

Testing Accommodations Procedures for ACT Aspire and ACT

Grade Levels

- **ACT Aspire:** Administered in **Grade 9**
- **ACT:** Administered in **Grades 11**

Test Requirements

Both the ACT Aspire and ACT tests are **mandatory** for students in the grade levels specified above.

Parental Consent

Parental consent is required for securing accommodations for ACT. The district provides specific templates for obtaining this consent. Parental consent is not required for ACT Aspire.

- [ACT Parent Consent Form](#)

Consent can be either oral or written, and the responsible party at each site, identified by the principal and reported to the district testing and district 504 coordinators, must document the consent in the district's student information system under the Demographics section.

Compiling the List of Students Needing Accommodations

The list of students requiring accommodations for **both** ACT Aspire and ACT tests is compiled through the district spreadsheet [ACT - ACT Aspire Student Accommodation List](#). Responsibility for compiling information housed in columns B-E falls on the **district's Special Education Department Specialist**. This includes students with either an IEP or 504 plan. Once those columns are complete, the Special Education Department Specialist will provide access to the appropriate tab for each school site with the following people: **School Testing Coordinator, 504 Coordinator, and Special Education Site Lead**. These individuals are responsible for columns F and G. Upon completion, the **School Testing Coordinator** will **email** the District Testing Coordinator and Assessment Department stating their tab is complete and accommodations are ready for upload. The **District Testing Coordinator and Assessment Department staff** have a **soft deadline of December 19th, 2024** for this process with the understanding that adjustments may be necessary depending on enrollment and reclassification. Listed below are the **hard deadlines** set by the Arizona Department of Education (ADE) for the ACT Aspire test and ACT for the ACT test.

- **ACT Aspire Deadline:** February, 2026
- **ACT Deadline:** January, 2026

Submission of Accommodations to External Databases

Upon receipt of confirmation to the **District Testing Coordinator** and **Assessment Department** that the compiling of the ACT - ACT Aspire Student Accommodation List is complete, accommodations will be uploaded and submitted to the respective databases by the **District Testing Coordinator** and **Assessment Department** staff. This process will begin no earlier than when the accommodation platforms open for uploads and submissions. The Assessment Department aims to complete the initial set of uploads and submissions by January 31st, 2025. The deadline for names of students needing testing accommodations and links to the testing accommodation platforms are listed below.

- **ACT Aspire:** Lists must be entered into the [ASPIRE Database](#) via the ADE's platform by February 21, 2025.
- **ACT:** Accommodations are entered into the [ACT Success Database](#) by January 31, 2025.

Testing Windows and Dates

- **ACT Aspire Testing Window (ADE):** The testing window is March 31 - April 25, 2025. The district selected **April 1, 2025** to administer tests for all 9th grade students. The School Testing Coordinator, in collaboration with their site administrators, will determine the dates and times for makeup testing and report the makeup dates and times to the **District Testing Coordinator** and **Assessment department staff**. All makeup testing must be completed **within the official testing window** by April 25, 2025.
- **ACT Testing Window (ADE):** District-selected dates are **March 25, 2025** and **April 8, 2025**.

Dissemination and Implementation of Accommodation Lists

Once lists of students needing accommodations are finalized, the **District Special Education Department Specialist** will follow up with **504 and IEP Coordinators** at the school sites to ensure the lists are distributed to the appropriate personnel administering the test.

On the day of testing, site-level teams, including the **school School Testing Coordinators, Special Education Leads, Counselors, Principal, and Test Administrators**, are responsible for implementing the accommodations. This group is also responsible for ensuring that all accommodations are adhered to during any makeup testing sessions.

To effectively train site leaders and test coordinators who will, in turn, train their test administrators:

Procedures for Training Leaders and Test Coordinators

1. **Overview of Responsibilities:**
 - District testing coordinator and specialist do not oversee the implementation of accommodations at the site level, it is crucial for site leaders and test coordinators to ensure all procedures are correctly followed.

- Collaboration between the Special Education Department Specialist, Site SPED Leads, and Counselors over 504 to accurately reflect students' needs.
- 2. **Running the Accommodations and Supports Roster:**
 - **Timing:** The roster can be run at any time; however, it is essential that it is run immediately when PAN opens, typically 3 days before testing, to verify and organize sessions based on class rosters and accommodations.
 - **Instructions:** Provide a step-by-step guide on how to access and generate the Accommodations and Supports Roster.
 - **Verification:** Ensure that all accommodations listed on the roster are accurate and align with what has been documented in students' IEPs and 504 plans.
- 3. **Understanding Universal Accommodations:**
 - Clarify that universal accommodations do not need to be uploaded into TAA.
 - Ensure that all staff understand what constitutes a universal accommodation versus those that require specific documentation.
- 4. **Test Session Creation Based on Accommodations:**
 - **Grouping Students:** Grouping students appropriately based on their accommodations, ensuring they are placed in the correct testing environment by the school site.
 - **Accommodation-Specific Sessions:** Special Education Department Specialist, Site SPED Leads, and Counselors over 504 provide guidance on creating sessions that cater to students with specific accommodations, such as extended time, separate settings, or assistive technology.
- 5. **Training Test Administrators:**
 - Site leaders and site testing coordinators to hold comprehensive training sessions with their test administrators.
 - Include a section on handling accommodations during the test, ensuring test administrators know how to implement them in a way that is compliant with testing policies.

Templates to implement the procedures

[Parental Consent form](#)

[ACT - ACT Aspire Student Accommodation List](#)

[Spreadsheet for disseminating testing accommodations to test administrators](#)