



ACCESSIBILITY & ASSESSMENTS

SABIHA KLEPK

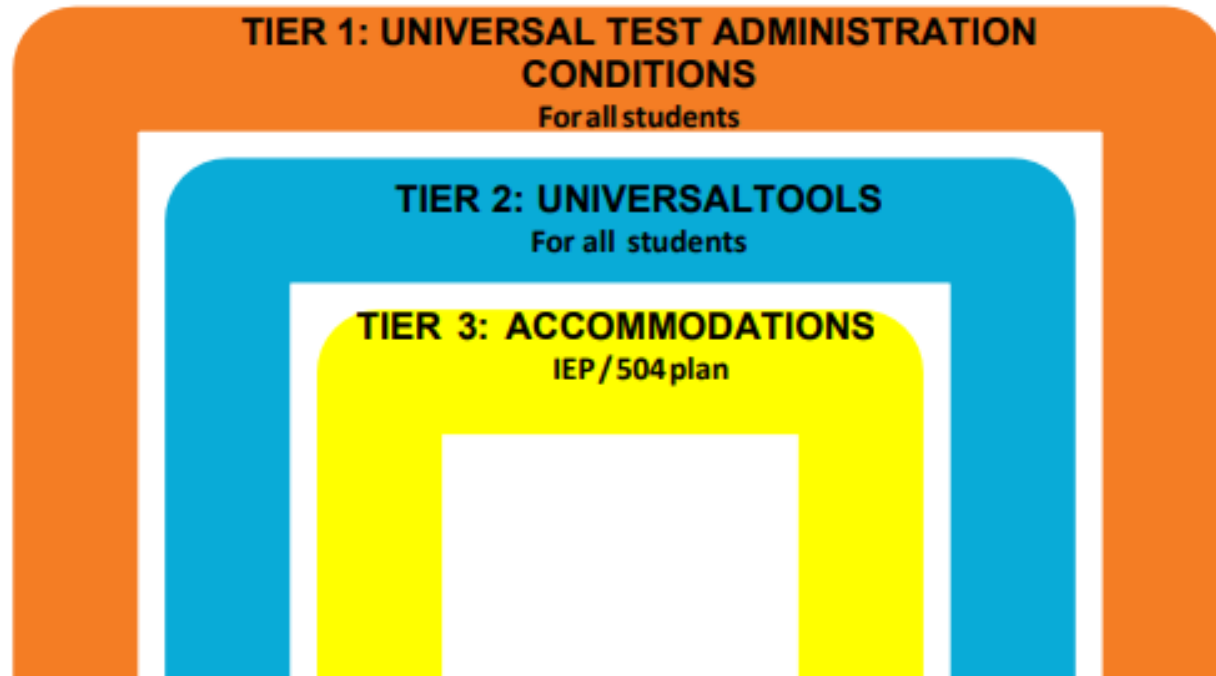
ACCOMMODATIONS AND ACCESSIBILITY SPECIALIST

AGENDA

1. Tiered Approach to Accessibility
2. Accommodations Request Process
3. Special Paper Version (SPV) Requests
4. ACT Accommodations
5. Best Practices
6. Testing Supports
7. Important Dates
8. Resources
9. Questions

TIERED APPROACH TO ACCESSIBILITY

THREE TIERS OF ACCESSIBILITY



TIER 1: UNIVERSAL TEST ADMINISTRATION CONDITIONS (UTAC)

- Vary between subjects and assessments
 - Example: Simplified Scripted Test Administration Directions are permitted on AASA and AzSCI but are **not permissible on AZELLA**
- Found in each assessment's accommodations manual
- Available to every student
- Do not require an Accommodations Request

Examples: Small group administration, Familiar Test Administrator, Testing in a separate location on campus, Glasses, Magnification Hearing Assistive Technology (If use of Bluetooth is required, please contact ADE)

TIER 2: UNIVERSAL TOOLS

- Available to all students taking the ELA, Mathematics, Science, and AZELLA Computer-Based Tests (CBT)
- Availability of tools cannot be turned off
- Tools vary between subjects and assessments
- Do not require an Accommodations Request
- Examples: Change Background and Foreground Color, Magnifier, Answer Masking

