Accommodations Q&A for Test Coordinators

District Testing Late Spring

Topics

1. Review Process
2. Planning for Test Day
3. Grouping Students
4. Accommodated Materials
5. Submitting Requests
6. Late Requests
7. Transferring Answers
8. Oral Presentation
9. Accommodations and Supports Roster
10. Resources
Important Dates

February 12, 2021
- Deadline for Schools to submit request(s) for ACT-Authorized accommodations

February 19, 2021
- Deadline for Schools to submit a Request for Reconsideration (if needed)

February 15 – March 26, 2021
- Late Consideration Submission Window

March 30 – April 9, 2021
- Accommodations Test Window

REVIEW PROCESS

INITIATION

SUBMIT DOCUMENTATION

ACT ANALYST REVIEW

POST-REVIEW

IDENTIFY + CONFIRM
FAQ

Potential Issue:
Not receiving verification email to establish password.
Solution: May need to reach out to school IT department to allow noreply@salesforce.com email to come through.

Potential Issue:
Link in email to establish password, directs user to start account process from beginning again.
Solution: Email statetesting@act.org with description of issue.

Potential Issue:
Trusted agent who received code is no longer at the school.
Solution: Email statetesting@act.org with information of new principal or superintendent. ACT will email access code to new staff member.

Examinee details
Reason for request
Educational plan details
Requested accommodations/supports
Required documentation

Receive and review email
Review Decision Notification from TAA with student
LATE REQUESTS

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:
- Breaks as needed
- Reader (Human)
- Scribe

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

Spring 2021

Grouping Students - Writing

Individual testing:
- Voice activated software

Group Testing:
- Computer (word processing software)
- Braille

Spring 2021
Accommodated Materials

Materials must be used

Send materials together

Submitting requests
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 activities.

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

S M T W TH F S

PROCESSING TIME

COMMON MISSTEPS

Documentation does not support accommodation

Incompatible accommodations

Other box
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
OTELA
TELPAS
TOEFL
El Supports

Participates in English Language Acquisition Program (ELP)

- Name
- Status
- Year

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 MISSTEPs

Include form

SAVE before upload

Meet criteria

TRANSFERRING ANSWERS

Marked answers in test booklet

Large print 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

RESOURCES
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.

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www.act.org/stateanddistrict/districttestlatespring

Test Administration
800-553-6244 ext 2800
actdistricttesting@act.org

Accommodations and Supports
800-553-6244 ext 1788
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THANK YOU FOR JOINING US!