

Little Rock Christian Academy High School

College Board and ACT's Eligibility and Documentation Requirements for Testing Accommodations

The following are the guidelines set forth by College Board (PSAT/NMSQT®, SAT®, or AP® exams) and ACT for their approval of testing accommodations. Some commonly used testing accommodations are but not limited to: extended time testing, audio/cassette/dvd-test read to student, large-print, and test over multiple days (ACT and SAT only). All testing accommodations are approved by College Board or ACT. Even though a student may apply for accommodations this does not guarantee he/she will be approved for the requested testing accommodations. The school and parents will receive a letter stating College Board or ACT's decision. Parents may contact Jill Kramer/ LRCA High School Assessment Coordinator at 975-3448 or jill.kramer@littlerockchristian.com to apply for testing accommodations for the ACT® or College Board tests (PSAT/NMSQT®, SAT®, or AP® exams).

PSAT/NMSQT®, SAT®, and AP® are all tests given by College Board. Once approved for testing accommodations for one test you are automatically approved for ALL College Board tests. There is no need to get approved for each individual test. So we highly recommend students to apply for testing accommodations for the PSAT/NMSQT® by their Freshmen or Sophomore year and then the student is good for the other tests if they wish to take them later.

The following schedule should be considered if you wish to apply for testing accommodations for all College Board Tests.

- PSAT/NMSQT® (Freshmen, Soph. & Jr. Only) - Please contact Jill Kramer by the end of the year or at the beginning of the school year if you want to request testing accommodations. All required documentation must be completed and turned in to Jill Kramer no later than August 20th. Please refer to the following section detailing the Documentation Requirements for the College Board tests.

- SAT® (Jr. & Sr. Only) - Please contact Jill Kramer by the end of the student's Sophomore or beginning of Junior year if you want to request testing accommodations. All required documentation must be completed and turned in to Jill Kramer at least 10 weeks before the student wants to test. Please refer to the following section detailing the Documentation Requirements for the College Board tests.
- AP® (Jr. & Sr. Only) - Please contact Jill Kramer by Dec. 1 of the year the student is taking the AP course. Please refer to the following section detailing the Documentation Requirements for the College Board tests.

Documentation Requirements for College Board (PSAT/NMSQT®, SAT®, AP®) Testing Accommodations

Documentation must:

1. **State the specific disability**, as diagnosed (Diagnosis should be made by a person with appropriate professional credentials, should be specific, and, when appropriate, should relate the disability to the applicable professional standards. For example, DSM-IV.)
2. **Be current** (the evaluation and diagnostic testing should have taken place within five years of the request for accommodations)
3. Provide relevant **educational, developmental, and medical history**
4. **Describe the comprehensive testing and techniques** used to arrive at the diagnosis. Include **test results with subtest scores** (standard or scaled scores) for all tests. See [Documenting Specific Disabilities](#) for a listing of frequently used tests and what they measure
5. **Describe the functional limitations** (for example, the limitations to learning impacted due to the diagnosed disability)
6. Describe the **specific accommodations** being requested on College Board tests
7. Establish the **professional credentials of the evaluator** (for example, licensure; certification; area of specialization)

The ACT® is given by ACT not College Board so a student must apply separately for ACT® testing accommodations.

The following schedule should be considered if you wish to apply for testing accommodations for the ACT®.

- ACT® (Jr.& Sr. Only) - Please contact Jill Kramer by the end of the student's Sophomore year. All required documentation must be completed and turned in to Mrs. Kramer at least 10 weeks before the student wants to test. Please refer to the following section detailing the Documentation Requirements for the ACT test.

Documentation Requirements for ACT® Testing Accommodations

Documentation must be written by the diagnosing professional and must meet **ALL** of these guidelines:

1. **States the specific disability** as diagnosed
2. **Is current** (the evaluation and diagnostic testing should have taken place within three years of the request for accommodations)
3. **Describes presenting problem(s) and developmental history**, including relevant educational and medical history
4. **Describes the comprehensive assessments** (neuropsychological or psychoeducational evaluations), including evaluation dates, used to arrive at the diagnosis:
 - For learning disabilities, must provide test results (including subtests), **with standard scores** and percentiles, from
 - a) An aptitude assessment using a complete, valid, and comprehensive battery,
 - b) A complete achievement battery,
 - c) An assessment of information processing, **and**
 - d) Evidence that alternative explanations were ruled out.
 - For ADD/ADHD, must include
 - a) Evidence of early impairment,
 - b) Evidence of current impairment, including presenting problem and diagnostic interview,

- c) Evidence that alternative explanations were ruled out,
- d) Results from valid, standardized, age-appropriate assessments, **and**
- e) Number of applicable DSM-IV criteria and description of how they impair the individual.

- For visual, hearing, psychological, emotional, or physical disorders, must provide detailed results from complete ocular, audiologic, or other appropriate diagnostic examination.

5. Describes the functional limitations or impairment (e.g., adverse effect on learning and academic achievement) resulting from the disability, as supported by the test results

6. Describes specific recommended accommodations and provides a rationale explaining how these specific accommodations address the functional limitations

7. Establishes the professional credentials of the evaluator, including information about licensure or certification, education, and area of specialization

Complete details about ACT® policies for documentation of requests for test accommodations are available at www.act.org/aap/disab/policy.html

Please contact me if you have any questions at jill.kramer@littlerockchristian.com or 975-3448.

Thank You,

Jill Kramer
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Little Rock Christian Academy