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# Accommodations and Supports Handbook

## SAT Suite of Assessments and Other College Board Assessments

*This handbook will help SSD coordinators prepare to submit accommodation requests and provide guidance on available accommodations and supports for College Board testing.*

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## Using This Handbook

The key activities required to prepare for administration of College Board assessments for students approved for accommodations are covered in the following topics:

- [Accommodated Testing Overview](#) on page 2
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- [General Information About College Board Tests](#) on page 4
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## Accommodated Testing Overview

College Board is dedicated to ensuring that students with disabilities receive appropriate accommodations on their tests. Each year, the College Board Services for Students with Disabilities (SSD) office receives over 200,000 requests for accommodations from students with disabilities, of which the vast majority are approved.

Accommodations ensure that assessments measure a student’s knowledge, not their disability, and all students have access to the assessments. Accommodations may modify the test timing, setting, or materials. Some examples of accommodations are braille, large-print tests, and extended time. Many others exist.

In addition to accommodations for students with disabilities, College Board offers an assortment of supports for English learner (EL) students participating in select assessments.

To oversee the request and administration of accommodations and EL supports, each school will identify at least 1 person to act as the SSD coordinator. The SSD coordinator will work closely with the College Board SSD office as needed.

This handbook provides information for SSD coordinators about how to request and administer accommodations and supports. It’s intended to be used in conjunction with the applicable testing manual(s) for each assessment. This handbook supplements the manuals—it doesn’t replace them. When administering a College Board test, you must carefully review the relevant testing manual.

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## SSD Coordinators

Each school should designate at least 1 SSD coordinator; schools may appoint more. SSD coordinators serve as the liaison with College Board for their students with disabilities and ensure students with disabilities can take the assessments with the accommodations they need.

One of the school's SSD coordinators will be the primary SSD coordinator, who may be responsible for administering tests in addition to requesting accommodations. Secondary SSD coordinators, if any, request accommodations for their students but aren't responsible for test administration.

### **All SSD coordinators:**

- Need a College Board Professional Account and access to SSD Online.
- Request accommodations for their students with disabilities through SSD Online.
- Must know how to access student information regarding their disabilities and current accommodations in school.
- Act as the school's liaison with the SSD office and communicate with them about accommodations.

### **Primary SSD coordinators** have additional responsibilities:

- Ensure students are tested with appropriate accommodations, including:
  - ♦ Reviewing and updating prior year accommodations as required.
  - ♦ Working with test coordinators to ensure that correct accommodations are in place each time a student takes a College Board test.
- Monitor and print the Nonstandard Administration Report (NAR).
- Assume responsibility for all aspects of SAT Weekend school-based test administration, including:
  - ♦ Administering the test.
  - ♦ Recruiting and training staff as needed.
  - ♦ Receiving and safely storing test materials.
  - ♦ Properly returning materials.

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# General Information About College Board Tests

College Board tests include the following:

- The SAT® Suite of Assessments: SAT, PSAT/NMSQT®, PSAT™ 10, PSAT™ 8/9
- Advanced Placement® (AP®) Exams
- CLEP®
- ACCUPLACER®

Each assessment has differences that can affect accommodations. College Board tests may be administered differently than many classroom tests. To know which accommodations need to be requested for students, it's important to understand how College Board tests are administered.

In many cases, a school or district chooses to order and administer assessments locally. Some states have a contract with College Board to administer assessments for local or federal accountability. Schools participating under a state contract may have special instructions for educators from their state about timelines or policies.

## Universal Features

College Board tests share some common administrative features, which may differ from classroom tests. It is important to understand how tests are administered to determine whether accommodations are appropriate or needed.

Most College Board tests have the following features:

- Administered in a quiet, structured environment
- Calculators permitted for some, but not all, math sections
- Breaks included in the test schedule
- General instructions given orally and may be repeated on request of students

Most, but not all, College Board tests are paper based.

## SAT

The SAT consists of 4 multiple-choice sections (Reading Test, Writing and Language Test, Math Test – No Calculator, and Math Test – Calculator) and is administered under timed conditions. Without accommodations, the SAT requires 3 hours of testing time, and students receive a 5-minute and a 10-minute break.

Certain state-sponsored SAT School Day administrations will also include an Essay. The SAT with Essay requires 3 hours and 50 minutes of testing time, and students receive a 2-minute, a 5-minute, and a 10-minute break. For students testing with accommodations, testing time may be longer. Refer to the timing charts in the applicable testing manuals.

### SAT Weekend

Many students take the SAT on a Saturday or Sunday at a test center, usually a local high school. Weekend administrations are offered most months from August to June in the United States and 5 times a year at international centers. Students register for the weekend administrations of the SAT online and choose their testing location.

For weekend administrations of the SAT, accommodations fall into 2 categories: center-based and school-based.

- **Center-based accommodations:** Most students test with center-based accommodations, which can be administered at a test center. Some examples of center-based accommodations are time and one-half (+50%), use of a four-function calculator on the Math Test – No Calculator portion, or permission for food/drink/medication. Center-based accommodations

are administered at an SAT test center on a weekend day and are administered by test center staff.

- **School-based accommodations:** Some accommodations may require testing over more than 1 day or may require staffing, equipment, or supports not available at test centers. These school-based accommodations are usually administered at the student’s school—whether or not the school serves as a weekend test center. SSD coordinators organize and administer the test to students with school-based accommodations. Schools have a 7-day window, beginning with the published test date, to administer school-based tests.

## SAT School Day

Sponsored by states, districts, or schools, SAT School Day is taken by students on a predetermined school day in their local schools. Some policies differ between School Day and weekend administrations of the SAT. For example, there may be some differences in timing and number of days that a student is testing. When administering SAT School Day, be sure to follow the SAT School Day manuals, and watch for additional guidance from your state if you’re administering the assessment under a state contract.

Some students taking SAT School Day as part of state-sponsored testing may have an Essay (no longer available for transactional SAT School Day or SAT Weekend). Accommodations may differ depending on whether a student is taking the SAT without Essay or SAT with Essay. For example, a student whose sole accommodation is “Computer (Word Processor only for Essays only)” would test as a standard test taker when taking the SAT without Essay.

## PSAT-Related Assessments

### PSAT/NMSQT and PSAT 10

The PSAT/NMSQT and PSAT 10 consist of 4 multiple-choice sections (Reading Test, Writing and Language Test, Math Test – No Calculator, and Math Test – Calculator). Schools can choose a designated school day or Saturday in the fall to administer the PSAT/NMSQT. They can administer the PSAT 10 on any school day during a designated testing window in the spring.

Under standard timing conditions, the tests require 2 hours and 45 minutes of testing time, and students receive 2 breaks of 5 minutes. The 2 tests have the same specifications, but only the PSAT/NMSQT can be used as the qualifying test for entry into the National Merit® Scholarship Program.

### PSAT 8/9

The PSAT 8/9 consists of 4 multiple-choice sections (Reading Test, Writing and Language Test, Math Test – No Calculator, and Math Test – Calculator). Schools can administer the PSAT 8/9 on a school day.

Under standard timing conditions, the test requires 2 hours and 25 minutes of testing time, and students receive 2 breaks of 5 minutes.

## Advanced Placement

Most AP Exams include a combination of multiple-choice and free-response questions. While most exams are paper based, some exams may include a listening or speaking component, are computer based, or are portfolio based (e.g., World Language and Culture, Music Theory, Art and Design exams). AP Exams are administered in the student’s school in May.

Some Advanced Placement Exams require 3 hours or 3 hours and 15 minutes of testing time, and students are given a 10-minute break; while some require less time with no break.

## CLEP and ACCUPLACER

CLEP and ACCUPLACER are computer-based tests. Accommodations for CLEP and ACCUPLACER taken at a center are not reviewed by SSD but must be requested prior to test day at the test center. Students should contact the test center well in advance of the test date to make the necessary arrangements and confirm the center's deadline for submission of documentation for approval of accommodations. Accommodations for the at-home CLEP with remote proctoring must be approved by SSD.

## Digital Testing or Computer-Based Testing

Some students taking SAT School Day, PSAT 10, or PSAT 8/9 as a part of a school, district, or state contract may take a digital version of the test on school-provided computers, using the Cambium Assessment, Inc.<sup>™</sup> (CAI) platform. The digital version includes the features available for paper assessments and is administered under the same timing conditions.

When taking a digital version of the test, your students may require different accommodations than they would for a paper administration (e.g., a screen reader instead of a human reader). Additionally, the digital test offers universal tools that don't require any advanced accommodation request or test settings. These digital features may eliminate the need for other accommodations, including:

- **Calculator:** An embedded calculator for calculator-allowed questions
- **Student clock:** Counts down the time left for each section and gives a 5-minute warning
- **Highlighter:** A feature for marking text, test questions, and answer choices with color options
- **Line focus:** Uses highlighting to guide students as they read
- **Mark for review:** Allows students to flag questions for later review during the test
- **Notes:** For digital notetaking; students also receive scratch paper
- **Reference:** Allows students to view standard mathematical formulas
- **Strikethrough:** Allows students to eliminate answer options that seem incorrect
- **Zoom in/zoom out:** Enlarges the text and images on the screen

The digital platform used for SAT School Day and PSAT-related assessments is not available for SAT weekend, AP Exams, and PSAT/NMSQT.

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# Types of Supports and Accommodations

## Accommodations for Students with Disabilities

Accommodations for students with documented disabilities are available for all College Board tests. When accommodations are used, students receive college and scholarship reportable scores. (The use of accommodations is not reported to colleges or other organizations.) Students with documented disabilities may be eligible for accommodations; however, a student must be approved for accommodations in SSD Online before testing. Providing accommodations to students without College Board approval will result in cancellation of these students' scores.

College Board will consider all accommodations requests, provided the accommodation doesn't compromise the test constructs being measured. See [Detailed Accommodations and Supports Information](#) on page 18 for detailed information about specific accommodations.

## Other Supports Offered

In addition to accommodations for students with disabilities, on certain tests, College Board provides supports for EL students and temporary supports. Information about each is below.

### State-Allowed Accommodations (SAAs)

SAAs may be available for schools testing in statewide contracts. When using SAAs, students, schools, and the state will receive scores; however, the scores aren't accepted by colleges, universities, or scholarship programs. These accommodations must be requested for each state administration and are only available for the specific test administration they're approved for.

SSD coordinators can enter SAAs in SSD Online beginning in January every year. No documentation is required for approval, but requests must be made to administer a test with SAAs.

If your school participates in a state contract, each state offers different accommodations that are considered state allowed. Refer to training information from your state department of education for information on SAAs that may be available for state testing.

### EL Supports

EL supports are available for the PSAT 8/9, PSAT 10, and SAT School Day assessments. EL supports are not currently available for the PSAT/NMSQT, AP, CLEP, ACCUPLACER, or the weekend administrations of the SAT. The available supports include the use of an approved word-to-word bilingual dictionary, translated test directions, and time and one-half (+50%). Students will receive college and scholarship reportable scores when any of the supports are used.

Students who meet the following criteria at the time of testing are eligible to use EL supports:

- Enrolled in an elementary or secondary school in the U.S. or U.S. territories
- An English learner as defined by their state or by federal policy
- Use the same supports in class or for other assessments

Use of an approved word-to-word bilingual dictionary:

- The list of approximately 100 approved dictionaries is available at [collegereadiness.collegeboard.org/pdf/sat-sd-college-board-approved-glossaries.pdf](http://collegereadiness.collegeboard.org/pdf/sat-sd-college-board-approved-glossaries.pdf).
- The use of a bilingual dictionary does **not** require approval by College Board.

Use of translated test directions:

- Translated test directions are provided in PDF format. Schools must print the directions for students; no printed test directions will be sent to schools.
- Translated directions are available in numerous languages. See the links below for specific languages offered.
- Use of translated test directions does **not** require approval by College Board.

- Translations are usually available to print online at the following links in August for fall testing and February for spring testing.
  - ♦ [Paper-Based directions](#).
  - ♦ Computer-Based directions are available at [cb.org/DigitalEL](http://cb.org/DigitalEL).

Use of time and one-half (+50%):

- This EL support must be entered in the SSD Online by the EL deadline. While documentation does not need to be submitted to College Board, schools will be asked during the submission process to verify the student meets certain criteria. For schools testing as a part of a state contract, check with your state for additional updates on the use of supports/accommodations for EL students.
- Students will receive time and one-half (+50%) on each section of the PSAT 8/9, PSAT 10, or SAT School Day. Students must sit for the entire time allotted and cannot go ahead in the test, even if they are the only one testing.
- EL students requiring EL time and one-half (+50%) will need to be identified in SSD Online every year.
- Schools can request EL time and one-half (+50%) for English learners starting in January for spring testing.

### Temporary Supports

Students with temporary conditions, such as a broken arm, may be eligible for temporary assistance on some assessments as covered in this section. In all other cases, the student should reregister to take the test at a date when they have healed.

To request temporary assistance, students or their SSD coordinators can submit the Request for Temporary Assistance form. Link to the appropriate form for your testing as listed under **Requesting Temporary Supports** (state-provided testing uses a different form than other testing). The form contains detailed instructions for requesting supports and providing supporting documentation, including a description of the specific documentation that is needed for different types of temporary medical conditions. Mail or fax the completed form to College Board as soon as the temporary impairment has occurred and has been medically verified.

