

Appendix D-3: SAT Accommodations Descriptions

2020-2021 School Year

*** Information was pulled from The Services for Students with Disabilities (SSD) Coordinator Handbook and the SAT Accommodated Testing Manual and the SSD online site.

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COLLEGE-BOARD Reportable and Allowable

TIMING/SCHEDULING

Extended time	<p>Extended time options include:</p> <ul style="list-style-type: none"> Time and a half, or 50 percent additional time for the new SAT is 4 hours and 30 minutes without the essay, and 5 hours and 45 minutes for the new SAT Essay Double time, or 100 percent additional time is 6 hours on the new SAT without the essay, and 7 hours and 40 minutes for the new SAT Essay More time (for instance, in rare circumstances, 150 percent additional time is 7 hours and 30 minutes on the new SAT; 9 hours and 35 minutes on the new SAT with Essay) <p>Since DE does the SAT with Essay, students with 50% or 100% extended time test over two days. Students should request extended time only if their disability causes them to work more slowly than other students. If a student is usually able to complete school-based tests in the allotted time, or if the student's inability to complete tests is not related to a disability, then extended time should not be requested.</p> <p>Students will get extended time only for the subject area(s) they're approved for (e.g., math only or writing only). Exception: Students approved for extended time for reading and EL students testing with 50% extended time will receive extended time for the entire test.</p> <p>Reading</p> <ul style="list-style-type: none"> Student receives extended time for ALL sections. Student must use the entire time for which they are approved. They cannot move to the next section when they are finished, even if they are the only student testing. Student is automatically approved for extra breaks. <p>Math</p> <ul style="list-style-type: none"> Student receives extended time only for the math sections (unless approved for other accommodations). Student must use the entire time for which they are approved. They cannot move to the next section when they are finished, even if they are the only student testing. Student is automatically approved for extra breaks for math sections. <p>Writing</p> <ul style="list-style-type: none"> Student receives extended time only for the SAT Essay (unless approved for other accommodations). If they are not taking the SAT with Essay, they would test in the standard test room. Student must use the entire time for which they are approved. They cannot move to the next section when they are finished, even if they are the only student testing. Student is automatically approved for extra breaks for the Essay.
Time and a Half 50%	Student receives time-and-a-half for each approved section of the test. Student may be approved for extended time for the entire test, or for just one section (e.g., Reading, Writing and Language, Math, or Essay). Students must stay for the entire amount of extended time; they cannot self-pace.
Double Time 100%	Student receives double time for each approved section of the test and may receive extended time in Reading, Writing and Language, Math, or Essay. Students must stay for the entire amount of extended time; they cannot self-pace.
More than Double Time	Student receives more than double time for each approved section of the test
Extra Breaks	Student is given a break halfway through longer sections, and a break after every section. Give students who are approved for extra breaks the same breaks that extended time students receive, as noted in the scripts: a break in between each test section, and an extra break in the middle of Sections 1 and 4, and the SAT Essay, if applicable.

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TIMING/SCHEDULING

Extended Breaks	<p>Student is given breaks at the standard time, but breaks are typically twice as long. A student with extended breaks may need additional accommodations such as permission to eat, take medication, or permission to test blood sugar. These must be requested specifically. Give extended breaks to approved students by doubling the standard time of regularly scheduled breaks. If you have students who are approved for both extra and extended breaks, provide 10-minute breaks between each test section; if students ask to resume testing sooner, they may, but you shouldn't prompt students to end their breaks early.</p>
Breaks as Needed	<p>Most often provided for students with significant physical or medical conditions, but also appropriate for some other disabilities. Breaks are granted as requested by the student during the test. Timing of the test is paused during the break. A student who requests breaks as needed may need additional accommodations such as permission to eat, take medication, or test blood sugar during the test. These must be requested specifically. When a student is approved for breaks as needed, they may take a break during a test section. Most students' needs are met with a 10-minute break. However, if a student requests additional time, grant the request, within reason. This time doesn't count toward testing time (that is, the testing clock stops).</p>
Multiple Day	<p>Students may only test over 2 days if they are approved for an accommodation or support that requires 2-day testing. Students with accommodations that require more than 6 hours of testing (including breaks) will test over 2 days. This includes:</p> <ul style="list-style-type: none"> • 50% extended time for entire SAT with Essay • 100% extended time for Math and Writing on the SAT with Essay • 100% extended time for entire SAT or SAT with Essay • MP3 audio format • Students approved for limited-time testing <p>All students testing over 2 days should be tested as early in the window as possible and over consecutive days whenever possible. Students who are absent on the second day should resume testing on the day they return to school. You'll return the materials to your test coordinator for secure overnight storage. Students will complete the test on the second day</p>

