

+ The **SSAT**

2018-2019

Testing Accommodations Guide for Students





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Common Testing Accommodations for the SSAT16-22



Questions?

If you have any questions related to accommodations:

Email

ta@enrollment.org

Use the

ssat.org

LiveChat feature

Call

The Enrollment Management Association
at 609-683-4440
(Monday—Friday:
9:00 am to 5:00 pm EST)

We’re here to help!

#1 tip in this manual!

If you have a question or concern, contact ta@enrollment.org right away! We are here to work with you to facilitate the approval of all necessary and reasonable accommodations for your student.



#2 tip in this manual!

After your student’s accommodations are approved, have a conversation with him or her about what to expect on test day and what testing accommodations will be permitted. This will go a long way toward decreasing test day stress and enabling the best performance.

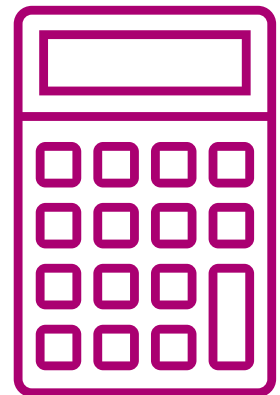
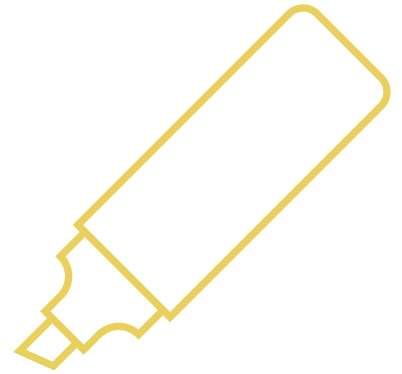


Family Responsibility Statement

It is the responsibility of a student's family to provide all equipment, materials, and personnel necessary to support a student's approved accommodations on test day.

This policy is focused on minimizing stress for the student on test day, and giving them the ability to work with individuals and equipment with which they are comfortable and familiar.

If you have any concerns about your family's ability to provide anything needed for your student to successfully complete testing, please contact EMA immediately, and well in advance of your scheduled test date, at ta@enrollment.org.





First, Know the Basics:

- + EMA is committed to ensuring that students with disabilities receive all necessary and reasonable testing accommodations when taking the SSAT.
- + If you feel your student may be eligible to receive testing accommodations when taking the SSAT, please submit your application as soon as possible.
- + Please allow up to two (2) weeks for the review and processing of your student's request for testing accommodations.
- + Your student's testing accommodations **MUST** be approved **BEFORE** registering for an SSAT with testing accommodations.
- + Register early, as test sites offering testing with accommodations may fill up quickly or well in advance of test registration deadlines.
- + **NO "FLAGGING" OF TEST SCORES.** SSAT score reports do **NOT** provide any notification that your student was provided testing accommodations.

Taking the SSAT with testing accommodations consists of three main steps:

- 1** Applying online for testing accommodations
- 2** Receiving approval for testing accommodations
- 3** Registering for an SSAT with testing accommodations

Students only need to be approved for testing accommodations ONCE per testing year.

- + Once approved for accommodations, your student will be able to register for the SSAT with those accommodations for the remainder of the testing season (August 1st to July 31st).
- + No resubmission is required to test again with accommodations in the same testing season!
- + If you wish to have your student take the SSAT with his/her approved accommodations, be sure to indicate that your student requires testing accommodations each time you register him/her for a test.

Your student's approval for testing accommodations EXPIRES at the end of the test season, on July 31st.



What are Testing Accommodations?

- + Testing accommodations are necessary practices and/or procedures which are intended to provide equitable access to the test for students with disabilities by limiting or eliminating the effects of a student's disabilities on their performance.
- + Testing accommodations are provided to assist students with disabilities in demonstrating their true academic and intellectual abilities.
- + The provision of testing accommodations is not intended to reduce learning expectations.

Testing accommodations commonly fall into five categories:

Test Presentation Accommodations – Allow for students with disabilities to access test information in custom ways which do not require them to visually read standard print.

Test Item Response Accommodations – Allow for students with disabilities to answer testing items in an alternate way or to organize their responses and/or problem solve test items using assistive technologies or the like.

Test Setting Accommodations – Allow for students with disabilities to test in a separate location from most or all other testers to better control for possible distractors or other identified variables within the testing environment.

Test Timing or Scheduling Accommodations – Allow for an increase in the amount of time students with disabilities are permitted to complete testing and/or may alter the schedule or organization of the test.

Test Participation Accommodations – Allow for students with disabilities to enter the testing environment with devices, equipment, or materials to manage behavioral, cognitive, emotional, or medical needs which may otherwise be prohibited for the general testing population.

Who is Eligible for Testing Accommodations?

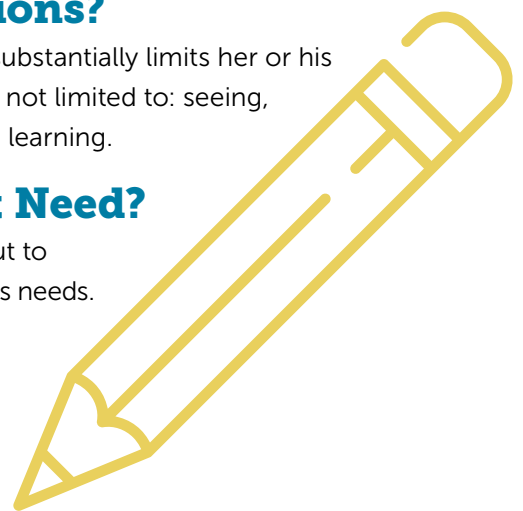
Any student with an identified disabling condition or impairment which substantially limits her or his ability to perform a major life activity. Major life activities include, but are not limited to: seeing, hearing, speaking, reading, concentrating, thinking, communicating, and learning.

