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Mrs. Markeeta Clayton-AP

Mrs. Natalie Stowe
BCCA Director

College-Level Testing Accommodations **Procedures for** **Students with Disabilities**

Baldwin High School students will have an opportunity to participate in College Board tests such as the Pre-Scholastic Aptitude Test (P.S.A.T.) and Scholastic Aptitude Tests (S.A.T.). Participation in College Board Testing is completely optional, and all rules and processes regarding these tests are controlled by the College Board. Baldwin High School simply serves as a site-administrator for these tests.

Students with disabilities may apply for accommodations on these tests. All decisions regarding approval of accommodations are made by the College Board or the College, not Baldwin High School and/or Baldwin County School District.

Students, Parents, Staff and Administrators are advised of the following processes for applying for college-level testing accommodations. Please understand that application processes can take up to seven weeks. Therefore, it is imperative that the process begin early.

College Board Tests (SAT, PSAT/NMSQT, or Advanced placement exams)

The College Board provides that families can apply directly with the College Board to request testing accommodations. It also provides that families can seek assistance with the high school's SSD coordinator/liaison to the College Board. In such event, the following process will need to be followed.

1. The SSD coordinator should print a form from the College Board entitled *Consent Form For Accommodations Request*.
2. The College Board *Consent Form For Accommodations Request* should be provided to the student's family so that the school system can secure

consent to apply on the student's behalf, release records and share information with the College Board.

3. Upon return of this form, the SSD Coordinator will log into the SSD online platform and submit the request for accommodations.
4. A copy of the *Consent Form For Accommodations Request* will be maintained by the school in the student's permanent record folder. The SSD coordinator will be asked to verify that the signed consent form is on file at the school prior to submitting a request for accommodations.
5. The SSD coordinator should work swiftly with the family and the College Board to facilitate any requests for information and support of the testing accommodation request process.

Contact information for the College Board

Supports for Students with Disabilities (SSD) Program:

Website: www.collegeboard.org
Phone: 212-713-8333
Fax: 866-360-0114
TTY: 609-882-4118

Address:
P.O. Box 7504
London, KY 40742-7504

The SSD Coordinators are:

Markeeta N. Clayton Ed.S.
Assistant Principal
Baldwin High School
markeeta.clayton@baldwin.k12.ga.us
Phone: 478-453-6429 ext. 320

Leigh Ann Sowell
PEC Coordinator
Baldwin High School
leighann.sowell@baldwin.k12.ga.us
Phone: 478-453-6429 ext 329

ACCUPLACER Testing Accommodations

Accuplacer Testing Accommodations are sought and approved through Central Georgia Technical College.

Students that need assistance with applying for Accuplacer Testing Accommodations should be referred to the Central Georgia Technical College special populations coordinator for the Baldwin county zone.

CGTC Special Populations Coordinator is:

Ms. Kashatriya Eason
(478) 476-5137
keason@centralgatech.edu

The high school's SSD coordinator should provide this information to any requesting students, and should serve as a point of contact in the event the students have any difficulty reaching CGTC.

CLEP Testing Accommodations

The College Board refers all requests for the following standard accommodations directly to their testing centers. Therefore, the SSD coordinator should provide families with information on how to reach the Testing Center to seek the following accommodations.

Accommodations that can be arranged directly with test centers include:

- a. ZoomText (screen magnification)
- b. Modifiable screen colors
- c. Use of a reader, an amanuensis, or a sign language interpreter
- d. Extended time
- e. Untimed rest breaks

Students that need accommodations beyond the above standardized accommodations should contact CLEP services at clep@info.collegeboard.org or at 800-257-9558 before they register through My Account.

In all of the above cases, it is the testing entity, and not the Baldwin County School District, that controls the approval of testing accommodations. However, the SSD coordinator should assist the family by serving as a singular point of contact, source of information, and liaison with the organizations as needed to facilitate the family's application for accommodations. In the event the family signs the *Consent Form For Accommodations Request*, the SSD coordinator should also apply for the College Board accommodations on behalf of the family via the SSD online platform.