Approving Testing Accommodations for the 2019-2020 Testing Season

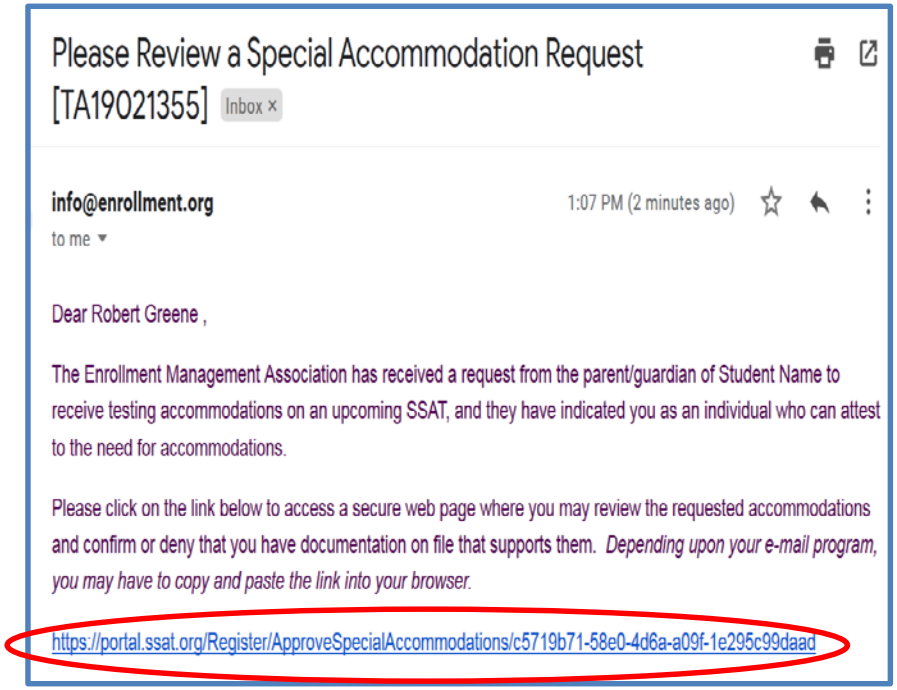
This document provides the step-by-step process for approvers. Additional information for approvers regarding documentation requirements, who can be an approver, deadlines, etc. can be found in the *2019-2020 "Testing Accommodations Approver Overview"* at www.SSAT.org/TA.

The SSAT

Emailed Approval Request

- Once a student completes a request for testing accommodations, you will receive an email requesting your approval of accommodations.
- This email includes a link to an online form for you to complete your approval.

If you lose the email or need it resent, just let us know at TA@enrollment.org.


Please Review a Special Accommodation Request [TA19021355] Inbox ×

info@enrollment.org 1:07 PM (2 minutes ago)

to me

Dear Robert Greene ,

The Enrollment Management Association has received a request from the parent/guardian of Student Name to receive testing accommodations on an upcoming SSAT, and they have indicated you as an individual who can attest to the need for accommodations.

Please click on the link below to access a secure web page where you may review the requested accommodations and confirm or deny that you have documentation on file that supports them. *Depending upon your e-mail program, you may have to copy and paste the link into your browser.*

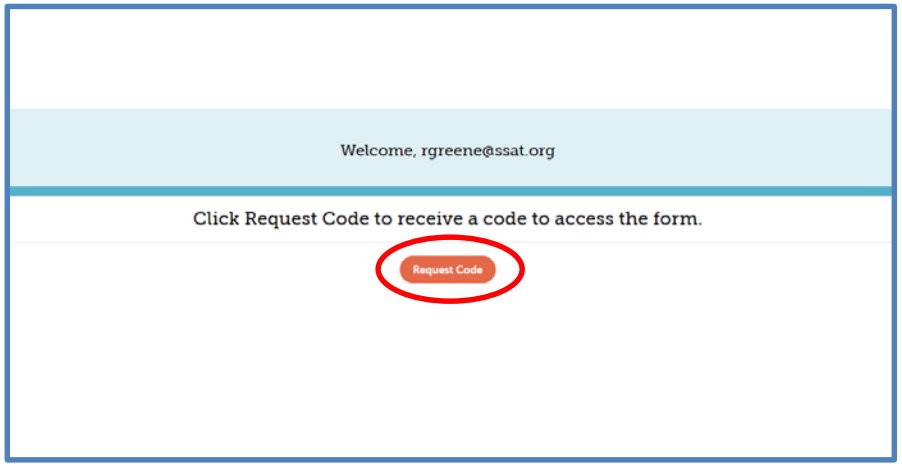
https://portal.ssat.org/Register/ApproveSpecialAccommodations/c5719b71-58e0-4d6a-a09f-1e295c99daad