College Board expedites processing of temporary support forms. The SSD coordinator (or other authorized school official) receives a reply from College Board as soon as possible, by email or fax. An appropriate review and determination take time; individuals who submit requests or information shortly before a scheduled College Board test may be informed that there was insufficient time to make a determination on their request.

In rare circumstances, a physical condition might have effects that aren't permanent but are substantial and long-standing (for example, an injury might result in extensive limitations that last longer than 1 year). A long-standing physical condition may be considered a disability. Accommodation requests for long-standing physical conditions should be made under the regular accommodation request process.

### Requesting Temporary Supports

#### For State-Provided Testing for Federal Accountability:

- Supports can be requested for all students taking SAT School Day, PSAT 10, or PSAT 8/9.
- Use this form:

[accommodations.collegeboard.org/pdf/state-provided-temporary-conditions-form.pdf](http://accommodations.collegeboard.org/pdf/state-provided-temporary-conditions-form.pdf)

**For all other testing:**

- For AP, supports can be requested when impairment won't be resolved by the late testing date.
- For SAT Weekend or SAT School Day, supports are only offered for seniors.
- For PSAT/NMSQT and PSAT 10, the only support offered is use of a large-print answer sheet.
- For PSAT 8/9, schools may decide unless other instructions are provided by the state.
- Use this form:

[accommodations.collegeboard.org/pdf/ssd-support-temporary-conditions.pdf](https://accommodations.collegeboard.org/pdf/ssd-support-temporary-conditions.pdf)

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## Requesting Accommodations and Supports

In general, students approved by College Board for testing accommodations meet the following criteria:

- They have a documented disability (documentation will vary depending on the disability).
- Their participation in College Board assessments is affected by the disability.
- The specific accommodations requested support the need.
- With few exceptions, they receive accommodations on school tests.

When requesting accommodations, remember:

- College Board accommodations are intended for students who have documented disabilities. Most people have strengths and weaknesses. The fact that a student has difficulty in some classes, or does better in one subject than in others, does not mean that they have a disability.
- Many students do not complete the SAT and PSAT-related assessments in the time allowed. Not finishing a test, without other evidence of a disability, does not qualify a student for extended time.
- Some accommodations may be administered differently on College Board tests than they are for school tests. It's important to understand how an accommodation is administered to determine whether it is appropriate for an individual student. For example, on the SAT, students approved for extended time cannot self-pace and must stay for the entire duration of the tests.
- Before requesting all the accommodations, consider which one(s) the student will actually use on the test(s) in question. For example, while braille with raised line drawings, large print, and a human reader might all be used by a student during various courses, it's unlikely that a single student would be able to effectively use all of these accommodations on a single College Board test.
- Some students with disabilities may not need any accommodations for College Board tests. Unlike classroom instruction, College Board tests are primarily written tests, given in a quiet environment. (See [Universal Features](#) on page 4.) Accommodations such as a notetaker, extra set of books, and adaptive physical education don't apply. Students who require accommodations primarily for listening to a teacher or for maneuvering the hallways may not need accommodations for a written test.
- Best practice: Discuss at a 504/IEP meeting or talk to parents/school professionals before submitting requests to determine which accommodations apply to College Board tests.

### Accommodations for Computer-Based/Digital Testing

If your school is administering the digital version of SAT School Day, the PSAT 10, and/or the PSAT 8/9, accommodations may differ from those needed for paper-based tests. Be sure to go online to review the available [Digital Alternatives](#). Contact SSD for more information.

Some students may test with accommodations that aren't appropriate for a digital test. If this is the case, the student may opt out of testing in the digital mode and test with a paper-based test, or the student may choose to test with the digital alternatives appropriate to the respective accommodations.

The SSD coordinator should work with the student and family to determine which accommodation option(s) the student will use on test day. Review the [Detailed Accommodations and Supports Information](#) on page 18, which includes the appropriate digital alternative(s) for each accommodation. Use these details when consulting with the student and family. Students taking the test with accommodations, especially those with assistive technology (AT) devices, should pretest the device in the **Student Digital Test Preview** prior to test day to ensure it works. Refer to the digital testing manual for more information.

## The Approval Process

Most students work with their schools to request accommodations for College Board tests. Using the College Board SSD Online system, SSD coordinators can request and manage accommodations for their students. Once approved within the system, with limited exceptions, students remain approved for College Board accommodations until 1 year after high school graduation. These requests are known as **College Board–approved accommodations**.

Many students with an IEP, 504 plan, or other qualified formal school plan (e.g., for nonpublic school students) will receive approval of their current accommodations for College Board tests, based solely on information entered in SSD Online by the SSD coordinator. These are referred to as **school-verified accommodations**. In some cases, schools will be asked to submit documentation for SSD review, referred to as **document review**. SSD Online will indicate when documentation is needed during the application process for the accommodation. See [Using SSD Online](#) on page 13 for more information.

Once College Board accommodations are approved in SSD Online for a student, they can be used for all College Board tests (this is not valid for SAAs or EL supports entered in SSD Online). So, if a student is approved for extended time for the PSAT/NMSQT, they don't need to reapply when taking the SAT or an applicable AP Exam unless their needs change.

If a student no longer qualifies for accommodations because of a change in their IEP/504, the school should remove the approved accommodations from SSD Online.

### Parental Role in Accommodations Requests

During the SSD Online request process, SSD coordinators will be asked to confirm that they have parent/guardian consent to request accommodations. Since the SSD coordinator is sharing sensitive student information about disabilities with College Board, consent to share this information is needed. A signed parent consent form (available on the SSD website and in the appendix) or equivalent signed consent should be kept in the school's records.

If the school determines a student is no longer eligible and removes the accommodation from the SSD Online system, parental notification is required.

Families can submit requests without the involvement of their school by using a paper Student Eligibility form (available at [collegeboard.org/ssd](http://collegeboard.org/ssd)). However, when families work collaboratively with their schools to apply online, they usually save time and get a faster response. When a paper Student Eligibility form is used, documentation to support the accommodation request must be provided to College Board.

### Timeline for Approval

Begin applying for accommodations early. Where documentation is required, it may take College Board up to 7 weeks to review any necessary documents. Deadlines for many tests are posted. If your school is testing within a state contract, refer to your state department of education for any deadlines for your state testing.

Requests that are school verified will be approved within a few days. However, approvals may be delayed if the requests aren't detailed or the information supplied is incomplete.

### How to Request Accommodations

Requests for accommodations for the SAT, PSAT/NMSQT, PSAT 10, AP Exams, and at-home CLEP exams are reviewed by the College Board SSD office. Accommodations for these tests must be approved by SSD prior to test day. Allowing a student to test with accommodations that haven't been approved by SSD may result in the cancellation of scores. Appropriate use of accommodations is monitored by College Board and may also be monitored by your state department of education.

The following chart shows how to request accommodations for each test.

## Requesting Accommodations for Each Assessment

Assessment	How to Request
SAT Weekend	SSD Online
SAT School Day	SSD Online
PSAT/NMSQT and PSAT 10	SSD Online
PSAT 8/9	For schools that locally decide to order and administer the PSAT 8/9, no College Board approval is required (schools approve accommodations).  For schools testing in state accountability contracts, SSD coordinators must request in SSD Online.
AP	SSD Online
CLEP	Accommodations are approved by the test centers that administer CLEP exams, not by College Board. If taking a CLEP exam with remote proctoring, College Board approval is required. Learn how to request specific accommodations on the exams at <a href="http://clep.collegeboard.org/earn-college-credit/taking-the-test">clep.collegeboard.org/earn-college-credit/taking-the-test</a> .
ACCUPLACER	Accommodations are available but are not approved by College Board. Contact the test center at your college or other institution for more information.

### When an Accommodation Is Not Approved

College Board provides accommodations to best ensure that, when the assessment is administered to an individual with a disability, the assessment results accurately reflect the individual's knowledge, rather than reflecting the individual's impairment. In some cases, however, College Board receives requests for accommodations that would interfere with what the assessment is measuring (e.g., a request to bring formula sheets to an AP Exam, where the exam is measuring the student's knowledge of the formulas being requested). Other accommodations may interfere with test validity or test security. In these cases, College Board will work with the school to identify an appropriate alternate accommodation for the student.

While most accommodations that are required due to a student's disability are approved by College Board, there can be times the request may not be approved. The most frequent reason for not approving an accommodations request, when documentation review is required, is because the documentation provided does not give clear information or documentation was never provided. Documentation provided must show evidence of the student's disability and/or functional impact as it relates to College Board testing.

### Preparing to Request Accommodations and Supports

Requesting accommodations will be more efficient if the SSD coordinator organizes the information needed before going in to SSD Online to submit a request. We've provided an Accommodations Request worksheet in the appendix as a resource to help you in this step if desired (it isn't required).

#### Organize Your Requests

Use the following suggested steps to organize your requests:

- Use SSD Online to identify students who will be testing this year.
- For new students or students who need accommodations that haven't been requested yet, submit a request in SSD Online.
- For students with previously approved accommodations, verify:
  - ♦ Accommodations approved match the student's current needs.

- ◆ Student information including name, birth date, and graduation date is correct.
- For any student no longer at your school, use SSD Online to have the student removed from the dashboard and reports.

### Information Needed for Submitting Requests

You'll need the following information when you identify students requiring accommodations for College Board tests:

- IEP, 504 plan, or other qualified formal plan:
  - ◆ Information about the diagnosed disability
  - ◆ Estimated month/year that the IEP or 504 plan was first created
- Required demographic information:
  - ◆ Official student name the student will register with for testing
  - ◆ Date of birth
  - ◆ Estimated graduation date (month/year)
  - ◆ Gender
  - ◆ Student mailing address
  - ◆ Student phone number
  - ◆ Confirmation of parental consent:
    - Parent Consent form (or use of an alternate school consent process), signed by the parent/guardian (or the student, if over 18).
    - Verify that you have signed consent on file at your school before submitting a request for accommodations.

### Documentation

Schools requesting accommodations for students should have documentation that supports the need for accommodations. In some cases, the documentation must be submitted to College Board for SSD review. Appropriate documentation depends on the student's disability and the requested accommodation. To learn what types of documentation are most helpful for specific disabilities and accommodations, see [collegeboard.org/ssd](https://collegeboard.org/ssd).

Most importantly, the documentation should show evidence of:

- The disability.
- The degree to which the student's activities are affected (functional limitation).
- The need for the specific accommodations requested.

Additionally, the documentation should meet the SSD documentation guidelines. While SSD reviews all submitted documentation, the following guidelines identify the documentation that is most helpful in determining whether accommodations are appropriate:

- The diagnosis is clearly stated.
- Information is current.
- Educational, developmental, and medical history is presented.
- The diagnosis is supported.
- The functional limitation is described.
- Recommended accommodations are justified.
- Evaluators' professional credentials are established.

### Using SSD Online

SSD coordinators use SSD Online to submit requests for accommodations, EL time and one-half (+50%) supports, and SAAs on behalf of students. New SSD coordinators must request access to the SSD Online system.

## Accessing SSD Online

Visit [collegeboard.org/ssdonline](https://collegeboard.org/ssdonline) for detailed instructions for accessing and using SSD Online. To access the system, new SSD coordinator(s) will need to:

1. Create a College Board Professional Account. Use your individual school email address (not a personal address and not a general school email address) when providing your information.
2. Complete the **SSD Coordinator form**, found at [collegeboard.org/ssd](https://collegeboard.org/ssd).

You will be notified by email when access has been provided. It may take 1–2 days to receive access.

Schools can have multiple SSD coordinators with access to SSD Online. Each coordinator needs to submit the SSD Coordinator form to obtain access. Returning SSD coordinators do not need to fill out a form each year, but they should review their information to confirm their College Board Professional Account username and password are still active.

## Submitting a Request Through SSD Online

Once you have access to SSD Online, parent/guardian consent, and a list of students who require accommodations to be requested, take the following steps:

1. Sign in to SSD Online.
2. Click **Submit Request**.
3. Search for a student or add a new student.
4. If adding a new student, enter basic student information.
5. Answer questions about the student's disability and requested accommodations.
6. Answer questions about the student's plan.
7. Where requested, upload documentation that demonstrates the need for the requested accommodation.

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**IMPORTANT:** *Many requests for accommodations are approved based solely on information provided during the online process. In cases where additional documentation is required, SSD Online will provide a list of recommended documentation to submit. While the recommended documentation listed is most helpful in determining a student's need for accommodations, you may submit other documentation instead. College Board will review all documentation that is submitted.*

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## Requesting EL Extended Time Support and SAAs

If you're administering an assessment that allows EL supports and/or SAAs, take the following steps:

1. Sign in to SSD Online.
2. Enter basic student information.
3. Select the EL time and one-half (+50%) support or the appropriate SAA.
4. If requesting EL supports, confirm that the student meets the required criteria.
5. Submit the request.

These do not remain in a student's account and must be requested every year.

## Using the SSD Online Dashboard

The SSD Dashboard provides substantial information about your students with disabilities. From the dashboard, you can:

- Verify the student's approval status.
- See the accommodations that were requested or approved for each student.
- See detailed information about the student's accommodations.
- Access the student's decision letters.
- See the student's next registered SAT (if applicable).
- Access SSD forms, FAQs, and other helpful links.

## **Decisions in SSD Online**

The dashboard displays a request status for each student. Students receive a letter by postal mail explaining the decision.

