Test Accessibility and Accommodations User Guide

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Overview

Introduction to the Test Accessibility and Accommodations System (TAA)

The online Test Accessibility and Accommodations System (TAA) is used for ACT-Approved Accommodations management. The test coordinator (TC), and/or test accommodations coordinator (TAC) use TAA for:

- submitting requests for ACT-Approved Accommodations to ACT
- checking the status of requests
- reviewing decision notifications
- requesting reconsideration of requests that were not approved initially, if applicable
- viewing examinee information for planning purposes, as needed

Access to TAA via the ACT College and Career Readiness Information System (CCRIS)

TAA can be accessed from any computer via Internet Explorer version 11 or later, Mozilla Firefox, or Google Chrome.
To use TAA, you need an account in the ACT College and Career Readiness Information System (CCRIS).

ACT | College and Career Readiness Information System

The CCRIS is used for:

- ordering ACT Explore and ACT Plan test materials
- using the Supplier Registration and Payment System (SRPS) for registering and requesting payment when serving as testing staff for the ACT at a National testing site
- managing ACT-Approved Accommodations using TAA for State and District testing

Responsibilities of the Test Coordinator (TC)

In addition to managing ACT-Approved Accommodations in TAA, the test coordinator is responsible for:

- requesting trusted agent privileges in the ACT College and Career Readiness Information System (CCRIS) for your school
- inviting, and granting or revoking access to test accommodations coordinators in TAA
- helping test accommodations coordinators navigate TAA to submit requests as needed
- reviewing the preliminary and final ACT-Approved Accommodations rosters
- viewing and participating in accommodations training provided by ACT

Test Coordinator is Trusted Agent in TAA

It is the trusted agent's responsibility to manage access to TAA for your school. Each school may only have one trusted agent. The test coordinator must serve as the school's trusted agent.

ACT Grants Trusted Agent Access

To prevent unauthorized access to TAA, the test coordinator must request trusted agent privileges in CCRIS. An ACT CCRIS account administrator reviews each trusted agent request. Requests may take up to *five business days* to approve. The test coordinator is not able to access TAA for his or her school until trusted agent privileges are granted. The test coordinator will receive an access notification email at the address used to set up his or her CCRIS account. ACT will contact the test coordinator to resolve any questions.

Important!: The TC should request trusted agent access right away. Do not wait to request access as it may impact your ability to meet ACT-Approved Accommodations deadlines.

Test Coordinator Grants Test Accommodations Coordinator Access

After the test coordinator is granted trusted agent privileges in TAA, he or she may invite test accommodations coordinators to use TAA by providing the CCRIS web address. Each test accommodations coordinator must have or create an account in CCRIS to request access to TAA. The test accommodations coordinator is not able to access TAA for his or her school until the test coordinator grants access. Once access is granted, the test accommodations coordinator will receive a notification email at the address used to set up his or her CCRIS account.

Note: Refer to the Accessing CCRIS and TAA*, and* Test Accommodations Coordinator Requesting Access *sections below for detailed instructions.*

Accessing CCRIS and TAA
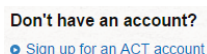
Caution! When to Set up a CCRIS Account

If you have a CCRIS account for ordering test materials, or for SRPS, *do not* create a new ACT account for TAA. Use your established CCRIS username and password to access TAA and select your school.

Note: If you already have an account, you may skip to Logging into Your CCRIS ACT Account *below.*

Setting Up a CCRIS Account

If you do not already have a CCRIS account, follow these steps to set up an account:

1. Go to the CCRIS log in page: https://readiness.act.org/ccr/app/home.
2. Select the **Sign up for an ACT account** link.

> **Don't have an account?**
> o Sign up for an ACT account

3. Enter the required information.
4. Select the link to read the ACT Account Terms and Conditions.
5. Select the checkbox to accept the terms and conditions.
6. Select the **Create Account** button.

Activating Your New CCRIS Account

To activate your new CCRIS account, follow these steps:

1. Log in to the email account that you used to create an ACT account.
2. Locate an email titled, "Action Required: Activate Your ACT Account."
3. Select the link in the email, or copy and paste the link into your web browser.
4. Select the **Sign In** button.

Logging into Your CCRIS ACT Account

To log in to your CCRIS account, follow these steps:

1. Go to the CCRIS log in page: https://readiness.act.org/ccr/app/home.
2. Enter your username (the email address used to create your ACT account).
3. Enter your password.
4. Select the **Sign In** button.

Organizations in TAA

Schools are referred to as organizations in TAA. To set up your school to use TAA, the test coordinator, and any test accommodations coordinators, must select your school. All requests that are submitted will be associated with the school that is selected.

Selecting Your Organization in TAA

To select your school in TAA, complete these steps:

1. Go to the CCRIS log in page: https://readiness.act.org/ccr/app/home.
2. Log in to your CCRIS account.
3. Select your organization.
    *   If this is the first time you are logging in, you will be routed to the **Select Your Organization** page.
    *   If you have logged in before, select the **Add an Organization** button.
4. Select your state.
5. Select your city.
6. Select your organization.
7. Select one of these positions within this organization.
    *   If you are the test coordinator, you **must** select **School or District Administration** even if this is not your title at the school.
    *   If you are the test accommodations coordinator, select the drop down that best describes your position within the school.
8. Enter your full title. (This is your title at the school.)
9. Select the **Submit** button.

Note: The test coordinator and test accommodations coordinator must select the same school.

Test Coordinator Requesting Trusted Agent Privileges

Test Coordinator Requesting Trusted Agent Privileges and Access to TAA

Follow these steps to request trusted agent privileges and access to TAA:

1. Go to the CCRIS log in page: https://readiness.act.org/ccr/app/home.
2. Log in to your CCRIS account.
3. Select the radio button beside your school.
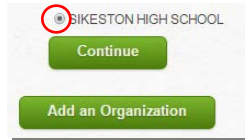
4. Select the **Continue** button.
5. Select the **CCRIS Manage Organization and Trusted Agent Access** icon.


