



Accessibility & Assessments

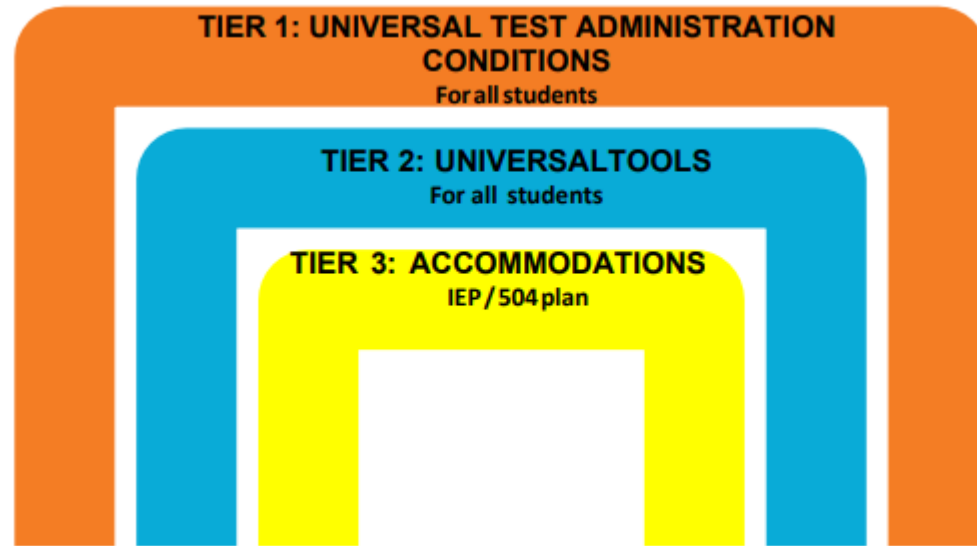
SABIHA KLEPK, ACCOMMODATIONS & ACCESSIBILITY SPECIALIST

Agenda

- Tiered Approach to Accessibility
- Accommodations Request Process
- Special Paper Version (SPV) Requests
- ACT Accommodations
- Best Practices
- Testing Supports
- Important Dates
- Resources
- Questions

Tiered Approach to Accessibility

Three Tiers of Accessibility



TIER 1: Universal Test Administration Conditions (UTAC)

- **Do not** require an Accommodations Request
- Available to every student
- 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

Examples: Small group/individual administration, Familiar Test Administrator, 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- Additional Accommodations Request

- Use [Additional Accommodations Request Form](#) if accommodation is not listed as a Universal Test Administration Condition or included as an accommodation for Students with a Disability(SWD) in the Achievement Accessibility Manual
- Requests for American Sign Language (ASL) should be submitted as an Additional Accommodations Request

AZELLA

- 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
- Use Additional Accommodations Request Form if accommodation is not listed as a Universal Test Administration Condition or included as an accommodation for Students with a Disability(SWD) in the AZELLA Accessibility Manual

ACT Aspire

- Grade 9 Only (Cohort 2027)
- Submit Requests to ADE for: Special Paper Version (SPV), Speech-to-text, ASL, Human Reader for Paper. Include student's IEP/504 Plan with Request
 - Speech-to-text is only available on ACT Aspire, requires Paper Administration
- Request deadline: February 23, 2024
- Although ACT Aspire is timed, 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 an AZELLA Placement Test or do not have a current AZELLA Test History.
- All EL students must be administered an AZELLA Placement Test
 - 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 or accommodations for SWDs, then please submit an Additional Accommodations Request
- Current IEP/504 with SSID must be included with submission

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 all applicable parts of the request
- 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 person 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
 - Do not submit requests for Universal Test Administration Conditions

Special Paper Version (SPV) Requests

Achievement Assessments- SPV Requests

- For AASA, AzSCI, and ACT Aspire
- Use [SPV \(Special Paper Version\) Request Form](#) for: Braille, Paper, Large Print
- Request is valid for the entire school year
- Select applicable assessments in the SPV Request Form
 - Example: For Grade 5 student, select AASA and AzSCI

AZELLA SPV and Other Accommodated Forms

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

ACT Accommodations

ACT Accommodations Process

- ACT Grade 11 (Cohort 2025)
- 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 at the school.
- TAC initiates and submits requests
- Provide additional documentation when requested
- ACT Accommodations Webinar: November 15, 2023
- Reminder: ACT is timed, AASA and AzSCI are untimed

