

**SAT SUITE OF ASSESSMENTS AND OTHER  
COLLEGE BOARD ASSESSMENTS**

# Accommodations and Supports Handbook

*This handbook will help SSD coordinators prepare to submit accommodation requests and provide guidance on available accommodations and supports for College Board testing.*

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# Using This Handbook

This handbook applies to the SAT®, all PSAT assessments, Advanced Placement (AP®) Exams, ACCUPLACER®, and CLEP®.

## Accommodated Testing Overview

College Board is dedicated to ensuring that students with disabilities receive appropriate accommodations on their tests. Each year, the College Board Services for Students with Disabilities (SSD) office receives over 300,000 requests for accommodations from students with disabilities, of which the vast majority are approved.

Accommodations ensure that assessments measure a student's knowledge, not their disability, and all students have access to the assessments. Accommodations may modify the test timing, setting, or materials. Some examples of accommodations are braille, text-to-speech, and extended time. Many others exist.

In addition to accommodations for students with disabilities, College Board offers an assortment of supports for English learner (EL) students participating in select assessments.

To oversee the request and administration of accommodations and EL supports, each school will identify at least 1 person to act as the SSD coordinator. The SSD coordinator will work closely with the College Board SSD office as needed.

This handbook provides information for SSD coordinators about how to request and administer accommodations and supports. It's intended to be used in conjunction with the applicable testing manuals and guides for each assessment. This handbook supplements those materials—it doesn't replace them. When administering a College Board test, you must carefully review the relevant testing materials.

# SSD Coordinators

Each school should designate at least one SSD coordinator; schools may appoint more. SSD coordinators serve as the liaison with College Board for their students with disabilities and ensure these students can take the assessments with the accommodations they need.

One of the school's SSD coordinators will be the primary SSD coordinator, who may be responsible for administering tests in addition to requesting accommodations. Secondary SSD coordinators, if any, request accommodations for their students but aren't responsible for test administration.

**IMPORTANT:** Accommodations for all tests must be approved in advance of the test.

## All SSD coordinators:

- Need a College Board professional account and access to SSD Online.
- Request accommodations for their students with disabilities through SSD Online.
- Use the self-service exchange feature to change student accommodations in SSD Online, as needed.
- Must know how to access student information regarding their disabilities and current accommodations in school.
- Act as the school's liaison with the SSD office and communicate with them about accommodations.

## Primary SSD coordinators have additional responsibilities:

- Ensure students are tested with appropriate accommodations, including:
  - ◆ Reviewing and updating prior-year accommodations as required.
  - ◆ Working with test coordinators to ensure that correct accommodations are in place each time a student takes a College Board test.
- Monitor and report on their students' accommodation requests and status.
- For in-school assessments (SAT School Day and PSAT assessments), make sure accommodations are correct in the SAT Suite Ordering and Registration (SSOR) system registration rosters (or the State Data Management System for state accountability testing).
- Assume responsibility for all aspects of an SAT Weekend school-based test administration, including:
  - ◆ Administering the test.
  - ◆ Recruiting and training staff as needed.
  - ◆ Receiving and safely storing test materials.
  - ◆ Properly returning materials.

The new **Accommodations & Supports Dashboard** allows students to see decision letters and accommodations. The SSD coordinator is responsible for entering their student and parent emails in SSD Online so that the student gets access to the dashboard to see the status of the request and other important information.

# General Information About College Board Tests

College Board tests include the following:

- The SAT Suite of Assessments: SAT, Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT®), PSAT™ 10, and PSAT 8/9
- Advanced Placement (AP) Exams
- CLEP
- ACCUPLACER

Each assessment has differences that can affect accommodations. College Board tests may be administered differently than many classroom tests. It's important to understand how College Board tests are administered so you'll know which accommodations need to be requested.

In many cases, a school or district chooses to order and administer assessments locally. Some states have a contract with College Board to administer assessments for local or federal accountability. Schools participating under a state contract may have special instructions for educators from their state about timelines or policies.

## Features Common to All Tests

Most College Board tests have the following features:

- Administered in a quiet, structured environment
- Calculators permitted for most math questions
- Breaks included in the test schedule
- General instructions given orally and may be repeated on request of students

Digital tests have additional universal features (see Universal Digital Testing Tools Available to All Students on page 10).

With the transition to Bluebook™ for the SAT Suite, accommodations and seating requirements will change for some students, given that each student taking the digital test will be timed individually in the test application.

## SAT

The SAT consists of 2 sections (Reading and Writing, and Math). Most of the questions in both sections are multiple choice, and some math questions require the student to enter their answer. Students may use a calculator on all math questions and there is a graphing calculator built into Bluebook. The SAT without accommodations requires 2 hours and 14 minutes, and students receive a 10-minute break between the 2 sections. Bluebook provides the timing both for the test and any scheduled breaks. Students testing with accommodations will receive a test with the correct timing and breaks enabled. The proctor doesn't time the test or tell students when to take breaks. Students with different break accommodations can test in the same room as others with standard breaks.

## SAT Weekend

Many students take the SAT on a Saturday or Sunday at a test center, usually a local high school. SAT Weekend administrations are offered several times a year from August to June. Students register for SAT Weekend online and choose their testing location.

For SAT Weekend administrations, accommodations fall into 2 categories: center-based and school-based.

- **Center-based accommodations:** Most students test with center-based accommodations, which can be administered at a test center. Some examples of center-based accommodations are up to time and one-half (+50%) or permission for food/drink/medication. Center-based accommodations are administered at an SAT test center on a weekend by test center staff.
- **School-based accommodations:** Some accommodations may require staffing, equipment, more than 1 day of testing, or supports not available at test centers. These school-based accommodations are usually administered at the student’s school—whether or not the school serves as a weekend test center. SSD coordinators organize and administer the test to students with school-based accommodations. Schools have a 14-day window, beginning with the published test date, to administer both digital and paper and pencil school-based tests.

## SAT School Day

Sponsored by states, districts, or schools, SAT School Day is taken by students on a predetermined school day in their local schools. Some policies differ between SAT School Day and SAT Weekend administrations. For example, there may be some differences in timing and number of days that a student is testing. When administering SAT School Day, be sure to follow instructions given in the SAT School Day testing materials, and watch for additional guidance from your state if you’re administering the assessment under a state contract.

All SAT School Day administrations are digital. Some students taking SAT School Day as part of state-sponsored testing may have an Essay (no longer available for transactional SAT School Day or SAT Weekend).

## PSAT Assessments

The PSAT/NMSQT and PSAT 10 are digital. Schools can choose a school day within the month of October or a designated Saturday to administer the PSAT/NMSQT. They can administer the PSAT 10 on school days in the spring window in March and April.

Under standard timing conditions, the tests require 2 hours and 14 minutes of testing time, and students receive a 10-minute break between sections. The PSAT/NMSQT and PSAT 10 have the same specifications, but only the PSAT/NMSQT can be used as the qualifying test for entry into the National Merit® Scholarship Program.

The PSAT 8/9, also administered in Bluebook, has the same timing and structure as the other digital assessments. Schools can administer it on school days in the months of October, March, and April.

## Advanced Placement

Most AP Exams include a combination of multiple-choice and free-response questions. While some exams are paper based, some exams may be fully digital or a combination of digital and paper (hybrid). Additionally, some exams may include a listening or speaking component or require submission through the AP Digital Portfolio (e.g., AP World Language and Culture, AP Music Theory, AP Seminar, AP Research, AP Computer Science Principles, AP Art and Design Exams). AP Exams are administered in May.

Most Advanced Placement Exams require 3 hours or 3 hours and 15 minutes of testing time, and students are given a 10-minute break.

## CLEP and ACCUPLACER

CLEP and ACCUPLACER are computer-based tests. Accommodations for CLEP and ACCUPLACER taken at a center are not typically reviewed by SSD, but they must be requested prior to test day at the test center. Students should contact the test center well in advance of the test date to make the necessary arrangements and confirm the center's deadline for submission of documentation for approval of accommodations. Detailed directions for requesting accommodations for test center-based exams are available at [clep.collegeboard.org/register-for-an-exam/request-accommodations/for-test-center-exams](https://clep.collegeboard.org/register-for-an-exam/request-accommodations/for-test-center-exams). Accommodations for students testing with remote proctoring must be approved by SSD. Guidelines for remote-proctored testing with accommodations are available at [clep.collegeboard.org/register-for-an-exam/request-accommodations/for-remote-proctored-exams](https://clep.collegeboard.org/register-for-an-exam/request-accommodations/for-remote-proctored-exams). Some accommodations aren't available for remote proctored tests. The following accommodations are available:

- Screen magnification.
- Modifiable screen colors.
- Extended time.
- Untimed rest breaks in view of the proctor.
- Accommodations that don't impact the CLEP testing platform, or are against CLEP remote proctoring requirements, and allow the test taker to stay within view of the proctor, such as permission for food, drinks, or medication and permission to test blood sugar.

For ACCUPLACER, if students have documented accommodations, be sure to reach out to the school or test center that is administering the exam well in advance of testing to discuss required procedures.

**IMPORTANT:** In most instances, the ACCUPLACER test is untimed; the school or test center administering the test will confirm.

# Types of Supports and Accommodations

## Accommodations for Students with Disabilities

Accommodations for students with documented disabilities are available for all College Board tests. When accommodations are used, students receive college and scholarship reportable scores. (The use of accommodations is not reported to colleges or other organizations.) Students with documented disabilities may be eligible for accommodations; however, a student must be approved for accommodations in SSD Online before testing. Providing accommodations to students without College Board approval will result in cancellation of these students' scores.

College Board will consider all accommodations requests, provided the accommodation doesn't compromise the test constructs being measured. See Detailed Accommodations and Supports Information on page 22 for information about specific accommodations.

## Other Supports Offered

In addition to accommodations for students with disabilities, on certain tests, College Board provides supports for EL students and temporary supports. Information about each is below.

### State-Allowed Accommodations (SAAs)

State-Allowed Accommodations (SSAs) may be available for schools testing in statewide contracts. When using SAAs, students, schools, and the state will receive scores; however, the scores aren't accepted by colleges, universities, or scholarship programs. These accommodations must be requested for each state administration and are only available for the specific test administration they're approved for. In your testing room, you may have students testing with SAAs along with students testing with approved accommodations.

SSD coordinators can enter SAAs in SSD Online beginning in January every year. No documentation is required for approval, but requests must be made to administer a test with SAAs.

If your school participates in a state contract, each state offers different accommodations that are considered state allowed. Refer to training information from your state department of education for information on SAAs that may be available for state testing.

### EL Supports

EL supports are available for SAT School Day, PSAT/NMSQT, PSAT 10, and PSAT 8/9 assessments. EL supports are not currently available for AP, CLEP, ACCUPLACER, or SAT Weekend administrations. The available supports include the use of an approved word-to-word bilingual dictionary, translated test directions, text-to-speech, math-only EL support, and up to time and one-half extended time. Students will receive college and scholarship reportable scores when any of the supports are used.

Students who meet the following criteria at the time of testing are eligible to use any or all of the EL supports:

- Enrolled in an elementary or secondary school in the U.S. or U.S. territories
- Defined as an English learner by their state or by federal policy
- Used the same supports in class or for other assessments

Use of an approved word-to-word bilingual dictionary:

- The list of approximately 100 approved dictionaries is available at [satsuite.collegeboard.org/media/pdf/sat-suite-college-board-approved-dictionaries.pdf](https://satsuite.collegeboard.org/media/pdf/sat-suite-college-board-approved-dictionaries.pdf).
- The use of a bilingual dictionary does **not** require approval by College Board.

Use of translated test directions:

- Translated test directions are provided in PDF format. Schools must print the directions for students; no printed test directions will be sent to schools.
- Translated test directions are available in numerous languages. See the links below for specific languages offered.
- Use of translated test directions does **not** require approval by College Board.
- Translations are available to print online at the following links in early September for fall testing and February for spring testing.
  - ◆ Test directions are available at [satsuite.org/educator-experience/get-to-know-digital/supports-english-learners](https://satsuite.org/educator-experience/get-to-know-digital/supports-english-learners).

Use of up to time and one-half:

- This EL support must be entered in SSD Online by the EL deadline. While documentation does not need to be submitted to College Board, schools will be asked during the submission process to verify the student meets certain criteria. For schools testing as a part of a state contract, check with your state for additional updates on the use of supports/accommodations for EL students.
- Students will receive up to time and one-half on each section of the PSAT 8/9, PSAT 10, PSAT/NMSQT, or SAT School Day. Students must sit for the duration of standard testing time.
- EL students requiring EL up to time and one-half will need to be identified in SSD Online every year.

## Temporary Supports

Students with temporary conditions, such as a broken arm, may be eligible for temporary assistance on some assessments as covered in this section. In all other cases, the student should reregister to take the test at a date when they have healed.

Temporary supports can be requested in SSD Online in the same manner that other accommodations and supports are requested. From the SSD dashboard, coordinators will select **New Request** and then select **Request Temporary Impairment Support**. Documentation can be uploaded through SSD Online, and the students will appear in the school's SSD Online dashboard.

The SSD coordinator will receive a reply from College Board as soon as possible, in SSD Online. Bear in mind that an appropriate review and determination take time, and individuals who submit requests or information fewer than 14 days before a scheduled College Board test may be informed that there was insufficient time to make a determination on their request.

In rare circumstances, a physical condition might have effects that aren't permanent but are substantial and long-standing (for example, an injury might result in extensive limitations that last longer than 1 year). A long-standing physical condition may be considered a disability. Accommodation requests for long-standing physical conditions should be made under the regular accommodation request process.

## Requesting Temporary Supports

### For State-Provided Testing for Federal Accountability:

Supports can be requested for all students taking SAT School Day, PSAT/NMSQT, PSAT 10, or PSAT 8/9.

### For All Other Testing:

1. For AP, supports can be requested when an impairment won't be resolved by the late testing date.
2. For SAT Weekend or SAT School Day, supports are only offered for seniors.

# Requesting Accommodations and Supports

In general, students approved by College Board for testing accommodations meet the following criteria:

- They have a documented disability (documentation will vary depending on the disability).
- Their participation in College Board assessments is affected by the disability.
- The specific accommodations requested support their need.
- They receive accommodations on school tests, with few exceptions.

For SAT School Day, PSAT/NMSQT, PSAT 10, and PSAT 8/9, College Board provides EL supports approved by their school to use them. The supports used for testing should align to the supports students use for classroom tests. The available EL supports include translated test directions, use of approved word-to-word bilingual dictionaries, and up to time and one-half. (Students using up to time and one-half must be entered in SSD Online.) Students can use any of the supports alone or in combination with one another.