Note: If the Manage Organization and Trusted Agent Access *icon does not appear, see the* Editing Your CCRIS My Organization Position Within the School *section on page 9 to update your position to* **School or District Administration***.*

6. Select the **ACT Administrator Terms and Conditions** link.
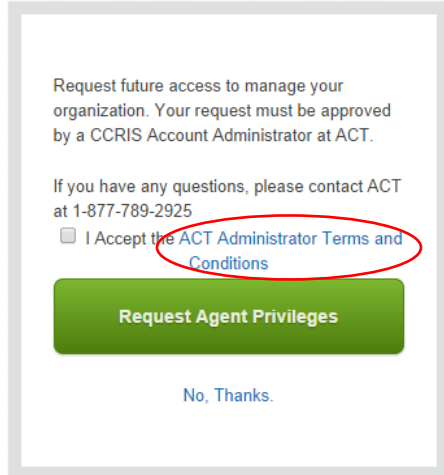
7. Read and close the terms and conditions.
8. Select the checkbox beside, "I Accept the ACT Administrator Terms and Conditions."
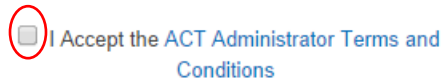
9. Select the **Request Agent Privileges** button.

Note: You will be notified by email when granted trusted agent privileges. This could take up to five business days.

## Replacing the Test Coordinator/Trusted Agent

When the test coordinator (TC) with trusted agent privileges needs to be replaced, ACT must be notified, and a new TC must be appointed for the school. When ACT has record of the newly-appointed TC, this individual will be notified via email and must request trusted agent privileges to gain access to TAA.

Test Accommodations Coordinator Requesting Access

Test Accommodations Coordinator Requesting Access to TAA

Once you have a CCRIS account, and you have selected your school, follow these steps to request access to TAA as a test accommodations coordinator:

1. Go to the CCRIS log in page: https://readiness.act.org/ccr/app/home.
2. Enter your username (the email address used to create your ACT account).
3. Enter your password.
4. Select the **Sign In** button.
5. Select the radio button beside your school.
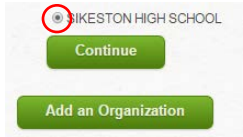
6. Select the **Continue** button.
7. Select the **TAA** icon in the middle of the screen. You will be redirected to the Request Test Accessibility and Accommodations Access page.

Test Accessibility and Accommodations

8. Select the **ACT Accommodations Terms and Conditions** link.
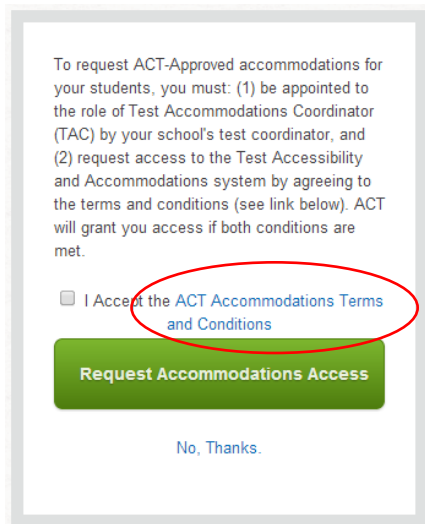
9. Read and close the terms and conditions.
10. Select the checkbox beside, "I Accept the ACT Accommodations Terms and Conditions."
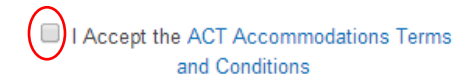
11. Select the **Request Accommodations Access** button.

Note: After the test coordinator has trusted agent privileges, he or she may approve your request to access TAA. When approved, you will receive an email notification.

Managing Test Accommodations Coordinator Access

Granting Test Accommodations Coordinator Access to TAA

The test coordinator must approve or deny access to TAA for each test accommodations coordinator. To do this:

1. Go to the CCRIS log in page: https://readiness.act.org/ccr/app/home.
2. Log in to your CCRIS account.
3. If you have pending requests you will see, "There are pending requests for your review." Select **Review Requests**.
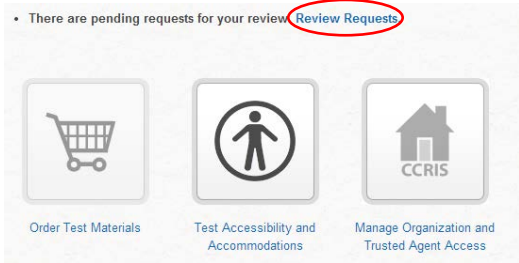
4. Select **Approve** or **Deny** to the right of **Accommodations (Pending)**.


Adding or Removing Test Accommodations Coordinator Access to TAA

The test coordinator may change access to TAA for test accommodations coordinators at any time. To do this:

1. Go to the CCRIS log in page: https://readiness.act.org/ccr/app/home.
2. Log in to your CCRIS account.
3. Select the **Manage Organization and Trusted Agent Access** icon.

4. Select **Add** or **Remove** to the right of **Accommodations** to approve or deny access to TAA for individual users.
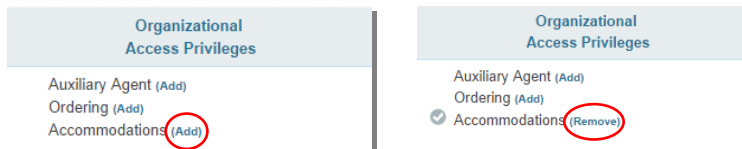

5. Select the **OK** button when the warning message pops up.

   Note: The test accommodations coordinator will receive email notification of the change.

