

ACT[®] Accommodations

Students with an IEP or a Section 504 Plan who wish to have accommodations on standardized tests must apply for accommodations ACT. ACT has their own application process and makes independent decisions regarding the approval of extended time and accommodations.

ACT Testing Accommodations

1. Go to www.actstudent.org to create an account and register for the test.
2. Pay attention to the following question, “**Do you need accommodations to access this test?**” Make sure to check “**Yes**”.
3. Determine if you are applying for:
 - National Extended Time - 504 Plan or IEP indicates:
 - i. up to time-and-a-half in school
 - ii. completes all tests in one session
 - Special Testing - 504 Plan or IEP indicates:
 - i. Double or Triple Extended Time
 - ii. 1:1 testing with extended time
 - iii. requires testing over multiple days
 - iv. Special technology is needed to facilitate exam
4. Make sure to list student email and parent email on application. Parents - it's a good idea to opt into receiving the same emails your son/daughter will receive.
5. Make sure that the student has “New Trier Winnetka” listed as the home high school in the Student Information Section
6. **Once you have completed the process, you will receive an email that you need to forward to New Trier. Please forward to Alan Pavlik:**
pavlika@nth.net
7. You must sign the [ACT Consent Form](#) and email to Alan Pavlik: pavlika@nth.net

Confirming Approved ACT Testing Accommodations

1. Once New Trier is alerted to the decision by ACT after 10-15 business days, Alan Pavlik will reach out with the official ACT decision letter
2. You can confirm the accommodations are appropriately applied to the test registration in the student account.
 - a. In the ACT student account underneath the applicable test date, you will be able to see a yellow/orange icon that says “Accommodations” or “Special”
 - b. Once the icon has populated, ACT has applied the approved extended time to the student test registration