

Requesting Testing Accommodations for the SSAT 2015-16

This document provides the step-by-step process for requesting accommodations for a student.

Additional information for students regarding documentation requirements, deadlines, etc. can be found in the 2015-2016 Testing Accommodations Guide at www.ssat.org/ta

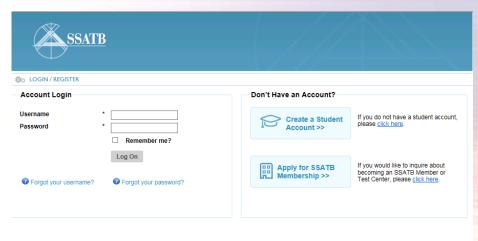


First, log in to your SSAT account

Available at:

https://portal.ssat.org

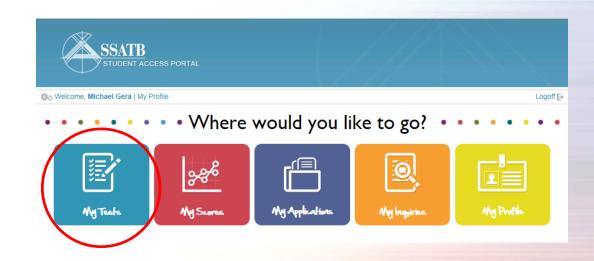
If you don't yet have an account yet, click 'Create a Student Account.'



Please access this portal using a Mac or PC. Information may not display correctly on a tablet or other portable device.

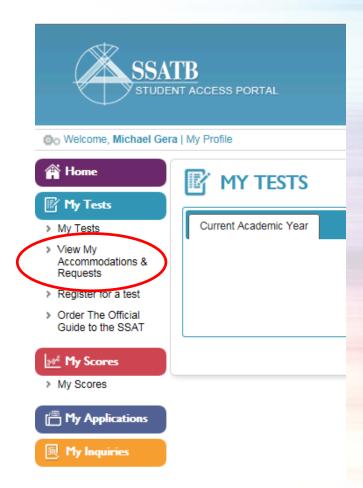


Click 'My Tests'



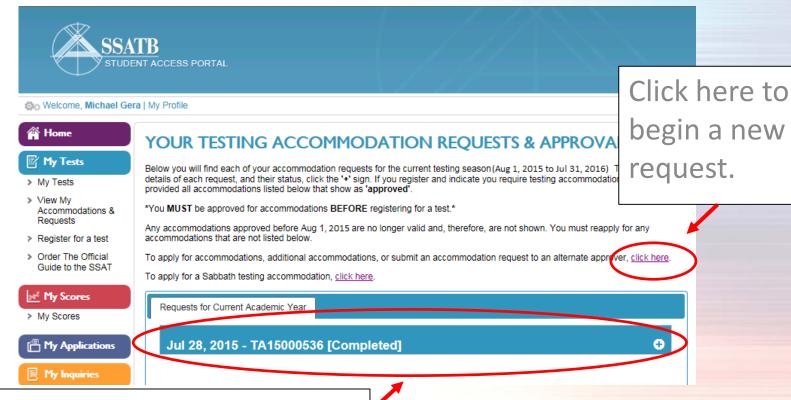


Click 'View My Accommodations & Requests'





Account Accommodations Page



Your pending and completed requests will show here.



Accommodations Form

- The accommodations form starts with information you need to know.
- If you need any clarification, click one of the links to:

www.ssat.org/ta

Otherwise, click the bottom button to begin.

TESTING ACCOMMODATIONS

Apply For Testing Accommodations

Please read this information before you begin so you understand the process. Then, use the form below to begin your request for Testing Accommodations. We've tried to make everything clear, but if you have any questions, contact us.

Testing Accommodation Basics

- 88ATB is committed to providing test takers with disabilities reasonable accommodations.
- Accommodations are only available to students with diagnosed disabilities.
- Accommodations must be approved (not just requested) before you register for a test.
- . While documentation must always exist and be on file, you may not be required to submit documentation to SSATB. Click to learn about documentation requirements.

The process for receiving Testing Accommodations on the SSAT is:

1 Request Accommodations

- You will need to indicate your student's requested accommodations, disabilities, and some other related information.
- You will also need to indicate an Approver who can confirm two things.
 - The disabilities and accommodations you indicate
 - That documentation is on file at that Approver's organization that meets SSATB's documentation requirements.

After entering your information, the form will indicate either:

You do NOT need to submit the documentation to 88ATB.

 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. Learn more about documentation requirements.

Learn more about documentation requirements

2 YOUR APPROVER SUBMITS CONFIRMATION & ID

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

- b. Confirm documentation is on file that meets SSATB's requirements.
- Your approver will also need to send SSATB proof of their identification such as a business card or letter on letterhead if they are not a Known Approver to SSATB

Learn more about Approvers, Known Approvers, and your responsibilities related to Approvers.

