

ACT State Testing – Frequently Asked Questions Accommodations

General Information – In addition to the hard copies you may receive in shipments from ACT, ACT posts online copies of the *Supervisor’s Manual State Special Testing, Administration Instructions State-Allowed Accommodations (if applicable)*, and *Taking the ACT - State Testing* online at the web address listed on your *Checklist of Dates*.

	Topic Category	Question	Answer
1	Test Accommodations Coordinator (TAC) Roles and Responsibilities	Whose responsibility is it to request testing with accommodations?	<p>It is the responsibility of the Test Accommodations Coordinator (TAC) to submit Applications for ACT-Approved Accommodations for all students who need accommodations.</p> <p>If the student is under 18, a signature from a parent or guardian is required to complete each application. To facilitate completion of applications, we recommend discussing accommodations for spring testing during a fall parent-teacher conference and obtaining consent at that time.</p>
2	Test Accommodations Coordinator (TAC) Roles and Responsibilities	We have a TAC who coaches one sport and a student who will test with accommodations that participates in a different sport. Can our TAC still serve in this role?	<p>No. A staff member who is involved in coaching athletics may not be a TAC if any of the students who will be testing with accommodations participate in any sport.</p> <p>Also, a coach may not serve as a room supervisor in a one-on-one or small group testing situation if the student being tested is an athlete.</p>
3	Requesting Accommodations	Do I need to send a complete IEP and psychological report with each student’s application for ACT-Approved Accommodations?	<p>Refer to the document, “Procedures for Applying for ACT Test Accommodations”, under the Eligibility Requirements section.</p> <p>The current IEP/504 Plan must document all accommodations requested that are provided in school. Submit a copy of the student’s current IEP or Section 504 Plan that supports the need for all requested accommodations due to the disability.</p>
4	Requesting Accommodations	What if the paperwork does not arrive in time? Do you get an extension?	<p>No. - Deadlines are firm in order to provide the necessary amount of time to notify the Test Accommodations Coordinator of the approved accommodations, review any changes, pack the materials, and ship to the school.</p> <p>ACT encourages you to submit your applications and documentation early to avoid delays.</p>

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5	Requesting Accommodations	For those students who have an Emotional Behavior Disorder or other psychological disorder, is full documentation required?	<p>Yes. For ACT-Approved Accommodations complete documentation is required for students with psychological or emotional disorders. Please include psychological evaluations, assessment batteries, and a copy of the IEP/504 detailing the history of accommodations provided to the student during the academic day.</p> <p>Be sure to provide detailed results from neuropsychological evaluations, including evaluation dates, used for diagnosis. The only exception to this rule is a diagnosis of Attention Deficit/Hyperactivity Disorder. If this condition <u>was first diagnosed more than 3 years prior</u> to application for accommodations, please submit the current IEP or Section 504 plan. Complete documentation is not required in this specific case.</p>
6	Requesting Accommodations	How will we know if a student is approved or not approved for ACT-Approved accommodations?	<p>If ACT is unable to approve any of the requested accommodations, the TAC will receive a notification letter indicating the reason for the denial. If the denial was due to the lack of documentation or specific diagnosis, ACT will reconsider the decision if additional documentation is submitted. Otherwise, students not approved for accommodated testing must then test under standard time conditions with materials designated for standard time testers.</p> <p>If ACT is able to approve all or even part of the accommodation requested on the student's application, he or she will appear on a Preliminary Roster for your school.</p>
7	Requesting Accommodations	What if the student's diagnosis has changed before testing, but the paperwork was already sent in?	<p>ACT sends each school a preliminary roster which identifies all students approved for ACT-Approved Accommodations, and the specific accommodations and timing for each student. TACs must review the preliminary roster carefully to determine if any errors or omissions occurred, or if there are any questions. If a student's diagnosis changed since the original paperwork was submitted, send this additional documentation to ACT by the specified deadline.</p> <p>If ACT does not receive additional documentation, no changes to the approved accommodation will be made. Contact ACT for further guidance.</p>

