



SSAT SECONDARY SCHOOL ADMISSION TEST

2015-2016 Testing Accommodations Approver Overview



Table of Contents

- 2 Approver Basics
- 3 Approvers for Students that Need Accommodations Due to Disabilities
- 4 Documentation Requirements for Students that Need Accommodations Due to Disabilities
- 5 Disability and Accommodation Association Tables
- 6 Approver Process and Responsibilities for Students that Need Accommodations Due to Disabilities
- 7 Private School Documentation—Example
- 8 Approvers for Students that Need Accommodations to Test on Sunday Due to Religious Beliefs

Approver Basics

Who should use this booklet?

This booklet explains the responsibilities and requirements for an individual who will be affirming that a student requires a testing accommodation on the SSAT.

If a student has or will list you as an approver, this is for you!

Who is the SSATB and what is the SSAT?

The Secondary School Admission Test Board (SSATB) is a non-profit organization that supports the admission assessment and enrollment needs of schools, students, and families.

The SSATB administers the Secondary School Admission Test (SSAT) to more than 80,000 students annually in support of admission to SSATB member schools.

What types of accommodations are provided?

SSATB provides accommodations to students with disabilities and to students whose religious needs dictate they test on Sunday rather than Saturday, when most SSATs occur.

The specific accommodations provided for students with disabilities are based upon each individual student's needs.

What are the steps for approving a student?

An overview of the approval process and what to expect is provided on page 6.

Is there additional information available?

The SSAT Testing Accommodation Handbook provides additional information needed by students such as deadlines and an overview of the student application process. If interested, you can access the Testing Accommodation Handbook for students at ssat.org/ta.



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!

Approvers for Students that Need Accommodations Due to Disabilities

Who can be approver?

An approver can be any non-family member professional that can affirm:

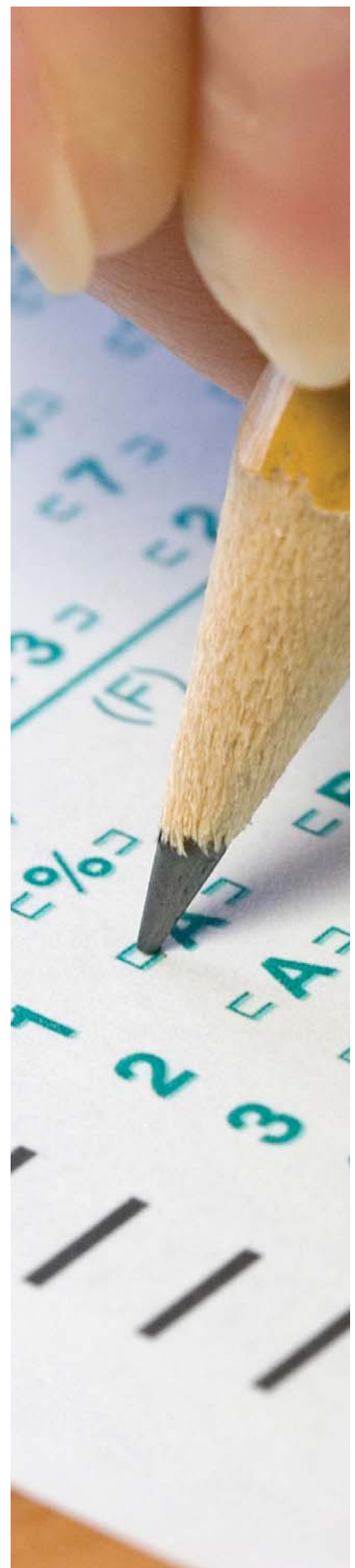
- Documentation that supports SSATB's requirements exists on file at their organization
- The student is known to have a disability that requires accommodations

IEP, 504, or Private School Documentation

If the documentation that exists is an IEP, 504, or private school documentation, the approver should be a practitioner or representative from the student's school (ex. school psychologist, special education coordinator, counselor, etc.). The responsibility for maintaining these records varies from school to school, thus a specific role or title is not required.

Other Types of Documentation

If the documentation that exists is a psychological or medical evaluation or other documentation, the approver should be an appropriate doctor or practitioner involved with the diagnosis, treatment, testing, or care of your student.



Documentation Requirements for Students that Need Accommodations Due to Disabilities

To be an approver, must I have documentation on file?

Yes! In order to act as an approver you **MUST** have supporting documentation. However, please note that in many cases documentation does **NOT** need to be submitted to SSATB by the student—read about Direct Access below.

Acceptable Forms of Documentation

- ✓ IEP
- ✓ 504 plan
- ✓ Private school documentation—on letterhead (see an example on page 8)
- ✓ 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.

Regardless of Form, 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



TIP!

If you do need to provide documentation to a student for submission to SSATB, remember that submitting the full IEP, 504 plan, or other documentation provides SSATB the most complete information, which may prevent approval delays.

What is Direct Access?

SSATB has a firm commitment to facilitate the approval of reasonable accommodations for students with disabilities. In many cases, this allows SSATB to approve a student's request without the need for documentation submission. However, SSATB reserves the right to request the documentation for review. And remember, even with Direct Access, documentation must be on file.

If a student meets all three of the following conditions, documentation does NOT need to be submitted to SSATB. When initially requesting accommodations, the student will be alerted as to whether they will need documentation from their approver.

