



Assessments

Achievement

The following pages list the current accommodations, accessibility features, and tools available on Arizona's achievement assessments.

Achievement Accommodations

Accommodations are provisions made in how a student accesses the test and/or demonstrates learning that do not alter the validity of the test, score interpretation, reliability, or security of the test. Instructional accommodations may or may not be suitable for statewide assessment.

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 Individualized Education Program (IEP) or 504 Plan call 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 provided 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 confirm 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, mathematics, and science 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.

AASA and AzSCI Accommodations for Students with Disabilities

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

Test Units(s)	Accommodations for Students with Disabilities	Additional Information
Mathematics	Abacus – Students may use an abacus without restrictions for any Math test or a talking calculator for students taking Unit 1 of the 7 th or 8 th grade Math test.	Unit 1 of the 7 th and 8 th grade Math test ONLY
Mathematics Reading Science	Adult Scribe – A student who requires one-on-one adult assistance during daily instruction may orally dictate or use gestures to indicate a selected response for multiple choice items only 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 Unit 1, 2 (Directions only) Mathematics Science Writing	ASL –Writing portions of the computer-based ELA test. Available on the entirety of the AzSCI and AASA Mathematics Assessments ASL requires the use of a different test form that must be indicated in PearsonAccessnext (PAN).	ASL test form must be requested using the Additional Accommodations online request form
All Test Units	Braille Test Booklet – Provide a Braille test booklet. Requires Adult Transcription: An adult must transfer the student’s response exactly as written into the TestNav system for both CBT and PBT schools.	Braille tests must be requested using the Special Paper Version (SPV) test online request form
All Test Units	Large Print Test Booklet CBT – The Zoom feature in TestNav will increase the size of the entire screen for a student’s CBT test. Magnification can be set in PearsonAccess ^{next} (PAN) up to 200%, within the test environment, the student can use the buttons Ctrl and + to increase the Zoom up to 500%, if needed. If the Zoom feature does not meet a student’s needs, a PBT Large Print test booklet may be requested. A PBT Large Print test booklet requires Adult Transcription: An adult must transfer the student’s response exactly as written into the TestNav system. PBT – Provide a Large Print test booklet. This accommodation also requires Adult Transcription: An adult must transfer the student’s response exactly as written into the TestNav system. NOTE: Unless a student regularly has reading and math instructional materials enlarged for both	Large Print tests must be requested using the Special Paper Version (SPV) test online request form. The IEP or 504 Plan must clearly state the font size used for instruction and the type of materials teachers enlarge for the student.

	diameter and font size, you may consider testing the Zoom feature in the sample tests using TestNav since the test booklets are approximately 18 inches tall, and the font size is 18 pt.	
All Test Units	<p>Paper Test Booklet for CBT schools – A student who cannot access the computer for classroom work due to injury, illness, or vision impairments may need a paper test in lieu of taking the test with peers on the computer. The IEP or 504 Plan must clearly indicate how the teachers accommodate the student’s need in class and the restrictions the student has when using technology (examples: no more than xx minutes of screen time per day, must have a significant break after xx minutes, no computer usage at all, etc.).</p> <p>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 requires Adult Transcription: An adult must transfer the student’s response exactly as written into the TestNav system.</p>	Regular-sized paper tests for CBT schools must be requested using the Special Paper Version (SPV) test online request form.
Mathematics Science	Math Window: All students in grades 3-8 and 11 may use their math window during testing.	All Math and Science test units
All Test Units	<p>Rest/Breaks – Individual students may take short breaks during testing sessions to rest. Students may only leave the room for a restroom break, visit to the nurse’s office, or for emergency purposes.</p> <p>This does not apply to the Grade 3 Oral Reading Fluency (ORF) Telephone Test as there is no pause feature using the telephone test.</p> <ul style="list-style-type: none"> • PBT The Test Administrator must collect the student’s paper test booklet and scratch paper. • CBT students must sign out of TestNav without submitting the test. The Test Administrator will need to resume the student’s test session using PearsonAccessnext (PAN). 	<p>Electronic devices are not permitted during breaks.</p> <p>Once a test unit is begun, students may not take a break for lunch. Do not start the test unit unless there is sufficient time to complete the testing unit.</p>

