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 State or District testing, the deadline listed on the program’s Schedule of Events applies.

Assigning a New Test Administration in TAA
For State and District testing, assign a test administration in TAA, and confirm that the examinee is in PearsonAccess®next.

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

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**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/privacy_policy.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.

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[cancel] [ok]