

Requesting the Same ACT-Approved Accommodations and/or Supports on a Future Administration of the ACT® Test







Overview

Examinees who receive approval for accommodations and/or supports on the ACT test may use their approval to streamline a request for the same accommodations and/or supports for a future administration of the test, whether this administration is National or Special testing, or testing through a State testing or District testing program.

Note: Registration deadlines and fees for National and Special testing still apply. For State testing or District testing, testing staff must load student data and submit requests for accommodations and/or supports according to the deadline listed on their program's Schedule of Events.

Accommodations and/or Supports Request Process for National or Special Testing

The table below explains how to request the same accommodations and/or supports an examinee had for State testing or District testing for a future administration of National or Special testing.

If an examinee is approved to test with...	Then the examinee goes to http://www.act.org/the-act and...
Timing Code 6 (50% more time, all test sections in one day)	 1 Creates an ACT Web Account, or logs in to their existing account. See Creating an ACT Web Account below. The examinee should make sure to note his/her ACT ID as part of creating their account.  2 Registers to take the ACT.  3 Prints the admission ticket. <i>Note: If the admission ticket is missing the words "Group C" and "Extended Time" (upper right corner), advise the examinee to call ACT at 319.337.1332, option 1.</i>
Any other Timing Code or additional accommodations and/or supports	 1 Creates an ACT Web Account, or logs in to their existing account. See Creating an ACT Web Account below. The examinee should make sure to note his/her ACT ID as part of creating their account.  2 Registers to take the ACT. AND  3 Works with a school official to update the examinee record in the Test Accessibility and Accommodations System (TAA) to add the new test administration.

Creating an ACT Web Account

Tell the examinee to follow these steps to enter his or her ACT ID when creating an ACT Web Account to register for National or Special testing with previously approved accommodations and/or supports for State or District testing.

- 1 Go to <http://www.act.org/the-act> and select the appropriate button to register for the ACT.
- 2 Select the **Create Account** button.
- 3 Select the appropriate buttons to answer these questions before selecting the **Continue** button.

* Have you registered for the ACT before?	<input type="radio"/> Yes	<input type="radio"/> No
* Have you taken the ACT before?	<input type="radio"/> Yes	<input type="radio"/> No

Note: The examinee must answer "Yes" to "Have you taken the ACT before?" for the ACT ID field to appear in step 6 below.

- 4 Enter your **first name, middle initial, last name, date of birth, and email address**.
- 5 Read the text and then select the check box agreeing to the terms and conditions before selecting the **Continue** button.
- 6 Enter the **ACT ID** (located on the score report from the State or District test). Then select the **Continue** button.

Important! Examinees must enter their ACT ID to link their previously ACT-approved accommodations and/or supports to any future National or Special registrations. If examinees can't find their ACT ID, advise them to call ACT Customer Care at 319.337.1270 to get this number.

Previously-Approved Accommodations and/or Supports in TAA

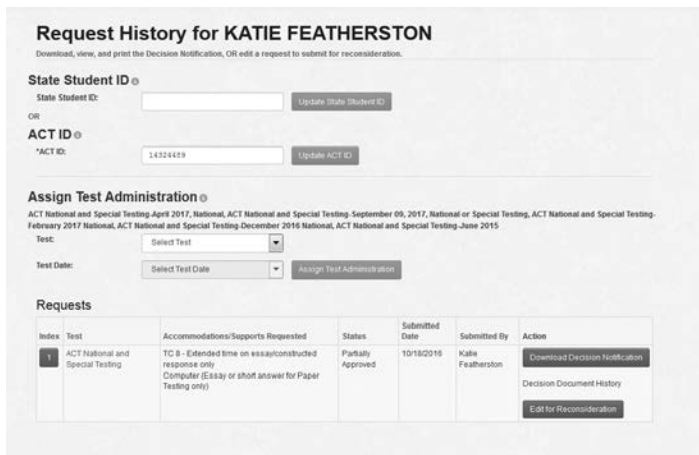
If an examinee is already in the Test Accessibility and Accommodations System (TAA), his or her ACT-approved accommodations and/or supports will not be automatically assigned to future test dates. The same accommodations and/or supports can be carried forward to either National/Special or State testing or District testing, but the upcoming test administration must be assigned in the TAA system to the examinee.