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8	Requesting Accommodations	Sometimes students transfer into our school before testing. What is the process for transferring the student's test materials from the original school to our school?	<p>ACT can transfer a student's approved accommodations from one school to the next using the Transfer Form that will be made available on the state or district website. Submitting this form releases the accommodations and removes the student from the former school's roster and transfers the accommodations and adds the student to the new school's roster. Transfers must be requested by the deadline on your <i>Checklist of Dates</i>.</p> <p>Do not transport the test materials from one school to another. Any test materials that were shipped to the former school for the transferred student should not be used by any other student, and should be returned to ACT along with the other accommodations materials after the testing window.</p> <p>If you need a form or have questions, please call our State Testing Accommodations area at 800.553.6244 ext. 1788.</p>
9	Requesting Accommodations	What if we have a student who breaks his arm or has another type of medical emergency after the deadline for submitting requests for accommodations has passed? Does he have to test with standard time?	If you have a student who has a medical emergency after the deadline to submit an Application for ACT-Approved Test Accommodations has passed, please call us at 800.553.6244 ext. 1788. We will discuss the procedures for requesting accommodations for this student under these special circumstances.
10	Requesting Accommodations	What are locally approved accommodations?	<p>Examples of locally approved accommodations are such things as a wheelchair accessible room, color overlays, etc. A locally approved accommodation does not require ACT approval. The student must be able to test standard time, use standard time materials, and need no special test format.</p> <p>Refer to <i>The ACT Supervisor's Manual - State Testing</i> for further details.</p>
11	Test Administration	Must students with accommodations start testing on the first day of the testing window or can they be tested any time throughout that two-week testing window?	Students who receive ACT-Approved accommodations may test anytime within the two-week accommodations window. It is the responsibility of the Test Accommodations Coordinator to ensure that the administration of the test adheres to the specific approved accommodation(s) as instructed by ACT.
12	Test Administration	Does the same room supervisor have to test the same students with accommodations for all sessions?	ACT would prefer that the same room supervisor administer the test for all sessions. But, if this is not possible, it is acceptable for a different room supervisor to administer the test for one or more sessions.

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13	Test Administration	Should students be roomed by approved accommodation or by Timing Code?	<p>Students should be grouped by Timing Code, and then by types of accommodations.</p> <p>Refer to the Timing Code and the Clarification of Accommodation instructions on your ACT-Approved Accommodations Final Roster to assist you with your room and staffing assignments.</p> <p>If you have any questions about rooming accommodations students, please call our State Testing Accommodations area at 800.553.6244 ext. 1788.</p>
14	Test Administration	If a student with an IEP who has been approved for accommodations suddenly decides s/he wants to test with no accommodations the morning of the test, what do we do?	<p>The student may choose to test standard time. If so, the student MUST use the standard time test materials and test in a standard time room rather than the accommodated materials that were assigned to them. Return the standard time answer document with the standard time materials. Return the assigned accommodation test materials (unused in the zip lock packet) with the rest of the accommodation materials, and note on the accommodations roster “student tested with standard time.” Complete an Irregularity Report to notify ACT of this change.</p> <p>Please refer to the “Students Who Elect to Test Without Accommodations” section in the <i>Supervisor’s Manual State Special Testing</i> for more details.</p>
15	Test Administration	On test day, the student decides s/he does not want to use the DVD, or have the test read to them. What Timing Code do I use for testing the student?	<p>The student has the option to decline the use of the approved accommodation. The same Timing Code would be used, even if the student chose not to use the audio accommodation (DVD or Reader Script). Additionally, the student may elect to use the audio accommodation on only one or two of the tests.</p>
16	Test Administration	Can a student be approved to test over multiple days?	<p>Yes. If a student is approved for multiple days, they must take the ACT tests within the two-week testing window. The ACT for State Testing may be administered during regular school hours, or before or after the student’s school day. It’s important to remember, each test must be completed in one testing session. One cannot stop a test prior to completion, and finish it the next day.</p>