Navigating to the CCRIS Home Page from the Manage Organization Page

Test coordinators may navigate to the CCRIS home page from the **Manage Organization and Trusted Agent Access** page by selecting **Home** in the upper left portion of the screen.
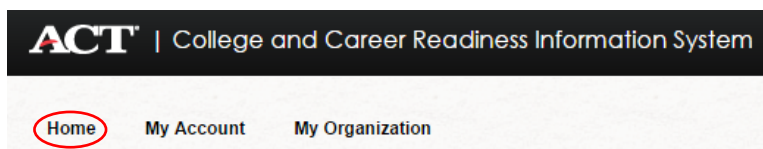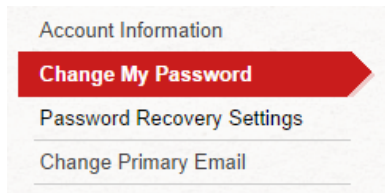
Changing CCRIS Account Settings

Changing Your CCRIS My Account Password

You may change your CCRIS password at any time. To change your password:

1. Go to the CCRIS log in page: https://readiness.act.org/ccr/app/home.
2. Log in to CCRIS.
3. Select the radio button beside your school.
4. Select the **Continue** button.
5. Select **My Account** near the top left of the page.
6. Select the **Change My Password** tab:

Account Information

Change My Password

Password Recovery Settings
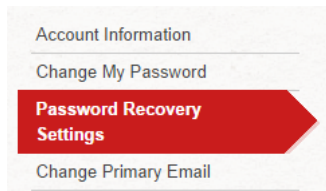
Change Primary Email

   - Enter your current password.
   - Enter your new password.
   - Confirm your new password.
7. Select the **Update Account** button.

Changing Your CCRIS My Account Password Recovery Settings

You may change your CCRIS password recovery settings at any time. To update your recovery settings:

1. Go to the CCRIS log in page: https://readiness.act.org/ccr/app/home.
2. Log in to CCRIS.
3. Select the radio button beside your school.
4. Select the **Continue** button.
5. Select **My Account** near the top left of the page.
6. Select the **Password Recovery Settings** tab.

Account Information

Change My Password

Password Recovery Settings

Change Primary Email

   - Enter your current password.
   - Select a security question from the drop down menu.
   - Enter a security question answer.
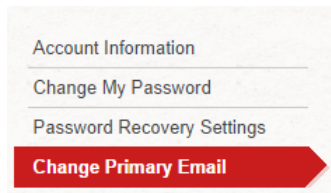7. Select the **Update Account** button.

When You Change Your CCRIS My Account Primary Email (Username)

When you change your CCRIS **My Account** primary email address, this changes your username. All notifications from TAA are sent to your **My Account** primary email address. The primary email address is what is needed for TAA.

Changing Your CCRIS My Account Primary Email (Username)

You may change your CCRIS **My Account** primary email at any time. To update your email which is also your username:

1. Go to the CCRIS log in page: https://readiness.act.org/ccr/app/home.
2. Log in to CCRIS.
3. Select the radio button beside your school.
4. Select the **Continue** button.
5. Select **My Account** near the top left of the page.
6. Select the **Change Primary Email** tab.

- Enter your current password.
- Enter your new primary email address.
- Confirm your new primary email address.
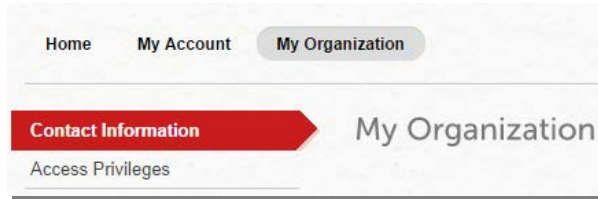7. Select the **Update Account** button.

Editing Your CCRIS My Organization Position Within the School

You may update your CCRIS **My Organization** position within the school at any time. To update this information:

1. Go to the CCRIS log in page: https://readiness.act.org/ccr/app/home.
2. Log in to CCRIS.
3. Select the radio button beside your school.
4. Select the **Continue** button.
5. Select **My Organization** near the top left of the page.
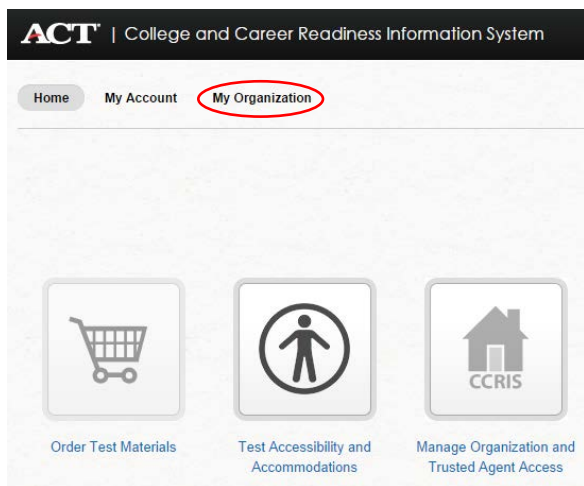
6. Select **Contact Information**.

- Enter or correct your position within the school.
  - o   If you are the test coordinator, you **must** select **School or District Administration**.
  - o   If you are the test accommodations coordinator, select the drop down that best describes your position within the school.
- Select the **Update Account** button.

Before Requesting Accommodations

Parent or Examinee Consent to Release

ACT may not process requests for ACT-Approved Accommodations without parent or examinee consent to release information to ACT. The TC is responsible for ensuring that the school has consent prior to requesting any ACT-Approved Accommodations.

Consent to Release Information Form

Ask a parent, the examinee if 18 or older, or a school official with parental consent, to sign and date the *Consent to Release Information to ACT* form. Keep the signed release on file at school.

Consent to Release Information to ACT: http://www.act.org/host/taa/files/Consent-to-Release-Information.pdf

Accessing TAA

Follow these steps to log in to CCRIS and access TAA.

1.   Go to the CCRIS log in page: https://readiness.act.org/ccr/app/home.
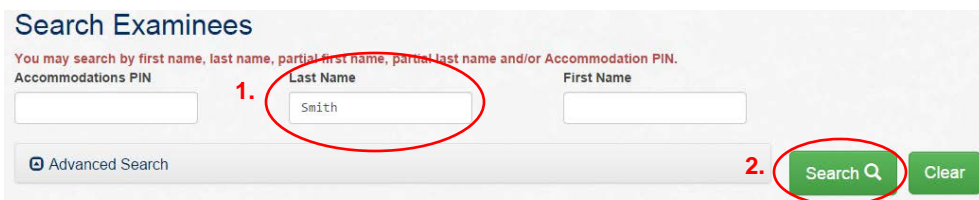2.   Log in to your CCRIS account.
3.   Select the radio button beside your school.
4.   Select the **Continue** button.
5.   Select the **Test Accessibility and Accommodations (TAA)** icon.

