Overview

Examinees who are authorized for accommodations and/or supports on the ACT test may use their authorization to streamline a request for the same accommodations and/or English Learner (EL) 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

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 administration type (e.g., National) and test date from the drop-down menus.

*Note: For State or District testing, the test accommodation coordinator (TAC) must associate the date of the first test event for their contract, regardless of when the school is testing, and confirm that the examinee is in PearsonAccess next.*

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 if the examinee is approved to test through the Special Testing program during a National test window, 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.

[Confirmation button: cancel ok]