

REQUESTING ACCOMMODATIONS PROCESS

For The ACT, PSAT, SAT, & AP Exams

Accommodations that a student receives in the classroom DO NOT automatically apply to the PSAT, SAT, ACT, or AP Exams. Students must be formally approved by ACT or by College Board (for PSAT, SAT, and AP) to test with accommodations. This document outlines the process and what is required of students/parents when seeking approval for accommodations.

NOTE: Students are encouraged to first take a practice test (official or unofficial) without accommodations. This helps guide students and families as to whether or not they feel accommodations on the actual exam will be needed. As an example, if a student is approved for double time, the student must sit for the full duration of the extended time exam even if the student finishes early. For some students, this may create more stress/anxiety.

PROCESS

1. Families must first fill out a Consent to Release Information form to initiate the request. Students who are 18 or older must sign the form themselves.
 - [College Board Consent Form \(PDF\)](#) - Only fill out if taking the PSAT, SAT, or AP Exams
 - [The ACT Consent Form \(PDF\)](#) - Only fill out if taking The ACT.
 - all juniors will take The ACT as a spring state achievement test

All requests are submitted online and deadlines for request submission are based on when the student is testing. College Board and The ACT's accommodation request deadlines are set by those respective companies, not by CFHS, and the dates are not flexible. Deadlines can be found below:

- [For College Board](#)
 - [For The ACT](#)
2. Submit signed Consent to Release Information form(s) to the CFHS Counseling Office or CFHS Testing Services Coordinators (fhtestservices@cfsd16.org).
 - College Board approved accommodations are valid on PSAT, SAT, & AP exams, and only need one submission.
 3. The CFHS Testing Services Coordinators will access student records (IEPs, 504 plans, etc) and use the documentation to support the accommodations request.

In most cases the IEP or 504 plan are sufficient documents. However, additional documentation may be required (i.e., diagnoses, doctors' recommendations, evaluation results) if requested by College Board and/or The ACT, the testing services team may contact you for additional documentation.
 4. Once a request is approved (or denied) the CFHS Testing Services Coordinators will contact you.

Decisions made by College Board and The ACT are made in roughly 6-8 weeks, though sometimes faster.

TESTING LOCATION

- CFHS administers the PSAT, ACT, and select AP exams on campus on select dates.
- If taking an assessment on your own time (not administered through CFHS), most accommodations, including 50% additional time, can be administered in a test center.
- Some accommodations, such as 100% additional time, one-on-one testing, or breaks as needed, will require the student to test at CFHS. Students in this scenario will need to contact the CFHS Test Services Coordinators (fhtestservices@cfsd16.org) upon registration for the exam so that arrangements can be made regarding securing a proctor and testing date/time/location at CFHS.

FREQUENTLY ASKED QUESTIONS

- **Can I have extended time if I need more time due to a physical diagnosis?**

Maybe. Generally accommodation needs due to most physical diagnosis are accommodated by College Board and/or The ACT by providing “stop the clock” breaks as needed instead of extended testing time for cognitive processing delays.

- **If I am approved for extended testing time, and I finish a section of the assessment early, will I be permitted to move onto the next section?**

No. College Board and The ACT will NOT permit students to move forward with a test section before the allotted extended time has passed. For example: Students approved for double-time will not be allowed to move on to the next section until the allotted double-time has passed regardless of how quickly they complete the section. For some students, this may create more stress/anxiety.

Additionally, for PSAT or AP Exams at CFHS, students approved for extended time may have to test beyond the school day. Please keep travel arrangements in mind.

- **Why when I was approved for text-to-speech on The ACT, I was also given 300% extended time when this time extension is not one of my accommodations?**

The ACT automatically provides 300% extended time to all students who are approved for text-to-speech as one of their accommodations. This usually results in the test needing to be taken over multiple days. Additionally, as mentioned above, students will not be allowed to move on to the next section until the allotted extended time has passed.

- **I do not have an IEP or 504 plan, can I still receive needed accommodations on these assessments if I have a medical diagnosis?**

Possibly. Parents/guardians (or the student if 18) may need to supply documentation regarding the diagnosis; the accommodations being requested and why; and possibly academic, cognitive, medical, neurological, and/or psychiatric evaluations as requested by the testing companies.