What Accommodations Does My Student Need?

If you are unsure of your student's needs, EMA recommends reaching out to professionals at the current school who are most familiar with your student's needs.

Additionally, if applicable, contact your student's medical professionals.

Lastly, you may choose to contact EMA directly at ta@enrollment.org for consultation regarding the appropriateness of particular testing accommodations for your student.



Directions for Receiving Approval for Testing Accommodations

FIRST, you must apply for accommodations.

1. Log in to your student's account, click the "SSAT Testing" button and then the "Apply for /View My Accommodations" tab.
2. Next, click the "Click to Apply for Testing Accommodations" button to be taken to the online application. There you will indicate your student's disability, select the needed accommodations, and other related information.
3. Provide contact information for an approver who is able to attest that:
 - + The disabilities indicated and testing accommodations requested are reasonable and valid for your student
 - + And, documentation which meets SSAT requirements (see p. 7) is on file with the current organization/school and reflects the need for testing accommodations.

Based on the information provided within your student's application for testing accommodations, the form will indicate whether or not you are required to provide us with documentation to substantiate your student's request for testing accommodations.

THEN, your approver submits their online approval & approver ID forms

After submitting your request, your approver receives an email with a link to complete a secure online approval form. This will allow your student's approver to:

1. Confirm/deny each requested accommodation.
2. Confirm that documentation meeting our requirements is on file.
 - + Your approver will also need to send us proof of her/his identity, such as a business card or letter on letterhead (if s/he is are not already a known SSAT approver.)
 - + You will be notified by email when your approver completes the online form and separately when your approver submits identification.
 - + Both portions of the approval MUST be completed by the approver before it will be processed or reviewed.

NEXT, EMA reviews submitted documentation.*

If applicable, we review the information provided by your approver and the documentation you submitted. Once we reach a decision, you are notified that:

- + Your documentation is acceptable and supports all requested accommodations, or
- + Your documentation is acceptable for some of the requested accommodations, or
- + Your documentation is not acceptable for any of the requested accommodations.

(* If no documentation was required, you will skip this step.)

NOW you may register for the SSAT!

- + When you register for testing, you MUST indicate that your student requires testing accommodations.
- + Your student's approved testing accommodations will be linked to your student's test registration and each approved accommodation will be listed on the admission ticket.

General Deadline Information

It is important to understand that there are separate processing times and deadlines for:

- A. Having your student's accommodations approved.
- B. Registering for the SSAT.

Depending upon your student's disabilities and accommodations, you may or may not be required to submit documentation. Also, documentation submission requirements will greatly affect deadlines.

This page shows the deadlines for registering when you must submit documentation. See page 9 to learn if your student is eligible for the streamlined Direct Access process, in which documentation does not need to be submitted.

- + **Please allow a minimum of two (2) weeks for EMA to complete its review of your student's request for testing accommodations.** The processing of any individual student's application for accommodations may not take two weeks for approval. Instead, this is an estimated time frame for approval that is dependent upon the timeliness of both your fulfillment of application requirements and your approver's submission of required forms.

Tip
Apply for testing accommodations as early as possible in order to select your preferred testing location. Accommodation seats at some testing locations are limited.

Standard Tests

For Standard test dates, please make note of the general **two (2) week** approval timeframe in advance of the registration deadlines for those students requesting testing accommodations.

Standard Test Date	Deadlines to Apply & Submit Documentation*	Registration Deadlines for Accommodated Testing
October 13, 2018	September 15, 2018	September 29, 2018
November 10, 2018	October 13, 2018	October 27, 2018
December 8, 2018	November 10, 2018	November 24, 2018
January 5, 2019	December 8, 2018	December 22, 2018
February 2, 2019	January 5, 2019	January 19, 2019
March 2, 2019	February 2, 2019	February 16, 2019
April 27, 2019	March 30, 2019	April 13, 2019
June 8, 2019	May 11, 2019	May 25, 2019

* All necessary documentation submitted to substantiate your student's request for testing accommodations must be received by this date.

Flex Tests

Any student requiring accommodations for a Flex test must request accommodations **two (2) weeks** prior to the Flex test date. All testing accommodations **MUST** be requested, reviewed, and approved **BEFORE** registering for a FLEX test offering.

Documentation Requirements

Documentation supporting your student's need for testing accommodations must always be on file with your indicated approver.

Tip
To be eligible for Direct Access and NOT be required to submit documentation, your student's approver **MUST** be a representative at your student's school.

Acceptable Forms of Documentation

- + Individualized Education Program (IEP)
- + Section 504 Accommodation(s) Plan
- + Private School Service Plan or other formal documentation on letterhead
- + Private or school-based evaluation reports
- + Testing results or documentation from a qualified professional
- + Documentation that illustrates that your student has been approved for testing accommodations when taking other standardized tests in the past
- + Documentation from a representative at your student's current school indicating the provision of the requested accommodations when completing school-based testing

Please contact us if you have other forms of documentation for review.

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, and
- + Be dated **within the last three (3) years** from the date your request is submitted.

General Notes on Documentation:

- + Submitting the full IEP, 504 plan, or other formal documentation provides us the most complete information, which may prevent approval delays.
- + The document must be clearly dated with any available signature pages included.
- + Submitting incomplete or invalid documentation may result in delays when processing your student's request for testing accommodations.
- + All documents submitted to EMA for review as part of the application process for accommodations **MUST** be submitted in English. Any document composed in any other language must be translated to English first and then submitted before the application will be reviewed.

