Updated 1-22-19

Embedded Features

What are Embedded Features and When are They Used?

Embedded features may be made available to all students during testing. Some embedded features are built into or delivered through the online system. Others are locally arranged by the test administrator.

While embedded features may be made available to all students, these features may not be appropriate for every student. The following guidelines can be used by test administrators to determine which embedded features to provide to a student:

- students should be provided opportunities to practice the use of these features in advance of the assessment;
- it may be appropriate for students not to use certain features for a student to minimize distraction during the assessment;
- students may choose to use or disable these features based on individual preference; and
- the most appropriate use of these features is to encourage students to use those features that most closely align with the supports they use daily in the classroom setting in order to promote continuity between instruction and assessment.

Educators and test administrators should pay special attention to locally administered features to ensure they are prepared to make these features available to students during the assessments.

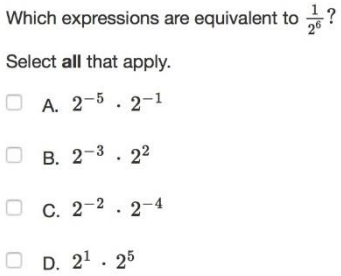
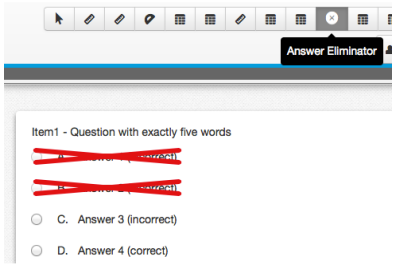
Table 1: Embedded Features			
Feature	**Details**	**Delivered Via**	**Enabling Instructions**
In Browser/App Zoom Full Screen Zoomed In 	Students may zoom or enlarge content up to 250% of the normal size of display without losing any content. To enlarge content in the TestNav Desktop Application: • In Windows ○ Press **Ctrl +** to zoom in. ○ Press **Ctrl -** to zoom out. ○ Press **Ctrl 0** to reset to default zoom. • In OS X or MacOS ○ Press **Cmd +** to zoom in. ○ Press **Cmd -** to zoom out. ○ Press **Cmd 0** to reset to default zoom. • TestNav on Chrome OS ○ Press **Ctrl +** to zoom in. ○ Press **Ctrl -** to zoom out. ○ Press **Ctrl 0** to reset to default zoom. • TestNav on Android and iOS ○ To zoom, use two fingers on the screen and: • **Pinch out** to zoom in. • **Pinch in** to zoom out. For students who require extreme levels of magnification, assistive technology magnification software is supported on forms that have been designed to support the use of assistive technology.	Online System	Embedded
Answer Eliminator 	This tool allows students to remove answer options they do not believe to be the correct answer option. The student activates the Answer Eliminator tool by selecting the **Answer Eliminator** icon on the toolbar. When the Answer Eliminator tool is in used on an item with multiple-choice options, a red X appears and “crosses out” the selected answer choice. The student disables this feature by selecting the **Answer Eliminator** icon in the toolbar again.	Online system	Embedded

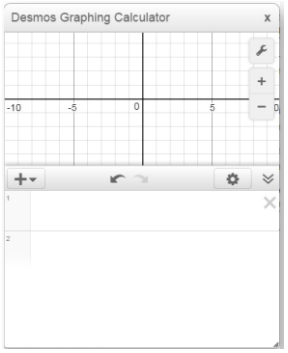
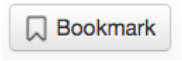
Table 1: Embedded Features			
Feature	**Details**	**Delivered Via**	**Enabling Instructions**
Calculator Mathematics (Desmos Graphing)  Science (Desmos Scientific) 	Students will be provided access to Desmos Calculators within TestNav for the Mathematics and Science assessments. Students access the on-screen digital calculator by selecting the **Calculator** icon from the toolbar. When the embedded calculator is not appropriate for the student, or if the student is taking the paper test, the student may use an alternative approved physical calculator. Approved physical calculators are listed on the ACT Calculator Policy. (http://www.act.org/content/dam/act/unsecured/documents/ACT-calculator-policy.pdf).	Online system	Embedded
Bookmark items for review  	This tool allows students to mark items they will want to review during the assessment. The student activates the bookmark tool by selecting the **Bookmark** icon on the toolbar. The student will then be prompted to review the bookmarked items before leaving the session or the test.	Online system	Embedded

