

The Definitive Guide to

Requesting SAT Accommodations



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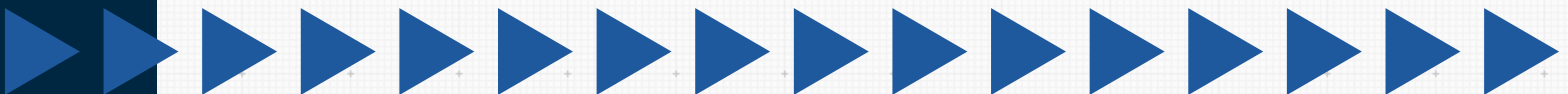
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Part One

AN INTRODUCTION



Introduction

High-stakes standardized testing can be even more stressful for students who require special accommodations, whether for learning differences or for some other documented need. This eBook will guide you through the process of determining a student's eligibility along with how to actually apply for accommodations.

Definitions and Abbreviations

This eBook makes use of the following terms:

College Board: The organization responsible for designing and administering the SAT.

SSD: Services for students with disabilities.

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.

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

Overview

In January 2017, the College Board streamlined the application and approval process for many applicants. The new process directs most students' requests through a school administrator, with the goal of decreasing response times and unnecessary documentation. Students with a legitimate, well-documented need for extra time should expect their requests to be granted, sometimes automatically. The College Board reserves the right to request additional paperwork in certain circumstances, some of which are discussed later.

Part Two

ELIGIBILITY & TYPES OF ACCOMMODATIONS



Eligibility

The first step in the process is determining whether or not a student is eligible for accommodations on the SAT. Generally speaking, there are four requirements that every student must fulfill.

1. **The student must have a documented disability.** A student's disability can take the form of a physical disability (blindness, motor impairments, etc.) or a learning or emotional disorder. Students must have adequate documentation from a doctor, educational therapist, or other qualified professional establishing the existence of the disability.
2. **The student's participation in the SAT must be impacted by his or her disability.** For example, a disability such as dyslexia would generally qualify a student for accommodations because it impacts his or her ability to read and write. A disability such as a hearing impairment would generally not qualify a student for accommodations because the SAT is a written test.
3. **The student must demonstrate that the requested accommodation is necessary to combat the effects of his or her documented disability.** For example, students requesting extra time must document a disability that affects their ability to complete timed tasks. Students requesting to have a large-print exam booklet must document some sort of visual impairment, etc.
4. **With few exceptions, similar accommodations must be received on school tests.** We will discuss the implications of this requirement in more detail later. For now, we will note that the College Board's stated policy is that most students who do not receive accommodations at

their school do not receive accommodations on the SAT. However, the SAT also states that not all students who receive accommodations at school will qualify for accommodations on the SAT.

Types of Accommodations

The College Board grants dozens of different types of testing accommodations depending on the nature of the disability and the specific accommodations requested. The most common types of accommodations granted are:

- Extended time
- Use of a computer for the Essay section
- Reading and seeing accommodations such as large-print test booklets
- Extra and/or extended breaks

Other types of accommodations include:

- Braille test booklets
- Use of a reader (i.e. someone reads the test out loud to the student)
- Use of dictation (i.e. the student reads his or her responses to someone who writes them down)
- Use of a private room or small-group setting

Note: For more information on other types of accommodations, please click [here](#).

Most of the students who will benefit from this eBook will be applying for extra time. The three most common extra-time accommodations granted are:

- **50% extra time:** This amounts to 4 hours and 30 minutes for the SAT without essay and 5 hours and 45 minutes for the SAT with essay.
- **Double time:** This amounts to 6 hours on the SAT without essay and 7 hours and 40 minutes for the SAT with essay.

- **More than double time:** In rare instances, SSD will grant more than double time. See “Special Situations” for more information.

For the majority of students, one of the first two options will be sufficient. In some cases, students taking the exam with extra time will take the exam in one day. Others will take the exam over the course of two days. We will discuss how these accommodations are applied in more detail later.

Part Three

HOW TO APPLY



How & When to Apply

When to Apply

If you believe you are eligible for accommodations on the SAT, you should start the application process as soon as you can. The College Board recommends that you apply a minimum of seven weeks before your test date. You may submit your application on shorter notice, but there is no guarantee that you will receive your decision in time for your intended exam date. If additional documentation is required, the process may be delayed further.

How to Apply

Despite the fact that it is the College Board's stated goal to make the approval process as easy as possible, *you still need to go through the steps of receiving explicit approval*. The College Board will cancel the scores of any student who takes advantage of test accommodations that have not been explicitly granted.

If you are able to work with an SSD Coordinator at your school, ***it is in your best interests to do so***. There are a few reasons that—whenever possible—students should apply for accommodations through their school's SSD Coordinator.

