



Applying for Accommodations for the PSAT, SAT, AP exams and/or ACT exams

You may request that BSM apply for accommodations if your student:

1. Has been on an accommodation plan for one year or more
2. Has a current assessment (diagnosed or reconfirmed within last three years) from a doctor, psychologist or psychiatrist on file - **This must be a comprehensive evaluation, and not simply a letter from a doctor.**
3. Has been using accommodations on tests on a regular basis during the school year at BSM

Complete information about the application process can be found on these websites:

PSAT/SAT and AP exams: <http://www.collegeboard.com/ssd/student/index.html>

ACT: <https://www.act.org/content/act/en/products-and-services/the-act/services-for-examinees-with-disabilities.html>

Procedures for the PSAT/SAT/AP exams:

1. The student and parent must fill out the “Consent Form for Request for Accommodations” found here: http://www.collegeboard.com/prod_downloads/ssd/Consent_Form.pdf and bring it to Mr. Herbst.
2. Please also bring all documentation that shows evidence of early impairment and the history of your child’s disability (assessments, doctor notes, letters from you as the parent, teacher notes, grade reports)
3. Mr. Herbst and Mrs. Anderson will then fill out the online application for accommodations and fax your documentation if documentation is necessary.
4. The student also must register and pay for the SAT and/or SAT Subject Tests by creating an account and registering on sat.collegeboard.org. Registration for the PSAT and the AP exams is done by BSM.

Procedures for the ACT:

1. The student must register and pay for the ACT by creating an account and registering on www.actstudent.org.
2. During registration online, the student/parent should mark that you would like to apply for accommodations.
3. ACT will automatically email Mrs. Miller. Mrs. Miller or Mr. Herbst will then fill out the online application for accommodations and upload your documentation if documentation is necessary.
4. Please also bring all documentation that shows evidence of early impairment and the history of your child’s disability (assessments, doctor notes, letters from you as the parent, teacher notes, grade reports)

Deadlines:

PSAT: Test is in October every year for juniors; please send consent form back to BSM by the end of the school year before junior year - deadline is the last week in August

ACT/SAT: Registration deadlines are at least one month before each ACT or SAT test; please register for the test(s) early so that your request to Mrs. Miller/Mr. Herbst gets in plenty of time before the registration deadline (this extra time will allow for appeals if you are denied accommodations)

AP Exams: Registration happens in March every year. BSM must apply for extended time by the February prior to the exams students wish to take.

IMPORTANT NOTES FOR ALL STUDENTS and PARENTS:

1. Both standardized testing companies have tightened their criteria for eligibility. Please provide complete documentation for the best chance to qualify for the accommodations you are asking for. If a student is denied extended time, he/she will be registered for the test without accommodations.
2. You should make copies of anything you are sending and keep them on file for future use.
3. Special testing for ACT approved accommodations will only be available at BSM for the September (Seniors only), December, February, April and June ACT test dates. BSM will not be open on Sundays or holidays for special testing. The testing calendar will be made available one to two weeks before each special testing window.

Benilde-St. Margaret's School Contacts:

Maureen Miller

Learning Specialist

mmiller@bsmschool.org

Dave Herbst

Learning Specialist

dherbst@bsmschool.org