Standardized Assessment

**Lower School/Middle School** — The ERB: CTP-IV standardized test. ERB (Educational Records Bureau) is an achievement assessment test: Comprehensive Testing Program (CTP) is the standardized test administered annually to all students in Grades 3–8.

Students requesting a reasonable accommodation of extended time must have documentation stating that they qualify for extended time for the ERB: CTP-IV standardized test. Please see the Learning Resource Center for more information or refer to the Reasonable Accommodation policy below and in the Parent/Student Handbook.

**Upper School** — The SAT, PSAT, Subject Tests and Advanced Placement Program (AP) tests fall under the College Board. The ACT test falls under American College Testing (ACT). Administration dates, registration deadlines and information on standardized tests are posted in the college counseling office, where test bulletins and booklets with practice questions are always available. Additional information about the College Board can be found at www.collegeboard.com, and for the ACT at www.act.org.

The Preliminary Scholastic Aptitude Test (PSAT) for sophomores and juniors: All sophomores and juniors take the PSAT at LJCDS. The school registers students and automatically bills families to cover the testing and administrative fees.

Colleges do not have any stated preference between the SAT or ACT for admissions, as both are accepted equally. In order to evaluate which test is better for the student, LJCDS offers practice tests for both tests. The PSAT is a practice exam for the SAT, and a practice ACT is offered each November on campus. College counseling sends out a notice in the fall inviting students to register by email. Students are invited to meet with their college counselor in order to examine their practice scores to determine which test is a better fit for them.

Students who qualify for extended time on tests at LJCDS must complete a College Board or ACT Application Form to request special testing with accommodations on standardized exams. Please see the director of the Learning Resource Center for more information on these requirements.

College Board Testing/ACT Request for Accommodations: Students who wish to receive approval for academic accommodation for standardized tests must follow the instructions on the corresponding websites and work with the LRC director. A full diagnostic evaluation must
be submitted (if not already on file) and letters may also be submitted from physicians and psychologists who recommend additional time and/or other accommodations. The diagnostic evaluation must include both cognitive and achievement tests such as the WISC or the Woodcock-Johnson. Other documentation may be approved based on the situation. Updated testing is required every three years by ACT and every five years by the College Board.

Please note: If a student has been approved for academic accommodation for on-campus testing, they still need to go through the process of applying for the accommodation on the standardized tests. Please contact the LRC director with any questions.

**ACT** – To request accommodations, students must first:

- [Create an ACT web account](#), or log in to an existing account.
- Register for a [test date](#).
- Request [accommodations that will meet the student's needs](#).

Once an account has been set up, contact the LRC director with the eight-digit registration number sent from ACT beginning with a hyphen, date of birth and address of the student. Once the diagnostic evaluation is approved, the LRC director will then complete and submit the application to ACT on behalf of the student. Students must have signed permission letters from a parent/guardian in order to apply for accommodations. The LRC director will give the student the permission form or it can be downloaded from the ACT or College Board websites.

**College Board/SAT/AP/Subject Tests** – To request [accommodations](#), students must:

- Set up an appointment with the LRC director to complete the first part of the application.
- Submit full diagnostic evaluation, if not already on file.
- Students will bring home an approval letter that the parent/guardian must sign.

Once the diagnostic evaluation is approved, the LRC director will complete and submit the application to the College Board on behalf of the student.

[Please click here for College Board testing dates and deadlines](#).

Where to receive diagnostic testing:

1) Your local public school

2) Private therapists (see the LRC director for recommendations)