READING/SEEING

Large Print	<p>Students who test with large print (14-point, 20-point, or larger font) test with standard time and breaks unless approved for other accommodations. Students using test books with larger than 14-point print must test in an accommodated room. Some students who request reading/seeing accommodations will need additional accommodations, such as extended time, or they will need a scribe or another way to record responses.</p>
Reader	<ul style="list-style-type: none"> • Student is read the test aloud by an adult. • Student must be in a one-to-one setting. (Each student must have their own reader. Reader cannot read to a group of students.) • Student automatically receives 50% extended time and extra breaks on all sections. • Student must use the entire time for which they are approved. They cannot move to the next section or end the assessment when they are finished, even if they are the only student testing. Reader reads the entire test. <p>Students assisted by a reader or a scribe:</p> <ul style="list-style-type: none"> • Will test with 50% extended time, unless approved for more extended time. • If taking the SAT with Essay, will test over 2 days. • Must have their own reader or scribe (these support staff cannot be shared).

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READING/SEEING

<p>Sign Language Interpreter for Oral instructions</p> <p>(DOE Approval Required)</p>	<p>Students who are deaf or hearing-impaired may:</p> <p>Have a sign language interpreter translate test directions from spoken English. Sign language interpreters may only provide translations of your instructions to the student, not of test content.</p> <ul style="list-style-type: none"> • Interpreter provides test directions (the only oral portion of the SAT, PSAT 10, or PSAT 8/9) in sign language, such as American Sign Language (ASL) or Exact English Signing (EES). • ASL interpreter cannot be used for test questions. • Interpreters are designated by the school and must meet testing staff requirements.
<p>Braille</p>	<p>A Braille test book</p> <p>Students who test with braille test formats test with standard time and breaks unless approved for other accommodations.</p> <ul style="list-style-type: none"> • To supplement each braille test and accompanying braille Essay book (when applicable), a regular-type test book and Essay book are included for your use as a reference. A reader's script will also be sent in case the student asks to have a question read. • Provide each student with a copy of the Guide to the Nemeth Code and the Braille Reference Information (a braille math reference book). The Guide to the Nemeth Code lists the current versions of Nemeth Code mathematical symbols with their meanings. Students taking the braille test or using the graphs and figures supplement may refer to the guide during the test. The Braille Reference Information contains math reference material required for the braille test. Braille test formats are in Unified English Braille (UEB) with Nemeth Code for math.
<p>Braille Graphs</p>	<p>Students approved to use a braille graphs and figures supplement in conjunction with a test format such as an audio version of the test, or with a reader. This is not the same as testing with a braille test. See <i>Braille Figure Supplement Book</i></p>
<p>MP3 Audio</p>	<p>Audio version of test, delivered through an internet streaming application and consists of read-only files. Allows student with reading or visual impairments to listen to the test.</p> <ul style="list-style-type: none"> • Student automatically receives 100% extended time (plus additional time on the Writing and Language Test) and extra breaks on all sections. • Student must use the entire time for which they are approved. They cannot move to the next section or end the assessment when they are finished, even if they are the only student testing. • Students must either use headphones or test in a one-to-one setting. • Get practice tests by downloading (Available for SAT and PSAT) redesigned SAT MP3 files or PSAT 10 MP3 files • Streaming application with multiple-choice and Essay MP3 files provided for use on a computer** • Setup for MP3 testing should be done in advance of test day to ensure a smooth administration. • If your school has been approved to use MP3 audio flash drives, they also must be set up in advance of test day. The MP3 flash drives contain read-only files and a built-in player to deliver the test content. • All students using an MP3 audio format will test with 100% extended time for the entire test and will have an additional 45 minutes to complete Section 2. These students test over two days.