When requesting accommodations, remember:

- Request the use of the EL up to time and one-half support in SSD Online by the EL supports deadline. These students will be listed on the SSD Online dashboard to facilitate planning. Other EL supports don't need to be requested.
- College Board accommodations are intended for students who have documented disabilities. Most people have strengths and weaknesses. The fact that a student has difficulty in some classes, or does better in one subject than in others, does not mean that they have a disability.
- Many students do not complete specific assessments (e.g., SAT, AP Exam) in the time allowed. Not finishing a test, without other evidence of a disability, does not qualify a student for extended time.
- Some accommodations may be administered differently on College Board tests than they are for school tests. It's important to understand how an accommodation is administered to determine whether it is appropriate for an individual student.
- Before requesting all the accommodations, consider which one(s) the student will actually use on the test(s) in question. For example, while paper braille, text-to-speech, and a human reader might all be used by a student during various courses, it's unlikely that a single student would be able to effectively use all of these accommodations on a single College Board test.
- When adding accommodations, please be sure to select from the accommodation(s) categories listed instead of manually adding in the Other field. Choosing Other slows down the review process and will cause delays in approvals.
- Some students with disabilities may not need any accommodations for College Board tests. Unlike classroom instruction, College Board tests are individual assessments, administered in quiet, controlled environments. (See Features Common to All Tests on page 4.) Accommodations such as a notetaker, classroom materials, or adaptive physical education don't apply. Students who require accommodations primarily for listening to a teacher or for maneuvering the hallways may not need accommodations for a standardized or digital test.
- **Best practice:** Discuss at a meeting on an individualized education program (IEP) or 504 plan or talk to parents and school professionals before submitting requests to determine which accommodations apply to College Board tests.

## Accommodations for Digital Testing

For the SAT Suite tests and AP Exams that are administered digitally (fully digital and hybrid digital), accommodations may differ from what's needed for paper-based tests.

For example, students approved for human reader might test with a screen reader.

Additionally, some accommodations (e.g., use of computer, or 4-function calculator) won't be needed.

Most students will test digitally (e.g., with a screen reader instead of human reader).

In rare cases, a student may not be able to use a digital test and may request the accommodation of a paper test.

Some approved accommodations aren't needed for testing in Bluebook, which includes universal testing tools such as a calculator, zoom capability, and copies of verbal instructions.

The SSD coordinator should work with the student and family to determine which accommodation option(s) the student will use on test day. Review the Detailed Accommodations and Supports Information on page 22, which includes the appropriate digital alternative(s) for each accommodation. Use these details when consulting with the student and family. Students taking the test with accommodations, especially those with assistive technology devices, should pretest the device in Bluebook prior to test day to ensure it works. See [bluebook.collegeboard.org/students/accommodations-assistive-technology](https://bluebook.collegeboard.org/students/accommodations-assistive-technology) for more information.

## Universal Digital Testing Tools Available to All Students

Bluebook includes universal testing tools that any test taker can use. These digital features may eliminate the need for some accommodations:

- **Mark for review:** Students can flag and return to any question within a given test module that they want to come back to later.
- **Testing timer:** A clock counts down the time remaining in each module. Students can hide the timer until 5 minutes remain in the module. When there are only 5 minutes remaining, the clock can no longer be hidden.
- **Calculator:** A built-in Desmos calculator is available for the entire Math section. The calculator is provided in the practice test on Bluebook to allow students to practice using the calculator before the test. Students can toggle between scientific and graphing options.
- **Reference sheet:** On the Math section, students have access to a list of common formulas.
- **Highlights & Notes:** Students can highlight any part of a passage and leave a note. This tool is only available for Reading and Writing questions.
- **Line Reader:** Students can use the line reader to help them focus while they're reading test content.
- **Option eliminator:** If a student thinks an answer option is wrong, they can cross it out.
- **Review page:** Students can see which questions they skipped or marked for review, and navigate to any question in the module.
- **Zoom:** Students can use keyboard shortcuts on laptops or pinch and zoom on tablets to get a closer look at any part of the question.
- **Color contrast:** Students can adjust color settings and contrast.
- **Copy of verbal instructions:** Students can access an online copy of the verbal instructions through the Bluebook Help page.
- **Expand left/right:** The center line and buttons let students expand either side of the screen.

While all of the above tools apply to the SAT Suite of Assessments, AP Exams may have a slightly different set of tools available in Bluebook, depending on the exam.

# How Accommodations Are Provided for the Digital SAT Suite

The table below and at [satsuite.collegeboard.org/sat/accommodations/using-accommodations](https://satsuite.collegeboard.org/sat/accommodations/using-accommodations) lists how approved accommodations are provided for digital testing in Bluebook.

Some of these accommodations may be provided differently between digital tests in the SAT Suite and digital AP Exams (e.g., extended time doesn't come with breaks for AP; some AP Exams don't allow calculators). Some accommodations may also be provided differently for hybrid digital and paper AP Exams.

## HOW ACCOMMODATIONS ARE PROVIDED FOR THE DIGITAL SAT SUITE

Approved Accommodation	Details and Testing Options
<b>Extended Time with Breaks</b>	
Extended Time	Students receive their approved amount of extended time within the digital exam and also receive extra breaks. Students approved for extended time for reading receive extended time for the entire test. Students approved for extended time for math only receive it only for the Math section. Students approved for up to double time test in 1 day.
<b>Breaks Accommodations</b>	
Breaks as Needed	Students approved for this accommodation receive an exam that allows them to pause the testing timer to take breaks as needed. The pause feature appears below the student's timer in Bluebook.  <b>IMPORTANT:</b> For SAT Weekend, students approved for breaks as needed test in a test center unless the student is also approved for 1 or more school-based accommodations.
Extended Breaks	Students approved for this accommodation receive an exam with twice the time of the regularly scheduled break applied. They won't see a Pause button in Bluebook.
Extra Breaks	Students approved for this accommodation receive an exam with an extra 5-minute break applied between Module 1 and Module 2 in each applicable section. They won't see a Pause button in Bluebook.
Extra and Extended Breaks	Students approved for these accommodations receive an exam with twice the time of regularly scheduled breaks and extra breaks applied.
<b>Braille</b>	
Refreshable Braille	Students approved for Refreshable Braille will take the digital exam using a refreshable braille display and a screen reader; students using a screen reader must use headphones.
Braille Paper Testing – UEB with Technical Math” and Braille Paper Testing – UEB with Nemeth Code	Students seeking to test with Paper Braille Testing instead of digital must have a request submitted through SSD Online well before their intended exam date. Support is available via SSD customer service.



## Important

Students taking the SAT, PSAT assessments, and digital AP Exams with extended time can move to the next section or submit their answers after standard time has elapsed.

## Approved Accommodation

### Details and Testing Options

Raised Line Drawings	Students can take the digital exam and use the raised line drawings supplement.
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Braille Writer	For a digital exam, braille writing software should be used. If a student is unable to test using the digital exam, they should ask their SSD coordinator to request a paper exam or they should contact the SSD office well before test day.
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### Large Print, Magnification, Color

Large Print – AP Paper Exams or Approved Paper Testing Only, Large-Print Answer Sheet, Magnification Device (electronic/non-electronic)	Students take the digital exam using their device's functions to zoom in and zoom out (e.g., Control +/- or Command +/-). Students approved for large print will not receive a paper test unless they request and are approved for paper testing for digital assessments.
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Color Overlay/Color Contrast	Students can take the digital exam using the color settings available through their operating system and/or device screen, or they can use a plastic overlay attached to their device's screen.
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### Reading and Writing Accommodations

Human Reader, Text-to-Speech (Embedded), Screen Reader (Non-Embedded) for Digital Exams	Most students who require reading assistance will take the digital test using the embedded text-to-speech tool or the screen reader functionality on their device.
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Beginning in spring 2026, students may be approved for Text-to-Speech (Embedded) or Screen Reader (Non-Embedded) either for the entire test or for the Math section only.

The Text-to-Speech (Embedded) tool in Bluebook reads all text but not other properties of the page. No configuration is required. Extended time is not automatically provided. Students who require extended time should request it as a separate accommodation.

Students who cannot see images or who are used to using their own third-party screen reader should request Screen Reader (Non-Embedded) for Digital Assessments. Some configuration may be needed. Students approved for Screen Reader (Non-Embedded) also don't receive extended time automatically. Students who require extended time should request it as a separate accommodation.

If a student is unable to test using a screen reader, they should ask their SSD coordinator to request a human reader, or they should contact the SSD office.

Visit [bluebook.collegeboard.org/students/accommodations-assistive-technology](https://bluebook.collegeboard.org/students/accommodations-assistive-technology) for more information about screen readers.

Writer/Scribe, Dictation for Digital Exams	Most students who require writing assistance or assistance recording responses can take the digital exam using speech-to-text functionality available through their device's operating system or their own speech-to-text software.
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**IMPORTANT:** This is not a tool within the Bluebook application; it is the same functionality that a student uses with other applications.

In rare conditions, a student who is unable to test with dictation may be approved for Human Scribe for digital tests accommodation in SSD Online.

Students who are approved for Dictation and students approved for a Human Scribe must test in a one-to-one setting. Students approved for these accommodations receive Up to Time and One-Half extended time.



### Additional Guidance

Students using a screen reader do not receive a raised line drawings supplement unless separately approved for one.

Approved Accommodation	Details and Testing Options
<b>Assistive Technology</b>	
Assistive Technology	Students can take a digital exam using approved assistive technology software.
<b>Calculators</b>	
4-Function Calculator	<p>For the SAT Suite, all math questions allow the use of a calculator. A calculator is built into the digital exam and is a universal tool for all students.</p> <p>Only some AP Exams allow the use of a calculator. For details, visit <a href="https://apstudents.collegeboard.org/exam-policies-guidelines/calculator-policies">apstudents.collegeboard.org/exam-policies-guidelines/calculator-policies</a>.</p>
<b>Limited Time</b>	
Limited Time	Students test over multiple days if the test time exceeds their approved time. For all 2-day testing, Bluebook will deliver 2 separate test cards, 1 for each day. It will automatically end testing for the day at the appropriate time. No additional action is required of the proctor. Students testing with accommodations that require more than 2 days will test using a paper exam.
<b>Audio</b>	
Auditory Amplification/FM System	Students can use their FM system. Students are allowed to use headphones. Some FM systems require the proctor to use a handheld mic to give instructions to the student.

## The Approval Process

Most students work with their schools to request accommodations for College Board tests. Using the College Board SSD Online system, SSD coordinators can request and manage accommodations for their students. Once approved within the system, with limited exceptions, students remain approved for College Board accommodations until 1 year after high school graduation. These requests are known as College Board-approved accommodations.

Most students with an IEP, 504 plan, or other qualified formal school plan (e.g., for nonpublic school students) will receive approval of their current accommodations for College Board tests based solely on information entered in SSD Online by the SSD coordinator. These are referred to as school-verified accommodations. In some cases, schools will be asked to submit documentation for SSD review, referred to as document review. SSD Online will indicate when documentation is needed during the application process for the accommodation. See *Using SSD Online* on page 16 for more information.

Once College Board accommodations are approved in SSD Online for a student, they can be used for all College Board tests. So, if a student is approved for extended time for the PSAT/NMSQT, they don't need to reapply when taking the SAT or an applicable AP Exam unless their needs change.

If a student no longer qualifies for accommodations because of a change in their IEP/504 plan, the school should remove the approved accommodations from SSD Online.



### Important

SAA and EL supports only apply for the current school year.

## Parental Role in Accommodations Requests

During the SSD Online request process, SSD coordinators will be asked to confirm that they have parent/guardian consent to request accommodations. Since the SSD coordinator is sharing sensitive student information about disabilities with College Board, consent to share this information is needed. A signed parent consent form (available on the SSD website) or equivalent signed consent should be kept in the school's records.

If the school determines a student is no longer eligible and removes the accommodation from the SSD Online system, parental notification is required.

Families can submit requests without the involvement of their school by using a paper Student Eligibility form (available at [accommodations.collegeboard.org/request-accommodations/request/without-the-school](https://accommodations.collegeboard.org/request-accommodations/request/without-the-school)). However, when families work collaboratively with their schools to apply online, they usually save time and get a faster response. When a paper Student Eligibility form is used, documentation to support the accommodation request must be provided to College Board.

## Timeline for Approval

Begin applying for accommodations early. Where documentation is required, it may take College Board up to 7 weeks to review any necessary documents. Deadlines for many tests are posted. If your school is testing within state contract, please refer to your state department of education for specific deadlines related to your state testing.

Requests that are school verified will usually be approved within 1 week. However, approvals may be delayed if the requests aren't detailed or the information supplied is incomplete.

## How to Request Accommodations

Requests for accommodations for the SAT, PSAT/NMSQT, PSAT 10, PSAT 8/9, AP Exams, and at-home CLEP exams are reviewed by the College Board SSD office.

Accommodations for these tests must be approved by SSD prior to test day. Allowing a student to test with accommodations that haven't been approved by SSD may result in the cancellation of scores. Appropriate use of accommodations is monitored by College Board and may also be monitored by your state department of education.

The following chart shows how to request accommodations for each test.

### REQUESTING ACCOMMODATIONS FOR EACH ASSESSMENT

Assessment	How to Request
SAT Weekend	SSD Online
SAT School Day	SSD Online
PSAT/NMSQT and PSAT 10	SSD Online
PSAT 8/9	SSD Online
AP	SSD Online
CLEP	If testing in a test center, accommodations are approved by the test centers that administer CLEP exams, not by College Board. If taking a CLEP exam with remote proctoring, College Board approval is required. Learn how to request specific accommodations on the exams at <a href="https://clep.collegeboard.org/earn-college-credit/taking-the-test">clep.collegeboard.org/earn-college-credit/taking-the-test</a> .
ACCUPLACER	Accommodations are available but are not approved by College Board. Contact the test center at your college or other institution for more information.

## When an Accommodation Is Not Approved

College Board provides accommodations to best ensure that, when the assessment is administered to an individual with a disability, the assessment results accurately reflect the individual's knowledge, rather than reflecting the individual's impairment. In some cases, however, College Board receives requests for accommodations that would interfere with what the assessment is measuring (e.g., a request to bring formula sheets to an AP Exam, where the exam is measuring the student's knowledge of the formulas being requested). Other accommodations may interfere with test validity or test security. In these cases, College Board will work with the school to identify an appropriate alternate accommodation for the student.