TIER 3: ACCOMMODATIONS

- Provisions made in how a student accesses the test and/or demonstrates learning that **do not alter** the validity of the test, construct, score interpretation, reliability, or security of the test.
- Accommodations remove barriers to test taking while maintaining the rigor of the assessment

ACCOMMODATIONS REQUEST PROCESS

SUBMIT REQUESTS TO ADE FOR:

- AASA (Grades 3-8)
- AzSCI (Grades 5,8,11)
- AZELLA Placement and Reassessment (Grades K-12)
- ACT Aspire (Grade 9)

ACHIEVEMENT ASSESSMENTS

- Separate request forms for SPV (Special Paper Version), Braille, Paper, Large Print and Additional Accommodations Request
- Request is valid for the entire school year
- If IEP/504 is updated after approval, please submit updated documentation via the pertinent Request Form
- Select applicable assessments in the SPV or Additional Accommodations Request Form
 - Example: For Grade 5 student, select AASA and AzSCI
- Requests for American Sign Language (ASL) should be submitted as an Additional Accommodations Request

AZELLA

- Placement
- Reassessment
- One Request Form for Special Paper Version (SPV) and Additional Accommodations
- Valid for the entire school year
 - If SPV or Accommodation is approved for Placement, approval also applies to Reassessment
- If IEP/504 is updated after approval, please submit updated documentation via the Request Form

ACT ASPIRE

- Grade 9 Only
- Aspire Accessibility Guide
- Submit Requests to ADE for: Special Paper Version (SPV), Speech-to-text (Requires Paper Administration)
 - Speech-to-text is only available on ACT Aspire
 - Request deadline: February 24
- A request for Extended Time is not needed for ACT Aspire
- Students eligible for Alternate Assessments should not be administered ACT Aspire

ALTERNATE ASSESSMENTS

- Do not require Additional Accommodations Requests
- Exception: EL students eligible for Alt ELPA who have not been administered or do not have a current AZELLA Placement test.
- All EL students must be administered the AZELLA Placement
 - Once identified as English learners with the AZELLA Placement Test, students eligible for Alternate Assessments participate in Alt ELPA in the Spring

ADE ACCOMMODATIONS REQUEST PROCESS

- Review student's IEP/504
- If student requires Assessment Accommodations, review Universal Test Administration Conditions and Universal Tools
- If your student's needs are not met by Universal Conditions and Universal Tools, then please submit an Additional Accommodations Request
 - Current IEP/504 must be included

SUBMISSION OF ADDITIONAL ACCOMMODATIONS REQUEST

1. The District Test Coordinator (DTC) or staff member submits the corresponding Request Form. All submissions are completed on a secure server.
2. Please wait to test the student until ADE provides a decision. Testing the student prior to ADE's decision will result in a Test Irregularity.
3. ADE will review and provide a decision on the request. In some instances, ADE may require additional information. If requested, please submit additional information in a timely manner.

REMINDERS

- Protect student data
- Fill out the request in its entirety
- Attach all pertinent and current documentation (e.g., IEP sections, 504 Plan)
- Ensure request is being submitted for the correct student
- An assessment accommodation cannot be provided unless the student uses the accommodation routinely during instruction.
- The DTC submitting the request will receive an automated email stating the request was submitted.

REQUEST TIPS

- Decision based on information provided
- Use Additional Information section on request form to include information not captured in the IEP or 504 Plan
- Accommodations differ between assessments. Accommodations selected should be applicable to assessments student participates in.
 - Example: MSAA Accommodations should not be selected for students participating in AASA and AzSCI

COMMON OCCURRENCES IN 2021-2022 SCHOOL YEAR

- Requests submitted for Universal Test Conditions
- Accommodation not used in Instruction
- Insufficient Information
- Missing SSID
- Late Requests
- Misinterpretation of allowable accommodations
- Assessment Accommodations not included in IEP/504 for ELs in K-2

SPECIAL PAPER VERSION (SPV) REQUESTS

AZELLA SPV AND OTHER ACCOMMODATED FORMS

- Paper
- Braille available for Reassessment (K-12)
- Large Print
- American Sign Language (ASL)
- Submit request via AZELLA Accommodations Form

AASA , AZSCI, AND ACT ASPIRE SPV

- Paper
- Large Print
- Braille
- Submit Request via Achievement's SPV Request Form
- If student is in a grade where multiple assessments are administered, only 1 request required