Approver Information

An approver is a qualified individual who can affirm that valid documentation meeting our requirements is on file with their school or organization, and that the student is known to have a disability requiring testing accommodations.

- + If the existing documentation on file with the approver is an IEP, 504, or formal private school documentation, the approver should be a practitioner or representative from your student's current school (e.g., school psychologist, special education or 504 coordinator, school counselor, speech/language pathologist, occupational therapist, physical therapist, school administrator, learning specialist, social worker, etc.).
- + If the approver will be attesting to other types of documentation, the approver should be an appropriate medical practitioner involved with the diagnosis, treatment, testing, or care of your student.
- + Any individual approving accommodations for a student must be a non-family member, regardless of the credentials held by a family member.

Direct Access

Your student's request may not require documentation submission. Check below to see if your request qualifies for Direct Access.

EMA has a firm commitment to facilitate the approval of all testing accommodations for students with disabilities without undue delay. In many cases, Direct Access allows us to approve your student's request without needing to submit formal documentation. Please remember that valid documentation must always exist on file with your indicated approver and we reserve the right to request this documentation for review.

If your student's request meets ALL THREE of the following criteria, you do NOT need to submit documentation when applying for testing accommodations:

- A.** Your student's indicated approver is a representative from her/his school
- B.** The documentation your approver has on file is one of the following:
 - + An Individualized Education Program (IEP)
 - + A Section 504 Accommodation Plan
 - + A Private School Service Plan or other formal documentation outlining your student's educational testing needs
- C.** All requested testing accommodations are associated with your student's disabilities (see association tables on pages 10 & 11)

***Important:** During the application process, if your student's disability or requested accommodations are listed as "other" they will be automatically deemed INELIGIBLE for Direct Access. This is because requests containing testing accommodations for low-incidence disabilities require more time for review and planning for the provision of testing accommodations. See page 14 for more about selecting "other" accommodations.

How Long Will the Approval Process Take Using Direct Access?

It will depend upon your approver. If your student's request qualifies for Direct Access, the approval time depends upon how quickly your student's indicated approver completes the online approval form and submits the required approver identification form. Most often, this portion of the approval process will take at least a few business days.

EMA sends reminder emails to approvers who have not completed online approval or submitted approver ID within a specified period of time.

Changing Your Student's Approver



If your student's approver is unresponsive to your student's request for testing accommodations, even after multiple contact attempts, you may choose to select a different approver to serve in this role for your student.

If you wish to change the approver associated with your student's application for accommodations, you may do so within your student's online SSAT account by returning to the pending application for accommodations and clicking the "Change Approver" button. You will be asked to provide all contact information for the new approver before submitting. Be sure to double-check the approver's email for accuracy, to ensure they receive all information necessary to complete the online approval process. If you require assistance making this type of change, please contact us at ta@enrollment.org as soon as possible.

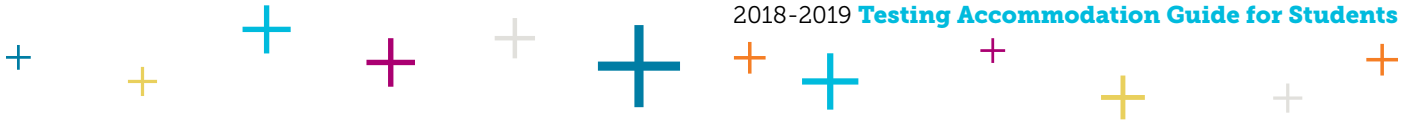
Tip
Sometimes emails sent to approvers get stuck in their spam filters. If your approver seems delayed, call her/him to make sure s/he received the approver email.

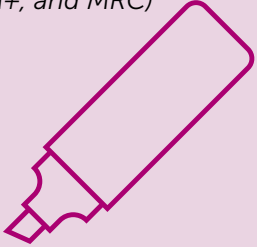

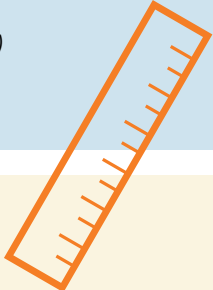
Direct Access Association Tables

To utilize Direct Access, use these tables to see if your requested accommodations are associated with your student's disability. See examples of associations on page 12.

<p>Disability (1 or more) Specific Learning Disabilities <i>(i.e. Dyslexia, Dysgraphia, Dyscalculia)</i></p>	<p>Requested Accommodations (1 or more) 50% Additional Time (1.5x) Answer Directly in Test Book Calculator (4-function only; May contain %, $\sqrt{\quad}$, +/-, M-, M+, and MRC) Laptop with Spell Check for Writing Sample <i>(Cannot be used during other sections)</i> Highlighter Ruler 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) Use of Gel Overlays</p>	
<p>Disability (1 or more) ADD/ADHD Autism Spectrum Disorder (ASD) Psychiatric Disorders <i>(i.e. Anxiety/Depression Disorders, Mood Disorders, Emotional Disturbance)</i> Traumatic Brain Injury (TBI)</p>	<p>Requested Accommodations (1 or more) 50% Extra Time (1.5x) Answer Directly in Test Book Calculator (4-function only; May contain %, $\sqrt{\quad}$, +/-, M-, M+, and MRC) Laptop with Spell Check for Writing Sample <i>(Cannot be used during other sections)</i> Highlighter Ruler Graph Paper Small Group Setting (10 or fewer students in room) Prescription Medication with Water (Must be self-administered and in original prescription bottle) Reader (Provided by family; student will test individually) Scribe (Provided by family; student will test individually) Use of Gel Overlays</p>	

