CollegeBoard

SSD Online

Exchange Accommodations



Coordinators Can Now Easily Exchange Select Approved Accommodations In SSD Online



What's New?

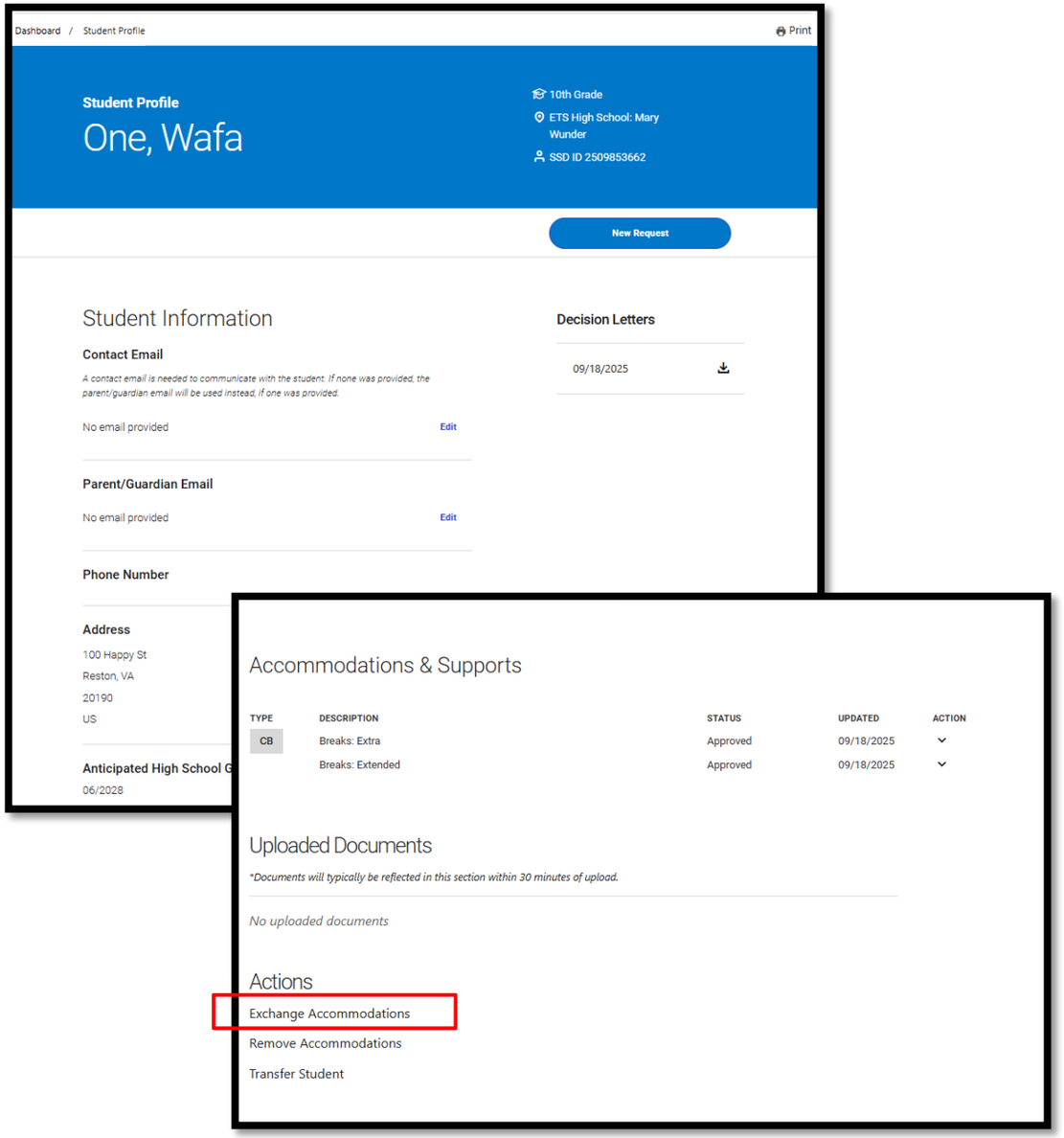
- SSD Coordinators can now exchange certain accommodations themselves in SSD Online.
- Processing time reduced from up to **7 weeks** to about **15 minutes**.
- No College Board review required for eligible exchanges.

What can Coordinators Do?

- Exchange **Extended Time accommodations**:
  - Double Time → Time and One-Half
  - More than Double Time → Double Time or Time and One-Half
  - Must be same subject type (e.g., Reading → Reading, Math → Math)
- Exchange **Assistive Technology accommodations**:
  - Screen Reader ↔ Text-to-Speech (TTS)
  - For entire test or Math sections only
- Exchange **Breaks accommodations**:
  - Extended Breaks ↔ Extra Breaks
  - Breaks as Needed → Extra or Extended Breaks
  - *Note:* Cannot exchange Extra/Extended Breaks → Breaks as Needed
- Exchange **Modified Settings**:
  - Small Group (039) → Preferential Seating (038)

How it Works

- SSD Coordinator initiates an Exchange under the student's profile.
- Go to **Student Profile**
- Scroll down to Actions and **Select Exchange Accommodations**



How it Works

- Select an accommodation for exchange
- Select the replacement accommodation
- Select **Submit**
  - Current accommodation is flipped to **Removed**.
  - New accommodation is set to **Approved**.
  - Decision letter is generated and posted to the student's profile **within 15 minutes.**
  - Action is logged as **Self-Serve** in the system.
- If accommodation not listed in the exchange flow, SSD Coordinator has to submit a **New Request**.

