

Accommodations Requests for The ACT

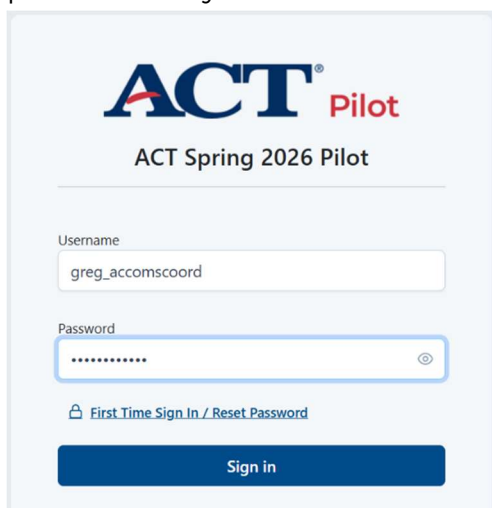
Once your students have been created in LaunchPad, they will automatically be added to the ADAM assessment administration platform. The first step prior to an administration is to create your accommodations requests for those students requesting them for the ACT. If you have already requested accommodations through the TAA system, you do not need to request them via ADAM.

Accommodations requests can be submitted by the individual who has the Test Accommodations Coordinator role in ADAM. The platform allows you to select the requested accommodation(s) and attach supporting documentation for review. ACT staff will review each request and either approve, partially approve or reject the request.

Accessing ADAM from LaunchPad

Logging In

1. In your web browser, navigate to <https://launchpad.pearson.com>
2. As a Test Accommodations Coordinator user, enter your Username and password for your LaunchPad account and click Sign in.

A screenshot of the login page for the ACT Spring 2026 Pilot. The page features the ACT Pilot logo at the top, followed by the text 'ACT Spring 2026 Pilot'. Below this is a horizontal line. There are two input fields: 'Username' with the text 'greg_accomscoord' and 'Password' with a masked password '*****'. A link for 'First Time Sign In / Reset Password' is located below the password field. At the bottom is a blue 'Sign in' button.

ACT[®] Pilot

ACT Spring 2026 Pilot

Username
greg_accomscoord

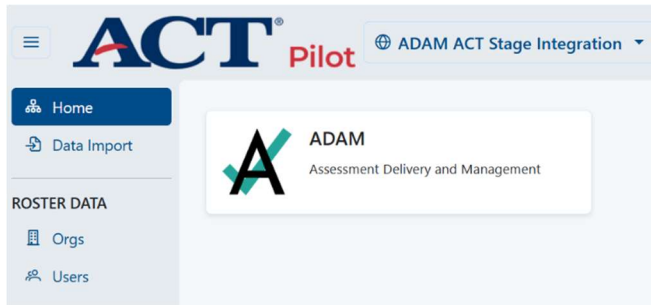
Password

[First Time Sign In / Reset Password](#)