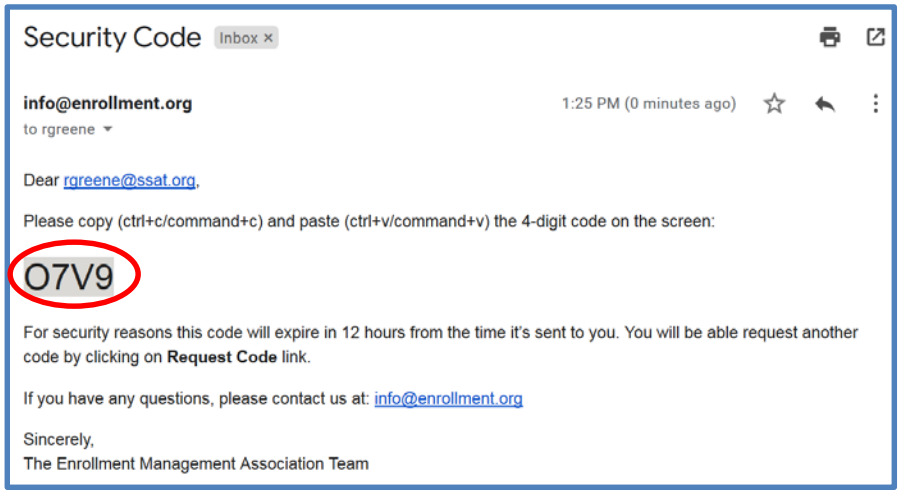
The SSAT

Security Code Feature

- Upon clicking the approval link, you will be required to request a four digit code to access the approval form by clicking “Request Code”.
- The code will be sent to the same email address as the original link.
- You will need to copy and paste the four digit alphanumeric code into the form to complete the approval.

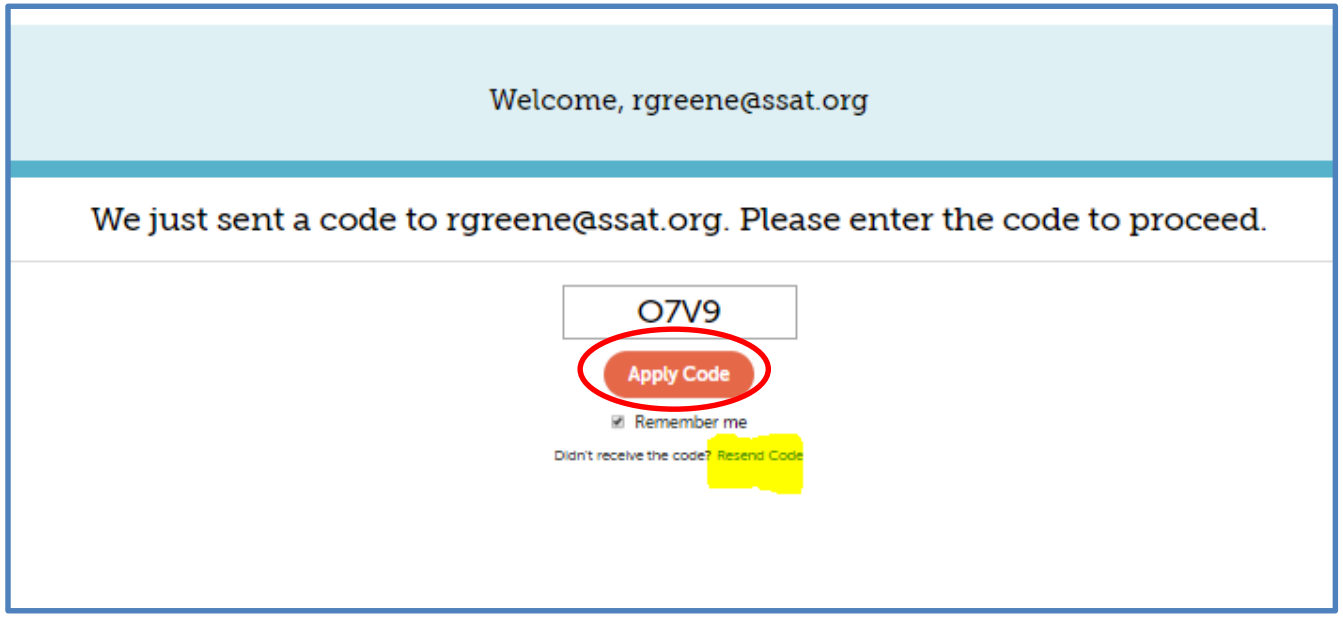
**If you have any issues with the security code process, please email [TA@enrollment.org.](mailto:TA@enrollment.org)*





