



2015-2016 Testing Accommodations Guide



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First—Know the Basics:

- ✓ We are committed to ensuring that test takers with disabilities receive reasonable accommodations when taking the SSAT.
- ✓ We also offer the opportunity for those with religious needs to test on Sunday rather than Saturday.
- ✓ Read this guide carefully to ensure you understand the requirements, process, and timeline for receiving accommodations.
- ✓ Accommodation must be approved before registering.
- ✓ If your student requires accommodations, apply as early as possible. Allow time for processing and approval.
- ✓ SSAT does not flag test scores to indicate the test was taken with accommodations



TIP!

Remember, you can always check the status of your request by [logging into your SSAT account](#) and clicking, “View My Accommodations & Requests.”



Questions?

If you have any questions related to accommodations:

- Email ta@ssat.org
- Use the ssat.org LiveChat feature
- Call SSATB at 609-683-4440 (M—F: 9:00 am to 4:30 pm EST)

We're here to help!

First—Know the Basics *(continued)*:

Registering for an SSAT with accommodations follows 3 main steps:

- 1 Apply for Accommodations
- 2 Receive Accommodations Approval
- 3 Register for the SSAT with Accommodations

Remember, you cannot register until AFTER you've received accommodations approval.

You only need to be approved once per testing year.

Once you have been approved for accommodations, you can apply them to tests for the remainder of the testing season (August 1st to July 31st) without requesting approval again.

You simply need to indicate that you require those accommodations with each test registration.

Testing accommodations expire at the end of each testing year (July 31st).



TIP!
Register early, as available locations sometimes fill up quickly.



Step-by-Step— Applying and Receiving Approval

FIRST, you need to apply for accommodations.

- ✓ [Log in to your SSAT account](#) and click “Testing Accommodations Application Page.”
- ✓ Indicate your student’s requested accommodations, disabilities, and related information.
- ✓ Provide contact information for an approver who can confirm two things:
 - The disabilities and accommodations indicated are valid
 - Documentation meeting SSATB requirements (see p. 7) is on file at that approver’s organization.

After entering your information, the form will indicate either:

- ✓ You do NOT need to submit the documentation to SSATB –or–
- ✓ You DO need to submit the documentation to SSATB. In this case, you can upload documentation right away or you can do so at a later time.

THEN, your approver submits their confirmation & ID

After you submit your request, your approver will receive an email with a link to complete a secure online form to:

1. Confirm/deny each requested accommodation –and–
2. Confirm documentation meeting SSATB requirements is on file

Your approver will also need to send SSATB proof of their identity, such as a business card or letter on letterhead if they are not already a known SSATB approver.

You will be notified by email when your approver completes the online form and separately when your approver submits ID to become a known approver.

NEXT, SSATB reviews any submitted documentation.*

SSATB will review the information provided by your approver and the documentation you submitted.

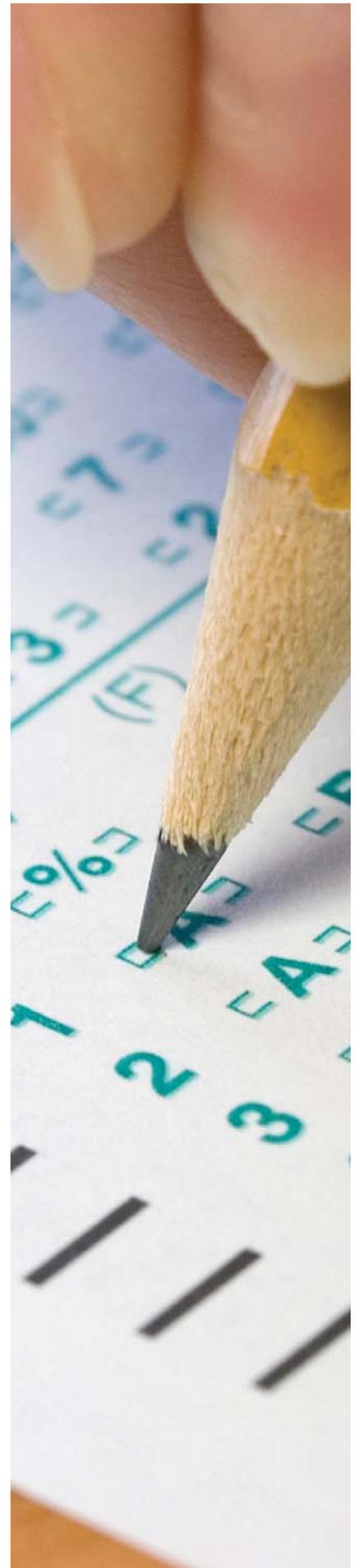
Once SSATB reaches a decision, you will be notified that:

