Friday Focus Webinar – Accessibility and Assessments
October 13, 2023

What is the typical response time for decisions on accommodations after requests have been submitted?

This is dependent on the type of request and the timing of the submittal. Submitting requests early provides the shortest return time. ADE reviews submitted requests to confirm if the student has been approved for the accommodation(s) previously and if the accommodation(s) are still in place.

Can a session be offered showing the step-by-step process for submitting accommodations requests, including which portal to use, how to navigate, where to find the lists of universal accommodations for each test, etc.?

ADE's Assessment Team will take back this request and look into providing a short tutorial.

Universal supports are located in the accessibility manuals for each testing program:
https://www.azed.gov/assessment/accessibility

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 be submitted to ADE.**

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 only. The use of a Human Reader requires a one-on-one administration so as not to disturb other students. The Human Reader must not cue or influence the student's responses in any manner. Test content must be read exactly as written.
- Using devices that allow the student to see the test: glasses, contacts, magnification, CCTV, dome magnifier, large monitors, enlarged keyboards, and special lighting
- Using different contrast settings (for CBT) or color overlays
- Using devices that allow the student to hear the test directions: Hearing Assistive Technology (HAT), including hearing aids and amplification. Please submit an Additional Accommodations request for 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
- **Medical Devices:** 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.

The following document provides information on the Achievement Assessments Additional Accommodations Request Process:

[2023-2024 Achievement Assessments Additional Accommodations Request Process](#)

Submitted requests are automatically sent to the review team. There is not a separate portal to send required accommodations requests for AASA, AzSCI, or ACT Aspire.

For AASA, AzSCI, and ACT Aspire test accommodations, who should submit the request and where should they be submitted?

Requests may be submitted by the Achievement District Test Coordinator or by any staff member responsible for the student's IEP or 504 Plan. ADE's Achievement Assessments team has created two quick guides to assist with the submission process:

- *Special Paper Version Test Request Process – Refer to this quick guide when submitting requests for braille, large print, or regular print paper test accommodations using the Special Paper Version Test Request Form.*

- *Additional Accommodations Request Process – Refer to this quick guide when submitting requests for Additional Accommodations, including the American Sign Language (ASL) test form, hearing devices requiring a Bluetooth connection, a computer-based test or technology needed in a paper-based testing school, assistive technology needed by the student during testing if not included in the Achievement Assessments Accommodations Manual, or testing accommodations due to a student injury as described in the Achievement Assessments Accommodations Manual. These additional accommodations requests should be submitted to ADE for review using the Additional Accommodations Request Form.*

Webinar Information

How do I view this recorded webinar? If I attended the live event, how do I obtain a professional development certificate?

The recorded webinar and the PowerPoint slides are posted on the Assessment section website at https://www.azed.gov/assessment under the "Friday Focus Webinars 2023-2024" dropdown. If you attended the live webinar, you can access your certificate through your account in the ADE Professional Learning & Development (APLD) system.