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
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.