

Applerouth's Guide to **TESTING ACCOMMODATIONS**



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A Guidewell Education Company

Building Better Learners for Life®

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Fast Facts: Accommodations Requests

The process of requesting testing accommodations can be complex—here are a few quick facts to help you navigate it more easily.

	PSAT + SAT	ACT
Where are requests submitted and managed?	College Board's Services for Students with Disabilities (SSD)	ACT's Test Accessibility and Accommodations (TAA) Online System
Who can access the online system?	Schools only (work with your school's SSD Coordinator)	Schools only (work with your school's Test Accommodations Coordinator)
Do I have to register for a test before I request accommodations?	No	Yes
I have a learning disability. How recent does my psychoeducational evaluation need to be?	Within the last 5 years	Within the last 3 academic years
Do I need to be currently using the accommodations in school?	Yes. Both the College Board and the ACT like to see a history of the student using the accommodations in school.	Yes. Both the College Board and the ACT like to see a history of the student using the accommodations in school.
When is the accommodations request deadline?*	Deadlines vary but typically fall 6 to 7 weeks before the test date.	No later than the test date late registration deadline.
Once I submit my request, how long will it take to receive a response?	Up to 7 weeks	5–10 business days
How long do my accommodations last? Do I need to submit a new request for each test I take?	In most cases, testing accommodations remain valid for up to one year after high school graduation. They apply to any SAT, PSAT, or AP Exam taken during that time, and you do not need to submit a new request through SSD Online.	ACT accommodations apply only to the test date you selected when submitting your initial request. To use accommodations on future test dates, ask your school's Test Coordinator to update your registration in the TAA system.
How do I contact the testing company?	Contact SSD Email: ssd@info.collegeboard.org Phone: 212-713-8333 College Board SSD Program 11955 Democracy Drive Reston, VA 20190-5662	Call ACT Accommodations at 319-337-1332

*For specific deadlines, visit the **College Board** and **ACT** websites. Meeting these deadlines requires advance planning to allow time for each step in the process.



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PROCESS 101

Here's a big-picture overview of the process.

ELIGIBILITY CHECKLIST

-  Do I have a professionally diagnosed and documented disability?
-  Does the disability affect my performance on standardized tests?
-  Do I currently receive and use accommodations through a formal plan at school?

If you responded YES to each question, you may have a strong case for SAT and ACT accommodations.



DOCUMENTATION 101

A strong accommodations request needs supporting documentation in three main categories:

- 1 School records:** Current in-school testing accommodations—such as an IEP, 504 plan, or other formal school plan—are often sufficient for approval.
- 2 Formal diagnosis:** A comprehensive evaluation from a qualified professional (e.g., a licensed clinical psychologist) is always required.
- 3 Additional evidence:** Letters from teachers or tutors, report cards, and progress reports can help tell your student's story.



SAT: Once approved, accommodations for a student's first College Board test (PSAT, SAT, or AP) typically apply to all future College Board exams.

ACT: Accommodations approved for an initial test date are generally renewed for future test dates, but students must work with their school's Test Coordinator to update the test date in the TAA system.

SAT KEY STEPS

Pre-Planning: Start as early as possible (freshman year).

- Communicate with your school to get paperwork in place.
- Determine if updated testing or a formal school accommodations plan is needed.
- If ready, submit your request—approved accommodations last throughout high school.

Submit your request at least 4 months before your test date, excluding summer months.

- Your request must be complete—including all required documentation—**by the accommodations request deadline**, typically 7 to 8 weeks before the exam.
- Review can take up to 7 weeks, and the clock resets if you need to appeal or submit additional information—so build in extra time.

ACT KEY STEPS

Pre-Planning: Start as early as possible (freshman year).

- Communicate with your school to get paperwork in place.
- Determine if updated testing or a formal school accommodations plan is needed.
- Consider requesting accommodations for the PreACT if available at your school.

Submit your request by the test's registration deadline—usually 4-5 weeks before the exam.

- Build in extra weeks for possible appeals or delays
- Reviews typically take **5-10 days**.



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Resources for Educators and Parents

Below are helpful resources on the accommodations process and supporting students with learning differences.



College Board and ACT, Inc., Accommodations Websites

- College Board Services for Students with Disabilities
- ACT Accommodations

Websites About Learning Differences and Related Topics

- **Understood:** A one-stop site for everything from articles and webinars to infographics and practical tips on a wide range of learning and attention differences.
- **ADDitude:** An online magazine featuring articles and free resources on all aspects of ADHD.
- **Child Mind Institute:** Articles and informational resources covering child mental health and learning differences.

Books

- *Thinking Differently: An Inspiring Guide for Parents of Children with Learning Disabilities* by David Flink
- *Driven to Distraction: Recognizing and Coping with Attention Deficit Disorder* by Edward M. Hallowell, M.D., and John J. Ratey, M.D.
- *Overcoming Dyslexia* by Sally Shaywitz, M.D.
- *The Dyslexic Advantage* by Brock L. Eide, M.D., M.A., and Fernette F. Eide, M.D.
- *The Autistic Brain: Helping Different Kinds of Minds Succeed* by Temple Grandin and Richard Panek
- *Twice Exceptional: Supporting and Educating Bright and Creative Students with Learning Difficulties* by Scott Barry Kaufman, PhD (editor)
- *Emotional Intensity in Gifted Students: Helping Kids Cope With Explosive Feelings* by Christine Fonseca
- *The Explosive Child: A New Approach for Understanding and Parenting Easily Frustrated, Chronically Inflexible Children* by Ross W. Green, PhD
- *Freeing Your Child from Anxiety: Practical Strategies to Overcome Fears, Worries, and Phobias and Be Prepared for Life—from Toddlers to Teens* by Tamar E. Chansky, PhD



Need help navigating accommodations?

Scan the QR code to connect with an Applerouth Program Director.



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