

Overview

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

Note: This task must be completed by the deadline to request ACT-authorized accommodations and/or supports, as published in the program's Schedule of Events.

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

1. Log in to your Test Accessibility and Accommodations (TAA) account at [ACT Success](#).
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**.

Result: The examinee's Request History screen appears.

4. Review the associated test administrations:

Option	Description
If the preferred test administration is associated	No further action is necessary
If the preferred 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 their test administration platform.

6. Select the **Assign Test Administration** button.
7. Select the **OK** button when the "Confirmation" pop-up window appears.