



Services for Students with Disabilities

Introduction

The College Board is committed to ensuring that students with disabilities receive appropriate accommodations on its tests. These tests are:

- SAT Reasoning and Subject Tests
- Advanced Placement Tests (AP)
- PSAT/NMSQT

What is included in this website for students seeking accommodations on College Board tests?

The SSD area for students can be explored by clicking on the links below.

- Eligibility
- Documentation
- Diagnosis & Functional Limitations
- Accommodations
- After Approval
- Important Dates
- Scores
- SAT
- AP
- PSAT/NMSQT

What are some of the first things I need to know if I wish to take College Board tests with accommodations?

To take College Board tests with accommodations, you must ensure that your school has an SSD Coordinator's Form on file with the College Board. Your school can find a blank SSD Coordinator's Form in the [Resources and Tools](#) section of the Educators SSD site.

There is one common *Student Eligibility Form* for all College Board tests. It is a scannable form; therefore, neither you nor your school can download and complete the copy of the form that is part of this website—it is being provided here for information purposes only. [View a sample of the Student Eligibility Form](#) (.pdf/446k). Only an original *Student Eligibility Form*, completed and signed in pencil, can be processed by the College Board. Copies of the *Instructions for Completing the 2008-2009 Student Eligibility Form* (also found in [Eligibility](#)) and the *Student Eligibility Form* have been sent to all schools. If your school did not receive the *Instructions* and *Form*, please ask your school to notify the College Board SSD office by telephone at (609) 771-7137 or by email at ssd@info.collegeboard.org.

Step 1

You must complete Section I of the *Student Eligibility Form* and forward it to your school.

Step 2

School officials complete Sections II and III and send all three sections to the College Board (detailed guidance for all sections is provided in the *Instructions*).

Step 3

Because the College Board process includes a thorough review of information on the *Form*, it takes 5 weeks from the point that the *Form* information is complete (and, when the College Board needs to review the disability documentation, 7 weeks from the point that the disability information is complete). Deadlines are established prior to the first test you wish to take (test dates and eligibility deadlines are on the last page of the *Instructions*).

Step 4

You and your school officials will receive copies of an Eligibility Letter that either identifies approved accommodations and provides a SSD Identification Number (SSD Eligibility Code), or explains why the accommodations you requested are not approved for College Board tests.

Step 5

When you register/indicate that you wish to take a College Board test with your approved accommodations, you must provide your SSD Eligibility Code. Your testing site (usually your home school for AP Exams, the PSAT/NMSQT, and some administrations of the SAT; or a national test site for most SAT administrations) will make the appropriate testing arrangements (e.g., setting; proctor; materials).

Step 6

You go to the testing site identified for your tests (either your home school or a site identified on your SAT admission ticket) and test with the accommodations.

Note: When submitting your *Student Eligibility Form*, make sure that:

- all the information on the *Form* is written in No. 2 pencil
- the original *Form* is sent to the College Board, and
- every required field on the *Form* contains an answer. The College Board cannot process your request for accommodations until the *Form* is complete and all the disability documentation is submitted.

Is there general information about the process that I should know before completing the Student Eligibility Form?

You may receive accommodations at school, and you may think that you automatically will be eligible for the same accommodations on College Board tests. This may not be the case. Please review the "Eligibility" and "Guidelines for Documentation" sections on page 1 of the *Instructions*. If your school's services for students with disabilities align with the College Board *Guidelines*, and your school verifies this on your form, then you are eligible for accommodations on College Board tests.

When you consider seeking accommodations on College Board tests, you may find the [Dear Parent Letter](#) (.pdf/43k) helpful. This letter is also available in [Spanish](#) (.pdf/50K). It is written to help parents understand the College Board's eligibility process for testing accommodations based on disability.

What happens after Step 4 when you are notified that you are eligible for accommodations on College Board tests?

When you are approved for accommodations, both you and your school official representative (most often the school's SSD Coordinator) are sent Eligibility Letters. These letters include your SSD Eligibility Code, which you should always use when you communicate with the College Board. Periodically, rosters will be sent to your school's official representative of students [approved for accommodations](#) and their specific accommodations.

The *Student Eligibility Form* is a request for accommodations-it is not a test registration form. Each College Board test has unique registration requirements (included in each test's website section).

Online registration is now available if you have approved accommodations for the [SAT and SAT Subject Tests](#). You will need your SSD Eligibility Code to register online.

