

Appendix E: Guidance for Selecting and Administering the Extended Time Accommodation

What is the Extended Time Accommodation?

Extended time is a provision which expands the allowable length of time to complete assignments, tests, and activities, and may also change the way the time is organized. For PARCC, this accommodation provides additional time for a student to complete the summative assessments beyond the time allotted for the test or test unit. Students with disabilities, students who are ELs, and students who are ELs with disabilities are eligible to receive the Extended Time Accommodation. The Extended Time Accommodation allows a student to have up to a single day to complete a single test unit. Single test units may not extend beyond one school day. (For exceptions, refer to [Appendix F: Unique Accommodations Request Form](#)).

Who can benefit from the Extended Time Accommodation?

The extended time accommodation is most beneficial for students who routinely need more time than is generally allowed to complete activities, assignments, and tests. Extra time may be needed:

- To process written text (e.g., for a student who processes information slowly or has a Human Reader).
- To write (e.g., for a student with limited dexterity).
- To use other accommodations or augmentative devices (e.g., assistive technology, audio materials, or a scribe).
- For a student who needs frequent breaks that may extend the time needed to complete testing.

Documenting the Extended Time Accommodation in a Student’s Individualized Education Plan (IEP), 504 Plan, or if required by the PARCC member state, an EL Plan

For PARCC purposes, extended time must be documented in a student’s IEP, 504 plan, or if required by the PARCC member state, an EL plan based on data or observations of the student’s performance in past assessments. Where possible, each student’s IEP, 504, or if required by the PARCC member state, an EL plan should document the amount of extended time anticipated for PARCC assessments. Decisions regarding extended time should align with state policies. These decisions must be made on a case-by-case basis based on the student’s needs and any other accommodations being provided for the assessment for which the extended time will be needed. Teams should consider whether the unit time provided will meet the student’s needs prior to including a provision for extended time in student plans.

Planning and Logistics for Administering the Extended Time Accommodation

Students who require this accommodation should need to take the test in a separate setting to minimize disruptions, especially if classrooms or the computer lab are scheduled for successive testing sessions. The planning process includes consideration of additional accommodations, available technology, physical space, and personnel coverage, all of which will need to be determined well in advance of testing.

Procedure for Ending the Extended Time Accommodation with Students

Students with extended time accommodations must be given a unit in a continuous block of time and may not be brought back to that unit at a later time. If the accommodation extends into the student’s schedule lunch, then the Test Administrator must either accompany the student to lunch and remain with him or her, or bring the student’s lunch to the testing room. If the Test Administrator observes that the student is no longer productively engaged, an inquiry may be made regarding testing status. Once the extended time provision is exhausted, the Test Administrator should proceed to the next test unit or end the testing process.

Appendix F: Unique Accommodation Request Form

Directions: If a student with a disability or an EL requires an accommodation (i.e., a “unique accommodation”) that is not listed in the *PARCC Accessibility Features and Accommodations Manual*, and does not change the construct being measured by the test, the school may request the use of an accommodation not currently listed in this manual by using this form. If approved, the accommodation must be listed in the Individualized Education Program (IEP) or 504 plan for a student with a disability; and if required by the PARCC member state, an EL plan, for an EL.

To request approval for a unique accommodation, both pages of this form must be submitted to the PARCC member state by the principal or designee or District Assessment Coordinator, as required by the PARCC member state, at least six weeks prior to testing to ensure a timely state response is received. A copy of this form must be kept in the student’s file and, if appropriate, retained at the district office.

Contact Information	
Name of Principal/Designee or District/LEA District Assessment Coordinator:	Date:
School Name:	Telephone Number:
District/LEA Name:	Fax Number:
Signature:	Email:
Student Information	
Name:	Student ID #:
Grade:	DOB:
Indicate type of plan: <input type="checkbox"/> IEP <input type="checkbox"/> 504 Plan <input type="checkbox"/> EL Plan <input type="checkbox"/> EL, without an EL Plan	
PARCC Test Administration	
For which PARCC assessment are you seeking approval to use the unique accommodation:	
Provide a brief description of the accommodation for which you are requesting approval:	
Describe the evidence that supports the need for this accommodation, including how it is used by the student in the classroom or on other assessments:	
Describe the planning needed for this accommodation on PARCC tests (e.g., school staff, space, specialized tools or equipment needed):	

In submitting this form for approval, the principal/designee or assessment coordinator assures that:

- This accommodation will be documented in the student’s IEP, 504 plan, and if required by the PARCC member state, an EL plan. In the case of an IEP, the parent/guardian of the student must sign the amended IEP prior to testing.
- The school team has met and considered all listed accommodations before proposing this unique accommodation.
- The proposed accommodation is used, as appropriate, for routine class instruction and assessment.

For State (SEA) Use Only: Approval/Denial of Request
 (This completed section will be returned to your school prior to testing.)

This request has been approved. This request has been denied.

State Staff Name and Position: _____

Signature: _____ Date: _____