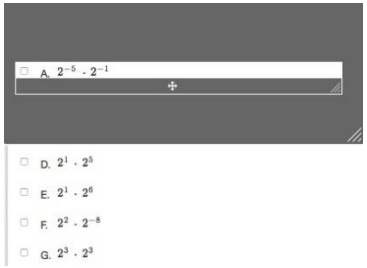
Table 1: Embedded Features			
Feature	**Details**	**Delivered Via**	**Enabling Instructions**
Line Reader Mask 	This tool supports students in reading text content by masking surrounding content. To access the tool, the student selects **Show Line Reader Mask** in the user drop-down menu. The student can position this tool anywhere on the screen and resize the tool. The student can then raise and lower the tool for each line of text on-screen. The Line Reader can be resized and the size of the reader window can be adjusted. To disable the tool, the student can select **Hide Line Reader Mask** in the user drop-down menu. The Line Reader can also be used as a general masking tool. The box can be resized by the student to cover content on the screen. The Line Reader Mask box color will change depending on the color contrast option selected.	Online system	Embedded
Color Contrast	This feature offers a range of high-contrast foreground and background color settings and a low-contrast foreground and background color setting. The student will be presented with the default color setting. The student may change the color contrast option or disable this feature during testing by selecting **Contrast Settings** in the user drop-down menu.	Online system	Embedded

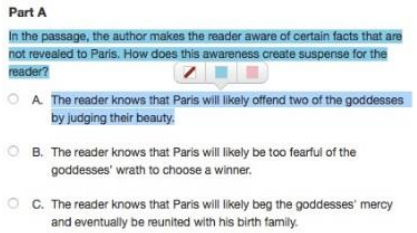
Table 1: Embedded Features			
Feature	**Details**	**Delivered Via**	**Enabling Instructions**
Answer Masking 	This feature masks all available options for multiple-choice and multiple-select items. The student will uncover answer options when ready. Students can turn on this feature by selecting **Enable Answer Masking** in the user drop-down menu. The student may disable this feature during testing by selecting **Disable Answer Masking** in the user drop-down menu.	Online system	Embedded
Highlighter 	This tool allows the student to highlight a word or group of words. The student has the option to remove highlighting and select from two highlight color options. The default colors for the highlighter are pink and blue. Different colors will be available when other contrast options are selected.	Online system	Embedded
Keyboard Navigation	The student can navigate through the test platform and interact with most features and item content without the use of a mouse. Some item types, such as graphing items, are not fully keyboard operable. Students who are fully reliant on a keyboard should be identified to take the assistive technology enabled test form which will only include keyboard operable items.	Online system	Embedded
Online Test – Spanish Transadaptation	The student is presented with a test form that has been transadapted from English to Spanish. Test directions, assessment content (as appropriate), and all on-screen instructions are presented to the student in Spanish. More information on the Spanish Transadaptive forms is provided in the administration manual.	Online system	**Accommodations Assignment Steps** Testing>Student Tests>Search>Show all>Select student>Start>All Tasks>Click on battery(horizontal arrow)>Select Subject 1. Uncheck Text-to-speech English

Table 1: Embedded Features			
Feature	**Details**	**Delivered Via**	**Enabling Instructions**
			2. Check the box for Text-to-speech Spanish 3. Select the Spanish option in the Alternate Language field 4. Select Spanish option in the Translated test navigation field if the tool bar and user options in TestNav are to be in Spanish 5. Click Save **Test Session Assignment Steps** Testing>Sessions>Start>All Tasks>Create/Edit Sessions 1. Fill in data for required fields (session name, organization, test assigned, scheduled start date and precaching computer 2. Select Main option in the From Group Type drop down 3. Click on Create Note: These steps are for creating a new session. If there are sessions already created that the student should be moved to, you want to make sure the session is a Main Form Group Type