The SSAT

Security Code Entry



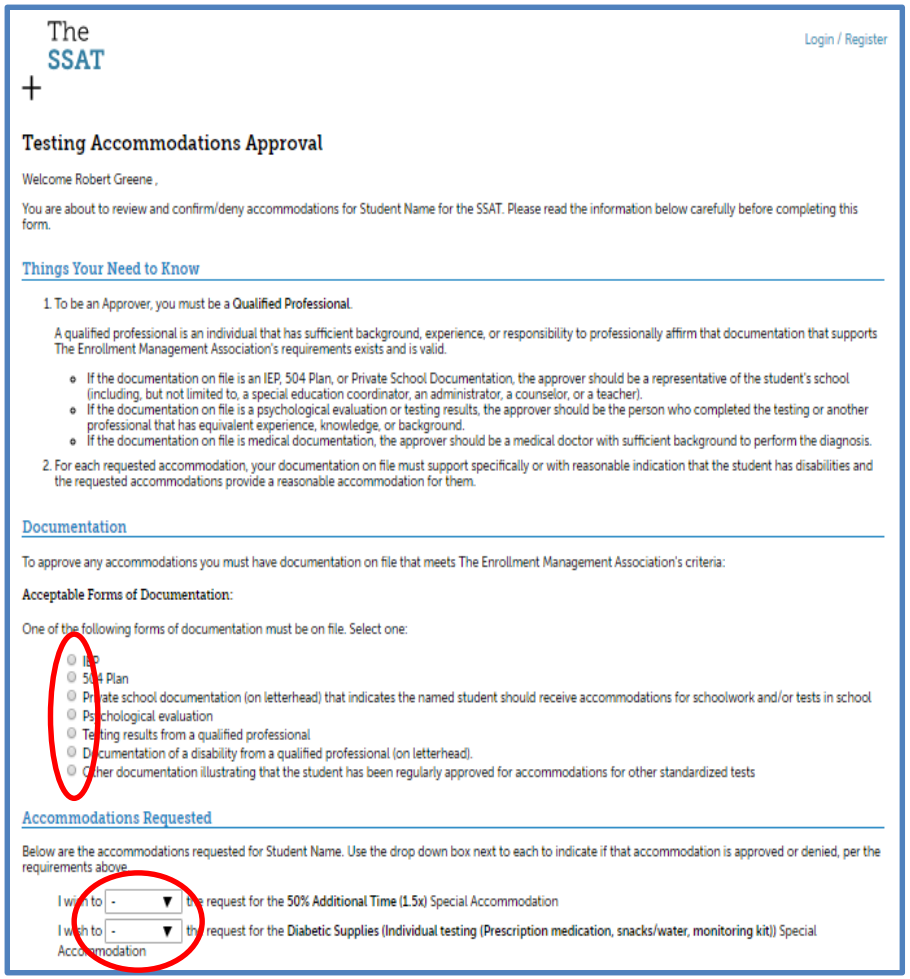
After entering the security code into the field, click “Apply Code”, and the screen will reveal the online approval form. If for any reason you have not received the requested code, please check your spam filters or click the highlighted link to “Resend Code”. Please allow a couple of minutes for a new code will be generated and sent to your email address.