While most accommodations that are required due to a student's disability are approved by College Board, there can be times the request may not be approved. The most frequent reason for not approving an accommodations request, when documentation review is required, is either lack of documentation or the provided documentation doesn't give clear information. Documentation provided must show evidence of the student's disability and/or functional impact as it relates to College Board testing.

## Preparing to Request Accommodations and Supports

Requesting accommodations will be more efficient if the SSD coordinator organizes the information needed before going in to SSD Online to submit a request. We've provided an Accommodations Request worksheet as an online resource to help you with this step if desired (it isn't required).

### Organize Your Requests

Use the following suggested steps to organize your requests:

- Use SSD Online to identify students who will be testing this year.
- For new students or students who need accommodations that haven't been requested yet, submit a request in SSD Online.
- For students with previously approved accommodations, verify:
  - ◆ Accommodations approved match the student's current needs.
  - ◆ Student information including name, birth date, and graduation date is correct.
- For any student no longer attending your school, use the SSD Online transfer tool and follow the instruction to remove student from the SSD dashboard.

### Information Needed for Submitting Requests

You'll need the following information when you identify students requiring accommodations for College Board tests:

- IEP, 504 plan, or other qualified formal plan:
  - ◆ Information about the diagnosed disability
  - ◆ Estimated month/year that the IEP or 504 plan was first created
- Required demographic information:
  - ◆ Official student name the student will register with for testing
  - ◆ Date of birth
  - ◆ Estimated high school graduation date (month/year)
  - ◆ Gender
  - ◆ Student mailing address
  - ◆ Student phone number
- Confirmation of parental consent:
  - ◆ Parent consent form, signed by the parent/guardian (or the student, if over 18)
  - ◆ Verify that you have signed consent on file at your school before submitting a request for accommodations

## Documentation

Schools requesting accommodations for students should have documentation that supports the need for accommodations. In some cases, the documentation must be submitted to College Board for SSD review. Appropriate documentation depends on the student's disability and the requested accommodation. To learn what types of documentation are most helpful for specific disabilities and accommodations, see [accommodations.collegeboard.org/request-accommodations/provide-documentation](https://accommodations.collegeboard.org/request-accommodations/provide-documentation).

Most importantly, the documentation should show evidence of:

- The disability.
- The degree to which the student's activities are affected (functional limitation).
- The need for the specific accommodations requested.

Additionally, the documentation should meet the SSD documentation guidelines. While SSD reviews all submitted documentation, the following guidelines identify the documentation that is most helpful in determining whether accommodations are appropriate:

- The diagnosis is supported and clearly stated.
- Information is current.
- Educational, developmental, and medical history is presented.
- The functional limitation is described.
- Recommended accommodations are justified.
- Evaluators' professional credentials are established.

## Using SSD Online

SSD Coordinators use SSD Online to submit requests for accommodations, some EL supports (e.g., up to time and one-half) and SAA's on behalf of students.

### Accessing SSD Online

Visit [collegeboard.org/ssdonline](https://collegeboard.org/ssdonline) for detailed instructions for accessing and using SSD Online. To access the system, new SSD coordinator(s) will need to:

1. Create a College Board professional account. Use your individual school email address (not a personal address and not a general school email address) when providing your information.
2. Complete the SSD coordinator form, at [accommodations.collegeboard.org/ssd-online/access-dashboard](https://accommodations.collegeboard.org/ssd-online/access-dashboard).
3. Follow instructions on the form to submit it.

You will be notified by email when access has been provided. It may take 1–2 business days to receive access.

Schools can have multiple SSD coordinators with access to SSD Online. Each coordinator needs to submit the SSD coordinator form to obtain access. Returning SSD coordinators do not need to fill out a form each year, but they should review their information to confirm their College Board professional account username and password are still active.

## Submitting a Request Through SSD Online

Once you have access to SSD Online, parent/guardian consent, and a list of students who require accommodations to be requested, take the following steps:

1. Sign in to SSD Online.
2. Click **New Request**.
3. Select new accommodation/support type.
4. Search for a student or add a new student.
5. Confirm or enter basic student information.
6. Answer questions about the student's disability and requested accommodations.
7. Answer questions about the student's plan.
8. Where requested, upload documentation that demonstrates the need for the requested accommodation.

**IMPORTANT:** Many requests for accommodations are approved based solely on information provided during the online process. In cases where additional documentation is required, SSD Online will provide a list of recommended documentation to submit. While the recommended documentation listed is most helpful in determining a student's need for accommodations, you may submit other documentation instead. College Board will review all documentation that is submitted.

## Requesting EL Extended Time Support and SAAs

If you're administering an assessment that allows EL supports and/or SAAs, take the following steps:

1. Sign in to SSD Online and click **New Request**.
2. Select the appropriate accommodation/support type.
3. Enter basic student information.
4. Select the EL support or appropriate SAA, and confirm the student meets the required criteria.
5. Submit the request.

These do not remain in a student's account and must be requested every year.

## Using the SSD Online Dashboard

The SSD dashboard provides substantial information about your students with disabilities. From the dashboard, you can:

- Verify the student's approval status.
- See the accommodations that were requested or approved for each student. You can access a complete list for the student by clicking the student's name.
- See detailed information about the student's accommodations.
- Access the student's decision letters.
- See the student's next registered test (if applicable).
- Access SSD forms, FAQs, and other helpful links.

## Decisions in SSD Online

The dashboard displays a request status for each student. Students will receive an email notifying them to log in to the student Accommodations & Supports Dashboard.

## Changing Accommodations

If a student requests additional accommodations after approval or needs to change their approved accommodations, you can make certain updates directly in SSD Online using the self-serve exchange feature—no new request for review is required.

Once a self-serve exchange is submitted, it's processed automatically, and a new decision letter will be available within about 15 minutes.

If the accommodation you want to change isn't eligible for exchange, you'll need to submit a new request in SSD Online.

**IMPORTANT:** Once accommodations are removed, they are no longer available to use on College Board tests.

To add additional accommodations, you'll need to submit documentation. Processing change requests can take up to 7 weeks; you should try to submit them by the SSD deadline for the given test date.

## Resubmitting Denied Requests

A request may not be approved because the documentation provided doesn't support the need for the accommodation as it relates to College Board testing or because the documentation was requested and never received. If a student's request for accommodations is not approved, you can use SSD Online to request that it be rereviewed.

Keep these points in mind: Reopening a denied request—and submitting all documentation—initiates a new 7-week review process. Documentation should be included.

If you have questions about why a request was not approved, call SSD customer service at 844-255-7728 (U.S.) or +1-212-713-8333 (international).

## Updating the SAT Weekend School Testing Calendar

Primary SSD coordinators should complete an SSD school testing calendar each year, as some of their students may register to take SAT Weekend with school-based accommodations. The SSD coordinator will indicate on the calendar which SAT Weekend administrations the school can offer to their students with school-based accommodations. When completing the calendar, keep in mind:

- Schools have a 14-day window for school-based digital testing.
- Schools can administer a test to students with school-based accommodations without becoming an SAT test center.

Schools are strongly encouraged to open their school-based testing calendar for all administrations (although the school may not have any testers for some administrations). Be sure to communicate the testing schedule to your students with school-based accommodations so they're aware of when they can test at your school. To increase their access to test dates of preference, consider coordinating with a nearby school to assist them in finding an alternate testing location for dates you can't cover at your school.

If you need to cancel a test administration close to test day (e.g., because of a weather-related closure or other school shutdowns), please notify both the SSD office and the students registered to test. This notification is separate from the notification sent to Test Administration Services for any center-based testing that's been canceled.

# Administering Tests with Accommodations

## Administering Accommodations

Accommodations don't alter the sections, order, or questions of College Board tests; they mostly influence the timing and testing environment. Unless a student has an accommodation that dictates otherwise (e.g., permission to take breaks as needed), all rules that apply to the standard test administration must be followed when administering a test with accommodations.

Uniform procedures are essential to a standardized testing program. The only way to ensure comparable scores for students taking the test in different locations is for proctors to follow the same testing procedures and give their instructions exactly as they appear in the relevant manual.

Detailed instructions for administering paper and pencil tests with accommodations are included in each of the test manuals. For digital testing, guidance is provided in Test Day Toolkit. Also refer to your manuals/guides and the *Paper Testing Script* for guidance. Be sure to read the appropriate materials well before test day and follow the procedures outlined. If you're administering school-based accommodations to students during a weekend administration of the SAT, training is available through SSD Online.

Keep in mind:

- Only give the accommodations that the student is approved for in SSD Online or in Test Day Toolkit. Giving additional accommodations, even accommodations that the student uses in school, can result in the cancellation of scores.
- Don't seat students together if they have accommodations that may distract each other.
- Some accommodations require special seating, staff, materials, or equipment. For example, students approved for a human reader or scribe must test in a one-to-one setting.
- Some accommodations require testing over 2 or more days.
- Students using any paper materials, including paper test books, paper braille, human reader scripts, etc., will have longer testing times than students testing without them.

## Nonstandard Administration Report (AP Only)

For AP Exams not delivered through Bluebook, you'll need to generate and print a Nonstandard Administration Report (NAR) from AP Registration and Ordering for all students taking these exams who are approved for accommodations. The timing record on the NAR is required only for students approved for extended time. A copy of the NAR is needed for each exam the student is taking with approved extended time.

The NAR indicates which of the five types of extended time (reading, writing, listening, speaking or sight singing, and mathematical calculations) have been approved and the percentage of extended time approved for each type.

There's no NAR for digital AP Exams.

# Using Test Day Toolkit Roster for Students with Accommodations

All roster functions for digital testing will be handled in Test Day Toolkit, including for students with accommodations. SSD coordinators won't generate a NAR. Instead, they'll be able to use an enhanced SSD Online dashboard to track and manage their students' accommodation requests.

Test coordinators will receive toolkit access several weeks before testing dates to enable them to plan for testing. SSD coordinators for SAT Weekend will also receive access.

Because accommodations may change after toolkit access is granted, coordinators should review their rosters and room assignments closer to test day to ensure they reflect the most up-to-date information.

More information is available at [satsuite.org/educator-experience](https://satsuite.org/educator-experience) (for in-school testing) and [sat.org/digital-testing-staff](https://sat.org/digital-testing-staff) (for SAT Weekend).

## Validating Student Data in the Registration System

It's one of the SSD coordinator's duties (with the test coordinator) to validate the student data in the registration system at least 2–3 weeks before testing. For example, for SAT Suite in-school testing, they would be confirming accuracy of data uploaded to SSOR. They need to make sure the accommodations in SSD Online are appearing with the appropriate students in the roster. If they aren't, the SSD coordinator should manually add the SSD IDs to each student record that is missing it. For in-school SAT Suite testing, that information will flow through SSOR and into Test Day Toolkit within 2 business days. Schools participating in the state-provided SAT School Day, PSAT 10, and PSAT 8/9 in the spring won't use SSOR for student registration. Refer to information from the state department of education on the registration process for your students.

## Testing Groups in Test Day Toolkit (SAT Suite Only)

You might have students with accommodations who require testing in separate rooms.

Test Day Toolkit includes several different group types, which involve combinations of timing and other accommodations that can be tested together. For digital in-school administrations, testing groups include:

- S1: Standard Time
- S2: Time and One-half – Math only
- S3: Time and One-half
- S4: Double Time – Math only
- S5: Double Time
- S6: More than Double Time
- S7: Other
- S8: One-to-one
- P1: Paper – Standard Time
- P3: Paper – Time and One-half
- P5: Paper – Double Time
- P6: Paper – More than Double Time

Students taking SAT School Day, PSAT/NMSQT, PSAT 10, or PSAT 8/9 with an extended time EL support may also test in the S3: Time and One-half testing group.

**IMPORTANT:** SAT Weekend uses similar testing groups, but has additional groups for center-based testing: C1–C3. Refer to the *SAT Weekend Test Coordinator Manual* for specific group types.

# Administering EL Supports

For students using a word-to-word bilingual dictionary:

- Students may supply their own dictionaries; however, confirm the dictionary is on the approved list at [satsuite.collegeboard.org/media/pdf/sat-suite-college-board-approved-dictionaries.pdf](https://satsuite.collegeboard.org/media/pdf/sat-suite-college-board-approved-dictionaries.pdf). Collect the dictionary prior to test day to check for unauthorized written information or test aids in the dictionary. Store securely until provided to the proctor on test day.
- Students can be seated in standard testing rooms.

For students using translated test directions:

- Print the applicable PDF for the student. Printed directions will not be supplied to schools. Store securely until provided to the proctor on test day.

- Students can be seated in standard testing rooms.

For students who are using the up to time and one-half support:

- Confirm the student is listed on the SSD Online dashboard before test day (by the applicable EL request deadline).
- Students using the extended time support can use the same test materials as other students taking the entire test with up to time and one-half. They can test in the same room if no other accommodations are being administered that require different timing or breaks.

# Detailed Accommodations and Supports Information

The accommodation(s) students are approved for determine when a student will test, based on the category of the accommodation.

## DETERMINING WHEN STUDENTS WITH ACCOMMODATIONS TEST

Assessment	When Student Will Test
SAT Weekend	Center-based: Students approved for center-based accommodations will test on the registered test date. School-based: Students approved for school-based accommodations can test starting on the registered Saturday test date or any date between the test date and 14 days later. Testing must end in that window, or at the latest, the Friday 2 weeks after the Saturday test date.
School Day	All tests: Schools set an intended start date but can decide to test groups of students, including those approved for accommodations, on a staggered schedule throughout the window.
PSAT/NMSQT, PSAT 10 and PSAT 8/9	All tests: Schools set an intended start date but can decide to test groups of students, including those approved for accommodations, on a staggered schedule throughout the window.
AP	All exams: AP Exams are scheduled for a standard test date and a late test date. All accommodations can be given on either test date. Some accommodations only apply to specific subjects.

## Types of Accommodations and Supports Provided on College Board Assessments

College Board provides many different types of accommodations to students with disabilities along with EL supports for certain assessments. Information on common accommodations and supports is listed in the following table. Please note that these are not the only accommodations provided, and new accommodations are frequently requested and approved.

Any accommodation request not specified in this section will be reviewed and considered.

**IMPORTANT:** Some terminology used in the creation of IEPs or 504 plans may differ from the College Board nomenclature. For example, if a student typically has assessments read aloud in school, they may wish to request a human reader or screen reader to have the test read aloud. Refer to the description of each accommodation type to understand which accommodations may be most appropriate.