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17	Test Administration	When testing accommodated students, can you move on with the test if the student is ready or do you have to wait for the full time to elapse?	<p>This will depend on whether you are testing a single student or a small group, and the Timing Code.</p> <p>If testing students with Timing Code 6, which is self-paced time-and-a-half testing in a single session, the students move through the test sections at their own pace. Upon completion of a test section, each student must notify the room supervisor, and then may move on to the next test section. (The students cannot go back to any previously finished section once they have finished).</p> <p>For all other Timing Codes, if testing a single student and the student finishes a section before time is called, record the finish time for that section. The room supervisor may then ask the student if they are ready to move on to the next section. If so, the room supervisor reads the Verbal Instructions for the next section and testing for that section begins.</p> <p>If testing a group of accommodated students in the same room (other than Timing Code 6), the room supervisor should instruct the students who finish the section early to sit quietly until the last student in the group finishes the section or time is called. Once the last student in the room has completed the section, the room supervisor may proceed to the next section or stop testing for that day and resume testing the following day on the next section. Please review the instructions in the <i>Supervisor’s Manual State Special Testing</i>.</p>
18	Test Administration	Are there any breaks during the testing day?	<p>Timing Code 6 students may break at any time, but the clock continues to run. Students approved for Stop-the-clock breaks may take breaks as approved. Students approved for extended-time over multiple days (Timing Code 2, 3, 5, 7) should be encouraged to take their breaks between tests</p> <p>See the “Breaks Between Tests” section of the <i>Supervisor’s Manual State Special Testing</i> for specific instructions.</p>
19	Test Administration	We need more details on “Stop-the-clock breaks”. What are the guidelines?	<p>Stop-the-clock breaks are an accommodation for students who do not need extended time to test, but whose conditions may interfere with full use of testing time. If approved for this accommodation, the student indicates the need for a break to the room supervisor who notes the time away from the test, so the student gets the full amount of time for each test without penalty. If a student is approved for Stop-the-clock breaks, this will be indicated on the ACT-Approved roster. Students approved for Stop-the-clock breaks must test individually.</p>

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20	Test Administration	If my school has a limited number of staff available for testing, can one test administrator supervise the testing of two rooms at the same time by standing between the rooms and watching from that location (e.g., from the hallway)?	<p>No. A separate room supervisor is required for each testing room. The room supervisor must be present in the room at all times during testing (and while test materials are present in the room). The timing and instructions for each room must be handled by the individual room supervisor and it is never permitted to share room supervisors between rooms.</p> <p>Refer to the “Room Supervisor Required in Each Room” section of the <i>Supervisor’s Manual State Special Testing</i> for more details</p>
21	Test Administration	Is it OK to change the order of the test sections in order to fit our schedule?	<p>No. The test sections must always be given in the prescribed order: English (Test 1), Math (Test 2), Reading (Test 3) and Science (Test 4). (If the Writing Test is also administered as part of your state or district administration, it must always be the last test (Test 5), given after all the multiple choice tests have been completed.)</p> <p>For states with multi-day testing, all tests must always be given and completed in the prescribed order.</p>
22	Test Administration	The student can read, but needs a scribe due to their disability. Is a separate room needed for this student?	If the student verbally responds and requires a scribe, a separate room would be needed for this student.
23	Test Administration	Can the TAC change a Timing Code that ACT has approved if a student does not want to test with the approved accommodation?	<p>No. Timing Codes should never be changed by the TAC, even if a student wishes to test with fewer/lesser accommodation(s) than were approved. ACT has shipped specific materials for each student testing with accommodations. The student must test with these materials and the assigned Timing Code, or the student may test with standard time, and the unused materials must be returned to ACT with an Irregularity Report.</p> <p>If a Timing Code is in question please notify ACT during the window in which the preliminary roster is to be checked by the TAC for accuracy. If there is no response, the school is indicating agreement to test each student with only the approved accommodations on the preliminary roster..</p>
24	Test Administration	One of our students receives services at a different facility outside of our school. Can we transport their testing materials to the remote site in order to administer the test to them?	Yes, complete and submit an off-site proposal form.. ACT will review the proposal and notify the school if the off-site is approved.