## **Changing Accommodations**

If a student requests additional accommodations after approval, or needs to change their approved accommodations, you can use SSD Online to submit an accommodation change request. To remove accommodations for a student under the age of 18, you'll need the consent of a parent/guardian. To add additional accommodations, you'll need to submit documentation. Processing change requests can take up to 7 weeks; you should try to submit them by the SSD deadline for the given test date.

## **Resubmitting Denied Requests**

A request may not be approved because the documentation provided doesn't support the need for the accommodation as it relates to College Board testing or because documentation was requested and never received. If a student's request for accommodations is not approved, you can use SSD Online to request that it be rereviewed.

Keep these points in mind: Reopening a denied request—and submitting all documentation—initiates a new 7-week review process. Documentation should be included.

If you have questions about why a request was not approved, call SSD Customer Service at 844-255-7728 (U.S.) or +1-212-713-8333 (International).

## **Updating the Weekend School Testing Calendar**

Primary SSD coordinators should complete an SSD school testing calendar each year, as some of their students may register to take SAT Weekend with school-based accommodations. The SSD coordinator will indicate on the calendar which SAT Weekend administrations the school can offer to their students with school-based accommodations. When completing the calendar, keep in mind that schools have a 7-day window to test their students, and that schools do not need to be a test center to administer a test to students with school-based accommodations.

Schools are strongly encouraged to open their school-based testing calendar for all administrations (although the school may not have any testers for some administrations). If your school can't test your students with school-based accommodations for certain administrations, be sure to communicate the testing schedule to them so they're aware of when they can test at your school. To increase their access to test dates of preference, consider coordinating with a nearby school to assist them in finding an alternate testing location.

If you need to cancel a test administration close to test day (e.g., because of a weather-related closure or other school shutdowns), please notify both the SSD office and the students registered to test. This notification is separate from the notification sent to Test Administration Services for any center-based testing that's been canceled.

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# Administering Tests with Accommodations

## Administering Accommodations

Accommodations don't alter the sections, order, or questions of College Board tests; they mostly influence the timing and testing environment. Unless a student has an accommodation that dictates otherwise (e.g., four-function calculator for noncalculator sections, or permission to take breaks as needed), all rules that apply to the standard test administration must be followed when administering a test with accommodations.

Uniform procedures are essential to a standardized testing program. The only way to ensure comparable scores for students taking the test in different locations is for proctors to follow the same testing procedures and give their instructions exactly as they appear in the relevant manual.

Detailed instructions for administering tests with accommodations are included in each of the test manuals. Be sure to read the appropriate test manual(s) well before test day and follow the procedures outlined. If you're administering school-based accommodations to students during a weekend administration of the SAT, training is available through SSD Online.

Keep in mind:

- Only give the accommodations that the student is approved for in SSD Online or on the NAR (unless administering PSAT 8/9 outside of state-provided testing). Giving additional accommodations, even accommodations that the student uses in school, can result in the cancellation of scores.
- Don't seat students together if they have accommodations that may distract each other.
- Some accommodations require special seating, staff, materials, or equipment. For example, students approved for a human reader or scribe must test in a one-to-one setting. Students approved for pre-recorded audio require a computer and internet access.
- Some accommodations require testing over 2 days.
- Some accommodations require the use of more than 1 script. Prior to test day, proctors should review the manual closely, and pay attention to the script(s) required in their testing rooms.
- For the digital tests in the SAT Suite of Assessments, use the script that is in alignment with the student's approved test time.

## Nonstandard Administration Report

If you're administering a test to students with accommodations, or if your school is participating in SAT School Day, you'll need to generate a NAR (unless administering PSAT 8/9 outside of state-provided testing). A NAR is a list of students approved for accommodations and testing in a particular test administration.

To generate a NAR:

- Select **Create Nonstandard Administration Report** and select **AP, SAT, PSAT/NMSQT and PSAT 10**, or **PSAT 8/9** if accommodations are required to be submitted in SSD Online.
- You'll be prompted to select from a list of students with approved accommodations for that assessment.
- Click **Create Nonstandard Administration Report** when you've finished selecting students.
- A PDF will be generated.

The SSD coordinator can use the NAR as their testing roster. The NAR lists students who are testing and their approved accommodations, including any extended time or required test formats. The SSD coordinator will use the information from the NAR to refine the testing schedule, allocate enough rooms for accommodated testing, and determine staffing requirements.

For SAT School Day, the NAR also provides information about which students can test in the same room, even if they have different accommodations. For example, a student approved for double time (+100%) and large print can test in the same room as a student with just double time (+100%), because the timing of their testing is the same. However, a student approved for double time (+100%) and extended breaks will need to test in a separate testing room, because their testing time will differ from the other 2 students.

## Administering EL Supports

For students using a word-to-word bilingual dictionary:

- Students may supply their own dictionaries; however, confirm the dictionary is on the approved list given at the link below. Collect the dictionary prior to test day to check for unauthorized written information or test aids in the dictionary. Store securely until provided to the proctor on test day.
- Students can be seated in standard testing rooms.

[collegereadiness.collegeboard.org/pdf/sat-sd-college-board-approved-glossaries.pdf](https://collegereadiness.collegeboard.org/pdf/sat-sd-college-board-approved-glossaries.pdf)

For students using translated test directions:

- Print the applicable PDF for the student. Printed directions will not be supplied to schools. Store securely until provided to the proctor on test day.
- Students can be seated in standard testing rooms.

For students who are using the time and one-half (+50%) support:

- Confirm the student is listed on the NAR before test day (by the applicable EL request deadline).
- Students using the extended time support can use the same test materials as other students taking the entire test with time and one-half (+50%). They can test in the same room if no other accommodations are being administered that require different timing or breaks.

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# Detailed Accommodations and Supports Information

## Overview of Accommodations and Supports

The accommodation(s) students are approved for determine when a student will test, based on the category of the accommodation.

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### Determining When Students with Accommodations Test

Assessment	When Student Will Test
SAT Weekend	<p><b>Center-based:</b> Students approved for center-based accommodations will test on the registered test date.</p> <p><b>School-based:</b> Students approved for school-based accommodations can test starting on the registered Saturday test date or any date between the test date and 7 days later. Testing must end in that window, or at the latest, the Friday following the Saturday test date. There are 2 testing windows for the August administration.</p>
SAT School Day	<p><b>Primary:</b> Students approved for “Primary” accommodations will test on the primary test date.</p> <p><b>Window:</b> Students approved for certain accommodations will test on 1 or more days during the accommodated window, as designated on the NAR. Typically, the accommodated window starts on the primary test date and lasts approximately 10 school days.</p>
PSAT/NMSQT	<p><b>All tests:</b> All accommodations (except the second day of pre-recorded audio) require students to test on the test date.</p>
PSAT 10 and PSAT 8/9	<p><b>Primary or Window:</b> Scheduling students with accommodations for PSAT 10 and PSAT 8/9 depends on a few factors. Refer to the coordinator manual for the particular assessment to determine when students should test.</p>
AP	<p><b>All tests:</b> AP Exams are scheduled for a primary test date and a late test date. All accommodations can be given on either test date. Some accommodations only apply to specific subjects.</p>

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## Types of Accommodations and Supports Provided on College Board Assessments

College Board provides many different types of accommodations to students with disabilities along with EL supports for certain assessments. Information on common accommodations and supports is listed in the following table. Please note that these are not the only accommodations provided, and new accommodations are frequently requested and approved.

Any accommodation request not specified in this section will be reviewed and considered.

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**IMPORTANT:** *Some terminology used in the creation of IEPs or 504 plans may differ from the College Board nomenclature. For example, if a student typically has assessments read aloud in school, they may wish to request a human reader or pre-recorded audio format to have the test read aloud. Refer to the description of each accommodation type to understand which accommodations may be most appropriate.*

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Many students are approved for more than 1 accommodation. The information in the charts that follow assumes the accommodation being discussed is the only approved accommodation. The information may change if other accommodations are also approved. For example, a student approved only for 14-point large print will test in 1 day, in a center, if taking a weekend administration of the SAT. However, a student approved for both 14-point large print and double time (+100%) will take the SAT Weekend over 2 days, in their school instead of a center, because of the approval of double time. For questions, contact the SSD office.

## Commonly Requested Accommodations

Type of Accommodation Needed	Examples
Extended Time	<ul style="list-style-type: none"><li>▪ Time and one-half (+50%)</li><li>▪ Double time (+100%)</li><li>▪ More than double time (&gt;100%)</li></ul>
Reading/Seeing Text	<ul style="list-style-type: none"><li>▪ Large-print test book</li><li>▪ Human reader</li><li>▪ Pre-recorded audio (MP3 via streaming)</li><li>▪ Braille with raised line drawings</li><li>▪ Magnification device (non-electronic)</li><li>▪ Magnification device (electronic)</li><li>▪ Raised line drawings (graphs and figures)</li><li>▪ Colored overlay</li><li>▪ Assistive technology-compatible (ATC) test format</li><li>▪ Other (documentation required)</li></ul>
Recording Answers	<ul style="list-style-type: none"><li>▪ Large-print (large-block) answer sheet (no bubbles)</li><li>▪ Computer (word processor ONLY for Essays ONLY)*</li><li>▪ Writer/scribe to record responses</li><li>▪ Braille writer</li><li>▪ Record answers in test book</li><li>▪ Other (documentation required)</li></ul> <p>* The Essay has been discontinued except for some state-provided SAT School Day administrations.</p>
Extra/Extended Breaks	<ul style="list-style-type: none"><li>▪ Extended breaks</li><li>▪ Extra breaks</li><li>▪ Breaks as needed</li><li>▪ Other (documentation required)</li></ul>
Modified Setting	<ul style="list-style-type: none"><li>▪ Preferential seating</li><li>▪ Small group testing</li><li>▪ School-based testing</li><li>▪ One-to-one (1:1) testing</li><li>▪ Wheelchair accessibility</li><li>▪ Other (documentation required)</li></ul>
Other	<ul style="list-style-type: none"><li>▪ Food/drink/medication</li><li>▪ Permission to test blood sugar</li><li>▪ Printed copy of verbal instructions</li><li>▪ Sign language interpreter for oral instructions only</li><li>▪ Assistive technology (AT) (documentation required)</li><li>▪ Auditory amplification/FM system</li><li>▪ Four-function calculator</li><li>▪ Other (documentation required)</li></ul>

## Extended Time Accommodations

Students may be approved for time and one-half (+50%), double time (+100%), or more than double time (>100%) on all or portions of an assessment.

### Important Notes About Self-Pacing:

Students testing with extended time on the SAT and PSAT-related assessments will use the entire time they're approved for (no self-pacing). Students cannot move to the next section when they're finished, even if they're the only student testing.

For AP testing, students may self-pace within a part but not across exam sections.

### Extended Time Accommodation Details

Extended Time	
Information	Details
Description	When a student tests with extended time, they test longer than other students. Extended time is a request for a specific amount of additional time that a student requires (usually time and one-half or double time, but can be more).
Typical Use	Extended time is used by students with many disabilities, for example, by students with learning disabilities who read slowly, or students with certain physical impairments that cause them to write slowly.
What to Consider When Requesting	<p>Does the student's disability affect their need for time? Students with disabilities that don't cause them to work more slowly than other students generally should not request extended time.</p> <p>How much time is the student using, and are they using it consistently?</p> <p>Consider whether other accommodations would be more effective (e.g., extra breaks for students who are using time to take breaks; large-print answer sheet for students who have difficulty completing a standard answer sheet).</p>
Verification Process	<ul style="list-style-type: none"><li>For time and one-half: School verification when other criteria are met. Verification for time and one-half will depend on the disability category and/or if other accommodations are requested requiring documentation.</li><li>For double time and more than double time: Documentation is required.</li></ul>

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## Extended Time (cont.)

