

# Requesting Testing Accommodations for the SSAT

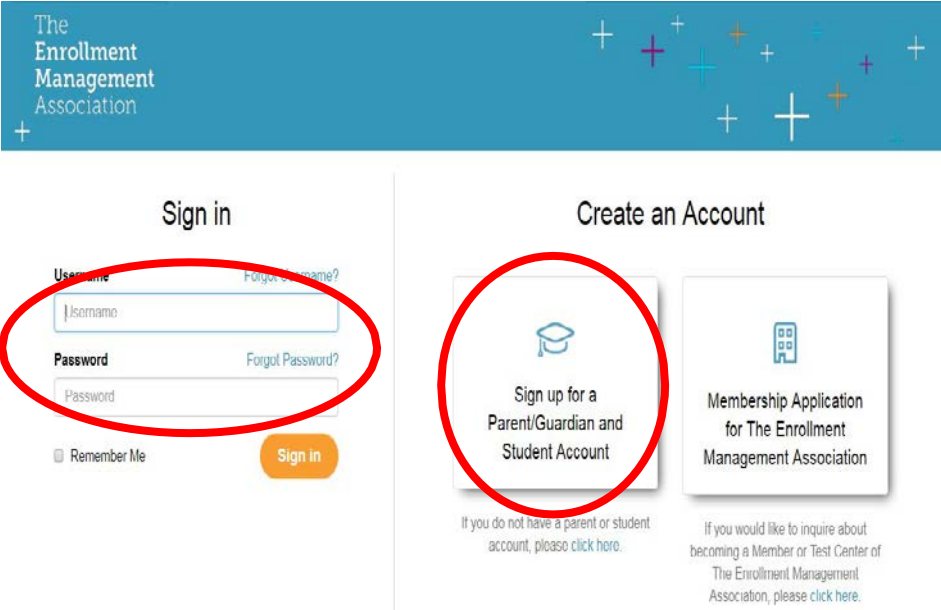
This document provides the step-by-step process for submitting an application for accommodations on the SSAT.

Additional information for students regarding documentation requirements, deadlines, etc. can be found in the *2018-2019 Testing Accommodations Guide* at [www.SSAT.org/TA](http://www.SSAT.org/TA)

# First, log in to your SSAT account

- Available at:  
<https://portal.ssat.org>

*If you do not yet have an online SSAT account, please click "Sign Up for a Parent/Guardian and Student Account."*



The screenshot shows the top navigation bar of the SSAT portal, which includes the logo for 'The Enrollment Management Association' and a decorative header with colorful plus signs. Below the header, there are two main sections: 'Sign in' and 'Create an Account'. The 'Sign in' section features a form with fields for 'Username' and 'Password', both of which are circled in red. There are also links for 'Forgot Username?' and 'Forgot Password?', a 'Remember Me' checkbox, and a 'Sign in' button. The 'Create an Account' section contains two buttons: 'Sign up for a Parent/Guardian and Student Account' (circled in red) and 'Membership Application for The Enrollment Management Association'. Below these buttons are links for users who do not have an account or want to inquire about membership.



First click "SSAT Testing," then click "Apply for / View My Accommodations"

The screenshot shows the top navigation bar with several dropdown menus: "SSAT Testing" (circled in red), "SSAT Practice", "SSAT Scores", "The Snapshot", "Apply to Schools", and "My Profile". Below the navigation bar is a section titled "What would you like to do?" containing several buttons: "SSAT Testing" (circled in red), "SSAT Practice", "SSAT Scores", "Character Skills Snapshot", "Apply to Schools", "My Profile", and "Send an Inquiry". To the right of this section is a "Shortcuts" area with links for "Register for the SSAT", "Print your Test Ticket", and "Apply to Schools".

This close-up shows the "SSAT Testing" dropdown menu. The menu items are: "Register for SSAT", "SSAT Tests", "Apply for / View My Accommodations" (circled in red), "Get the Official SSAT Practice Tools", and "SSAT Testing".