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25	Test Administration	Our TAC is not able to serve in that role and needs to step down. How do we get another TAC appointed?	A profile change form is available online at www.act.org/aap/statetesting.html . The replacement must meet all requirements outlined in the <i>Summary of Requirements</i> .
26	Test Administration	Can students test in the same room if they are working on different sections?	No. Timing Code 6 is the ONLY Timing Code that authorizes students to pace themselves from one test to the next within the total time allowed. For all other Timing Codes, ALL students in the room must be working on the same test at the same time (e.g. when administering Test 1 – English, all students must be working on Test 1 – English). If you have a room of students testing with DVDs and using headphones, all students within that room must be working on the same test at the same time and be read the verbal instructions at the beginning of each test.
27	Food/Drink/Lunch	If a student is diabetic or has a medical condition, what are the guidelines regarding food or drink in the testing room?	Allowing a student who is diabetic to have snacks or drinks in the testing room is a locally approved accommodation. A locally approved accommodation does not require ACT approval. See the <i>Supervisor’s Manual - State Special Testing</i> for guidance.
28	Food/Drink/Lunch	With extended time, students sometimes test 5 hours on one day – what about lunch? Can students go to lunch even if they haven’t completed testing?	Students approved for Timing Code 6 may break at any time, however the clock is kept running. For Timing Codes over multiple days, students may break between test sections.
29	Practice Materials	Are schools allowed to do a practice test prior to actual ACT test day?	Yes. Schools may do a practice test using ACT prep materials. However, the answer documents received in your shipment of test materials must not be used for a practice session. For information regarding ACT test preparation materials, please visit ACT’s website at www.actstudent.org/testprep . Note: Some states have rules regarding the scheduling of “test prep” activities. Consult your individual state’s Department of Education for more information.

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	DVDs	Can DVD on computers be used in place of DVD players?	<p>ACT recommends using computers having a drive with “DVD” in the title to test students approved for DVDs. Consider using computers with the same make and model. Not all portable DVD players, stand-alone plug-in devices or laptops are compatible to play ACT DVDs.</p> <p>Order practice DVDs using the order form at www.act.org/aap/disab/opt3.html and work with your technical support staff to make sure your machines are ready prior to test day.</p> <p>Refer to the “DVD Guidelines” and “Track Listings” documents provided with each set of DVDs in your secure test materials shipment(s).</p>
	DVDs	Can you test multiple students in the same room that have ACT-Approved Accommodations for DVD usage?	<p>Students approved for DVDs may test as a group if they control the progress of their own players, use individual headphones, and begin each test at the same time.</p> <p>ACT-Approved students using a reader MUST test individually – a reader is always a one-on-one situation, meaning each student must test in a room by himself.</p>
	DVDs	Can't I just use one player for the whole group?	<p>No. Even if you are running a practice session, each student must have their own earphones and player, since all students will work at different paces and will want to replay different portions of the tests.</p> <p>You may test as a group, but each student must operate their own playback device, wear headphones, and can only receive assistance from you for navigation issues or accidental stoppage of the disc.</p>
	State-Allowed Accommodations (if applicable)	What's the difference between ACT-Approved and State-Allowed Accommodations?	<p>ACT scores earned from testing with ACT-Approved Accommodations may be used to report to colleges and other entities for use in college admission decisions and/or scholarship purposes.</p> <p>Scores from State-Allowed administrations may only be used for state and district purposes. They will not be reported to colleges and other entities. Some IEP testing accommodations cannot be used if scores are to be college reportable, for example paraphrasing test questions, limiting forced choices, or interpreting the test items.</p>