Information	Details
Materials and Preparation	<p><b>SAT/PSAT-related assessments:</b> Be sure to use the correct testing script. If a student is approved for accommodations for only part of the test (e.g., math only or writing only), you'll start with a standard script and switch to an extended time script. Students approved for extended time also are given extra breaks.</p> <p><b>AP:</b> Be sure to check the extended time tables in the appropriate AP coordinator manual to see which exams and sections extended time applies to. For AP, a student approved for extended time will <b>not</b> automatically be provided extra breaks. A student requiring extra breaks must apply for that specific accommodation for AP Exams.</p>
SAT Suite of Assessments Digital Alternative	No alternative needed.
Notes	<ul style="list-style-type: none"><li>▪ <b>Reading</b> – Students approved for extended time in reading receive extended time for the entire test.</li><li>▪ <b>Writing (essays/free response)</b> – Students taking a test without an essay or free responses (e.g., most SAT administrations and all PSAT-related assessments) will test in the standard testing room unless approved for other accommodations. For AP, the student receives extended time for short answers and free response.</li><li>▪ <b>Speaking/Listening</b> – Extended time for AP World Language or AP Music Theory only.</li><li>▪ <b>Math</b> – Extended time on the Math Test portion of the SAT and PSAT-related assessments. Check the timing charts in the <i>AP Coordinator Manual</i> or <i>SAT Coordinator Manual</i> for more information about application to specific subjects.</li><li>▪ <b>EL time and one-half (+50%) support</b> – Extended time for the entire test on assessments where EL supports apply.</li></ul>

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## Extended Time Accommodation Schedules

Time and One-Half (+50%) Accommodations for Each Assessment			
	Test Administered	When Student Will Test	Days to Test
<b>Reading: Time and One-Half (50%)</b>	SAT Weekend	Center-based	1 day
	SAT School Day (without Essay)	Primary	1 day
	SAT School Day (with Essay)	Window	2 days
	PSAT/NMSQT	All tests	1 day
	PSAT 10 and PSAT 8/9	Primary	1 day
	AP	All testing windows	1 day
<b>Math: Time and One-Half (+50%)</b>	SAT Weekend	Center-based	1 day
	SAT School Day (without Essay)	Primary	1 day
	SAT School Day (with Essay)	Primary	1 day
	PSAT/NMSQT	All tests	1 day
	PSAT 10 and PSAT 8/9	Primary	1 day
	AP	All testing windows	1 day
<b>Writing: (Essays/free response) Time and One-Half (+50%)</b>	SAT Weekend	Not Applicable	
	SAT School Day (without Essay)	Not Applicable	
	SAT School Day (with Essay)	Primary	1 day
	PSAT/NMSQT	Not Applicable	
	PSAT 10 and PSAT 8/9	Not Applicable	
	AP	All testing windows	1 day

## Double Time (+100%) Accommodations for Each Assessment

	Test Administered	When Student Will Test	Days to Test
<b>Reading: Double Time (+100%)</b>	SAT Weekend	School-based	2 days
	SAT School Day (without Essay)	Window	2 days
	SAT School Day (with Essay)	Window	2 days
	PSAT/NMSQT	All tests	1 day
	PSAT 10 and PSAT 8/9	Primary or Window (refer to manual)	Refer to manual
	AP	All testing windows	Refer to manual
<b>Math: Double Time (+100%)</b>	SAT Weekend	School-based	1 day
	SAT School Day (without Essay)	Window	1 day
	SAT School Day (with Essay)	Window	1 day
	PSAT/NMSQT	All tests	1 day
	PSAT 10 and PSAT 8/9	Primary or Window (refer to manual)	1 day
	AP	All testing windows	Refer to manual
<b>Writing: (Essays/free response) Double Time (+100%)</b>	SAT Weekend	Not Applicable	
	SAT School Day (without Essay)	Not Applicable	
	SAT School Day (with Essay)	Window	1 day
	PSAT/NMSQT	Not Applicable	
	PSAT 10 and PSAT 8/9	Not Applicable	
	AP	All testing windows	Refer to manual

## Other Extended Time Accommodations for Each Assessment

	Test Administered	When Student Will Test	Days to Test
<b>Math and Writing (Essays/free response): Time and One Half (+50%)</b>	SAT Weekend	Not Applicable	
	SAT School Day (without Essay)	Not Applicable	
	SAT School Day (with Essay)	Primary	1 day
	PSAT/NMSQT	Not Applicable	
	PSAT 10 and PSAT 8/9	Not Applicable	
	AP	All testing windows	1 day
<b>Math and Writing (Essays/free response): Double Time (+100%)</b>	SAT Weekend	Not Applicable	
	SAT School Day (without Essay)	Not Applicable	
	SAT School Day (with Essay)	Window	2 days
	PSAT/NMSQT	Not Applicable	
	PSAT 10 and PSAT 8/9	Not Applicable	
	AP	All testing windows	Refer to manual
<b>Speaking: Extended Time</b>	SAT Weekend	Not Applicable	
	SAT School Day (without Essay)	Not Applicable	
	SAT School Day (with Essay)	Not Applicable	
	PSAT/NMSQT	Not Applicable	
	PSAT 10 and PSAT 8/9	Not Applicable	
	AP	All testing windows	1 day
<b>Listening: Extended Time</b>	SAT Weekend	Not Applicable	
	SAT School Day (without Essay)	Not Applicable	
	SAT School Day (with Essay)	Not Applicable	
	PSAT/NMSQT	Not Applicable	
	PSAT 10 and PSAT 8/9	Not Applicable	
	AP	All testing windows	1 day

### Extended Time Support Schedule for English Learners

Use this table to determine the category and number of days to test for students using the EL time and one-half (+50%) support. These students receive time and one-half on the entire assessment.

Using EL Supports for Each Assessment			
	Test Administered	When Student Will Test	Days to Test
EL Time and One-Half (+50%)	SAT Weekend	Not Applicable	
	SAT School Day (without Essay)	Primary	1 day
	SAT School Day (with Essay)	Window	2 days
	PSAT/NMSQT	Not Applicable	
	PSAT 10 and PSAT 8/9	Primary or Window (refer to manual)	1 day
	AP	Not Applicable	

## Reading/Seeing Accommodations

Some students have difficulty reading or seeing text. Several accommodations listed below address this need.

- Large print
- Human reader
- Pre-recorded audio (MP3 via streaming)
- Braille with raised line drawings
- Magnification device (non-electronic)
- Magnification device (electronic)
- Raised line drawings (of graphs and figures)
- Colored overlay
- ATC

### Notes About Requesting Reading/Seeing Accommodations

- Many students use several types of reading/seeing accommodations during the school day. However, it is unlikely that they would use all their accommodations (e.g., braille, human reader, large print) in 1 test. When requesting reading/seeing accommodations, speak with the student before submitting the request to determine which accommodation(s) the student plans to use on test day. If a student does need more than 1 reading/seeing accommodation, include a note in the request explaining why multiple accommodations are needed.
- When requesting accommodations for a student with a visual disability, remember to request both the reading/seeing accommodation (e.g., human reader or large print) and an accommodation for recording responses (e.g., large-print answer sheet, writer/scribe), as needed.

### AT and Text-to-Speech (TTS) for Digital Assessments

TTS provides textual alternatives to written text and nontext content in digital assessments. Verbalizations or audio presentation of text can be useful to students who are unable to access test content due to visual disabilities (i.e., students who are blind or visually impaired) or due to learning disabilities (e.g., students who have difficulties decoding words in the process of reading). The TTS accommodation provides a delivery mechanism for audio presentation for students not using a screen reader. TTS also allows the student to control aspects of text delivery such as what is read and, depending on the platform, the voice.

There are 2 TTS accommodations:

- The **Read Text Only** accommodation reads the text on the screen and provides a short description of each image. This accommodation is intended for students who don't require a detailed description of images. It requires time and one-half (+50%), unless the student is approved for more.
- The **Read Text and Graphics** accommodation renders an alternative long description for each image. In addition to reading the text on the screen, the native speech synthesizer reads alternative long descriptions of images. It is intended for students who require detailed image descriptions. It requires double time (+100%), unless the student is approved for more.

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**NOTE:** For the digital tests in the SAT Suite of Assessments, use the script that is in alignment with the student's approved test time.

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## Large-Print Test Book Details

College Board offers large-print test books in several font sizes. Larger, customized font sizes can be ordered if needed.

Large-Print Test Book	
Information	Details
Description	Large-print test materials are available in 14 point and 20 point (and 24 point font for SAT or PSAT-related assessments) or larger if needed and approved.
Typical Use	Students with a visual impairment.
What to Consider When Requesting	<p>Does the student have a visual impairment that prevents them from reading standard print (10-point font)?</p> <p>In the request, specify the specific font size required, and include visual measurements. If a student is also requesting a magnification device, be sure to request the size font needed with magnification device, not the size needed when magnified (e.g., if a student will be using a magnification device to enlarge 20-point font to 32 point, request 20-point font; not 32 point).</p> <p>The larger the print, the less test material can fit on a page. When a student requires extremely large print, consider whether other accommodations may be more helpful (e.g., ATC or human reader).</p>
Verification Process	May be school-verified for 14 point and 20 point when other criteria are met. Documentation is required for anything larger than 20 point.
Materials and Preparation	<p>No special setup is needed. However, for tests that require schools to order test materials (e.g., PSAT/NMSQT, AP), be sure to order the approved font size for your students.</p> <p>If you have more than 1 student testing with large print, be sure to check that the correct test book is given to each student. You can test students testing with large print together with students testing with the same timing/breaks, even if the other students are not approved for large print. Student should be seated in a location so that other students cannot see their test materials.</p>
SAT Suite of Assessments Digital Alternative	Zoom/Font Size.
Notes	If a student is approved for larger than 20-point font, be sure that the student registers, or tests are ordered, well in advance of the test date to ensure that materials are ready on time. Large-print materials that must be custom-made take additional time.

## Large-Print Test Book Schedule

Use this table to schedule the testing for large-print test book users.

Large-Print Accommodations for Each Assessment			
	Test Administered	When Student Will Test	Days to Test
<b>Large-Print Test Book (14 point)</b>	SAT Weekend	Center-based	1 day
	SAT School Day (without Essay)	Primary	1 day
	SAT School Day (with Essay)	Primary	1 day
	PSAT/NMSQT	All tests	1 day
	PSAT 10 and PSAT 8/9	Primary or Window	1 day
	AP	All testing windows	1 day
<b>Large-Print Test Book (20 point or larger)</b>	SAT Weekend	School-based	1 day
	SAT School Day (without Essay)	Window	1 day
	SAT School Day (with Essay)	Window	1 day
	PSAT/NMSQT	All tests	1 day
	PSAT 10 and PSAT 8/9	Primary or Window (refer to manual)	1 day
	AP	All testing windows	1 day

## Human Reader Details

A student may be approved to have a human reader to read the test questions and answer choices to them.

Human Reader	
Information	Details
Description	When a student is approved for a human reader, an adult will read the entire test to the student.
Typical Use	Readers are most appropriate for students with severe visual impairments or severe reading disorders.
What to Consider When Requesting	<p>Is the student able to read on their own?</p> <p>Is the student consistently using a reader in school? If not, another accommodation may be more appropriate (e.g., large print for students with visual impairments, or extended time for a student who reads slowly). Keep in mind that the reader is expected to read the entire test.</p> <p>Documentation should be provided of the student's ability to read (e.g., psychoeducational report including scores of reading comprehension, for students with reading disorders; visual measurements, for students with visual disabilities).</p>
Verification Process	Documentation is required.
Materials and Preparation	Use of a human reader requires a one-to-one setting. Arrange to have a reader and a separate room for each student approved for a reader.
SAT Suite of Assessments Digital Alternative	Students approved for a human reader may use TTS functionality in the CAI platform.
Notes	Students using a reader will automatically receive time and one-half (+50%), unless approved for more time.

## Human Reader Schedule

Use this table to schedule the testing for a student approved for a human reader.

Human Reader Accommodation for Each Assessment			
	Test Administered	When Student Will Test	Days to Test
Human Reader	SAT Weekend	School-based	1 day
	SAT School Day (without Essay)	Window	1 day
	SAT School Day (with Essay)	Window	2 days
	PSAT/NMSQT	All tests	1 day
	PSAT 10 and PSAT 8/9	Primary or Window (refer to manual)	1 day
	AP	All testing windows	1 day

## Pre-Recorded Audio (MP3 Via Streaming) Details

A student may be approved to test with a pre-recorded audio version of the assessment.

Pre-Recorded Audio (MP3 Via Streaming)	
Information	Details
Description	Students who are approved for pre-recorded audio format listen to a recording of the full assessment. The pre-recorded audio is delivered through an internet cloud-based MP3 streaming service.
Typical Use	Pre-recorded audio is most appropriate for students with severe visual impairments or severe reading disorders.
What to Consider When Requesting	<p>Is the student able to read on their own?</p> <p>Is the student consistently using audio assistance (human reader or screen reader) in school? If not, another accommodation may be more appropriate (e.g., large print for students with visual impairments, or extended time for a student who reads slowly).</p> <p>The pre-recorded audio is long. Will the student be able to sit for the full length of the test? If not, consider requesting a different accommodation (e.g., human reader or large print).</p> <p>Documentation, when requested, should include evidence of the student's ability to read (e.g., psychoeducational report including scores of reading comprehension, for students with reading disorders; visual measurements, for students with visual disabilities).</p>
Verification Process	School verification when other criteria are met.

## Pre-Recorded Audio (MP3 Via Streaming) (cont.)

Information	Details
Materials and Preparation	<p>Requires school-owned computer, and internet connection (for downloading app only).</p> <p>Requires use of the MP3 streaming application. Staff must download and test the application prior to test day. Detailed information about the pre-recorded audio via MP3 streaming is available on the MP3 information page (Select <b>Go to MP3 Streaming</b> from the SSD Online dashboard. If your school is unable to use the internet streaming service (e.g., because of no internet access), contact SSD as soon as possible.</p> <p>If there is more than 1 student testing with pre-recorded audio, they can be in the same room, but they must use headphones. If headphones aren't available, students will need to test in separate rooms.</p>
SAT Suite of Assessments Digital Alternative	TTS
Notes	<p>Not available for AP Exams. Students approved for use of pre-recorded audio format may use a human reader for these tests. Students using pre-recorded audio for the PSAT/NMSQT will test over 2 days: the scheduled test date and the day after.</p> <p>Students testing with pre-recorded audio (MP3 via streaming) test with double time (+100%) plus an additional 45 minutes on the Writing and Language Test portion.</p>

## Pre-Recorded Audio Schedule

Use this table to schedule the testing for a student approved for pre-recorded audio (MP3 via streaming).

