Application Process for Standardized Tests - students with Learning Differences (LD)

Extended time of other accommodations may be given to student who have documented LD, once a student has met all of the Sacred Heart Prep prerequisites:

- Documentation of the LD is up to date and complete (psychoeducational and/or neuropsychological testing within the last 3 years)
- Recommended accommodations have been used at SHP for at least 4 months prior to applying through the Center for Student Success (CSS)

Once all requirements have been met, the College Counseling office and the CSS collaborate to help you apply for use of accommodations on College Board tests and ACT. (NOTE: application may be separate from registration). Below is the procedure for applying for standardized testing accommodations:

SAT, PSAT, AP and SAT Subject Tests (College Board)
- Sign the College Board Consent Form obtained from the CSS.
- The CSS’ BCET, Mrs. Rosenberg submits an online request form to the College Board for your specific accommodations.
- The College Board generally takes two weeks to review an accommodations request. The family will receive an approval letter directly from the College Board in the mail. Please keep this letter! It contains important information you will need in the future, including the student’s SSD Code and instructions for registering for SAT exams. The SSD Code is a 10-digit number and must be used each time a student registers for the SAT or SAT Subject Tests. The student is responsible for registering for all SAT exams.
- College Board approval for accommodations will cover all tests administered by the College Board, including PSAT, SAT, SAT Subject Tests, and AP exams. Once approved, students will receive the same accommodations for ALL College Board exams for the remainder of high school.
- If you are approved for any SPECIAL TESTING (i.e., double time, reader, computer use), you will receive an email reminder from the special testing coordinator, Dana Jordan, approximately a week prior to the SAT test date with details.
- Please note that registration for PSAT and AP exams are taken care of by Sacred Heart personnel. You will receive email reminders for the PSAT and AP exams from the college counseling office approximately one week prior to test dates.
- Registration for SAT and SAT Subject tests is the responsibility of each family and should be done after consulting with your College Counselor. You can register for the SAT and SAT Subject Tests at http://sat.collegeboard.com/.
- College Board Contact information: http://www.collegeboard.com
<table>
<thead>
<tr>
<th>Accommodations Request Deadlines</th>
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<tr>
<td><strong>2018-2019 Test Dates</strong></td>
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| SAT® and SAT Subject Tests™  
August 25, 2018 | July 6, 2018 |
| SAT and SAT Subject Tests  
October 6, 2018* | August 17, 2018 |
| PSAT/NMSQT®  
October 10, 13 and 24, 2018 | August 21, 2018 |
| SAT and SAT Subject Tests  
November 3, 2018** | September 14, 2018 |
| SAT and SAT Subject Tests  
December 1, 2018* | October 12, 2018 |
| PSAT 10 Testing Window  
February 25 - March 29, 2018 | December 14, 2018 |
| SAT  
March 9, 2019* | January 18, 2019 |
## Accommodations Request Deadlines

<table>
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<tr>
<th>2018-2019 Test Dates</th>
<th>Accommodations Request and Documentation (Where Required) Must Be Received by:</th>
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<tbody>
<tr>
<td>PSAT 10 Testing Window April 1 - April 26, 2019</td>
<td>February 23, 2019</td>
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<tr>
<td>Advanced Placement Program® (AP®) May 7-11, 14-18, 2019</td>
<td>February 23, 2019</td>
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<td>SAT and SAT Subject Tests May 4, 2019*</td>
<td>March 15, 2019</td>
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<td>SAT and SAT Subject Tests June 1, 2019**</td>
<td>April 12, 2019</td>
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