

GUIDE TO REQUESTING TESTING ACCOMMODATIONS

Students with documented disabilities may be eligible for special accommodations when taking standardized tests. Applying for testing accommodations is an extra step in the testing process and takes time, so planning ahead is crucial. Students who have a professionally diagnosed condition **and** who make use of special accommodations in their daily school activities and exams may be eligible for testing accommodations. If your child falls into this category **and** is planning to take an ACT, IB or CollegeBoard (AP, PSAT, SAT) exam, please follow these steps to start the application process.

- 1. Connect with your case manager/school counselor and determine which tests you will be taking - ACT, IB, and/or CollegeBoard exams (AP, PSAT, SAT).**
- 2. Complete the necessary form(s) to consent to the Accommodation requests and return completed forms to your case manager/school counselor:**
 - [CollegeBoard Consent Form](#)
 - [ACT Consent Form](#)
 - [IB Release of Information Form](#)

UPCOMING ACCOMMODATIONS REQUEST DEADLINES | 2023-2024

| COLLEGE BOARD EXAMS (AP, SAT, PSAT-11TH GRADE) | | |
|---|-----------------------------------|------------------|
| Ensure the following documentation is on file with your Case Manager or School Counselor by the dates listed: <ul style="list-style-type: none"> • CollegeBoard Consent Form • Supporting medical documentation | | |
| AP Exams | May 2024 | December 8, 2023 |
| SAT National Test (hosted at MHS) | May 4, 2024 (Register by April 5) | February 1, 2024 |
| SAT National Test (hosted at MHS) | June 8, 2024 (Register by May 3) | March 1, 2024 |

| INTERNATIONAL BACCALAUREATE (IB) EXAMS | |
|--|---|
| Ensure IB Release of Information Form is on file with IB Coordinator | |
| Spring 2024 | Deadline passed on October 27, 2023 to register for IB Accommodations |

| ACT: SCHOOL ADMINISTRATION | |
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| Ensure the following documentation is on file with your Case Manager or School Counselor by the dates listed: <ul style="list-style-type: none"> • ACT Consent Form • Supporting medical documentation | |
| March 26, 2024 | December 7, 2023 |

| ACT: NATIONAL TESTING | |
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| Register for a test at MyACT.org Ensure the following documentation is on file with your Case Manager or School Counselor by the dates listed: <ul style="list-style-type: none"> • ACT Consent Form • Supporting medical documentation | |
| February 10, 2024 | January 5, 2024 |
| April 13, 2024 | March 8, 2024 |
| June 8, 2024 | May 3, 2024 |
| July 13, 2023* September 2024 dates* | By June 1, 2024 to ensure staff is available to submit documentation |
| *MHS is NOT a test site for these National test dates | |

FREQUENTLY ASKED QUESTIONS ABOUT TESTING ACCOMMODATIONS

WHAT SUPPORTING DOCUMENTATION IS REQUIRED?

In addition to a school's accommodation document (IEP, 504 Plan, or Health Plan), the testing companies will ask to review relevant medical documentation. For special education students, the information documented in the student's recent evaluation is generally sufficient. For students with 504 Plans or Health Plans, we recommend submitting medical information that supports both a historical and ongoing need. For example, this may be a neuropsychological evaluation report from elementary school and a recent clinic visit summary listing current diagnoses. It is the responsibility of the family to ensure the school has the relevant medical documentation. Updated medical documentation can be submitted to the Case Manager, School Counselor or school nurse. Student health records are stored separate from general school records and care is taken to ensure all private health information remains secure.

DOES HAVING AN IEP OR 504 PLAN GUARANTEE TESTING ACCOMMODATIONS WILL BE AVAILABLE FOR ACT/COLLEGE BOARD/IB EXAMS?

Not necessarily. Nor is a formal plan required to be considered for testing accommodations. Students who require testing accommodations for their day-to-day classroom exams may be eligible for similar accommodations on standardized tests. For standardized tests managed by outside entities (ACT, SAT, AP, etc.), the decision to provide accommodations is the sole responsibility of the testing companies; the District makes no representation about these accommodations. Refer to the [CollegeBoard](#) or [ACT](#) websites for more specific information on accommodation policies.

WHAT TESTING ACCOMMODATIONS ARE AVAILABLE?

There are a variety of accommodations available. Approved accommodations will generally be similar to those regularly used for regular classroom exams at MHS. Refer to the [CollegeBoard](#) or [ACT](#) websites for more specific information on accommodation policies.

ARE ACCOMMODATIONS AVAILABLE FOR SOPHOMORES TAKING THE PSAT10 OR PRE-ACT?

Tenth graders are encouraged to take the Pre-ACT and the PSAT10. Both exams are free and are considered practice exams. The scores are not used to make educational decisions about a student, nor can they be submitted for college admission or National Merit consideration. We do not offer accommodations for these practice tests. Taking these optional tests without accommodations provides the student with information about where they need to focus future test preparations. Please contact your case manager if you have a disability that requires consideration for physical accommodations.

IF I HAVE BEEN APPROVED FOR ACT OR COLLEGE BOARD ACCOMMODATIONS IN PREVIOUS YEARS, DO I HAVE TO REQUEST NEW ACCOMMODATIONS EVERY YEAR?

No. Once you have been approved for accommodations through ACT, IB, and/or CollegeBoard (AP, SAT, PSAT), those accommodations remain each time you register for an assessment through that testing organization.

ADDITIONAL QUESTIONS?

If you have any additional questions or concerns, please contact:

Section 504 Students

Your School Counselor

Special Education Students

Your Case Manager

Students with Health Plans or Other Medical Needs:

Your School Counselor or the School Health Office