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## Section 2



***The following pages list the current accommodations, features, and tools available on Arizona’s achievement tests***

### ***Achievement Accommodations (AzM2 and AIMS Science)***

To ensure valid interpretation of assessment results, it is not permissible to simplify, paraphrase, explain, or eliminate any test item, writing prompt, or answer option. If a student’s IEP calls for a testing accommodation that is not listed, contact ADE for guidance.

#### ***Administering Achievement Tests with Testing Accommodations***

Prior to the day of a test, Test Administrators must know what accommodations each student will be using and how to administer them properly. Testing accommodations provided for one student may not impede or impact other students in the testing room. It is the responsibility of the Test Administrator to see that each student who qualifies for testing accommodations receives appropriate accommodations while also ensuring that other students who do not receive accommodations are not affected. Provision of designated accommodations are recorded differently for computer-based (CBT) and paper-based (PBT) tests for ELA, science, and mathematics testing. Refer to the appropriate *Test Administration Directions* on how to properly record accommodations provided for each test. Use of designated accommodations is captured electronically on the CBT. For PBT, the Test Administrator must record both provision and observed use of testing accommodations.

## *Accommodations for Students with Disabilities*

If a student with a disability requires an accommodation not listed, *contact ADE for guidance*. **All identified accommodations for assessment must be used routinely during instruction throughout the school year.**

<b>Test Session(s)</b>	<b>Accommodation</b>	<b>Additional Information</b>
Mathematics	<b>Abacus</b> – Students may use an abacus without restrictions for any Math test or a talking calculator for students taking Part 1 of the 7 <sup>th</sup> or 8 <sup>th</sup> grade Math test or any part of the 10 <sup>th</sup> grade Math test.	
Science ELA Part 1, 2 Mathematics	<b>Adult Transcription</b> – A student who requires one-on-one adult assistance during daily instruction may orally dictate or use gestures to indicate a selected response while an adult enters this in the test. The adult may not ask or answer any questions during the session or influence student responses in any way.	<u>May not</u> be used for the Writing portion of ELA.
ELA Part 1, 2	<b>ASL and Closed Captioning</b> – Available for the listening items on the Reading portion of the computer-based ELA test.	
All Test Sessions	<b>Braille Test Booklet</b> – Provide a paper Braille test booklet.  Also requires Adult Transcription into the Data Entry Interface (DEI).	Braille tests must be ordered and approved through the test interface.
All Test Sessions	<b>Large Print Test Booklet</b> <b>CBT</b> – Students may either increase default zoom settings (up to 3x) or use Zoom Text when the student participates in CBT or provide a PBT Large Print test booklet. A PBT Large Print test booklet requires Adult Transcription into the Data Entry Interface (DEI).  <b>PBT</b> – Provide a Large Print test booklet. This accommodation also requires Adult Transcription into the Data Entry Interface (DEI).	Large Print tests must be ordered and approved through the test interface. A screenshot of the IEP language may be required for approval.
All Test Sessions	<b>Paper Test Booklet CBT</b> – Provide a regular-sized paper test booklet for a student at a school administering the CBT. This accommodation may only be used for students who are unable, due to the disability, to access instructional and testing material on a computer during the school year and must be documented in the IEP or 504 Plan. If a paper test booklet is ordered as an accommodation for a student at a CBT school, the student must use the paper test booklet and may not participate in computer-based testing. This accommodation also requires Adult Transcription into the Data Entry Interface (DEI).	Regular-sized paper tests for CBT schools must be ordered and approved through the test interface. A screenshot of the IEP language may be required for approval.

All Test Sessions	<p><b>Rest/Breaks</b> – Individual students may take short breaks during testing sessions to rest.</p> <p>PBT - Test Administrator must collect paper test booklet document</p> <p>CBT - Test must be in “Pause” status</p>	
Science Writing Mathematics	<p><b>Sign Test Content</b> – Any student who requires signing of content during daily instruction may have any of the content of Writing, Mathematics, and Science signed.</p>	Signing the content of the Reading portion of the ELA test is prohibited.
All Test Sessions	<p><b>Simplified Directions</b> – The Test Administrator may provide verbal directions in simplified English for the scripted directions from the <i>Test Administration Directions</i> manual. This must take place in a setting that does not disturb other students.</p>	No test content or directions embedded within the test may be simplified.
Writing	<p><b>Technology Use for Paper-Based Testing</b> – Use of a tablet, laptop, or workstation for the writing response and/or open response items is permitted for PBT students with an IEP or 504 Plan. Grammar check, spell check, encyclopedia, word predictive functions, and internet access must be turned off.</p> <ul style="list-style-type: none"> <li>○ The student must type the response.</li> <li>○ An adult must transfer the student’s response exactly as written into the PBT test booklet.</li> <li>○ Any print copy must be shredded. Any electronic copy must be deleted.</li> </ul>	<b>Speech-to-Text is not permitted.</b>

If a student with an IEP/504 plan requires an accommodation not listed, *contact ADE for guidance.*

## *Accommodations for an Injured Student*

Specific accommodations for a student with an injury during the testing window will be considered based on a doctor’s written recommendation and appropriateness for statewide testing. The District Test Coordinator must contact ADE to request the accommodation and submit a copy of the doctor’s note (without student identifiable information) for verification.