Many students are approved for more than 1 accommodation. The information in the charts that follow assumes the accommodation being discussed is the only approved accommodation. The information may change if other accommodations are also approved. For example, if a student is approved for food/drink/medication and up to double time, the student will use the accommodation that results in the greater amount of testing time.

## COMMONLY REQUESTED ACCOMMODATIONS

Type of Accommodation Needed	Examples
Extended Time	<ul style="list-style-type: none"> <li>▪ Up to Time and One-half</li> <li>▪ Up to Double Time</li> <li>▪ More than Double Time</li> </ul>
Reading/Seeing Text	<ul style="list-style-type: none"> <li>▪ Both digital and paper/pencil: <ul style="list-style-type: none"> <li>◆ Assistive technology</li> <li>◆ Raised line drawings</li> <li>◆ Paper braille</li> <li>◆ Other (documentation required)</li> </ul> </li> <li>▪ Digital only: <ul style="list-style-type: none"> <li>◆ Refreshable braille</li> <li>◆ Text-to-Speech (Embedded) for full test or math only</li> <li>◆ Screen reader (Non-embedded) for full test or math only</li> <li>◆ Color contrast (universal tool)</li> <li>◆ Zoom functionality (universal tool)</li> </ul> </li> <li>▪ Paper/pencil only: <ul style="list-style-type: none"> <li>◆ Large-print test book</li> <li>◆ Magnification device (non-electronic)</li> <li>◆ Magnification device (electronic)</li> <li>◆ Colored overlay</li> <li>◆ Human reader</li> </ul> </li> </ul>
Recording Answers	<ul style="list-style-type: none"> <li>▪ Both digital and paper/pencil: <ul style="list-style-type: none"> <li>◆ Braille writer</li> </ul> </li> <li>▪ Digital only: <ul style="list-style-type: none"> <li>◆ Dictation (text-to-speech)</li> </ul> </li> <li>▪ Paper/pencil only: <ul style="list-style-type: none"> <li>◆ Large-print (large-block) answer sheet (no bubbles)</li> <li>◆ Record answers in test book</li> <li>◆ Computer (to type essay or free response)—used by students taking AP Exams</li> <li>◆ Writer/scribe to record responses</li> <li>◆ Other (documentation required)</li> </ul> </li> </ul>
Extra/Extended Breaks	<ul style="list-style-type: none"> <li>▪ Extended breaks</li> <li>▪ Extra breaks</li> <li>▪ Breaks as needed</li> <li>▪ Other (documentation required)</li> </ul>
Modified Setting	<ul style="list-style-type: none"> <li>▪ Preferential seating</li> <li>▪ Small-group testing</li> <li>▪ School-based testing</li> <li>▪ One-to-one (1:1) testing</li> <li>▪ Wheelchair accessibility</li> <li>▪ Other (documentation required)</li> </ul>

Type of Accommodation Needed	Examples
Other	<ul style="list-style-type: none"> <li>▪ Food/drink/medication</li> <li>▪ Permission to test blood sugar</li> <li>▪ Printed copy of verbal instructions</li> <li>▪ Sign language interpreter for oral instructions only</li> <li>▪ Assistive technology (documentation required)</li> <li>▪ Auditory amplification/FM system</li> <li>▪ 4-function calculator</li> <li>▪ Other (documentation required)</li> </ul>

## Uncommon Accommodations

In rare cases, students may also be approved for the following uncommon accommodations:

- Paper tests for digital
- Human reader for digital
- Human scribe for digital

## Extended Time Accommodations

Students may be approved for up to time and one-half, up to double time, or more than double time on all or portions of an assessment.

### Important Notes About Self-Pacing

Although students are encouraged to use their approved extended time, students testing with extended time on the SAT and PSAT assessments are able to move on to the next module of their test after standard time has elapsed. Students who complete their test early may submit their answers at the end of standard time.

For digital AP Exams, students with extended time accommodations will also be able to move on to the next section of their test or submit their answers after standard time has elapsed.

### Extended Time Accommodation Details

#### EXTENDED TIME

Information	Details
Description	When a student tests with extended time, they test longer than other students. Extended time is a request for a specific amount of additional time that a student requires (usually up to time and one-half or up to double time, but can be more).
Typical Use	Extended time is used by students with many disabilities, for example, by students with learning disabilities who read slowly, or students with certain physical impairments that cause them to write slowly.
What to Consider When Requesting	<p>Does the student's disability affect their need for time? Students with disabilities that don't cause them to work more slowly than other students generally should not request extended time.</p> <p>How much time is the student using, and are they using it consistently?</p> <p>Consider whether other accommodations would be more effective (e.g., extra breaks for students who are using time to take breaks).</p>

Information	Details
Verification Process	<ul style="list-style-type: none"> <li>For up to time and one-half or up to double time: School verification when other criteria are met. Verification for up to time and one-half will depend on the disability category and/or if other accommodations are requested requiring documentation.</li> <li>For more than double time: Documentation is required.</li> </ul>
Materials and Preparation	<p>SAT/PSAT assessments: Students approved for extended time also receive extra breaks. For students approved for paper test for digital assessments, the proctor must download and use the <i>Paper Testing Script</i> from the Help page in Test Day Toolkit.</p> <p>AP: Be sure to check the extended time tables in the appropriate <i>AP Accommodations Guide</i> to see which exams and sections extended time applies to. For AP, a student approved for extended time will not automatically be provided extra breaks. A student requiring extra breaks must apply for that specific accommodation for AP Exams.</p>
Digital Testing/Bluebook	Standard testing.
Notes	<ul style="list-style-type: none"> <li>Reading: Students approved for extended time in reading receive extended time for the entire test.</li> <li>Writing (essays/free response): Students taking a test without an essay or free responses (e.g., most SAT administrations and all PSAT assessments) will test in the standard testing room unless approved for other accommodations. For AP, the student receives extended time for short answers and free response.</li> <li>Speaking/Listening: Extended time for AP World Languages or AP Music Theory only.</li> <li>Math: Extended time on the Math section of the SAT and PSAT assessments. Check the timing charts in the <i>AP Accommodations Guide</i> for more information about application to specific subjects.</li> <li>EL up to time and one-half support: Extended time for the entire test on assessments where EL supports apply.</li> </ul> <p><b>IMPORTANT:</b> Students taking SAT School Day or PSAT assessments with some extended time accommodations (e.g., up to double time on the entire test, more than double time for math, or up to time and one-half with a human reader using a reader script or paper braille) receive a 20-minute nutrition break between the 2 sections of the test instead of the standard 10-minute break.</p>

## Extended Time Accommodation Schedules

### UP TO TIME AND ONE-HALF ACCOMMODATIONS FOR EACH ASSESSMENT

	Test Administered	When Student Will Test	Days to Test
Reading: Up to Time and One-Half	SAT Weekend	Primary (center-based)	1 day
	SAT School Day, PSAT/NMSQT, PSAT 10, PSAT 8/9	All testing dates within the window	1 day
	AP	All testing windows	1 day

	<b>Test Administered</b>	<b>When Student Will Test</b>	<b>Days to Test</b>
<b>Math: Up to Time and One-Half</b>	SAT Weekend	Primary (center-based)	1 day
	SAT School Day, PSAT/NMSQT, PSAT 10, PSAT 8/9	All testing dates within the window	1 day
	AP	All testing windows	1 day
<b>Writing (essays/ free response): Up to Time and One-Half</b>	SAT Weekend	Not applicable	
	SAT School Day (without Essay)	Not applicable	
	SAT School Day (with Essay)	All testing dates within the window	1 day
	PSAT/NMSQT, PSAT 10 and PSAT 8/9	Not applicable	
	AP	All testing windows	1 day

#### UP TO DOUBLE TIME ACCOMMODATIONS FOR EACH ASSESSMENT

	<b>Test Administered</b>	<b>When Student Will Test</b>	<b>Days to Test</b>
<b>Reading: Up to Double Time</b>	SAT Weekend	Primary (center-based)	1 day
	SAT School Day (without Essay)	All testing dates within the window	1 day
	SAT School Day (with Essay)	All testing dates within the window	2 days
	PSAT/NMSQT	All testing dates within the window	1 day
	PSAT 10 and PSAT 8/9	All testing dates within the window	1 day
	AP	All testing windows	Refer to <i>AP Accommodations Guide</i>
<b>Math: Up to Double Time</b>	SAT Weekend	Primary (center-based)	1 day
	SAT School Day, PSAT/NMSQT, PSAT 10, PSAT 8/9	All testing dates within the window	1 day
	AP	All testing windows	Refer to <i>AP Accommodations Guide</i>
<b>Writing (essays/ free response): Up to Double Time</b>	SAT Weekend	Not applicable	
	SAT School Day (without Essay)	Not applicable	
	SAT School Day (with Essay)	All testing dates within the window	1 day
	PSAT/NMSQT	Not applicable	
	PSAT 10 and PSAT 8/9	Not applicable	
	AP	All testing windows	Refer to <i>AP Accommodations Guide</i>

#### OTHER EXTENDED TIME ACCOMMODATIONS FOR EACH ASSESSMENT

	<b>Test Administered</b>	<b>When Student Will Test</b>	<b>Days to Test</b>
Math and Writing (essays/free response): Up to Time and One-Half	SAT Weekend	Not applicable	
	SAT School Day (without Essay)	Not applicable	
	SAT School Day (with Essay)	All testing dates within the window	1 day
	PSAT/NMSQT	Not applicable	
	PSAT 10 and PSAT 8/9	Not applicable	
	AP	All testing windows	1 day
Math and Writing (essays/free response): Up to Double Time	SAT Weekend	Not applicable	
	SAT School Day (without Essay)	Not applicable	
	SAT School Day (with Essay)	All testing dates within the window	2 days
	PSAT/NMSQT	Not applicable	
	PSAT 10 and PSAT 8/9	Not applicable	
	AP	All testing windows	Refer to <i>AP Accommodations Guide</i>
Speaking: Extended Time	SAT Suite	Not applicable	
	AP	All testing windows	1 day
Listening: Extended Time	SAT Suite	Not applicable	
	AP	All testing windows	1 day

#### Extended Time Support Schedule for English Learners

Use this table to determine the category and number of days to test for students using the EL up to time and one-half support. These students receive up to time and one-half on the entire assessment.

#### USING EL SUPPORTS FOR EACH ASSESSMENT

	<b>Test Administered</b>	<b>When Student Will Test</b>	<b>Days to Test</b>
<b>EL Up to Time and One-Half</b>	SAT Weekend	Not applicable	
	SAT School Day, PSAT/NMSQT, PSAT 10, PSAT 8/9	All testing dates within the window	1 day
	AP	Not applicable	

# Reading/Seeing Accommodations

Some students have difficulty reading or seeing text. The accommodations listed below address this need.

- **Both digital and paper/pencil:**

- Assistive technology

- **Digital only:**

- Refreshable braille
- Text-to-Speech (embedded)
- Screen reader (non-embedded)
- Color contrast (universal tool)
- Zoom functionality (universal tool)

- **Paper/pencil only:**

- Paper braille testing
- Large print
- Magnification device (non-electronic)
- Magnification device (electronic)
- Colored overlay
- Human reader

## Notes About Requesting Reading/Seeing Accommodations

- Many students use several types of reading/seeing accommodations during the school day. However, it is unlikely that they would use all their accommodations (e.g., braille, human reader, large print) in 1 test. When requesting reading/seeing accommodations, before submitting the request, speak with the student to determine which accommodation(s) the student plans to use on test day. If a student does need more than 1 reading/seeing accommodation, include a note in the request explaining why multiple accommodations are needed.
- When requesting accommodations for a student with a visual disability, remember to request both the reading/seeing accommodation (e.g., human reader or large print) and an accommodation for recording responses (e.g., large-print answer sheet, writer/scribe), as needed.
- If a student is taking both a digital test and a paper AP Exam, be sure to request accommodations for both test types (e.g., human reader and screen reader).

## Assistive Technology for Digital Assessments

Verbalizations or audio presentation of text can be useful to students who are unable to access test content due to visual disabilities (i.e., students who are blind or visually impaired) or due to learning disabilities (e.g., students who have difficulties decoding words in the process of reading). Testing digitally allows students to use the embedded text-to-speech feature in Bluebook or the speech-to-text and text-to-speech tools built into their testing devices. They can also use their own third-party technology.

## Human Reader Details

A student may be approved to have a human reader to read the test questions and answer choices to them. Human readers can only be used for paper tests unless they are specifically approved for digital.

### HUMAN READER

Information	Details
Description	When a student is approved for a human reader, an adult will read the entire test to the student. For digital testing, students approved for a human reader will take the digital test using the screen reader functionality available through their device's operating system (i.e., text-to-speech) or their own screen reader software.
Typical Use	Readers are most appropriate for students with severe visual impairments or severe reading disorders.
What to Consider When Requesting	<p>Is the student able to read on their own?</p> <p>Is the student consistently using a reader in school? If not, another accommodation may be more appropriate (e.g., large print for students with visual impairments or extended time for a student who reads slowly). Keep in mind that the reader is expected to read the entire test.</p> <p>Documentation should be provided of the student's ability to read (e.g., psychoeducational report including scores of reading comprehension, for students with reading disorders; visual measurements, for students with visual disabilities).</p>
Verification Process	Documentation is required.
Materials and Preparation	<p>The human reader will use a reader script. If the student is taking the digital test, they will take a longer digital test form to correspond with the printed script.</p> <p>Use of a human reader requires a one-to-one setting. Arrange to have a reader and a separate room for each student approved for a reader.</p>
Digital Testing/Bluebook	A student approved for human reader tests with a screen reader in Bluebook. If an exception is approved, a student can take the digital test in Bluebook and a human reader will use a reader script that will be sent to read the test aloud.
Notes	Students using a reader will automatically receive up to time and one-half, unless approved for more time.



### Important

A student can only use a human reader on a digital Bluebook test with specific approval for that accommodation.

## Human Reader Schedule

Use this table to schedule the testing for a student approved for a human reader.

HUMAN READER ACCOMMODATION FOR EACH ASSESSMENT			
	Test Administered	When Student Will Test	Days to Test
Human Reader	SAT Weekend	School-based window	1 day
	SAT School Day, PSAT/NMSQT, PSAT 10, PSAT 8/9	All testing dates within the window	1 day
	AP	All testing windows	1 day

## Text-to-Speech (Embedded) Details

A student may be approved to use the embedded Text-to-Speech (TTS) feature in Bluebook as an alternative to a non-embedded screen reader. For students with a math-only accommodation, Text-to-Speech may be approved specifically for the Math section.