The SSAT

Complete Online Approval Form

- Review the information at the top of the form to ensure you:
  - Qualify as an approver.
  - Possess documentation on file that meets EMA requirements.
- Indicate the type of documentation you have on file for the student.
- Approve/deny each requested accommodation.

Read more about documentation and approver requirements in the 2018-2019 Testing Accommodations Approver Overview at www.SSAT.org/TA.



The SSAT

Login / Register

Testing Accommodations Approval

Welcome Robert Greene ,

You are about to review and confirm/deny accommodations for Student Name for the SSAT. Please read the information below carefully before completing this form.

Things Your Need to Know

1. To be an Approver, you must be a **Qualified Professional**.

   A qualified professional is an individual that has sufficient background, experience, or responsibility to professionally affirm that documentation that supports The Enrollment Management Association's requirements exists and is valid.

   - If the documentation on file is an IEP, 504 Plan, or Private School Documentation, the approver should be a representative of the student's school (including, but not limited to, a special education coordinator, an administrator, a counselor, or a teacher).
   - If the documentation on file is a psychological evaluation or testing results, the approver should be the person who completed the testing or another professional that has equivalent experience, knowledge, or background.
   - If the documentation on file is medical documentation, the approver should be a medical doctor with sufficient background to perform the diagnosis.

2. For each requested accommodation, your documentation on file must support specifically or with reasonable indication that the student has disabilities and the requested accommodations provide a reasonable accommodation for them.

Documentation

To approve any accommodations you must have documentation on file that meets The Enrollment Management Association's criteria:

Acceptable Forms of Documentation:

One of the following forms of documentation must be on file. Select one:

- IEP
- 504 Plan
- Private school documentation (on letterhead) that indicates the named student should receive accommodations for schoolwork and/or tests in school
- Psychological evaluation
- Testing results from a qualified professional
- Documentation of a disability from a qualified professional (on letterhead).
- Other documentation illustrating that the student has been regularly approved for accommodations for other standardized tests

Accommodations Requested

Below are the accommodations requested for Student Name. Use the drop down box next to each to indicate if that accommodation is approved or denied, per the requirements above.

I wish to [-] the request for the **50% Additional Time (1.5x)** Special Accommodation

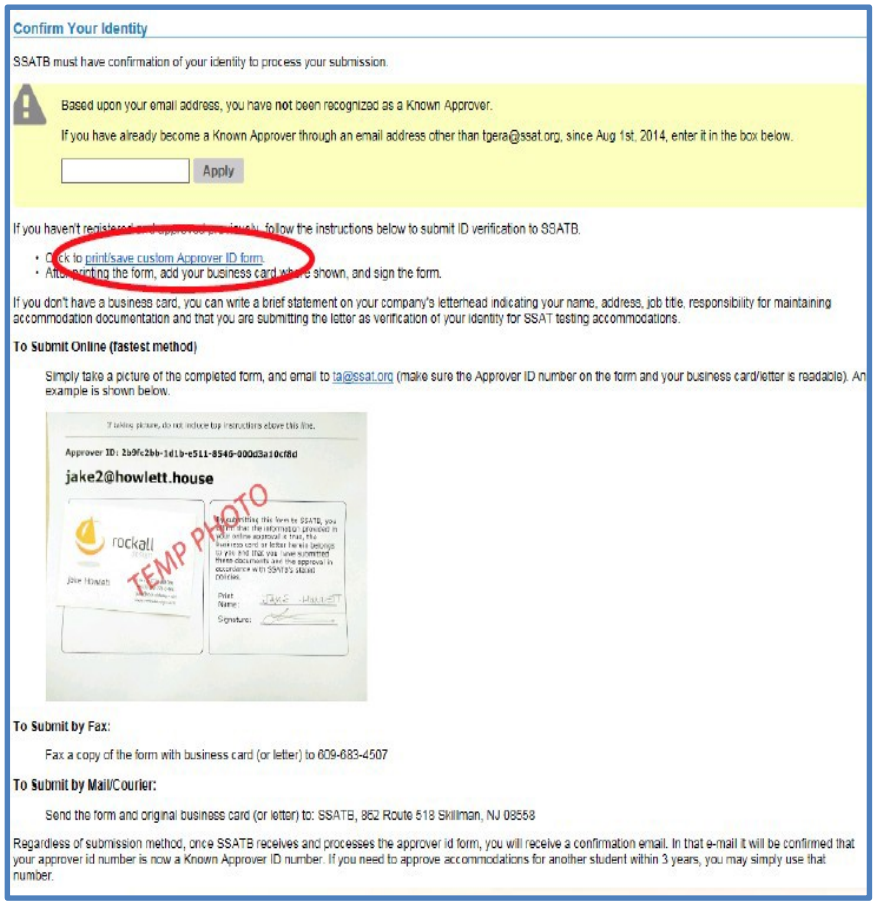
I wish to [-] the request for the **Diabetic Supplies (Individual testing (Prescription medication, snacks/water, monitoring kit))** Special Accommodation

