Please call: 800.553.0349

An operator will greet you and place you into the session.

Welcome to the Accommodations Q&A Session for April 2015 Testing

We will take questions over the phone, or through the private chat feature. If you chat a question, we will not chat a response. Instead, we will read these out loud and respond to them.

Topics

Please call: 800.553.0349

An operator will greet you and place you into the session.

1. Requesting ACT-Approved Accommodations in TAA
2. Accommodations Decision Notification
3. Requesting reconsideration
4. Completing an advanced search
5. Preliminary Roster
6. Late Consideration Form
7. Final Roster
8. ACT-Approved Accommodations vs. State-Allowed Accommodations
9. Ordering State-Allowed Accommodations
10. Ordering Practice Materials

ACT phone: 800.553.6244, ext. 1788
email: ACTStateAccoms@act.org

1. Requesting ACT-Approved Accommodations in TAA: Resources

- College and Career Readiness System (CCRIS) Login Screen: https://readiness.act.org/ccr/app/home
- ACT Accommodations Overview - TAA: http://www.act.org/aap/pdf/AccomsontheACT_TAA.pdf
- TAA User Guide: http://www.act.org/aap/pdf/TestAccessibilityandAccommodationsUserGuide.pdf
- Requesting ACT-Approved Accommodations using TAA (video): http://www.act.org/aap/video/RequestingACT-ApprovedAccommodationsUsingTAA/story.html
- TAA Recorded Webinar https://act.ilinc.com/register/mjvmhps
- Consent to Release Information Form: http://www.act.org/aap/pdf/ConsenttoReleaseInformation.pdf

Please call: 800.553.0349

An operator will greet you and place you into the session.

1. Requesting ACT-Approved Accommodations in TAA: CCRIS URL

https://readiness.act.org/ccr/app/home

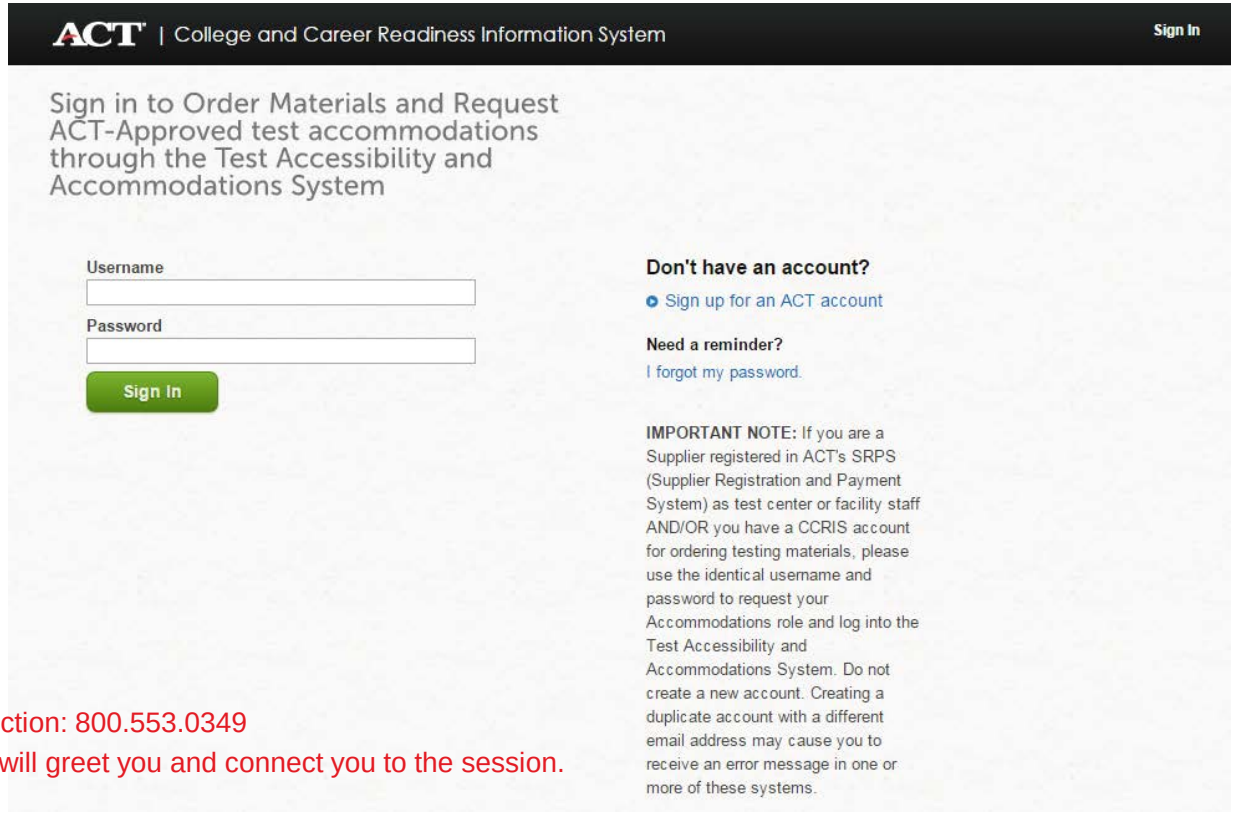
Please call: 800.553.0349

An operator will greet you and place you into the session.

1. Requesting ACT-Approved Accommodations in TAA: CCRIS Log In Screen

Caution! When to Set up a CCRIS Account

If you have a CCRIS account for ordering test materials, or for SRPS, *do not* create a new ACT account for TAA. Use your established CCRIS username and password to access TAA and associate with your school.



Audio connection: 800.553.0349

An operator will greet you and connect you to the session.

1. Requesting ACT-Approved Accommodations in TAA: Deadline

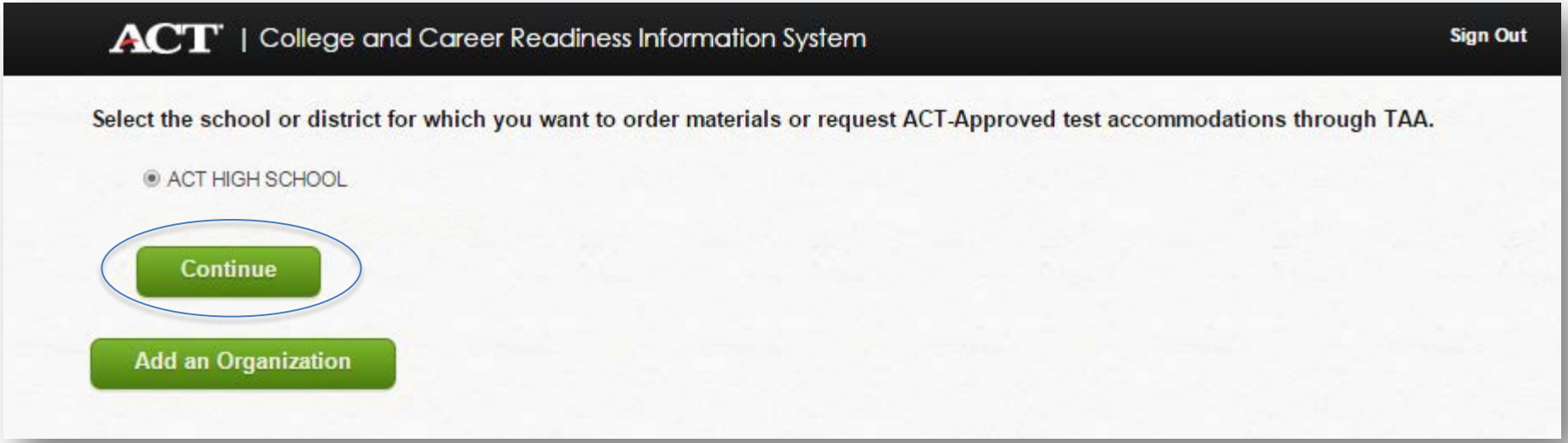
*Note: The request deadline is **January 23, 2015**.*

