



SSATB

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



SSATB

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.'

The screenshot shows the SSATB portal's login and registration interface. At the top left is the SSATB logo. Below it is a navigation menu with 'LOGIN / REGISTER' selected. The main content area is divided into two sections. The left section, titled 'Account Login', contains input fields for 'Username' and 'Password', a 'Remember me?' checkbox, and a 'Log On' button. Below these are links for 'Forgot your username?' and 'Forgot your password?'. The right section, titled 'Don't Have an Account?', contains two buttons: 'Create a Student Account >>' and 'Apply for SSATB Membership >>'. To the right of the 'Create a Student Account' button is a note: 'If you do not have a student account, please [click here](#).' To the right of the 'Apply for SSATB Membership' button is a note: 'If you would like to inquire about becoming an SSATB Member or Test Center, please [click here](#).' At the bottom of the page, a small disclaimer reads: 'Please access this portal using a Mac or PC. Information may not display correctly on a tablet or other portable device.'



SSATB

Click 'My Tests'

A screenshot of the SSATB Student Access Portal. The header is blue with the SSATB logo and text "SSATB STUDENT ACCESS PORTAL". Below the header, it says "Welcome, Michael Gera | My Profile" and "Logoff". A navigation bar contains the question "Where would you like to go?" followed by five colored buttons: "My Tests" (teal), "My Scores" (red), "My Applications" (dark blue), "My Inquiries" (orange), and "My Profile" (yellow). The "My Tests" button is circled in red.

SSATB
STUDENT ACCESS PORTAL

Welcome, Michael Gera | My Profile Logoff

Where would you like to go?

- My Tests
- My Scores
- My Applications
- My Inquiries
- My Profile



SSATB

Click 'View My Accommodations & Requests'

The screenshot shows the SSATB Student Access Portal interface. At the top, there is a blue header with the SSATB logo and the text "SSATB STUDENT ACCESS PORTAL". Below the header, a navigation bar displays "Welcome, Michael Gera | My Profile". The main content area is divided into two columns. The left column contains several menu items: "Home", "My Tests", "My Scores", "My Applications", and "My Inquiries". The "My Tests" menu is expanded, showing a list of options: "My Tests", "View My Accommodations & Requests", "Register for a test", and "Order The Official Guide to the SSAT". The "View My Accommodations & Requests" option is circled in red. The right column features a "MY TESTS" section with a "Current Academic Year" dropdown menu.

SSATB
STUDENT ACCESS PORTAL

Welcome, Michael Gera | My Profile

Home

My Tests

- > My Tests
- > View My Accommodations & Requests
- > Register for a test
- > Order The Official Guide to the SSAT

My Scores

- > My Scores

My Applications

My Inquiries

MY TESTS

Current Academic Year



Account Accommodations Page

Welcome, Michael Gera | My Profile

YOUR TESTING ACCOMMODATION REQUESTS & APPROVAL

Below you will find each of your accommodation requests for the current testing season (Aug 1, 2015 to Jul 31, 2016). To view details of each request, and their status, click the '+' sign. If you register and indicate you require testing accommodations, provided all accommodations listed below that show as **'approved'**.

*You **MUST** be approved for accommodations **BEFORE** registering for a test.*

Any accommodations approved before Aug 1, 2015 are no longer valid and, therefore, are not shown. You must reapply for any accommodations that are not listed below.

To apply for accommodations, additional accommodations, or submit an accommodation request to an alternate approver, [click here](#).

To apply for a Sabbath testing accommodation, [click here](#).

Requests for Current Academic Year
Jul 28, 2015 - TA15000536 [Completed] +

Click here to begin a new request.

Your pending and completed requests will show here.



SSATB

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

- SSATB 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 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. [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:
 - Confirmatory each requested accommodation
 - and
 - 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 SSATB REVIEW & DOCUMENTATION **

- SSATB will review the information provided by your Approver and the documentation you submitted.
- Once SSATB 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 SSATB, skip this step.

[Learn about appeals and what happens if your documentation is not acceptable.](#)

✓ YOU MAY NOW REGISTER YOUR STUDENT FOR THE SSAT & RECEIVE APPROVED ACCOMMODATION!

Things to Remember:

- 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 SSATB at info@ssat.org or call (M-F 9am - 4:30pm EST).

[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**

Disabilities & 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 was the disability or disabilities first identified?

First identified in when the student was years old

Who was the medical professional / evaluator who first diagnosed the disability?

Is the student currently being treated?

Yes No

Has your student been approved for accommodations on other standardized tests, such as state-wide assessments?

Yes 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.

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

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.



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:

1. your student's need for accommodations
2. having documentation that meets SSATB's requirements on file

[Click to learn about Approvers and picking an Approver to facilitate approval.](#)

First Name <input type="text"/>	Telephone Number <input type="text"/>
Last Name <input type="text"/>	Organization Name <input type="text"/>
Job Title <input type="text"/>	Email <input type="text"/>
Credentials <input type="text"/>	Re-type Email <input type="text"/>
Relationship to Student <input type="text" value="-Select-"/>	<small>Please be sure to pay special attention to the entry of your approver's email. Information related to your student's accommodations request will be provided to this email in order for your approver to review the request.</small>
Approver's Address	
Street Address Line 1*	<input type="text"/>
Street Address Line 2	<input type="text"/>
Street Address Line 3	<input type="text"/>
City*	<input type="text"/>
Country*	<input type="text" value="Select a Country..."/>
Zip/Postal Code	<input type="text"/>



Approver's Documentation

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

Documentation

Indicate the type of documentation your Approver has on file:

Option 1

My approver has one of the following:

- ✓ An IEP
- ✓ A 504 Plan
- ✓ Private School Documentation

These must be for the current or previous school year.

[Click here for complete requirements of these documents](#)

Continue

Option 2

My approver has one of the following:

- ✓ Psychological Evaluation
- ✓ Medical Documentation
- ✓ Other Documentation

Selecting this option will **REQUIRE** documentation to be submitted to SSATB.

[Click here for complete requirements of these documents](#)

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



SSATB

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.



SSATB

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.

Option 1 (Fastest)

I will upload documentation online now (this is the fastest method)

Option 2 (Slower)

I will submit documentation by mail, fax, or later online.

If submitting by mail or fax, [download/print a custom documentation coversheet](#) that includes fax and mailing information and include it as the first page of your documentation. (This coversheet will also be available in your account after submitting this form.)

Remember, you can also upload your documentation in your student account at a later time, which speeds receipt and processing.

Review cannot continue until documentation is received by SSATB. Submit documentation as early as possible to prevent registration/testing delays.



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.

Type your name here to agree to these terms:

Submit



SSATB

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.

The screenshot shows an email from SSATB with the subject "Your Request for Testing Accommodations Has Been Received [TA15000539]". The email content includes a green confirmation banner, a reminder to submit documentation, instructions on how to upload documentation, and information about tracking the request's progress.

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".

To: Your Request for Testing Accommodations Has Been Received [TA15000539]

+ Get more app

iel Gera ,

uest has been submitted.

quired to submit documentation, your request will not be reviewed nor

our student's account is the fastest way to provide documentation to
ation by mail, courier, or fax be sure to use the Documentation Coversheet
ur student's account.

ing Accommodations before you register for the SSAT.

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



SSATB

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.