Sign in

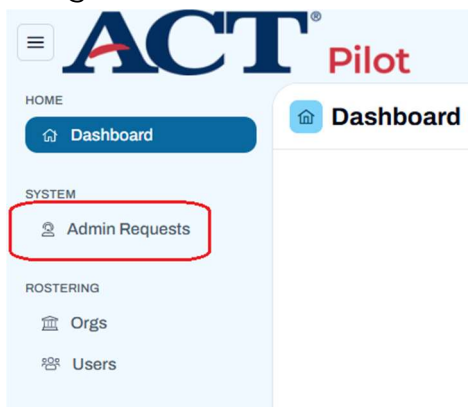


3. On the LaunchPad home screen, click the tile for ADAM to access the ADAM platform via single sign on (SSO).

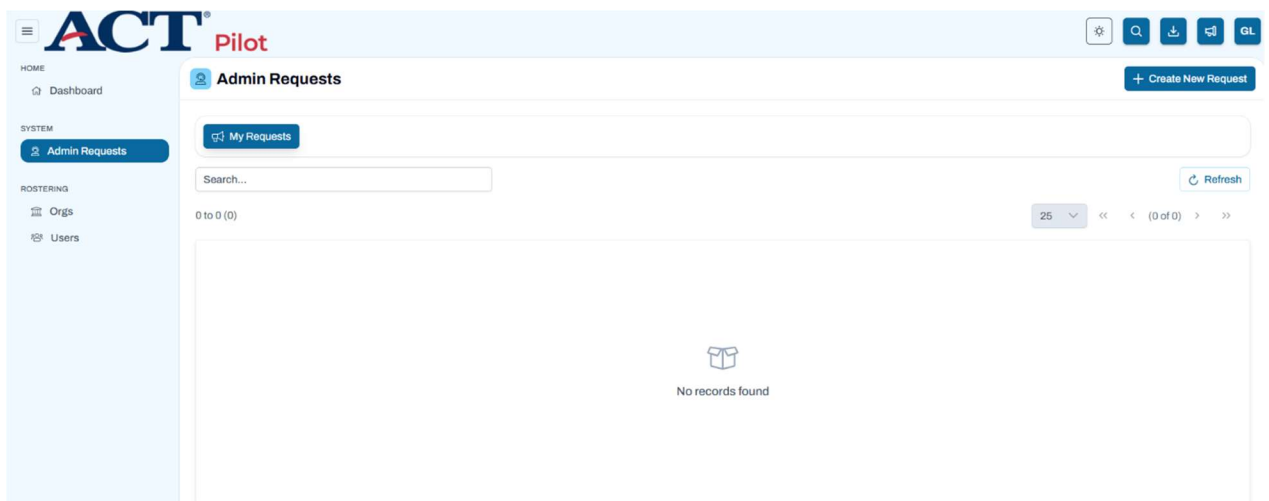


Creating a New Accommodations Request

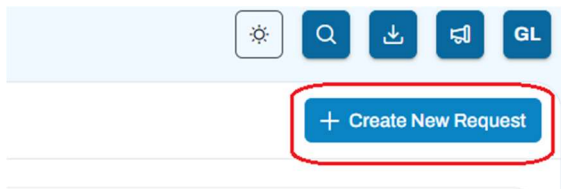
1. On the ADAM user dashboard page, click Admin Requests in the left navigation menu.



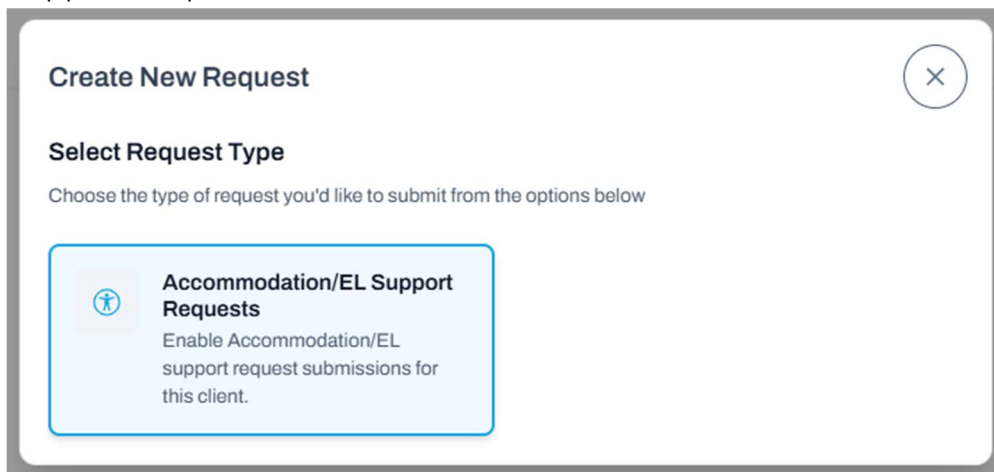
The Admin Requests screen will appear showing any existing requests along with their current status.