Test Accessibility and Accommodations

Search for Requests in TAA Before Entering a New Request

To avoid entering more than one request for the same examinee, check to see if a request has already been started or submitted using these steps.

1.   Enter the examinee's last name.

2.   Select the **Search** button.

Accommodations PIN	Test	Last Name	First Name	Middle Initial	Status
JJZDP1DX	The ACT	SMITH	JOHN	M	In review
EJC90DLW	The ACT	SMITH	EXAMINEE	L	In review

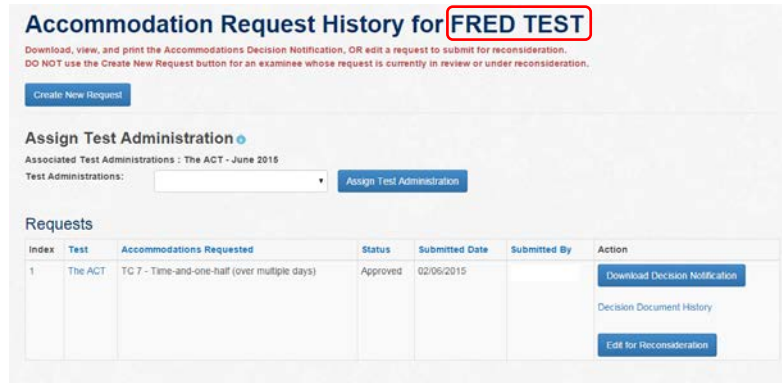3.   Select the **Clear** button to start a new search.

Receiving Approved Accommodations on a Future Test Administration

If an examinee is in TAA, his or her approved accommodations can be carried forward to a future test date. To receive the same approved accommodations, assign the test administration appropriate to your testing program to the examinee. See the steps below for instructions.

Assigning a Test Administration to an Examinee Approved for Accommodations

To assign a test administration to an examinee with approved accommodations, follow these steps.

1. On the Home screen, locate the examinee record by entering the examinee PIN, and/or name, and selecting the **Search** button.
2. Select the Accommodations PIN to open the examinee's Accommodation Request History Screen.

3. Select the test administration from the drop down menu.

4. Select the **Assign Test Administration** button.
5. Select the **OK** button when the pop-up warning appears.

Requesting Accommodations Using TAA

Submitting a Request for ACT-Approved Accommodations Using TAA

After logging into CCRIS and accessing TAA, follow these steps to submit requests for ACT-Approved Accommodations.

Notes:
- *Wherever you see an (i) icon, you may hover over it for more information.*
- *Please use the **Previous** button when navigating in TAA, if needed. Do not use your browser's back button.*

1. Select the **Request Accommodation for New Examinee** button.

2. Enter the following examinee details.

   Examinee Details `Step 1 of 7`

   - State Student ID (The State Student ID can be up to 20 alphanumeric digits long.)
   - first name
   - middle initial
   - last name
   - date of birth
     - Select the date of birth field.
     - Enter MM/DD/YYYY, or use the calendar to select the date.

3. Enter the examinee address.
   - Enter the street address.
   - Enter the zip code.
     - If the zip code is recognized, the city, state, and country will automatically fill in.
     - If the zip code is not recognized, the following message will appear, "If you are certain the zip code you entered is correct, and entering it does not yield any city, or the incorrect city, please call (800) 553-6244 x 1788." An ACT support team member will assist with this situation.

4. Answer the question, "Has the examinee been previously approved for accommodations by ACT?"
   - Select the radio button beside Yes or No.
     - If Yes, enter the examinee Accommodation Reference Number and/or select the date the examinee last tested with ACT-Approved Accommodations by selecting the month and year using the drop down menus.
   - Select the **Save and Continue** button.
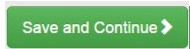
5. Enter the following testing information.

   Testing Information `Step 2 of 7`

   - Select the radio button beside the ACT.
   - Select the radio button beside your test administration. (Refer to your *Checklist of Dates* for this information.)
   - Select the **Save and Continue** button.

6. Select the radio button beside all diagnosed disabilities that apply, or enter a specific diagnosis in the window provided for other disability.

   Diagnosed Disabilities `Step 3 of 7`

   - Cognitive/Intellectual Disability
     - Intellectual Impairment (FSIQ=<85)-DSM 319.00

- o Traumatic Brain Injury
- o Post-Concussive Syndrome

- Learning Disability
  - o Reading Disorder/Dyslexia – DSM 315.00
  - o Math Disorder – DSM 315.1
  - o Disorder of Written Expression – DSM 315.2
  - o Speech/Language Disorder –DSM 315.39

- Motor Disability
  - o Cerebral Palsy
  - o Muscular Dystrophy
  - o Quadriplegia/Paralysis of Upper Extremities

- Psychological Disability
  - o Attention Deficit Disorder (ADHD) – DSM 314.00
  - o Autism Spectrum Disorder -DSM 299.00
  - o Anxiety Disorder
  - o Depression
  - o Emotional/Behavioral Disorder (school team)
  - o PDD, Asperger's – DSM 299.80
  - o Tourette's/Tic Disorder

- Sensory Disability
  - o Blind/Legally Blind (in both eyes)
  - o Deaf
  - o Hearing Impairment
  - o Visual Impairment

- Physical/Medical Disability
  - o Diabetes
  - o Migraines
  - o Epilepsy/Seizures

- Other Disability
  - o If the examinee's diagnosed condition(s) does not appear on the above list, enter a specific diagnosis in the **Other Disability** window.

Note: If a diagnosed condition is selected, do not use this window to clarify that diagnosis. Only use this to enter a specific diagnosis not listed above. For example, if the examinee is confined to his or her home, or a medical facility, enter this under other disability.

Other Disability
If the examinee's diagnosed condition(s) does not appear on the above list, please enter a specific diagnosis on the lines below.
Note: If the diagnosed condition appears on the above list, please do not also write it below, as this will delay processing.

- Select the **Save and Continue** button.

Save and Continue >

7. Enter the plan details.

Plan Details step 4 of 7

- Select the radio button beside one of the following plans.
  o IEP
  o 504
  o Official Accommodations Plan
  o Exceptions Statement

- Select one radio button to answer the question, "How many years has the plan been in place?"
  o less than one year
  o one year or more

- Select the **Save and Continue** button.

