

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: September 21, 2018

To: High School Site Administrators & Testing Coordinators

Subject: SPECIAL ACCOMMODATIONS REQUESTS FOR ACT & COLLEGE BOARD TESTING (SAT, PSAT/NMSQT, AP)

Department and/or Persons Concerned: High School Administrators

(Due Date only if required) None

Reference: None

Action Requested: Review accommodation guidelines and implement

Attachment(s):

- Testing Accommodation Coordinator Responsibilities
- 2018-19 ACT Test Dates, Locations, Codes & Deadlines
- 2018-19 College Board Test Dates, Locations, Codes & Deadlines

Brief Explanation:

Students who show that their documented disabilities affect participation in exams are eligible to take those exams with accommodations. Typical accommodations include presentation (Braille or large print), responding (computer or large-block answer sheet), timing (frequent breaks or extended time), and setting (small group or preferential seating.) There are additional accommodations available based on documented need.

ACT and College Board have their own requirements for approving accommodations, including specific forms and documentation required. Use of accommodations without their explicit approval will result in cancellation of scores. The approval process can take up to two months; thus, advanced planning is required. Sites may suggest district-identified testing centers to service request for atypical accommodations.

Each school site must designate a testing accommodation coordinator in order to:

- Create an online account on each organization's website.
- Submit requests for organization-approved accommodations.
- Check the status of requests.
- Review decision notifications.
- Request reconsideration of requests that were not initially approved when needed.

SITE OPERATIONS CIRCULAR NO. 2010

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The site principal should carefully select the site test coordinator to ensure that work is properly distributed among staff and in accordance with the guidelines of the SDEA contract.

Parents/Guardians requesting additional information should be directed to:

- ACT's website = <http://www.act.org/content/act/en/products-and-services/the-act-educator/accommodations.html>
- College Board's website = <https://www.collegeboard.org/students-with-disabilities/ssd-online>

For additional information, contact Lorelei Olsen at lolsen@sandi.net .

APPROVED:



Cheryl Hibbeln

Executive Director

Office of School Innovation & Integrated Youth Services