How often do I need to complete the *Student Eligibility Form*?

As long as your school verifies annually for the College Board that you continue to receive the same accommodations, you will not need to repeat the eligibility process. If you transfer to a new school, a new *Student Eligibility Form* will need to be sent to the College Board unless you transfer within the same school district and the receiving school verifies that you continue to receive the same accommodations (see page 3 of the *Instructions*).

Can I apply directly to the College Board for accommodations on our tests?

Yes, you may send your *Student Eligibility Form* completed through Section I, and disability documentation directly to the College Board. The College Board will review the documentation to determine if it meets the *Guidelines* and if the requested accommodations are substantiated. You may find directions in the *Instructions for Completing the 2008-2009 Student Eligibility Form* and the school would not be involved in providing direct information.

Eligibility

When you first consider seeking accommodations on College Board tests, it may help if you view the [Dear Parent letter](#) (.pdf/43k) Requires [Adobe Reader](#) (latest version recommended). This letter offers a broad explanation of what is included in the College Board's eligibility process. It also explains that there may be differences in school-based procedures for identifying and receiving accommodations and the College Board's procedures for offering accommodations on its tests.

What are the College Board's eligibility requirements?

If you have a documented disability you may be eligible for accommodations on College Board tests (i.e., SAT, SAT Subject Tests, AP, PSAT). If you are seeking accommodations on a College Board test, you must complete a *Student Eligibility Form*.

[Instructions for Completing the Student Eligibility Form](#) (.pdf/100K).

To be eligible, you must:

1. have a disability that necessitates testing accommodations,
2. have documentation on file at your school that supports the need for requested accommodations and meets the *Guidelines for Documentation*, and
3. receive and use the requested accommodations, due to the disability, for school-based tests.

If any of these requirements are not met, you may still be eligible. You may send your disability documentation with the *Student Eligibility Form* to the College Board for review and determination. The disability documentation must adhere to the *Guidelines for Documentation* on page 1 of the *Instructions*.

What disabilities make you eligible for accommodations?

There are many disabilities that impact a student's academic functioning. Here are a few:

- Blindness/Vision Impairment
- AD/HD (formerly known as A.D.D. /A.D.H.D.)
- Learning Disabilities

- Deafness/Hearing Impairment
- Certain Medical Conditions
- Certain Physical Disabilities
- Certain Psychiatric Conditions

How do I know if I am eligible?

- Do I have a diagnosed disability that makes it difficult for me to learn and take tests in the traditional manner?
- Do I have documentation on file at school showing that I have a disability that requires testing accommodations and addresses each of the information categories in the *Guidelines for Documentation*?
- Have I received accommodations for tests I took in school?

If the answer is **yes** to these questions, and you wish to take College Board tests, accommodations may be appropriate for you.

What types of accommodations are available on College Board tests?

The College Board's procedures for determining appropriate accommodations on its tests provide for considerable flexibility or customization to accommodate your special needs (for greater detail, visit [Accommodations](#)). There are four major categories for testing accommodations:

- **Presentation** (e.g., large print; reader; Braille; Braille device for written responses; visual magnification; audio amplification; audiocassette; sign/oral presentations),
- **Responding** (e.g., verbal/dictated to scribe; tape recorder; computer without grammar/cut & paste features; large block answer sheet),
- **Timing/scheduling** (e.g., frequent breaks; extended time; multiple day; specified time of day), and
- **Setting** (e.g., small group setting; private room; special lighting/acoustics; adaptive/special furniture/tools; alternative test site [with proctor present]; preferential seating).

What happens if I have a temporary disability? Should I apply for a testing accommodation?

If you have a temporary disability, such as a broken arm, and cannot take an upcoming test for which you have registered, you should register for a test on a later date when the temporary disability has healed. This is the process for the SAT tests that are administered throughout the academic year. However, if you are planning to take a test that is only administered annually (e.g., AP exams; PSAT/NMSQT), your school and or you may contact the College Board at (609) 771-7137 to inquire if it would be possible for you to test with temporary accommodations (all contact information is on page 8 of the *Instructions*).

Documentation

What disability documentation is needed to support the requested testing accommodations?

The following *Guidelines for Documentation* (also found on page 1 of the *Instructions for Completing the 2008–2009 Student Eligibility Form* (see [Eligibility](#))) list the information the College Board considers fundamental in determining eligibility for testing accommodations, and what accommodations appropriately meet your individual needs on our tests.