Continued on next page



<p>Disability (1 or more) Physical Disabilities Medical or Chronic Health Conditions</p>	<p>Requested Accommodations (1 or more) 50% Additional Time (1.5x) Answer Directly in Test Book Calculator (4-function only; May contain %, $\sqrt{\quad}$, +/-, M-, M+, and MRC) Laptop with Spell Check for Writing Sample (Cannot be used during other sections) Highlighter Ruler Graph Paper Small Group Setting (10 or fewer students in room) Diabetic Supplies (Prescription medication, snacks/water, monitoring kit; student will test individually) Prescription Medication with Water (Must be self-administered and in original prescription bottle) Seat Cushion or Pillow</p> 
<p>Disability Blindness/Low Vision</p>	<p>Requested Accommodations (1 or more) 50% Additional Time (1.5x) Answer Directly in Test Book Calculator (4-function only; May contain %, $\sqrt{\quad}$, +/-, M-, M+, and MRC) Laptop with Spell Check for Writing Sample (Cannot be used during other sections) Highlighter Ruler Graph Paper Small Group Setting (10 or fewer students in room) Large Print Test Materials (22pt Times New Roman) Hand-held Magnifier Braille Test Materials Reader (Provided by family; student will test individually) Scribe (Provided by family; student will test individually) Use of Gel Overlays</p>  
<p>Disability Deaf/Hard of Hearing</p>	<p>Requested Accommodations (1 or more) 50% Additional Time (1.5x) Ruler Hearing Aids and/or Devices (Includes hearing aids, cochlear implants, and/or use of an FM system) Small Group Setting (10 or fewer students in room) Sign Language Interpreter (for spoken directions only)</p>

See Examples on page 12

Disability & Accommodation Association Examples

Student A: Student A is diagnosed with Attention-Deficit/Hyperactivity Disorder (ADHD) and requests 50% additional time and testing in a small group setting of ten (10) or fewer students. Since both of these accommodations are associated with ADD/ADHD in the second table on page 10, all of the accommodations are associated and may be eligible for approval through Direct Access if all other SSAT requirements are met.

Student B: Student B is diagnosed with blindness/low vision and a medical or chronic health condition (for the purposes of this exercise, Student B is diagnosed with diabetes). Student B requests large print test materials and permission for access to and use of their diabetic supplies. Since all of these accommodations are associated with either blindness/low vision in the second table on page 11 or the medical or chronic health conditions in the first table on page 11, all the accommodations are considered to be associated with the student's disabilities.

Student C: Student C is diagnosed with Autism Spectrum Disorder (ASD) and submits a request for access to large print test materials and the use of a hearing aid/device. Since neither of these accommodations are associated with a diagnosis of ASD in the second table on page 10, this request for testing accommodations would require documentation to be submitted and reviewed before the student may be approved or able to register for testing with the requested accommodations.

What If My Student's Request Is Denied?

If your student's request for testing accommodations is denied by their designated approver, you may choose to:

- + Resend the request to the same qualified professional (*in case of error with original submission*).
- + Indicate a different qualified approver who is willing to attest to the previously denied testing accommodations as being necessary and reasonable.
- + Test with only the approved accommodations and forego those which were denied.

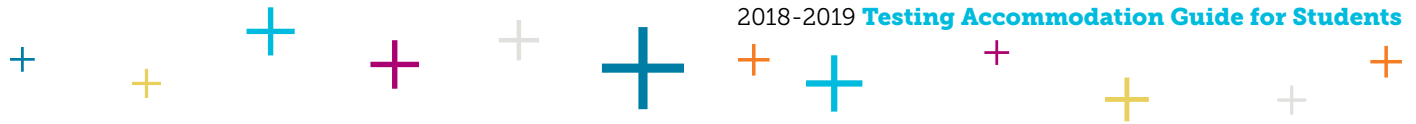
In the event your student's requested accommodations are approved, but EMA determines that the supporting documentation provided does not substantiate the requested testing accommodations and/or meet our requirements, we will notify you of the decision and provide a rationale, including:

- + An indication of which testing accommodations have been approved or denied.
- + The aspects of the documentation and/or request that affected the decision.
- + Clear suggestions and/or examples illustrating acceptable documentation.
- + Instructions for submitting further documentation.
- + Instructions for contacting us regarding any questions or concerns or to file an appeal.

Tip

Please provide the **BEST** parent/guardian email address when creating your student's SSAT account so we can easily contact you regarding questions and issues.





Additional Information

Accommodated Testing Irregularities

Any student utilizing any type of non-approved accommodation(s) on test day will be cited for an irregularity. Irregular tests are considered invalid and will NOT be scored. Additionally, no refunds are provided for any test cited as an irregularity.

Test Site Accommodations for Physical Disabilities

If you or your student has a physical disability and you need to confirm physical access to the testing location (ramps, elevators, accessible parking, etc.), you do not need to request testing accommodations (i.e. use of a wheelchair, use of elevator, etc.). Instead, please email ta@enrollment.org so that we can ensure your access to the testing location.

Testing Accommodations for Temporary Conditions

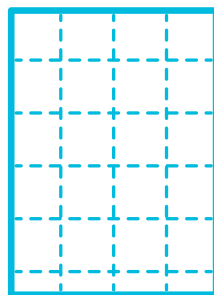
If your student has been diagnosed with a temporary condition, such as a broken arm, broken hand, or concussion, and you have concerns regarding your student's ability to complete testing, please email ta@enrollment.org before requesting accommodations or registering for a test.

In general, it is our recommendation that students who experience an unexpected accident resulting in temporary impairment postpone testing until after they are fully recovered to ensure test performance is an accurate reflection of their true abilities.

Requesting Additional Testing Accommodations

If you did not request a particular accommodation with your student's original application and you would like to have additional accommodations considered/approved, please email ta@enrollment.org for assistance.

