



# SUFFIELD ACADEMY

## STANDARDIZED TESTING ACCOMMODATIONS

Please review the following information carefully, as it is a crucial resource for parents of students who will be taking any College Board exams (PSAT, SAT, AP) or the ACT and will seek accommodations. There are stringent guidelines to which all families must adhere when applying for accommodations with the College Board and/or the ACT.

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For questions about testing accommodations  
or applying for additional accommodations,  
please contact Academic Support:

**email** [nstone@suffieldacademy.org](mailto:nstone@suffieldacademy.org)

**phone** 860.386.4484

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For questions about College Board and ACT testing,  
please contact College Counseling:

**email** [mrusczyk@suffieldacademy.org](mailto:mrusczyk@suffieldacademy.org)

**phone** 860.386.4452

## **ACCOMMODATIONS—GENERAL INFORMATION**

Accommodations, including extended time, tend to be a confusing topic for many. The reality is that most people would benefit from them on standardized tests, but only certain students qualify to receive them. Suffield Academy upholds the requirements of the College Board and the ACT, and in order to apply for accommodations, the following must be true:

- Your child has documentation of a learning difference that includes the date of diagnosis, impact on academic performance, and recommended accommodations. Documentation usually comes in the form of psycho-educational evaluations, 504 Plans, or IEPs. Doctor's notes may not be sufficient.
- The documentation should be recent. Generally, this means documentation that is less than 3 years old from the date of testing. If significantly older, it may impact getting approval for accommodations.
- Suffield Academy has a copy of all documentation.
- Your child has been receiving, or is starting to receive, accommodations from Suffield Academy based on this documentation.

## **HOW TO APPLY FOR COLLEGE BOARD ACCOMMODATIONS (PSAT, SAT, AP)**

If you wish to have Suffield Academy apply for accommodations with the College Board, you must notify the school during the fall of your child's sophomore year. Please note that the process for applying is detailed, and the College Board requires several weeks (up to 7) to review applications. The first opportunity to apply for accommodations is for the PSAT administered in February of the child's sophomore year.

In order to apply:

- Families must sign a parental consent form and return it to Suffield Academy if the student is under 18. If over 18, the student signs. Suffield Academy has blank forms available.
- Families may register at any time for a specific SAT test after setting up an account online. This can be done either before or after applying for accommodations. Suffield Academy will register students for PSAT and AP tests. However, SAT tests must be registered by the families.
- Families will discuss and confirm with Suffield Academy which

accommodations to apply for.

- Suffield Academy will then apply for accommodations, which may involve sending relevant documentation for review, depending on the type of accommodation requested.

If your child is approved, this approval carries through all administrations of the College Board tests (PSAT, SAT, AP).

Please be advised that families must register for each SAT test they wish to take, even if approved for accommodations. However, there is no need to reapply for accommodations each time.

## **HOW TO APPLY FOR ACT ACCOMMODATIONS**

If you wish to have Suffield Academy apply for extended time with the ACT, you must notify the school during the spring of the child's sophomore year. Please note that the process for applying is detailed, and ACT's review process typically takes two weeks, although some reviews may take longer. The first opportunity for to apply for ACT accommodations is typically in December of the child's junior year.

In order to apply:

- Families must sign a parental consent form and return it to Suffield Academy if the student is under 18. If over 18, the student signs. Suffield Academy has blank forms available.
- Families must first register for a specific ACT test after setting up an online account with ACT. Suffield academy cannot apply for ACT accommodations until a student is registered.
  - When registering, families will need to indicate the need for accommodations. They will be asked whether they intend to apply for "national" accommodations or "special testing" accommodations based on their needs. If unsure which option to select, families can contact Suffield Academy's Academic Support for guidance:  
email: [nstone@suffieldacademy.org](mailto:nstone@suffieldacademy.org)  
phone: 860.386.4484
  - For reference, Suffield Academy's school code is 070765.
- Families should forward to Suffield Academy at [nstone@suffieldacademy.org](mailto:nstone@suffieldacademy.org) the email that they will receive from

ACT with instructions on how to work with your school to submit a request for accommodations. This email will alert Suffield Academy that the school is now able to apply for accommodations.

- Once registered, families will discuss and confirm with Suffield Academy which accommodations to apply for.
- Suffield Academy will apply for accommodations, which involves sending relevant documentation for review.

If your child is approved, these accommodations carry through administrations of future tests.

Please be advised that families must register for each ACT test they wish to take, even if approved for accommodations. However, there is no need to reapply for accommodations each time.