

Options for Students Eligible for Accommodations and/or English Learner Supports for the ACT with Writing

The deadline to apply for ACT-approved accommodations and/or English learner (EL) supports for students scheduled to take the ACT with Writing was **February 7, 2025**. If your school has a student who is eligible for accommodations and/or EL supports and a request was not submitted to ACT on their behalf by the deadline, there are three options to address this situation, depending on the reason the request was not submitted.

1) **Qualified Exception to the Deadline**

The Qualified Exception to the Deadline (QED) option applies only if the student's situation satisfies specific criteria and they require the use of accommodations and/or EL supports; scores are eligible to be college reportable.

2) **Standard Time Testing**

The Standard Time Testing option applies to any student who will elect not to use accommodations and/or EL supports for which they are eligible; scores are eligible to be college reportable.

3) **Non-College Reportable**

The Non-College Reportable (NCR) option applies to all other students who require the use of accommodations and/or EL supports; scores are **not** eligible to be college reportable but will be reported to ISBE for accountability use only. This option requires students to test on paper.

Option 1: Qualified Exception to the Deadline

QED is a process applicable only for students in *specific situations* that occur after February 7, 2025. It is *not* an extension for initial or reconsideration requests. An accommodation request may be submitted in ACT's Test Accessibility and Accommodations ([TAA](#)) System for any student in your school who meets any of the criteria listed as a qualified exception to the deadline. Criteria and details for submitting a request follow:

Criteria for QED

- 1) Student transferred to the school after the published request deadline.
 - Must provide official documentation of the transfer, AND
 - Must provide a complete copy of an Individualized Education Program (IEP)/504 Plan or accommodations plan from the previous school, AND
 - Must provide a complete copy of the current IEP/504 Plan or accommodations plan. (Does not apply if implementing an existing IEP or 504 Plan from the previous school.)
- 2) Student was identified as an EL for the first time after the published request deadline.
 - Must provide current English language proficiency test scores testing for all four language domains (screeners are insufficient), OR
 - Must provide dated and signed parent notification of eligibility for EL services.
- 3) Student grade level changed (demoted or advanced) after the published request deadline.
 - Must provide registration system documentation of previous grade level and date of the grade level update, OR
 - Must provide a signed letter from the school registrar with the effective dates.
- 4) Student was identified as having a new disability after the published request deadline, and an initial IEP/504 Plan or accommodations plan was developed.
 - Must provide a complete copy of the IEP/504 Plan or accommodations plan, AND
 - Must provide the evaluation report.
- 5) One additional exception is for newly arrived students from outside the United States who need EL supports but do not have the time to be tested. ACT accommodations will accept an official letterhead from the school stating the student is newly arrived and needs EL supports.

For students with specific situations that occur **after February 7, 2025, until March 21, 2025:**

Request qualified exceptions to the deadline for ACT-authorized accommodations and/or EL supports in TAA, using the [Qualified Exception to the Deadline form](#). **Verify** all required documentation is uploaded into TAA, including the completed exception form, before selecting submit in TAA.

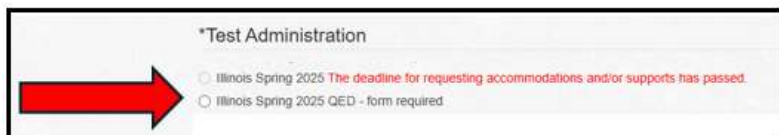
- Submit the QED form in TAA no later than **March 21, 2025**.
- Students approved may test in Test Event 1, Test Event 2, or Test Event 3.
- There is not a reconsideration window for the QED.

For students with specific situations that occur **after March 21, 2025, until March 28, 2025:**

Request qualified exceptions to the deadline for ACT-authorized accommodations and/or EL supports in TAA using the [Qualified Exception to the Deadline form](#). **Verify** all required documentation is uploaded into TAA, including the completed exception form, before selecting submit in TAA.

- Submit the QED form in TAA no later than **March 28, 2025**.
- Students approved may test in Test Event 2 or Test Event 3.
- There is not a reconsideration window for the QED.

The QED form must be filled out completely and accurately. All documentation required must be uploaded. There is not a reconsideration window for the QED process. The process for submitting QED requests in TAA is the same as submitting initial requests. Be sure to choose “**Illinois Spring 2025 QED – form required**” from the Test Administration dropdown.



If you have questions about the **Qualified Exception to the Deadline** option or for specific situations that occur after March 28, 2025, please contact ACT at 1-800-553-6244 extension 1788 or actstateaccoms@act.org.

Option 2: Standard Time Testing

ISBE encourages schools to provide students with accommodations and/or EL supports for accountability testing. However, appropriate agreement and notification of parents/guardians will enable any student who nevertheless is eligible for accommodations and/or EL supports to test without accommodations and/or EL supports. Testing under standard time conditions allows scores to be eligible to be reported to colleges.



If you have questions about the **Standard Time Testing** option or about editing data in ISBE's Student Information System (SIS), please contact ISBE at 1-866-317-6034 or write to assessment@isbe.net.

Option 3: Non-College Reportable

A student who does not meet the QED criteria, will not test with standard time, and needs to test with accommodations and/or EL supports may still test with the needed accommodations and/or EL supports using Non-College Reportable test materials. This option requires students to test on paper. Scores for tests taken under these conditions are not eligible to be reported to colleges but will still be provided to ISBE to be used for accountability purposes. Student reports for NCR administrations will be available via ACT's [Success](#) website but will not be available on a student's MyACT account if the student has opted to create an account.

NCR Material Delivery

When students are marked as NCR in ACT Now, an additional order is automatically generated. Shipments are based on the Test Event to which the student is assigned.