Table 1: Embedded Features			
Feature	**Details**	**Delivered Via**	**Enabling Instructions**
Online Test Translation – Languages other than Spanish and English	Students may be provided a translation of test directions. Students taking the Online Spanish transadaptive form will receive this accommodation through the online test. Students who require translated test directions in a language other than Spanish will receive this accommodation through a local translator. Students requiring this accommodation may also need extended time. If students are provided extended time (1.5 times, 2 times, or 3 times the standard time for the assessment) this information should still be indicated in PearsonAccess^{next} even though the timing of the assessment will be locally administered. See extended time instructions A human reader companion book will need to be ordered via the Additional Order (AO) system in PearsonAccess^{next} for anyone not ordering standard print kit, large print kit or braille kit; the human reader companion book is already included in these kits. .	Local arrangements	**Accommodations Assignment Steps** Testing>Student Tests>Search>Show all>Select student>Start>All Tasks>Click on battery(horizontal arrow)>Select Subject 1. Remove the check on Text-to-speech English 2. Check the box for Non-Screen Reader Form 3. Check the box for Translated test directions in student's native language 4. Check the box for Translated test in student's native language 5. Save **Test Session Assignment Steps** Testing>Sessions>Start>All Tasks>Create/Edit Sessions 1. Fill in data for required fields (session name, organization, test assigned, scheduled start date and precaching computer 2. Select Human Reader option in the From

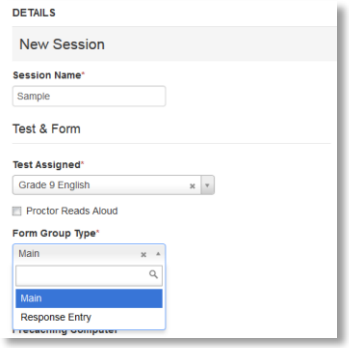
Table 1: Embedded Features			
Feature	**Details**	**Delivered Via**	**Enabling Instructions**
			Group Type drop down 3. Click on Create
Text-to-Speech - English  	The embedded text-to-speech option provides the student with the option to hear pre-generated text-to-speech and to see synchronized on-screen text highlighting. Text-to-speech will be provided for appropriate assessment content. The student accesses controls for the text-to-speech player within a menu for the player. Through this menu, the student can choose one of three rates of speed. The student can also change from the default female voice to an optional male voice. Students can use the **Click to Hear** button to listen to a selected sentence or phrase.	Online system	**Accommodations Assignment Steps** Text-to-speech English is the default test assigned to all students. If there are no accommodations needed there are no steps needed to perform for embedded support/accommodations **Test Session Assignment Steps** Testing>Sessions>Start>All Tasks>Create/Edit Sessions 1. Fill in data for required fields (session name, organization, test assigned, scheduled start date and precaching computer 2. Select Main option in the From Group Type drop down 3. Click on Create Note: These steps are for creating a new session. If there are sessions already created that the student should be moved to, you want to make sure the session is a Main Form Group Type

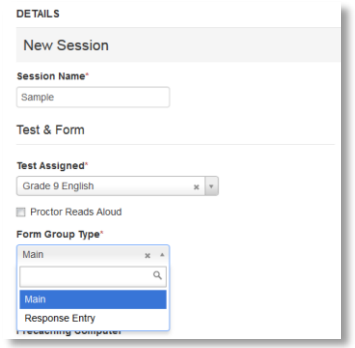
Table 1: Embedded Features			
Feature	**Details**	**Delivered Via**	**Enabling Instructions**
Directions re-read (text-to-speech)	When using the text-to-speech feature, the student may reread directions multiple times.	Online system	
Text-to-Speech - Spanish  	The embedded text-to-speech option provides the student with the option to hear pre-generated text-to-speech in Spanish and to see synchronized on-screen text highlighting. Text-to-speech will be provided for appropriate assessment content. The student accesses controls for the text-to-speech player within a menu for the player. Through this menu, the student can choose one of three rates of speed. The student can also change from the default female voice to an optional male voice. Students can use the **Click to Hear** button to listen to a selected sentence or phrase.	Online system	**Accommodations Assignment Steps** Testing>Student Tests>Search>Show all>Select student>Start>All Tasks>Click on battery(horizontal arrow)>Select Subject 1. Uncheck Text-to-speech English 2. Check the box for Text-to-speech Spanish 3. Select the Spanish option in the Alternate Language field 4. Select Spanish option in the Translated test navigation field if the tool bar and user options in TestNav are to be in Spanish 5. Click Save **Test Session Assignment Steps** Testing>Sessions>Start>All Tasks>Create/Edit Sessions 1. Fill in data for required fields (session name, organization, test

