

Testing Students with Accommodations

Students with physical or learning disabilities who cannot complete the EXPLORE tests in the standard time limits, using standard test materials, may be tested under special conditions and/or using accommodated testing materials available from ACT. **All non-test portions of the EXPLORE program can be completed with the assistance of a reader or scribe in an untimed setting.**

Recommended Eligibility Requirements for Accommodated Testing

The following section pertains to students who need accommodated testing. Procedures listed in the section **EXPLORE Test Administration Procedures** must be followed precisely unless specifically addressed in this section of the manual.

Administration of EXPLORE with accommodations is entirely at the discretion of school personnel. However, ACT recommends accommodated administrations of EXPLORE only for students with **current documented disabilities** and who have been **professionally diagnosed** as physically or learning disabled such that they cannot test under standard conditions. Students best served by the use of a testing accommodation are those for whom the accommodation would minimize the impact of the student's disability when it is not relevant to the primary focus of the assessment, thus giving a more accurate picture of the student's ability. To be considered current, the diagnosis should have been made or reconfirmed within the last three years. An Individual Education Plan (IEP) or 504 plan on file at the school within the last three school years is generally acceptable evidence of reconfirmation. Students and parents should understand that students will not necessarily be eligible for accommodations on PLAN® or on the ACT® tests simply because they receive accommodations on EXPLORE.

Students may be accommodated for testing if the student requires:

- audio CD or Braille version of the test
- a reader who must use a reader's script prepared by ACT. ACT recommends testing individually in a separate room as is required when using a reader while taking the ACT test
- a scribe to record student responses on the answer folder (ACT recommends using a separate room)
- additional breaks with standard time (requires a separate room)
- separate test sessions
- testing over multiple days
- extended time to complete each test
- a sign language interpreter to sign verbal instructions, test items, and response choices in exact English if authorized by the test supervisor (ACT recommends testing individually in a separate room as is required when using a sign language interpreter on the ACT test)

Testing Arrangements

Accommodated testing may be administered at a time mutually convenient for the student and test supervisor, as close as possible to the date on which EXPLORE is administered to other students. **ACT recommends that students receiving extended time plus any type of assistance from a reader or scribe be tested in a separate room as is required when taking the ACT test.** Students using an audio CD may test in a group provided they use individual earphones and can control the progress of their own CD players and the time allocated is the same for all students. Tests must be administered at the school, not in the supervisor's home or other location, unless the student is currently confined to his or her home or is receiving homebound instruction. To protect both the examinee and the supervisor from questions of potential conflict, the room supervisor must not be a relative or guardian of the examinee.

Testing Over Multiple Days or During Separate Sessions

If testing over multiple days has been authorized, each test must be completed during one session and the examinee may not return to a previous test after being dismissed for that testing session.

Testing More than One Examinee at a Time

ACT normally encourages group administrations for examinees with similar accommodations. However, ACT recommends that a student testing with a reader be tested individually as is required when using a reader while taking the ACT test. In contrast, examinees using audio CDs may test as a group, provided they all use individual earphones and can control the progress of their own CD players.

Accommodated Testing Options

Students with visual impairment or blindness may use a large-print (19 point) or Braille test form, have the test read to them, have assistance in marking their responses, use a large-print response worksheet, and/or receive extended time. A reader's script or audio CD test forms provided by ACT may be used.

Students with hearing impairments whose hearing loss has caused a reading disability may be considered for extended time. An interpreter may assist with the pre-test information and instructions **but not the test items**. A copy of the verbal instructions to students can be provided for the student to read. If exact English signing of test questions has been authorized by the test supervisor, a reader's script must be used with the same restrictions described above.

Students with learning disabilities may be eligible for extended time and/or either a reader or an audio CD with headphones and playback machine for each examinee, consistent with testing accommodations currently provided at the school.

Students with motor disabilities that affect their ability to mark the answer folder may be eligible for extended time, use of large-print materials or a reader, or assistance in marking responses.

For students who use a large-print response worksheet, item responses must be carefully transferred by school personnel to a standard EXPLORE answer folder for scoring. ACT will **not** score a large-print worksheet or transfer responses to a standard answer folder.

Accommodation Codes

A testing Accommodation Code should be marked in the shaded box at the top of the second page of the answer folder (see graphic below) for all students receiving an accommodation. Mark the **one** code that best describes the accommodation given.

To be completed by school staff only – see <i>Supervisor's Manual</i>	
ACCOMMODATIONS Mark only one.	
①	⑥
②	⑦
③	⑧
④	⑨
⑤	⑩
----- VSC	
E M R S	

1. Standard print materials with *extended* time limits (no other assistance)
2. Large-print test booklet with *standard* time limits
3. Large-print test booklet with *extended* time limits
4. Oral presentation (from audio CD) with *extended* time limits
5. Oral presentation (from reader's script only) with *extended* time limits