- Your documentation is acceptable and supports all requested accommodations, or
- Your documentation is acceptable for some of the requested accommodations, or
- Your documentation is NOT acceptable for any of the requested accommodations.

** If no documentation was required by SSATB, skip this step.*

You may now register your student for the SSAT & receive all approved accommodations!

When you register, you must indicate that you require accommodations. Your approved accommodations will be listed and applied.



General Deadline Information

It is important to understand that there are separate processing times and deadlines for:

- A. Having your student's accommodations approved
- B. Registering for the SSAT.

Also, whether you are required to submit documentation will greatly affect deadlines. This page shows the deadlines for registering when you must submit documentation. See page 5 to learn if your student is eligible for the streamlined Direct Access process, where documentation does not need to be submitted to SSATB.

Deadlines When Documentation Must be Submitted

- You must allow a minimum of two weeks for SSATB review.
- Incomplete or invalid documentation will cause delays.

Standard Testing

For Standard testing dates, we've added a two-week approval timeframe to the registration deadlines.

Test Date	Deadline to Apply & Submit Documentation**	Test Registration Deadline for Accommodations*
October 17, 2015	September 19, 2015	October 3, 2015
November 14, 2015	October 17, 2015	October 31, 2015
December 12, 2015	November 14, 2015	November 28, 2015
January 9, 2016	December 12, 2015	December 26, 2015
February 6, 2016	January 9, 2016	January 23, 2016
March 5, 2016	February 6, 2016	February 20, 2016
April 23, 2016	March 26, 2016	April 9, 2016
June 11, 2016	May 14, 2016	May 28, 2016

**You must register one week earlier to avoid late fees. Your student must already be approved for accommodations to register. **SSATB must RECEIVE documentation by this day.*

Flex Testing

You must simply have accommodations approved before registering for a Flex test.

Example: If your student needs to test with accommodations on December 12th and needs to submit documentation, you must apply and submit documentation by November 14th. If your documentation is valid, you will be approved and notified no later than November 28th. At that time, you may register for the test.

Remember, you need to APPLY and be APPROVED for accommodations in order to register by the deadlines above. How early you need to start this process depends upon your situation and whether your student qualifies for Direct Access.



Deadlines & Info for Direct Access: When documentation does not need to be submitted and reviewed by SSATB

SSATB has a firm commitment to facilitate the approval of reasonable accommodations for students with disabilities.

In many cases, this allows SSATB to approve your student's request without the need for documentation submission. Please remember, however, that valid documentation must always exist on file with your indicated approver and SSATB reserves the right to request the documentation for review.

If your student meets all three of the following conditions, you do NOT need to submit documentation to SSATB for review when you apply for accommodations:

- A.** Your indicated approver is from your student's school
- B.** The documentation your approver has on file is one of the following:
 - An IEP
 - A 504 Plan
 - Private School Documentation
- C.** All requested accommodations are associated with your student's disabilities per the tables on page 8.

