

## Central Bucks High School West

### Instructions to apply for accommodations on College Board Exams and/or ACT Exams

Approval for accommodations on College Board Exams and/or ACT Exams is at the sole discretion of those companies. If you plan to apply for accommodations, follow the procedures outlined below:

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#### **College Board Exams (PSAT, SAT, AP Exams):**

*Note: Once approved, these accommodations can be utilized for all College Board exams without reapplying.*

1. Send the following items to your student's case manager or guidance counselor at CB West at least 8 weeks prior to the exam
  - a. Signed consent to release information to College Board
  - b. Accommodations checklist
2. Register for the exam by the registered deadline

If approved for accommodations, the student will be able to select "yes I want my accommodations" or "no I do not want any accommodations" at the time of every exam registration.

If your application is still pending at the time of registration, your accommodations will link up to the scheduled exam **if you register before the accommodations deadline**. Please visit this link to access accommodations registration deadlines. ---> [Click here to access accommodation deadlines](#)

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#### **ACT:**

1. Register for the exam and receive confirmation email from ACT
  2. Send confirmation email from ACT to [kaharrison@cbsd.org](mailto:kaharrison@cbsd.org)
  3. Bring the following items to your student's case manager or guidance counselor:
    - a. Signed consent to release information to ACT
    - b. Complete the accommodations checklist
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**For more information regarding accommodations, please visit:**

**For SAT's and AP exams:**

<https://accommodations.collegeboard.org/request-accommodations/request>

**or for ACT's:**

<https://www.act.org/content/act/en/products-and-services/the-act/registration/accommodations.html>