It may be possible for additional testing accommodations to be added/approved for your student without the need to submit an additional application or documentation; however, in some cases this is necessary. Depending upon factors specific to the situation, including the test date, your student's needs, and the additional accommodations requested, it may be necessary to reschedule testing. Please contact us as soon as possible.



Continued



Additional Information *(continued)*

“OTHER” Testing Accommodations

EMA recognizes the uniqueness and individuality of each student’s disability and accommodation needs. All “other” testing accommodation requests will be considered and reviewed on a case-by-case basis.

We may require additional time to work with testing locations to provide uncommon or “other” testing accommodations. EMA will work diligently to provide all such accommodations; however, certain requests may cause delays in testing so that we may procure the necessary facilities and staffing to meet your student’s testing needs.

- + Any application for testing accommodations which includes an “other” or uncommon accommodation(s) are not eligible for Direct Access.
- + Due to the necessary setup of staff, space, or equipment, if your student has been approved for an “other” testing accommodation and needs to retest within the same test season, you **MUST** contact us to arrange testing for your student before registering for a subsequent test to ensure a test site is able to meet your student’s needs on test day.

On rare occasions, there may be testing accommodations requested which are deemed unreasonable and cannot be provided. It is important to note that we cannot (and are not required by law to) provide any testing accommodation that will:

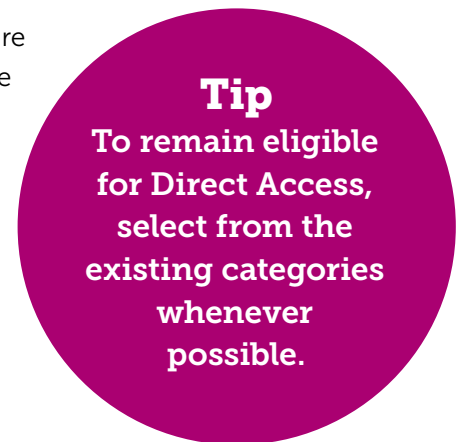
- a.** jeopardize test security,
- b.** fundamentally alter the SSAT, or
- c.** cause an undue burden to EMA.

In some cases, it may be necessary for EMA to work with the family to provide an equally effective testing accommodation in lieu of a requested accommodation. Recommendations for the use of an alternate testing accommodation will be made only when required to ensure the integrity and security of the SSAT are not compromised and when determined to be equally effective in meeting the student’s educational testing needs.

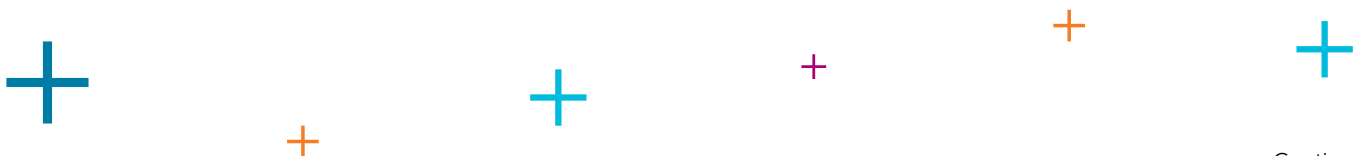
Example A: If your student has been diagnosed with a chronic health condition such as cerebral palsy, Crohn’s Disease, diabetes, or any other chronic health condition, select the “Medical or Chronic Health Conditions” option rather than typing the specified disability into the “other” form field.

Example B: If your student has been diagnosed with an educational disability such as dysgraphia, dyslexia, dyscalculia, etc., please select the “Learning Disabilities” option rather than typing the specified medical terminology (dyslexia, etc.) into the “other” form field.

Example C: If your student has been diagnosed with a mental health condition such as anxiety (generalized or specified), depression, bipolar disorder, or any other mental health condition(s), please select the “Psychiatric Disorders” option rather than typing the specific mental condition into the “other” form field.



Tip
To remain eligible for Direct Access, select from the existing categories whenever possible.



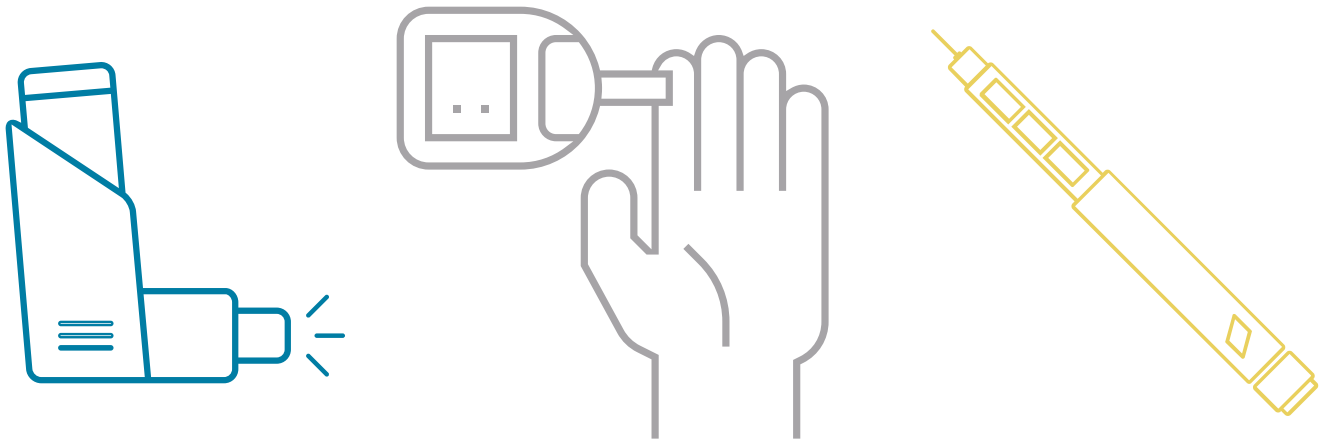
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Additional Information *(continued)*

