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

Note: For National and Special testing, registration deadlines and fees still apply. For State or District testing, the deadline listed on the program’s Schedule of Events applies.

Requesting the Same Accommodations and/or Supports for National or Special Testing
You may advise an examinee to use the steps below to request the same accommodations and/or supports authorized through State or District testing for a future administration of National or Special testing.

If an examinee is approved to test with... Then go to http://www.act.org/the-act and...

<table>
<thead>
<tr>
<th>Any Timing Code or additional accommodations and/or supports</th>
<th>1 Create an ACT Web Account, or log in to an existing account.</th>
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<tr>
<td></td>
<td>2 Register to take the ACT.</td>
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<td></td>
<td>3 Work with a school official to update the examinee record in TAA, if necessary, and to confirm that the new test administration is added.</td>
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Creating an ACT Web Account
To carry forward authorized accommodations and/or supports from State or District testing, instruct examinees to enter their ACT ID from their State or District testing score report when creating an ACT Web Account and registering for National or Special testing.

Advise examinees to call ACT Customer Care at 319.337.1270, if they:
- Can’t find their ACT ID, to get this number before creating an account.
- Already have an account, and their ACT score from State or District testing is not listed. ACT staff will need to update the account.

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?  ○ Yes  ○ No
* Have you taken the ACT before?  ○ Yes  ○ No

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

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.
Assigning a New Test Administration in TAA
For National and Special testing, authorized accommodations and/or supports tied to an examinee record in the
Test Accessibility and Accommodations System (TAA) are automatically assigned to a future test date when the
examinee registers, if the TAA record and the examinee’s National or Special testing registration record match.
Instruct the examinee to work with you after registering to confirm that an upcoming test administration is assigned
in the TAA system.

For State and District testing, assign a test administration in TAA, and confirm that the examinee is in PearsonAccessnext.

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

1. Log in to your TAA account.
2. On the Home screen, locate an examinee by entering the examinee’s TAA PIN and/or name, then select the
   Search button.
3. Select the TAA PIN. The examinee’s Request History screen appears.

4. Review the associated test administrations. If the preferred test administration is associated, no further action
   is necessary. If the test administration is not associated, continue to step 5.
5. Select the correct test and test administration from the drop-down menu. Pay attention to the date of the
   administration, and also the test type (e.g., National).
6. Select the Assign Test Administration button.
Select the **OK** button when the “Confirmation” pop-up message appears (the language for Special testing is shown below as an example).

**Confirmation**

By clicking **ok** below, I certify that I personally meet all of the requirements for the Special Testing coordinator as specified in the ACT Policies for ACT Special Testing and that I, or a designated qualified member of my staff as specified in the ACT Policies for ACT Special Testing, agree to administer tests in accordance to the policies and guidelines stated in the ACT Special Testing Administration Manual included with the test materials shipment. I will ensure to maintain security and confidentiality of all testing materials; materials will only be used for the examinee identified in this request and all materials will be returned to ACT within 24 hours upon completion of the test administration. I understand that by agreeing to be a Special Testing coordinator, I consent to the ACT Privacy Policy (http://www.act.org/content/act/en/privacypolicy.html), which is incorporated into these Policies for ACT Special Testing by reference, including consent to the collection of my personally identifying information and its subsequent use and disclosure.