



STATE OF SOUTH CAROLINA DEPARTMENT OF EDUCATION

Mick Zais
Superintendent

1429 Senate Street
Columbia, South Carolina 29201

MEMORANDUM

TO: District Test Coordinators
District Special Education Directors

FROM: Elizabeth Jones, Director
Office of Assessment

John R. Payne, Director
Office of Special Education Services

DATE: December 19, 2014

RE: The ACT[®] Student Accommodations

This memorandum is in response to questions from schools and districts regarding ACT-Approved and State-Allowed accommodations for students with disabilities and English language learners (ELLs) on The ACT[®] test to be administered to eleventh grade students in spring of 2015.

In recent months, ACT, Inc. provided schools and districts with resources and training materials regarding ACT-Approved and State-Allowed accommodations. On January 7, 2015, ACT will host a webinar to explain its online accommodations application system.

ACT is currently accepting requests for ACT-Approved accommodations and supporting documentation. All requests and supporting documentation for ACT-Approved accommodations must be submitted to ACT by January 23, 2015. For students with disabilities who want college-reportable scores, schools must follow the procedures for ACT-Approved accommodations provided by ACT. Please be sure the School Test Coordinators (STCs) are beginning to use ACT's online system, per the email ACT provided on Friday, December 12, 2014.

Please note that ACT-Approved accommodations are not available for examinees based solely on limited English proficiency. Students with disabilities who are also ELLs may apply for ACT-Approved accommodations related to their disability.

Students with disabilities who require accommodations may use State-Allowed accommodations, as specified in the ACT manuals and reference materials, without

seeking approval from ACT, however, the scores will not be college-reportable. The State Department of Education will provide additional guidance on State-Allowed accommodations in January 2015. Available accommodated materials (referred to as customized materials in South Carolina) for State-Allowed accommodations are listed on page two of the *Administration Instructions – State-Allowed Accommodations* manual that will be posted to the ACT Web site next week. The materials must be ordered through a separate order form which ACT will provide to STCs. Orders for State-Allowed accommodations materials must be submitted by April 8, 2015.

As a reminder, ACT has provided a number of materials for your use and reference related to accommodations for students with disabilities, including the following.

Test Administration Manuals

- The ACT Administration Manual for State and District Testing (Standard Time)
- The ACT Administration Manual – State and District Special Testing

Accommodations Training Documents

- Accommodations on The ACT® College Readiness Assessment
- Test Accessibility and Accommodations User Guide

Accommodations Training

- Guiding Principles for ACT-Approved Accommodations (video)
- Requesting ACT-Approved Accommodations Using TAA (video)
- Providing Locally Approved Accommodations on the ACT (video)
- Providing State-Allowed Accommodations on the ACT (video)
- Implementation Webinar on December 16, 2014

For questions about accommodations, please contact ACT, Inc. at (800) 553-6244, ext. 1788, or at statetesting@act.org.