- A. The indicated approver is from the student's school
- B. The documentation the approver has on file is one of the following:
 - a. An IEP
 - b. A 504 Plan
 - c. Private School Documentation (see an example on page 7)
- C. All requested accommodations are associated with the student's disabilities per the tables on page 5.



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 (1.5x) 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>
---	--

<p>Disability (1 or more) Physical Disabilities Medical or Chronic Health Conditions</p>	<p>Requested Accommodations (1 or more) 50 Percent Extra Time (1.5x Time) 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>
---	--

<p>Disability Blindness/Low Vision</p>	<p>Requested Accommodations (1 or more) 50 Percent Extra Time (1.5x Time) 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>
--	---

<p>Disability Deaf/Hard of Hearing</p>	<p>Requested Accommodations (1 or more) 50 Percent Extra Time (1.5x Time) Ruler Hearing Aid Small Group Setting (<i>10 or fewer students in room</i>) Sign Language Interpreter (<i>for spoken directions only</i>)</p>
--	---

Approver Process and Responsibilities for Students that Need Accommodations Due to Disabilities

Once you have been designated as an approver by a student, there are just a few simple steps to complete the process.

- First, you'll receive an email with a link to an online form.
- Complete the online form, which includes indicating:
 - o The type of documentation you have on file
 - o An approval or denial for each requested accommodation
 - o Your name

- As part of the form, you'll also be asked to print an Approver ID Form, sign it, and add a business card.

If you don't have a business card you can provide a brief statement on your company's letterhead indicating your name, address, job title, responsibility for maintaining accommodation documentation and that you are submitting the letter as verification of your identity for SSAT testing accommodations.

- To submit the ID form online, simply take a picture of the form and business card/letter with your smart phone and email to ta@ssat.org.

You can also follow the instruction on the form to mail or fax, however, SSAT highly recommends sending as fast as possible.

- SSATB will confirm when we've received and processed your ID form and you're done.

If no other documentation needs to be submitted by the student, they will be alerted that they are approved and able to register with accommodations. Otherwise, if documentation is required, SSATB will await its submission by the student for further review.



SSATB Approver ID Form

DIRECTIONS:

- Print this form, sign it, and add your business card.
If you don't have a business card, you can write a brief statement on your company's letterhead indicating your name, address, job title, responsibility for maintaining accommodation documentation and that you are submitting the letter as verification of your identity for SSAT testing accommodations.
- Send this form to SSATB
 - o Take a picture with your smartphone and email to ta@ssat.org (fastest!)
 - o Fax: 609-683-4507
 - o Mail / Courier to: **SSAT Accommodations Processing**
862 Route 518
Skillman, NJ 08558

SSATB will send you an email once this form is received. If you do not receive confirmation within 48 hours, please contact SSAT at info@ssat.org.

If taking picture, do not include top instructions above this line.

Approver ID:
tgera@ssat.org

Add Business Card Here
If providing letter place letter below this half of page and ensure submission includes this form and letter.

By submitting this form to SSATB, you affirm that the information provided in your online approval is true, the business card or letter herein belongs to you and that you have submitted these documents and the approval in accordance with SSATB's stated policies.

Print Name: _____
Signature: _____

Once SSATB has ID on file, you will be considered a known approver.

This means that you will only need to submit ID once regardless of the number of students you will need to approve. Your status as a known approver will last through the current testing season plus two more. In other words, if you become a known approver in the 2015-16 testing season (August 1, 2015-July 31, 2016) you will not need to submit ID again until August 1, 2019.

When accessing future approval forms as a known approver, the form will recognize you and not request ID.

Private School Documentation—Example

While IEP and 504 plans tend to be relatively structured in their format and include all necessary elements to meet SSATB's documentation requirements, Private School Documentation may not be as consistent. Provided below is a sample document which fulfills SSATBs requirements.

Here again are the requirements:

Acceptable Forms of Documentation

I. Private school documentation—on letterhead

Regardless of Form, the Documentation Must:

2. List or reflect a history of each disability
3. Illustrate that each disability substantially limits a major life activity
4. Illustrate that the accommodations requested are reasonable
5. Be from the current or last academic year

- 1 The document is on letterhead.
- 2 The disability is clearly listed as ADD. If ADD had not been specified, an explanation describing the condition as generally fitting ADD would also be acceptable.
- 3 The impact against learning, a major life activity, is simply but clearly indicated.
- 4 The very nature of 1.5x time being needed due to ADD is on its face reasonable and doesn't require specific text to further illustrate this.

If, for example, Large Print materials were indicated as an accommodation in this case, some explanation would be needed to show that accommodation was reasonable.
- 5 The document is properly from the current or last academic year.



Approvers for Students that Need Accommodations to Test on Sunday Due to Religious Beliefs

Who can be an approver?

An approver can be any non-family member of the clergy.

Is documentation required?

SSATB does not require documentation to be submitted for Sunday testing requests.

What is the process for being an approver for Sunday accommodations?

Once a student requests Sunday testing and indicates you as an approver, you will receive an email to an online webform. You'll be asked to confirm the religious need. Upon your approval and SSATB's receipt of proof of your ID making you a known approver, the student will be alerted they are able to register for a Sunday test.