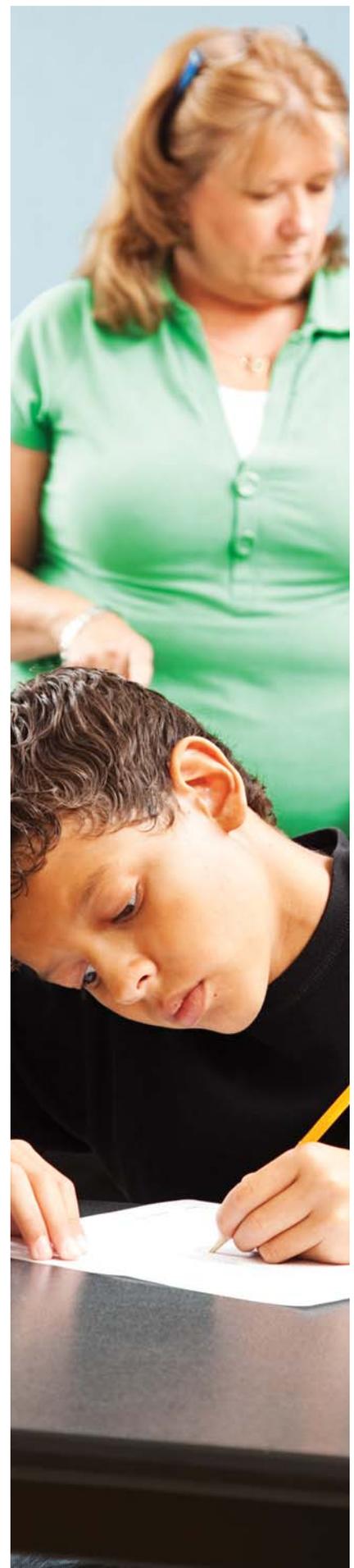
How long will the approval process take?

- **Direct Access**—When documentation does not need to be submitted/reviewed by SSATB
 - If you qualify for SSAT's Direct Access, the approval time depends upon how quickly your indicated approver completes the approval form and submits ID to SSATB.
 - Normally this takes several days, but is influenced greatly by your indicated approver.



TIP!

When you log in to your account and apply for accommodations, the form will indicate whether or not you must submit documentation to SSATB based upon the information you provide.



Documentation Requirements

Documentation supporting your student's need for reasonable accommodations must always exist and be on file with your indicated approver.

Note: In many cases, documentation does NOT need to be submitted to SSATB—see the Direct Access section (p. 5) for an explanation of the streamlined process for receiving accommodations.

Acceptable Forms of Documentation

- ✓ IEP
- ✓ 504 plan
- ✓ Private school documentation—*on letterhead*
- ✓ Psychological evaluations
- ✓ Testing results or documentation from a qualified professional
- ✓ Documentation that illustrates the student has been regularly approved for accommodations for other standardized tests

Please contact SSATB if you have other forms of documentation for review.

The Documentation Must:

- ✓ List or reflect a history of each disability
- ✓ Illustrate that each disability substantially limits a major life activity
- ✓ Illustrate that the accommodations requested are reasonable
- ✓ Be from the current or last academic year

Other Notes

- ✓ Submitting the full IEP, 504 plan, or other similar documentation provides SSATB the most complete information, which may prevent approval delays.

Approver Information

An approver is an individual that can affirm documentation that supports SSATB's requirements exists and the student is known to have a disability that requires accommodations.

If the documentation that exists is an IEP, 504, or private school documentation, the approver should be a practitioner or representative at your student's school (ex. school psychologist, special education coordinator, counselor).

If the approver will be attesting to other types of documentation, the approver should be an appropriate doctor or practitioner involved with the diagnosis, treatment, testing, or care of your student.



TIP!

To be eligible for Direct Access and not be required to submit documentation to SSATB, your approver must be a representative at your student's school.



Disability and Accommodation Association Tables

Refer to these associations for Direct Access to see if all requested accommodations are associated with your student's disability (criteria C). See examples of associations on page 9.