TEXT-TO-SPEECH (EMBEDDED)	
Information	Details
Description	The embedded text-to-speech feature in Bluebook reads all text (reading passages, math problems and equations, and multiple-choice response questions/answers) and provides short descriptions of graphics. It does <b>not</b> read page properties or provide detailed descriptions of graphics and figures.
Typical Use	The embedded text-to-speech feature is used for students with reading disabilities or students with low vision but who still have some sight.
What to Consider When Requesting	<p>Is the student able to read on their own?</p> <p>Is the student consistently using a reader in school? If not, another accommodation may be more appropriate (e.g., zoom functionality for students with visual impairments or extended time for a student who reads slowly).</p> <p>Can the student see detailed images, or are they accustomed to using their own third-party screen reader in school? If so, then screen reader (non-embedded) might be more appropriate.</p> <p>Documentation should be provided of the student's ability to read (e.g., psychoeducational report including scores of reading comprehension, for students with reading disorders; visual measurements, for students with visual disabilities).</p>
Verification Process	School verified.
Materials and Preparation	No special setup is needed.
Digital Testing/Bluebook	Students use the embedded text-to-speech feature in Bluebook.
Notes	Students using embedded text-to-speech must wear earphones.

## Text-to-Speech (Embedded) Schedule

Use this table to schedule the testing for a student approved for Text-to-Speech (Embedded).

Text-to-Speech (Embedded) Accommodation for Each Assessment			
	Test Administered	When Student Will Test	Days to Test
Screen Reader	SAT Weekend	School-based window	1 day
	SAT School Day, PSAT/NMSQT, PSAT 10, PSAT 8/9	All testing dates within the window	1 day
	AP	All testing windows	1 day

## Screen Reader (Non-Embedded) Details (digital only)

A student may be approved to have a human reader read the test questions and answer choices to them. Unless they are specifically approved for a human reader for digital assessments, students will use a screen reader (non-embedded) when testing digitally. For students approved for a math-only accommodation of screen reader access, the screen reader will be used specifically for the Math section of the test.

### Screen Reader

Information	Details
Description	For digital testing, students approved for a human reader will take the digital test using the screen reader functionality available through their device's operating system (text-to-speech) or their own screen reader software.  In addition to reading all text (reading passages, math problems and equations, and multiple-choice response questions/answers), screen readers also read all properties of the page (headers, footers, punctuation) and provide detailed descriptions of graphs and figures.
Typical Use	Screen readers are most appropriate for students with severe visual impairments or severe reading disorders.
What to Consider When Requesting	Is the student able to read on their own?  Is the student consistently using a reader in school? If not, another accommodation may be more appropriate (e.g., zoom functionality for students with visual impairments or extended time for a student who reads slowly).  Is the student accustomed to using a screen reader in school? If not, Text-to-Speech (Embedded) might be more appropriate.  Documentation should be provided of the student's ability to read (e.g., psychoeducational report including scores of reading comprehension, for students with reading disorders; visual measurements, for students with visual disabilities).
Verification Process	School verified.
Materials and Preparation	Students approved for this accommodation can use their own third-party screen reader software.
Digital Testing/Bluebook	A student approved for human reader tests with a screen reader in Bluebook. See Human Reader Details on page 29 if your student is approved for the exception of taking the digital test with a human reader.
Notes	Students using a screen reader must wear earphones. They will not automatically receive extended time. Students who require extended time should request it as a separate accommodation.

## Screen Reader (Non-Embedded) Schedule

Use this table to schedule the testing for a student approved for a screen reader.

SCREEN READER ACCOMMODATION FOR EACH ASSESSMENT			
	Test Administered	When Student Will Test	Days to Test
Screen Reader	SAT Weekend	School-based window	1 day
	SAT School Day, PSAT/NMSQT, PSAT 10, PSAT 8/9	All testing dates within the window	1 day
	AP	All testing windows	1 day

## Raised Line Drawings Details

Students may be approved to use raised line drawings of graphs and figures. Raised line drawings must be specifically requested for digital testing even if the student is approved for braille.

RAISED LINE DRAWINGS	
Information	Details
Description	Raised line drawings are available for students not testing with braille but who require tactile assistance for tests. Students receive a <i>Braille Figure Supplement</i> booklet with enlarged, raised line drawings with braille notations.
Typical Use	Raised line drawings are generally requested for students with visual disabilities who are using a human reader or screen reader.
What to Consider When Requesting	Does the student have a substantial visual disability that would interfere with their ability to see graphs and figures in the test book?  Students approved for braille will need this accommodation for testing digitally. Students approved for braille and testing with a paper braille test don't need this accommodation because raised line drawings are included within the paper braille test book.
Verification Process	School verification when other criteria are met.
Materials and Preparation	Students don't need to know braille when using raised line drawings. However, when administering a test with raised line drawings to a nonbraille reader, you may need to assist them in finding their place.  No special setup is needed. For assessments that require test materials to be ordered, be sure to order raised line drawings along with a regular-print or large-print test book.
Digital Testing/Bluebook	Students can take the digital exam and use the raised line drawings supplement.
Notes	Students taking the paper/pencil exam with the raised line drawings supplement test use standard timing unless approved for other accommodations that require extended time.  Students taking the digital braille test with the raised line drawings supplement will take a longer digital test form.

## Raised Line Drawings Schedule

Use this table to schedule the testing for a student approved for raised line drawings.

RAISED LINE DRAWINGS ACCOMMODATION FOR EACH ASSESSMENT			
	Test Administered	When Student Will Test	Days to Test
Raised Line Drawings	SAT Weekend	School-based window	1 day
	SAT School Day, PSAT/NMSQT, PSAT 10, PSAT 8/9	All testing dates within the window	1 day
	AP	All testing windows	1 day



### Important

AP Exams don't have raised line drawings as a separate accommodation. Students who require raised line drawings will test with an accommodation for braille test books.

## Braille Details

A student may be approved to test with braille test materials.

**IMPORTANT:** Students may be approved for Braille Paper Testing or Refreshable Braille. Braille test books are provided for students approved for Braille Paper Testing. There are two types of Braille Paper Testing: Unified English Braille (UEB) with Nemeth Code and UEB Technical.

### BRAILLE

Information	Details
Description	For students approved for Braille Paper Testing – Unified English Braille (UEB) with Nemeth, materials are provided in UEB with Nemeth Code for math. For Braille Paper Testing – UEB Technical, materials are in UEB for the entire test.  Students approved for Braille Paper Testing receive a braille test book, a Guide to the Nemeth Code or Guide to UEB (depending on format), and Braille Reference Information for the Math section.  Students approved for Refreshable Braille take digital tests using a refreshable braille display with a screen reader and take paper AP Exams using a paper braille test.
Typical Use	Braille should be requested for students who are blind or have visual impairments and are comfortable reading braille.
What to Consider When Requesting	If more than 1 reading/seeing accommodation is requested (e.g., braille and a human reader), include a statement explaining why both are needed. For blind students, visual measurements are not needed—a statement from the school indicating that the student is blind is sufficient.  Remember to request any additional accommodations that the student needs (e.g., a scribe or braille writer, raised line drawings, extended time, an adaptive calculator, or assistive technology).
Verification Process	School verification when other criteria are met.
Materials and Preparation	No special setup is needed. For assessments that require test materials to be ordered, be sure to order a braille test book.
Digital Testing/Bluebook	Refreshable braille display with screen reader.
Notes	Students test in 1 day, using standard time, unless approved for extended time.  If a student plans to use a paper braille format for an assessment in the SAT Suite, they must request both braille and a paper test.

## Braille Schedule

Use this table to schedule the testing for a student approved for braille.

Braille Accommodation for Each Assessment			
	Test Administered	When Student Will Test	Days to Test
Paper Braille Testing with Raised Line Drawings	SAT Weekend SAT School Day, PSAT/NMSQT, PSAT 10, PSAT 8/9	School-based window All testing dates within the window	1 day
	AP	All testing windows	1 day

## Large-Print Test Book Details

College Board offers large-print test books in several font sizes. Larger, customized font sizes can be ordered if needed.

**IMPORTANT:** Students testing in Bluebook can use the universal zoom feature to enlarge text on their devices. An accommodation request is not required for this feature, as it is available to all students taking digital tests.

### LARGE-PRINT TEST BOOK

Information	Details
Description	For paper AP Exams, large-print test materials are available in 14 point and 20 point or larger if needed and approved. For digital testing, students approved for large print will use the zoom functionality (e.g., CTRL+/- or Command +/-) on their device to enlarge text. This is available as a universal tool to all students. Students approved for both large print and a paper test for digital assessments will receive a large-print paper test.
Typical Use	Students with a visual impairment.
What to Consider When Requesting	Does the student have a visual impairment that prevents them from reading standard print (10-point font), and if taking the digital test, are they planning to take a paper test? In the request, specify the specific font size required, and include visual measurements. If a student is also requesting a magnification device, be sure to request the size font needed with magnification device, not the size needed when magnified (e.g., if a student will be using a magnification device to enlarge 20-point font to 32 point, request 20-point font, not 32 point). The larger the print, the less test material can fit on a page. When a student requires extremely large print, consider whether other accommodations may be more helpful (e.g., screen reader or human reader).
Verification Process	May be school verified for 14 point and 20 point when other criteria are met. Documentation is required for anything larger than 20 point.

Information	Details
Materials and Preparation	No special setup is needed. However, for tests that require schools to order test materials (e.g., AP), be sure to order the approved font size for your students.
	If you have more than 1 student testing with large print, be sure to check that the correct test book is given to each student. You can test students testing with large print together with students testing with the same timing/breaks, even if the other students are not approved for large print. Student should be seated in a location so that other students cannot see their test materials.
Digital Testing/Bluebook	Students with this accommodation will use the zoom feature.
Notes	If a student is approved for larger than 20-point font, be sure that the student registers, or tests are ordered, well in advance of the test date to ensure that materials are ready on time. Large-print materials that must be custom made take additional time.



### Important

Please note that the accommodation of large print is not the same as the accommodation for a paper test.

## Large-Print Test Book Schedule

Use this table to schedule the testing for large-print test book users.

**IMPORTANT:** For digital testing, test books are only provided for students approved for the accommodation of paper testing, which requires use of the appropriate *Paper Testing Script* from the Help page in Test Day Toolkit. The details for paper testing are covered in Tests for Digital Assessments on page 52.

### LARGE-PRINT ACCOMMODATIONS FOR EACH ASSESSMENT

Test Administered	When Student Will Test	Days to Test
Large Print – AP Paper Exams or Approved Paper Testing Only - 14 point	SAT Suite AP	Not applicable All testing windows 1 day
Large Print – AP Paper Exams or Approved Paper Testing Only - 20 point or larger)	SAT Suite AP	Not applicable All testing windows 1 day

## Magnification Device Details

A student may be approved to test with an electronic or non-electronic magnification device.

**IMPORTANT:** Magnification devices aren't needed for digital testing unless the student is approved for a third-party magnifier as an assistive technology.

### MAGNIFICATION DEVICE (NON-ELECTRONIC)

Information	Details
Description	Non-electronic magnification devices are handheld, portable magnifying machines (e.g., magnifying glass or bar or dome magnifier).
Typical Use	Magnification devices should be requested for visually impaired students who use the equipment in school.

Information	Details
What to Consider When Requesting	If more than 1 reading/seeing accommodation is requested (e.g., magnification device and a human reader), include a statement explaining why both are needed. Please note that some magnification devices may pose a security or test validity issue (e.g., magnification devices that have cameras) and are not permitted.
Verification Process	Documentation may be required.
Materials and Preparation	Students are required to bring their own non-electronic magnification device to the test.
Digital Testing/Bluebook	Students with this accommodation will use the zoom feature.
Notes	Students test in 1 day, using standard time, unless approved for extended time.

#### MAGNIFICATION DEVICE (ELECTRONIC)

Information	Details
Description	Electronic magnification devices are usually larger and/or electronic devices (e.g., closed-circuit television). They may be desktop or portable devices.
Typical Use	Magnification devices should be requested for students with visual impairments who use the equipment in school.
What to Consider When Requesting	If more than 1 reading/seeing accommodation is requested (e.g., magnification device and a human reader), include a statement explaining why both are needed.  Magnification devices that pose security risks or test validity issues aren't permitted. They can't have a camera or any capabilities for recording, storage, snapshot and/or transmission of data, picture, text, or other information. They also cannot be connected to the internet.  When a magnification device is requested, please include the type and model of the device.
Verification Process	Documentation may be required.
Materials and Preparation	Electronic magnification devices must be supplied by the school. Be sure the student's magnification device is in working order and not connected to a network (disable all network connections and ethernet). The student should be seated in a location where other students cannot see their test.
Digital Testing/Bluebook	Students can use the universal zoom tool to enlarge the font size.
Notes	Students test in 1 day using standard time, unless approved for extended time.

## Magnification Device Schedules

Use this table to schedule the testing for a student approved for a non-electronic magnification device.

#### MAGNIFICATION DEVICE (NON-ELECTRONIC) ACCOMMODATION FOR EACH ASSESSMENT

	Test Administered	Category	Days to Test
Magnification Device (Non-Electronic)	SAT Suite	Not applicable	
	AP	All testing windows	1 day

Use this table to schedule the testing for a student approved for an electronic magnification device.

#### MAGNIFICATION DEVICE (ELECTRONIC) ACCOMMODATION FOR EACH ASSESSMENT

Test Administered	When Student Will Test	Days to Test
Magnification Device (Electronic)	SAT Suite AP	Not applicable All testing windows
		1 day

## Colored Overlay Details

A student may be approved to test with colored overlay.

**IMPORTANT:** This accommodation doesn't apply to digital testing.

#### COLORED OVERLAY

Information	Details
Description	Use of transparent plastic sheet in color of the student's choice placed over printed test content to give the effect of changing background color.
Typical Use	Generally used by students with Irlen Syndrome.
What to Consider When Requesting	Does the student see better with a color other than black and white? Is a colored overlay or colored paper used by the student as an accommodation in school?
Verification Process	School verification when other criteria are met.
Materials and Preparation	Student or school must supply the colored overlay. Prior to and after the test, check the overlay to ensure that it has nothing written on it and does not contain any test-related information.
Digital Testing/Bluebook	Students can take the digital exam using the color settings available through their operating system and/or device screen, or they can use a plastic overlay attached to their device's screen.
Notes	If this is a student's only accommodation, they will test in the standard testing room.