Pre-Recorded Audio Accommodation for Each Assessment			
	Test Administered	When Student Will Test	Days to Test
Pre-Recorded Audio (MP3 via streaming)	SAT Weekend	School-based	2 days
	SAT School Day (without Essay)	Window	2 days
	SAT School Day (with Essay)	Window	2 days
	PSAT/NMSQT	All tests	2 days
	PSAT 10 and PSAT 8/9	Primary or Window (refer to manual)	2 days
	AP	Not applicable*	

\* In cases where pre-recorded audio is not available, approved students test with a human reader.

## Braille with Raised Line Drawings Details

A student may be approved to test with braille test materials.

Braille	
Information	Details
Description	Braille test materials are available in Unified English Braille (UEB) with Nemeth Code for math. Students approved for braille will receive a braille test book, <i>Guide to the Nemeth Code</i> , and <i>Braille Reference Information</i> for use with the math test.
Typical Use	Braille should be requested for students who are blind or have visual impairments and are comfortable reading braille.
What to Consider When Requesting	<p>If more than 1 reading/seeing accommodation is requested (e.g., braille and a human reader), include a statement explaining why both are needed. For blind students, visual measurements are not needed—a statement from the school indicating that the student is blind is sufficient.</p> <p>Remember to request any additional accommodations that the student needs (e.g., a scribe or braille writer, extended time, an adaptive calculator, or AT).</p>
Verification Process	School verification when other criteria are met.
Materials and Preparation	No special setup is needed. For assessments that require test materials to be ordered, be sure to order a braille test book.
SAT Suite of Assessments Digital Alternative	AT (e.g., JAWS, NVDA, braille display, etc.)
Notes	Students test in 1 day, using standard time, unless approved for extended time.

## Braille with Raised Line Drawings Schedule

Use this table to schedule the testing for a student approved for braille.

Braille with Raised Line Drawings Accommodation for Each Assessment			
	Test Administered	When Student Will Test	Days to Test
Braille with Raised Line Drawings	SAT Weekend	School-based	1 day
	SAT School Day (without Essay)	Window	1 day
	SAT School Day (with Essay)	Window	1 day
	PSAT/NMSQT	All tests	1 day
	PSAT 10 and PSAT 8/9	Primary or Window (refer to manual)	1 day
	AP	All testing windows	1 day

## Magnification Device Details

A student may be approved to test with an electronic or non-electronic magnification device.

Magnification Device (non-electronic)	
Information	Details
Description	Non-electronic magnification devices are handheld, portable magnifying machines (e.g., magnifying glass or bar or dome magnifier).
Typical Use	Magnification devices should be requested for visually impaired students who use the equipment in school.
What to Consider When Requesting	If more than 1 reading/seeing accommodation is requested (e.g., magnification device and a human reader), include a statement explaining why both are needed. Please note that some magnification devices may pose a security or test validity issue (e.g., magnification devices that have cameras) and are not permitted.
Verification Process	Documentation may be required.
Materials and Preparation	Students are required to bring their own non-electronic magnification device to the test.
SAT Suite of Assessments Digital Alternative	Zoom/Font Size.
Notes	Students test in 1 day, using standard time, unless approved for extended time.

## Magnification Device (electronic)

Information	Details
Description	Electronic magnification devices include both desktop and portable usually larger and/or electronic devices (e.g., closed-circuit television).
Typical Use	Magnification devices should be requested for students with visual impairments who use the equipment in school.
What to Consider When Requesting	<p>If more than 1 reading/seeing accommodation is requested (e.g., magnification device and a human reader), include a statement explaining why both are needed.</p> <p>Magnification devices that pose security risks or test validity issues aren't permitted. They can't have a camera or any capabilities for recording, storage, snapshot and/or transmission of data, picture, text, or other information. They also cannot be connected to the internet.</p> <p>When a magnification device is requested, please include the type and model of the device.</p>
Verification Process	Documentation may be required.
Materials and Preparation	Electronic magnification devices must be supplied by the school. Be sure the student's magnification device is in working order and not connected to a network (disable all network connections and ethernet). The student should be seated in a location where other students cannot see their test.
SAT Suite of Assessments Digital Alternative	Zoom/Font Size.
Notes	Students test in 1 day using standard time, unless approved for extended time.

## Magnification Device Schedules

Use this table to schedule the testing for a student approved for a non-electronic magnification device.

Magnification Device (non-electronic) Accommodation for Each Assessment			
	Test Administered	Category	Days to Test
<b>Magnification Device (non-electronic)</b>	SAT Weekend	Center-based	1 day
	SAT School Day (without Essay)	Primary	1 day
	SAT School Day (with Essay)	Primary	1 day
	PSAT/NMSQT	All tests	1 day
	PSAT 10 and PSAT 8/9	Primary or Window (refer to manual)	1 day
	AP	All testing windows	1 day

Use this table to schedule the testing for a student approved for an electronic magnification device.

Magnification Device (electronic) Accommodation for Each Assessment			
	Test Administered	When Student Will Test	Days to Test
<b>Magnification Device (electronic)</b>	SAT Weekend	School-based	1 day
	SAT School Day (without Essay)	Window	1 day
	SAT School Day (with Essay)	Window	1 day
	PSAT/NMSQT	All tests	1 day
	PSAT 10 and PSAT 8/9	Primary or Window (refer to manual)	1 day
	AP	All testing windows	1 day

## Raised Line Drawings Details

Students may be approved to use raised line drawings of graphs and figures.

Raised Line Drawings	
Information	Details
Description	Raised line drawings are available for students not testing with braille but who require tactile assistance for tests. Students receive a <i>Braille Figure Supplement</i> booklet with enlarged, raised line drawings with braille notations.
Typical Use	Raised line drawings are generally requested for students with visual disabilities who are using a human reader, ATC, or pre-recorded audio format.
What to Consider When Requesting	<p>Do the students have a substantial visual disability that would interfere with their ability to see graphs and figures in the test book?</p> <p>Students approved for braille don't need this accommodation because raised line drawings are included within the braille test book.</p>
Verification Process	School verification when other criteria are met.
Materials and Preparation	<p>Students don't need to know braille when using raised line drawings. However, when administering a test with raised line drawings to a nonbraille reader, you may need to assist them in finding their place.</p> <p>No special setup is needed. For assessments that require test materials to be ordered, be sure to order raised line drawings along with a regular-print or large-print test book.</p>
SAT Suite of Assessments Digital Alternative	AT (e.g., JAWS, NVDA, braille display, etc.)
Notes	Students use standard timing unless approved for other accommodations that require extended time.

## Raised Line Drawings Schedule

Use this table to schedule the testing for a student approved for raised line drawings.

Raised Line Drawings Accommodation for Each Assessment			
	Test Administered	When Student Will Test	Days to Test
Raised Line Drawings	SAT Weekend	School-based	1 day
	SAT School Day (without Essay)	Window	1 day
	SAT School Day (with Essay)	Window	1 day
	PSAT/NMSQT	All tests	1 day
	PSAT 10 and PSAT 8/9	Primary or Window (refer to manual)	1 day
	AP	All testing windows	1 day

## Colored Overlay Details

A student may be approved to test with colored overlay.

Colored Overlay	
Information	Details
Description	Use of transparent plastic sheet in color of the student's choice placed over test content to give the effect of changing background color.
Typical Use	Generally used by students with Irlen Syndrome.
What to Consider When Requesting	Does the student see better with a color other than black and white? Is a colored overlay or colored paper used by the student as an accommodation in school?
Verification Process	School verification when other criteria are met.
Materials and Preparation	Student or school must supply the colored overlay. Prior to and after the test, check the overlay to ensure that it has nothing written on it and does not contain any test-related information.
SAT Suite of Assessments Digital Alternative	Color contrast.
Notes	If this is a student's only accommodation, they will test in the standard testing room.

## Colored Overlay Schedule

Use this table to schedule the testing for a student approved to use a colored overlay.

Colored Overlay Accommodation for Each Assessment			
	Test Administered	When Student Will Test	Days to Test
Colored Overlay	SAT Weekend	Center-based	1 day
	SAT School Day (without Essay)	Primary	1 day
	SAT School Day (with Essay)	Primary	1 day
	PSAT/NMSQT	All tests	1 day
	PSAT 10 and PSAT 8/9	Primary or Window (refer to manual)	1 day
	AP	All testing windows	1 day

## ATC Details

A student may be approved to test with an ATC format.

ATC	
Information	Details
Description	ATC format provides a digital version of the test delivered on a flash drive. The test is in an accessible Word format. It's intended for use with technologies that assist students in reading the test, such as screen readers and other technologies. Some students use this accommodation without other technology in order to enlarge the text.
Typical Use	Generally used by students with visual disabilities who use screen readers or who require print to be significantly enlarged.
What to Consider When Requesting	<p>Does the student use AT to <b>read</b> a test (e.g., a screen reader or ZoomText)? Note: Students who use AT only to record responses (e.g., speech-to-text software) should not require the ATC format.</p> <p>Include documentation of the student's need for AT (e.g., if a screen reader is requested: include a psychoeducational report including scores of reading comprehension for students with reading disorders or include visual measurements for students with visual disabilities).</p> <p>Students must be approved for both the ATC test format and the AT they intend to use, such as a screen reader, prior to test day.</p>

ATC (cont.)	
Information	Details
Verification Process	Documentation required.
Materials and Preparation	<p>More than 1 student testing with ATC format using TTS can be seated in the same room if they use earphones. If earphones aren't available such students will need separate rooms.</p> <p>Requires school-owned computer.</p>
SAT Suite of Assessments Digital Alternative	AT
Notes	<p>The ATC format has been tested with ZoomText (with and without reader), JAWS, and NVDA, on both a PC and a Mac laptop. If you have a student who is using other AT, encourage them to try using it with a practice test, as some of the freeware or less commonly used screen readers may not be compatible with ATC files. When using VoiceOver on a Mac, the student must use the mouse, not the keyboard, for navigation.</p> <p>Students automatically receive double time (+100%) for the Writing and Language Test (Section 2) for SAT and PSAT-related assessments.</p> <p>College Board provides standalone proctor scripts for the various timing that students might be approved for in addition to the ATC accommodation, including extra breaks, for each of the assessments in the SAT Suite. These standalone scripts allow the proctor to read straight through the assessment without having to move around in the different scripts (for example, from standard to double time and back to standard timing). These scripts can be downloaded from SSD Online for use on test day.</p>

## ATC Schedule

Use this table to schedule the testing for a student approved for the ATC format.

ATC Accommodation for Each Assessment			
	Test Administered	When Student Will Test	Days to Test
ATC	SAT Weekend	School-based	1 day
	SAT School Day (without Essay)	Window	1 day
	SAT School Day (with Essay)	Window	1 day
	PSAT/NMSQT	All tests	1 day
	PSAT 10 and PSAT 8/9	Primary or Window (refer to manual)	1 day
	AP	All testing windows	1 day

## Recording Responses

Some students have difficulty writing, recording responses, and/or using an answer sheet. Common accommodations for recording answers include:

- Large-print (large-block) answer sheet (no bubbles)
- Record answers in test book
- Computer (word processor only for Essay only)
- Writer/scribe to record responses
- Braille writer

### Large-Print (Large-Block) Answer Sheet Details

A student may be approved to record answers on a large-print answer sheet.

Large-Print (Large-Block) Answer Sheet (No Bubbles)	
Information	Details
Description	Answer sheet with text and answer blocks that are larger than the standard answer sheet. Students don't fill in a bubble; instead, they make a mark in the square answer space.
Typical Use	A large-print answer sheet may be used by students with visual disabilities, as well as by students who have difficulty filling in bubbles on an answer sheet because of visual motor or mobility impairments.
What to Consider When Requesting	Can the student see a standard answer sheet?  Does the student have difficulty completing a scantron answer sheet because of a mobility impairment, low vision, visual motor disorder, or other disability?
Verification Process	School verification when other criteria are met.
Materials and Preparation	If ordering test materials, order a large-print answer sheet for any student who isn't already approved for a large-print test book.
SAT Suite of Assessments Digital Alternative	Zoom/Font Size.
Notes	When a large-print test book is ordered, a large-print answer sheet is included.  If this is the student's only accommodation, they will test in a standard testing room.

## Large-Print Answer Sheet Schedule

Use this table to schedule the testing for a student approved to use a large-print answer sheet.

Large-Print Answer Sheet Accommodation for Each Assessment			
	Test Administered	When Student Will Test	Days to Test
Large-Print Answer Sheet	SAT Weekend	Center-based	1 day
	SAT School Day (without Essay)	Primary	1 day
	SAT School Day (with Essay)	Primary	1 day
	PSAT/NMSQT	All tests	1 day
	PSAT 10 and PSAT 8/9	Primary or Window (refer to manual)	1 day
	AP	All testing windows	1 day

## Record Answers in Test Book Details

A student may be approved to record their answers in their test book.

Record Answers in Test Book	
Information	Details
Description	Students may circle (or otherwise mark) their answers in the test book. After the test, the answer will be transferred from the test book to an answer sheet.
Typical Use	Appropriate for students with writing or dexterity limitations, visual disabilities, or with scanning issues, when their disability interferes with their ability to complete an answer sheet.
What to Consider When Requesting	Does the student's disability impair their ability to complete an answer sheet?  Can the student be appropriately accommodated with a large-print (large-block) answer sheet instead of this accommodation?
Verification Process	School verification when other criteria are met.
Materials and Preparation	No special materials are needed. Except for center-based weekend administrations of the SAT, a staff member will need to transfer the responses to an answer sheet after the test. Be sure to return both the answer sheet and the test book after the test, as instructed in your coordinator manual.
SAT Suite of Assessments Digital Alternative	Not applicable.
Notes	If this is the student's only accommodation, they will test in a standard testing room.