Audio connection: 800.553.0349
An operator will greet you and connect you to the session.

1. Requesting ACT-Approved Accommodations in TAA: Select Your Organization

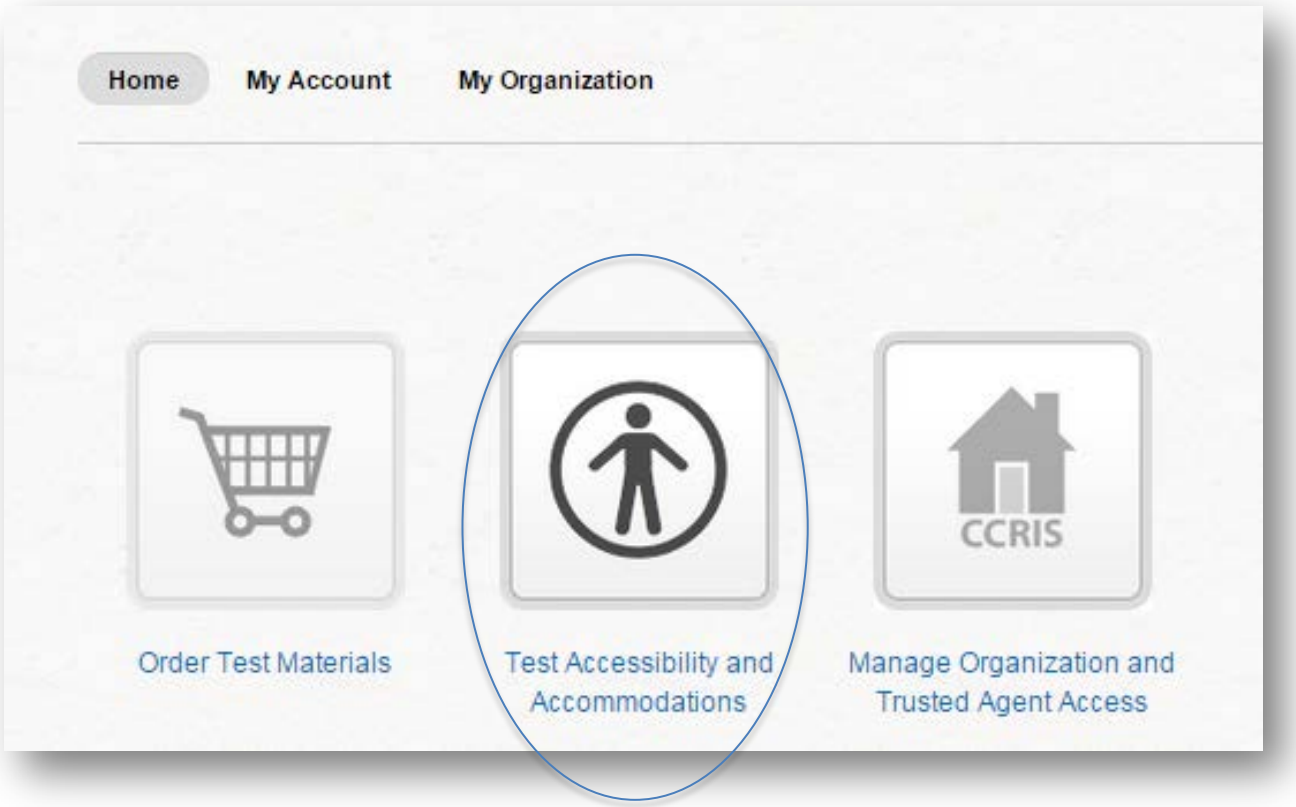
Audio connection: 800.553.0349

An operator will greet you and connect you to the session.



1. Requesting ACT-Approved Accommodations in TAA: Select Test Accessibility and Accommodations System (TAA)

Audio connection: 800.553.0349
An operator will greet you and connect you to the session.

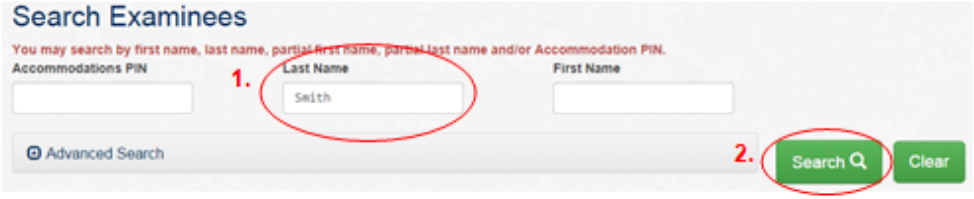


1. Requesting ACT-Approved Accommodations in TAA: Search for Requests Before Entering a New Request

Search for Requests in TAA Before Entering a New Request

To avoid entering more than one request for the same examinee, check to see if a request has already been started or submitted using these steps.