Medically-Based Testing Accommodations

- + **Epi-Pens & Inhalers:** We recognize the importance of permitting students access to necessary emergency medical equipment at all times. Students who require access to epi-pens and/or inhalers for emergency purposes during testing **are not required to request access to these as an accommodation.**
 - + The student must advise the proctor or test administrator they have an emergency inhaler or epi-pen.
 - + If the inhaler is regularly used as a medication and is not strictly for emergency purposes, it must be requested as an accommodation.
- + **Medications:** If your student has a medication that must be administered during testing, select “Prescription Medication with Water” as an accommodation when applying.
 - + Students must be able to self-administer their medication.
 - + Medications must be contained in an original prescription bottle with the student’s name printed on the label.
- + **Medical Devices:** If your student has a medical device that must be used during testing, enter it under an “other” accommodation.
 - + Students must be able to use any medical devices themselves.
- + Students are responsible for providing all necessary medical items/equipment on test day. If you have concerns regarding your student’s ability to test on a specified test date due to health concerns or if you are unsure whether you need to apply for testing accommodations for your student, please contact us at ta@enrollment.org as soon as possible.
- + Any student with medically-based testing accommodation needs may be required to test individually with their own test proctor, depending upon the nature of the medical condition or impairment and the likelihood that the student may distract or negatively affect other students in the testing environment.



Appendix A:

Common Testing Accommodations for the SSAT

The following accommodations are commonly provided for the SSAT and are specific options listed on the online accommodations application. The descriptions here are provided to help you understand what these accommodations entail.

This list does **not** reflect all accommodations available for the SSAT. If your student requires an accommodation not listed in this appendix or requires a variation of an accommodation outlined herein, it must be entered as an "other" accommodation when completing the online application.

50% Additional Time (1.5X)

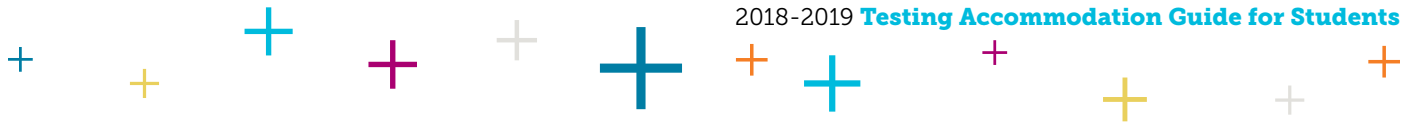
- + Students approved for 50% additional time are permitted a total of 4 hours and 20 minutes (including break times) to complete all necessary test sections.
- + Students receiving additional time for testing will be provided at least a five (5) minute break between each section of the SSAT.
- + Students testing in a small group setting and approved for 50% additional time must use/wait the full time allotted for each test section before moving on to the next section, even if a student has finished answering all test items for a given section.

Test Section	Standard Timing	50% Additional Time
Writing Sample	25 Minutes	40 Minutes
Break	5 Minutes	5 Minutes
Section 1 - Quantitative	30 Minutes	45 Minutes
*1.5x Break	N/A	5 Minutes
Section 2 - Reading	40 Minutes	60 Minutes
Break	10 Minutes	10 Minutes
Section 3 - Verbal	30 Minutes	45 Minutes
*1.5x Break	N/A	5 Minutes
Section 4 - Quantitative	30 minutes	45 Minutes
**Section 5 - Experimental	15 Minutes	N/A
Total Testing Time	2 Hours, 50 Minutes	3 Hours, 55 Minutes
Total Time Including Breaks	3 Hours, 5 Minutes	4 Hours, 20 Minutes

*Additional breaks between sections 1 & 2 and sections 3 & 4 of the SSAT will be provided ONLY to those students approved for any amount of additional time as a testing accommodation.

**Due to time constraints, students testing with additional time are NOT required to complete the experimental portion of the SSAT.

This timing information is applicable for those students taking the Middle (grades 5-7) or Upper (grades 8-11) level SSAT. Please contact EMA if you would like more information regarding the additional time accommodation as it pertains to the Elementary Level (3rd and 4th grade) SSAT.



Appendix A (continued)

Answer Directly in Test Book

- + Students approved for Answer Directly in Test Book are permitted to record their test answers directly in the test book rather than transferring answers to an answer booklet.
- + Answers will be transferred to the answer booklet from the test book following completion of the test by either the test proctor or personnel from EMA.
- + Transferred answers will be double checked for accuracy by EMA personnel before the test is processed/scored.

Braille Materials

- + A braille version of all test materials will be provided to the appropriate test center for your student's use on test day.

Calculator (4-function only; may contain %, $\sqrt{\quad}$, +/-, M-, M+, and MRC)

- + Students approved for the use of a four-function calculator are responsible for providing this piece of equipment on test day.
- + Students will be permitted to use this piece of equipment ONLY when completing the quantitative sections of the SSAT.
- + The use of scientific calculators, calculator watches, or calculator programs on laptops is STRICTLY prohibited.