ACT ACCOMMODATIONS

ACT ACCOMMODATIONS PROCESS

- Requests submitted directly to ACT through the Test Accessibility and Accommodations System (TAA)
- Test Administration Coordinator (TAC) ensures [Consent to Release Information to ACT form](#) is signed and kept on file.
- TAC initiates and submits requests
- Provide additional documentation when requested
- ACT Accommodations Webinar: [November 2, 2022](#)

BEST PRACTICES

BEST PRACTICES FOR ACCOMMODATIONS REQUESTS

- Submit early
- Current documentation
- Review Accessibility Manuals
- Reach out for support with unique situations

ACCESSIBILITY TIPS

- Use sample tests to familiarize students with accessibility features
- Encourage students to experiment with accessibility tools **prior** to an actual assessment
- Prior to assessment administration, review each student's accommodations and adjust as needed
- Incorporate Assistive Technology (i.e., adaptive mouse, adaptive keyboard, amplification) as permitted by the assessment
- Submit requests for additional accommodations not listed in test administration manuals before the testing window opens

TESTING SUPPORTS

TESTING SUPPORTS IN TESTNAV

- Sample Tests provide students an opportunity to familiarize themselves with Universal Tools and Accessibility Features prior to the assessment
- TestNav Tutorials provide information on how to navigate the test

SAMPLE TESTS AND TUTORIALS

- AASA, AzSCI and AZELLA Sample Tests and Tutorials may be accessed from home.testnav.com
- Select Arizona from the options
- You will be taken to a TestNav Arizona login screen
- Username and password are not required
- Click on Mic Check & Sample Tests
- Select Sample Test or Tutorial of interest