1. Type in the examinee's last name.



2. Click the **Search** button.

Accommodations PIN	Test	Last Name	First Name	Middle Initial	Status
JJZDP1DX	The ACT	SMITH	JOHN	M	In review
EJC90DLW	The ACT	SMITH	EXAMINEE	L	In review

3. Click the **Clear** button to start a new search.

1. Requesting ACT-Approved Accommodations in TAA: Using the Blue Icon and Previous Button

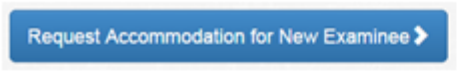
*Note: Wherever you see an **(i)** icon, you may hover over it for more information.*

*Note: Please use the **Previous** button when navigating in TAA, if needed. Do not use your browser's back button.*

1. Requesting ACT-Approved Accommodations in TAA: Examinee Details

*Note: The request deadline is **January 23, 2015**.*

1. Click the **Request Accommodation for New Examinee** button.



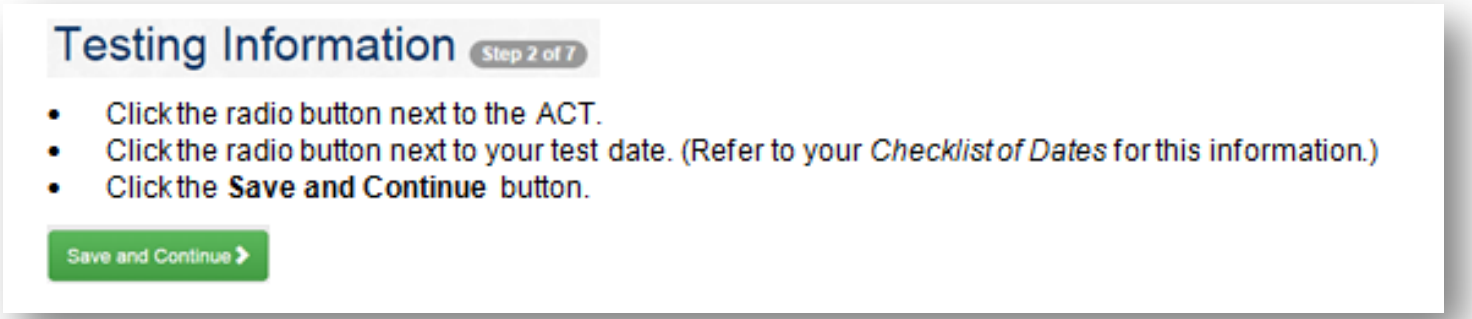
2. Enter the following examinee details.

- State Student ID (The State Student ID can be up to 20 alphanumeric digits long.)
- first name
- middle initial
- last name
- date of birth
  - Click in the date of birth field.
  - Type in MM/DD/YYYY, or use the calendar to select the date.

3. Enter the examinee address.
   - Type in the street address.
   - Type in the zip code.
     - If the zip code is recognized, the city, state, and country will automatically fill in.
     - If the zip code is not recognized, the following message will appear, "If you are certain the zip code you entered is correct, and entering it does not yield any city, or the incorrect city, please call (800) 553-6244 x 1788." An ACT support team member will assist with this situation.

4. Answer the question, "Has the examinee been previously approved for accommodations by ACT?"
   - Click the radio button next to Yes or No.
     - If Yes, type in the examinee Accommodation Reference Number and select the date the examinee last tested with ACT-Approved Accommodations by selecting the month and year using the drop down menus.
   - Click the **Save and Continue** button.

1. Requesting ACT-Approved Accommodations in TAA: Testing Information



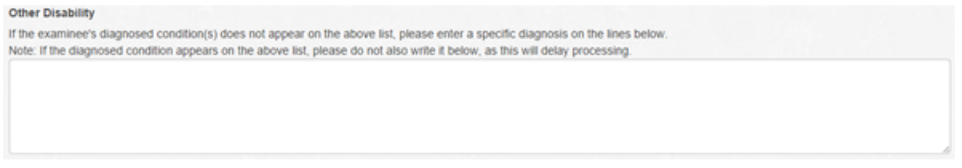
1. Requesting ACT-Approved Accommodations in TAA: Diagnosed Disabilities

Click the radio button next to all diagnosed disabilities that apply, and/or type in a specific diagnosis in the window provided for other disability.

Diagnosed Disabilities Step 3 of 7

- Cognitive/Intellectual Disability
  - Intellectual Impairment (FSIQ=<85)-DSM 319.00
  - Traumatic Brain Injury
  - Post-Concussive Syndrome
- Learning Disability
  - Reading Disorder/Dyslexia – DSM 315.00
  - Math Disorder – DSM 315.1
  - Disorder of Written Expression – DSM 315.2
  - Speech/Language Disorder –DSM 315.39
- Motor Disability
  - Cerebral Palsy
  - Muscular Dystrophy
  - Quadriplegia/Paralysis of Upper Extremities
- Psychological Disability
  - Attention Deficit Disorder (ADHD) – DSM 314.00
  - Autism Spectrum Disorder -DSM 299.00
  - Anxiety Disorder
  - Depression
  - Emotional/Behavioral Disorder (school team)
  - PDD, Asperger's – DSM 299.80
  - Tourette's/Tic Disorder
- Sensory Disability
  - Blind/Legally Blind (in both eyes)
  - Deaf
  - Hearing Impairment
  - Visual Impairment
- Physical/Medical Disability
  - Diabetes
  - Migraines
  - Epilepsy/Seizures

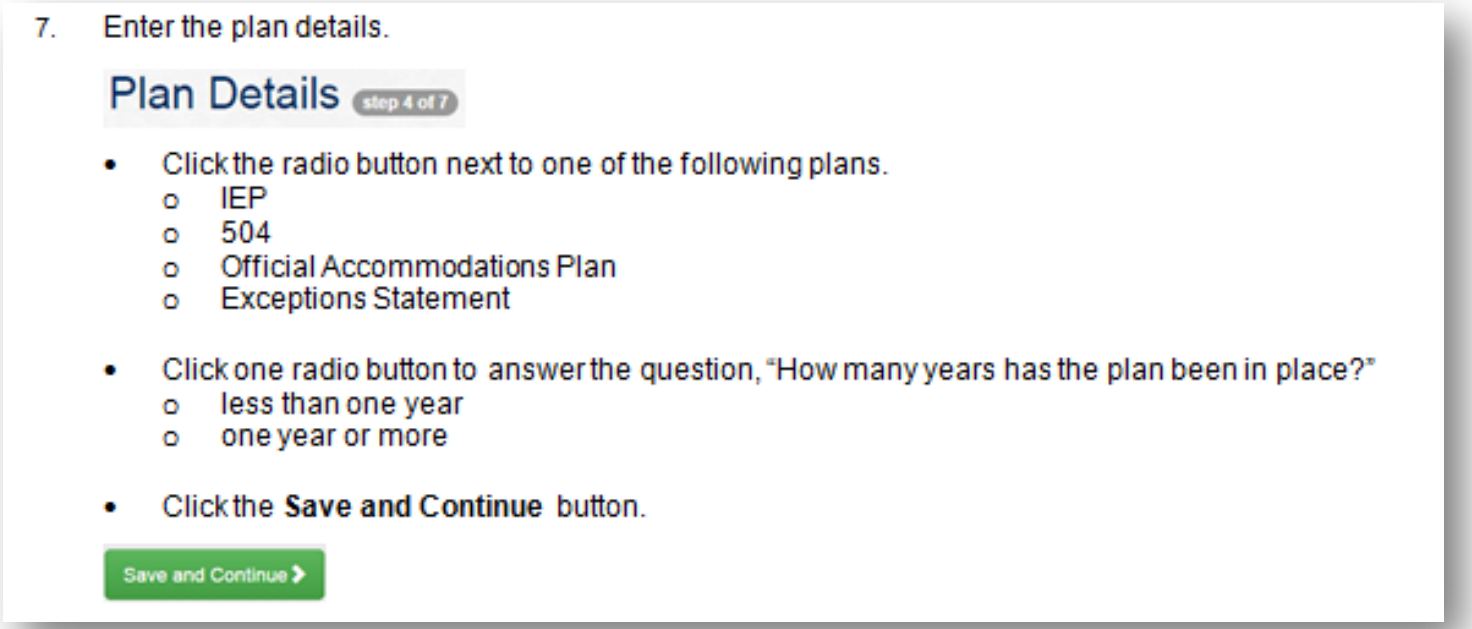
- Other Disability
  - If the examinee's diagnosed condition(s) does not appear on the above list, type in a specific diagnosis in the other disability window.