The SSAT

Complete Online Approval Form (cont'd)

- In addition to your approval, confirmation of your identity is required.
- Print the form from the link, sign it, and include your business card or a short letter to affirm your identity.
- You may scan or take a picture of your form with business card or letter and e-mail it directly to TA@enrollment.org. Mail and fax are also available.

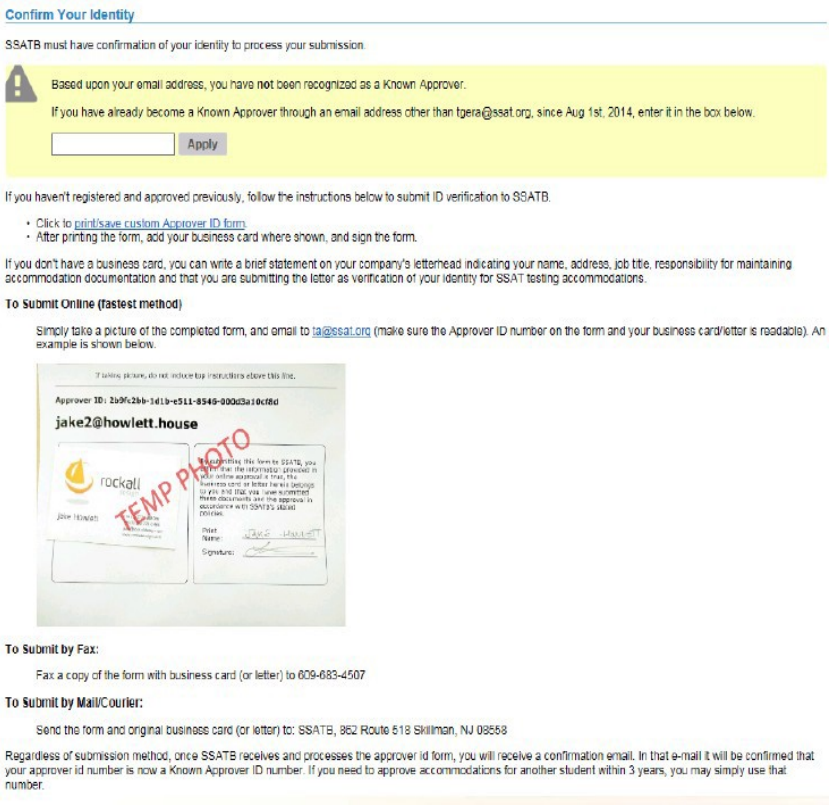
***Emailing your ID for approval will result in the fastest processing!!!*



The SSAT

Complete Online Approval Form (cont'd)

- Once your ID confirmation is received you will become a 'known approver' of accommodations and your approval will be validated.
- As a 'known approver' you will not be asked to submit ID confirmation for the remainder of that testing season, plus two additional testing seasons thereafter.
- In the future, when completing an approval as a 'known approver,' the form will recognize you and indicate your ID confirmation is on file. If the system fails to recognize your approved email address, enter it (your email ID)into the yellow box and click "Apply".



Confirm Your Identity

SSATB must have confirmation of your identity to process your submission.

Based upon your email address, you have not been recognized as a Known Approver.

If you have already become a Known Approver through an email address other than tgera@ssat.org, since Aug 1st, 2014, enter it in the box below.

Apply

If you haven't registered and approved previously, follow the instructions below to submit ID verification to SSATB.