<p>Disability (1 or more) ADD/ADHD Autism Spectrum Disorder (ASD) Learning Disabilities (LD) Psychiatric Disorders Traumatic Brain Injury (TBI)</p>	<p>Requested Accommodations (1 or more) 50 Percent Extra Time (<i>1.5x</i>) Answer Directly in Book Calculator (<i>basic 4 function calculator only</i>) Personal Laptop with Spell Check for Writing Sample (<i>cannot use during other sections</i>) Highlighter Ruler Graph Paper Small Group Setting (<i>10 or fewer students in room</i>) Reader (<i>student will be tested in a separate room, alone</i>) Scribe (<i>student will be tested in a separate room, alone</i>)</p>
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<p>Disability (1 or more) Physical Disabilities Medical or Chronic Health Conditions</p>	<p>Requested Accommodations (1 or more) 50 Percent Extra Time (<i>1.5x Time</i>) Answer Directly in Book Personal Laptop with Spell Check for Writing Sample (<i>cannot use during other sections</i>) Highlighter Ruler Graph Paper Small Group Setting (<i>10 or fewer students in room</i>) Diabetic Supplies (<i>insulin, snacks, water bottle, blood monitoring kit</i>) Prescription Medication with Water (<i>must be self-administered and in original prescription bottle</i>) Seat Cushion or Pillow</p>
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<p>Disability Blindness/Low Vision</p>	<p>Requested Accommodations (1 or more) 50 Percent Extra Time (<i>1.5x Time</i>) Answer Directly in Book Personal Laptop with Spell Check for Writing Sample (<i>cannot use during other sections</i>) Highlighter Ruler Large Print Test Materials (<i>large print font is Times 22pt.</i>) Hand-held Magnifier Braille Materials Small Group Setting (<i>10 or fewer students in room</i>) Reader (<i>student will be tested in a separate room, alone</i>) Scribe (<i>student will be tested in a separate room, alone</i>)</p>
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<p>Disability Deaf/Hard of Hearing</p>	<p>Requested Accommodations (1 or more) 50 Percent Extra Time (<i>1.5x Time</i>) Ruler Hearing Aid Small Group Setting (<i>10 or fewer students in room</i>) Sign Language Interpreter (<i>for spoken directions only</i>)</p>
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Disability and Accommodation Association Examples:

Example A: Your student has ADD/ADHD and requests 50% Extra Time and a Small Group Setting (*10 or fewer students in room*). Since both of these accommodations are associated with ADD/ADHD in the first table, all the accommodations are associated.

Example B: Your student has Blindness/Low Vision and a Medical or Chronic Health Condition (in this example, diabetes). Your student requests Large Print Test Materials, Small Group Setting (*10 or fewer students in room*), and Diabetic Supplies. Since all of these accommodations are associated with either Blindness/Low Vision in the third table or Medical or Chronic Health Conditions in the second table, all the accommodations are associated.

Example C: Your student has ADD/ADHD and requests 100% Extra Time. Since this accommodation is not associated with ADD/ADHD in the first table, this would require documentation to be submitted and reviewed by SSATB.

Situations in Which Accommodations are Not Approved

- **Denied by your approver:** If your approver denies one or more accommodations, you may:
 - Resend the request to the same, qualified professional (*in case of submission error*)
 - Indicate a different approver
 - Choose to test only with the approved accommodations
- **An approver has approved accommodations but SSATB determines the additional documentation does not support the requested accommodations. SSATB will notify you and provide a rationale for the decision. The letter will explain:**
 - Which accommodations are approved and which are not approved
 - The aspects of the documentation and/or request that affected the decision
 - Clear suggestions and/or examples illustrating acceptable documentation
 - Instructions for submitting further documentation
 - How to contact SSATB regarding any questions or concerns or to file an appeal



Other Accommodation Info

- **Physical Disabilities:** If you or your student have a physical disability and simply need to verify physical access at the testing location (ramps, elevators, accessible parking, etc.), you do NOT need to request testing accommodations. Instead, we simply ask you to email ta@ssat.org so we can ensure access.
- **Temporary Conditions:** If you have a temporary condition such as a broken arm, broken finger, or concussion, and are worried about testing, please email ta@ssat.org before requesting accommodations or registering for the test.
- **Requested Accommodations:** Only those testing accommodations requested on the form will be reviewed and/or approved.
- **Additional Accommodations:** If you neglected to request an accommodation, please email ta@ssat.org for assistance and instructions.
- **“Other” Accommodations:** SSATB will provide all reasonable accommodations that are requested under “other.” Please note that SSATB may need to spend additional time and/or work with testing locations to provide “other” accommodations. We will review the need and do everything we can to provide reasonable accommodations as quickly as possible. However, certain requests may cause testing delays as we ensure appropriate facilities and staffing.