Mathematics Science Writing	Sign Test Content – Any student who requires signing of content during daily instruction may have any of the content of Writing, Mathematics, and Science signed.	Signing the content of the Reading portion of the ELA test is prohibited.
All Test Units	Simplified Test Administration Directions – 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.	Test content or directions embedded within the test may not be simplified.
Writing Prompt	Technology Use for Paper-Based Testing – Use of a tablet, laptop, braille writer 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. <ul style="list-style-type: none"> • The student must type the response. • Adult Transcription: An adult must transfer the student’s response exactly as written into the PBT test booklet. After Adult Transcription, any print copy must be shredded. Any electronic copy must be deleted.	Speech-to-Text and dictation are not permitted.

AASA and AzSCI 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 (please include the SSID) for verification. If the injured student requires an accommodation not listed, *contact ADE for guidance*.

Test Unit(s)	Accommodations for an Injured Student	Additional Information
All Test Units	<p>Frequent Breaks – 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. Students may only leave the room for a restroom break, visit to the nurse’s office, or for emergency purposes.</p> <p>This does not apply to the Grade 3 Oral Reading Fluency (ORF) Telephone Test as there is no pause feature using the telephone test.</p> <ul style="list-style-type: none"> • PBT – The Test Administrator must collect the student’s paper test booklet/answer document and scratch paper. • CBT students must sign out of TestNav without submitting the test. The Test Administrator will need to resume the student’s test session using PearsonAccess^{next} (PAN). 	<p>ADE Approval not required</p> <p>Once a test unit is begun, students may not leave for lunch. Do not start the test unit unless there is sufficient time to complete the testing unit.</p>
Mathematics Reading Science	<p>Adult Scribe – 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 for multiple choice items only 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>Not permitted for Writing Prompt because it alters the construct being measured</p>	<p>Requires: Doctor’s written recommendation</p> <p>ADE Approval</p>

<p>ELA Unit 1, 2</p> <p>Mathematics</p> <p>Science</p>	<p>Request for Paper Testing for CBT Schools – 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>Requires: Doctor’s written recommendation</p> <p>ADE Approval</p>
<p>Writing Prompt</p>	<p>Technology Use for Paper-Based Testing Schools and Adult Transcription – A student with an injury taking the paper-based test may use a tablet, laptop, or workstation to type the ELA Writing response. Grammar check, spell check, encyclopedia, word predictive functions, and internet access must be turned off.</p> <p>Adult Transcription: An adult must transfer the student’s response exactly as written into the PBT test booklet. After Adult Transcription, any print copy must be shredded. Any electronic copy must be deleted.</p>	<p>Requires: Doctor’s written recommendation</p> <p>ADE Approval</p> <p>Speech-to-Text and dictation are not permitted.</p>

AASA and AzSCI 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.

Test Unit(s)	Accommodations for ELs and FEPs	Additional Information
All Test Units	<p>Simplified Test Administration Directions – 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>	Test content or directions embedded within the test may not be simplified.
All Test Units	<p>Translated Test Administration Directions – Exact oral translation, in the student’s native language, of the scripted directions from the <i>Test Administration Directions</i> manual are permitted.</p> <p><u>Not Permitted:</u></p> <ul style="list-style-type: none"> • Translations that paraphrase, simplify, or clarify directions • Written translations • Translation of the test content 	Test content or directions embedded within the test may not be translated.
All Test Units	<p>Translation Dictionary – During testing, students may use the word-for-word published paper translation dictionary that is used regularly for classroom instruction.</p>	Students with a visual impairment may use an electronic dictionary with other features turned off.

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, mathematics, and science, and do not require an Accommodations Request.**

AASA and AzSCI Universal Test Administration Conditions include:

- Testing in a small group, testing one-on-one, testing in a separate location on campus 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 contrast settings (for CBT) or color overlays
- Using devices that allow the student to hear the test directions: hearing aids and amplification- Please contact ADE regarding devices requiring a Bluetooth connection
- 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 themselves as long as other students are not disrupted
- A phone or electronic device needed for medical care is permitted. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored to assure the device is only being used for medical purposes during testing

AASA and AzSCI Universal Test Administration Conditions include (cont.):