Save and Continue ›

8. Select the radio button(s) to request specific accommodations, *or* enter a request.

Requested Accommodations Step 5 of 7

- Select all Setting & Location Accommodations that apply.
  o standing, walking or pacing
  o administration from home or care facility
  o background music/noise buffers (auditory calming)
  o special lighting
  o adaptive/special furniture
  o modified acoustics (FM system)

- Select all Response & Navigation Accommodations that apply.
  o scribe
  o speech to text
  o keyboard navigation

- Select one of the Presentation & Formats, if it applies.
  o reader (human)
  o pre-recorded audio (DVD)
  o computer (essay or short answer for paper testing only)
  o Braille/raised line drawings
  o large type test booklet and answer sheet
  o American Sign Language for instructions only
  o Exact English Sign Language for test items

- Select the radio button beside one of the Timing Accommodations.
  o TC 1 – standard time (one session, one day)
  o TC 2 – double time (over multiple days)
  o TC 3 – triple time (over multiple days)
  o TC 5 – stop the clock breaks (one day), or
  o TC 5 – standard Time (over multiple days)
  o TC 6 – time-and-a-half, self-paced (one session, one day)
  o TC 7 – time-and-a-half (over multiple days)
  o TC 8 – extended time on essay/constructed response only

- Enter specific accommodations in the other accommodations window if the examinee's accommodation(s) does not appear on the above list.

  Note: If any of the specific requested accommodations listed are selected, do not use this window to clarify that accommodation. Only use this to request accommodations not listed above that need ACT approval. Please do not request locally approved accommodations or items that all examinees may use, such as a permitted calculator.

- Select the **Save and Continue** button.

Save and Continue ›

9. Upload documentation.

Documentation Step 6 of 7

- Select the link to the **Accommodation Documentation Guidelines** for more information.

Download Accommodation Documentation Guidelines

- Select the **Choose File** button to upload documentation for the following categories:
    - IEP, 504, or official accommodations plan
    - qualified professional diagnosis
    - psychoeducational/neuropsychological evaluation
    - other documentation

IEP, 504 or Official Accom Plan ⓘ

Choose File | No file chosen | Upload

- Navigate to the document.
- Select the document.
- Select the **Open** button.

File name: Sample IEP pages | Custom Files

Open | Cancel

- Select the **Upload** button.

IEP, 504 or Official Accom Plan ⓘ

Choose File | Sample IEP pages.docx | Upload

- Repeat the steps above to attach more documents, as needed.
- Select the **View** icon to review an uploaded document, if necessary.
- Select the **Delete** icon to delete an uploaded document, if necessary.

IEP, 504 or Official Accom Plan ⓘ

Sample IEP pages.docx | 09/06/2014 | View 📄 | Delete 🗑

- Select the **Save and Continue** button.

Save and Continue ➤

- If you did not upload a required document, you will be unable to continue. You will see the message "1 (or more) error(s) on the page. Please correct and save." The category that requires a document will appear in red.

Qualified Professional Diagnosis is required. ⓘ

- If you try to upload a required document, and the system does not allow it, you will see the message "Having difficulty loading the document, try again later." Select the **Save** button to finish the request later.

10. Review the request, acknowledge that the information provided is accurate and you have a signed release of information on file at school, and print a copy of the request.

Review Step 7 of 7

- Review the examinee details.
- Review the testing information.
- Review the diagnosed disabilities.
    - Select the **Edit Diagnosed Disabilities** button to make edits, if needed.
    - Select the **Save and Continue** button to get back to the **Review** screen.
- Review the plan details.
    - Select the **Edit Plan Details** button to make edits, if needed.
    - Select the **Save and Continue** button to get back to the **Review** screen.
- Review the requested accommodations.
    - Select the **Edit Requested Accommodations** button to make edits, if needed.

- o Select the **Save and Continue** button to get back to the **Review** screen.
- Review the required documentation.
  - o Select the **Edit Required Documentation** button to delete the documentation that is uploaded and upload new documentation, if needed.
  - o Select the **Save and Continue** button to get back to the **Review** screen.
- Select the checkbox to acknowledge that all information is accurate to the best of your knowledge.
- Remember that you must have parent, or examinee (if 18 or older), consent to release this information to ACT.
- Select the **Print** button to print the review page, if you would like a copy.
- Select the **Submit** button to complete the request.

  Note: Your request is not complete until you select the Submit button to transmit the information to ACT. Once you submit the request, you will see an on-screen confirmation, and will receive an email confirmation.

  Confirmation

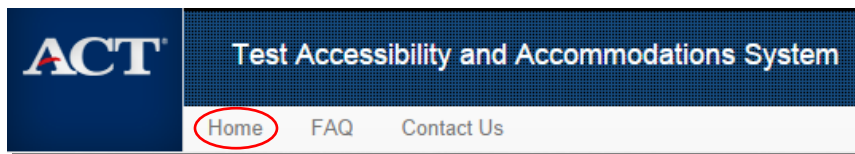 Your request has been successfully submitted.

- Select the **Print** button to print the **Confirmation** page.
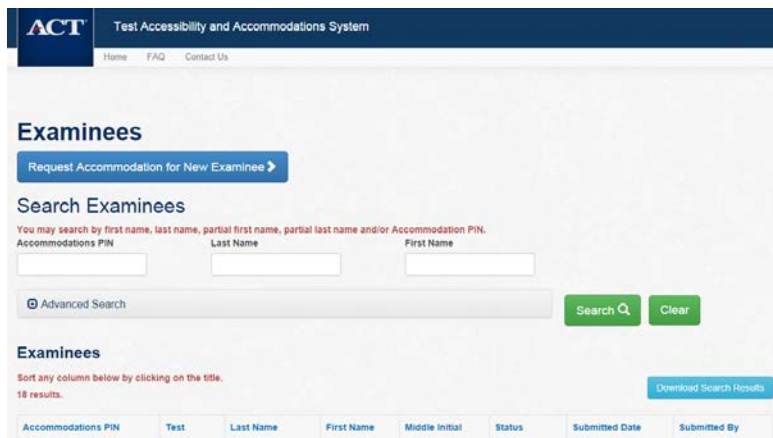
Returning to the Home Screen in TAA

Follow these steps to return to the home screen in TAA:

1. Select the **Home** tab in the upper left side of the screen.

2. Select the **OK** button when the warning message pops up.

You may search for requests, or submit a request on the home screen.