  - For example, if the examinee is confined to his or her home, or a medical facility, enter this under other disability.
- Click the **Save and Continue** button.

1. Requesting ACT-Approved Accommodations in TAA: Plan Details

7. Enter the plan details.



1. Requesting ACT-Approved Accommodations in TAA: Requested Accommodations

8. Click the radio button(s) to request specific accommodations, ***or*** type in a request.

Requested Accommodations Step 5 of 7

- Click all Setting & Location Accommodations that apply.
  - preferential seating – school provides
  - standing, walking or pacing
  - administration from home or care facility
  - background music/noise buffers (auditory calming)
  - individual test administration (room to self)
  - special lighting
  - adaptive/special furniture
  - modified acoustics (FM system)
  - food/drink/medication in the test room
  - wheelchair access

- Click all Response & Navigation Accommodations that apply.
  - scribe
  - speech to text
  - SMA (student marks answers in booklet)
  - keyboard navigation

- Click one of the Presentation & Formats, if it applies.
  - reader (human)
  - pre-recorded audio
  - computer (essay or short answer for paper testing only)
  - Braille/raised line drawings
  - large type test booklet and answer sheet
  - American Sign Language for instructions only
  - Exact English Sign Language for test items

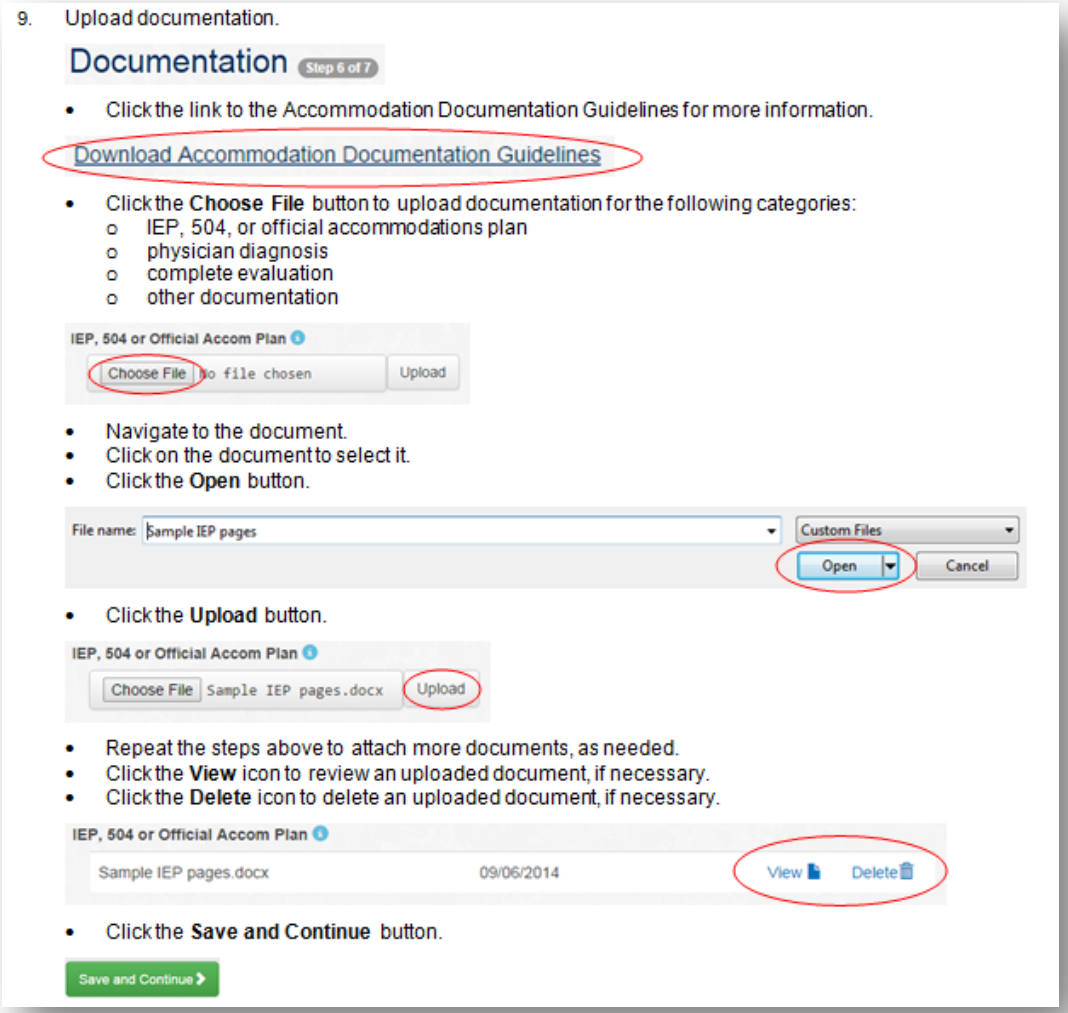
- Click on the radio button next to one of the Timing Accommodations.
  - TC 1 – standard time (one session, one day)
  - TC 2 – double time (over multiple days)
  - TC 3 – triple time (over multiple days)
  - TC 5 – stop the clock breaks (one day), or
  - TC 5 – standard Time (over multiple days)
  - TC 6 – time-and-one-half, self-paced (one session, one day)
  - TC 7 – time-and-one-half (over multiple days)
  - TC 8 – extended time on essay/constructed response only

- Type in specific accommodations in the other accommodations window if the examinee's accommodation(s) does not appear on the above list.
- Click the **Save and Continue** button.

Save and Continue ❯

1. Requesting ACT-Approved Accommodations in TAA: Uploading Documentation

9. Upload documentation.



1. Requesting ACT-Approved Accommodations in TAA: Reviewing and Submitting the Request

10. Review the request, acknowledge that the information provided is accurate and you have a signed release of information on file at school, and print a copy of the request.

