

# Accommodations Process for the ISBE-Sponsored SAT®

## Types of Accommodations

**College Board Accommodations** are designed for students with documented disabilities and must be approved by College Board. Students who are approved for College Board accommodations will receive college reportable scores. Once approved for accommodations, with limited exceptions, a student remains approved for all College Board tests.

- Accommodations requests for the April administration are due by **February 15, 2017**.
- Late Accommodations requests for new students or students with newly diagnosed disabilities are due by **March 21, 2017**.

**State-Allowed Accommodations** are state-specific accommodations defined by ISBE that require a request to be submitted and are automatically approved. ISBE will receive scores for students testing with State-Allowed Accommodations (SAAs). However, the scores are not college reportable. These accommodations apply to state testing only and are requested for each state administration.

- State-Allowed Accommodations requests for the April administration are due by **March 21, 2017**.

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**NOTE:** *English Learner Supports include translated test directions and the use of approved word-to-word glossaries. These supports **do not** require an accommodations request and do provide college reportable scores to students.*

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## Step 1: Accessing the College Board SSD Online System

- Identify at least one SSD Coordinator who will be responsible for submitting accommodations requests and managing the test administration for students who will be testing with accommodations.
- Establish access for SSD Coordinators by completing the coordinator access form at <https://www.collegeboard.org/pdf/ssd/ssd-coordinator.pdf>.
- Complete, sign, and fax to the College Board's Services for Students with Disabilities at 1-866-360-0114.
- To access SSD Online, go to: <https://www.collegeboard.org/students-with-disabilities/ssd-online>.

## Step 2: Preparing to Request Accommodations

- Identify students who require College Board accommodations (students with disabilities) and State-Allowed Accommodations (e.g., English Learner – EL students).
- Determine which students need accommodations requests submitted. *For students who have been approved previously for College Board accommodations, a new request is not needed.* Their previously-approved accommodations will automatically be applied to the SAT. To confirm if a student has been approved for College Board accommodations, you may:
  - ♦ Search for the student on the SSD Online Dashboard to confirm approved accommodations.
  - ♦ Choose “Create Eligibility Roster” from the SSD Online Dashboard to see all students with approved accommodations at the school.
  - ♦ Contact the Illinois Educator Hotline at 1-844-688-9995 and speak with the SSD department staff to confirm approved accommodations for a student.

If a student’s previously-approved accommodations have changed, select the student from the SSD Online Dashboard and choose “Change Request” to provide information about the change in accommodations for the SAT.

The screenshot shows the CollegeBoard SSD Online Dashboard. At the top, it says "CollegeBoard" and "Services for Students with Disabilities". Below that, it says "Dashboard" and "43 Students" with a "25 per page" dropdown. There are buttons for "Create Eligibility Roster" and "Submit Accommodations Request". Below these are filters for "Narrow by" including "AI Code", "All Statuses", "All Accommodations", and "All Dates". There is also a search bar for "Enter Student Name or SSD Number". A table lists students with columns for Status, Student, Submitted, Received, and Next SAT Registration. Two students are visible: Taylor Swift (#0007025238) with status "AWAITING DOCUMENTATION" and Joramiks Sparimlks (#0007025145) with status "IN-REVIEW".

- If a new student enrolls in your school and had been approved for accommodations at their former school, transfer them via the SSD Dashboard if their College Board SSD Number is available. To transfer:
  - ♦ Click “Submit Accommodations Request” in the top right corner of the dashboard. A screen titled “Before You Begin” will open. Read the information provided and click “Continue.”
  - ♦ On the “Student Details” page, respond “Yes” to these two questions: “Has a Student Eligibility Form already been submitted for this student?” and “Is this a Transfer Student?”
  - ♦ Enter the student’s name, date of birth, and College Board SSD Number.
  - ♦ If the student is requesting different accommodations from those approved or is not receiving the approved accommodations at the school, new documentation is required for College Board review.

To locate a student’s College Board SSD Number, the student may retrieve it from their College Board account, or ask staff from the student’s former school to provide it. If unavailable, contact the Illinois Educator Hotline at 1-844-688-9995 and speak with the SSD department to request assistance in transferring the student record.

