



ACCOMMODATIONS AND ENGLISH LEARNER (EL) SUPPORTS

Exceptions Statement Form

2023–2024

■ PROGRAM: NATIONAL ■ TEST: THE ACT ■ AUDIENCE: EXAMINEES & PARENTS/GUARDIANS

Exceptions: Examinees who are requesting ACT-authorized accommodations or English learner (EL) supports but who do not currently have a formal education plan at school are required to submit this *Exceptions Statement Form*. In addition, examinees must submit diagnostic documentation and documentation to support the need for the requested accommodation (see page 3).

Examinee Name

Examinee ACT ID

Attestation (completion required) *I attest that the information provided on pages 1 and 2 of this form is true.*

Name

Relationship to Examinee

Signature

Title

Institution

Date

Accommodations and/or EL Supports: Reasons and Options

Select the reason the examinee requires an exceptions statement for ACT-authorized accommodations and/or EL supports:

- Examinee is no longer in school.
- Examinee is homeschooled.
- Examinee receives accommodations and/or EL supports in school that are not documented in writing on an individualized official plan.

Select the option(s) that most closely match the examinee's accommodations and/or supports history:

- Examinee was previously on an official accommodations and/or EL supports plan.
- Examinee currently receives unofficial accommodations.
- Examinee has never received accommodations and/or EL support.

Accommodations and/or EL Supports: Previously and/or Currently Provided

| Specific Accommodations and Supports Provided | Length of Time Provided (Years, Months) | Setting (e.g., classroom instruction) | Rationale (as pertains to length or time, setting, and the ACT test) |
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Accommodations and/or EL Supports: Documentation Guidance for Exceptions Statement Form

As noted on page 1, examinees without a formal educational plan at school must submit documentation to substantiate their need for accommodations on the ACT. The following guidance is provided to help clarify the documentation ACT requires to be submitted in support of a request for accommodations and/or EL supports. This

information would normally be included in a formal educational plan. In addition to current diagnostic documentation, the specified documentation must accompany the *Request for ACT-Authorized Accommodations and/or English Learner (EL) Supports*.

Non-Student Examinees

For examinees who are no longer enrolled in school, please provide all the following regarding the accommodations and/or EL supports:

- **School-based plans:** The most recent IEPs, 504 plans, or other school-based plans
- **Professional recommendation:** A recommendation for testing accommodations from the diagnosing or testing professional, with rationale given for each requested item
- **Personal statement:** A brief statement from the examinee regarding the request for testing with accommodations. It should include any accommodations previously granted to the examinee in school as well as an explanation of why these specific accommodations are needed at this time.

Note: *English learner supports are not available to examinees who are not currently enrolled in an educational setting.*

Homeschooled Examinees

For homeschooled examinees, provide a statement from a homeschool teacher, co-op, or consortium that indicates all the following regarding the accommodations and/or EL supports:

- **Types used:** What accommodations and/or EL supports are provided
- **How and when used:** How often and under what conditions they are used
- **Time used:** The length of time for which the accommodations and/or supports have been provided.

Note: *Accommodations should be reflective of the diagnosis. A rationale must be provided explaining why accommodations were provided prior to a diagnosis, if applicable.*

Examinees with Unofficial Accommodations and/or EL Supports

For examinees who are not formally on an individually written plan but receive accommodations or EL supports at school, include a statement from a qualified school or district staff professional who has reviewed the examinee's file. The statement, on school or district letterhead, should address all the following regarding the accommodations and/or EL supports:

- **Circumstances:** Under what circumstances these are permitted for this examinee in the school, including but not limited to how often they are used
- **Basis:** The basis for providing them
- **Documentation:** Why they are necessary in order for the examinee to access learning but are not documented on a formal education plan
- **Rationale:** The rationale on why they should be allowed for the ACT.

Note: *Generally, school wide practices and policies do not indicate an individual need for accommodations and/or EL supports.*