

## **Changes to College Board/ACT Testing Accommodations San Ramon Valley Unified School District**

Beginning January, 2019, SRVUSD no longer processes student requests for accommodations on the College Board or ACT exams. This decision was made for a variety of reasons including the lack of space, availability of resources/proctors, and counselors' time. Additionally, students who request and receive accommodations for school-based testing (e.g. students who test over multiple days) will not be tested at the student's school site. Students will still be able to request and receive accommodations on these exams. However, parents and students will now be submitting these requests directly to the College Board (SAT/ AP exams) and/or ACT. Please see below for additional information and instructions.

Please contact your student's counselor for questions. Students with an IEP, please contact your student's case manager.

### **College Board Testing Accommodations Process ([College Board Testing](#))**

The College Board administers the SAT, SAT Subject Tests, PSAT/NMSQT, PSAT 10, and Advanced Placement Exams.

#### **Who is eligible to receive SAT testing accommodations?**

- Student has a documented disability
- Participation in a College Board exam is impacted
- Requested accommodation is needed
- Accommodation is received and currently being used on school tests

Please see College Board [Eligibility](#) for additional details.

#### **How can I submit a request for testing accommodations?**

- Download and print the [Student Eligibility Form \(Tips on Completing the Student Eligibility Form\)](#).
- Complete the Student Eligibility Form and send to College Board SSD:  
**College Board SSD Program**  
P.O. Box 7504  
London, KY  
40742-7504

Please see [Requesting College Board Accommodations](#) for additional details. Note that appropriate documentation must accompany the Student Eligibility Form ([Providing Appropriate Documentation](#)). **Hint: Request accommodations early as it may take up to 7 weeks for approval.**

### **How will I know if the accommodations were approved?**

All students who have approved accommodations will be sent a letter with a seven-digit SSD Eligibility Number. This number is printed on the student's decision and eligibility letters. Use this number when registering for the exam ([Exam Registration Information](#)).

If your student has requested and been approved for accommodations and plans to use them for either the PSAT and/or AP tests, please have them inform their counselor as soon as they are approved. Once they have been approved, they can use their accommodations on all College Board exams going forward.

### **How do I find a testing center?**

If the students would have traditionally qualified for site-based testing (e.g. testing over multiple days), call College Board at 212.713.8333 to request a testing center. **Hint: Call early to get the best results!**

## **ACT Testing Accommodations Process ([ACT Testing](#))**

### **Who is eligible to receive ACT testing accommodations?**

- Please see [Eligibility](#) for additional details.

### **How can I submit a request for ACT testing accommodations?**

- Create or log into your ACT account ([ACT Web Account Login](#)).
- Fill out the Request for Special Accommodations form (linked on the DVHS website)
- Scan the completed form along with supporting documents (504/IEP/Dr. note) and email it to [actaccom@act.org](mailto:actaccom@act.org) or fax 319-341-2415
- Allow 2-4 weeks for processing. You will receive an email indicating whether or not the accommodations were approved.
- If the accommodations require an alternate testing location, contact ACT for assistance with locating a test site. ACT Test Accommodations line: 319-337-1332