Note: For State testing or District testing, you need to select the test administration for your testing program. See Step 3 in the next section.

How to Assign a Test Administration to an Examinee Previously Approved for Accommodations and/or Supports

To assign a test administration to an examinee with ACT-approved accommodations and/or supports, take the following steps after logging in to your TAA account.

- 1 On the Home screen, locate an examinee by entering the examinee's TAA PIN and/or name, then select the **Search** button.
- 2 Select the **TAA PIN**. The examinee's Request History screen appears.



Request History for KATIE FEATHERSTON

Download, view, and print the Decision Notification, OR edit a request to submit for reconsideration.

State Student ID

OR

ACT ID

Assign Test Administration

ACT National and Special Testing-April 2017, National, ACT National and Special Testing-September 09, 2017, National or Special Testing, ACT National and Special Testing-February 2017 National, ACT National and Special Testing-December 2016 National, ACT National and Special Testing-June 2015

Test:

Test Date:

Index	Test	Accommodations/Supports Requested	Status	Submitted Date	Submitted By	Action
1	ACT National and Special Testing	TC B - Extended time on essay/constructed response only Computer (Essay or short answer for Paper Testing only)	Partially Approved	10/18/2016	Katie Featherston	<input type="button" value="Download Decision Notification"/> Decision Document History <input type="button" value="Edit for Reconsideration"/>

- 3 Select the correct test and test administration from the dropdown menu. Pay attention to not only the date of the administration, but also the test type (e.g., National).



Assign Test Administration

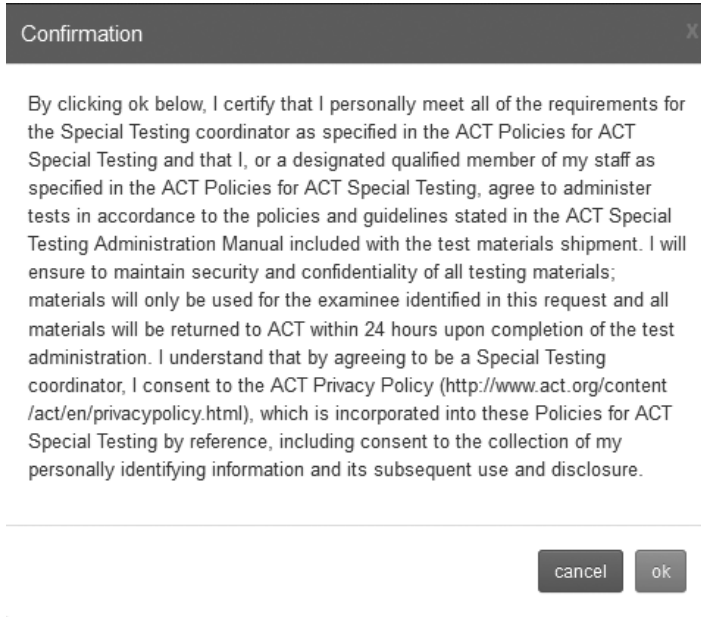
ACT National and Special Testing-April 2017, National, ACT National and Special Testing-September 09, 2017, National or Special Testing, ACT National and Special Testing-February 2017 National, ACT National and Special Testing-December 2016 National, ACT National and Special Testing-June 2015

Test:

Test Date:

- 4 Select the **Assign Test Administration** button.

- 5 Select the **OK** button when the “Confirmation” pop-up message appears (the language for Special testing is shown below as an example).



- 6 Review the on-screen message that includes the added test administration and reminds you to check with the examinee to confirm that he/she is registered for the test.

Note: Registration confirmation is necessary only for National or Special testing; examinees participating in the State testing or District testing program do not register. However, confirm that the examinee data is loaded to the school's ACT administration in PearsonAccess^{next}; see the [Using PearsonAccess^{next} for the ACT Test document for help](#).