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34	State-Allowed Accommodations (if applicable)	If a student doesn't get ACT-Approved Accommodations, do they automatically get State-Allowed Accommodations?	No. If a student is denied ACT-Approved Accommodations, he/she is NOT automatically given State-Allowed Accommodations. The school must complete and submit an online order for State-Allowed Accommodations materials by the deadline in order for ACT to know what test materials to ship and how the student will be testing. This order should be submitted only after the school receives notification that the student has been denied ACT-Approved Accommodations. ACT will provide a reasonable period of time after the denial letter is received by the school to submit the order for State-Allowed Accommodations.
35	State-Allowed Accommodations (if applicable)	Will a student be allowed to use State-Allowed Accommodations without having first applied for ACT-Approved Accommodations?	Yes. The Test Accommodations Coordinator can order State-Allowed Accommodations materials online without having to first submit an Application for ACT-Approved Accommodations. This may be appropriate for students with needs not covered by an official accommodations plan, and students with very severe disabilities where IEP testing accommodations would change what the test is designed to measure. Illinois only – All student accommodations must be documented on an IEP or Section 504 plan.
36	State-Allowed Accommodations (if applicable)	What is an example of a State-Allowed Accommodation?	Those you should consider for a State-Allowed Accommodation are those students who are denied an ACT-Approved Accommodation that they typically would receive in school or do not meet the eligibility requirements for an ACT-Approved accommodation. Any ESL or ELL students who have an accommodation plan based solely on language are not eligible for ACT-Approved Accommodations. Therefore, these students should test with State-Allowed Accommodations. State-Allowed Accommodations allow the Test Accommodations Coordinator to request test materials without going through the approval process.
37	State-Allowed Accommodations (if applicable)	Why is there no Timing Code for the State-Allowed students? Which Timing Code should I use?	ACT does not assign a Timing Code to State-Allowed Accommodations. The school may test them with the Timing Code or timing they feel is most appropriate and is in accordance with the students' official accommodation plans. Remember that State-Allowed students must NOT test with standard time (non-accommodated) or ACT-Approved students in the same room. This is in violation of ACT guidelines and the answer documents for all students in the room will not be scored. Refer to the <i>Administration Instructions State-Allowed Accommodations</i> for additional information.

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38	State-Allowed Accommodations (if applicable)	For those students for whom the school will be ordering State-Allowed Accommodations, is there any type of documentation that must also be sent?	<p>The State-Allowed Accommodations process does not require an approval by ACT and no supporting documentation is required. The accommodation granted by the school should be part of the student’s accommodation plan.</p> <p>Illinois only -- all student accommodations must be documented in an IEP or Section 504 Plan. If you apply for State-Allowed Accommodations for a student, the student will be granted the accommodations by ACT if submitted by the deadline. See the Checklist of Dates for deadline information.</p>
39	State-Allowed Accommodations (if applicable)	If we have 3-4 students that have State-Allowed Accommodations and the same Timing Code, can they be tested in the same room?	<p>State-Allowed students do not have assigned Timing Codes. They can be tested together if they have similar timing requirements documented in their IEP or Section 504 Plan.</p> <p>Refer to the <i>Administration Guidelines State-Allowed Accommodations</i> for additional information.</p>
37	State-Allowed Accommodations (if applicable)	When administering the ACT to State-Allowed students, can the test be read to a small group of students (2-3) at one time as opposed to one-on-one?	<p>Tests administered to State-Allowed students may be administered in accordance with the student’s accommodations plan. If a small group of students all receive the accommodation of a reader, it is acceptable to read to the students in a group under State-Allowed Accommodations (except in the state of Illinois). It is never acceptable to read the test to a group of students who receive the ACT-Approved Accommodation of a reader -- this must be one-on-one testing.</p> <p>Refer to the <i>Administration Guidelines State-Allowed Accommodations</i> for additional information.</p> <p>Illinois only – No. This must be a one-on-one testing environment.</p>