Best Practices

Best Practices for Accommodations Requests

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

Accessibility Tips

- 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 windows open

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

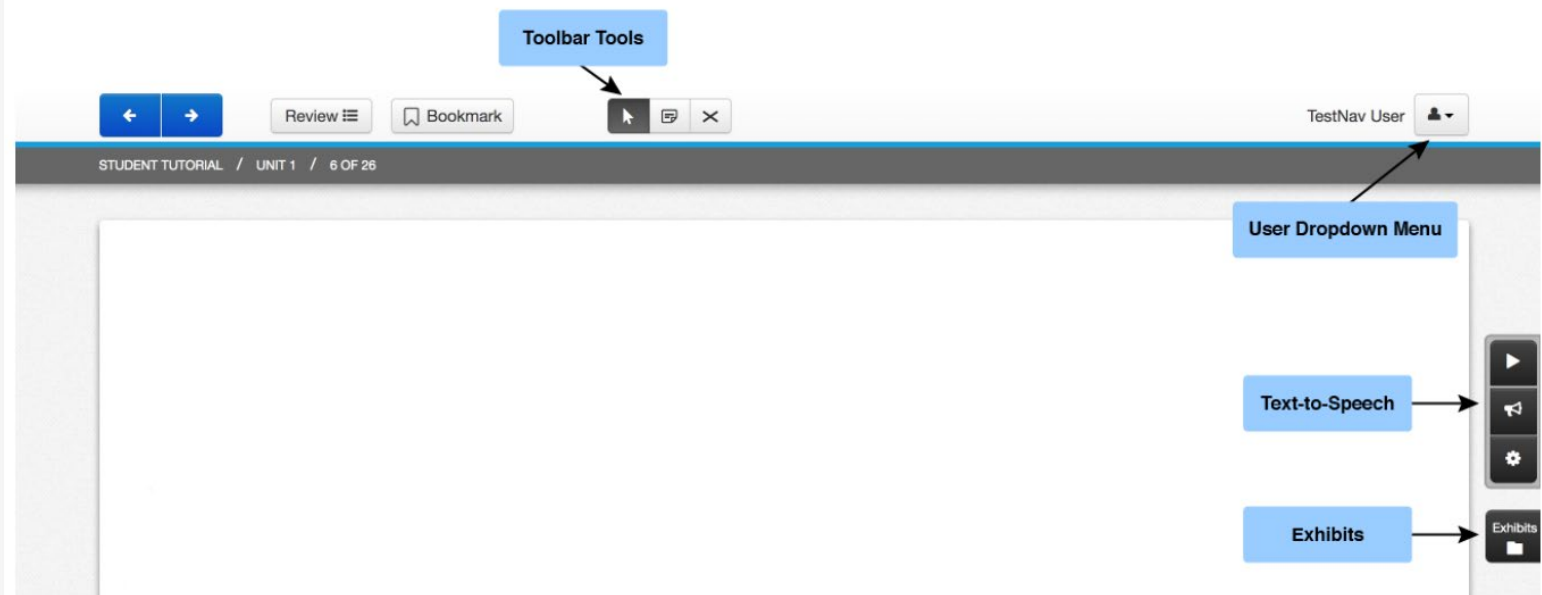
 Test Audio

 Mic Check & Sample Tests

Sample Toolbar

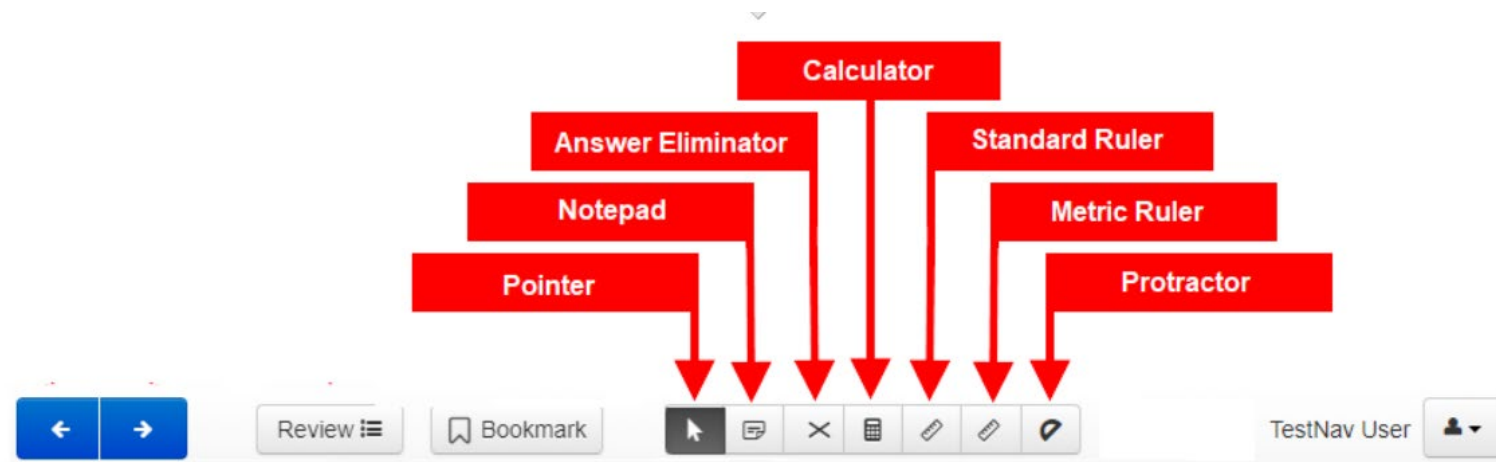
Using the Tools in the Test

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

- Availability of Toolbar Tools varies between assessments.



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 in 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

SY 23-24 Accommodations Request Windows

- Achievement (AASA, AzSCI, ACT Aspire) Accommodations Request Window: Open Now, Closes February 23, 2024
- ACT: Open Now, Closes February 2, 2024
- AZELLA Deadlines:
 - SPV Requests (SPV Paper, LP, Braille): November 17, 2023
 - Reassessment Requests: January 19, 2024
- MSAA and Alt ELPA: Do not require Accommodation Requests

ACT Webinars

- Test Administration Training Part 1: November 8, 2023
- Accommodations Webinar: November 15, 2023
- Test Administration Training Part 2: February 21, 2024
- All webinars are recorded
- Registration links are in the most recent DTC email

Resources

Accessibility Resources

[ADE Assessment Homepage](#)

[ADE Assessment Accessibility](#)

[ACT Arizona Website](#)

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

[ADE Assistive Technology](#)

[Alt ELPA Sample Tests](#)

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

[TestNav Sample Tests](#)

Questions?



THANK YOU!

For questions, please contact us at:

Testing@azed.gov