1. **Ease of submission:** While SSD Coordinators* are allowed to make an account with College Board and submit any application and all documentation online, individual students applying without help from a school official must submit everything using paper forms. Online submissions typically see quicker response times than do paper submissions.
2. **Expedited process:** In the “Eligibility” chapter, we discussed that

students need documentation of a disability from a qualified professional. While it is true that such documentation must exist, SSD Coordinators do not have to actually submit documentation in most cases. (In other words, the College Board deals with SSD Coordinators on an “on your honor” basis.) Individuals applying for accommodations without an SSD Coordinator’s help, however, always have to submit full documentation.

3. **Experience:** It is likely that your school’s SSD Coordinator has gone through this process with other students in the past.

*The school administrator doesn’t need to have the specific title of “SSD Coordinator.” If you have a 504 plan or IEP, speak with whoever coordinated the plan at your school. If you do not have a 504 plan or IEP, or you are an international student, consult whichever school official coordinated the approval of extra time on your school exams.

Applying with Help from Your School

This section covers the approval process for students who have access to their school's SSD Coordinator.

First, determine whether your school's coordinator already has an account with College Board's "SSD Online." If so, he or she can log in [here](#).

If not, your school coordinator needs to complete the following easy steps to register with the College Board:

1. Complete [this form](#) and fax it to the College Board using the fax number on the form.
2. Create a College Board professional account (this process takes five minutes) [here](#).
3. Within 1–2 days of faxing the form to the College Board, your school's coordinator should receive an access code. When that happens, he or she should go to the College Board's [homepage](#). Using the dropdown arrow in the upper left, select "Professionals."
4. Navigate to "Sign In" at the top right of the screen. Enter the log in information created in step 2.
5. In the "Take Me To" tab, select "Disabilities Accommodation Management" and click "Sign In."
6. Enter the access code from the College Board.
7. Your school's coordinator should now have full access to the online interface.

Now that your school's coordinator has access to College Board's SSD Online interface, he or she will need to submit a specific request. Before doing so, you

will need to gather two things: a [parent consent form](#) and your IEP or 504 plan or equivalent.

The IEP and 504 plan are used exclusively in United States public schools. The forms establish a student's disability and outline a plan to ensure that that student receives adequate accommodations. In Canada and the U.K., a similar program is referred to as IES, or individual education system. However, if you do not attend a government-sponsored school in those countries, your school is unlikely to have similarly-named paperwork. That is okay! The College Board will accept any documentation that officially establishes the fact that a student receives extra time on school exams, along with the reasons for accommodations.

Once your school's SSD Coordinator has the parent consent form and your disability documentation, he or she will need to follow these steps:

1. Log into his or her SSD Online account and select "Submit Accommodations Request."
2. Answer information about the student's background and request for accommodations.
3. Your SSD Coordinator will be informed if you need to submit extra documentation. For most requests, the answer is no.
4. Click "Submit".
5. If extra documentation is required, your SSD Coordinator will have the opportunity to upload it online or to fax it.
6. Students and school coordinators will receive an email when the College Board has reached a decision.

For a more detailed explanation of the step-by-step process, click [here](#).

Applying without Help from Your School

This section covers the approval process for students without access to their school's SSD Coordinator.

If you are not able to complete the process that we described in the last section because you do not have an SSD Coordinator at your school, he or she is unable or unwilling to work with you, or you are homeschooled, you will have to complete a similar process via paper submission. Unfortunately, *the College Board does not make the initial paperwork available to the general public.* You need to contact the College Board directly through one of the avenues below and request a "Student Eligibility Form":

Email: ssd@info.collegeboard.org

Phone: 212-713-8333

Fax: 866-360-0114

Mailing Address:

College Board SSD Program

P.O. Box 7504

London, KY

40742-7504

The type of information requested will be similar to the information requested by the online SSD system. You can find detailed instructions for completing the Student Eligibility Form [here](#).

Of special note is Section 16 of the Student Eligibility Form. In Lines 1a–1c, you are asked to describe and give documentation of your disability (IEP, 504 plan, or other formal plan in place for you in your school). While it is not technically a requirement that there be such a plan in place in order for the College Board to grant you extra time on the SAT, it is a general policy that students who do not receive extra time on school exams do not usually qualify for extra time on the

SAT. Thus, it benefits you to be able to provide information here.

In Lines 2a and 2b, you are required to provide documented evidence of the disability that you claim entitles you to accommodations. The basic form requires that you indicate the type of test used to establish the disability (ex: WAIS, WISC, etc.), the name of the qualified professional who administered and analyzed the test, his or her area of expertise, and the date on which the test was administered. Note again that this is not usually a requirement of students who apply via their own school's SSD Coordinator. This fact, along with the ability to submit your request online, underscores that it is in your best interest to find someone at your school who is willing to act as the SSD Coordinator.

Once you have submitted your completed Student Eligibility Form, the College Board will respond to you with confirmation of receipt, whether or not they need more documentation, and eventually the final decision.

Part Four

**AFTER YOUR REQUEST
HAS BEEN SUBMITTED**



After You Submit Your Request

If you submitted your request online via your school's SSD Coordinator, he or she can log into his or her College Board professional account and check the status of your request at any time using the left-hand column of the dashboard.

