



To: Test Coordinators
Cc: System Test Coordinators
Subject: ACT State and District Testing: Register for an Accommodations Q&A Session

ACT is providing Q&A sessions to help you with the accommodations process for the ACT[®] test. This email contains information about:

- what the Q&A sessions will cover
- how to register for a session
- how to participate in a session
- accommodations resources
- next steps for a session

What the Accommodations Q&A Sessions Cover

ACT staff will answer questions you and your staff might have regarding:

- types of accommodations available
- the Test Accessibility and Accommodations System (TAA)
- the trusted agent and test accommodations coordinator roles in TAA
- the accommodations request process

Note: We'll provide Q&A sessions about test administration later; please refer to your Schedule of Events.

How to Register for a Session

To register for a session, see the table below and select the link beside your preferred time. You need to register by **the Friday before** the session date.

Date	Time	URL to Register
Wednesday, December 9	10:00 a.m. central time	https://act.ilinc.com/register/zvvttrh
Wednesday, December 9	2:00 p.m. central time	https://act.ilinc.com/register/vsxwwpr

You'll receive a confirmation email after you register.

Note: Each session is scheduled for an hour.

How to Participate in a Session

Twenty-four hours before the session, we'll send a reminder email with a link. Select the link to join the session up to 20 minutes before the start time.

During the session, you may ask questions through the chat feature or through Internet audio if you have a microphone.

Accommodations Resources

The following accommodations documents are available on your website
<http://www.act.org/aap/montana/index.html>:

- [TAA User Guide](#)
- [Accommodations on the ACT® Test](#)

To view these documents, select the Manuals and Supplements heading and then the appropriate titles.

Training videos for the accommodations process or TAA are also available under the Training heading.

Next Steps

Before you join a session, review these resources and prepare questions. If applicable, encourage your staff to take the same actions and attend the session.

Upcoming Events

The table below shows upcoming events in your testing program.

Timeframe	Event
December 9	Accommodations Q&A sessions
January 22, 2016	Deadline to submit requests for ACT-approved accommodations
January 25, 2016 – April 6, 2016	Window for ACT to receive <i>ACT-Approved Accommodations Late Consideration Form</i> .
January 15, 2016	Deadline for TC to submit off-site proposal for testing, if applicable

You'll find these events and others on your *Schedule of Events* available on your program website:
<http://www.act.org/aap/montana/index.html>

Contacting Us

If you have questions, you may:

- Contact us electronically via the Contact Us web page at:
www.act.org/aap/state/contact.html
 - Call us at 800.553.6244.
 - standard time ext. 2800
 - accommodations ext. 1788
 - Email accommodations questions to ACTStateAccoms@act.org
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Thank you,
ACT State and District Testing Team

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