*Note: Please use the **Previous** button when navigating in TAA, if needed. Do not use your browser's back button.*

- Review the examinee details.
- Review the testing information.
- Review the diagnosed disabilities.
  - Click on the **Edit Diagnosed Disabilities** button to make edits, if needed.
  - Click the **Save and Continue** button to get back to the **Review** screen.
- Review the plan details.
  - Click on the **Edit Plan Details** button to make edits, if needed.
  - Click the **Save and Continue** button to get back to the Review screen.
- Review the requested accommodations.
  - Click on the **Edit Requested Accommodations** button to make edits, if needed.
  - Click the **Save and Continue** button to get back to the **Review** screen.
- Review the required documentation.
  - Click on the **Edit Required Documentation** button to delete the documentation that is uploaded and upload new documentation, if needed
  - Click the **Save and Continue** button to get back to the **Review** screen
- Click on the **Print** button at the top of the page to print the request.
- Scroll down and click the check box to acknowledge that all information is accurate to the best of your knowledge.
- Click on the signed release link.
- Print the release.
- Get a parent, or the examinee if 18 or older, to sign the release, or a school official may sign the release with parent consent. Keep the signed release on file at school.
- Close the **Consent to Release Information to ACT** form by clicking on the "x" to close the file.
- Click the **Submit** button to complete the request. You will see an on screen confirmation.

- Click the **Print** button to print the **Confirmation** page.

Submit all requests no later than ***January 23, 2015.***

2. Accommodations Decision Notification

The ACT

To: TEST COORDINATOR
Subject: ACT Accommodations Decision Notification

Dear TEST COORDINATOR,

You are receiving this email because decision information is available on the ACT-Approved Accommodations request for ROCCO DOG.

Action Needed

Please review the *Accommodations Decision Notification*, print two copies, prov
the examinee, and keep one for your records.

To view the notification, take the following steps.

1. Go to the *College and Career Readiness Information System* (CCRIS) log
   https://readiness.act.org/ccr/app/home.
2. Enter your username (the email address used to create your ACT CCRIS
3. Enter your password.
4. Click the **Sign In** button.
5. Click on the radio button next to your school.
6. Click the **Continue** button.
7. Click on the **Test Accessibility and Accommodations** (TAA) icon.
8. Click the **Accommodations PIN** for the examinee. This will take you to th
   History screen.
9. Click on the **Accommodations Decision Notification** on the right.

Submitting Documentation for Reconsideration

If requested accommodations were not approved, you may use the TAA system
additional documentation for reconsideration by ACT. To do so, take the followin

1. Go to the *College and Career Readiness Information System* (CCRIS) log
   https://readiness.act.org/ccr/app/home.
2. Enter your username (the email address used to create your ACT CCRIS
3. Enter your password.
4. Click the **Sign In** button.
5. Click on the radio button next to your school.
6. Click the **Continue** button.
7. Click on the **Test Accessibility and Accommodations** (TAA) icon.
8. Click the **Accommodations PIN** for the examinee. This will take you to th
   History screen.
9. Click on the **Edit for Reconsideration** button.
10. Edit diagnosed disabilities, plan details, requested accommodations, an
    required documentation.
11. Click the **Save and Continue** button.
12. Type the reason you're requesting reconsideration in the box for comme
13. Check the box to acknowledge the information is accurate, and a signatu
    file.
14. Click the **Submit** button. You will receive a confirmation email.

You will receive another email when ACT reconsideration is complete and an up
Accommodations Decision Notification is available.

Contacting Us

If you have questions, you may:

15. Call us at 800.553.6244, ext. 1788, or
16. Email us at ACTStateAccoms@act.org
17. Fax us at 319.337.1285

Thank you,
ACT Test Accommodations

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500 ACT Dr., Iowa City, Iowa

Viewing the Accommodations Decision Notification

To view the *Accommodations Decision Notification* for an examinee:

1. Go to the CCRIS log in page: https://readiness.act.org/ccr/app/home.
2. Log in to your CCRIS account.
3. Click the radio button next to your school.
4. Click the **Continue** button.
5. Click the **Test Accessibility and Accommodations** (TAA) icon.
6. Search for the examinee.
7. Click on the **Accommodations PIN** and you will be directed to an Accommodation Request History screen.

8. Click the **Download Decision Notification** button to download a PDF.

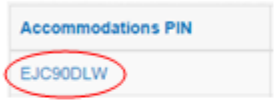
9. Close the *Accommodations Decision Notification* by clicking on the "x" to close the file.
10. Click on the home tab to return to the home screen.

3. Requesting Reconsideration

Submitting Documentation for Reconsideration

To submit documentation for reconsideration using TAA, take the following steps:

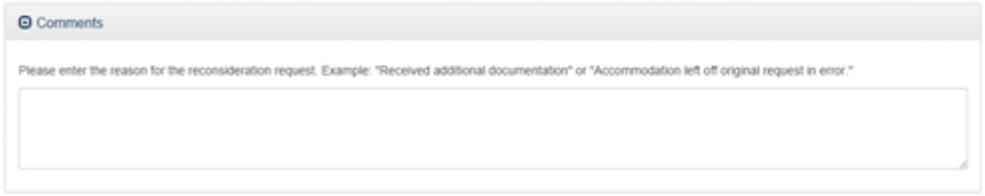
1. Go to the CCRIS log in page: https://readiness.act.org/ccr/app/home.
2. Log in to your CCRIS account.
3. Click the radio button next to your school.
4. Click the **Continue** button.
5. Click the **Test Accessibility and Accommodations** (TAA) icon.
6. Click the **Accommodations PIN** for the examinee. This will take you to the **Request History** screen.



7. Click the **Edit for Reconsideration** button.

8. Edit diagnosed disabilities, plan details, requested accommodations, and/or required documentation.
9. Click the **Save and Continue** button.

10. Type the reason you're requesting reconsideration in the box for comments.



11. Check the box to acknowledge the information is accurate, and a signature is on file.
12. Click the **Submit** button. You will receive a confirmation on screen and via email.

Note: The individual who submitted the request will receive another email when ACT reconsideration is complete and an updated Accommodations Decision Notification is available.

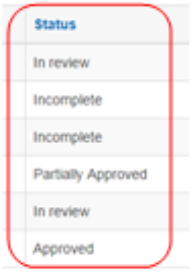
***March 27, 2015**, is the last day to request reconsideration.*

4. Searching by Status of Requests

Status of Requests in TAA

All saved requests are stored in TAA. After requests have been entered, you may see these possible statuses under the status column of the table on the home page of TAA.

- incomplete: These requests are not submitted.
- in review: These requests are submitted, and are under ACT review.
- partially approved: These requests are reviewed and part of what was requested is approved.
- approved: These requests are reviewed and all of what was requested is approved.
- not approved: These requests are reviewed and none of what was requested could be approved.

