

PROCESS FOR REQUESTING ACCOMMODATIONS FOR STANDARDIZED TESTING

	DESE	ACT		COLLEGE BOARD		
	EOC Exams*	District ACT*	National ACT❖	PSAT❖	SAT❖	AP Exams❖
Testing Dates:	December and May of each school year	April of junior year	Offered 7 times throughout the year	October of sophomore and junior year	Offered 7 times throughout the year	May of each school year
Deadlines for requesting accommodations:	At least 4 weeks prior to testing	By early January of junior year	At least 6 weeks prior to desired testing date	By mid-August	At least 8 weeks prior to desired testing date	By late January
Requests Initiated by:	IEP or 504 Plan case manager	IEP or 504 Plan case manager	Parent or Student ↓	Parent or Student ↓	Parent or Student ↓	Parent or Student ↓
Point of Contact:	IEP or 504 Plan case manager	IEP or 504 Plan case manager	PCH Counselor	Mrs. Prange (PSAT Coordinator)	PCH Counselor	Mrs. Greenwood (AP Coordinator)
Test Registration Procedures:	Registration completed by school personnel	Follow test registration instructions shared by the district in spring	Register online and indicate your eligibility to receive accommodations	Follow test registration instructions shared by Mrs. Prange in August	Register online and indicate your eligibility to receive accommodations	Follow test registration instructions shared by Mrs. Greenwood
Accommodation Determinations:	Accommodations guaranteed as outlined in IEP/504 Plan	ACT approves/denies requests and determines specific accommodations	ACT approves/denies requests and determines specific accommodations	College Board approves/denies requests and determines specific accommodations	College Board approves/denies requests and determines specific accommodations	College Board approves/denies requests and determines specific accommodations

*= Free testing; required of all Parkway students

❖= Fee-based (\$) testing; optional for students

Links for additional information for fee-based testing options:

National ACT: <http://www.actstudent.org/regist/disab/>

College Board (PSAT, SAT, AP exams): <http://sat.collegeboard.org/register/for-students-with-disabilities>

Acronyms:

DESE – Department of Elementary & Secondary Education

EOC – End of Course (exams)

AP – Advanced Placement (exams)