## Colored Overlay Schedule

Use this table to schedule the testing for a student approved to use a colored overlay.

#### COLORED OVERLAY ACCOMMODATION FOR EACH ASSESSMENT

Test Administered	When Student Will Test	Days to Test
Colored Overlay	SAT Weekend	Primary (center-based)
	SAT School Day, PSAT/NMSQT, PSAT 10, PSAT 8/9	All testing dates within the window
	AP	All testing windows
		1 day

# Recording Responses

Some students have difficulty writing, recording responses, and/or using an answer sheet. Common accommodations for recording answers include:

- **Both digital and paper/pencil:**
  - ◆ Braille writer
- **Digital only:**
  - ◆ Dictation (speech-to-text)
- **Paper/pencil only:**
  - ◆ Large print answer sheet for paper exams (AP and other if approved)
  - ◆ Record answers in test book
  - ◆ Computer correct to: (to type essay or free response)
  - ◆ Writer/scribe to record responses

**IMPORTANT:** Accommodations that include answer sheets, recording answers in test book, and computer use for the Essay do not apply to digital testing.

## Assistive Technology for Recording Responses for Digital Assessments

Some students have difficulty writing and/or recording responses. Accommodations approved include voice recognition, dictation, and speech-to-text software, which allow a student to dictate or transcribe text instead of typing and assist with interacting with Bluebook. Accommodations can free students from typing and keyboard use, helping those with physical impairments and reducing the risk of repetitive strain injury from excessive typing or mouse use.

### Dictation to Record Responses to Digital Tests

A student may be approved to use dictation technology (speech-to-text) to record their responses.

#### DICTATION TO RECORD RESPONSES TO DIGITAL TESTS

Information	Details
Description	Student uses the speech-to-text functionality available through their device's operating system or their own third-party dictation software.
Typical Use	For digital testing, used for students with manual, visual, or visual-motor disabilities.
What to Consider When Requesting	Does student's disability prevent them from entering their answers on a computer?
Verification Process	Documentation is required.
Materials and Preparation	Students may need to install third-party software.
Digital Testing/Bluebook	Students can use speech-to-text functionality available through their device's operating system.
Notes	Students who require a scribe for paper tests may not require assistance for digital tests. Students using a dictation to record their answers test with up to time and one-half, unless approved for more time.

## Dictation to Record Responses Schedule

Use this table to schedule the testing for a student approved to use dictation technology (speech-to-text) to record their responses.

### DICTION TO RECORD RESPONSES TO DIGITAL TESTS ACCOMMODATION FOR EACH ASSESSMENT

Test Administered	When Student Will Test	Days to Test
Dictation to Record Responses to Digital Tests	SAT Weekend SAT School Day, PSAT/NMSQT, PSAT 10, PSAT 8/9	School-based window All testing dates within the window
	AP	All testing windows
		1 day 1 day 1 day

## Writer/Scribe to Record Responses Details

A student may be approved to have a writer to record their responses.

**IMPORTANT:** For digital testing, a writer/scribe is only provided for students approved for paper test for digital assessment. Using a paper test requires use of the appropriate *Paper Testing Script* from the Help page in Test Day Toolkit. See Tests for Digital Assessments on page 52.

### WRITER/SCRIBE TO RECORD RESPONSES

Information	Details
Description	Student is provided a writer to record answers.
Typical Use	Used for students with manual, visual, or visual-motor disabilities who cannot use the accommodations of large-print answer sheet or record answers in test book.
What to Consider When Requesting	Does the student's disability prevent them from entering responses on a computer or (for paper/pencil testing) writing or completing answer sheets?  For digital testing, can the student use dictation (speech-to-text) functionality instead of a writer/scribe?  For paper/pencil testing, can the student use another accommodation for recording responses (large-print answer sheet, record responses in test book, or computer for Essay)?
Verification Process	Documentation is required.
Materials and Preparation	A staff member is needed to serve as a writer/scribe. Students using a writer/scribe test in a one-to-one setting, which requires a separate testing room.
Digital Testing/Bluebook	Students approved for writer/scribe or dictation may be able to take the digital exam using speech-to-text functionality available through their device's operating system (i.e., dictation) or their own speech-to-text software.
Notes	In most cases, the writer/scribe is provided for the entire test (multiple choice and Essay sections).  Students using a writer/scribe will automatically receive up to time and one-half, unless approved for more time. They must test in a one-to-one setting.

## Writer/Scribe to Record Responses Schedule

Use this table to schedule the testing for a student approved for a writer/scribe.

WRITER/SCRIBE TO RECORD RESPONSES ACCOMMODATION FOR EACH ASSESSMENT			
	Test Administered	When Student Will Test	Days to Test
Writer/Scribe to Record Responses	SAT Weekend	School-based window	1 day
	SAT School Day, PSAT/NMSQT, PSAT 10, PSAT 8/9	All testing dates within the window	1 day
	AP	All testing windows	1 day

## Braille Writer Details

A student may be approved to use a braille writer to record their answers.

### BRAILLE WRITER TO RECORD ANSWERS

Information	Details
Description	The braille writer accommodation is typically requested with a braille accommodation and is available for students who have a visual impairment.  For paper and pencil tests, approved students may use manual braille writers, like a Perkins Brailler, for all test sections, but unless otherwise approved, electronic braille notetakers may only be used for essay writing and math calculations.  For digital tests, students can use braille writing software or connect an electronic braille writer to their device.
Typical Use	For blind/legally blind students who use braille.
What to Consider When Requesting	Both braille and braille writer must be requested and approved.  If student uses multiple accommodations in school to record responses, confirm the student plans to use this accommodation for College Board tests.
Verification Process	School verification if other criteria are met.
Materials and Preparation	Student may need a separate testing room.  School/student must supply braille writer.  Braille notetakers cannot be connected to any network, but they must be connected to a display monitor so the proctor can see what the student is typing. Personal computers cannot be used as braille writers.
Digital Testing/Bluebook	For a digital exam, braille writing software should be used.
Notes	Electronic braille writers (braille notetakers) may be used only for essay/free-response sections and math calculations.

## Braille Writer Schedule

Use this table to schedule the testing for a student approved to use a braille writer to record their answers.

### BRAILLE WRITER ACCOMMODATION FOR EACH ASSESSMENT

	Test Administered	When Student Will Test	Days to Test
Braille Writer	SAT Weekend	School-based window	1 day
	SAT School Day, PSAT/NMSQT, PSAT 10, PSAT 8/9	All testing dates within the window	1 day
	AP	All testing windows	1 day

## Large-Print Answer Sheet for Paper Exams Details

A student may be approved to record answers on a large-print answer sheet.

**IMPORTANT:** This accommodation only applies to AP Correct to: Paper Exams only.

### LARGE-PRINT ANSWER SHEET FOR PAPER EXAMS

Information	Details
Description	Answer sheet with text and answer blocks that are larger than the standard answer sheet. Students don't fill in a bubble; instead, they make a mark in the square answer space.
Typical Use	A large-print answer sheet may be used by students with visual disabilities, as well as by students who have difficulty filling in bubbles on an answer sheet because of visual-motor or mobility impairments.
What to Consider When Requesting	Can the student see a standard answer sheet? Does the student have difficulty completing a scantron answer sheet because of a mobility impairment, low vision, visual-motor disorder, or other disability?
Verification Process	School verification when other criteria are met.
Materials and Preparation	If ordering test materials, order a large-print answer sheet for any student who isn't already approved for a large-print test book.
Digital Testing/Bluebook	Students will use the zoom functionality available on their device (universal tool available to all test takers).
Notes	When a large-print test book is ordered, a large-print answer sheet is included. If this is the student's only accommodation, they will test in a standard testing room.

## Large-Print Answer Sheet for Paper Exams Schedule

Use this table to schedule the testing for a student approved to use a large-print answer sheet.

### LARGE-PRINT ANSWER SHEET ACCOMMODATION FOR EACH ASSESSMENT

	Test Administered	When Student Will Test	Days to Test
Large-Print Answer Sheet	SAT Suite	Not applicable	1 day
	AP	All testing windows	

## Record Answers in Test Book Details

A student may be approved to record their answers in their test book.

**IMPORTANT:** This accommodation does not apply to digital testing.

### RECORD ANSWERS IN TEST BOOK

Information	Details
Description	Students may circle (or otherwise mark) their answers in the test book. After testing, responses are transcribed appropriately based on the program: for AP Paper Exams, answers are transcribed to an answer sheet; for SAT Weekend, transcription is handled by Pearson; and for in-school digital testing, responses are entered into Bluebook.
Typical Use	Appropriate for students with writing or dexterity limitations, visual disabilities, or with scanning issues, when their disability interferes with their ability to complete an answer sheet.
What to Consider When Requesting	Does the student's disability impair their ability to complete an answer sheet? Can the student be appropriately accommodated with a large-print (large-block) answer sheet instead of this accommodation?
Verification Process	School verification when other criteria are met.
Materials and Preparation	No special materials are needed. A staff member will need to transfer the responses to an answer sheet after the test. Be sure to return both the answer sheet and the test book after the test, as instructed in your <i>Coordinator Manual</i> .
Digital Testing/Bluebook	For digital tests, students can use braille writing software or connect an electronic braille writer to their device.
Notes	If this is the student's only accommodation, they will test in a standard testing room.

## Record Answers in Test Book Schedule

Use this table to schedule the testing for a student approved to record their answers in their test book.

### RECORD ANSWERS IN TEST BOOK ACCOMMODATION FOR EACH ASSESSMENT

	Test Administered	When Student Will Test	Days to Test
Record Answers in Test Book	SAT Suite	Not applicable	1 day
	AP	All testing windows	

## Computer (to Type Essay or Free Response) Details

A student may be approved to use a word processor to complete essay or free-response sections.

**IMPORTANT:** This accommodation does not apply to digital testing, since all students test with a computer.

### COMPUTER (WORD PROCESSOR ONLY FOR ESSAY)

Information	Details
Description	The student may use a word processor to complete essay or free-response sections.
Typical Use	Most appropriate for students who cannot write essays or free responses due to a physical disability or disability in written expression.
What to Consider When Requesting	Does the student's disability impact their written expression? This accommodation is not appropriate for students who use a computer because of poor spelling or poor handwriting. Spelling is not counted in the scoring of most College Board assessments, and spell check and grammar check may not be used during the test. Poor handwriting, without other impacts, is not a disability that necessitates computer use.
Verification Process	School verification when other criteria are met.
Materials and Preparation	School must provide the computer (students cannot use their own or a family-owned computer). Please refer to the <i>Coordinator Manual</i> for the appropriate assessment for instructions on setting up computers (e.g., must be connected to a printer, spell check and grammar check must be disabled).
Digital Testing/Bluebook	Not applicable.
Notes	This accommodation permits use of a word processor only. If a student requires assistive technology or other computer applications, these uses must be separately requested and specifically approved.  May be used only for essay or free-response sections. Students approved for this accommodation will test in a standard testing room when taking the SAT Suite of Assessments (unless approved for other accommodations).  Unless approved for other accommodations, students approved for extra, extended or as-needed breaks test in the standard test room.

## Computer (to Type Essay or Free Response) Schedule

Use this table to schedule the testing for a student approved to use a computer (word processor only for Essay).

### COMPUTER (WORD PROCESSOR ONLY FOR ESSAY) ACCOMMODATION FOR EACH ASSESSMENT

Test Administered	When Student Will Test	Days to Test
Computer (Word Processor Only for Essay)	SAT Suite	Not applicable
	AP	All testing windows
		1 day

# Modified Breaks

Some students have difficulty focusing or sitting for an extended period or may need additional breaks for a medical reason (e.g., to take medicine or use the restroom).

Please note that all students, even without accommodations, receive breaks which vary depending on the assessment. Common break accommodations include:

- Extra breaks
- Extended breaks
- Breaks as needed

Some schools may also allow nutrition breaks for students with approved accommodations during in-school testing. While not a formal accommodation, this option supports students who need food or drink for medical reasons.

Students testing digitally will be able to test with other students who have the same test timing but different break schedules, because the proctor doesn't need to time their breaks.

## Extra Breaks Details

A student may be approved to receive extra breaks while testing with standard or extended time.

### EXTRA BREAKS

Information	Details
Description	The student is given an additional break of a standard length (usually 5 minutes) at scheduled times.
Typical Use	Appropriate for students who have difficulties focusing for a long period of time or need a short break at a standard time (e.g., to take medicine or eat a snack).
What to Consider When Requesting	Does the student's disability require short breaks? Will a 5-minute break be sufficient? If a student needs a longer break or needs to take a break at irregular times, then consider requesting extended breaks or breaks as needed.
Verification Process	School verification if other criteria are met.
Materials and Preparation	None.
Digital Testing/Bluebook	Standard testing.
Notes	Break time doesn't count as testing time. During accommodated breaks, students are subject to the same rules that apply during standard breaks. For SAT and PSAT assessments, all students approved for extended time on particular sections also get extra breaks on those sections.

## Extended Breaks Details

A student may be approved to receive extended breaks that are longer than standard breaks.

### EXTENDED BREAKS

Information	Details
Description	Students receive the same number of breaks as standard test takers but are given longer breaks than standard test takers. In most cases, such extended breaks last for twice the standard break time.
Typical Use	Appropriate for students who need a longer break in between testing, for example due to medical needs.
What to Consider When Requesting	Does the student's disability require a longer break than given to standard students? Will a 10-minute break be sufficient? If a student needs a longer break or needs to break at irregular times, then an accommodation for breaks as needed may be more appropriate. If a student needs more frequent breaks, then an accommodation for extra breaks may be needed.
Verification Process	School verification if other criteria are met.
Materials and Preparation	None.
Digital Testing/Bluebook	Standard testing.
Notes	Break time does not count as testing time. During accommodated breaks, students are subject to the same rules that apply during standard breaks.

## Breaks as Needed Details

A student may be approved to receive breaks as needed.

### BREAKS AS NEEDED

Information	Details
Description	Students with this accommodation are granted breaks as requested during the test. The student notifies the proctor by raising their hand, and the timing of the test must stop. When the student is ready to continue, the student again notifies the proctor, and the timing will resume.
Typical Use	Breaks as needed are typically approved for students with severe physical or medical conditions, but this accommodation may be approved for other disabilities as well.
What to Consider When Requesting	Does the student need to break at irregular times or can the student be accommodated with extra/extended breaks?
Verification Process	Documentation is required.
Materials and Preparation	For paper/pencil testing, students testing with breaks as needed generally test in a one-to-one setting.
Digital Testing/Bluebook	Students will have a test configured with a Pause button to allow them to take a break as needed.
Notes	Break time does not count as testing time. During accommodated breaks, students are subject to the same rules that apply during standard breaks. Unlike other types of breaks, breaks as needed is a school-based accommodation for SAT Weekend paper/pencil testing. For SAT School Day paper/pencil testing, this accommodation is administered during the accommodated window.