<b>Test Session(s)</b>	<b>Accommodation</b>	<b>Additional Information</b>
All Test Sessions	<p><b>Frequent Breaks</b> – Students who are injured may take frequent stretch breaks as needed for relief of fatigue. The student cannot talk, use electronic devices, or leave the testing room during the break.</p> <ul style="list-style-type: none"> <li>○ PBT – Test Administrator must collect paper test booklet/answer document</li> <li>○ CBT – computer must be in “Pause” status during any break</li> </ul>	
Science ELA Part 1, 2 Mathematics	<p><b>Adult Transcription</b> – A student who has a doctor’s written recommendation for one-on-one adult assistance during daily instruction may orally dictate or use gestures to indicate a selected response while an adult enters this in the test. The adult may not ask or answer any questions during the session or influence student responses in any way.</p>	<p><b>Requires:</b> Doctor’s Written Recommendation ADE Approval</p>
Science ELA Part 1, 2 Mathematics	<p><b>Request for Paper Testing</b> – A paper test may be requested for a student who had an injury that resulted in a concussion, eye injury, or similar issue if the doctor’s written recommendation has indicated restricting the use of a computer for instructional activities.</p>	<p><b>Requires:</b> Doctor’s Written Recommendation ADE Approval</p>
Writing	<p><b>Technology Use for Paper-Based Testing</b> – A student with an injury taking the paper-based test may use a tablet, laptop, or workstation to type his/her ELA Writing response. Grammar check, spell check, encyclopedia, word predictive functions, and internet access must be turned off.</p> <ul style="list-style-type: none"> <li>○ An adult must transfer the student’s response exactly as written into the PBT test booklet. Any print copy must be shredded. Any electronic copy must be deleted.</li> </ul>	<p><b>Requires:</b> Doctor’s Written Recommendation ADE Approval</p> <p><b>Speech-to-Text is not permitted.</b></p>

If the injured student requires an accommodation not listed, *contact ADE for guidance.*

## *Accommodations for English Learners (ELs) and Fluent English Proficient (FEP) Students*

For an English learner (EL), accommodations are intended to allow the student the opportunity to demonstrate content knowledge even though the student may not be functioning at grade level in English. Students who are not proficient in English, as determined by the Arizona English Language Learner Assessment (AZELLA), may use, as appropriate, any of the Universal Test Administration Conditions and any of the EL accommodations. (This includes EL students withdrawn from English language services at parent request.)

Reclassified Fluent English Proficient (FEP) students are monitored for two school years. These FEP Year 1 and FEP Year 2 students may use, as appropriate, any of the Universal Test Administration Conditions and any of the EL accommodations.

<b>Test Session(s)</b>	<b>Accommodation</b>	<b>Additional Information</b>
All Test Sessions	<b>Simplified Directions</b> – The Test Administrator may provide verbal directions in simplified English for the scripted directions from the <i>Test Administration Directions</i> manual. This must take place in a setting that does not disturb other students.	No test content or directions embedded within the test may be simplified.
All Test Sessions	<b>Translate Directions</b> – Exact oral translation, in the student’s native language, of the scripted directions from the <i>Test Administration Directions</i> manual are permitted.  <u>Not Permitted:</u> <ul style="list-style-type: none"> <li>• Translations that paraphrase, simplify, or clarify directions</li> <li>• Written translations</li> <li>• Translation of the test content</li> </ul>	No test content or directions embedded within the test may be translated.
All Test Sessions	<b>Translation Dictionary</b> – During testing, students may use the word-for-word published paper translation dictionary that is used regularly for classroom instruction.	

If an EL or FEP student requires an accommodation that is not listed, *contact ADE for guidance.*

## ***Universal Test Administration Conditions***

All *Test Administration Directions* manuals address the need to provide students with an appropriate testing location that is comfortable and free from distractions.

Universal Test Administration Conditions are specific testing situations and conditions that may be offered to **any student** to provide a comfortable and distraction-free testing environment. Universal Test Administration Conditions are available for **ELA, science, and mathematics**.