## Step 3: Requesting College Board Accommodations

- Make sure that parental consent to share student information with the College Board has been obtained. If needed, you may use the College Board Consent Form to keep in your file. (<https://www.collegeboard.org/pdf/ssd/ssd-consent-form-accommodations.pdf>)
- Collect all information needed to submit the request, including:
  - ♦ Student demographic information
  - ♦ Knowledge of the student's disability and requested accommodations
  - ♦ Access to the student's records
- Beginning January 2017, the majority of students with a current Individualized Education Program (IEP) or 504 Plan will have the same accommodations automatically approved for taking the SAT, PSAT 10, PSAT/NMSQT, SAT Subject Tests, and AP Exams.
- In some cases, documentation must be sent to the College Board for review. SSD Online will indicate when documentation is needed and will recommend documentation that meets the College Board's guidelines. Requests differ depending on disability and requested accommodation(s).

## Step 4: Requesting State-Allowed Accommodations

- State-Allowed Accommodations should be used only for EL students or for those students with disabilities who may not have been approved for College Board Accommodations.
- Make sure that parental consent to share student information with College Board has been obtained.
- Log in to SSD Online; choose the "State-Allowed Accommodations" link in the upper left corner to go to the SAA Dashboard.
- Follow the screens to enter student demographic information and select the accommodation(s) needed.

# Accommodations Request Worksheet (for local use only)

**NOTE:** Use this worksheet to collect the information needed to submit an accommodations request. This worksheet is for preparation purposes only, is NOT required, and should NOT be sent to the College Board.

Student Name \_\_\_\_\_

Parent Consent Received? Yes \_\_\_\_\_ No \_\_\_\_\_

## Student Information

Date of Birth \_\_\_\_\_

Expected Graduation Date \_\_\_\_\_

Student Mailing Address \_\_\_\_\_

Home Phone Number \_\_\_\_\_

Next Intended Test: *Please enter SAT for Spring 2017*

The fields "student email" and "social security number" are optional, do not complete.

## Disability

- Diagnosis (*Be specific – e.g., learning disorder in reading; generalized anxiety disorder; diabetes*).
- When did the disability first occur? (Within the past four school months or longer than four school months ago?)

## Requested Accommodation(s)

*(Include only accommodations that will be needed for College Board tests. Be specific, e.g. 50% extended time in reading, math and writing; extra breaks between test sections).*

- Is the student currently receiving this accommodation for school tests?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- If the student has a current IEP, 504, or formal plan, does it include this accommodation?  
Yes \_\_\_\_\_ No \_\_\_\_\_

## Documentation

### Formal Plan

Type: IEP \_\_\_\_\_ 504 Plan \_\_\_\_\_ Other formal plan \_\_\_\_\_ No current plan \_\_\_\_\_

Approximate date of FIRST school plan (even if at a different school): \_\_\_\_\_

### Tests/Evaluations on File at School

*(Differs with disability – e.g. tests of cognitive ability and academic achievement for learning disabilities, RTI or MTSS documentation, eye examination for visual disability, medical examination for physical/medical disability.)*

Where applicable, include:

- Test name(s) and date(s) \_\_\_\_\_
- Examiner's name, title, license type \_\_\_\_\_

## College Board Accommodations

This list represents common accommodations; however the College Board reviews and approves new accommodations regularly.

### College Board Accommodation – Timing (online request required)

Reference Number	College Board Accommodation	Description	College Reportable?
1.	Extended Time (50%, 100%, more than 100%)	Provide extended assessment time for one or more sections	Yes
2.	Extra Breaks	Provide additional supervised breaks	Yes
3.	Late Start	Administer the assessment at a time most beneficial to the student, with appropriate supervision	Yes
4.	Limited Tests Per Day	Provide limited tests per day or multiple day testing	Yes
5.	Permission to Test Blood Sugar	Provide additional breaks to allow for blood sugar testing	Yes
6.	Extra Breaks Between Test Sections	Provide additional supervised breaks	Yes
7.	Extended Breaks	Provide additional supervised breaks	Yes
8.	Breaks as Needed	Provide additional supervised breaks	Yes

