Accommodation Request

In rare cases, a student with a disability may require the use of an accommodation to access state tests that is not specified in this handbook. In such cases, the following procedure is in place for schools to submit an *Accommodation Request* to the North Carolina Department of Public Instruction Office of Testing:

Directions for Charter School Test Coordinators

1. Complete the electronic version of the *Accommodation Request* form located in NCTest Admin and submit it for review.
2. The submission must be received by the Office of Testing as soon as possible after the Individualized Education Program (IEP) team or Section 504 committee meeting.

Directions for School Test Coordinators

1. Complete a copy of the *Accommodation Request* form available from the public school unit test coordinator or at https://www.dpi.nc.gov/districts-schools/testing-and-school-accountability/testing-policy-and-operations/testing-accommodations. Include all requested information and be as specific as possible. When submitting the request to the public school unit test coordinator, additional pages may be attached to substantiate the request.
2. Submit the request to the public school unit test coordinator using a secure method (e.g., encrypted file via email, courier service, hand delivery).

Directions for Public School Unit Test Coordinators

1. Screen the request to ensure it is valid and all necessary details and information are included.
2. If the request is deemed invalid, provide feedback to the school test coordinator, and if necessary, ask that the request be resubmitted.
3. If the request is valid, complete the electronic *Accommodation Request* form located in NCTest Admin and submit it for review.
4. The form must be received by the Office of Accountability and Testing as soon as possible after the IEP team or Section 504 committee meeting.

Annual Testing Program Review and Response

The Office of Testing will review the submitted request and notify the public school unit via written response whether the use of the accommodation request is approved or denied.

Accommodations used during the administration of North Carolina tests must be used routinely during classroom instruction and similar classroom tests. The use of certain accommodations may invalidate test results. Invalid test results must not be included in the student's permanent record or be used for accountability purposes.

Accommodation Request	
School code (six digits)	
School name:	
Student name:	
Student ID number:	
Assigned grade level:	
Testing accommodation documentation:	☐ Section 504 Plan ☐ Individualized Education Program (IEP)

Name of state test(s):	☐ BOG3 ☐ Read to Achieve ☐ Grade 3 Student Reading Portfolio ☐ EOG Reading ☐ EOG Mathematics ☐ EOG Science ☐ EOC English II ☐ EOC Biology ☐ EOC NC Math 1 ☐ EOC NC Math 3 ☐ WIDA Screener ☐ WIDA ACCESS ☐ CCRAA ☐ NCEXTEND1 ☐ WIDA Alternate ACCESS	☐ Reading NC Check-Ins 2.0 A ☐ Reading NC Check-Ins 2.0 B ☐ Reading NC Check-Ins 2.0 C ☐ Mathematics NC Check-Ins 2.0 A ☐ Mathematics NC Check-Ins 2.0 B ☐ Mathematics NC Check-Ins 2.0 C ☐ Science NC Check-Ins 2.0 (Earth and Space Science) ☐ Science NC Check-Ins 2.0 (Life) ☐ Science NC Check-Ins 2.0 (Physical) ☐ English II NC Check-Ins 2.0 A ☐ English II NC Check-Ins 2.0 B ☐ NC Math 1 Check-Ins 2.0 A ☐ NC Math 1 Check-Ins 2.0 B ☐ NC Math 3 Check-Ins 2.0 A ☐ NC Math 3 Check-Ins 2.0 B ☐ Biology NC Check-Ins 2.0 (Heredity) ☐ Biology NC Check-Ins 2.0 (Ecosystems) ☐ Biology NC Check-Ins 2.0 (Biological Evolution) ☐ Biology NC Check-Ins 2.0 (From Molecules to Structures)

Test date for each test *mm/dd/yyyy*	
Specify the accommodation (2–3 words):	
Describe in detail how the accommodation will be used during the test administration.	
Explain in detail the reason(s) the accommodations available in the state accommodations publications are not appropriate for the student.	
Explain in detail the reason(s) that the student requires the use of the accommodation. Documentation must be on file to verify that the student has routinely used this accommodation during classroom instruction and similar classroom assessments this school year.	
Enter Braille Options Here	☐ EBAE ☐ UEB ☐ Uncontracted ☐ Contracted ☐ Embedded with Nemeth ☐ Other (Other Braille editions not specified above, list specifications here):

Exceptional Children Teacher's Signature Date

Principal's Signature Date

Public School Unit Test Coordinator's Signature Date