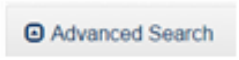


4. Completing an Advanced Search

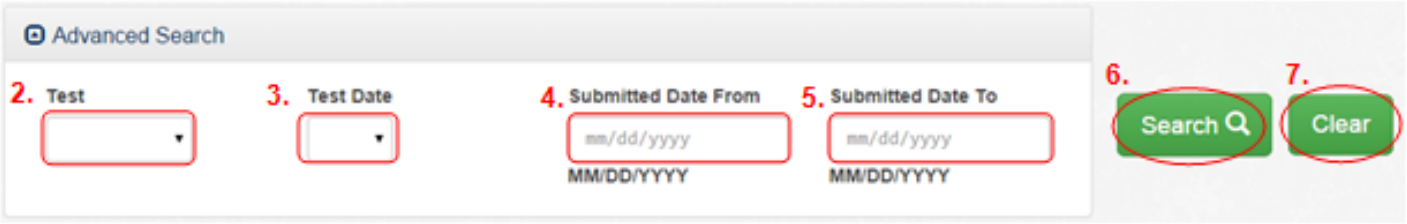
Conducting an Advanced Search in TAA

You may conduct an advanced search for all requests submitted between specific dates using these steps.

1. Click on the **Advanced Search** link.



2. Using the dropdown menu under **Test**, select the ACT.
3. Using the dropdown menu under **Test Date**, select your test date.
4. Type in the month, date, and year in the **Submitted Date From** field.
5. Type in the month, date, and year in the **Submitted Date To** field.



6. Click the **Search** button.
7. Click the **Clear** button to start a new advanced search.

Refer to the *Download Search Results* below for instructions to save this information in an Excel file.

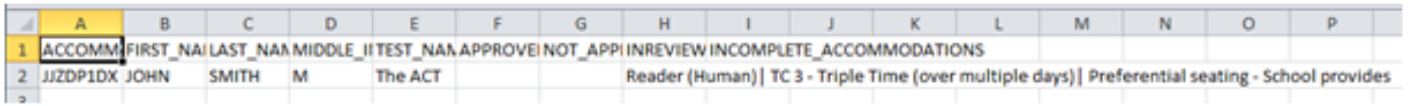
4. Completing an Advanced Search: Download Search Results

Download Search Results

After completing a search, you may download the search results.

1. Click the **Download Search Results** button to create a CSV file of your search. (This is recommended if the list spans more than one page.)

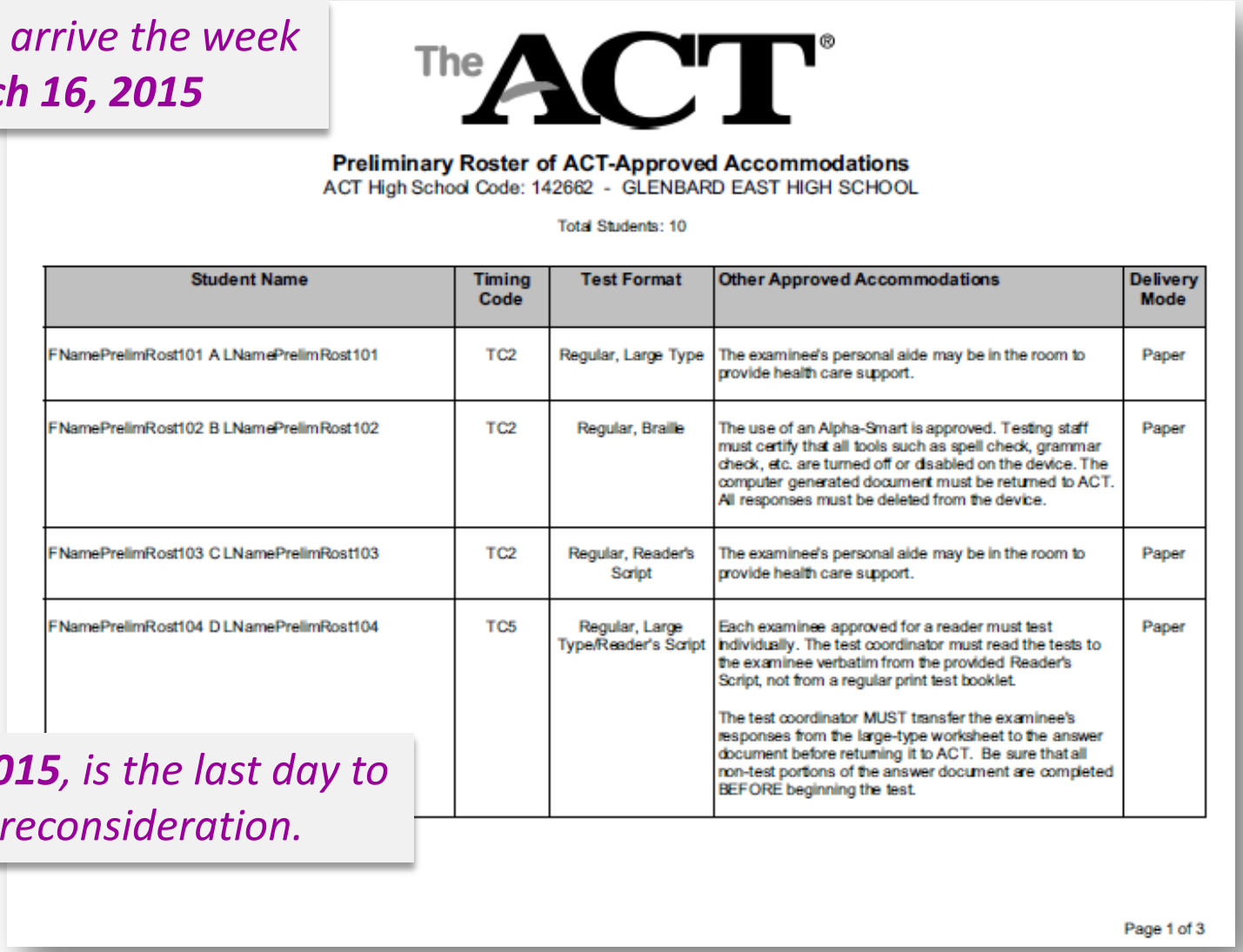
2. Click on the ExamineeDetails.csv file in the lower left corner of the screen to view the Excel file.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	ACCOMM	FIRST_NAI	LAST_NAI	MIDDLE_I	TEST_NAI	APPROVEI	NOT_APPI	INREVIEW	INCOMPLETE_ACCOMMODATIONS							
2	JJZDP1DX	JOHN	SMITH	M	The ACT			Reader (Human)| TC 3 - Triple Time (over multiple days)| Preferential seating - School provides								

5. Preliminary Roster

*Scheduled to arrive the week of **March 16, 2015***



The ACT®

Preliminary Roster of ACT-Approved Accommodations
ACT High School Code: 142662 - GLENBARD EAST HIGH SCHOOL

