



College-Board Accommodation Documentation Guidelines

Important to know:

- Accommodations on any College-Board exam (SAT, SAT Subject Tests, PSAT/NMSQT, PSAT 10, or Advanced Placement® Exams) are **not** given automatically.
- Even if a request for accommodation is made, and/or a 504 Plan is in place, there is **no guarantee** that students will receive those requested accommodations.
- The request for accommodations must be submitted by the Lowell High School SSD Coordinator, and must be approved by the College-Board, Services for Students with Disabilities (SSD) department.
- It can take up to seven weeks for an accommodations request to be processed by the College-Board SSD department, so plan accordingly. **With the new 2017 process now in place, it has been typically only taking one to three weeks, unless there are special circumstances.**
- Once a student's accommodations are approved by the College Board, they remain in effect until one year after high school graduation (with some limited exceptions) and can be used on the SAT, SAT Subject Tests, PSAT/NMSQT, PSAT 10, and AP Exams. Students do not need to request accommodations from SSD a second time.

<https://www.collegeboard.org/students-with-disabilities/ssd-online>

The College Board provides many different types of accommodations for students with disabilities whose requests have been approved by SSD. Documentation is always required and must meet the College Board's guidelines. <https://www.collegeboard.org/students-with-disabilities/documentation-guidelines>

Seven Documentation Criteria: Acceptable documentation meets seven broad criteria:

1. The diagnosis is clearly stated.
2. Information is current.
3. Educational, developmental, and medical history is presented.
4. The diagnosis is supported.
5. The functional limitation is described.
6. Recommended accommodations are justified.
7. Evaluators' professional credentials are established.

Steps to apply for accommodations:

1. Make sure your LHS 504 or IEP is as up to date as possible.
2. Have your guidance counselor contact the LHS SSD Coordinator
3. Get SSD Coordinator the following forms and information:
 - a. College-Board - Consent Form for Accommodations Request
 - b. College-Board – Teacher Survey
 - c. 504 or IEP
 - d. Medical Diagnoses (only if needed)

Lowell High School contact information

Aaron Ribaldo-Smith, College & Career Counselor, College-Board SSD Coordinator
aribaldo-smith@lowell.k12.ma.us – (978) 275-6306



Services for Students with Disabilities

Consent Form for Accommodations Request

Student Information

Student Name: _____

School: _____

Student Date of Birth: _____

Date of Next CollegeBoard Exam: _____

Student Email (not LHS Email): _____

Cell Phone: _____

Parent Email: _____

Accommodations being requested: _____

Student and Parent/Guardian Signature

I wish to apply for testing accommodation(s) on College Board tests (SAT, PSAT/NMSQT, and/or Advanced Placement Exams) due to disability. I authorize my school: to release to the College Board copies of my records that document the existence of my disability and need for testing accommodations; to release any other information in the school's custody that the College Board requests for the purpose of determining my eligibility for testing accommodations on College Board tests; and to discuss my disability and accommodation needs with the College Board. I also grant the College Board permission to receive and review my records, and to discuss my disability and needs with school personnel and other professionals. I agree to the conditions set forth in the student bulletins for the SAT, AP, and PSAT/NMSQT Programs relating to accommodations for disabilities.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____
(Parent/guardian signature is required if Student is under 18.)

Instructions to the School

This form must be used when a request for accommodation(s) is submitted electronically (via SSD Online). The form should be maintained by the school with the student's records. It does not need to be sent to the College-Board. The College-Board school coordinator will be asked to verify that a signed Consent Form is on file at the school prior to submitting a request for accommodations.



Services for Students with Disabilities

Teacher Survey

Student Name: _____ Return To: **Mr. Smith – room 116**

Teacher Name: _____ Subject/Class: _____

To the teacher: The student named above has requested testing accommodations for College Board tests. Your detailed input regarding his/her needs on classroom tests is valuable in our decision making process.

1. How long has the student been in your class? _____

2. **OBSERVATION:** Briefly describe your observations of the student’s disability and its impact during your class. Where possible, provide specific examples. Include the frequency and severity of symptoms displayed during class. _____

3. **ACCOMMODATIONS USED:** What specific accommodations are used by the student during classroom testing? Please indicate which of these accommodations are used on a consistent basis.

4. **EXTENDED TIME USED:** If the student is provided extended time for classroom tests, how much additional time does he/she generally use (e.g., 50%) to complete each of the following question types? (Note: Indicate time actually used, not the time approved.)

a. Multiple-choice test items: _____

b. Other question types, such as short-answer questions, essays, and math problems (Indicate the amount of additional time used for each applicable type): _____

c. How does the student generally use the extended time (e.g., to complete test questions, to review completed test questions, to take breaks, etc.)? _____

5. **IMPACT:** Describe the impact of the provided accommodations on the student’s performance. Does the student use the accommodations effectively? How does it change his/her performance on tests? What happens if accommodations are not provided? _____

Signature: _____ Date: _____

Contact the College Board at 609-771-7137 if you have questions.