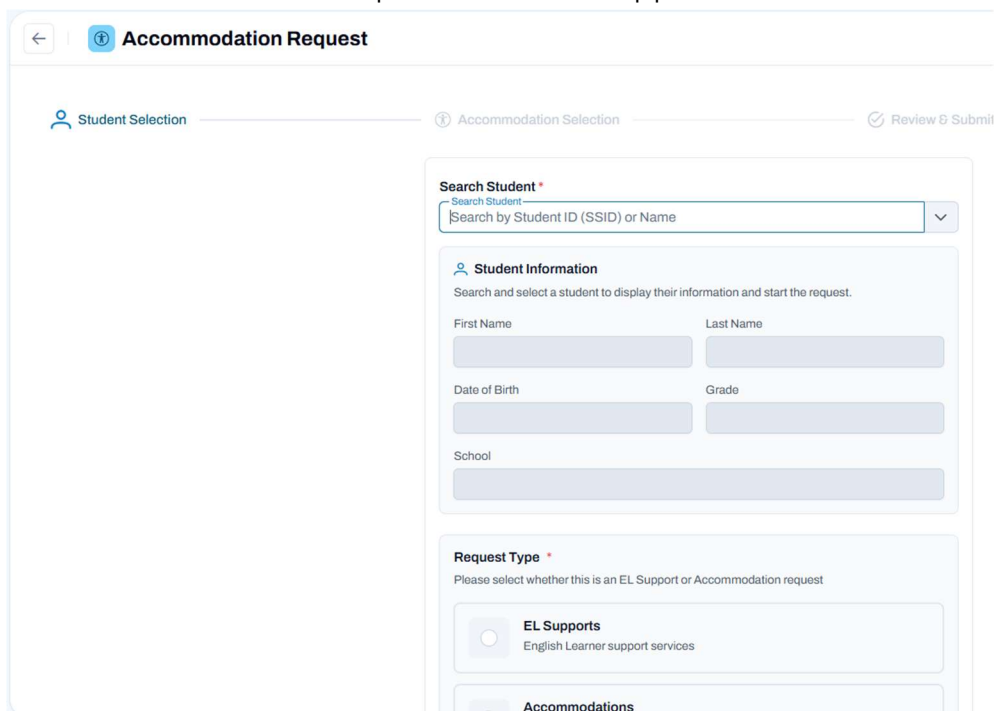
- To create a new request, click the Create New Request button in the upper right of the screen.



- In the Create New Request selection screen, click on Accommodation/EL Support Requests.



The Accommodation Request screen will appear.

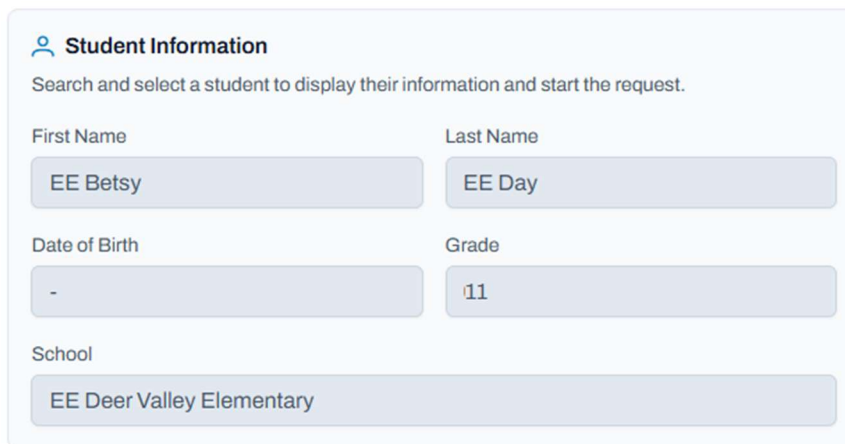


- Click into the Search Student field. A list of students will appear in the drop down. Start typing a student ID or student name to filter the list and select the desired student.



The screenshot shows a search interface titled "Search Student *". Below the title is a search input field containing the text "EE100000025". To the right of the input field are a close button (X) and a dropdown arrow (v). Below the input field, a dropdown menu is open, displaying a single search result: "EE Betsy EE Day (EE100000025)".

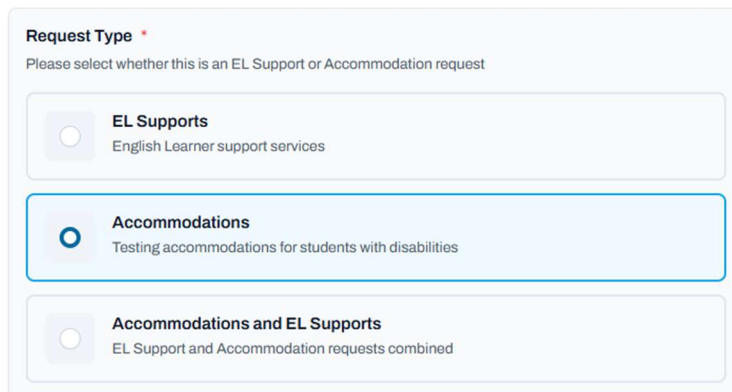
Once a student has been selected, student details will appear in the Student Information section of the screen, including student name, date of birth, grade, and school, based on the student roster information in ADAM.