3 88ATB REVIEWS DOCUMENTATION **

- SSATB will review the information provided by your Approver and the documentation you submitted
- . Once 88ATB reaches a decision, you will be notified one of the following:
 - Your documentation is acceptable and supports all requested accommodations.
 - Your documentation was acceptable for some of the requested accommodations
 - Your documentation was NOT acceptable for any of the requested accommodations

"If no documentation needed to be sent to SBATB, skip this step.

Learn about appeals and what happens if your documentation is not acceptable



√ YOU MAY NOW REGISTER YOUR STUDENT FOR THE 88AT & RECEIVE APPROVED ACCOMMODATION 8!

- When you register, you must indicate that you require accommodations. Your approved accommodations will be listed.
- Each time you register, print your Admission Ticket, which includes your accommodations approval
- Your approved accommodations are valid for the current academic year (August 1, 2014 to July 31, 2015). For testing on or after August 1, 2015 you will need to re-apply for accommodations
- Register early as available space sometimes fills up quickly.
- On test day, bring your full admission ticket, including your accommodations approval.
- If you have any questions, email 88ATB at info@sset.org or call (M-F 9am 4:30pm E8T).

Click here to Start Accommodation Request



Disability
Information

 First, you will need to complete some background information detailing your student's disability.

Indicating an 'other' disability will require documentation to be submitted to SSATB so we can best review your student's needs. If your student's disability corresponds to a listed disability in the list, please select it there.

TESTING ACCOMMODATIONS Apply For Testing Accommodations This request MUST be completed by the Parent/Guardian of Michael Gera **Disabilties & Accommodations** Select the nature of your student's disability (select all that apply): ☐ ADD / ADHD Autism Spectrum Disorder (ASD) Learning Disabilities (LD) Psychiatric Disorders Traumatic Brain Injury (TBI) Physical Disabilities, Medical or Chronic Health Conditions Blind / Low Vision Deaf / Hard of Hearing Other When as the disability or disabilities first identified? First dentified in | Month | Year | when the student was Who was the medical professional / evaluator who first diagnosed the disability? Is the student currently being treated? O Yes O No Has your student been approved for accommodations on other standardized tests, such as state-wide assessments? O Yes O No. Provide a brief statement that explains the functional limitations resulting from the listed disabilities



Indicate Accommodations

 Next, you will select the accommodations that your student needs for the SSAT.

Indicating an 'other' accommodations will require documentation to be submitted to SSATB so we can best review your student's needs. If your student's need corresponds to a listed accommodation in the list, please select it there.

Select all requested accommodations:							
		Ruler					
		Highlighter					
		50 Percent Additional Time (1.5x)					
		Graph Paper					
		Small Group Setting (10 or fewer students in room)					
		Reader (will also be tested in a separate room, alone)					
		Scribe (will also be tested in a separate room, alone)					
		Diabetic Supplies (insulin, snacks, water bottle, blood monitoring kit)					
		Prescription Medication with Water (Must be self-administered and in original prescription bottle)					
		Seat Cushion or Pillow					
		Large Print Test Book (large print font is Times 22pt.)					
		Hand-held Magnifier					
		Braille Materials					
		Hearing Aid					
		Sign Language Interpreter (for spoken directions only)					
		Answer Directly in Book					
		Calculator (basic 4 function calculator only)					
		Personal Laptop with Spell Check for Writing Sample (cannot use during other sections)					
		Use of gel overlays					
		Other					



Indicate an Approver

- Next, list the contact and related information for the individual you are listing as an approver who can:
 - Verify the need
 - Has documentation on file that meets SSATB's
 requirements

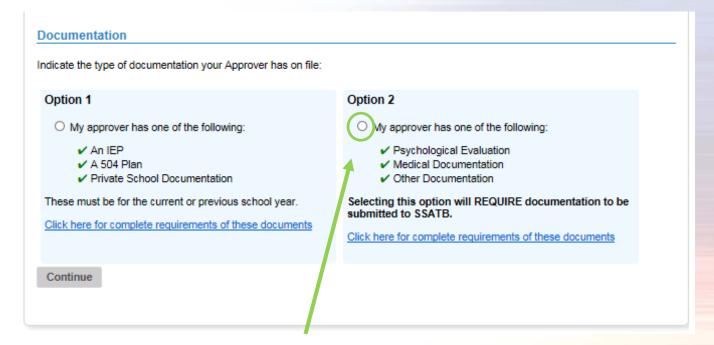
If the 'Relationship to Student' field is NOT 'School/ Education professional at your student's school', you will be required to submit documentation to SSATB.