**Please see page 3 for more information regarding the family's responsibility for providing all equipment, materials, and personnel for accommodations on test day.*



Example of Acceptable Calculator for SSAT

Diabetic Supplies

(Prescription medication, snacks/water, monitoring kit)

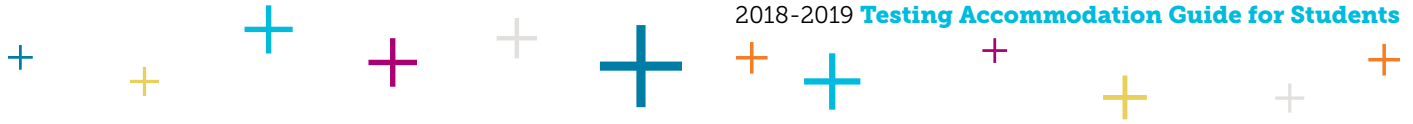
- + Students approved for the use of diabetic supplies are permitted to bring any/all equipment/items necessary to monitor blood/sugar levels, administer prescription medication (i.e. insulin, glucagon), etc.
- + If your student uses an SSAT-restricted item such as a cell phone or other electronic equipment with capabilities beyond those needed for medical purposes (e.g., iPhone with internet access), this specific equipment must be approved by us in advance of test day. Please contact us immediately to have your equipment approved to ensure your student has what they need during testing.
- + Unauthorized use of any electronic equipment may result in the student being dismissed from the test with NO scores being reported and NO refund issued for the incomplete test.

**Please see page 3 for more information regarding the family's responsibility for providing all equipment, materials, and personnel for accommodations on test day.*

Graph Paper

- + Students approved for the use of graph paper are responsible for providing this material on test day.

**Please see page 3 for more information regarding the family's responsibility for providing all equipment, materials, and personnel for accommodations on test day.*



Appendix A (continued)

Hand-Held Magnifier

- + Students approved for the use of a hand-held magnifier are responsible for providing this piece of equipment on test day.
- + Students are permitted to use the magnifier on all portions of the test or as needed.

**Please see page 3 for more information regarding the family's responsibility for providing all equipment, materials, and personnel for accommodations on test day.*

Hearing Aids and/or Devices (Includes hearing aids, cochlear implants, and/or use of an FM system)

- + Students approved for the use of any type of hearing device(s) are responsible for providing this equipment on test day.
- + Students are permitted to use their hearing aid(s) and/or devices throughout testing.
- + Students may carry/hold extra batteries in the event one or both must be replaced during the test. Student **MUST** be able to replace batteries without assistance.

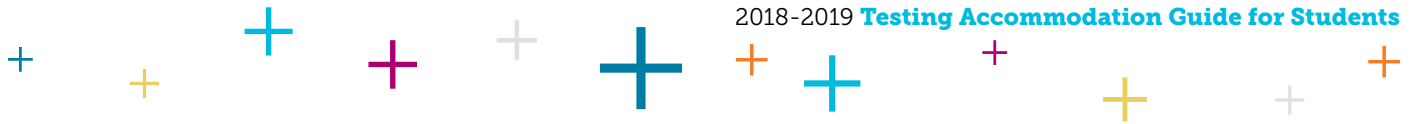
**Please see page 3 for more information regarding the family's responsibility for providing all equipment, materials, and personnel for accommodations on test day.*

Highlighter

- + Students approved for the use of a highlighter are responsible for providing this on test day.
- + Students are not permitted to highlight the answer booklet, but may highlight any part of the test book.

Large Print Test Materials (22pt Times New Roman)

- + Students approved for the use of a large print test materials will have the modified test book provided to them on test day.
- + Large print test materials are provided by shipment, on an as-needed basis, to the test site where the approved student is registered.



Appendix A (continued)

Laptop with Spell Check for Writing Sample (Cannot be used during other sections)

- + Students approved for the use of a laptop for word processing their writing sample are responsible for providing this equipment on test day, as well as a USB flash drive or writable CD to store their written work. Students must also be prepared to save and provide the finished writing sample by USB flash drive or CD. Printers are not available at testing centers.
- + Students are permitted to use their laptop for ONLY the writing sample. All other sections are to be completed using paper/pencil.
- + The use of Microsoft Word, Apple Pages, or any other basic word processor is strongly encouraged to ensure the file submitted is accessible and able to be processed. It is recommended that the electronic file be saved as one of the following file types: .doc; .docx; .txt; .pages; or .pdf.
- + Internet-based software programs that permit collaboration, such as Google Docs, are strictly prohibited on test day.
- + Students are not required to disable their internet connection during testing; however, students are NOT permitted to access any type of internet browser or search engine on test day nor are they permitted to access any non-approved computer applications on test day. Any unauthorized use of a laptop/computer may result in a student's dismissal from testing and their test being reported as an irregularity with no refund being provided for any invalidated test.
- + Use of any grammar or spell checking functions built into the word processor is permitted on test day.

**Please see page 3 for more information regarding the family's responsibility for providing all equipment, materials, and personnel for accommodations on test day.*

Prescription Medication with Water

- + Students approved for the allowance of prescription medication(s) with water are permitted to keep their medication(s) with them at all times.
- + Students may keep a bottle of water at or near their desk throughout testing.
- + Prescription medication(s) MUST be contained in an original prescription bottle and MUST be prescribed to the student by name. No unmarked prescriptions will be permitted to enter the testing room.
- + Medications MUST be self-administered as the test proctor will NOT be permitted to assist students in this way.

Appendix A (continued)

Reader

- + Students approved to have a human reader assist them during testing are responsible for identifying and providing this individual on test day.
- + Students assisted by a reader **MUST** be tested individually to ensure the interactions between the student and reader do not disrupt the test taking of other students.
- + Readers will be provided their own test book on test day and are permitted to read ALL text which the student would be responsible for reading.
- + All text read aloud by the reader is at the complete discretion of the student; therefore, if desired, students may choose to read any section or subsection of the SSAT without assistance from their reader.
- + Readers **MUST** read all test material verbatim to maintain standardization and test validity and are **NOT** permitted to clarify, elaborate, or provide alternate descriptions, interpretations, or suggestions.
- + All questions, including but not limited to requests for clarification, directions repeated, etc., are to be posed directly to the test proctor, not the reader.
- + Readers are **NOT** permitted to physically assist any student during testing, including, but not limited to; marking a student's answers on the answer booklet, pointing in the student's test book, etc. If a reader is unsure of how to respond to a request from the student, they should ask the proctor for clarification.
- + If the test proctor determines the reader is providing a student with inappropriate assistance during testing, they reserve the right to provide a first verbal warning to the reader; however, if the proctor cites repeated instances of inappropriate assistance, testing may be discontinued and reported as a testing irregularity and the student's test will **NOT** be scored.