This screenshot shows the "MY TESTS" section. At the top, there is a "My Tests" dropdown menu and a "Practice" dropdown menu. Below this is a "Back to Portal Home" link. The main heading is "MY TESTS". Underneath, there is a "My Tests" section with a "Current Academic Year" box that says "You do not currently". Below this, there are links for "Apply for / View My Accommodations" (circled in red), "Register for SSAT", and "Get the Official SSAT Practice Tools".

# Next, click, "Click to Apply for Testing Accommodations"

SSAT Testing ▾ SSAT Practice ▾ SSAT Scores ▾ The Snapshot ▾ Apply to Schools ▾ My Profile

[← Back to Portal Home](#)

## APPLY NOW FOR TESTING ACCOMMODATIONS

(Scroll down to view current requests and their status.)

[Register for SSAT](#)

[SSAT Tests](#)

[Apply for / View My Accommodations](#)

[Get the Official SSAT Practice Tools](#)

**\*\*\*Please note that your student MUST first be approved for accommodations BEFORE registering for a test offering.**

[Click to Apply for Testing Accommodations](#) | [Click to Apply for Sunday Sabbath](#)

If you have submitted an application for accommodations when taking the SSAT, each request for the current testing season (Aug 1, 2018 to Jul 31, 2019) is listed below. Any accommodations approved on or before Jul 31, 2018 are considered to be invalid and out-of-date; therefore, outdated requests are no longer available to be viewed and a new application for accommodations MUST be submitted for your student. You MUST reapply for any accommodations not listed below.

To view the details and/or status of each request, please click the "+" sign. All accommodations which a student is approved for prior to test registration, will be provided on test day, so long as the student is indicated as requiring testing accommodations when registering to take the SSAT.

To request additional accommodations or to have an alternate approver review your request, please submit a new application request for accommodations. If your student has already been approved for particular accommodations, ONLY apply for the additional accommodations you wish to have considered.

Requests for Current Academic Year

You do not currently have any accommodations on file.



# Application Form for Accommodations

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

[www.SSAT.org/TA](http://www.SSAT.org/TA)

- Otherwise, click the bottom button to begin.

The  
SSAT



SSAT Testing | SSAT Practice | SSAT Scores | The Snapshot | Apply to Schools | My Profile

## 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 at [info@ssat.org](mailto:info@ssat.org).

#### Testing Accommodation Basics

- We are committed to providing reasonable accommodations to test takers with disabilities.
- 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 The Enrollment Management Association. 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.
    - Documentation meeting our requirements is on file at your approver's organization.

After entering your information, the form will indicate either:

  - You do **NOT** need to submit the documentation.
  - or
  - You **DO** need to submit the documentation. In this case, you can upload documentation immediately or do so at a later time.

[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:
    - a. Confirm/deny each requested accommodation
    - and
    - b. Confirm documentation meeting our requirements is on file.
  - If your approver is not already a Known Approver, he or she must submit proof of identification, such as a business card or letter on letterhead.

[Learn more about Approvers, Known Approvers, and your responsibilities related to Approvers.](#)
- 3 Documentation Review \*\***
  - The information provided by your approver and your documentation will be reviewed.
  - Once a decision is reached, you will be notified as follows:
    - 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 was required, 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 ACCOMMODATIONS**

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, 2018 to July 31, 2019). For testing on or after August 1, 2019 you will need to reapply 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 us at [info@ssat.org](mailto:info@ssat.org) or call (91-9) 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 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.*

[Back to Portal Home](#)

[Register for SSAT](#)

[SSAT Tests](#)

[Apply for / View My Accommodations](#)

[Get the Official SSAT Practice Tools](#)

## TESTING ACCOMMODATIONS

### Apply For Testing Accommodations

**This request MUST be completed by the Parent/Guardian of Rob Greene**

#### Disabilities & Accommodations

What is the nature of your student's disability? (select all that apply)