### College Board Accommodation – Presentation (online request required)

Reference Number	College Board Accommodation	Description	College Reportable?
9.	Large Print (14 point, 20 point, or greater than 20 point)	Use of large print versions of the assessment	Yes
10.	Reader	Provide a human reader to read aloud the Reading, Writing, and Mathematics tests using a reader script	Yes – Must be read in a 1:1 setting.
11.	MP3 Audio Test Form	Use of an audio version to present the Reading, Writing, and Mathematics tests	Yes
12.	Braille	Use of braille versions of assessment	Yes
13.	Magnifier	Use of a magnifying aid.	Yes
14.	Magnifying Machine	Use of visual aids (e.g., closed circuit television, magnification devices)	Yes – Devices cannot be connected to internet or record images.
15.	Braille Graphs and Figures	Use of braille descriptions for figures	Yes

## College Board Accommodations

Reference Number	College Board Accommodation	Description	College Reportable?
16.	Braillewriter	Use of Braillewriter or electronic Braillewriter with the following features disabled: spell check, thesaurus, grammar check	Yes
17.	Assistive Technology Compatible Format	Use of screen reader/text-to-speech Use of augmentative/alternative communication devices (e.g., picture/symbol communication boards, speech generating devices)	Yes – Requests considered individually, based on documentation submitted.
18.	Auditory Amplification/FM System	Use of auditory amplification devices or special sound systems	Yes
19.	Other – Signed Exact English	Signing of test questions in Signed Exact English	Yes
20.	Other – Reading/Seeing	Use of acetate colored shield, highlighters, highlighter tape, page flags, or reading guides on test booklets	Yes
21.	Sign Language Interpreter for Oral Instructions	Provide oral directions using sign language – American Sign Language (ASL) or Signed Exact English	Yes

## College Board Accommodation – Response (online request required)

Reference Number	College Board Accommodation	Description	College Reportable?
22.	Assistive Technology	Use of computer with an alternative response mode (e.g., switches, alternative keyboards, eye-gaze motion sensors, voice recognition software, head/mouth pointer, specialized trackballs or mice)	Yes
23.	Assistive Technology	Use of speech-to-text word processor for responses	Yes
24.	Other – Signed Exact English	Signing of test responses in Signed Exact English for recording by scribe	Yes
25.	Other – Record Answers	Use of additional blank paper (no lined or graph paper)	Yes
26.	Record answers in Test Book (if writing answers) Writer/Scribe (if pointing) Large-block answer sheet	Student points to answers or writes directly in assessment booklet (transferred to answer sheet by scribe) or large-block (non-bubble) answer sheet (transferred to regular answer sheet by scribe)	Yes
27.	Writer/Scribe	Use of a scribe for multiple choice or constructed response items	Yes
28.	Computer	Use of computer or word processor to write essays or constructed response with the following features disabled: spell check, thesaurus, grammar check	Yes
29.	Other – Record Answers	Use of special adaptive writing tools, such as pencil grip or larger pencil	Yes

## College Board Accommodation – Modified Setting (online request required)

Reference Number	College Board Accommodation	Description	College Reportable?
30.	Small group, One-to-One, or Other Modified Setting	Administration of the assessment in small group or individually or in an alternate education setting (in school) with appropriate supervision (e.g., bilingual/English setting, special education setting, distraction-free space)	Yes, if student has a disability.
31.	Home/Hospital Setting	Administration of the assessment in an alternate education setting (out of school) with appropriate supervision (e.g., Homebound, medical care facility)	Yes
32.	Other – Seating/Lighting/Furniture	Use of accommodated seating, special lighting, or furniture	Yes - The type of seating should be specified in the request.
33.	Other – Student Movement	Able to move, stand or pace during assessment in a manner where others' work cannot be seen and is not distracting to others	Yes
34.	Other – Alternative Writing Position	Use of alternative writing position (e.g., desk easel, student standing up)	Yes
35.	Use of Four-Function Calculator	Use of four-function calculator/talking calculator on non-calculator sections of the mathematics assessment Talking calculators for calculator-permitted sections can be requested under Assistive Technology	Yes – Only four-function calculators are permitted for non-calculator sections.
36.	Other – Concentration Aids	Use of concentration aids (e.g., stress balls, T-stools, background music or noise buffers)	Yes – Requested aid should be specified in request.
37.	Other – Mathematics Aids	Use of arithmetic tables, abacus, etc.	Yes
38.	Other – Cues, Page Turner	Provide visual, auditory or physical cues to student to begin, maintain, or finish task. Provide page turner.	Yes – Student cannot be cued to move on to the next question. Student may be advised of amount of time remaining.
39.	Other – Non-Skid Surface	Use of non-skid surface that will not damage the answer document or scanning equipment	Yes