Status of Requests in TAA

Status of Requests in TAA

All saved requests are stored in TAA. After requests are entered, you may see these possible statuses under the status column of the table on the home page of TAA.

- incomplete: These requests are not submitted. *Note: ACT cannot access or review a request until it is submitted.*
- in review: These requests are submitted, and are under ACT review.
- partially approved: These requests are reviewed and part of what was requested is approved.
- approved: These requests are reviewed and all of what was requested is approved.
- not approved: These requests are reviewed and none of what was requested could be approved.

Status
In review
Incomplete
Incomplete
Partially Approved
In review
Approved

Searching for Requests by Sorting the Table in TAA

You may search by sorting table columns to see if a request has already been started, or submitted using these steps.

1. Select any of the table headings (accommodations PIN, test, last name, first name, middle initial, status, submitted date, or submitted by) to sort the table.

Accommodations PIN	Test	Last Name	First Name	Middle Initial	Status	Submitted Date	Submitted By

2. Select a different heading to sort using that criteria, or select the **Clear** button beside **Advanced Search**.

Searching for Requests Using Search Examinee in TAA

You may search using **Search Examinees** to see if a request has already been started, or submitted following these steps.

1. Enter the examinee's Accommodations PIN, last name, and/or first name.

Search Examinees

You may search by first name, last name, partial first name, partial last name and/or Accommodation PIN.

Accommodations PIN	Last Name	First Name
	Smith	

Advanced Search   Search 🔍   Clear

2. Select the **Search** button.

Accommodations PIN	Test	Last Name	First Name	Middle Initial	Status
JJZDP1DX	The ACT	SMITH	JOHN	M	In review
EJC90DLW	The ACT	SMITH	EXAMINEE	L	In review

3. Select the **Clear** button to start a new search.
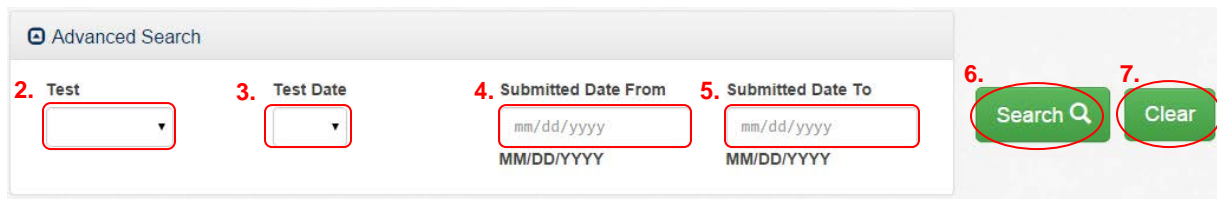
Conducting an Advanced Search in TAA

You may conduct an advanced search for all requests submitted between specific dates using these steps.

1.   Select the **Advanced Search** link.

2.   Using the drop down menu under **Test**, select the ACT.
3.   Using the drop down menu under **Test Date**, select your test date.
4.   Enter the month, date, and year in the **Submitted Date From** field.
5.   Enter the month, date, and year in the **Submitted Date To** field.
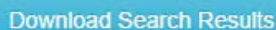
6.   Select the **Search** button.
7.   Select the **Clear** button to start a new advanced search.

Refer to the *Download Search Result*s below for instructions to save this information in an Excel file.

Download Search Results

After completing an advanced search, you may download the search results.

1.   Select the **Download Search Results** button to create a CSV file of your search. (This is recommended if the list spans more than one page.)

2.   Select the ExamineeDetails.csv file in the lower left corner of the screen to view the Excel file.

Submitting or Deleting Incomplete Requests

Saving a Request to Complete Later

Requests may be started, saved, and finished later. When working on a request, select the **Save** button at the bottom of the page when it is available.

Save

When you save, you will receive this message near the top of the screen.

All your changes have been saved.

The status of the request will be "incomplete" until it is finished and submitted.

Accommodations PIN	Test	Last Name	First Name	Middle Initial	Status	Submitted Date	Submitted By
EJC90DLW	The ACT	SMITH	EXAMINEE	L	Incomplete		

Completing and Submitting an Incomplete Request

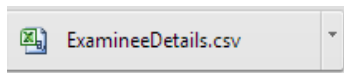To finish and submit an incomplete request, follow these steps.

1. Go to the CCRIS log in page: https://readiness.act.org/ccr/app/home.
2. Log in to your CCRIS account.
3. Select the radio button beside your school.
4. Select the **Continue** button.
5. Select the **Test Accessibility and Accommodations** (TAA) icon.
6. Locate the incomplete request by selecting the **Status** column, or by entering the examinee's information in the fields under "Search Examinees" and selecting the **Search** button.
7. Select the **Accommodations PIN** and you will be directed to an **Accommodation Request History** screen for the examinee.

Accommodations PIN

EJC90DLW

8. Select the number under **Index**, or the test.

Accommodation Request History for EXAMINEE SMITH

Download, view, and print the Accommodations Decision Notification, OR edit a request to submit for reconsideration.
DO NOT use the Create New Request button for an examinee whose request is currently in review or under reconsideration.

Requests

Index	Test	Accommodations Requested	Status	Submitted Date	Submitted By	Action
1	The ACT		Incomplete			Delete Request

9. Complete the remaining sections of the request.
10. Review the request, accept the terms and conditions, and print a release form (if this was not done previously).
11. Select the **Submit** button to complete the request.

Only Incomplete Requests May Be Deleted

The test coordinator and/or test accommodations coordinator may delete requests as long as they have not been submitted to ACT. It is not possible to delete a request after it has been submitted.

