style-type: none">• You need more than 50% time extension or require testing over multiple days.• You use alternate test formats such as braille, large type, or prerecorded audio. <p><input type="button" value="One or more of these apply"/></p>
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5. From here, follow the instructions on the screen. You will mostly enter the same information that any student enters. You will need to choose whether you'll complete the optional science and writing sections, and where you'd like to test.
6. Submit your registration and pay any applicable fees.

Within 48 hours, you will receive an e-mail with additional instructions to complete your accommodations request. It is the ACT's stated policy that you must work with your school to complete your application for accommodations. The e-mail you receive with instructions from the ACT will direct you to the relevant official who coordinates testing accommodations at your school. It is this person who will provide the ACT with your IEP, 504 plan, or official accommodations plan. You will need to provide this school official with the form that [gives consent to release information to the ACT](#). Your school official should submit this information to the ACT online, via the Test Accessibility and Accommodations System (TAA).

Decision-Making Process

After you have forwarded the email you received to your school official, the ACT will work with your school official to complete the request for accommodations on your behalf. In the vast majority of cases, the student's IEP, 504 plan, or accommodations plan is sufficient evidence to establish the need for accommodations. Exceptions to this rule will be handled on a case-by-case basis by the ACT and your school official. Of the possible reasons that extra documentation might be needed, the two most common cases are that similar accommodations are not provided to you at school or that accommodations have only recently been provided. The type of documentation necessary in these cases varies by disability. The overwhelming majority of students who receive extra time on school exams will be approved for extra time on the ACT.





Part Four

NATIONAL TESTING VS. SPECIAL TESTING



National Testing vs. Special Testing

What are the differences in process?

There are two crucial differences in applying for National Testing versus Special Testing. For students choosing Special Testing, the following stipulations apply:

1. You are not confined to choosing an official “ACT test center.” This means that you can test at any school, even if that school does not usually administer the ACT. Your first option, most likely, would be to try to test at whatever school you attend.

For international students: It has been our experience that many European high schools are hesitant to allow students to take the official exam at their home school. The reasons given for this are usually that “there is too much paperwork,” “we would have to certify as a test center,” or “then everyone would be able to test here.” None of those is true. The process for submitting paperwork through TAA is remarkably easy and in 95% of cases, no extra documentation is needed. Schools who allow students to do Special Testing do not have to become test centers and do not have to allow any student—even standard-time testers—to test. It is in your best interests to convince your school to allow you to test there. The only responsibilities for your school are to submit your application through TAA on your behalf and to provide a proctor on test day. The proctor is compensated financially for his or her time by the ACT.

If your school is not willing to host you, you need to find another school. While there is no requirement that the host school be an established test center, it is probably easiest to start with a list that are test centers, as these schools are more likely to be familiar with Special Testing. To do this, [go to this website](#) and select your area for a list of schools that administer the ACT. Note that you need to secure a school that will host you before registering for the ACT and selecting Special Testing.

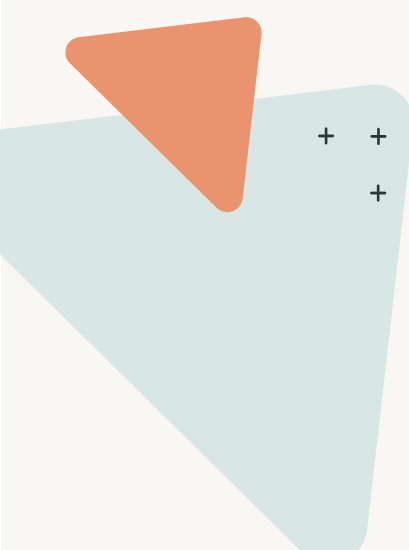
2. For Special Testing, you do not select a specific test date. Instead, there is a test window you select that roughly corresponds to the National Testing dates. For example, suppose the ACT is being offered on June 13. Students who do not need accommodations and students using National Testing take the test on that date and that date alone. However, for Special Testing, the window might be June 13-28. A student who is approved for Special Testing can take the exam on any day(s) during that timeframe. This is another reason that acting as a host is not a burden on a school. A student can test on a normal school day, eliminating the need for staff to be present on a weekend.





Part Five

DOCUMENTATION REVIEW & FINAL DECISION



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Documentation Review and Final Decision

The process for reviewing documentation and rendering a decision is as follows:

1. ACT officials review applications and, if necessary, request full documentation of disability. (Needing full documentation is rare.)
2. An accommodations decision notification is provided in TAA usually within 10 to 14 business days.
3. School officials communicates decision to student.