Test Event 1, March 25-April 4, 2025:

The earliest shipment of NCR materials could arrive the week of March 3, based on student test event assignment. The deadline to assign NCR to a student who will test in Test Event 1 is March 21, 2025.

Test Event 2, April 8-18, 2025:

The earliest shipment of NCR materials could be the week of March 31 based on student test event assignment. The deadline to assign NCR to a student who will test in Test Event 2 is April 4, 2025.

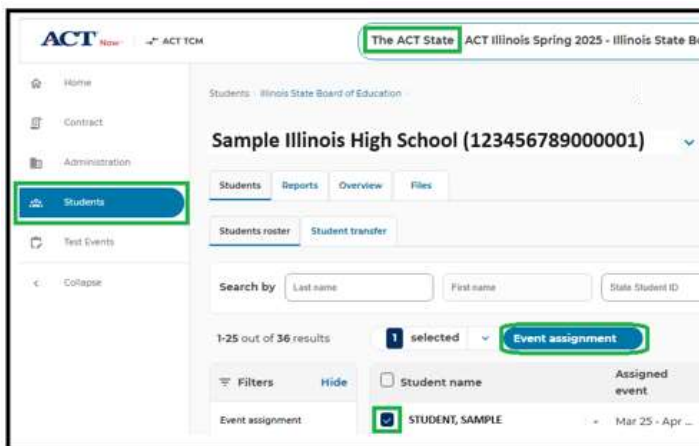
Test Event 3, April 22-May 2, 2025:

The earliest shipment of NCR materials could be the week of April 14 based on student test event assignment. The deadline to assign NCR to a student who will test in Test Event 3 is April 18, 2025.

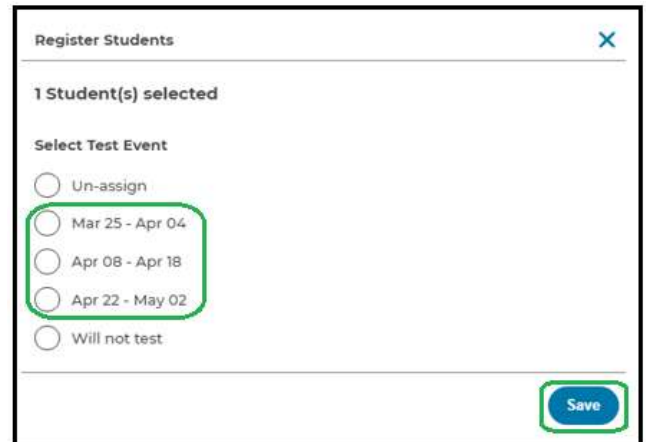
NCR Testing

NCR testing may be completed on any day during the Test Event to which the student is assigned. NCR materials are specific to each Test Event. Materials shipped for a specific Test Event must be used only during that specific Test Event. Schedule any student with multi-day testing early in the Test Event to help ensure the student can feasibly start and complete testing in the same Test Event.

IMPORTANT: Verify that the Test Event for the student is set appropriately before you select NCR materials in the student record. The screen shots below are provided to assist you.



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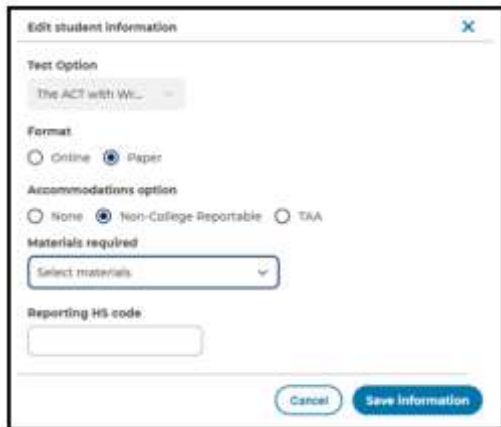


NCR accommodation materials include:

- NCR Audio (prerecorded audio)
- NCR Unified English Braille (UEB)
- NCR UEB Math/Science
- NCR Large Type
- NCR Reader
- NCR UEB Raised Line
- NCR UEB Raised Line – Math/Science
- NCR – ACT Writing (*Note: This selection refers to the entire ACT with Writing assessment and should be selected for students who need an accommodation not listed above [e.g., extra time, EL supports].*)

Selecting NCR in ACT Now:

- Log in to ACT Now.
- Choose **The ACT State – ACT Illinois Spring 2025 – Illinois State Board of Education**.
- Select the **Students** tile.
- Select the student by clicking their name.
- Select **Edit student information**.
- Select **Paper**.
- Select **Non-College Reportable**.
- Select applicable materials from the dropdown.
 - If listed materials are not applicable (see description above), select **NCR – ACT Writing**.
- Select **Save information**.



Creating Rooms in Test Center Manager (TCM) for NCR

When creating rooms, select Non-College Reportable and Standard Time Testing. Non-College Reportable and Standard Time Testing rooms are provided triple time to accommodate any timing code, although not explicitly stated.



IMPORTANT: NCR testing requires paper format, so the student's registration record in SIS also must be edited from **Online** to **Paper**. If this is not edited, any subsequent load from ISBE into ACT Now will revert the student's information back to Online and remove the NCR selection. The schedule of transmissions from SIS to ACT Now is on page 2 of [this document](#), and a screen shot showing where to edit the student's SIS Pre-ID record to **Paper** is on slide 13 of [this presentation](#).



If you have questions about the **Non-College Reportable** option, please contact ACT at 1-855-730-0400 option 1 or statetesting@act.org.

If you have questions about editing data in ISBE's Student Information System (SIS), please contact ISBE at 1-866-317-6034 or write to assessment@isbe.net.