Due to the review process required, selecting an “Other” accommodation will require documentation to be submitted to SSATB.

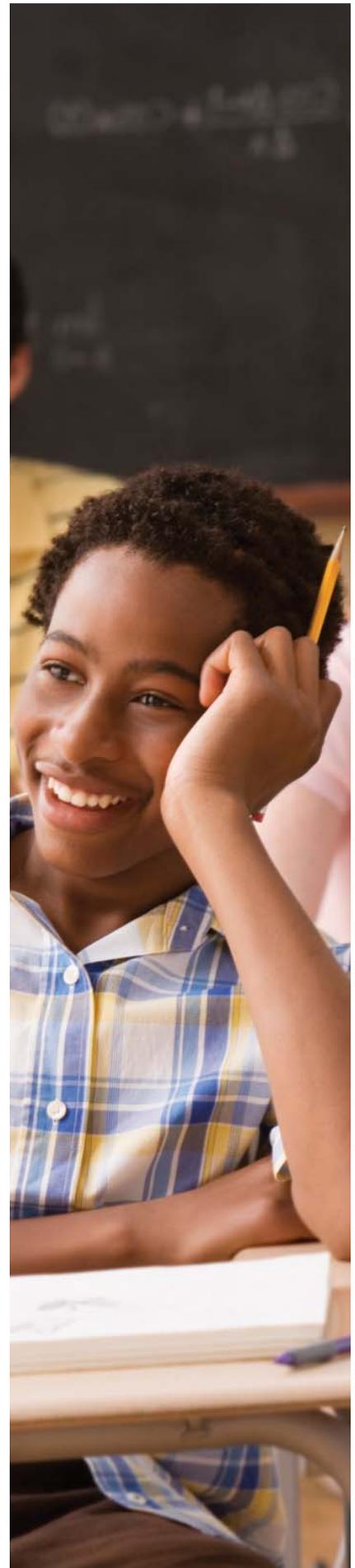
On rare occasions, there may be accommodations requested which are deemed unreasonable and cannot be provided. It is important to note that SSATB cannot (and is not required by law to) provide accommodations that: 1) jeopardize test security, 2) fundamentally alter the SSAT, or 3) cause an undue burden to SSATB.

On other rare occasions, SSATB may work with a family to provide an equally effective accommodation instead of the preferred accommodation submitted for the student. Again, this is rare and will only be done if the substituted accommodation is equally effective.

- **Disabilities listed under “Other:”** If you list a disability under “Other,” documentation submission to SSATB will be required. This ensures that we fully understand your student’s disabilities and needs. If your student’s disability can be categorized under one of the disability categories listed, select that category. This will prevent unnecessary submission of documentation.

Example A: If your student has diabetic need, select “Medical or Chronic Health Conditions” instead of typing “diabetic need” into “Other.”

Example B: If your student has dysgraphia, select “Learning Disabilities (LD)” instead of typing “dysgraphia” into “Other.”



Sunday Testing Accommodations

SSATB offers the option of testing on a Sunday for those registrants whose religion prevents them from testing on a Saturday, since all eight of the Standard SSAT dates are on Saturdays.

If you have any questions related to Sunday testing accommodations, email ta@ssat.org, use the LiveChat feature on ssat.org, or call SSATB at 609-683-4440 (M—F: 9:00 am to 4:30 pm EST).

Process Overview: Sunday Testing

FIRST, you'll need to apply for Sunday accommodations

- ✓ [Log in to your SSAT account](#) and click the “Application for Sunday Testing” button
- ✓ You will need to indicate an approver who will confirm your student cannot test on a Saturday due to religious reasons.