## Record Answers in Test Book Schedule

Use this table to schedule the testing for a student approved to record their answers in the test book.

Record Answers in Test Book Accommodation for Each Assessment			
	Test Administered	When Student Will Test	Days to Test
Record Answers in Test Book	SAT Weekend	Center-based	1 day
	SAT School Day (without Essay)	Primary	1 day
	SAT School Day (with Essay)	Primary	1 day
	PSAT/NMSQT	All tests	1 day
	PSAT 10 and PSAT 8/9	Primary or Window (refer to manual)	1 day
	AP	All testing windows	1 day

## Computer (Word Processor Only for Essay) Details

A student may be approved to use a word processor to complete Essay or free response sections.

Computer (Word Processor Only for Essay)	
Information	Details
Description	The student may use a word processor to complete Essay/free response sections. (The SAT Essay is only offered in some state-provided SAT School Day administrations.)
Typical Use	Most appropriate for students who cannot write essays/free responses due to a physical disability or disability in written expression.
What to Consider When Requesting	Does the student's disability impact their written expression?  This accommodation is not appropriate for students who use a computer because of poor spelling or poor handwriting. Spelling is not counted in the scoring of most College Board assessments, and spell check and grammar check may not be used during the test. Poor handwriting, without other impacts, is not a disability that necessitates computer use.

### Computer (Word Processor Only for Essay) (cont.)

Information	Details
Verification Process	School verification when other criteria are met.
Materials and Preparation	School must provide the computer (students cannot use their own or a family-owned computer). Please refer to the coordinator manual for the appropriate assessment for instructions on setting up computers. (e.g., must be connected to a printer, spell check/grammar check must be disabled.)
SAT Suite of Assessments Digital Alternative	Not applicable.
Notes	<p>This accommodation permits use of a word processor only. If a student requires AT or other computer applications, these uses must be separately requested and specifically approved.</p> <p>May be used only for Essay/free response sections. Students approved for this accommodation will test in a standard testing room when taking the SAT without Essay or PSAT-related assessments (unless approved for other accommodations).</p>

### Computer (Word Processor Only for Essay) Schedule

Use this table to schedule the testing for a student approved to use a computer (word processor only for Essay).

#### Computer Accommodation for Each Assessment

	Test Administered	When Student Will Test	Days to Test
<b>Computer (Word Processor Only for Essay)</b>	SAT Weekend	Not applicable	
	SAT School Day (without Essay)	Not applicable	
	SAT School Day (with Essay)	Window	1 day
	PSAT/NMSQT	Not applicable	
	PSAT 10 and PSAT 8/9	Not applicable	
	AP	All testing windows	1 day

## Writer/Scribe to Record Responses Details

A student may be approved to have a writer to record their responses.

Writer/Scribe to Record Responses	
Information	Details
Description	Student is provided a writer to record answers.
Typical Use	Used for students with manual, visual, or visual motor disabilities who cannot use the accommodations of large-print answer sheet or record answers in test book.
What to Consider When Requesting	Does student's disability prevent them from writing or completing answer sheets?  Can student use another accommodation for recording responses (large-print answer sheet, record responses in test book, or computer for Essay)?
Verification Process	Documentation is required.
Materials and Preparation	A staff member is needed to serve as a writer/scribe. Students using a writer/scribe test in a one-to-one setting, which requires a separate testing room.
SAT Suite of Assessments Digital Alternative	AT (speech-to-text) if used by student in school.
Notes	In most cases, the writer/scribe is provided for the entire test (multiple-choice and Essay sections).  Students using a writer/scribe will automatically receive time and one-half (+50%), unless approved for more time.

## Writer/Scribe to Record Responses Schedule

Use this table to schedule the testing for a student approved for a writer/scribe.

Writer/Scribe to Record Responses Accommodation for Each Assessment			
	Test Administered	When Student Will Test	Days to Test
Writer/Scribe to Record Responses	SAT Weekend	School-based	1 day
	SAT School Day (without Essay)	Window	1 day
	SAT School Day (with Essay)	Window	2 days
	PSAT/NMSQT	All tests	1 day
	PSAT 10 and PSAT 8/9	Primary or Window (refer to manual)	1 day
	AP	All testing windows	1 day

## Braille Writer Details

A student may be approved to use a braille writer to record their answers.

Braille Writer to Record Answers	
Information	Details
Description	The braille writer accommodation is typically requested with a braille accommodation and is available for students who have a visual impairment. Approved students may use manual braille writers, like a Perkins Braille, for all test sections, but unless otherwise approved, electronic braille notetakers may only be used for essay writing and math calculations.
Typical Use	For blind/legally blind students who use braille.
What to Consider When Requesting	Both braille and braille writer must be requested and approved.  If student uses multiple accommodations in school to record responses, confirm the student plans to use this accommodation for College Board tests.
Verification Process	School verification if other criteria are met.
Materials and Preparation	Student may need a separate testing room.  School/student must supply braille writer.  Braille notetakers cannot be connected to any network, but they must be connected to a display monitor so the proctor can see what the student is typing. Personal computers cannot be used as braille writers.
SAT Suite of Assessments Digital Alternative	AT (e.g., JAWS, NVDA, braille display, etc.)
Notes	Electronic braille writers (braille notetakers) may be used only for essay/free response sections and math calculations.

## Braille Writer Schedule

Use this table to schedule the testing for a student approved to use a braille writer to record their answers.

Braille Writer Accommodation for Each Assessment			
	Test Administered	When Student Will Test	Days to Test
Braille Writer	SAT Weekend	School-based	1 day
	SAT School Day (without Essay)	Window	1 day
	SAT School Day (with Essay)	Window	1 day
	PSAT/NMSQT	All tests	1 day
	PSAT 10 and PSAT 8/9	Primary or Window (refer to manual)	1 day
	AP	All testing windows	1 day

## Modified Breaks

Some students have difficulty focusing or sitting for an extended period or may need additional breaks for a medical reason (e.g., to take medicine or use the restroom). (Please note that all students, even without accommodations, receive some breaks, which vary depending on the assessment.) Common break accommodations include:

- Extra breaks
- Extended breaks
- Breaks as needed

### Extra Breaks Details

A student may be approved to receive extra breaks while testing with standard or extended time.

Extra Breaks	
Information	Details
Description	The student is given an additional break of a standard length (usually 5 minutes) at scheduled times.
Typical Use	Appropriate for those students who have difficulties focusing for a long period of time or need a short break at a standard time (e.g., to take medicine or eat a snack).
What to Consider When Requesting	Does the student's disability require short breaks?  Will a 5-minute break be sufficient? If a student needs a longer break or needs to take a break at irregular times, then consider requesting extended breaks or breaks as needed.
Verification Process	School verification if other criteria are met.
Materials and Preparation	None.
SAT Suite of Assessments Digital Alternative	No alternative needed.
Notes	Break time doesn't count as testing time.  During accommodated breaks, students are subject to the same rules that apply during standard breaks.  For SAT and PSAT-related assessments, all students approved for extended time on particular sections also get extra breaks on those sections.

## Extended Breaks Details

A student may be approved to receive extended breaks that are longer than standard breaks.

Extended Breaks	
Information	Details
Description	Students receive the same number of breaks as standard test takers but are given longer breaks than standard test takers. In most cases, such extended breaks last for twice the standard break time.
Typical Use	Appropriate for students who need a longer break in between testing, for example due to medical needs.
What to Consider When Requesting	Does the student's disability require a longer break than given to standard students?  Will a 10-minute break be sufficient? If a student needs a longer break or needs to break at irregular times, then an accommodation for breaks as needed may be more appropriate. If a student needs more frequent breaks, then an accommodation for extra breaks may be needed.
Verification Process	School verification if other criteria are met.
Materials and Preparation	None.
SAT Suite of Assessments Digital Alternative	No alternative needed.
Notes	Break time does not count as testing time.  During accommodated breaks, students are subject to the same rules that apply during standard breaks.

## Breaks As Needed Details

A student may be approved to receive breaks as needed.

Breaks as Needed	
Information	Details
Description	Students with this accommodation are granted breaks as requested during the test. The student notifies the proctor by raising their hand, and the timing of the test must stop. When the student is ready to continue, the student again notifies the proctor, and the timing will resume.
Typical Use	Breaks as needed are typically approved for students with severe physical or medical conditions, but they may be approved for other disabilities as well.
What to Consider When Requesting	Does the student need to break at irregular times or can the student be accommodated with extra/extended breaks?
Verification Process	Documentation is required.
Materials and Preparation	Students testing with breaks as needed generally test in a one-to-one setting.
SAT Suite of Assessments Digital Alternative	No alternative needed.
Notes	<p>Break time does not count as testing time.</p> <p>During accommodated breaks, students are subject to the same rules that apply during standard breaks.</p> <p>Unlike other types of breaks, breaks as needed is a school-based accommodation for SAT Weekend and administered during the accommodated window for SAT School Day.</p>

## Modified Breaks Schedules

Use this table to schedule the testing for a student approved for extra breaks.

Extra Breaks Accommodation for Each Assessment			
	Test Administered	When Student Will Test	Days to Test
Extra Breaks	SAT Weekend	Center-based	1 day
	SAT School Day (without Essay)	Primary	1 day
	SAT School Day (with Essay)	Primary	1 day
	PSAT/NMSQT	All tests	1 day
	PSAT 10 and PSAT 8/9	Primary or Window (refer to manual)	1 day
	AP	All testing windows	1 day

Use this table to schedule the testing for a student approved for extended breaks.

Extended Breaks Accommodation for Each Assessment			
	Test Administered	When Student Will Test	Days to Test
Extended Breaks	SAT Weekend	Center-based	1 day
	SAT School Day (without Essay)	Primary	1 day
	SAT School Day (with Essay)	Primary	1 day
	PSAT/NMSQT	All tests	1 day
	PSAT 10 and PSAT 8/9	Primary or Window (refer to manual)	1 day
	AP	All tests	1 day

Use this table to schedule the testing for a student approved for breaks as needed.

<b>Breaks as Needed Accommodation for Each Assessment</b>			
	<b>Test Administered</b>	<b>When Student Will Test</b>	<b>Days to Test</b>
<b>Breaks as Needed</b>	SAT Weekend	School-based	1 day
	SAT School Day (without Essay)	Window	1 day
	SAT School Day (with Essay)	Window	1 day
	PSAT/NMSQT	All tests	1 day
	PSAT 10 and PSAT 8/9	Primary or Window (refer to manual)	1 day
	AP	All tests	1 day

## Modified Setting

Some students have needs that affect the testing environment or location. Common modified setting accommodations include:

- Preferential seating
- Small group testing
- School-based testing
- One-to-one testing
- Wheelchair accessibility
- Home/hospital testing

## Preferential Seating Details

A student may be approved to receive preferential seating in the testing room.

Preferential Seating	
Information	Details
Description	Preferential seating specifies how students should be seated within the testing room, such as at the front of room, near the door, or near the proctor.
Typical Use	Used for students with various disabilities. For example, a student with a physical/medical disorder may need to be near the door, for easy access. A student with ADHD or a hearing impairment may request to sit in the front of the room (for fewer distractions) or near the proctor (to hear instructions).
What to Consider When Requesting	Indicate in the request the location where the student needs to sit.
Verification Process	School verification if other criteria are met.
Materials and Preparation	Ensure that the seating chart reflects the student's designated seat.
SAT Suite of Assessments Digital Alternative	No alternative needed.
Notes	<p>If this is the student's only accommodation, they will test in a standard testing room.</p> <p>This accommodation is meant to ensure that a student testing outside of their home school (i.e., weekend testing) is seated in the best location for their needs. It may not be necessary to request this accommodation for SAT School Day or PSAT-related assessments.</p>

## Preferential Seating Schedule

Use this table to schedule the testing for a student approved for preferential seating.

Preferential Seating Accommodation for Each Assessment			
	Test Administered	When Student Will Test	Days to Test
Preferential Seating	SAT Weekend	Center-based	1 day
	SAT School Day (without Essay)	Primary	1 day
	SAT School Day (with Essay)	Primary	1 day
	PSAT/NMSQT	All tests	1 day
	PSAT 10 and PSAT 8/9	Primary or Window (refer to manual)	1 day
	AP	All testing windows	1 day

## Small Group Testing Details

A student may be approved to test in a small group.

Small Group Testing	
Information	Details
Description	Students are tested with other students in a separate room and smaller group than standard test takers (generally, no more than 15 students).
Typical Use	Small group settings can be helpful for students whose disabilities cause difficulty focusing or students who suffer from anxiety.
What to Consider When Requesting	Students testing with the same time and break schedule can be part of the small group. For example, students approved for time and one-half (+50%) can test with students approved for both time and one-half and small group testing.
Verification Process	School verification if other criteria are met.
Materials and Preparation	A separate room and proctor will be needed for students approved to test in a small group.
SAT Suite of Assessments Digital Alternative	No alternative needed.
Notes	This accommodation is meant to ensure that a student testing outside of their home school (i.e., weekend testing) is tested in a small group setting. It may not be necessary to request this accommodation for SAT School Day or PSAT-related assessments.

## Small Group Testing Schedule

Use this table to schedule the testing for a student approved for small group testing.