The screenshot shows the "Student Information" section. It features a header with a person icon and the title "Student Information". Below the header is a subtitle: "Search and select a student to display their information and start the request." The section contains several input fields:

- First Name:** EE Betsy
- Last Name:** EE Day
- Date of Birth:** -
- Grade:** 11
- School:** EE Deer Valley Elementary

- Navigate to the Request Type section of the screen and choose the radio button associated with the type of request for the student – English Learner support services, testing accommodations, or both EL supports and accommodations.



The screenshot shows the "Request Type *" section. It includes a subtitle: "Please select whether this is an EL Support or Accommodation request". There are three radio button options:

- EL Supports**
English Learner support services
- Accommodations**
Testing accommodations for students with disabilities
- Accommodations and EL Supports**
EL Support and Accommodation requests combined



6. If required based on your selection, use the multi-select check boxes to indicate any diagnoses for the student. Diagnoses are not required for English learner support services. For testing accommodations, you must select at least one diagnosis from the available list.

Diagnosis *
Select diagnosis specific to student's plan

<input checked="" type="checkbox"/> Anxiety Disorder	<input type="checkbox"/> Intellectual Impairment (DSM 319.00)
<input type="checkbox"/> Attention Deficit Disorder (ADHD – DSM 314.00)	<input type="checkbox"/> Math Disorder (DSM 315.1)
<input type="checkbox"/> Autism Spectrum Disorder (DSM 299.00)	<input type="checkbox"/> Migraines
<input type="checkbox"/> Blind/Legally Blind	<input type="checkbox"/> Muscular Dystrophy
<input type="checkbox"/> Cerebral Palsy	<input type="checkbox"/> Post-Concussive Syndrome
<input type="checkbox"/> Depression	<input type="checkbox"/> Quadriplegia/Paralysis of Upper Extremities
<input type="checkbox"/> Diabetes	<input type="checkbox"/> Reading Disorder/Dyslexia (DSM 315.00)
<input type="checkbox"/> Disorder of Written Expression (DSM 315.2)	<input type="checkbox"/> Speech/Language Disorder (DSM 315.39)
<input type="checkbox"/> Emotional/Behavioral Disorder	<input type="checkbox"/> Tourette's/Tic Disorder
<input type="checkbox"/> Epilepsy/Seizures	<input type="checkbox"/> Traumatic Brain Injury
<input type="checkbox"/> Hearing Impairment	<input type="checkbox"/> Visual Impairment

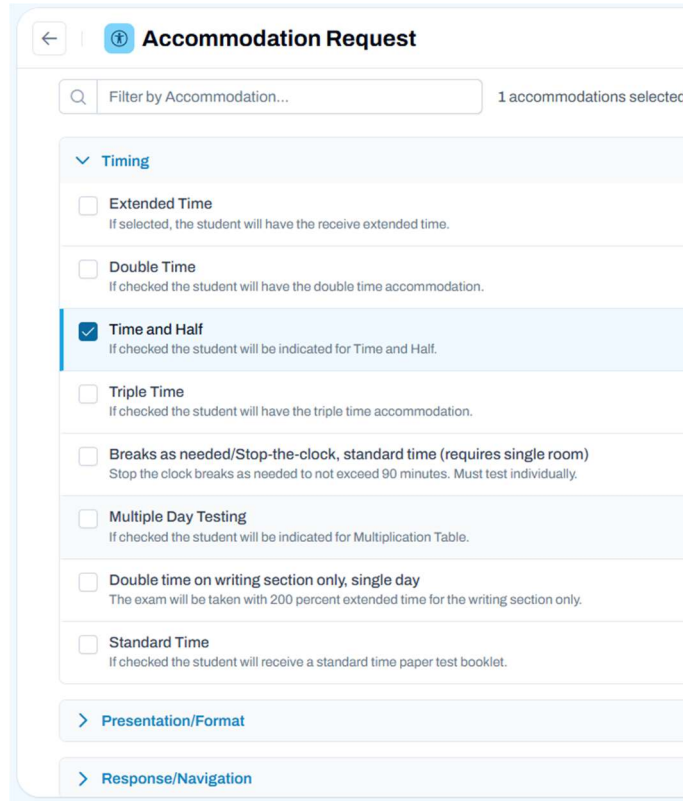
7. Click the Next button in the lower right corner of the screen.