SSAT does NOT require documentation to be submitted for Sunday testing requests.

THEN, your approver submits their confirmation & ID.

After you submit your request, your approver will receive an email with a link to complete a secure online form to:

1. Confirm/deny your Sunday Testing accommodation need –and–
2. Your approver will also need to send SSATB proof of their identity, such as a business card or letter on letterhead if they are not already a known SSATB approver.

You will be notified by email when your approver completes the online form and separately when your approver submits ID to become a known approver.

You may now register your student for a Sunday Standard test



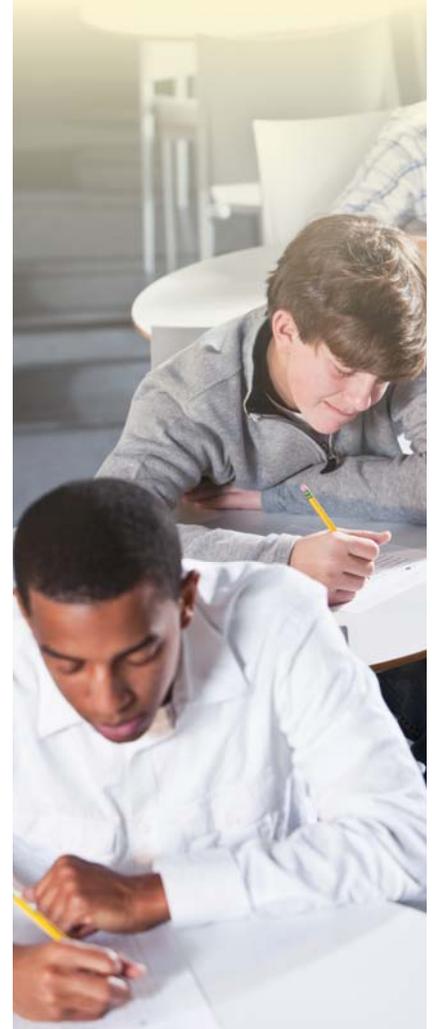
TIP!

If you require accommodation due to a disability and Sunday testing, you will need to complete each process separately.



Things to Remember:

- When you register, you must indicate that you require Sunday testing
- Your approved Sunday testing accommodation is valid for the current academic year (August 1, 2015 to July 31, 2016)
- Register early, as available locations sometimes fill up quickly.
- On test day, bring your full admission ticket, including your accommodation approval.



Deadlines & Processing: Sunday Testing

It is important to understand that your accommodation for Sunday testing must be approved before you can register for a Sunday test.

- You must allow time for your indicated approver to approve your request **BEFORE** you register.
- The deadlines for registering for a test **AFTER** your student has been approved for Sunday testing are below.
- If your student is also requesting accommodations for a disability, be sure to read all requirements and deadlines related to requesting those accommodations, as those deadlines will apply and generally require more time for approval.

Standard Testing

Test Date	Test Registration Deadline for Sunday Testing*
October 17, 2015	October 14, 2015
November 14, 2015	November 11, 2015
December 12, 2015	December 9, 2015
January 9, 2016	January 6, 2016
February 6, 2016	February 3, 2016
March 5, 2016	March 2, 2016
April 23, 2016	April 20, 2016
June 11, 2016	June 8, 2016

**You must register earlier to avoid late/standby fees.*

**Your student must already be approved for Sunday accommodation to register.*

How long will the approval process take?

- The approval time depends upon how quickly your indicated approver completes the approval form and submits it to SSATB.
- Normally this take several days, but is influenced greatly by your indicated approver.

Flex Testing

No approval is required for Flex tests, which can occur on any day of the week.

A Note About Sunday Testing Availability

The availability for Sunday testing is limited in many areas. If you cannot locate a testing location that is relatively close, please email ta@ssat.org as early as possible. In some cases, we may be able to arrange testing near you. Please understand that while we make every effort to provide reasonable test locations for Sunday testing, this may not always be possible.