When documentation that is part of your school-generated plan/program (e.g., IEP; 504; formal educational plan) aligns with the College Board's *Guidelines*, and your school verifies this, the College Board accepts what your school verifies.

Often, plans/programs developed at schools to meet local needs do not align with the College Board *Guidelines*. If this is the case, you have 2 options: to work with your school officials to ensure that your disability documentation includes all the information identified in the *Guidelines*, or to submit your disability documentation with the *Student Eligibility Form* and have the College Board review it to determine the appropriate accommodations.

There are 7 categories of information that are part of the *Guidelines* (the Instructions include broader discussion of the categories. They are:

1. **state the specific disability**, as diagnosed;
2. **be current** (in most cases, the evaluation and diagnostic testing should have taken place within 5 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 (including test results with subtest scores [standard or scaled scores] for all tests) — see the [Diagnosis and Functional Limitations](#) for a listing of frequently used tests and what they measure;
5. **describe the functional limitations** (i.e., 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** (e.g., licensure; certification; area of specialization).

Accommodations

The College Board is responsible for ensuring the appropriate accommodations on its tests if you are diagnosed with a disability. Because each student's need for accommodations is individual, accommodations among students cannot be compared. The laws that protect the rights of students with disabilities ensure that a determination is based on each student's individual needs. Accommodations are to 'level the playing field' so that students with disabilities have the same opportunities as students who do not have a disability to demonstrate on tests what they have learned and how they can use what they have learned.

Appropriate accommodations are identified based on your disability documentation, whether as verified by your school, or as determined by the College Board's review of the documentation. The College Board's process for determining appropriate accommodations provides for considerable flexibility or customization to accommodate each student's special needs. For the four major categories of testing accommodations, the following are examples of accommodations the College Board provides to ensure that eligible students get the accommodations they need:

Presentation

- Large print (14 pt; 20 pt)
- Fewer items on each page
- Reader
- Colored paper
- Use of a highlighter
- Sign/orally present instructions

- Visual magnification (magnifier or magnifying machine)
- Auditory amplification
- Audiocassette
- Colored overlays
- Braille
- Braille graphs
- Braille device for written responses
- Plastic covered pages of the test booklet

Responding

- Verbal; dictated to scribe
- Tape recorder
- Computer without spell check/grammar/cut & paste features
- Record answers in test booklet
- Large block answer sheet

Timing/Scheduling

- Frequent breaks
- Extended time
- Multiple day (may/may not include extra time)
- Specified time of day

Setting

- Small group setting
- Private room
- Screens to block out distractions
- Special lighting
- Special acoustics
- Adaptive/special furniture/tools
- Alternative test site (with proctor present)
- Preferential seating

Accommodations for Students with Hearing Impairments

While most College Board tests have no listening component, many students with hearing impairments need assistance for the presentation of test directions, which are usually given orally prior to the beginning of the test. It is the College Board's practice to provide a copy of written directions, on request, to students with documented hearing impairments. Where written directions would not effectively accommodate a student's needs for the test, the College Board will provide additional testing accommodations, including, if appropriate, a sign language interpreter, at no additional cost to the student.

The College Board is aware that some students with hearing impairments would prefer to use a sign language interpreter, even where a written copy of the directions would effectively accommodate their needs. In these situations, students may bring their own sign language

interpreter, at their own expense. All testing accommodations, including requests for written test directions and requests for interpreters, must be requested by submitting an *SSD Eligibility Form* and all necessary documentation in the envelope provided no later than the postmark deadline for the administration date of the specific test of interest.

Computer Accommodations

Are there guidelines for determining whether use of a computer would be an appropriate accommodation for written language expression parts of College Board tests?

Many students who take College Board tests are accustomed to using a computer in school for term papers/written assignments. Certain SAT Subject Tests™, AP® Exams, and now the essay on the SAT Reasoning Test™ are to be handwritten, similar to what most students do for classroom tests.

There are students who, because of a disability, may need to use a computer for written language expression on College Board tests. Only they may take College Board written tests using a computer. Poor handwriting, as such, is not considered a disability that necessitates a computer accommodation. Neither does use of a computer for school tests automatically determine that it is an appropriate accommodation for College Board tests. The following are the College Board guidelines for substantiating that a student's disability has functional limitations that necessitate use of a computer as an accommodation.