## Modified Breaks Schedules

Use this table to schedule the testing for a student approved for extra breaks.

EXTRA BREAKS ACCOMMODATION FOR EACH ASSESSMENT			
	Test Administered	When Student Will Test	Days to Test
Extra Breaks	SAT Weekend	Primary (center-based)	1 day
	SAT School Day, PSAT/NMSQT, PSAT 10, PSAT 8/9	All testing dates within the window	1 day
	AP	All testing windows	1 day

Use this table to schedule the testing for a student approved for extended breaks.

EXTENDED BREAKS ACCOMMODATION FOR EACH ASSESSMENT			
	Test Administered	When Student Will Test	Days to Test
Extended Breaks	SAT Weekend	Primary (center-based)	1 day
	SAT School Day, PSAT/NMSQT, PSAT 10, PSAT 8/9	All testing dates within the window	1 day
	AP	All tests	1 day

Use this table to schedule the testing for a student approved for breaks as needed.

BREAKS AS NEEDED ACCOMMODATION FOR EACH ASSESSMENT			
	Test Administered	When Student Will Test	Days to Test
Breaks as Needed	SAT Weekend	Primary (center-based)	1 day
	SAT School Day, PSAT/NMSQT, PSAT 10, PSAT 8/9	All testing dates within the window	1 day
	AP	All tests	1 day

# Modified Setting

Some students have needs that affect the testing environment or location. Common modified setting accommodations include:

- Preferential seating
- Small-group testing
- School-based testing
- One-to-one testing
- Wheelchair accessibility
- Home/hospital testing

## Preferential Seating Details

A student may be approved to receive preferential seating in the testing room.

### PREFERENTIAL SEATING

Information	Details
Description	Preferential seating specifies how students should be seated within the testing room, such as at the front of room, near the door, or near the proctor.
Typical Use	Used for students with various disabilities. For example, a student with a physical/medical disorder may need to be near the door, for easy access. A student with ADHD or a hearing impairment may request to sit in the front of the room (for fewer distractions) or near the proctor (to hear instructions).
What to Consider When Requesting	Indicate in the request the location where the student needs to sit.
Verification Process	School verification if other criteria are met.
Materials and Preparation	Ensure that the seating chart reflects the student's designated seat.
Digital Testing/Bluebook	Standard testing.
Notes	<p>If this is the student's only accommodation, they will test in a standard testing room.</p> <p>This accommodation is meant to ensure that a student testing outside of their home school (i.e., weekend testing) is seated in the best location for their needs. It may not be necessary to request this accommodation for SAT School Day or PSAT assessments.</p>

## Preferential Seating Schedule

Use this table to schedule the testing for a student approved for preferential seating.

### PREFERENTIAL SEATING ACCOMMODATION FOR EACH ASSESSMENT

	Test Administered	When Student Will Test	Days to Test
Preferential Seating	SAT Weekend	Primary (center-based)	1 day
	SAT School Day, PSAT/NMSQT, PSAT 10, PSAT 8/9	All testing dates within the window	1 day
	AP	All testing windows	1 day

## Small-Group Testing Details

A student may be approved to test in a small group.

### SMALL-GROUP TESTING

Information	Details
Description	Students are tested with other students in a separate room and smaller group than standard test takers (generally, no more than 15 students).
Typical Use	Small-group settings can be helpful for students whose disabilities cause difficulty focusing or students diagnosed with anxiety disorders.
What to Consider When Requesting	Students testing with the same time and break schedule can be part of the small group. For example, students approved for up to time and one-half can test with students approved for both up to time and one-half and small-group testing.
Verification Process	School verification if other criteria are met.
Materials and Preparation	A separate room and proctor will be needed for students approved to test in a small group.
Digital Testing/Bluebook	Standard testing.
Notes	This accommodation is meant to ensure that a student testing outside of their home school (i.e., weekend testing) is tested in a small-group setting. It may not be necessary to request this accommodation for SAT School Day or PSAT assessments.

## Small-Group Testing Schedule

Use this table to schedule the testing for a student approved for small-group testing.

### SMALL-GROUP TESTING ACCOMMODATION FOR EACH ASSESSMENT

	Test Administered	When Student Will Test	Days to Test
Small-Group Testing	SAT Weekend	Primary (center-based)	1 day
	SAT School Day, PSAT/NMSQT, PSAT 10, PSAT 8/9	All testing dates within the window	1 day
	AP	All testing windows	1 day

## School-Based Testing Details

This accommodation applies to students registering for SAT Weekend testing with accommodations not offered in a center.

### SCHOOL-BASED TESTING

Information	Details
Description	This accommodation is specifically for students registering for SAT Weekend who need to be tested at their school. While some students test at their school because they're approved for accommodations that aren't provided in centers, students approved for the accommodation of school-based testing test at their school under the supervision of the SSD coordinator regardless of whether they're approved for other accommodations.

Information	Details
Typical Use	Generally approved for students with physical, medical, or severe psychiatric disorders.
What to Consider When Requesting	Why does the student need to test at their own school? Can their accommodations be administered in a test center?
Verification Process	Documentation is required.
Materials and Preparation	None.
Digital Testing/Bluebook	Standard testing.
Notes	College Board will automatically require school-based testing for accommodations that can't be administered in a weekend test center (e.g., human reader, scribe, up to double time for reading).

## School-Based Testing Schedule

Use this table to schedule the testing for a student approved for school-based testing. Note the student's other accommodations may require 2 days to test (e.g., up to double time for reading).

### SCHOOL-BASED TESTING ACCOMMODATION FOR EACH ASSESSMENT

Test Administered	When Student Will Test	Days to Test
School-Based Testing	SAT Weekend	School-based window
	SAT School Day, PSAT/NMSQT, PSAT 10, PSAT 8/9	Not applicable
	AP	Not applicable

## One-to-One Testing Details

A student may be approved to test in a one-to-one setting.

### ONE-TO-ONE TESTING

Information	Details
Description	Student tests in their own room, with a proctor, without other students.
Typical Use	Appropriate when a student's accommodations make noise or would be distracting to other students.
What to Consider When Requesting	Why does the student require their own room? Can the student be accommodated in a small group?
Verification Process	Documentation is required.
Materials and Preparation	A separate room and proctor are needed for each student approved for this accommodation.
Digital Testing/Bluebook	Standard testing.
Notes	Some accommodations, such as human reader, scribe, or dictation, require a one-to-one setting even if not approved for this accommodation.

## One-to-One Testing Schedule

Use this table to schedule the testing for a student approved for one-to-one testing.

### ONE-TO-ONE TESTING ACCOMMODATION FOR EACH ASSESSMENT

	Test Administered	When Student Will Test	Days to Test
One-to-One Testing	SAT Weekend	School-based window	1 day
	SAT School Day, PSAT/NMSQT, PSAT 10, PSAT 8/9	All testing dates within the window	1 day
	AP	All testing windows	1 day

## Wheelchair Accessibility Details

A student may be approved to test in a testing room with wheelchair accessibility.

### WHEELCHAIR ACCESSIBILITY

Information	Details
Description	Enables a student who uses a wheelchair to test in a wheelchair-accessible setting.
Typical Use	For mobility-impaired students who use a wheelchair.
What to Consider When Requesting	Does the student use a wheelchair?
Verification Process	School verification when other criteria are met.
Materials and Preparation	Ensure that the testing room is on the first floor or accessible by elevator and near a wheelchair-accessible restroom. The student's desk should be high enough for a wheelchair to fit under and situated near the door.
Digital Testing/Bluebook	Standard testing.
Notes	<p>The request for and approval of wheelchair accessibility enables the test coordinator to be prepared. If a student in a wheelchair is testing and has not been approved for wheelchair accessibility, provide them with an accessible location if possible.</p> <p>If this is the student's only accommodation, they will test in a standard testing room.</p> <p>This accommodation is meant to ensure that a student testing outside of their home school (i.e., weekend testing) is tested in a wheelchair-accessible setting. It may not be necessary to request this accommodation for SAT School Day or PSAT assessments.</p>

## Wheelchair Accessibility Schedule

Use this table to schedule the testing for a student approved for wheelchair accessibility.

### WHEELCHAIR ACCESSIBILITY ACCOMMODATION FOR EACH ASSESSMENT

	Test Administered	When Student Will Test	Days to Test
Wheelchair Accessibility	SAT Weekend	Primary (center-based)	1 day
	SAT School Day, PSAT/NMSQT, PSAT 10, PSAT 8/9	All testing dates within the window	1 day
	AP	All testing windows	1 day

## Home/Hospital Setting Details

A student may be approved to be tested at home or in a hospital setting.

### HOME/HOSPITAL SETTING

Information	Details
Description	Student who cannot attend school due to illness or disability that requires testing at home or in a hospital.
Typical Use	For students with severe physical/medical disabilities who do not attend school.
What to Consider When Requesting	Does the student attend school for classes? Is the student able to come to school for 1 day for a test? Does the student need other accommodations in addition to the home/hospital setting for testing?
Verification Process	Documentation is required.
Materials and Preparation	School will need to identify and train a proctor to test the student. Test materials will need to be securely transferred from the school to the home/hospital setting.
Digital Testing/Bluebook	If digital testing cannot be accommodated, paper testing must be approved as an accommodation, and paper test books must be ordered. The proctor will use the appropriate <i>Paper Testing Script</i> downloaded from the Help page in Test Day Toolkit.
Notes	Security measures and all testing policies still need to be followed.

## Home/Hospital Setting Schedule

Use this table to schedule the testing for a student approved for testing in a home/hospital setting. Note the student may have other approved accommodations that require 2 days to test.

### HOME/HOSPITAL SETTING ACCOMMODATION FOR EACH ASSESSMENT

	Test Administered	When Student Will Test	Days to Test
Home/Hospital Setting	SAT Weekend	School-based window	1 day
	SAT School Day, PSAT/NMSQT, PSAT 10, PSAT 8/9	All testing dates within the window	1 day
	AP	All testing windows	1 day

# Tests for Digital Assessments

Most students testing with accommodations take the same test that other nonaccommodated students take. Some accommodations require students to take a longer test form than the test most students take.

Students testing with any of the three accommodations below, whether alone or in combination with other accommodations, will receive a longer test:

- A student approved for paper test for digital assessments.
- A student approved for raised line drawings.
- A student approved for human reader for digital assessments.

**IMPORTANT:** If you have a student testing with a paper test format, you or your proctor will follow the instructions for these students in Test Day Toolkit and in the *Paper Testing Script* for the assessment you're giving. Download this from the Test Day Toolkit Help page.

## Paper Testing Timing and Breaks for the SAT Suite

Students testing with a paper test book, a human reader, or raised line drawings will have different timing. The following tables show timing and breaks for linear testing with standard and extended timing for reading (the entire test).

### PAPER: STANDARD TIME SECTION TIMINGS AND BREAKS\*

Paper – Reading and Writing		Paper – Math	
Module 1	Module 2	Module 1	Module 2
39 minutes	39 minutes	10-minute break	43 minutes
			43 minutes

\*This timing also applies to the raised line drawings accommodation.

### PAPER: UP TO TIME AND ONE-HALF SECTION TIMINGS AND BREAKS\*\*

Paper – Reading and Writing		Paper – Math	
Module 1	Module 2	Module 1	Module 2
59 minutes	59 minutes	10-minute break	65 minutes
5-minute break			5-minute break

\*\*This timing also applies to the accommodation of human reader for digital tests.

### PAPER: UP TO DOUBLE TIME SECTION TIMINGS AND BREAKS

Paper – Reading and Writing		Paper – Math	
Module 1	Module 2	Module 1	Module 2
78 minutes	78 minutes	End of Day 1	86 minutes
5-minute break			5-minute break

## Paper Testing Details

Only students who are approved for paper test for digital assessments can be tested with paper versions of the digital tests.

### PAPER TESTING

Information	Details
Description	Students who are unable to use a computer due to their disability will test with a paper test. They will record their responses in a paper test book, which will later be transcribed into Bluebook.
Typical Use	This accommodation should be requested in very rare situations where a student cannot use a computer due to their disability. It should also be requested for blind students who need to test with a paper braille test instead of assistive technology.
What to Consider When Requesting	Does the student use a computer (or other device) during classes or outside of school? Why can't the student use a computer? Will the universal tools or other accommodations (e.g., screen reader) enable the student to use a computer?
Verification Process	Documentation required.
Materials and Preparation	Paper test. For in-school testing and AP Exams, schools must transcribe student responses into Bluebook after testing. For SAT Weekend testing, transcription is completed by Pearson and is not required of schools.
Digital Testing/Bluebook	Standard testing.
Notes	Some students are approved for additional accommodations. For example, a student approved for large print and paper testing will need a large-print paper test. Students who require a paper braille test must request both braille and paper testing. For SAT Weekend, this is a school-based accommodation.

## Paper Testing Schedule

Use this table to schedule the testing for a student approved for a paper version of a digital assessment. The schedule varies with the student's approved accommodations.