Next →



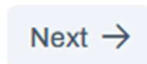
8. Select the requested accommodation(s) or EL support(s) for the student. EL supports include time and half test time and small group testing. Accommodations are broken into categories on the screen (e.g., Timing, Presentation/Format, Response/Navigation, and Setting/Location).

Note: Designated supports that are locally authorized are not included in the accommodations selections (as specified in the Accessibility Supports Guide).

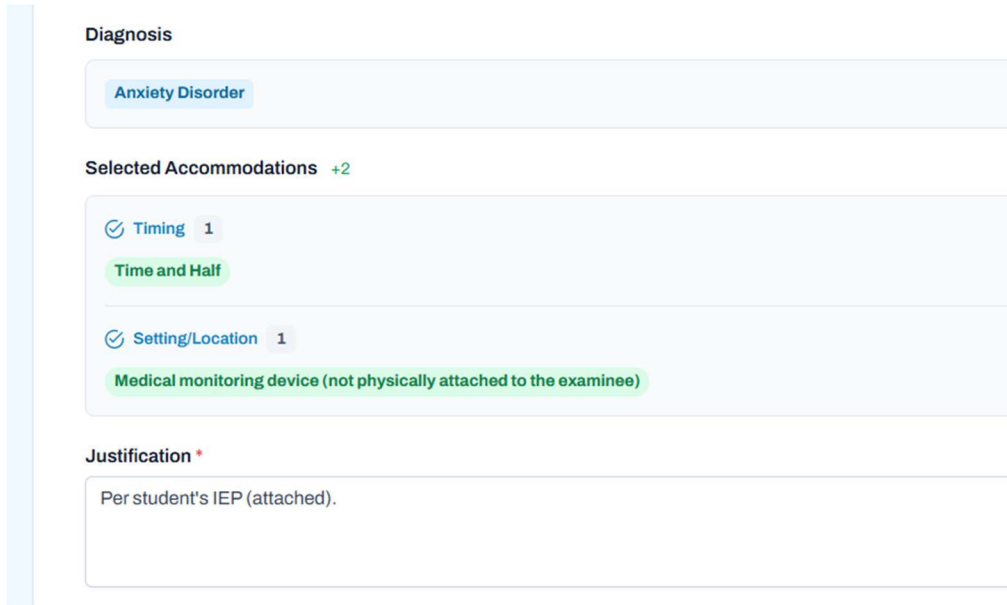


The screenshot shows a mobile application interface titled "Accommodation Request". At the top, there is a search bar labeled "Filter by Accommodation..." and a status indicator "1 accommodations selected". Below this, a section titled "Timing" is expanded, showing a list of options with checkboxes. The "Time and Half" option is selected. Other options include "Extended Time", "Double Time", "Triple Time", "Breaks as needed/Stop-the-clock, standard time (requires single room)", "Multiple Day Testing", "Double time on writing section only, single day", and "Standard Time". Below the "Timing" section, there are two collapsed sections: "Presentation/Format" and "Response/Navigation".

9. Click the Next button in the lower right corner of the screen.



10. On the Review and Submit screen, confirm you have selected all correct diagnoses for the student, as well as all requested accommodations or EL supports, then enter a justification for accommodation requests in the Justification field.



