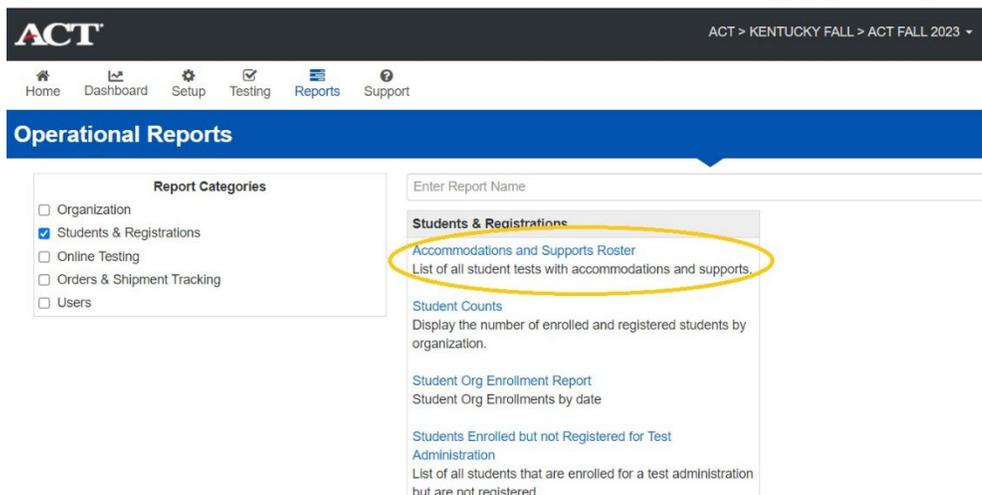Kentucky Department of
E D U C A T I O N

ACT Accommodations Information

It is recommended that each district and/or school access an Accommodations Roster Report well in advance of the testing period. This report serves the purpose of confirming that students with ACT-approved accommodations have had their Test Accessibility and Accommodations (TAA) Personal Identification Numbers (PINs) correctly applied in PAN. If any discrepancies or missing students who qualify for accommodations are identified, it is imperative that the district or school promptly contact ACT to address these issues.

The Accommodations Roster Report presents a comprehensive list of all students within the district or school who have successfully registered TAA PINs in the PAN system. Within the report, Column I indicates the assigned delivery format for each student's assessment, distinguishing between paper-based and online formats. Column J specifies the unique TAA PIN assigned to each student, facilitating precise identification and verification. Lastly, Column M indicates whether any paper-based materials are required for testing.

To produce the roster:

1. Sign into PAN. Select the organization from the upper right corner.
2. Go to Reports**>Operational Reports.**
3. **Select Students & Registrations** on the left, then click on **Accommodations and Supports Roster** from the list that appears (it will be at the top).
4. Click Download Report to produce the most recent report that has been compiled, but it is recommended to select **Request Report Refresh** to get the most current information.
5. Under Report Parameters, select the school in the drop-down list under Filtered Organization, or leave this blank if you want a report for the entire district.
6. Select **The ACT** under Test. Do not select The ACT with Writing for Kentucky schools.
7. Select **Retrieved** under Accommodation Status. This includes all accommodations in the report retrieved by applying the TAA PINs.
8. Click **Refresh Report** at the bottom of the page.
9. The report may take a minute or two to run. Check the status by clicking the blue circular arrows next to Accommodations and Supports Roster.
10. When the report is ready, the **Download Report** button appears. Click it to download the report.

The table below shows Online Equivalents for some paper-based accommodation. If the accommodation is approved as stated in the left-hand column, it converts to the online equivalent in the right-hand column if the delivery format is set to online when the TAA PIN is applied in PAN.

Paper Based Accommodation	Online Equivalent
Pre-Recorded Audio (USB)	Text-to-speech
Human Reader/Reader's Script	Text-to-speech
Blank Paper/Notecard	Answer masking/Custom Masking
Color Overlay	Color Contrast Tool
Highlighter	Highlighter Tool
Large Print	Magnification/Zoom Tool
Magnification	Magnification/Zoom Tool
Notification of time remaining	5-minute warning (Embedded in the testing platform)

If you have any questions or concerns, please contact ACT Accommodations and Supports (800-553-6244 ext. 1788) or Christen Roseberry.