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RESPONDING

Assistive-Technology Compatible	<p>Assistive Technology Compatible or ATC, is a digital version of the test delivered on a flash drive. The test is in an accessible Word format. It is intended for use with technology that assist students in reading the test, such as screen readers and other technologies. However, some students use this accommodation without other technology in order to enlarge the text. (Available for SAT, PSAT and most AP exams), Practice with assistive technology: Get SAT practice tests in optimized Microsoft Word documents or PSAT 10 practice tests in optimized Microsoft Word documents.</p> <ul style="list-style-type: none"> • For use with screen readers and other assistive technology. The software must be provided in the request. • Student is automatically given 100% extended time on the Writing and Language Test only. If extended time is needed for other sections, it must be requested. • Student must use the entire time for which they are approved. They cannot move to the next section when they are finished, even if they are the only student testing. • Coordinator must identify the device the student is requesting to use. <p>The ATC format has been tested with ZoomText® (with and without reader), JAWS®, and NVDA®, on both a PC and a MacBook laptop. If you have a student who is using other assistive technology, encourage them to try using it with a practice test, as some of the freeware or less commonly used screen readers may not be compatible with ATC files. When using Voice-over on a Mac, the student must use the mouse, not the keyboard, for navigation.</p> <ul style="list-style-type: none"> • Students using the ATC format need to double-click on a separate file for each section and enter the password printed on the ATC packaging. When timing of each section ends, they need to close the file.
Writer/Scribe	<p>Student orally tells their responses to an adult scribe, and the scribe records the responses onto an answer sheet.</p> <ul style="list-style-type: none"> • Student must test in a one-to-one setting. (Each student must have their own scribe.) • Student automatically receives time and a half and extra breaks on all sections. • Student must use the entire time for which they are approved. They cannot move to the next section or end the assessment when they are finished, even if they are the only student testing. • The scribe must capture responses as dictated by the student. For the SAT Essay, student does not have to dictate spelling, unless a word is unclear. They do need to dictate punctuation to be captured by the scribe. <p>Students assisted by a reader or a scribe:</p> <ul style="list-style-type: none"> • Will test with time and a half, unless approved for more extended time. • If taking the SAT with Essay, will test over 2 days. • Must have their own reader or scribe (these support staff cannot be shared). <p>The support staff person assigned to the student must transfer the answers (except for the essay) to the answer sheet after the student completes the test.</p> <p>For students who are approved to write the answers in their test books:</p> <ul style="list-style-type: none"> • Make sure the student's identifying information on the answer sheet is complete. • Fill in the bubbles on the regular answer sheet corresponding to the answers chosen by the student. • Write "Answers in Book" on the front cover of the student's test book. • Clip the answer sheet to the test book for inclusion in the white Accommodated Testing Envelope.

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RESPONDING

Computer	<p>When a disability impacts a student's ability to write, a student may request permission to use the word-processing function of a computer to write essays and short-answer responses. Students approved to use a computer on the SAT take the exam in their own school, instead of a designated test center.</p> <p>Students allowed to use a computer to take school tests are not necessarily eligible for a computer accommodation on College Board exams because College Board exams can differ from classroom tests. The computer accommodation is appropriate for students who have a disability that impacts their written language expression. Examples include students with the following disabilities:</p> <ul style="list-style-type: none"> • Physical disabilities that impair the ability to write • Dysgraphia • Severe language-based learning disorders <p>The use of a computer is limited as follows:</p> <ul style="list-style-type: none"> • Computers (word processors) may be used only to record essay and short-answer responses. They may not be used for multiple-choice sections. • Any assistive technology (such as screen readers), special programs, tools, or apps must be individually requested and approved. The computer accommodation is for the use of a word processor only. • A school computer must be used. • Use of spell-check, grammar-check, word prediction, and cut-and-paste features are not permitted and must be disabled. <ul style="list-style-type: none"> • Approval for computer applies only to students taking the SAT with Essay and is used only for the Essay task. • School must provide the computer; students may not use a personal computer or a computer belonging to their family. • Computer must have word processing software, be attached to a working printer, and cannot be connected to the internet or a network. • Typed essays must comply with certain guidelines, available in the SAT Accommodated Testing Manual, to be properly scored and for the students to be able to receive online images of their essay. <p>Generally, a student would not need both a scribe and a computer, as the scribe is expected to record all answers, including the essay.</p>
Braille device for written responses (Braille Writers)	<p>Manual braille writers (for example, Perkins Brailler) may be used for all test sections, but electronic braille writers/notetakers (for example, BrailleNote) may only be used for essay writing and math calculations. An electronic braille writer may not be connected to any network, but it must be connected to a monitor so the proctor can see what the student is typing. In addition, a student may not use a personal computer or a computer belonging to their family as a braille writer.</p> <p>For braille writers:</p> <ul style="list-style-type: none"> • Make sure the student's identifying information on the answer sheet is complete. • Fill in the bubbles on the regular answer sheet corresponding to the answers chosen by the student. • Return braille pages and any scratch paper to you for return in the white Accommodated Testing Envelope.
Record answers in test booklet	<p>For students who are approved to write the answers in their test books:</p> <ul style="list-style-type: none"> • Make sure the student's identifying information on the answer sheet is complete. • Fill in the bubbles on the regular answer sheet corresponding to the answers chosen by the student. • Write "Answers in Book" on the front cover of the student's test book. • Clip the answer sheet to the test book for inclusion in the white Accommodated Testing Envelope.
Large-Block Answer Sheet	<p>Students will mark squares with an "X" instead of filling in bubbles.</p> <ul style="list-style-type: none"> • May be requested on its own or with other accommodations