Diagnosis

Anxiety Disorder

Selected Accommodations +2

Timing 1

Time and Half

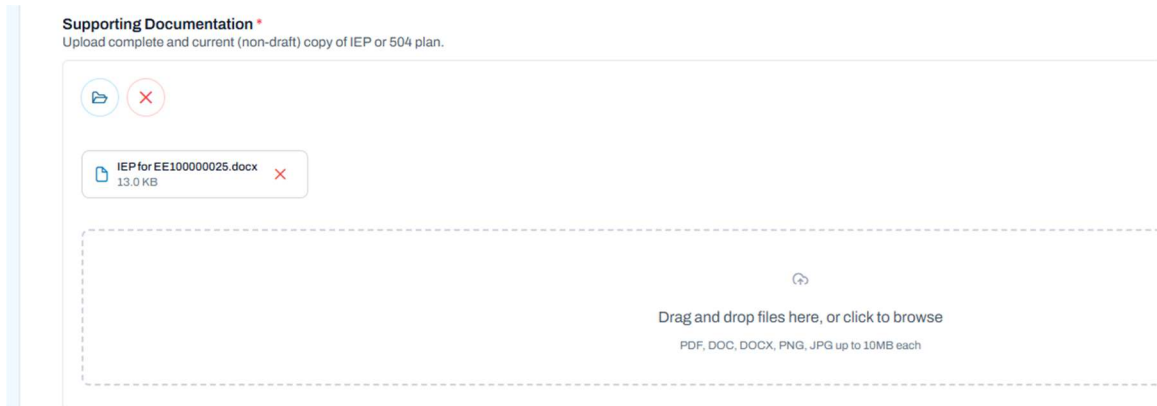
Setting/Location 1

Medical monitoring device (not physically attached to the examinee)

Justification *

Per student's IEP (attached).

11. For any required documentation associated with the accommodation request, drag the file to the upload area of the screen or click the area to navigate to and select the file from your computer or network location. You can upload a PDF file (.pdf), a Microsoft Word file (.doc or .docx) or an image file (.jpg or .png). File size is limited to 10MB for each file.



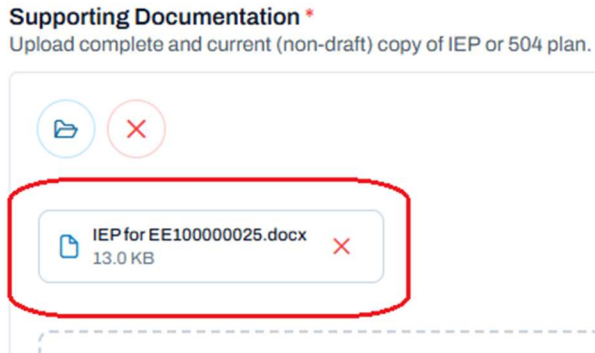
Supporting Documentation *
Upload complete and current (non-draft) copy of IEP or 504 plan.

IEP for EE100000025.docx
13.0 KB

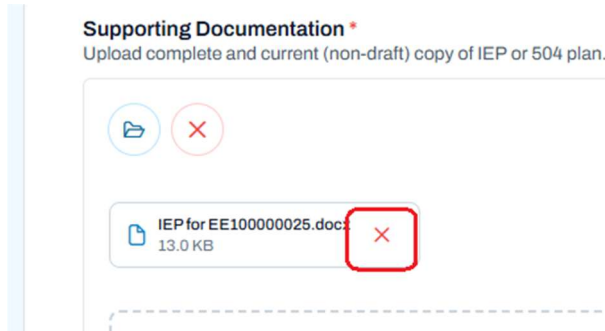
Drag and drop files here, or click to browse
PDF, DOC, DOCX, PNG, JPG up to 10MB each



Once the file is successfully uploaded, it will appear in the Supporting Documentation section.



- To remove a document from the Supporting Documentation section, click the red X next to the file name.



- To request unique accommodations not included in the standard list, use the Additional Notes field to indicate the requested accommodation(s).

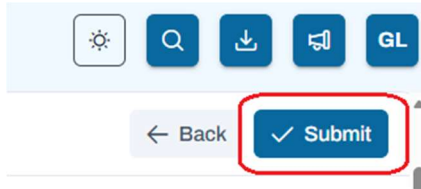
Additional Notes

If needed, please use this space to request unique accommodations not listed on the standard menu. Consult your ACT Accessibility Supports Guide.

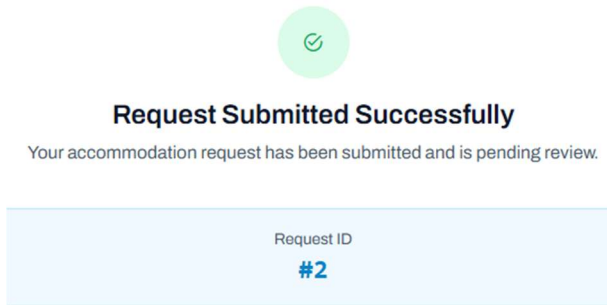
Enter additional notes...