Total Students: 10

Student Name	Timing Code	Test Format	Other Approved Accommodations	Delivery Mode
FNamePrelimRost101 A LNamePrelimRost101	TC2	Regular, Large Type	The examinee's personal aide may be in the room to provide health care support.	Paper
FNamePrelimRost102 B LNamePrelimRost102	TC2	Regular, Braille	The use of an Alpha-Smart is approved. Testing staff must certify that all tools such as spell check, grammar check, etc. are turned off or disabled on the device. The computer generated document must be returned to ACT. All responses must be deleted from the device.	Paper
FNamePrelimRost103 C LNamePrelimRost103	TC2	Regular, Reader's Script	The examinee's personal aide may be in the room to provide health care support.	Paper
FNamePrelimRost104 D LNamePrelimRost104	TC5	Regular, Large Type/Reader's Script	Each examinee approved for a reader must test individually. The test coordinator must read the tests to the examinee verbatim from the provided Reader's Script, not from a regular print test booklet. The test coordinator MUST transfer the examinee's responses from the large-type worksheet to the answer document before returning it to ACT. Be sure that all non-test portions of the answer document are completed BEFORE beginning the test.	Paper

Page 1 of 3

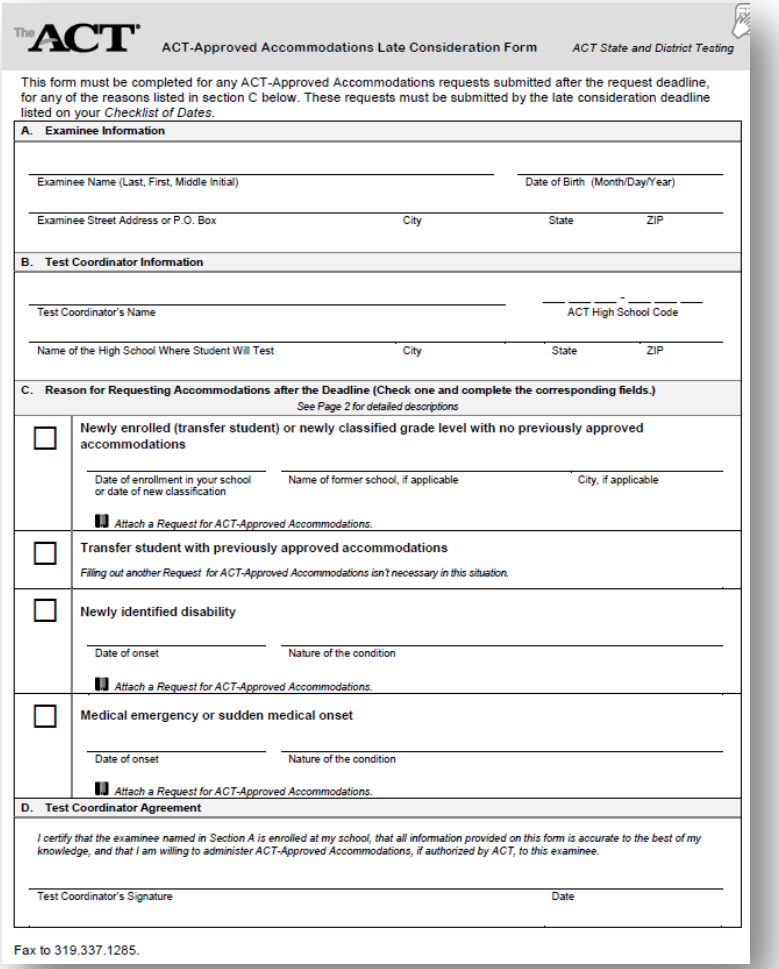
***March 27, 2015**, is the last day to request reconsideration.*

6. Late Consideration Form

After the request deadline has passed, this form will be available on:

- your State and District testing website (the URL is found at top of your *Checklist of Dates*)
- in TAA

The deadline to submit late consideration requests is ***April 1, 2015****.*



The ACT — ACT-Approved Accommodations Late Consideration Form — *ACT State and District Testing*

This form must be completed for any ACT-Approved Accommodations requests submitted after the request deadline, for any of the reasons listed in section C below. These requests must be submitted by the late consideration deadline listed on your *Checklist of Dates*.

A. Examinee Information

Examinee Name (Last, First, Middle Initial) _____ Date of Birth (Month/Day/Year) _____

Examinee Street Address or P.O. Box _____ City _____ State _____ ZIP _____

B. Test Coordinator Information

Test Coordinator's Name _____ ACT High School Code __ __ __ - __ __ __

Name of the High School Where Student Will Test _____ City _____ State _____ ZIP _____

C. Reason for Requesting Accommodations after the Deadline (Check one and complete the corresponding fields.)

See Page 2 for detailed descriptions

☐ **Newly enrolled (transfer student) or newly classified grade level with no previously approved accommodations**

Date of enrollment in your school or date of new classification _____ Name of former school, if applicable _____ City, if applicable _____

Attach a Request for ACT-Approved Accommodations.

☐ **Transfer student with previously approved accommodations**

Filling out another Request for ACT-Approved Accommodations isn't necessary in this situation.

☐ **Newly identified disability**

Date of onset _____ Nature of the condition _____

Attach a Request for ACT-Approved Accommodations.

☐ **Medical emergency or sudden medical onset**

Date of onset _____ Nature of the condition _____

Attach a Request for ACT-Approved Accommodations.

D. Test Coordinator Agreement

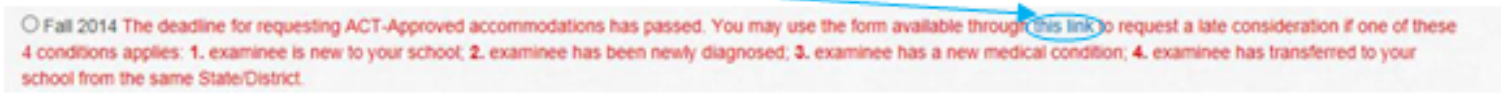
I certify that the examinee named in Section A is enrolled at my school, that all information provided on this form is accurate to the best of my knowledge, and that I am willing to administer ACT-Approved Accommodations, if authorized by ACT, to this examinee.

Test Coordinator's Signature _____ Date _____

Fax to 319.337.1285.

6. Late Consideration Form

- Click the **Late Consideration** link next to your test date. (Refer to your *Checklist of Dates* for your test date.)



- Complete the Late Consideration form, and the request and header as needed, and fax or email these to ACT by the late consideration deadline noted on your *Checklist of Dates*.

6. Late Consideration Form

Follow the instructions on the form.
It is only available for the four situations listed.

☐ **Newly enrolled (transfer student) or newly classified grade level with no previously approved accommodations**

Date of enrollment in your school or date of new classification | Name of former school, if applicable | City, if applicable

☐ *Attach a Request for ACT-Approved Accommodations.*

☐ **Transfer student with previously approved accommodations**

Filling out another Request for ACT-Approved Accommodations isn't necessary in this situation.