- ADD / ADHD
- Autism Spectrum Disorder (ASD)
- Learning Disabilities (LD)
- Physical Disabilities, Medical or Chronic
- Psychiatric Disorders
- Traumatic Brain Injury (TBI)
- Blind / Low Vision
- Deaf / Hard of Hearing
- Health Conditions
- 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



# Select Testing Accommodations

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

*Indicating an 'other' accommodations will require documentation to be submitted 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% Additional Time (1.5x)
- Graph Paper
- Small Group Setting (10 or fewer students in room)
- Reader (Provided by family, student will test individually)
- Scribe (Provided by family, student will test individually)
- Diabetic Supplies (Individual testing (Prescription medication, snacks/water, monitoring kit))
- Prescription Medication with Water (Must be self-administered and in original prescription bottle)
- Large Print Test Materials (22pt Times New Roman)
- Seat Cushion or Pillow
- Braille Test Materials
- Hand-held Magnifier
- Hearing Aids and/or Devices (Includes hearing aids, cochlear implants, and/or use of an FM system)
- Sign Language Interpreter (for spoken directions only)
- Answer Directly in Test Book
- Calculator (4-function only; May contain %, √, +/-, M-, M+, and MRC)
- Laptop with Spell Check for Writing Sample (Cannot be used 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 SSAT requirements

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

## Approver Details

Provide information below for an Approver who can attest to:

1. your student's need for accommodations
2. having documentation that meets The Enrollment Management Association's requirements on file

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

First Name	Telephone Number	Approver's Address
<input type="text"/>	<input type="text"/>	
Last Name	Organization Name	
<input type="text"/>	<input type="text"/>	
Job Title	Email	
<input type="text"/>	<input type="text"/>	
Credentials	Re-type Email	
<input type="text"/>	<input type="text"/>	
Relationship to Student	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.	
<input type="text" value="-Select-"/>		
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 for your student.
- Click "Continue."

## Documentation

Indicate the type of documentation your Approver has on file:

<p><b>Option 1</b></p> <p><input type="radio"/> My approver has one of the following:</p> <ul style="list-style-type: none"><li>✓ An IEP</li><li>✓ A 504 Plan</li><li>✓ Private School Documentation</li></ul> <p>These must be for the current or previous school year.</p> <p><a href="#">Click here for complete requirements of these documents</a></p> <p><input type="button" value="Continue"/></p>	<p><b>Option 2</b></p> <p><input type="radio"/> My approver has one of the following:</p> <ul style="list-style-type: none"><li>✓ Psychological Evaluation</li><li>✓ Medical Documentation</li><li>✓ Other Documentation</li></ul> <p>Selecting this option will REQUIRE documentation to be submitted to The Enrollment Management Association.</p> <p><a href="#">Click here for complete requirements of these documents</a></p>
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# Documentation Submission

## Option 1: Not Required

- Based upon the information you entered and your student's testing needs, the form will indicate whether you are required to submit documentation.
- In the example provided, no documentation will need to be submitted to EMA for review.

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### TESTING ACCOMMODATIONS

#### Apply For Testing Accommodations



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

#### Agreement

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

- You are responsible for providing all equipment, materials, and/or personnel necessary for any accommodations approved for your student on test day.
- All information provided on this form and in any documentation submitted to us is true.
- You are the parent/guardian of Rob Greene and are requesting testing accommodations for Rob Greene for the SSAT.
- 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 The Enrollment Management Association 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 us 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 testing accommodations will remain on file for the remainder of the testing season (August 1, 2018 to July 31, 2019).
- You agree that in the event we request the documentation which an approver has confirmed is on file, you will provide that documentation.
- If, during the course of an audit, we determine that false information was provided or documentation does not meet our requirements, we may withhold or cancel the student's scores.

Type your name here to agree to these terms:




# Documentation Submission

## Option 2: Required

- In this example, documentation will need to be submitted to EMA for review before accommodations will be approved or provided for testing.
- The form will advise each reason why documentation must be submitted.