### ***Universal Test Administration Conditions include:***

- Testing in a small group, testing one-on-one, testing in a separate location or in a study carrel
- Being seated in a specific location within the testing room or being seated at special furniture
- Having the test administered by a familiar test administrator
- Using a special pencil or pencil grip
- Using a place holder
- Read-aloud (text-to-speech or human reader) content of the ELA Writing, Mathematics, and Science assessments
- Using devices that allow the student to see the test: glasses, contacts, magnification, and special lighting
- Using different color choices, reverse contrast (for CBT), or color overlays
- Using devices that allow the student to hear the test directions: hearing aids and amplification
- Wearing noise buffers after the scripted directions from the *Test Administration Directions* manual have been read
- Signing the scripted directions from the *Test Administration Directions* manual
- Repeating the scripted directions from the *Test Administration Directions* manual
- Having assistance with logging into an online test
- Reading the test quietly to himself/herself as long as other students are not disrupted

### ***Universal Test Administration Conditions include (cont.):***

- Individual students may take a stretch break (1 or 2 minutes) during test session (students cannot talk, use electronic devices, or leave the testing room during the break)
  - Paper test booklet/answer document and scratch paper must be turned over
  - CBT must be in “Pause” status
- Students may use the restroom during test (only 1 student may sign out and leave the room at a time)
  - Test Administrator must collect paper test booklet/answer document
  - CBT must be in “Pause” status
- The use of scratch paper (plain, lined, or graph; schools provide). Scratch paper must be securely shredded at the conclusion of testing
- Each testing session must be completed in the same school day in which it was started.

While some of the items listed as Universal Test Administration Conditions might be included in an IEP or ILLP as an accommodation, for achievement testing purposes these are not considered testing accommodations and are available to any student who needs them.

The following Universal Test Tools are available to **all students** taking the ELA and Mathematics CBT tests and cannot be disabled.

<b>Tool</b>	<b>Description</b>
<b>Area Boundaries</b>	Allows student to click anywhere on the selected response text or button for multiple choice options.
<b>Expand/Collapse Passage</b>	Expand a passage for easier readability. Expanded passages can also be collapsed.
<b>Help</b>	View the on-screen <i>Test Instructions and Help</i> .
<b>Highlighter</b>	Highlight text in a passage or item. Four colors are available for highlighting text.
<b>Line Reader</b>	Allows student to track the line he or she is reading.
<b>Mark (Flag) for Review</b>	Mark an item for review so that it can be easily found later.
<b>Notes/Comments</b>	Allows student to open an on-screen notepad and take notes or make comments. In ELA, notes are available globally and available throughout the session. In math, comments are attached to a specific test item and available throughout the session.
<b>Pause and Restart</b>	Allows the session to be paused at any time and restarted and taken over a one-day period.
<b>Review Test</b>	Allows student to review the test before ending it.
<b>Strikethrough</b>	Cross out answer options for multiple-choice and multi-select items.
<b>System Settings</b>	Adjust audio (volume) during the test.
<b>Text-to-Speech</b>	Text-to-Speech for Help document and content of Math, Writing, and Science.
<b>Tutorial</b>	View a short video about each item type and how to respond.
<b>Writing Tools</b>	Editing tools (cut, copy, and paste) and basic text formatting tools (bold, underline, and italic) for extended response items.
<b>Zoom In/Zoom Out</b>	Enlarge the font and images in the test. Undo zoom in and return the font and images in the test to original size.

### *Additional Subject Area Tools for ELA and Mathematics (CBT and PBT)*

Achievement testing requires specific subject area tools or resources for certain portions of the assessment.

<b>Tool</b>	<b>Subject Area</b>	<b>Description</b>
<b>Dictionary/Thesaurus</b>	Writing	<p>CBT – Students have access to the dictionary/thesaurus tool. Students may opt to use a published, paper dictionary or thesaurus instead of using this tool.</p> <p>PBT – Schools must make published, paper dictionaries and thesauruses available to students.</p> <p>Students with a visual impairment may use an electronic dictionary and thesaurus with other features turned off.</p>
<b>Writing Guide</b>	Writing	<p>CBT – Students have access to the writing guide tool in the test.</p> <p>PBT – The writing guide is included within the test booklet.</p>
<p><b>Calculator</b></p> <p><b>Grades 7-8 (Part 1 only):</b> Scientific calculators are acceptable</p> <p><b>Grade 10 (entire test):</b> Graphing calculators are acceptable</p>	Math	<p>CBT – Students have access to the calculator tool when calculator use is permitted. Students may opt to use an acceptable handheld calculator instead of this tool when calculator use is permitted.</p> <p>PBT – Students may use an acceptable handheld calculator when calculator use is permitted. Schools should provide students with an appropriate handheld calculator.</p>