There are seven possible statuses:

1. Not submitted
2. Processing
3. Awaiting documentation
4. Awaiting information
5. In-review
6. Reopened (in-review)
7. Decided

If you submitted your request through the paper version of the Student Eligibility Form, you need to contact the College Board directly for a status update.

Reasons for Denied Requests

There are three reasons for which the College Board might deny your request:

1. **More information is needed:** In this case, review the specifics of the College Board's request. With the help of your family or school, determine if you can provide the additional information requested.
2. **The documentation does not support the requested accommodations:** This is the worst-case scenario. Here, the College Board believes it has enough information to determine the legitimacy of your disability but has concluded that it does not justify granting accommodations. If you have more information that you did not previously submit, your SSD Coordinator can re-open a denied request. To do this, he or she needs to find your name in the College Board's online dashboard, click "Options" and then "Resubmit Request." You'll need to upload whatever new documentation you believe is relevant—refer to the specific wording of College Board's decision letter. If you do not have an SSD Coordinator, contact College Board directly.
3. **Partial Approval:** In this case, the College Board has determined that your documented disability supports some accommodations but not others. For example, if you submitted documentation showing you have dyslexia and requested someone to read you the test as well as dictate your answers to, the College Board might grant the use of a reader but deny the use of a dictator. Again, if you have more information that you did not submit with your original request that may qualify you for a full approval rather than partial approval, you or your SSD Coordinator can follow the same process as you would above to resubmit your request. It is also worth noting that the SAT may grant extra time only on

certain sections of the test. A student whose learning difference affects mathematical calculation only will only receive extra time on the Math sections. However, a student with a learning difference affecting reading would receive extra time on all sections, as all test sections require reading.

Part Five

WHAT TO EXPECT ON TEST DAY



What to Expect on Test Day

After approval

Once you have been approved for extra time or other accommodations, log in to your student account on the College Board's website and verify that your admissions ticket has been updated to reflect these accommodations. If it has not, contact the College Board directly using the contact info provided on [page 16](#). Without proper documentation on your admission ticket, you will not receive the accommodations you are entitled to.

Official test day

If you receive 50% or 100% extra time and are testing at a large test center, you will likely simply be placed in a room with students with similar accommodations. If you are testing at a smaller test center or have been granted more specific accommodations, you may be in a room alone with a proctor. As long as your admissions ticket reflects the accommodations that you have been granted, the College Board will communicate with test administrators to ensure that you receive the accommodations you've been granted.

If you have been granted extra time on the SAT (the most common accommodation) it is important to fully understand the schedule your test will follow. You are not allowed to use the extra time however you wish. For example, you cannot use all of your extra time on the Reading section only. Instead, you receive exactly 50% or 100% more time on each of the five sections.

Students who receive extra time on the SAT also receive extra breaks due to the longer duration of the test. Note that students receiving 100% extra time on all

sections and students receiving 50% extra time on all sections who are taking the SAT with Essay complete the test over the course of two days. However, students who receive 50% extra time but choose not to take the Essay and students who receive extra time only on certain sections take the test over the course of one day. The following table gives the exact timelines for most students.

Section	50% Extra Time (No Essay)	50% Extra Time (With Essay)	100% Extra Time
Reading	49 minutes 5-minute break 49 minutes	49 minutes 5-minute break 49 minutes	65 minutes 5-minute break 65 minutes
	5-minute break	5-minute break	5-minute break
Writing and Language	53 minutes	53 minutes	70 minutes
	5-minute break	5-minute break	5-minute break
Math - No Calculator	38 minutes	38 minutes	50 minutes
	5-minute break	End of Day 1 Testing	
Math - Calculator	42 minutes 5-minute break 41 minutes	42 minutes 5-minute break 41 minutes	55 minutes 5-minute break 55 minutes
	2-minute break	2-minute break	2-minute break
Essay (Optional)	N/A	38 minutes 5-minute break 37 minutes	50 minutes 5-minute break 50 minutes
Total Testing Time (excluding breaks)	4 hours 31 minutes	5 hours 46 minutes	7 hours 40 minutes

After you have taken the exam, the scoring process is the same for you as for any other student. No college or university will be able to see that you received extra time or other accommodations on the exam.

Part Six

SPECIAL SITUATIONS/FAQS



Special Situations and FAQs

I need more than 100% time, what should I do?

Follow the same process as described previously, but be prepared to provide extra documentation (i.e. information about the type of test used to determine your disability, who administered it, as well as an actual copy of the professional report).

I want to change accommodations.

If you applied online through your school's SSD Coordinator and the status of your application is "decided," he or she can submit requests to change accommodations through his or her College Board professional account. More information [here](#).

I have a temporary disability. Can I receive accommodations?

Sometimes. Temporary physical disabilities (broken arm, mononucleosis, etc.) do not usually justify accommodations. There are exceptions, however, and you can view more information about applying for accommodations due to temporary disabilities [here](#).

Do I need to apply separately for accommodations on AP exams or SAT Subject Tests?

Your approved accommodations carry over to all exams administered by the College Board, such as AP exams, PSAT, and SAT Subject Tests.

WANT TO LEARN MORE?

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

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