- Click to print/save custom Approver ID form
- After printing the form, add your business card where shown, and sign the form.

If you don't have a business card, you can write a brief statement on your company's letterhead indicating your name, address, job title, responsibility for maintaining accommodation documentation and that you are submitting the letter as verification of your identity for SSAT testing accommodations.

To Submit Online (fastest method)

Simply take a picture of the completed form, and email to ta@ssat.org (make sure the Approver ID number on the form and your business card/letter is readable). An example is shown below.

Approver ID: 2b9fc2bb-1d1b-e511-8546-000d3a10cf8d

jake2@howlett.house

rockall

TEMP PHOTO

To Submit by Fax:

Fax a copy of the form with business card (or letter) to 609-683-4507

To Submit by Mail/Courier:

Send the form and original business card (or letter) to: SSATB, 862 Route 518 Skillman, NJ 08558

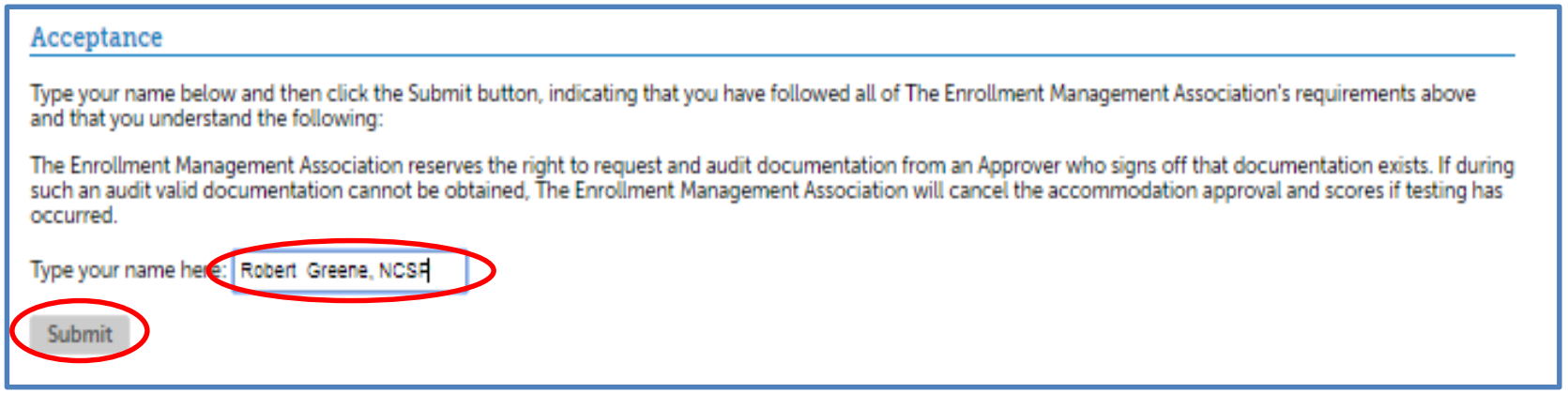
Regardless of submission method, once SSATB receives and processes the approver id form, you will receive a confirmation email. In that e-mail it will be confirmed that your approver id number is now a Known Approver ID number. If you need to approve accommodations for another student within 3 years, you may simply use that number.

The SSAT

**The SSAT testing season begins 8/1 and ends 7/31.*

Complete Online Approval Form (cont'd)

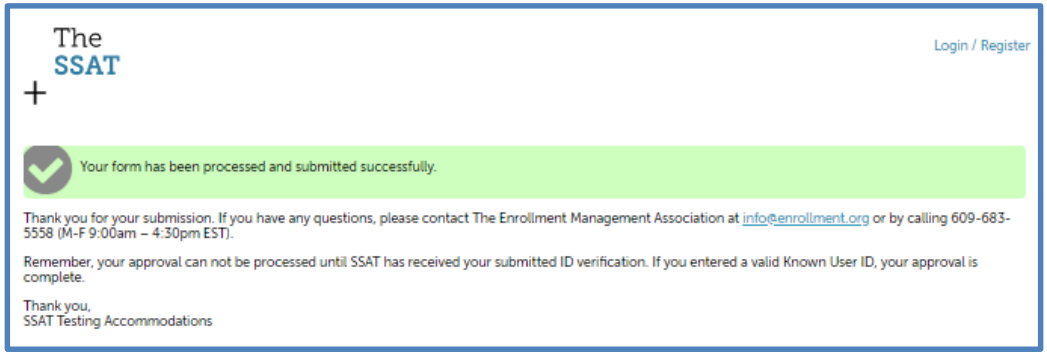
- Lastly, accept the terms of being an approver by:
  - Checking the 'I understand…' statement – AND -
  - Typing your name to electronically sign
- Click submit and you are finished.