### PAPER TESTING FOR EACH ASSESSMENT

	Test Administered	When Student Will Test	Days to Test
Reading: Up to Time and One-Half	SAT Weekend	School-based	1 day
	SAT School Day (without Essay)	All testing dates within the window	1 day
	SAT School Day (with Essay)	All testing dates within the window	2 days
	PSAT/NMSQT	All testing dates within the window	1 day
	PSAT 10 and PSAT 8/9	All testing dates within the window	1 day
	AP	All testing windows	1 day
Math: Up to Time and One-Half	SAT Weekend	School-based	1 day
	SAT School Day, PSAT/NMSQT, PSAT 10, PSAT 8/9	All testing dates within the window	1 day
	AP	All testing windows	1 day

	<b>Test Administered</b>	<b>When Student Will Test</b>	<b>Days to Test</b>
Writing (essays/free response): Up to Time and One-Half	SAT Weekend	Not applicable	
	SAT School Day (without Essay)	Not applicable	
	SAT School Day (with Essay)	All testing dates within the window	1 day
	PSAT/NMSQT	Not applicable	
	PSAT 10 and PSAT 8/9	Not applicable	
	AP	All testing windows	1 day
Reading: Up to Double Time	SAT Weekend	Primary (center-based)	1 day
	SAT School Day (without Essay)	All testing dates within the window	1 day
	SAT School Day (with Essay)	All testing dates within the window	2 days
	PSAT/NMSQT	All testing dates within the window	1 day
	PSAT 10 and PSAT 8/9	All testing dates within the window	2 days
	AP	All testing windows	Refer to <i>AP Accommodations Guide</i>
Math: Up to Double Time	SAT Weekend	Primary (center-based)	1 day
	SAT School Day, PSAT/NMSQT, PSAT 10, PSAT 8/9	All testing dates within the window	1 day
	AP	All testing windows	Refer to <i>AP Accommodations Guide</i>
Writing (essays/free response): Up to Double Time	SAT Weekend	Not applicable	
	SAT School Day (without Essay)	Not applicable	
	SAT School Day (with Essay)	All testing dates within the window	1 day
	PSAT/NMSQT	Not applicable	
	PSAT 10 and PSAT 8/9	Not applicable	
	AP	All testing windows	Refer to <i>AP Accommodations Guide</i>
Math and Writing (essays/free response): Up to Time and One-Half	SAT Weekend	Not applicable	
	SAT School Day (without Essay)	Not applicable	
	SAT School Day (with Essay)	All testing dates within the window	2 days
	PSAT/NMSQT	Not applicable	
	PSAT 10 and PSAT 8/9	Not applicable	
	AP	All testing windows	1 day

	<b>Test Administered</b>	<b>When Student Will Test</b>	<b>Days to Test</b>
Math and Writing (essays/free response): Up to Double Time	SAT Weekend	Not applicable	
	SAT School Day (without Essay)	Not applicable	
	SAT School Day (with Essay)	All testing dates within the window	2 days
	PSAT/NMSQT	Not applicable	
	PSAT 10 and PSAT 8/9	Not applicable	
Speaking: Extended Time	AP	All testing windows	Refer to <i>AP Accommodations Guide</i>
	SAT Suite	Not applicable	
Listening: Extended Time	AP	All testing windows	1 day
	SAT Suite	Not applicable	
	AP	All testing windows	1 day

## Other

Some accommodations don't fall within the categories of accommodations (e.g., extended time accommodations, reading/seeing accommodations, etc.). Common accommodations in the Other accommodations category include:

- Food/drink/medication
- Permission to test blood sugar
- Printed copy of verbal instructions
- Sign language interpreter for oral instructions only
- Assistive technology
- Auditory amplification/FM system
- 4-function calculator

**IMPORTANT:** Epinephrine auto-injectors (e.g., EpiPens) are permitted in the testing room without an accommodation. Service animals, such as guide dogs, and emotional support animals may be permitted without an accommodation if they're trained and the student can explain what service the animal provides. Refer to your manuals or testing guides for further information.

## Food/Drink/Medication Details

A student may be approved for food/drink/medication during testing.

### FOOD/DRINK/MEDICATION

<b>Information</b>	<b>Details</b>
Description	Because of a disability, student needs to eat or drink or take medication while testing.
Typical Use	Usually approved for students with medical disabilities who need to take medicine or have a snack or water during the test.
What to Consider When Requesting	Does the student's disability require food/drink/medication at times other than scheduled breaks?
Verification Process	School verification when other criteria are met.
Materials and Preparation	Identify an appropriate place, away from testing materials, for students to take medicine, etc. during the test.

Information	Details
Digital Testing/Bluebook	Standard testing.
Notes	This accommodation allows students to eat/drink/take medicine during the test, but it doesn't provide breaks. If a break is needed, also request extra or extended breaks. Note that all students are permitted to have a snack/drink during scheduled breaks.

## Food/Drink/Medication Schedule

Use this table to schedule the testing for a student approved for having food, drink, or medication during testing.

### FOOD/DRINK/MEDICATION ACCOMMODATION FOR EACH ASSESSMENT

	Test Administered	When Student Will Test	Days to Test
Food/Drink/	SAT Weekend	Primary (center-based)	1 day
Medication	SAT School Day, PSAT/NMSQT, PSAT 10, PSAT 8/9	All testing dates within the window	1 day
	AP	All testing windows	1 day

## Permission to Test Blood Sugar Details

A diabetic student may be approved to receive permission to test blood sugar.

### PERMISSION TO TEST BLOOD SUGAR

Information	Details
Description	This accommodation is available for students with diabetes so they can test their blood sugar during testing. Permission to test blood sugar permits students' access to diabetes testing supplies during an assessment (including blood glucose meters, insulin-delivery devices, test strips, lancets, lancet devices, glucose control solutions, and blood glucose monitors).  Use of a mobile phone is <b>not</b> permitted without the approval of College Board. Permission to use a mobile phone and the accommodation for extra breaks are both separate accommodations from permission to test blood sugar.
Typical Use	Used by students with diabetes.
What to Consider When Requesting	Does the student need to test their blood sugar during the test?  If extra or extended breaks, and/or use of a mobile phone is needed, these must be requested separately.  Does the student have a monitoring system other than a mobile phone? If not, mobile phone must be submitted as an Other accommodation request.
Verification Process	School verification when other criteria are met.
Materials and Preparation	See additional information in your manual or guides regarding use of mobile phones for glucose monitoring during the test.
Digital Testing/Bluebook	Standard testing.
Notes	A mobile phone may be requested by submitting an accommodation change request to the SSD office. If a student is approved to have a mobile phone in the room, it must remain on the proctor's desk, in airplane mode or guided access mode, and the proctor must directly supervise the tester when they are accessing their phone app to monitor blood sugar.  Documentation is required for use of a mobile phone.

## Permission to Test Blood Sugar Schedule

Use this table to schedule the testing for a student approved for permission to test blood sugar.

### PERMISSION TO TEST BLOOD SUGAR ACCOMMODATION FOR EACH ASSESSMENT

	Test Administered	When Student Will Test	Days to Test
Permission to Test Blood Sugar	SAT Weekend	Primary (center-based)	1 day
	SAT School Day, PSAT/NMSQT, PSAT 10, PSAT 8/9	All testing dates within the window	1 day
	AP	All testing windows	1 day

## Printed Copy of Verbal Instructions Details

This accommodation applies to students approved to have a printed copy of verbal instructions during testing.

### PRINTED COPY OF VERBAL INSTRUCTIONS

Information	Details
Description	Student with hearing (or auditory processing) impairment is given a written transcript of any instructions that will be given orally to other students.
Typical Use	Generally used by students who are deaf or hard of hearing.
What to Consider When Requesting	All students may request that oral instructions be repeated. This accommodation is for students who require instructions to be in writing.
Verification Process	School verification when other criteria are met.
Materials and Preparation	For paper/pencil testing, access and print the appropriate script from SSD Online. For digital testing, students can read along by accessing the test day script on the Help page in Bluebook.
Digital Testing/Bluebook	Verbal instructions are available to all students within the Help section of Bluebook; therefore, printing a separate copy is not necessary.
Notes	<p>This accommodation is not the same as translated instructions. For SAT School Day, PSAT 10, and PSAT 8/9, EL students can be provided translated instructions. Translated instructions don't need to be requested in SSD Online.</p> <p>College Board provides several scripts (verbal instructions) based on variations in timing, including breaks, for the different assessments in the SAT Suite. These can be downloaded from SSD Online and printed for the student to use during testing.</p> <p>If this is the student's only accommodation, they will test in a standard room.</p> <p>For AP Exams, printed copies of verbal instructions need to be copied by school staff.</p>

## Printed Copy of Verbal Instructions Schedule

Use this table to schedule the testing for a student approved for a printed copy of verbal instructions.

### PRINTED COPY OF VERBAL INSTRUCTIONS ACCOMMODATION FOR EACH ASSESSMENT

	Test Administered	When Student Will Test	Days to Test
Printed Copy of Verbal Instructions	SAT Weekend	Primary (center-based)	1 day
	SAT School Day, PSAT/NMSQT, PSAT 10, PSAT 8/9	All testing dates within the window	1 day
	AP	All testing windows	1 day

## Sign Language Interpreter for Oral Instructions Details

A student may be approved to have a sign language interpreter for oral instructions.

### SIGN LANGUAGE INTERPRETER FOR ORAL INSTRUCTIONS

Information	Details
Description	Student may use a sign language interpreter on test day. Interpreters may be used only for oral instructions. Interpreters cannot be used for test question content.
Typical Use	For students who are deaf or hard of hearing who use a sign language interpreter.
What to Consider When Requesting	Please note that most College Board tests are written tests. Many students who require a sign language interpreter during school may be accommodated with a printed copy of verbal instructions for College Board tests.
Verification Process	School verification when other criteria are met.
Materials and Preparation	Student/school must supply a sign language interpreter who meets College Board testing staff requirements.
Digital Testing/Bluebook	Standard testing.
Notes	If this is the student's only accommodation, they will test in a standard testing room.

## Sign Language Interpreter for Oral Instructions Schedule

Use this table to schedule the testing for a student approved for a sign language interpreter for oral instructions.

### SIGN LANGUAGE INTERPRETER FOR ORAL INSTRUCTIONS ACCOMMODATION FOR EACH ASSESSMENT

	Test Administered	When Student Will Test	Days to Test
Language Interpreter for Oral Instructions	SAT Weekend	Primary (center-based)	1 day
	SAT School Day, PSAT/NMSQT, PSAT 10, PSAT 8/9	All testing dates within the window	1 day
	AP	All testing windows	1 day

## Assistive Technology Details

A student may be approved to use assistive technology.

### ASSISTIVE TECHNOLOGY

Information	Details
Description	Assistive technology should be requested if the student will need a special device or software when taking College Board tests. Examples include: use of screen readers, braille display, math software, etc.
Typical Use	Appropriate for students with visual or severe physical disabilities who use assistive technology in school.
What to Consider When Requesting	The student should request only the technology they are using in school. Provide a detailed description of the technology that is being requested, including the name and version.
Verification Process	Documentation is required.
Materials and Preparation	The student will require a computer and approved assistive technology. Technology must be disconnected from the internet. Some additional security measures may be required.
Digital Testing/Bluebook	Not applicable.
Notes	All assistive technology applications must be specifically requested and approved.

## Assistive Technology Schedule

Use this table to schedule the testing for a student approved for assistive technology.

### ASSISTIVE TECHNOLOGY ACCOMMODATION FOR EACH ASSESSMENT

	Test Administered	When Student Will Test	Days to Test
Assistive Technology	SAT Weekend	School-based window	1 day
	SAT School Day, PSAT/NMSQT, PSAT 10, PSAT 8/9	All testing dates within the window	1 day
	AP	All testing windows	1 day

## Auditory Amplification/FM System Details

This accommodation applies to students approved to have an auditory amplification/FM system during testing.

### AUDITORY AMPLIFICATION/FM SYSTEM

Information	Details
Description	Permission to use auditory amplification, for students who use an FM system in school.
Typical Use	Appropriate for students who are hard of hearing and use an FM system in school.
What to Consider When Requesting	Can the student be accommodated with a printed copy of verbal instructions?
Verification Process	School verification when other criteria are met.
Materials and Preparation	Student must bring their own FM system.
Digital Testing/Bluebook	Standard testing.
Notes	If this is the student's only accommodation, they will test in a standard testing room.

## Auditory Amplification/FM System Schedule

Use this table to schedule the testing for a student approved to have an auditory amplification/FM system during testing.

### AUDITORY AMPLIFICATION/FM SYSTEM ACCOMMODATION FOR EACH ASSESSMENT

Test Administered	When Student Will Test	Days to Test	
Auditory Amplification/FM System	SAT Weekend SAT School Day, PSAT/NMSQT, PSAT 10, PSAT 8/9	Primary (center-based) All testing dates within the window	1 day
	AP	All testing windows	1 day

## 4-Function Calculator Details

This accommodation applies to students approved to use a 4-function calculator for test sections that don't permit the use of... a calculator.

**IMPORTANT:** This accommodation doesn't apply to SAT or PSAT assessments.

### 4-FUNCTION CALCULATOR

Information	Details
Description	Permission to use a 4-function calculator for test sections that don't permit the use of a calculator. The calculator may have the following functions only: addition, subtraction, multiplication, division, square root, and percent. (See <a href="https://apstudents.collegeboard.org/exam-policies-guidelines/calculator-policies">apstudents.collegeboard.org/exam-policies-guidelines/calculator-policies</a> for details on which AP Exams don't permit use of a calculator without an approved accommodation.)
Typical Use	For students with severe math disorders who have difficulty with basic math.
What to Consider When Requesting	Does the student's disability impact their ability to perform basic math functions?  For students who perform math slowly but aren't functionally impacted in their ability to perform math functions, extended time for mathematical calculations should be requested instead.
Verification Process	School verification when other criteria are met.
Materials and Preparation	Student must bring their own 4-function calculator. Inspect the calculator to make sure it's a basic 4-function calculator only. Percentage and square root keys are acceptable.
Digital Testing/Bluebook	Standard testing.
Notes	This accommodation should be requested for students who have severe math disorders, e.g., students who have difficulty adding, subtracting, multiplying, and dividing. Other students will not benefit from this accommodation. Also, some test sections permit the use of calculators.

## 4-Function Calculator Schedule

Use this table to schedule the testing for a student approved for use of a 4-function calculator on test sections that don't permit calculator use.

### 4-FUNCTION CALCULATOR ACCOMMODATION FOR EACH ASSESSMENT

Test Administered	When Student Will Test	Days to Test
4-Function Calculator	SAT Suite AP	Not applicable All testing windows
		1 day

## Forms

Go to [SSD Online](#) to access training video resources to help staff as they become familiar with the SSD Online system and how to use it:

The following online forms are provided for you to copy and use as needed.

- Accommodations Request Worksheet
- Teacher Survey
- Consent Form for Accommodations Request
- Consent Form for Request for English Learner (EL) Supports

The forms are available online at:

[accommodations.collegeboard.org/request-accommodations/request/forms](http://accommodations.collegeboard.org/request-accommodations/request/forms)

# About College Board

College Board reaches more than 7 million students a year, helping them navigate the path from high school to college and career. Our not-for-profit membership organization was founded more than 120 years ago. We pioneered programs like the SAT® and AP® to expand opportunities for students and help them develop the skills they need. Our BigFuture® program helps students plan for college, pay for college, and explore careers. Learn more at [cb.org](http://cb.org).