## State-Allowed Accommodations – Not College Reportable

For students with disabilities whose College Board accommodations were not approved for college reportable scores, you may submit a state-allowed accommodation request allowing them to test with their accommodations. **Students who test with state-allowed accommodations for any section of the test, including the essay, will NOT receive scores that are college reportable for any section.**

### State-Allowed Accommodations – Students with Disabilities (online request required)

Reference Number	State-Allowed Accommodation	Description	College Reportable?
1.	ASL	Use of American Sign Language for the Reading, Writing, and/or Mathematics questions and response options.  NOTE: Signed Exact English may be approved for reportable scores, if student has both a reading and hearing impairment.	No
2.	Any of the College Board Accommodations listed above, see pages 5-7.		No

### State-Allowed Accommodations – English Learners (online request required)

This table represents the ISBE-approved state-allowed accommodations. *These accommodations are designed for English Learners.* **Students who test with state-allowed accommodations for any section of the test, including the essay, will NOT receive scores that are college reportable for any section.**

Reference Number	State-Allowed Accommodation	Description	College Reportable?	ISBE EL Policy
3.	Extended Time	Use of 50% or 100% extended time for testing	No	Applicable to EL students
4.	Other – Recording Answers	Student responds in native language for Reading, Writing, and/or Mathematics  Responses must be transcribed into English for scoring.	No	Applicable to EL students
5.	Math Only	Use for students required to take only the mathematics portion of the assessment. (e.g., students with limited English proficiency who are also “First Year in U.S. School”).	No	Applicable to EL students
6.	Extra Breaks or Extended Breaks Breaks as Needed	Extra or extended supervised breaks	No	Applicable to EL students
7.	Late Start	Administration of the assessment at a time most beneficial to the student, with appropriate supervision	No	Applicable to EL students



## State-Allowed Accommodations – Not College Reportable

Reference Number	State-Allowed Accommodation	Description	College Reportable?	ISBE EL Policy
8.	Limited Tests Per Day	Provide limited tests per day or multiple day testing	No	Applicable to EL students
9.	Other – Cues	Teacher provides visual, auditory or physical cues to student to begin, maintain, or finish task.	No	Applicable to EL students
10.	Other – Record Answers	Use of additional paper, for recording answers	No	Applicable to EL students
11.	Reader	Provide a human reader to read aloud the Reading, Writing, and Mathematics tests using a reader script	No	Applicable to EL students
12.	Writer/Scribe	Use of a scribe for multiple choice or constructed response items	No	Applicable to EL students

### Note for Home-Schooled Students and Private/Parochial School Students

Students who are full-time home-schooled or full-time at a private/parochial school are not eligible to take any state assessments. Some students may be only partially home-schooled or partially-enrolled in a private/parochial school. In these cases, the public school is accountable only for the student's score(s) in the content area(s) in which the student is receiving instruction. Contact ISBE Student Assessment at [assessment@isbe.net](mailto:assessment@isbe.net) for guidance in assessing such students.

## SAT School Day Support (not for parents or students)

**COLLEGE BOARD PHONE:** 1-844-688-9995

**COLLEGE BOARD EMAIL:** [illinoisadministratorsupport@collegeboard.org](mailto:illinoisadministratorsupport@collegeboard.org)

**COLLEGE BOARD MICROSITE:** [collegeboard.org/Illinois](http://collegeboard.org/Illinois)

**ISBE SAT WEBSITE:** <https://www.isbe.net/Pages/SAT.aspx>

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