The SSAT

Submission Confirmation

- The form will confirm your submission and you'll receive an email as well.
- Remember to send your ID if you are not yet a 'known approver.'
- Your approval will not be validated until your ID is received and approved on file.



The SSAT

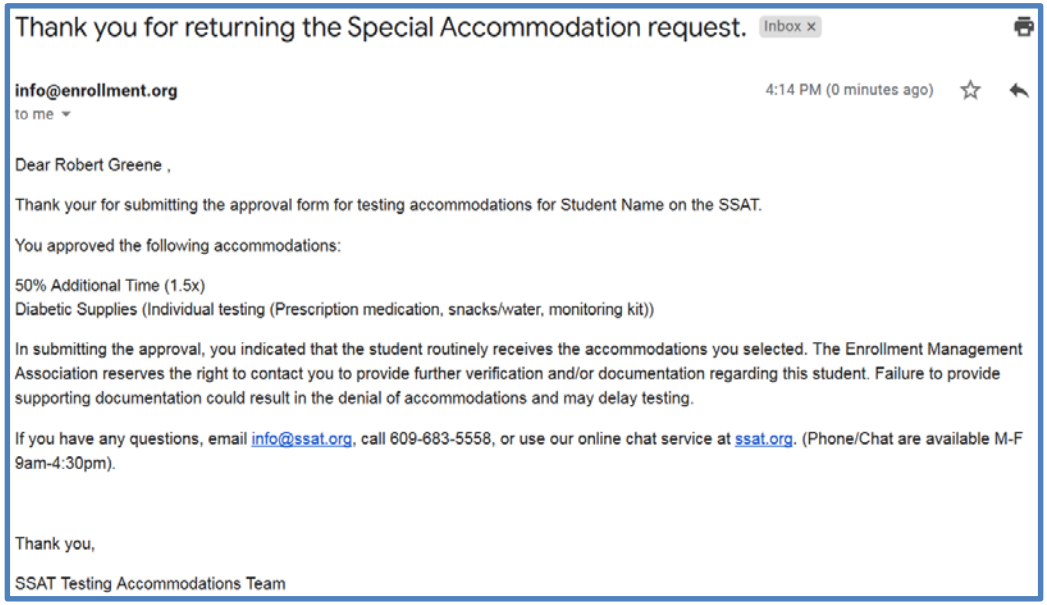
Login / Register

Your form has been processed and submitted successfully.

Thank you for your submission. If you have any questions, please contact The Enrollment Management Association at info@enrollment.org or by calling 609-683-5558 (M-F 9:00am – 4:30pm EST).

Remember, your approval can not be processed until SSAT has received your submitted ID verification. If you entered a valid Known User ID, your approval is complete.

Thank you,
SSAT Testing Accommodations



Thank you for returning the Special Accommodation request. Inbox ×

info@enrollment.org 4:14 PM (0 minutes ago)

to me

Dear Robert Greene ,

Thank your for submitting the approval form for testing accommodations for Student Name on the SSAT.

You approved the following accommodations:

50% Additional Time (1.5x)
Diabetic Supplies (Individual testing (Prescription medication, snacks/water, monitoring kit))

In submitting the approval, you indicated that the student routinely receives the accommodations you selected. The Enrollment Management Association reserves the right to contact you to provide further verification and/or documentation regarding this student. Failure to provide supporting documentation could result in the denial of accommodations and may delay testing.

If you have any questions, email info@ssat.org, call 609-683-5558, or use our online chat service at ssat.org. (Phone/Chat are available M-F 9am-4:30pm).

Thank you,

SSAT Testing Accommodations Team

The SSAT