

Requesting Accommodations for ACT and College Board Exams

At Holland Hall, we may have students who qualify for testing accommodations on standardized exams such as the ACT and SAT. If your student has a current Learning Assistance Plan and has demonstrated consistent use of their accommodations in the classroom, then ACT and College Board may deem them eligible for testing accommodations. Understanding the requirements and timeline is essential. Below is a guide to help you navigate the process.

TIMING IS EVERYTHING

It is important to begin the accommodations request process well in advance of the exam date. This ensures there is sufficient time for review and approval.

*Students in their second semester of junior year or students in their senior year who have recently completed initial psychoeducational evaluations, resulting in a diagnosis and recommended accommodations, will be required to provide additional documentation when requesting accommodations for standardized testing. It is important to note that the College Board and ACT prioritize accommodations that have a well-established history of use and demonstrate a clear, ongoing need over time. Therefore, requests based solely on recent evaluations without prior history of classroom accommodations are at a higher risk of being denied.

DOCUMENTATION

1. **Psychoeducational Evaluation:** Every student requesting accommodations must have a valid psychoeducational evaluation on file with Holland Hall. This documentation helps provide insight into the student's needs and eligibility for accommodations. Further details regarding the requirements of a comprehensive evaluation or reevaluation can be found here: Requirements for Academic Accommodations
2. **Learning Assistance Plan (LAP):** Every student must have a current LAP that notes the accommodation requested.
3. **Teacher confirmation of use:** Classroom teacher confirms that there has been reasonable use by the student of the requested accommodation in the classroom.

*** It is important to know that a physician's note is usually not sufficient to support the need for accommodations, therefore Holland Hall will not submit a request for testing accommodations with only a physician's note.**

TIME FRAMES FOR REEVALUATION

- Holland Hall: A reevaluation is required every four years to ensure we have the most up-to-date understanding of a student's needs.
- ACT: Requires a reevaluation every three years.
- SAT (College Board): Requires a reevaluation every five years.

Parents should be aware of when their child will be due for a reevaluation. Be sure to plan ahead to keep your student's documentation current and aligned with these varying requirements.

THE ACCOMMODATIONS REQUEST PROCESS

1. **Student Registration**
   - When registering for the ACT or SAT, the student must indicate their desire for testing accommodations.
2. **Notification to Learning Specialist**
   - Once the student requests accommodations during registration, the learning specialist in the Upper School will be notified.
3. **Consent Form**
   - The learning specialist will send a consent form to the parents or guardians. This form must be signed and returned to the school promptly.
4. **Submission of Documentation**
   - Once the consent form is received, the learning specialist will submit the necessary documentation (psychoeducational evaluation, Learning Assistance Plan, and teacher confirmation of use) to the ACT or College Board for review.
5. **Review and Decision**
   - The ACT or College Board will review the submitted information and communicate their decision. Please note that it can take up to 7 weeks to receive a decision on testing accommodations.
   - If the College Board requests additional documentation, the process may take up to another 7 weeks for a final decision to be made.

FINAL REMINDER

Please start the process early to ensure your student has the necessary accommodations in place. If you have any questions or concerns, feel free to contact the Upper School Learning Specialist for assistance.

ACT

CollegeBoard

For further information, please contact the learning specialist in your child's branch.

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