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SETTING

Small Group	Student tests with a smaller group of students. Number of students that may be assigned to a “small group” room depends on size of the room (i.e., standard classroom versus the library). In a school day administration, schools plan rooms based on their capacity and assign students to rooms. While a school can assign students to a “small group” room without accommodations, approval of small group ensures that a student receives this accommodation for future tests, e.g., national SAT testing.
Preferential Seating	In a school day administration, schools plan rooms based on their capacity and assign students to rooms. While a school can provide preferential seating without a need for approved accommodation, approval of preferential seating ensures that a student receives this accommodation for future tests, e.g., national SAT testing.
Home/Hospital Setting	Test is administered at a location other than school (e.g., home or hospital) to a student with a disability that prevents them from attending school. <ul style="list-style-type: none"> If a student requires an alternate testing location for reasons other than a disability, do not request home/hospital testing. Instead, refer to your state process for requesting an alternate location.

OTHER

Four-Function Calculator	When a disability impacts a student’s ability to perform mathematic calculations, he or she may request permission to use a four-function calculator for math sections that do not permit the use of a calculator. Limitations on Four-Function Calculator Use <ul style="list-style-type: none"> The use of a four-function calculator is limited as follows: Graphing calculators may not be used. Only calculators that are limited to performing addition, subtraction, multiplication, and division, square-root and percent may be used. Calculators must comply with the College Board calculator use policy. Four-function calculators can only be used on test sections that require math calculations. must be put away during non-math sections. Percentage and square-root functions are permitted. Eligibility for Four-Function Calculator Use <ul style="list-style-type: none"> Students allowed to use a calculator on school tests are not necessarily eligible for a calculator accommodation on College Board assessments. College Board assessments can differ from classroom tests. The four-function calculator accommodation must be approved by SSD. The accommodation is appropriate for students who have a disability that impacts their ability to perform basic mathematic calculations; for example, a student diagnosed with specific learning disorder with impairment in mathematics, or dyscalculia
Permission for Food/Medication	<ul style="list-style-type: none"> Will use standard time, unless approved for other timing or break accommodations. May also need to request breaks as needed EpiPens are permitted in the testing room without the need for accommodations. They must be placed in a clear bag and stored under the student’s desk during testing. For other medications, contact the SSD office.
Temporary Medical Conditions	<ul style="list-style-type: none"> Support can be requested for students with temporary impairments caused by injury or accidents. Accommodations should NOT be requested through SSD Online. See Forms section in the Appendix of the College Board Accommodations and Supports Handbook for the necessary paperwork.

ENGLISH LEARNERS only

Translated Test Directions	Directions are available in 14 languages each for SAT School Day, the PSAT 10, and the PSAT 8/9. Download the translated directions below and give them to students on test day. It is not necessary to request these in SSD Online. Translated directions are available in the following languages: Albanian, Arabic, Bengali, Chinese (Mandarin), French, Gujarati, Haitian Creole, Hindi, Polish, Portuguese, Russian, Spanish, Urdu, Vietnamese
Word-to-word glossaries	The bilingual word-to-word glossaries that students use on test day must be from the College Board’s approved list, available below. Schools will provide the necessary glossaries to students on test day, collecting them when testing is complete. It is not necessary to request these in SSD Online. College Board Approved Word-to-Word Glossaries

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SETTING

EL 50% Extended Time	<p>English learner (EL) students are eligible to test with 50% extended time. Students requested and approved in SSD Online for this support will receive college reportable scores. These students will test with accommodated students (not in a standard room).</p> <p>a. Requests for EL students to test with 50% extended time must be entered in SSD Online by the EL deadline.</p> <p>b. EL students testing with 50% extended time will use the same materials as accommodated students approved for 50% extended time testing, and they can be tested in the accommodated room as long as no additional accommodations are being administered that require a different time or break schedule.</p> <p>c. Students with EL 50% extended time supports won't be called out separately on the NAR; they will be listed under 50% extended time for reading.</p> <p>d. As with other students taking the entire test with 50% extended time, students taking the SAT with Essay will test over 2 days.</p>
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