Table 1: Embedded Features			
Feature	**Details**	**Delivered Via**	**Enabling Instructions**
			assigned, scheduled start date and precaching computer 2. Select Main option in the From Group Type drop down 3. Click on Create Note: These steps are for creating a new session. If there are sessions already created that the student should be moved to, you want to make sure the session is a Main Form Group Type
Personalized visual notification of remaining time	When students reach the first test item in the assessment, a timer will appear on the screen. The student has the option to show or hide the timer during the assessment.	Online system	Embedded
Scratch Paper	Students may be supplied blank scratch paper (i.e., either unlined, lined, or graph). Students with visual impairments may also use braille paper, raised line paper, bold line paper, raised line graph paper, bold line graph paper, or other assistive technology tools that serve the purpose of scratch paper. Students are not required to write their names on scratch paper and all scratch paper must be collected by the test administrator after testing is complete. Test administrators are responsible for ensuring that scratch paper is securely destroyed.	Local arrangements	No enabling required
Line Reader	Students may be provided a physical straight edge tool.	Local arrangements	Embedded

Table 1: Embedded Features			
Feature	**Details**	**Delivered Via**	**Enabling Instructions**
Supervised breaks within each day	If the test is administered as a battery during the same school day, the student may be provided with supervised breaks in between each test session. Once a test session begins the session needs to be completed during the allotted time for that test.	Local arrangements	No enabling required
Special seating/grouping	Special or preferential seating or grouping may be provided.	Local arrangements	No enabling required
Location for movement	Students may be moved to a location that provides space to move, stand, or pace during testing provided that this location will not create a distraction for others and that the student cannot see other students' work.	Local arrangements	No enabling required
Separate/alternate location	Students may be moved to a separate or alternate location. For example, a student taking the large print or braille version of the test may need to move to a different location in the room or to another location which provides a larger work surface.	Local arrangements	No enabling required
Minimized distractions	Students may require adjustments to minimize distractions both inside and outside the testing locations. For example, position a student away from windows, doors, walkways, pencil sharpeners or other distractions.	Local arrangements	No enabling required
Food or medication for individuals with medical need	Students with a medical need can be provided access to food or medication during testing as appropriate.	Local arrangements	No enabling required
Administration and optimum time of day	Students requiring extended time should begin testing early in the school day to allow sufficient time to complete the assessment. Local arrangements can be made to determine the most appropriate testing schedule for students. For example, the assessment can be administered as a battery or subject by subject. Some students may benefit from an administration schedule that aligns with times of day they are less fatigued, such as early in the school day or after a lunch break.	Local arrangements	No enabling required
Special lighting	Students may be provided special lighting (bright lights or dimmer lights) as needed.	Local arrangements	No enabling required

Table 1: Embedded Features			
Feature	**Details**	**Delivered Via**	**Enabling Instructions**
Adaptive equipment/furniture	Students may be provided access to adaptive equipment or furniture in the testing location.	Local arrangements	No enabling required
Wheelchair accessible room	Students who use a wheelchair should be tested in a wheelchair accessible room and provided a work surface that is positioned appropriately for the wheelchair.	Local arrangements	No enabling required

Accommodations

What are Accommodations and When are They Used?

Accommodations are changes in procedures or alterations to materials designed to provide students with fair and equitable access to assessment content by presenting the assessment in a way that aligns as closely as possible with how the student accesses content in the classroom setting.

Accommodations are made available for a student for a specific content area as outlined on the student's IEP, 504, or EL plan.

Students in the following four categories may be eligible to receive accommodations:

1. Students with disabilities who have accommodation needs documented on an Individualized Education Program (IEP);
2. Students with disabilities who have accommodation needs documented on a Section 504 Plan;
3. Students who are learning English (often referred to as English learners (ELs)); and
4. Students who are learning English (often referred to as English learners (ELs)) with disabilities who have accommodation needs documented on an IEP or 504 plan. In cases where a student is an EL student and also has an IEP or 504 plan, the student is eligible for both the appropriate accommodations for students with disabilities and accommodations for ELs.