The accommodations decision notification includes the student's name and information along with the specific accommodations that were approved or not approved. If accommodations were not approved, the ACT will provide its reasoning.

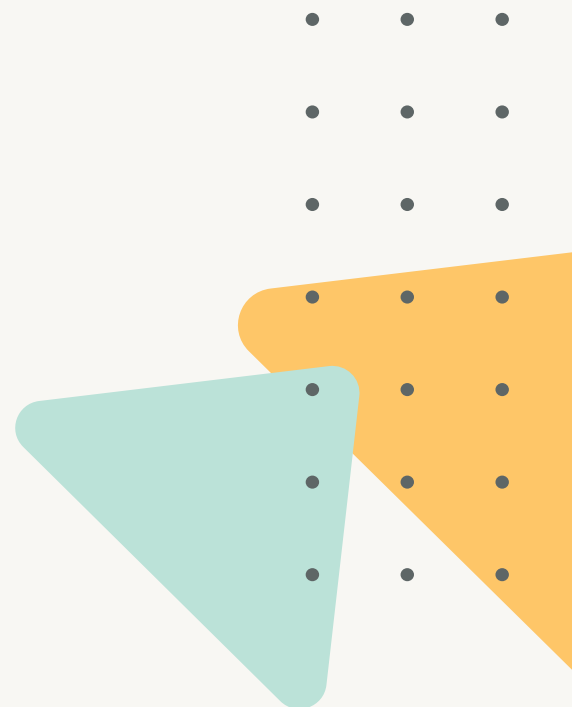
If you and your school official believe that the ACT has erred in its decision, you can appeal the decision *if you have additional documentation that is relevant to the reasons the ACT provided for its denial*. To do this, your school official submits a "Reconsideration Request" in TAA. If you do not have additional documentation, the decision is final and you will need to test without accommodations.





Part Six

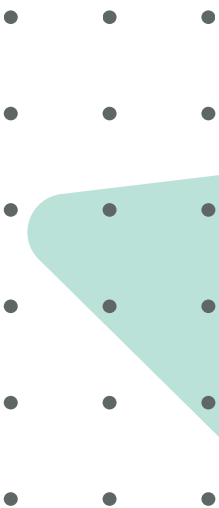
WHAT TO EXPECT ON TEST DAY



If you are approved for National Testing, you need to print your admissions ticket and bring it, along with acceptable photo identification, to your test center on test day.

If you were approved for accommodations via Special Testing, bring your admissions ticket and ID to your host school on the day when you arranged to take the test within the acceptable window.

Forms of acceptable ID are listed on your admissions ticket. If you do not bring your ticket and ID, you will not be allowed to test.



For students with 50% extended time, the allotted time for each section is as follows:

Section	Time
English	52 minutes 30 seconds
Math	75 minutes
Break	15 minutes
Reading	60 minutes
Science (optional)	60 minutes
Break	5 minutes
Writing (optional)	60 minutes

If you receive 50% extra time on the ACT, you will likely be seated in a room with other students with a similar accommodation. Proctors should announce to the room when there are five minutes left in each section, but you should verify this before the exam starts.

Students receiving 100% extra time complete the test over multiple days in a two- week period. Students who are approved for multiple-day testing should contact their test center directly as soon as they receive their accommodations approval.

ACT allows significant leeway in how multiple-day testing is administered. The only requirement is that the five sections of the exam be given in the identical order to same-day testing: English, Math, Reading, Science, and Writing. Other than that, students and test administrators are free to schedule testing sessions however they please. It is possible that particular testing centers have certain policies in place (for example, that all multi-day test takers complete the exam over the course of two consecutive days). However, students should feel free to inquire about alternatives or to request their own schedules. If a student feels most comfortable completing one section per day over the course of four consecutive days, she should ask her test center if that is possible.

For multiple-day test takers with 100% extra time, the allotted time for each section (not including breaks) is as follows:

Section	Time
English	70 minutes
Math	100 minutes
Reading	80 minutes
Science (optional)	80 minutes
Writing (optional)	80 minutes

WANT TO LEARN MORE?

For more support or any questions you may have about ACT accommodations, contact an ArborBridge test prep expert at info@arborbridge.com.



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