- Individual students may take a stretch break (1 or 2 minutes) during test session (students may not talk, use electronic devices, go to lunch, or leave the testing room during the break)
 - Paper test booklet and scratch paper must be collected
 - CBT students must sign out of TestNav without submitting the test. The Test Administrator will need to resume the student's test session using PearsonAccess^{next} (PAN).
 - This does not apply to the Grade 3 Oral Reading Fluency (ORF) Telephone Test as there is no pause feature using the telephone test.
- Students may use the restroom during test (only one student may sign out and leave the room at a time)
 - The Test Administrator must collect the student's paper test booklet and scratch paper.
 - CBT students must sign out of TestNav without submitting the test. The Test Administrator will need to resume the student's test session using PearsonAccess^{next} (PAN).
 - This does not apply to Grade 3 Oral Reading Fluency (ORF) Telephone Tests for paper-based schools as there is no pause feature using the telephone test.
- The use of scratch paper (plain, lined, or graph; school provided). Scratch paper must be securely shredded at the conclusion of testing
- Each testing unit must be completed in the same school day in which it was started. The AASA and AzSCI are untimed. Do not start a test unit unless there is sufficient time to complete the test in the same school day.
- **Students cannot leave for lunch during a test session.** Test units should be scheduled in a way that provides the student more than adequate time to complete the test.

While some of the items listed as Universal Test Administration Conditions might be included in an IEP or 504 plan 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, Mathematics, and Science CBT tests and cannot be disabled. Students should be provided ample opportunities to practice using these tools prior to testing by accessing the [TestNav Sample Tests](#) available year-round. Universal Tools appear in the TestNav Toolbar or in the User Dropdown Menu.

Universal Tool	Description
Alternate Mouse Pointer	There are six alternate mouse pointers available for students in TestNav. Alternate options include a medium, large, or extra-large sized white pointer, and extra-large sized black, green, or yellow pointer. Screenshots of each are available in the TestNav Alternate Mouse Pointer Guide .
Answer Masking	Allows student to electronically cover and reveal individual answer choices.
Answer Eliminator	Cross out answer options for multiple-choice and multi-select items.
Area Boundaries	Allows student to click anywhere on the selected response text or button for multiple choice items.
Bookmark for Review	Mark an item for review so that it can be easily found later.
Contrast	Allows the student to change the background and text color based on need or preference. The Contrast setting will not change images or artwork. The options are: <ul style="list-style-type: none"> • White background with black text • Cream background with black text • Light blue background with black text • Black background with white text • Light magenta background with black text • Blue background with yellow text
Expand/Collapse Passage	Expand a passage for easier readability. Expanded passages can also be collapsed.
Highlighter	Highlight text in a passage or item.
Line Reader	An adjustable box allows the student to focus on one line or a few lines at a time. The box can be adjusted to increase or decrease the number of lines shown. The Line Reader and Magnifier tools may be used simultaneously.
Magnifier	Allows the student to make part of the screen larger. When in use, the magnifier can be moved around the screen as needed.

Notes/Comments	Allows student to open an on-screen notepad and take notes or make comments. Notes carry over within a passage set. In non-passage items, notes are attached to the specific test item on which they are entered.
Pause and Restart	Students may sign out of TestNav. Before the student can resume testing, the Test Administrator will need to resume the student's session in TestNav.
Review Test	Allows student to review the test before submitting it.
System Settings	Adjust audio (volume) during the test.
Text-to-Speech	Text-to-Speech for content of Math, Writing, and Science.
Tutorial	Learn and practice using TestNav tools and responding to each item type.
Writing Tools	Editing tools (cut, copy, and paste) and basic text formatting tools (bold, underline, and italic) for extended response items.
Zoom In/Zoom Out	<p>Enlarge the font and images in the test up to 200%. Undo zoom in and return the font and images in the test to original size.</p> <ul style="list-style-type: none"> • To zoom with a keyboard on a PC, press CTRL+ to zoom in and CTRL- to zoom out. Use Ctrl 0 to return to the default size. • To zoom with a Keyboard on a Mac, press CMD+ to zoom in and CMD- to zoom out. Use CMD 0 to return to the default size. • In TestNav, access the zoom feature from User Dropdown Menu

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.