Small Group Testing Accommodation for Each Assessment			
	Test Administered	When Student Will Test	Days to Test
Small Group Testing	SAT Weekend	Center-based	1 day
	SAT School Day (without Essay)	Primary	1 day
	SAT School Day (with Essay)	Primary	1 day
	PSAT/NMSQT	All tests	1 day
	PSAT 10 and PSAT 8/9	Primary or Window (refer to manual)	1 day
	AP	All testing windows	1 day

## School-Based Testing Details

This accommodation applies to students registering for weekend testing who have accommodations not offered in a center.

School-Based Testing	
Information	Details
Description	This accommodation is specifically for students registering for SAT Weekend who need to be tested at their school. While some students test at their school because they're approved for accommodations that aren't provided in centers, students approved for the accommodation of school-based testing test at their school under the supervision of the SSD coordinator regardless of whether they're approved for other accommodations.
Typical Use	Generally approved for students with physical, medical, or severe psychiatric disorders.
What to Consider When Requesting	Why does the student need to test at their own school? Can their accommodations be administered in a test center?
Verification Process	Documentation is required.
Materials and Preparation	None.
SAT Suite of Assessments Digital Alternative	No alternative needed.
Notes	College Board will automatically require school-based testing for accommodations that can't be administered in a weekend test center (e.g., human reader, scribe, double time for reading).

## School-Based Testing Schedule

Use this table to schedule the testing for a student approved for school-based testing. Note the student's other accommodations may require 2 days to test, e.g., reading: double time (+100%).

School-Based Testing Accommodation for Each Assessment			
	Test Administered	When Student Will Test	Days to Test
<b>School-Based Testing</b>	SAT Weekend	School-based	1 day
	SAT School Day (without Essay)	Not applicable	
	SAT School Day (with Essay)	Not applicable	
	PSAT/NMSQT	Not applicable	
	PSAT 10 and PSAT 8/9	Not applicable	
	AP	Not applicable	

## One-to-One Testing Details

A student may be approved to test in a one-to-one setting.

One-to-One Testing	
Information	Details
Description	Student tests in their own room, with a proctor, without other students.
Typical Use	Appropriate when a student's accommodations make noise or would be distracting to other students.
What to Consider When Requesting	Why does the student require their own room? Can the student be accommodated in a small group?
Verification Process	Documentation is required.
Materials and Preparation	A separate room and proctor are needed for each student approved for this accommodation.
SAT Suite of Assessments Digital Alternative	No alternative needed.
Notes	Some accommodations, such as a human reader or a scribe, require a one-to-one setting even if not approved for this accommodation.

## One-to-One Testing Schedule

Use this table to schedule the testing for a student approved for one-to-one testing. Note the student's other accommodations may require 2 days to test, e.g., pre-recorded audio (MP3 via streaming).

One-to-One Testing Accommodation for Each Assessment			
	Test Administered	When Student Will Test	Days to Test
<b>One-to-One Testing</b>	SAT Weekend	School-based	1 day
	SAT School Day (without Essay)	Window	1 day
	SAT School Day (with Essay)	Window	1 day
	PSAT/NMSQT	All tests	1 day
	PSAT 10 and PSAT 8/9	Primary or Window (refer to manual)	1 day
	AP	All testing windows	1 day

## Wheelchair Accessibility Details

A student may be approved to have a testing room with wheelchair accessibility.

Wheelchair Accessibility	
Information	Details
Description	Enables a student who uses a wheelchair to test in a wheelchair-accessible setting.
Typical Use	For mobility impaired students who use a wheelchair.
What to Consider When Requesting	Does the student use a wheelchair?
Verification Process	School verification when other criteria are met.
Materials and Preparation	Ensure that the testing room is on the first floor or accessible by elevator and near a wheelchair-accessible restroom. The student's desk should be high enough for a wheelchair to fit under and situated near the door.
SAT Suite of Assessments Digital Alternative	No alternative needed.
Notes	<p>The request for and approval of wheelchair accessibility enables the test coordinator to be prepared. If a student in a wheelchair is testing and has not been approved for wheelchair accessibility, provide them with an accessible location if possible.</p> <p>If this is the student's only accommodation, they will test in a standard testing room.</p> <p>This accommodation is meant to ensure that a student testing outside of their home school (i.e., weekend testing) is tested in a wheelchair-accessible setting. It may not be necessary to request this accommodation for SAT School Day or PSAT-related assessments.</p>

## Wheelchair Accessibility Schedule

Use this table to schedule the testing for a student approved for wheelchair accessibility.

Wheelchair Accessibility Accommodation for Each Assessment			
	Test Administered	When Student Will Test	Days to Test
Wheelchair Accessibility	SAT Weekend	Center-based	1 day
	SAT School Day (without Essay)	Primary	1 day
	SAT School Day (with Essay)	Primary	1 day
	PSAT/NMSQT	All tests	1 day
	PSAT 10 and PSAT 8/9	Primary or Window (refer to manual)	1 day
	AP	All testing windows	1 day

## Home/Hospital Setting Details

A student may be approved to be tested at home or in a hospital setting.

Home/Hospital Setting	
Information	Details
Description	Student who cannot attend school due to illness or disability that requires testing at home or in a hospital.
Typical Use	For students with severe physical/medical disabilities who do not attend school.
What to Consider When Requesting	Does the student attend school for classes? Is the student able to come to school for 1 day for a test? Does the student need other accommodations in addition to the home/hospital setting for testing?
Verification Process	Documentation is required.
Materials and Preparation	School will need to identify and train a proctor to test the student. Test materials will need to be securely transferred from the school to the home/hospital setting.
SAT Suite of Assessments Digital Alternative	If computer-based (or digital) testing cannot be accommodated, paper testing must be approved as an accommodation, and paper test books must be ordered.
Notes	Security measures and all testing policies still need to be followed.

## Home/Hospital Setting Schedule

Use this table to schedule the testing for a student approved for testing in a home/hospital setting. Note the student may have other approved accommodations that require 2 days to test, e.g., pre-recorded audio (MP3 via streaming).

Home/Hospital Setting Accommodation for Each Assessment			
	Test Administered	When Student Will Test	Days to Test
Home/Hospital Setting	SAT Weekend	School-based	1 day
	SAT School Day (without Essay)	Window	1 day
	SAT School Day (with Essay)	Window	1 day
	PSAT/NMSQT	All tests	1 day
	PSAT 10 and PSAT 8/9	Primary or Window (refer to manual)	1 day
	AP	All testing windows	1 day

## Other

Some accommodations don't fall within the categories of accommodations (e.g., extended time accommodations, reading/seeing accommodations, etc.). Common accommodations in the "Other" accommodations category include:

- Food/drink/medication
- Permission to test blood sugar
- Printed copy of verbal instructions
- Sign language interpreter for oral instructions only
- AT
- Auditory amplification/FM system
- Four-function calculator

**IMPORTANT:** *Epinephrine auto-injectors (e.g., EpiPens) are permitted in the testing room without an accommodation. Service animals, such as guide dogs, and emotional support animals may be permitted without an accommodation if they're trained and the student can explain what service the animal provides. Refer to your manual for further information.*

## Food/Drink/Medication Details

A student may be approved for food/drink/medication during testing.

Food/Drink/Medication	
Information	Details
Description	Because of a disability, student needs to eat or drink or take medication while testing.
Typical Use	Usually approved for students with medical disabilities who need to take medicine or have a snack or water during the test.
What to Consider When Requesting	Does the student's disability require food/drink/medication at times other than scheduled breaks?
Verification Process	School verification when other criteria are met.
Materials and Preparation	Identify an appropriate place, away from testing materials, for students to take medicine, etc. during the test.
SAT Suite of Assessments Digital Alternative	No alternative needed.
Notes	This accommodation allows students to eat/drink/take medicine during the test, but it doesn't provide breaks. If a break is needed, also request extra or extended breaks. Note that all students are permitted to have a snack/drink during scheduled breaks.

## Food/Drink/Medication Schedule

Use this table to schedule the testing for a student approved for having food, drink, or medication during testing.

Food/Drink/Medication Accommodation for Each Assessment			
	Test Administered	When Student Will Test	Days to Test
Food/Drink/ Medication	SAT Weekend	Center-based	1 day
	SAT School Day (without Essay)	Primary	1 day
	SAT School Day (with Essay)	Primary	1 day
	PSAT/NMSQT	All tests	1 day
	PSAT 10 and PSAT 8/9	Primary or Window (refer to manual)	1 day
	AP	All testing windows	1 day

## Permission to Test Blood Sugar Details

A diabetic student may be approved to receive permission to test blood sugar.

Permission to Test Blood Sugar	
Information	Details
Description	<p>This accommodation is available for students with diabetes so they can test their blood sugar during testing. Permission to test blood sugar permits students' access to diabetes testing supplies during an assessment (including blood glucose meters, insulin-delivery devices, test strips, lancets, lancet devices, glucose control solutions, and blood glucose monitors).</p> <p>Use of a mobile phone is <b>not</b> permitted without the approval of College Board. Permission to use a mobile phone and the accommodation for extra breaks are both separate accommodations from permission to test blood sugar.</p>
Typical Use	Used by students with diabetes.
What to Consider When Requesting	<p>Does the student need to test their blood sugar during the test?</p> <p>If extra or extended breaks, and/or use of mobile phone is needed, these must be requested separately.</p> <p>Does the student have a monitoring system other than a mobile phone? If not, mobile phone must be submitted as "other" accommodation request.</p>
Verification Process	School verification when other criteria are met.
Materials and Preparation	See additional information in your manual regarding use of mobile phone for glucose monitoring during the test.
SAT Suite of Assessments Digital Alternative	No alternative needed.
Notes	<p>A mobile phone may be requested by submitting an accommodation change request to the SSD office. If a student is approved to have a mobile phone in the room, it must remain on the proctor's desk, in airplane mode.</p> <p>Documentation is required for use of a mobile phone.</p>

## Permission to Test Blood Sugar Schedule

Use this table to schedule the testing for a student approved for permission to test blood sugar.

Permission to Test Blood Sugar Accommodation for Each Assessment			
	Test Administered	When Student Will Test	Days to Test
Permission to Test Blood Sugar	SAT Weekend	Center-based	1 day
	SAT School Day (without Essay)	Primary	1 day
	SAT School Day (with Essay)	Primary	1 day
	PSAT/NMSQT	All tests	1 day
	PSAT 10 and PSAT 8/9	Primary or Window (refer to manual)	1 day
	AP	All testing windows	1 day

## Printed Copy of Verbal Instructions Details

This accommodation applies to students approved to have a printed copy of verbal instructions during testing.

Printed Copy of Verbal Instructions	
Information	Details
Description	Student with hearing (or auditory processing) impairment is given a written transcript of any instructions that will be given orally to other students.
Typical Use	Generally used by students who are deaf or hard of hearing.
What to Consider When Requesting	All students may request that oral instructions be repeated. This accommodation is for students who require instructions to be in writing.
Verification Process	School verification when other criteria are met.
Materials and Preparation	Access and print the appropriate script from SSD Online.
SAT Suite of Assessments Digital Alternative	No alternative needed.
Notes	<p>This accommodation is not the same as translated instructions. For SAT School Day, PSAT 10, and PSAT 8/9, English Learners can be provided translated instructions. Translated instructions don't need to be requested in SSD Online.</p> <p>College Board provides several scripts (verbal instructions) based on variations in timing, including breaks, for the different assessments in the SAT Suite. These can be downloaded from SSD Online and printed for the student to use during testing.</p> <p>If this is the student's only accommodation, they will test in a standard room.</p>

## Printed Copy of Verbal Instructions Schedule

Use this table to schedule the testing for a student approved for a printed copy of verbal instructions.

Printed Copy of Verbal Instructions Accommodation for Each Assessment			
	Test Administered	When Student Will Test	Days to Test
Printed Copy of Verbal Instructions	SAT Weekend	Center-based	1 day
	SAT School Day (without Essay)	Primary	1 day
	SAT School Day (with Essay)	Primary	1 day
	PSAT/NMSQT	All tests	1 day
	PSAT 10 and PSAT 8/9	Primary or Window (refer to manual)	1 day
	AP	All testing windows	1 day

## Sign Language Interpreter for Oral Instructions Details

A student may be approved to have a sign language interpreter for oral instructions.

Sign Language Interpreter for Oral Instructions	
Information	Details
Description	Student may use a sign language interpreter on test day. Interpreters may be used only for oral instructions. Interpreters cannot be used for test question content.
Typical Use	For students who are deaf or hard of hearing who use a sign language interpreter.
What to Consider When Requesting	Please note that most College Board tests are written tests. Many students who require a sign language interpreter during school may be accommodated with a printed copy of verbal instructions for College Board tests.
Verification Process	School verification when other criteria are met.
Materials and Preparation	Student/school must supply a sign language interpreter who meets College Board testing staff requirements.
SAT Suite of Assessments Digital Alternative	No alternative needed.
Notes	If this is the student's only accommodation, they will test in a standard testing room.

## Sign Language Interpreter for Oral Instructions Schedule

Use this table to schedule the testing for a student approved for a language interpreter for oral instructions.