Canceling and Deleting a Request Instead of Submitting

After logging into CCRIS and accessing TAA, if you are entering a new request, and need to delete it:

1. Select the **Cancel** button during the final entry step.

2. Select **Delete Request** under **Action**.

Index	Test	Accommodations Requested	Status	Submitted Date	Submitted By	Action
1	The ACT	Reader (Human) TC 3 - Triple Time (over multiple days)	Incomplete			Delete Request

3. Select the **OK** button when the warning message pops up.

Deleting an Incomplete Request

After logging into CCRIS and accessing TAA, follow these steps to delete an incomplete request:

1. Select on **Status** to find incomplete requests.
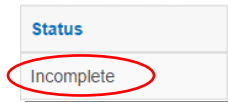
Status
Incomplete

2. Select **Delete Request** under **Action**.

Index	Test	Accommodations Requested	Status	Submitted Date	Submitted By	Action
1	The ACT	Reader (Human) TC 3 - Triple Time (over multiple days)	Incomplete			Delete Request

3. Select the **OK** button when the warning message pops up.

TAA Notifications

Accommodations Successfully Submitted

When a request for ACT-Approved Accommodations is successfully submitted in TAA, the individual who submitted the request:
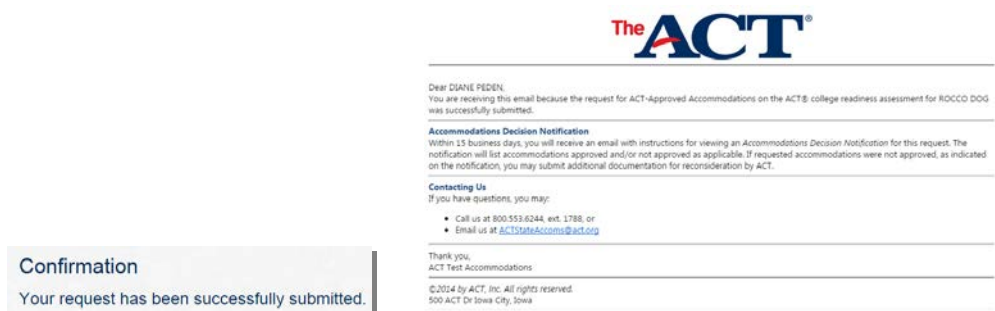
- will see an on-screen confirmation page.
- will receive an email titled, "Accommodations Request Successfully Submitted."

Accommodations Decision Notification

After ACT reviews a request for ACT-Approved Accommodations, an examinee-specific *Accommodations Decision Notification* is created in TAA. The notification contains the:

- examinee's name
- examinee's personal identification number (PIN) for TAA
- accommodations approved (including any special authorizations), or not approved, if applicable
- reason accommodations are not approved, if applicable

Note: When the Accommodations Decision Notification *is available to view online, the individual who submitted the request will receive an email. Please review the notification. Print two copies, provide one to the examinee, and keep one for your records.*

Viewing the Accommodations Decision Notification

To view the *Accommodations Decision Notification* for an examinee:

1. Go to the CCRIS log in page: https://readiness.act.org/ccr/app/home.
2. Log in to your CCRIS account.
3. Select the radio button beside your school.
4. Select the **Continue** button.
5. Select the **Test Accessibility and Accommodations** (TAA) icon.
6. Search for the examinee.
7. Select the **Accommodations PIN** and you will be directed to an Accommodation Request History screen.

8. Select the **Download Decision Notification** button to download a PDF.

9. Close the *Accommodations Decision Notification* by selecting the "x" to close the file.

10. Select the home tab to return to the home screen.

Viewing the Decision History

To view the history of all decisions for an examinee:

1. Go to the CCRIS log in page: https://readiness.act.org/ccr/app/home.
2. Log in to your CCRIS account.
3. Select the radio button beside your school.
4. Select the **Continue** button.
5. Select the **Test Accessibility and Accommodation**s (TAA) icon.

6. Search for the examinee.
7. Select the **Accommodations PIN** and you will be directed to an Accommodation Request History screen.

Accommodations PIN

EJC90DLW

8. Select the **Decision Document History** link to see all notifications for this examinee.

Decision Document History

9. Select any of the documents to download a PDF.

Decision Document History   ✕

Decision Document - 03/25/2014 10:13:03
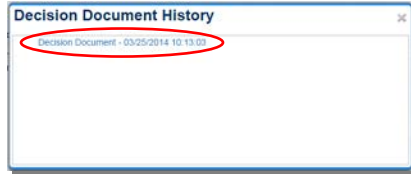
10. Close the history screen by selecting the "x" to close the pop-up window.

11. Close the *Accommodations Decision Notification* by selecting the "x" to close the file.
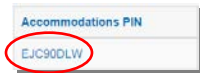
12. Select the home tab to return to the home screen.

ACT   Test Accessibility and Accommodations System

Home   FAQ   Contact Us
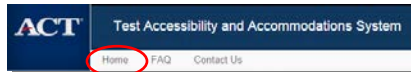
Requesting Reconsideration

Reconsideration of Accommodations Not Approved

ACT will reconsider requests for ACT-Approved Accommodations that were not initially approved. If you would like ACT to reconsider a request, you may use TAA to submit additional documentation.

Note: Refer to your Checklist of Dates *for the deadline to submit reconsideration requests. If a reconsideration request is submitted after the deadline, decisions will not be available for the scheduled test administration.*

Requests Under Review Cannot be Edited

When the request is in review by ACT, it cannot be edited.

Submitting Documentation for Reconsideration

To submit documentation for reconsideration using TAA, take the following steps:

1. Go to the CCRIS log in page: https://readiness.act.org/ccr/app/home.
2. Log in to your CCRIS account.
3. Select the radio button beside your school.
4. Select the **Continue** button.
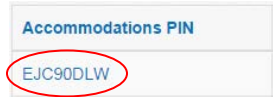5. Select the **Test Accessibility and Accommodations** (TAA) icon.
6. Select the **Accommodations PIN** for the examinee. This will take you to the **Request History** screen.

