

# Requesting the Same Accommodations and/or English Learner Supports Using a Voucher for the ACT® Test



## Overview

Examinees authorized for accommodations and/or supports on the ACT test may use their authorization to streamline a request for the same accommodations and/or supports on a future administration of the test for National or Special testing.

*Note: Registration deadlines apply.*



## Requesting the Same Accommodations and/or Supports for National or Special Testing

You may advise an examinee to use the steps below to request the same accommodations and/or supports authorized through State or District testing for a future administration of National or Special testing.

- 1 Go to <http://www.act.org/the-act>. Create an ACT Web Account, or log in to an existing account.
- 2 Register to take the ACT and use the voucher as payment.
- 3 Work with a school official to update the examinee record in TAA, if necessary, and to confirm that the new test administration is added.



## Assigning a New Test Administration in TAA

For National and Special testing, authorized accommodations and/or supports tied to an examinee record in the Test Accessibility and Accommodations System (TAA) are automatically assigned to a future test date when the examinee registers, if the TAA record and the examinee's National or Special testing registration record match. Instruct the examinee to work with you after registering to confirm that an upcoming test administration is assigned in the TAA system.



## Assign a Test Administration to an Examinee Previously Authorized for Accommodations and/or Supports

- 1 Log in to your TAA account.
- 2 On the Home screen, locate an examinee by entering the examinee's TAA PIN and/or name, then select the **Search** button.
- 3 Select the **TAA PIN**. The examinee's Request History screen appears.

**Request History for DIYA SMITH**  
Download, view, and print the Decision Notification, OR edit a request to submit for reconsideration.

**Assign Test Administration**

Associated Test Administrations : ACT National and Special Testing-National and Special Testing JUL-13-2019

Test:

Test Date:

Test	Accommodations/Supports Requested	Status	Submitted Date	Submitted By	Action
1 ACT National and Special Testing	Approved Word to Word Bilingual Dictionary Translated Test Instructions(Arabic) TC 6 - Time and one-half (one day)	Partially Approved	05/01/2019	Mira Monroe	<input type="button" value="Download Decision Notification"/> <input type="button" value="Decision Document History"/> <input type="button" value="Edit for Reconsideration"/>

**State Student ID**

State Student ID:

OR

**ACT ID**

\*ACT ID:

- 4 Review the associated test administrations. If the preferred test administration is associated, no further action is necessary. If the test administration is not associated, continue to step 5.
- 5 Select the correct test and test administration from the drop-down menu. Pay attention to the date of the administration, and also the test type (e.g., National).

Associated Test Administrations : ACT National and Special Testing-National and Special Testing JUL-13-2019

Test: ACT National and Special Testing

Test Date: National and Special Testing JUN

Select Test Date

- National and Special Testing JUN-08-2019
- National and Special Testing JUL-13-2019

Requests

Assign Test Administration

- 6 Select the Assign Test Administration button.
- 7 Finally, select the **OK** button when the “Confirmation” pop-up message appears (the language for Special testing is shown below as an example).

Confirmation

By clicking ok below, I certify that I personally meet all of the requirements for the Special Testing coordinator as specified in the ACT Policies for ACT Special Testing and that I, or a designated qualified member of my staff as specified in the ACT Policies for ACT Special Testing, agree to administer tests in accordance to the policies and guidelines stated in the ACT Special Testing Administration Manual included with the test materials shipment. I will ensure to maintain security and confidentiality of all testing materials; materials will only be used for the examinee identified in this request and all materials will be returned to ACT within 24 hours upon completion of the test administration. I understand that by agreeing to be a Special Testing coordinator, I consent to the ACT Privacy Policy (<http://www.act.org/content/act/en/privacypolicy.html>), which is incorporated into these Policies for ACT Special Testing by reference, including consent to the collection of my personally identifying information and its subsequent use and disclosure.

cancel ok