Sign Language Interpreter for Oral Instructions Accommodation for Each Assessment			
	Test Administered	When Student Will Test	Days to Test
Language Interpreter for Oral Instructions	SAT Weekend	Center-based	1 day
	SAT School Day (without Essay)	Primary	1 day
	SAT School Day (with Essay)	Primary	1 day
	PSAT/NMSQT	All tests	1 day
	PSAT 10 and PSAT 8/9	Primary or Window (refer to manual)	1 day
	AP	All testing windows	1 day

## AT Details

A student may be approved to use AT.

AT	
Information	Details
Description	AT should be requested if the student will need a special device or software when taking College Board tests. Examples include: use of screen readers, braille display, math software, etc.
Typical Use	Appropriate for students with visual or severe physical disabilities who use AT in school.
What to Consider When Requesting	<p>The student should request only the technology they are using in school. Provide a detailed description of the technology that is being requested, including the name and version.</p> <p>If the student will need a digital form of the test for use with the AT, please also request the ATC test format. In most cases, technology cannot be connected to the internet.</p>
Verification Process	Documentation is required.
Materials and Preparation	If testing with the ATC format, the student will require a computer and approved AT. Technology must be disconnected from internet. Some additional security measures may be required.
SAT Suite of Assessments Digital Alternative	Not applicable.
Notes	All AT applications must be specifically requested and approved.

## AT Schedule

Use this table to schedule the testing for a student approved for AT.

AT Accommodation for Each Assessment			
	Test Administered	When Student Will Test	Days to Test
AT	SAT Weekend	School-based	1 day
	SAT School Day (without Essay)	Window	1 day
	SAT School Day (with Essay)	Window	1 day
	PSAT/NMSQT	All tests	1 day
	PSAT 10 and PSAT 8/9	Primary or Window (refer to manual)	1 day
	AP	All testing windows	1 day

## Auditory Amplification/FM System Details

This accommodation applies to students approved to have an auditory amplification/FM system during testing.

Auditory Amplification/FM System	
Information	Details
Description	Permission to use auditory amplification, for students who use FM system in school.
Typical Use	Appropriate for students who are hard of hearing and use an FM system in school.
What to Consider When Requesting	Can the student be accommodated with printed copy of verbal instructions?
Verification Process	School verification when other criteria are met.
Materials and Preparation	Student must bring own FM system.
SAT Suite of Assessments Digital Alternative	No alternative needed.
Notes	If this is the student's only accommodation, they will test in a standard testing room.

## Auditory Amplification/FM System Schedule

Use this table to schedule the testing for a student approved to have an auditory amplification/FM system during testing.

Auditory Amplification/FM System Accommodation for Each Assessment			
	Test Administered	When Student Will Test	Days to Test
<b>Auditory Amplification/FM System</b>	SAT Weekend	Center-based	1 day
	SAT School Day (without Essay)	Primary	1 day
	SAT School Day (with Essay)	Primary	1 day
	PSAT/NMSQT	All tests	1 day
	PSAT 10 and PSAT 8/9	Primary or Window (refer to manual)	1 day
	AP	All testing windows	1 day

## Four-Function Calculator Details

This accommodation applies to students approved to use a four-function calculator for test sections that don't permit use of a calculator.

Four-Function Calculator	
Information	Details
Description	Permission to use a four-function calculator for test sections that don't permit the use of a calculator. The calculator may have the following functions only: addition, subtraction, multiplication, division, square root, and percent.
Typical Use	For students with severe math disorders who have difficulty with basic math.
What to Consider When Requesting	Does the student's disability impact their ability to perform basic math functions?  For students who perform math slowly but aren't functionally impacted in their ability to perform math functions, extended time for mathematical calculations should be requested instead.
Verification Process	School verification when other criteria are met.
Materials and Preparation	Student must bring their own four-function calculator. Inspect the calculator to make sure it's a basic four-function calculator only. Percentage and square root keys are acceptable.
SAT Suite of Assessments Digital Alternative	Four-function calculator tool.
Notes	Be aware that many tests permit the use of calculator for all students.

## Four-Function Calculator Schedule

Use this table to schedule the testing for a student approved for use of a four-function calculator on test sections that don't permit calculator use.

Four-Function Calculator Accommodation for Each Assessment			
	Test Administered	When Student Will Test	Days to Test
Four-Function Calculator	SAT Weekend	Center-based	1 day
	SAT School Day (without Essay)	Primary	1 day
	SAT School Day (with Essay)	Primary	1 day
	PSAT/NMSQT	All tests	1 day
	PSAT 10 and PSAT 8/9	Primary or Window (refer to manual)	1 day
	AP	All testing windows	1 day

## Appendix/Forms

The following resources can be helpful to staff as they become familiar with the SSD Online system and how to use it:

- [How to Use SSD Online](#)
- [SSD Online Demo](#)
- SSD Coordinator Training: [Administering the Weekend SAT with Accommodations](#)

The following forms are provided for you to copy and use as needed:

- Accommodations Request Worksheet
- Teacher Survey
- Consent Form for Accommodations Request
- Consent Form for Request for English Learner (EL) Supports

The teacher survey and consent forms are also available online at:

[accommodations.collegeboard.org/requesting-accommodations-and-after/how-to-request/forms](https://accommodations.collegeboard.org/requesting-accommodations-and-after/how-to-request/forms)

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# Accommodations Request Worksheet

(FOR LOCAL USE ONLY)

**NOTE:** Use this worksheet to collect the information needed to submit an accommodations request. This worksheet is for preparation purposes only, is **NOT** required, and should **NOT** be sent to College Board.

Student Name: \_\_\_\_\_

▶ Parent Consent Received?

Yes       No

## Student Information

Date of Birth: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

Student Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Student Email Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Next Intended Test: \_\_\_\_\_

## Disability

Diagnosis (Be specific, e.g., learning disorder in reading; generalized anxiety disorder; diabetes):

\_\_\_\_\_  
\_\_\_\_\_

## Requested Accommodations

(Include only accommodations that will be needed for College Board tests. Be specific, e.g., reading: time and one-half [+50%]; math: time and one-half [+50%]; extra breaks.)

▶ Is the student currently receiving these accommodations for school tests on a daily basis?

Yes       No

▶ If the student has a current IEP, 504, or formal plan, does it include these accommodations?

Yes       No

## Documentation

### Formal Plan

IEP: \_\_\_\_\_ 504 plan: \_\_\_\_\_ Qualified formal plan: \_\_\_\_\_ Other formal plan: \_\_\_\_\_ No current plan: \_\_\_\_\_

Approximate date of first plan (even if at another school): \_\_\_\_\_

- ▶ Was a meeting held to discuss student's academic functioning and need for the requested accommodation(s)?
  - Yes       No
- ▶ Who was involved in the discussion and resultant decision for school-based test accommodations? Check all that apply:
  - School psychologist
  - School learning specialist
  - Counselor
  - Teacher(s)
  - School Administrator (e.g., Principal)
  - Parent(s)/Guardian(s)
  - Student
  - Other professional (specify): \_\_\_\_\_
  - I don't know
- ▶ What information was used to assess your student's current need for accommodation(s)?
  - Documentation/evaluation from professionals (e.g., Psychoeducational evaluation, medical evaluation)
  - Teacher observations
  - Parent(s) observations/student's comments
  - Student's previous and current academic functioning
  - Student history of receiving accommodations or academic difficulties
  - School data (e.g., scores on state testing)
  - Parent/student request
  - Other (specify): \_\_\_\_\_
  - I don't know
  - Services for Students with Disabilities

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# Teacher Survey

Student Name: \_\_\_\_\_ Return To: \_\_\_\_\_

Teacher Name: \_\_\_\_\_ Subject/Class: \_\_\_\_\_

**TO THE TEACHER:** *The student named above has requested testing accommodations for College Board tests. Your detailed input regarding their needs on classroom tests is valuable in our decision making process.*

1. How long has the student been in your class? \_\_\_\_\_

2. **OBSERVATION:** Briefly describe your observations of the student's disability and its impact during your class. Where possible, provide specific examples. Include the frequency and severity of symptoms displayed during class.

3. **ACCOMMODATIONS USED:** What specific accommodations are used by the student during classroom testing? Please indicate which of these accommodations are used on a consistent basis.

4. **EXTENDED TIME USED:** If the student is provided extended time for classroom tests, how much additional time do they generally use (e.g., 50%) to complete each of the following question types? (Note: Indicate time actually used, not the time approved.)

a. Multiple-choice test items: \_\_\_\_\_

b. Other question types, such as short-answer questions, essays, and math problems  
(Indicate the amount of additional time used for each applicable type):

c. How does the student generally use the extended time (e.g., to complete test questions, to review completed test questions, to take breaks, etc.)?

5. **IMPACT:** Describe the impact of the provided accommodations on the student's performance.

Does the student use the accommodations effectively? How does it change their performance on tests? What happens if accommodations are not provided?

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact College Board at 212-713-8333 with questions.

**SERVICES FOR STUDENTS WITH DISABILITIES**

# Consent Form for Accommodations Request

## Student Information

Student Name: \_\_\_\_\_

School: \_\_\_\_\_

Student Date of Birth: \_\_\_\_\_

*I wish to apply for testing accommodation(s) on College Board tests (SAT<sup>®</sup>, PSAT<sup>™</sup> 10, PSAT/NMSQT<sup>®</sup>, and/or Advanced Placement<sup>®</sup> Exams) due to disability. I authorize my school: to release to College Board copies of my records that document the existence of my disability and need for testing accommodations; to release any other information in the school's custody that College Board requests for the purpose of determining my eligibility for testing accommodations on College Board tests; and to discuss my disability and accommodation needs with College Board. I also grant College Board permission to receive and review my records, and to discuss my disability and needs with school personnel and other professionals.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Parent/guardian signature is required if student is under 18.)

## School Instructions

This form should be used when a request for accommodation(s) is submitted electronically (via SSD Online). The form should be maintained by the school with the student's records. It does not need to be sent to College Board. You will be asked to verify that a signed consent form is on file at the school prior to submitting a request for accommodations.

**SERVICES FOR STUDENTS WITH DISABILITIES**

# Consent Form to Request English Learner (EL) Supports

Student's Name: \_\_\_\_\_

School Name: \_\_\_\_\_ School AI Code: \_\_\_\_\_

Student's Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I wish to use certain testing EL support(s) provided by my school as part of the \_\_\_\_ / \_\_\_\_ administration.

Test Date                      Test Name (choose from PSAT™ 8/9, PSAT™ 10, or SAT® School Day)

*I wish to use EL Supports on \_\_\_\_\_ Test Name due to my status as an English Learner. I authorize my school: to release to College Board copies of my records that document my need for EL Supports; to release any other information in the school's custody that College Board requests for the purpose of determining my eligibility for EL Supports on College Board tests; and to discuss my EL status and support needs with College Board. I also grant College Board permission to receive and review my records, and to discuss my status and needs with school personnel and other professionals. I understand that EL Supports are only available for PSAT 8/9, PSAT 10, and SAT School Day at this time.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Parent/guardian signature is required if student is under 18.)

## School Instructions

Unless you have been specifically advised by your state that this consent form is not needed, this form must be completed and kept on file at the school when a request for EL

Supports on the \_\_\_\_\_ Test Name is submitted to College Board for the purposes of the \_\_\_\_ / \_\_\_\_ administration.

Test Date                      Test Name

A copy of this form bearing the signatures of the student and parent/guardian must be obtained by the school for each student that EL Supports have been requested for. The school should maintain the completed, signed form with the student's records. The signed form does not need to be sent to College Board, but the school should indicate in the student information confirmation page of the EL Supports request application that a signed form is on file.

## SERVICES FOR STUDENTS WITH DISABILITIES

# Consent Form to Request State-Allowed Accommodations

Student's Name: \_\_\_\_\_

School Name: \_\_\_\_\_ School AI Code: \_\_\_\_\_

Student's Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I wish to use certain testing accommodation(s) provided by my state/district as part of the

the \_\_\_\_ / \_\_\_\_ \_\_\_\_\_. I fully understand that testing with  
Exam Date Exam Name

state-allowed accommodations will result in test scores that are not eligible to be reported to colleges, universities, or scholarship organizations. By signing below, I authorize my school to request such accommodations for me.

**NOTE TO STUDENT:** Please make sure you have carefully considered this policy governing

the \_\_\_\_\_ scores that are earned with accommodations that are  
Exam Name

not approved by College Board. If you wish to test with accommodations and receive scores that are reportable to colleges and universities, you should submit a request for accommodations to College Board Services for Students with Disabilities. Once you have signed this form consenting to the use of such accommodations, we cannot guarantee that further requests for changes to your accommodations can be processed, and these accommodations cannot be waived on test day. This does not preclude you from requesting accommodations from College Board for future tests.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Parent/guardian signature is required if student is under 18.)

## School Instructions

Unless you have been specifically advised by your state that this consent form is not needed, this form must be completed and kept on file at the school when a request for state-allowed accommodation(s)

on the \_\_\_\_\_ is submitted to College Board for the purposes of  
Exam Name

the \_\_\_\_ / \_\_\_\_ \_\_\_\_\_ administration. For the Connecticut  
Exam Date Exam Name

SAT School Day, this additional parental consent form is not required beyond consent given in the IEP, 504 plan, or English Language Learner classification. A copy of this form bearing the signatures of the student and parent/guardian must be obtained by the school for each student that state-allowed accommodations have been requested for. The school should maintain the completed, signed form with the student's records. The signed form does not need to be sent to College Board, but the school should indicate in the student information confirmation page of the state-allowed accommodations request application that a signed form is on file.