Approver Details											
Provide information below for an Approver who can attest to:											
your student's need for accommodations having documentation that meets SSATB's requirements on file											
Click to learn about Approvers	acilitate approval.										
First Name		Telephone Number									
Last Name		Organization Name									
Job Title		Email									
Credentials		Re-type Email									
Relationship to Student		Please be sure to pay special attention to the entry of you approver's email. Information related to your student's	ır								
-Select-		accommodations request will be provided to this email in									
Approver's Address		order for your approver to review the request.									
Street Address Line 1*											
Street Address Line 2											
Street Address Line 3											
City*											
Country*	Select a Country 🗸										
Zip/Postal Code											



Approver's Documentation

- Indicate the type of documentation your approver has on file.
- Click continue.



Selecting Option 2 will require documentation to be submitted to SSATB so we can best review your student's needs.



Documentation Submission Need

Option 1: Not Required

- Based upon the information you entered and your student's needs, the form will indicate whether you are required to submit documentation to SSATB.
- In this example pictured below, no documentation will need to be submitted.

TESTING ACCOMMODATIONS

Apply For Testing Accommodations



You DO NOT need to provide us with any additional documentation at this point.



Documentation Submission Need

Option 2: Required

- In this example pictured below, documentation will need to be submitted.
- The form will advise each reason why documentation must be submitted to SSATB.

TESTING ACCOMMODATIONS

Apply For Testing Accommodations



You need to submit additional documentation because:

- . The Approver is not a professional at the student's school
- The 'Braille Materials' Special Accommodation does not match with the disabilities indicated

Learn more about when documentation needs to be submitted to SSATB at www.ssat.org/ta.



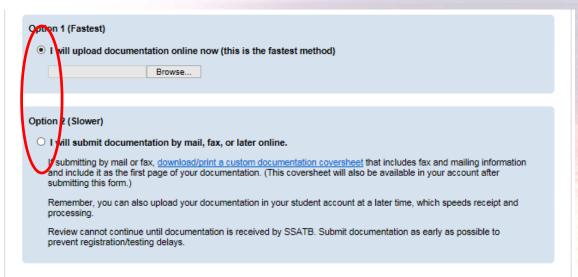
Documentation Submission Need

Option 2: Required (cont'd)

 If documentation must be submitted to SSATB, the form will provide the opportunity to upload documentation.

 Select whether you will upload documentation now or will submit later—this can be done in your SSAT account or by

mail or fax.





Terms and Conditions

- Regardless of whether documentation is required, you will then type your name to agree to the terms and conditions.
- Finally, click submit.

Agreement

Finally, review the follow statements carefully. Then, type your name in below agreeing to the following conditions:

- · All information provided on this form and in any documentation submitted to SSATB is true.
- You are the parent/guardian of Michael Gera and are requesting Testing Accommodations for Michael Gera for the SSATB.
- The selected Testing Accommodations represent accommodations your student requires due to disabilities (physical or mental impairments that significantly alter one or more major life activities).
- You authorize SSATB to contact the Approver and/or any professionals indicated in submitted documentation to verify and discuss
 your student's disabilities and requested accommodations as they relate to the SSAT.
- You authorize SSATB to receive, review, and securely maintain the contents of this form and any submitted documentation.
- · You understand that Testing Accommodations must be approved prior to registering for the SSAT.
- You understand that approved Testing Accommodations will remain on file for the remainder of the testing season (August 1, 2014 to July 31, 2015).
- You agree that in the event SSATB requests documentation that an Approver confirms is on file you will provide that documentation.
- If during the course of an audit SSATB determines that false information was provided or documentation does not meet SSATB's requirements, SSATB may withhold or cancel the student's scores.

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•	vne	your	manne	nere	w	auree	w	uicse	LCI	нэ

Submit



Confirmation

- The form will confirm your submission and you will receive an email as well.
- You will receive emails when updates regarding your request are made and upon final approval, at which point you can register with accommodations.



Your Request for Testing Accommodations Has Been Received [TA15000539]

+ Get more ap

TESTING ACCOMMODATIONS

Apply For Testing Accommodations



This is to confirm that your request has been submitted.

Please remember, if you are required to submit documentation, your request will not be reviewed nor processed until it is received.

Uploading documentation in your student's account is the fastest way to provide documentation to SSATB. If you send documentation by mail, courier, or fax be sure to use the Documentation Coversheet just printed, or get it later in your student's account.

You must be approved for Testing Accommodations before you register for the SSAT.

SSATB will notify you when any updates occur with your request.

You can always check the status of your Testing Accommodation Request by logging into your account and clicking "View My Accommodations and Requests".

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ny updates occur with your request. For each update, you will receive the you can track the progress.

is of your Testing Accommodation Request by logging into your account modations and Requests.'

il info@ssat.org, call 609-683-5558, or Chat online. (Phone/Chat are



Final Notes:

If you don't receive emails indicating that your approver has completed their confirmation or submitted ID confirmation with a reasonable amount of time, contact your approver.

If you are required to submit documentation to SSATB, remember that SSAT cannot begin review until it is received by SSATB and your approver has completed their confirmation and submitted ID.

You must be approved for requested accommodations before you can register for the SSAT.

E-mail ta@ssat.org if you have any questions.