☐ **Newly identified disability**

Date of onset | Nature of the condition

☐ *Attach a Request for ACT-Approved Accommodations.*

☐ **Medical emergency or sudden medical onset**

Date of onset | Nature of the condition

☐ *Attach a Request for ACT-Approved Accommodations.*

7. Final Roster

- final roster
- sent to the attention of the test coordinator
- scheduled to arrive the week of April 20
- the final roster is included with secure ACT-Approved Accommodations materials

8. ACT-Approved Accommodations vs. State-Allowed Accommodations

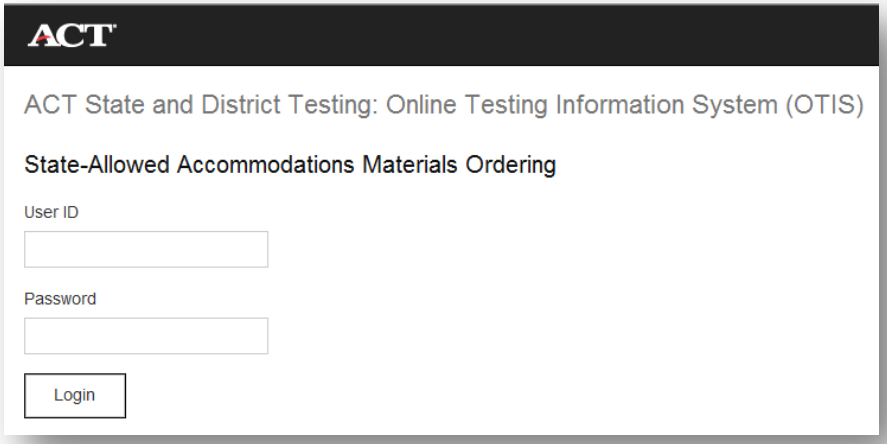
- ACT-Approved Accommodations
  - Result in college reportable scores
  - Request needed
  - ACT approves timing and materials
- State-Allowed Accommodations
  - NOT college reportable, used for accountability
  - Order materials for students online
  - School staff determine timing and accommodations

Please talk to your state, district, or school leadership for direction.

9. Ordering State-Allowed Accommodations Materials

- State-Allowed Accommodations Material Ordering
  (if applicable to your testing program)

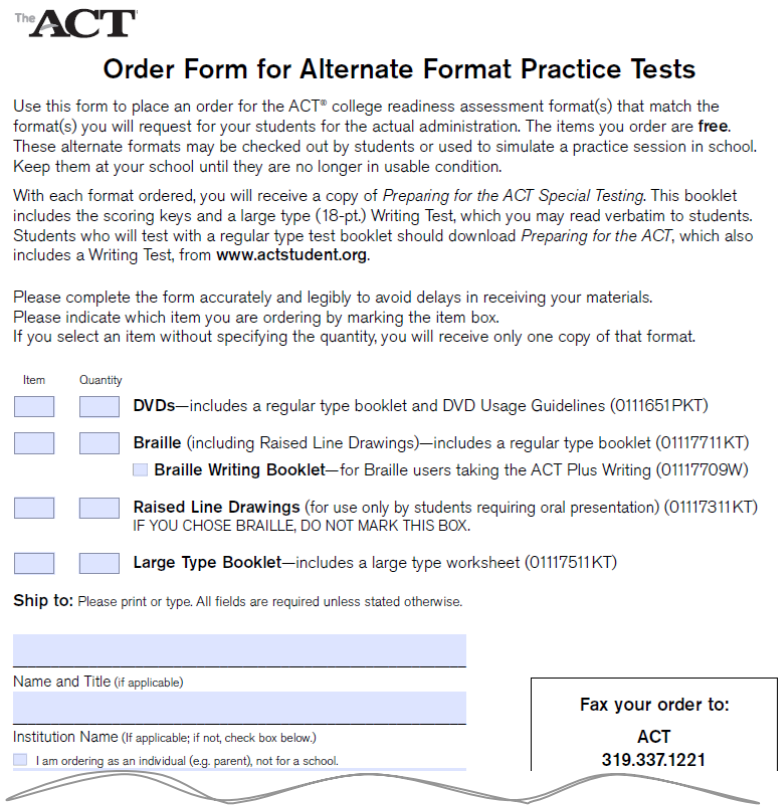
  Test coordinator:
  - will receive an email with ordering instructions
  - will log into OTIS to place an order
    http://statetesting.act.org/saorder



*Order all materials by **April 8, 2015**.*

10. Ordering Practice Materials

– Alternate format practice materials:
http://media.actstudent.org/documents/alt_practice.pdf



The ACT

Order Form for Alternate Format Practice Tests

Use this form to place an order for the ACT® college readiness assessment format(s) that match the format(s) you will request for your students for the actual administration. The items you order are **free**. These alternate formats may be checked out by students or used to simulate a practice session in school. Keep them at your school until they are no longer in usable condition.

With each format ordered, you will receive a copy of *Preparing for the ACT Special Testing*. This booklet includes the scoring keys and a large type (18-pt.) Writing Test, which you may read verbatim to students. Students who will test with a regular type test booklet should download *Preparing for the ACT*, which also includes a Writing Test, from **www.actstudent.org**.

Please complete the form accurately and legibly to avoid delays in receiving your materials.
Please indicate which item you are ordering by marking the item box.
If you select an item without specifying the quantity, you will receive only one copy of that format.

Item Quantity

DVDs—includes a regular type booklet and DVD Usage Guidelines (0111651PKT)

Braille (including Raised Line Drawings)—includes a regular type booklet (01117711KT)

Braille Writing Booklet—for Braille users taking the ACT Plus Writing (01117709W)

Raised Line Drawings (for use only by students requiring oral presentation) (01117311KT)
IF YOU CHOSE BRAILLE, DO NOT MARK THIS BOX.

Large Type Booklet—includes a large type worksheet (01117511KT)

Ship to: Please print or type. All fields are required unless stated otherwise.

Name and Title (if applicable)

Institution Name (If applicable; if not, check box below.)

I am ordering as an individual (e.g. parent), not for a school.

Fax your order to:
ACT
319.337.1221

ACT Contact Information and Resources

- Phone: 800.553.6244, ext. 1788
- Email: ACTStateAccoms@act.org
- College and Career Readiness System (CCRIS) Login Screen: https://readiness.act.org/ccr/app/home
- ACT Accommodations Overview - TAA: http://www.act.org/aap/pdf/AccomsontheACT_TAA.pdf
- TAA User Guide: http://www.act.org/aap/pdf/TestAccessibilityandAccommodationsUserGuide.pdf
- Requesting ACT-Approved Accommodations using TAA (video): http://www.act.org/aap/video/RequestingACT-ApprovedAccommodationsUsingTAA/story.html
- TAA Recorded Webinar (for test coordinators: requesting trusted agent in TAA) https://act.ilinc.com/register/mjvmhps
- Consent to Release Information Form: http://www.act.org/aap/pdf/ConsenttoReleaseInformation.pdf