Accommodations PIN

EJC90DLW

7. Select the **Edit for Reconsideration** button.

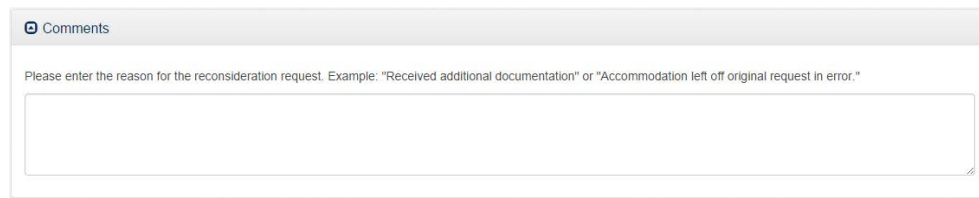Edit for Reconsideration

8. Edit diagnosed disabilities, plan details, requested accommodations, and/or required documentation.

   Note: Any diagnosed disabilities and accommodations selected in the original request are not available to select again when requesting reconsideration. To request these accommodations, enter, "Requesting reconsideration of original request" below in the box for Comments. Do not select additional disabilities or accommodations in this situation.

9. Select the **Save and Continue** button.

Save and Continue ❯

10. Enter the reason you're requesting reconsideration in the box for **Comments**.

⊙ Comments

Please enter the reason for the reconsideration request. Example: "Received additional documentation" or "Accommodation left off original request in error."

11. Select the checkbox to acknowledge the information is accurate, and a signature is on file.
12. Select the **Submit** button. You will receive a confirmation on-screen and via email.

Notes:
- *The individual who submitted the request will receive another email when ACT reconsideration is complete and an updated* Accommodations Decision Notification *is available.*
- *If you start a request for reconsideration and save it to complete later, you will not see the* **Edit for Reconsideration** *button. Refer to* Completing and Submitting an Incomplete Request *under the* Submitting or Deleting Incomplete Requests *section to identify and submit the request.*

Examinee Confined to Home or Hospital

Indicating an Examinee is Confined to Home or Hospital

When completing a request in TAA, when you get to the diagnosed disabilities section, explain that the examinee is confined to home or a hospital by typing this in the **Other Disability** window.

Other Disability

If the examinee's diagnosed condition(s) does not appear on the above list, please enter a specific diagnosis on the lines below.
Note: If the diagnosed condition appears on the above list, please do not also write it below, as this will delay processing.

> This examinee is confined to home.

Additional Approval Required to Test at Home or Hospital

If a request for an examinee to test at home or at the hospital was submitted in TAA, ACT staff will email the test coordinator an additional form to complete. Once ACT receives this form, a notification will be emailed to the test coordinator.

The examinee may not test anywhere other than the school unless:

- the *Accommodations Decision Notification* authorizes the test to be administered at the examinee's home or hospital, *and*
- the test coordinator received an email authorizing the test to be administered at the examinee's home or the hospital.

Note: The individual who submitted the request in TAA will receive an email when the Accommodations Decision Notification *is available, but the* **test coordinator** *will receive the additional correspondence required for approval.*

Late Consideration

Late Consideration

ACT will consider late requests for ACT-Approved Accommodations that were not submitted by the deadline noted on your *Checklist of Dates,* if any of the reasons listed below apply:

1. examinees meet testing program eligibility requirements for one of these reasons:
   - they enrolled in your school after the deadline, or
   - they were classified into an eligible grade level after the deadline
2. examinees were evaluated or diagnosed with a new disability recently, and an accommodations plan was put in place after the deadline
3. examinees who have ACT-Approved Accommodations transferred to your school from another school in your state and want these accommodations at your school
4. examinees suffered an injury or suddenly developed a medical condition which will prevent them from accessing the examination after the deadline

Note: Late consideration decisions may not be available in time for your scheduled test dates. Refer to your Checklist of Dates *for the late consideration deadline.*

Requesting Late Consideration

To request late consideration for examinees who fall under one of the categories above, go to the website listed at the top of your *Checklist of Dates*. Complete the *ACT-Approved Accommodations Late Consideration Form*, and the request and header, and fax or email these to ACT by the late consideration deadline noted on your *Checklist of Dates.*

Deleting Requests Started for Late Consideration

If you start a request in TAA that requires late consideration, you will see a message like this.

> ○ Fall 2014 The deadline for requesting ACT-Approved accommodations has passed. You may use the form available through this link to request a late consideration if one of these 4 conditions applies: **1.** examinee is new to your school; **2.** examinee has been newly diagnosed; **3.** examinee has a new medical condition; **4.** examinee has transferred to your school from the same State/District.

Late consideration requests cannot be submitted using TAA. Please delete the request. To delete the request, follow these steps.

1. Go to the CCRIS log in page: https://readiness.act.org/ccr/app/home.
2. Log in to your CCRIS account.
3. Select the radio button beside your school.
4. Select the **Continue** button.
5. Select the **Test Accessibility and Accommodations** (TAA) icon.

Test Accessibility and Accommodations

6. Search for the examinee or, in the table listing examinees, select **Status** to find incomplete requests.

Status
Incomplete
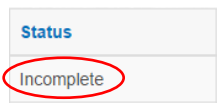
7. Select the **Accommodations PIN** for the request to delete.

Accommodations PIN
ANRTN3WK
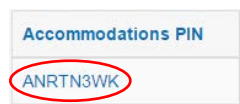
8. Select **Delete Request** under **Action**.

Action
Delete Request
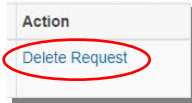
9. Select the **OK** button when the warning message pops up.

Transferring an Examinee from Your School to Another School

If an examinee was authorized to test with ACT-Approved Accommodations at your school, but is transferring to another school in your state before your scheduled test dates, fill out a late consideration form. This will alert ACT that the accommodations need to be transferred to the new school.

The Personal Identification Number (PIN)

The *Test Accommodations and Accessibility* System (TAA) creates a unique personal identification number (PIN) for each examinee. As a security precaution to maintain privacy, ACT customer service agents require the TAA PIN, and examinee first and last name to access information. Protecting each examinee's privacy and keeping personal information confidential is important to ACT.

Contacting Us

If you have questions, you may:
- Call us at 800.553.6244, ext. 1788
- Email us at ACTStateAccoms@ACT.org
- Fax us at 319.337.1285