**Please see page 3 for more information regarding the family's responsibility for providing all equipment, materials, and personnel for accommodations on test day.*

For more information regarding the guidelines/permissions for the reader, please refer to page 22 of this guide.

Ruler

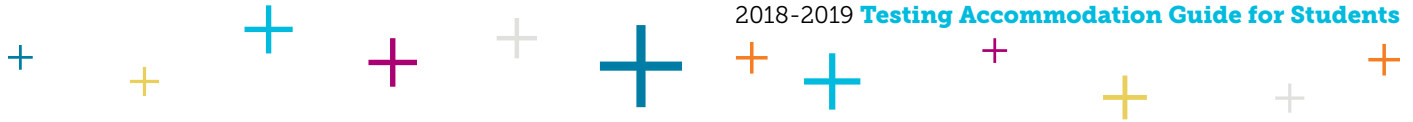
- + Students approved for the use of a ruler during testing are responsible for providing this item on test day.
- + The ruler may be accessed/used by the student throughout testing, as needed.
- + The ruler **CANNOT** exceed twelve (12) inches in length.

**Please see page 3 for more information regarding the family's responsibility for providing all equipment, materials, and personnel for accommodations on test day.*

Seat Cushion or Pillow

- + Students approved for the use of a seat cushion or a pillow on test day are responsible for providing this item.
- + The cushion/pillow **MUST** fit reasonably on the seat and may be used throughout testing.

**Please see page 3 for more information regarding the family's responsibility for providing all equipment, materials, and personnel for accommodations on test day.*



Appendix A (continued)

Small Group Setting

- + Student will be placed in a testing room with no more than nine (9) other students testing with accommodations.
- + Any student approved for testing accommodations is automatically placed in a small group testing environment, not to exceed ten (10) students, regardless of approval for the small group setting accommodation.

Scribe

- + Students approved to have a human scribe assist them during testing are responsible for identifying and providing this individual on test day.
- + Students assisted by a scribe **MUST** be tested individually to ensure the interactions between the student and scribe do not disrupt the test taking of other students.
- + Scribes are permitted to transcribe all verbal information as dictated by the student when completing the writing sample section of the SSAT, and may, at the student's discretion, fill in the answer booklet for all other sections of the test.
- + Any verbal information dictated by the student as part of their written response **MUST** be transcribed verbatim and these individuals are **NOT** permitted to clarify, elaborate, or provide alternate descriptions, interpretations, or suggestions.
- + All questions, including but not limited to requests for clarification, directions repeated, etc., are to be posed directly to the test proctor, not the scribe.
- + If the test proctor determines the scribe is providing a student with inappropriate assistance during testing, they reserve the right to provide a first verbal warning to the scribe; however, if the proctor cites repeated instances of inappropriate assistance, testing may be discontinued and reported as a testing irregularity and the student's test will **NOT** be scored.
- + The scribe may word process the writing sample for the student only if the student has been approved for the use of a laptop for the written portion of the SSAT.

**Please see page 3 for more information regarding the family's responsibility for providing all equipment, materials, and personnel for accommodations on test day.*

For more information regarding the guidelines/permissions for the scribe, please refer to page 22 of this guide.

Sign Language Interpreter

- + Students approved to have a sign language interpreter assist them with the transmission and understanding of verbal test directions are responsible for providing this individual on test day.
- + Students assisted by a sign language interpreter **MUST** be tested individually to ensure the interactions between the student and the sign language interpreter do not disrupt the test taking of other students.
- + If the student has a question for the test proctor, the sign language interpreter should relay the question to the proctor verbatim through spoken language, with the proctor's response to the question being relayed to the student using sign language as similar to the spoken language as possible.

**Please see page 3 for more information regarding the family's responsibility for providing all equipment, materials, and personnel for accommodations on test day.*

For more information regarding the guidelines/permissions for the sign language interpreter, please refer to page 22..

Appendix A (continued)

Use of Gel Overlays

- + Any student approved for the use of gel overlays when taking the SSAT is responsible for providing these materials on test day.
- + Gel overlays may be used on any portion of the SSAT requiring the student to read text.

**Please see page 3 for more information regarding the family's responsibility for providing all equipment, materials, and personnel for accommodations on test day.*

Requirements to Serve as a Reader, Scribe, Sign Language Interpreter or Other Assistant for the SSAT:

- + MUST be at least 18 years of age,
- + CANNOT be a family member or guardian,
- + CANNOT be an individual who has served as a SSAT tutor for the student, and
- + CANNOT be any individual who coaches or participates with the student in any athletic or extracurricular activity.

Non-Disclosure Agreement: Individuals who will use a test book in order to provide accommodations to a student, such as a reader, will be required to sign a non-disclosure agreement (NDA) before testing. This NDA is a legal agreement indicating that the individual will not disclose SSAT test content.

Questions?

If you have any questions related to testing accommodations:

Email ta@enrollment.org • Use the ssat.org LiveChat feature

Call The Enrollment Management Association at 609-683-4440
(Monday—Friday: 9:00 am to 5:00 pm EST)

We're here to help!

