The ACT® Test
Accommodations Q&A for Test Coordinators

Topics
- Review Process
- Planning for Test Day Grouping Students
- Accommodated Materials
- Submitting Requests
- Late Requests
- Transferring Answers
- Oral Presentation
- Accommodations and Supports Roster
- Resources

Important Dates
- August 28, 2020: Deadline for Schools to submit request(s) for ACT-Authorized accommodations
- September 4, 2020: Deadline for Schools to submit a Request for Reconsideration (if needed)
- September 7 – October 2, 2020: Late Consideration Submission Window
- October 6 - 16, 2020: Initial Accommodations Test Window
INITIATION

SUBMIT DOCUMENTATION

ACT ANALYST REVIEW

POST-REVIEW

IDENTIFY + CONFIRM

Sign In

Sign in to your ACT account. If you have forgotten your password, select “Forgot password” and enter your email address. If you did not receive an email, please contact ACT.
The Late Consideration Form will help you determine if a student qualifies for their request to be submitted and reviewed during the late consideration window.

Planning for Test Day
Grouping Students
Grouping Students

**Individual testing:**
- Stop-the-clock breaks
- Reader (Human)
- Scribe

**Group Testing:**
- Same timing code with similar accommodations/supports
- Pre-recorded audio or text-to-speech with individual computers and headsets

Group Testing - Writing

**Individual testing:**
- Voice activated software

**Group Testing:**
- Computer (word processing software)
- Brailler

Accommodated Materials
Materials must be used together.

Send materials together.

Submitting requests.

act.org/stateanddistrict/districttestfall
What is a disability?
A mental or physical impairment that substantially limits a major life activity when compared to the average person in the general population.

Students with disabilities
The condition is professionally diagnosed and substantially limits one or more major life activity.

Students with disabilities
The requested accommodations are appropriate and reasonable for the documented disability.
ASSOCIATING A NEW TEST DATE

1. Sign In
2. Search
3. Request History Page
4. Add test date
5. Select Assign button

STEPS FOR A NEW REQUEST

New Request

STUDENTS WITH DISABILITIES
STUDENTS WITH DISABILITIES

- Case-by-case
- Incomparable
- ACT may request more information

REQUEST TIMING

COMMON MISSTEPS

- Documentation does not support accommodation
- Incompatible accommodations
ENGLISH LANGUAGE SUPPORTS
ACT provides supports on the ACT test to US students who are not proficient in English.

STUDENTS WITH DISABILITIES
- Not proficient in English
- Participates in English Language Acquisition Program
- Receives supports in school

DOCUMENTATION
- Access for ELLs
- ELDA
- ELPA21
- LAS Links
- NYSESLAT
- OTEL A
- TELPAS
- TOEFL
DOCUMENTATION
El Supports

Participates in English Language Acquisition Program (LY)
Computer print out
- Name
- Status
- Year

DOCUMENTATION
El Supports

Receives supports in school due to limited English (Plan)
- Name
- Supports
- Year

COMMON MISSTEPS
- Documentation out of date
- Student is proficient in English
- Documentation in another language
LATE REQUESTS

LATE CONSIDERATION
- NEW school
- NEW grade level
- NEW diagnosis + NEW plan
- NEWLY identified as EL + supports
- SUDDEN ONSET of medical condition

LATE CONSIDERATION
Missed deadline for requesting approval is not an accepted reason.
COMMON MISSTEP:
- Include form
- SAVE before upload
- Meet criteria

TRANSFERRING ANSWERS:
- Marked answers in test booklet
- Large type answer document
In PearsonAccess, under reports, click on select an action, then click on operational reports.

On the Operational Supports page select Students and Registrations.
Your Accommodations and Supports Roster is the first report on the list.

STUDENT NOT ON ROSTER
CONTACT ACT ACCOMMODATIONS

ACTStateAccoms@act.org
800.553.6244 ext. 1788
All recipients of ACT data and student information are reminded that they are responsible for protecting the confidentiality of that information in accordance with applicable laws and institutional policies. Score recipients assume responsibility for protecting the confidentiality of ACT data reported to them.