Subject Area Tool	Subject Area	Description
Dictionary/Thesaurus	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>
Writing Guide	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>Calculator</p> <p>Grades 7-8 (Unit 1 only): Scientific calculators are acceptable</p>	<p>Math</p> <p>See Calculator Guidance</p>	<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>
<p>Calculator</p> <p>Grade 5 Four Function calculators are acceptable</p> <p>Grades 8 and 11 Scientific calculators are acceptable</p>	<p>Science</p> <p>See Calculator Guidance</p>	<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>

Calculator Guidance – AASA and AzSCI

The AASA and AzSCI calculator guidelines are designed to provide appropriate support for students while still measuring a student's mastery of the standards. On tests where calculators are permitted, it is ideal for a student to use the recommended acceptable calculator. If the recommended calculator is not available, students may use a calculator with less functionality. The Desmos Scientific calculators have been customized for AASA and AzSCI and are embedded in online tests that allow the use of a calculator. These guidelines are for the assessment only. They are not intended to limit instruction in the classroom. Technology is a part of the Arizona Mathematics and Science Standards, and students should still be interacting with technology as appropriate for engaging with and learning the standards.

AASA

Grades 3-6: Calculators are not permitted on AASA.

Grades 7-8: Scientific calculator and talking calculator (1:1 administration) are permitted on AASA Math Unit 1 only.

No calculators are permitted on AASA Math Unit 2.

Scientific calculator should include these functions: standard four functions (addition, subtraction, multiplication, and division), decimal, change sign (+/-), parentheses, square root, and π . They may NOT include: any problem solving or programming capabilities, place values, and inequalities.

Sample acceptable calculator: TI-30X IIS or similar

The Desmos Scientific calculator is embedded in the online AASA Math Unit 1 test.

AzSCI

Grade 5: A four-function calculator and talking calculator (1:1 administration) are permitted on AzSCI.

The Desmos four-function calculator is embedded in the online AzSCI test.

Grades 8,11: A scientific calculator and talking calculator (1:1 administration) are permitted on AzSCI.

Scientific calculator should include these functions: standard four functions (addition, subtraction, multiplication, and division), decimal, change sign (+/-), parentheses, square root, and π . They may NOT include: any problem solving or programming capabilities, place values, and inequalities.

Sample acceptable calculator: TI-30X IIS or similar

The Desmos Scientific calculator is embedded in the online AzSCI test.

Additional Guidance

- Students are not allowed to share calculators during a test session.
- No laptop, tablet, or phone-based calculators are allowed to be used during the AASA or AzSCI assessments outside of the test-embedded calculators.
- The applicable portion of the computer-based assessment will include the acceptable online version of the approved calculator. Providing handheld calculators is not a requirement for schools choosing the computer-based assessment. However, students

may use an acceptable handheld calculator in addition to or instead of the online calculator.

Calculator Guidance – ACT Aspire and ACT

Please reference the ACT Calculator Policy for both the ACT and ACT Aspire assessments: [ACT Calculator Policy](#).

Note: The Desmos Graphing calculator is embedded in the online ACT test. A non-branded scientific calculator is embedded in the online ACT Aspire test.

ACT Aspire

ACT Aspire (Grade 9) requests for Special Paper Version (SPV) tests, including Braille, Large Print, and regular print paper tests, should be submitted to ADE for review and approval.

Additional information regarding ACT Aspire accessibility supports can be found in the [ACT Aspire Accessibility Supports Guide](#). Please also see the ACT Aspire page of the ACT-hosted website for Arizona, [Step 3: Accommodation](#) for additional resources.

ACT

Accommodations for ACT (Grade 11) are to be submitted directly to ACT using ACT's processes. ACT has provided the following resources to assist in the planning and request submission process for students who require accommodations for ACT testing.

- [ACT resources – Accommodations and English Learner Supports](#)
- [Policy for Requesting Accommodations for the ACT Test](#)
- Accommodations vs. State Testing Accessibility Supports
 - o Note: Arizona is not permitted to use non-college reportable accommodations on statewide assessments as this would not provide equal benefit to all students.

ACT accommodations requests are submitted through ACT's Test Accessibility and Accommodations (TAA) system. Please see ACT's [TAA User Guide](#) for State and District Testing for more information. ACT accommodations requests deadlines are published in the ACT Schedule of Events.