SAMPLE TEST LOGIN SCREEN

TestNav
Arizona



Sign In

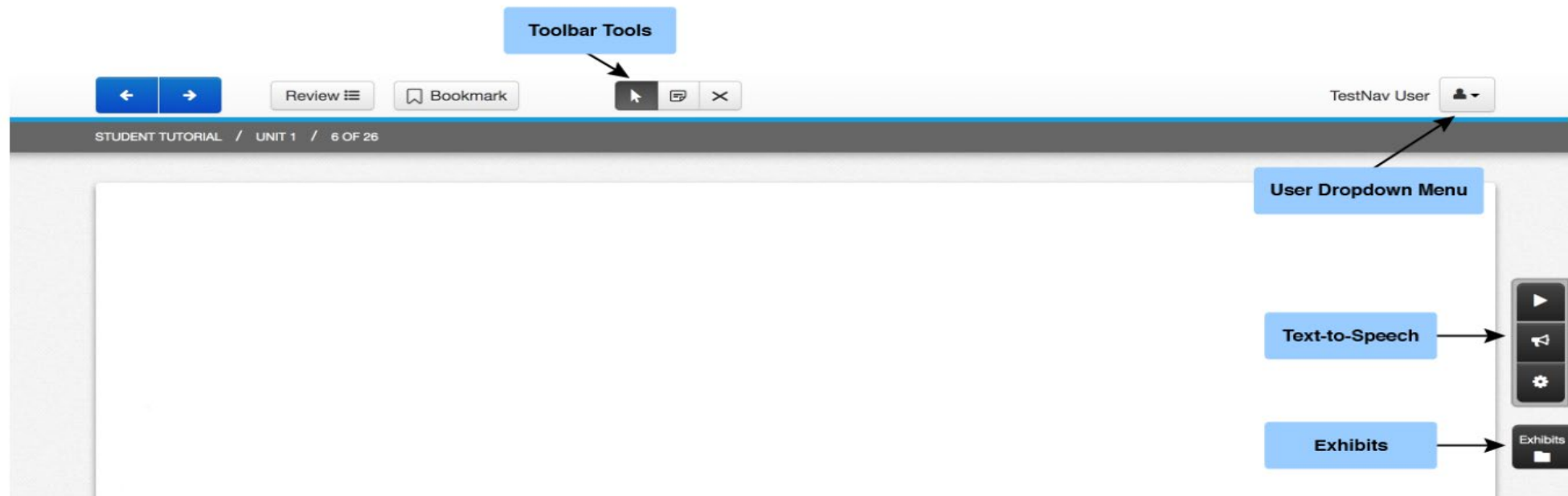
 Test Audio

 Mic Check & Sample Tests

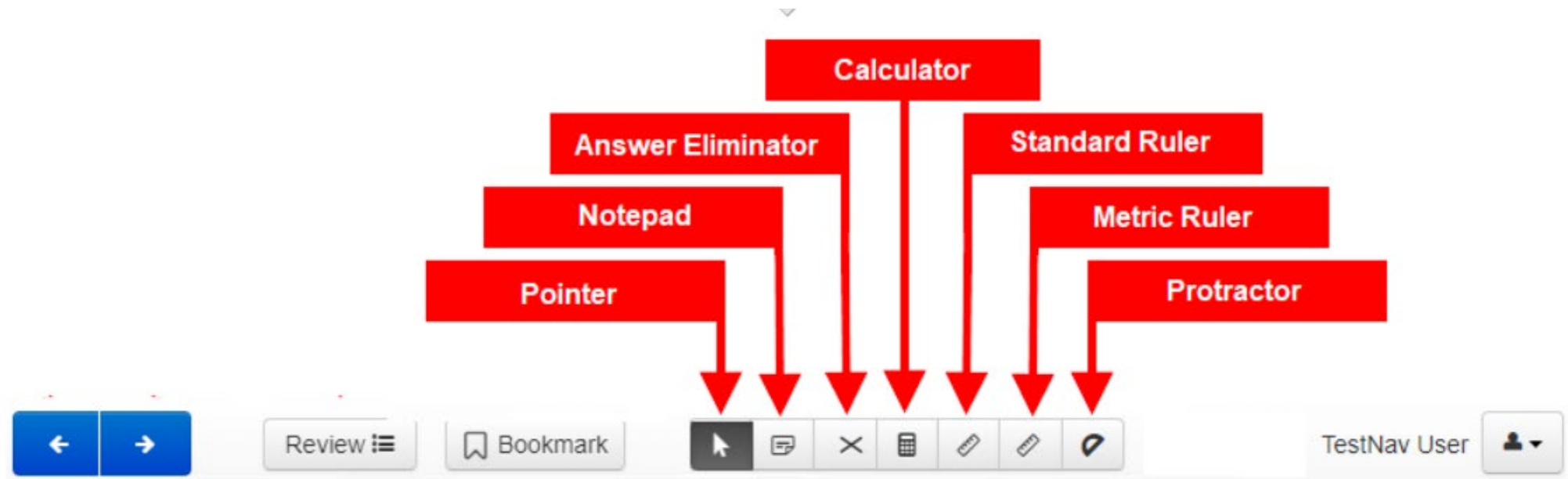
SAMPLE TOOLBAR

Using the Tools in the Test

Select tools from the toolbar and from the User dropdown menu. Your test may also have other tools on the right side of your screen.



TOOLBAR TOOLS



ACCESSIBILITY TOOLS IN USER DROPDOWN MENU

- Change background and foreground color
- Magnifier
- Line Reader Mask
- Answer Masking

KEYBOARD NAVIGATION SHORTCUTS

Many item types within TestNav can be interacted with using a keyboard. Keyboard navigation to supported item types uses basic keyboard commands.

Action	Keyboard Shortcut
Move forward	Tab
Move backwards	Shift and Tab
Select buttons	Enter or Spacebar
Navigate and select radio buttons	Arrow up or arrow down
Select and deselect boxes	Spacebar

PERSONAL NEEDS PROFILE (PNP)

- Select Universal Tools for students prior to testing session in PearsonAccess^{next}
- Student can still enable available features independently in the testing environment
- PNP available for every student

IMPORTANT DATES

SCHOOL YEAR 2022-2023

- Achievement (AASA, AzSCI, ACT Aspire) Accommodations Request Window Open Now and Closes February 24, 2023
- ACT: Open Now and Closes January 27, 2023
- AZELLA: Open Now
- MSAA and Alt ELPA: Do not require Accommodation Requests

RESOURCES

ACCESSIBILITY RESOURCES

[ADE Assessment Homepage](#)

[ADE Assessment Accessibility](#)

[ACT Arizona](#)

[ACT Test Accessibility and Accommodations \(TAA\) User Guide](#)

[ADE Assistive Technology](#)

[Council of Chief State School Officers \(CCSSO\) Accessibility Manual](#)

QUESTIONS?