14. Once you have selected all requested accommodations and/or supports for the student and uploaded any necessary documentation, click the Submit button in the upper right corner of the screen to submit your request for ACT review.



You will receive a confirmation that your request was submitted successfully, including a unique request ID that can be referenced when contacting ACT regarding the request.



15. Your new request will appear in the Admin Requests screen with a status of “Submitted.”

Admin Requests + Create New Request

My Requests Refresh

Search... 25 (1 of 1)

Request ID ↑↓	Type ↑↓	Requester	Assigned Admin	Organization	Status ↑↓	Last Updated ↑↓	Actions
#2	ACCOMMODATION REQUEST	Greg Laffey EE Deer Valley Elementary	Unassigned	EE Deer Valley Elementary	SUBMITTED	03/01/2026 11:23 PM	⋮



Requests within your Admin Requests screen can have several different status values.

Reques... ↓↑	Type ↓↑	Requester	Assigned Admin	Organization	Status ↓↑	Last Updated ↓↑	Actions
#6	Ⓢ ACCOMMODATION REQUEST	Greg Laffey EE Crystal River Secondary School	Jen Craft	EE Crystal River Secondary School	RETURNED	03/02/2026 7:41 PM	⋮
#5	Ⓢ ACCOMMODATION REQUEST	Greg Laffey PV School 3	Jen Craft	PV School 3	ASSIGNED	03/02/2026 7:40 PM	⋮
#4	Ⓢ ACCOMMODATION REQUEST	Greg Laffey EE Mountain High	Abel Smith	EE Mountain High	COMPLETED	03/02/2026 7:42 PM	⋮
#3	Ⓢ ACCOMMODATION REQUEST	Greg Laffey EE Enterprise High	Abel Smith	EE Enterprise High	REJECTED	03/02/2026 7:42 PM	⋮

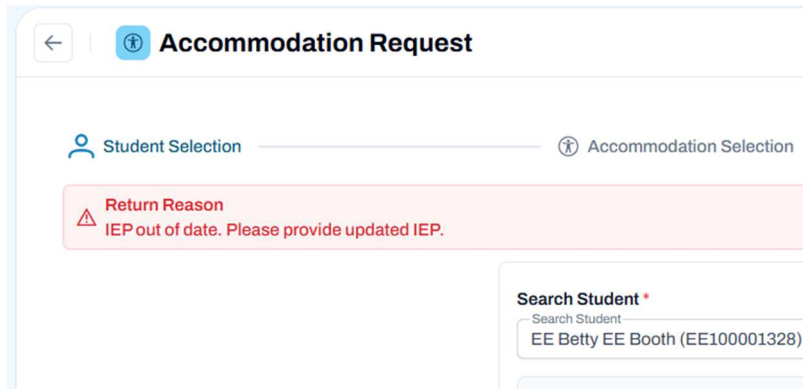
Status	Interpretation
Submitted	The request has been created and submitted for ACT review.
Assigned	The request has been allocated to an ACT accommodations request approver.
Rejected	The request has been reviewed by ACT, and the request for accommodation is not approved for the student.
Returned	The request has been reviewed by ACT, and one or more accommodations requested requires additional information before it can be approved. One or more accommodations within the request may have been approved.
Completed	ACT has reviewed the request, and the requested accommodation(s) have been approved.

16. For requests with status “Returned,” select Edit and Resubmit from the Actions drop down menu.

Organization	Status ↓↑	Last Updated ↓↑	Actions
Crystal River Secondary School	RETURNED	03/02/2026 7:41 PM	⋮
School 3	ASSIGNED	03/02/2026 7:40 PM	✎ Edit & Resubmit



17. A return reason will be listed at the top of the record.



The screenshot shows a web interface for an "Accommodation Request". At the top, there is a navigation bar with a back arrow, a location pin icon, and the title "Accommodation Request". Below this, there are two tabs: "Student Selection" (active) and "Accommodation Selection". A prominent red warning box with a triangle icon contains the text "Return Reason" and "IEP out of date. Please provide updated IEP." To the right of this box is a "Search Student" field with a red asterisk, containing the text "EE Betty EE Booth (EE100001328)".

18. Based on the return reason, enter the necessary information or upload the requested additional documentation to the request. Then, click the Submit button to resubmit the request for ACT review.