### TESTING ACCOMMODATIONS

#### Apply For Testing Accommodations

 You need to submit additional documentation because:

- The documentation on file is not IEP/504/School
- The Approver is not a professional at the student's school
- Chosen Special Accommodations include the 'Other' option
- Chosen Disabilities include the 'Other' option

#### Sending Your Documentation

##### Option 1 (Fastest)

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

No file chosen

##### 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 The Enrollment Management Association. Submit documentation as early as possible to prevent registration/testing delays.

#### Agreement

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

- You are responsible for providing all equipment, materials, and/or personnel necessary for any accommodations approved for your student on test day.
- All information provided on this form and in any documentation submitted to us is true.
- You are the parent/guardian of Rob Greene and are requesting testing accommodations for Rob Greene for the SSAT.
- 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 The Enrollment Management Association 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 us 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 testing accommodations will remain on file for the remainder of the testing season (August 1, 2018 to July 31, 2019).
- You agree that in the event we request the documentation which an approver has confirmed is on file, you will provide that documentation.
- If, during the course of an audit, we determine that false information was provided or documentation does not meet our requirements, we may withhold or cancel the student's scores.

Type your name here to agree to these terms:

# Documentation Submission

## Option 2: Required (cont'd)

- If documentation must be submitted to EMA for review, 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, by mail or fax.

### Sending Your Documentation

#### Option 1 (Fastest)

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

[Choose Files](#) | No file chosen

#### Option 2 (Slower)

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 The Enrollment Management Association. Submit documentation as early as possible to prevent registration/testing delays.

# Terms and Conditions

- Regardless of whether documentation is required, you will be required to type your name to electronically sign and 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:

- You are responsible for providing all equipment, materials, and/or personnel necessary for any accommodations approved for your student on test day.
- All information provided on this form and in any documentation submitted to us is true.
- You are the parent/guardian of Rob Greene and are requesting testing accommodations for Rob Greene for the SSAT.
- 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 The Enrollment Management Association 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.
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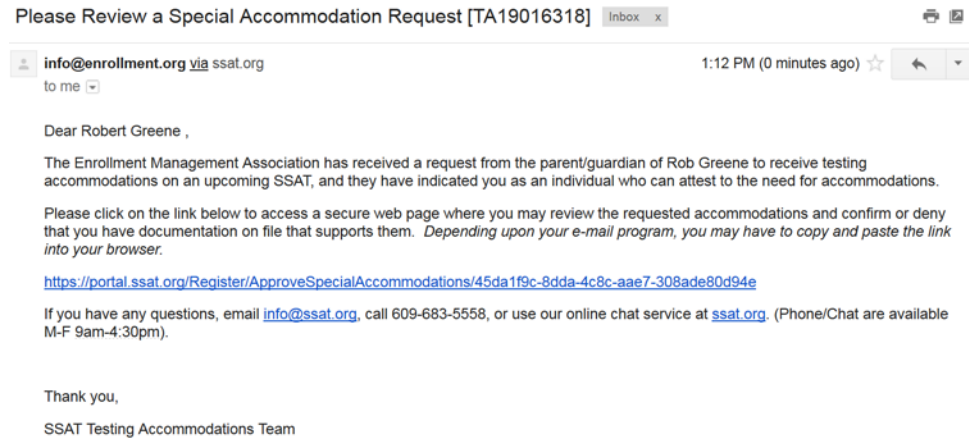
Type your name here to agree to these terms:

Submit




# Submission Confirmation

- The form will confirm your submission and you will receive a confirmation email as well.
- You will receive automated application update emails throughout the process and upon completion of the application, at which point you will be all set to register for testing with the approved accommodations.



## 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 to your student's account is the fastest delivery method. 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.

You will be notified about any updates to 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."



# Final Notes:

If you do not receive e-mails indicating that your approver has completed their confirmation or submitted ID confirmation within a reasonable amount of time, contact your approver.

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

You **MUST** be approved for the requested accommodations before you will be able to register for testing with accommodations.

E-mail [TA@SSAT.org](mailto:TA@SSAT.org) or contact our customer support team at (609) 683-4440 if you have any questions.