Table 2: Accommodations			
Accommodation	**Details**	**Delivered Via**	**Enabling Instructions**
Assistive Technology Screen Reader (English audio + orienting description)	A student who is blind or has a visual impairment and relies on a screen reader or screen reader with refreshable braille display to access content in the classroom setting can be provided with a form that has been enabled for use with assistive technology. Students who take the screen reader test will also be provided a full braille test book. TestNav supports the use of Job Access with Speech (JAWS), Non-Visual Desktop Access (NVDA), VoiceOver, and ChromeVox as well as a range of refreshable braille devices. Students accessing content with a screen reader and refreshable braille device must wear headphones or be tested in a separate environment. Students requiring this accommodation may also need extended time. The online assistive technology test form will not include a built-in timer. Timing for this test must be locally managed in accordance with the student's IEP or 504 plan. If students are provided extended time (1.5 times, 2 times, or 3 times the standard time for the assessment) this information should still be indicated in PearsonAccess^{next} even though the timing of the assessment will be locally administered. See extended time instructions.	Online system	**Accommodations Assignment Steps** Testing>Student Tests>Search>Show all>Select student>Start>All Tasks>Click on battery(horizontal arrow)>Select Subject 1. Remove the check on Text-to-speech English 2. select Yes from Screen reader drop down 3. Check the box for Assistive technology screen reader - English audio + orienting description. 4. Braille+tactile graphics (UEB/Unified English Braille) or (UEM/Nemeth) 5. Save (will receive warning message: must order materials through orders and shipment tracking) Remember to place an additional order for the braille kit which includes tactile graphics. **Test Session Assignment Steps** Testing>Sessions>Start>All Tasks>Create/Edit Sessions 1. Fill in data for required fields (session name, organization, test assigned, scheduled start date and precaching computer 2. Select Main option in the From Group Type drop down 3. Click on Create Note: These steps are for creating a new session. If there are sessions already created that the student should be moved to, you want to make sure the session is a Main Form Group Type.

Table 2: Accommodations			
Accommodation	**Details**	**Delivered Via**	**Enabling Instructions**
Speech to text – assistive technology scribe	Students who have access to a microphone and are provided access to the Assistive Technology enabled form will be permitted to speak responses. Students using this accommodation must be tested in a separate environment. Students requiring this accommodation may also need extended time. The online assistive technology test form will not include a built-in timer. Timing for this test must be locally managed in accordance with the student's IEP or 504 plan. This accommodation must be approved at the state level. https://schools.utah.gov/specialeducation/resources/assessment?mid=3780&tid=2	Online system (with use of assistive technology)	Contact your state office to confirm the assignment of this accommodation after request form has been approved. **Accommodations Assignment Steps** Testing>Student Tests>Search>Show all>Select student>Start>All Tasks>Click on battery(horizontal arrow)>Select Subject 1. Remove the check on Text-to-speech English 2. Check the box for Non-Screen reader form 3. Save **Test Session Assignment Steps** Testing>Sessions>Start>All Tasks>Create/Edit Sessions 1. Fill in data for required fields (session name, organization, test assigned, scheduled start date and precaching computer 2. Select Main option in the From Group Type drop down 3. Click on Create
Magnification (up to 20x)	Students who rely on extreme levels of magnification to access online content will be provided access to the Assistive Technology enabled test form. This will permit the use of external magnification software, such as ZoomText. Students requiring this accommodation may also need extended time.	Online system (with use of assistive technology)	Contact your state office to confirm the assignment of this accommodation after request form has been approved. **Accommodations Assignment Steps** Testing>Student Tests>Search>Show all>Select student>Start>All Tasks>Click on battery(horizontal arrow)>Select Subject

Table 2: Accommodations			
Accommodation	**Details**	**Delivered Via**	**Enabling Instructions**
	The online assistive technology test form will not include a built-in timer. Timing for this test must be locally managed in accordance with the student's IEP or 504 plan. This accommodation must be approved at the state level. https://schools.utah.gov/specialeducation/resources/assessment?mid=3780&tid=2		1. Remove the check on Text-to-speech English 2. Check the box for Non-Screen reader form 3. Save **Test Session Assignment Steps** Testing>Sessions>Start>All Tasks>Create/Edit Sessions 1. Fill in data for required fields (session name, organization, test assigned, scheduled start date and precaching computer 2. Select Main option in the From Group Type drop down 3. Click on Create Note: These steps are for creating a new session. If there are sessions already created that the student should be moved to, you want to make sure the session is a Main Form Group Type.
Other Assistive Technology	Students may use a range of assistive technology hardware and software on test forms enabled for use with assistive technology. This includes software and devices compatible with TestNav and permitted for use during a secure test, as well as those used externally on a separate computer. Assistive technology support includes alternative input devices such as adaptive keyboards and mice, switch devices, and other approved assistive technology hardware and software. If text-to-speech is required in addition to other assistive technology, the student will need to be provided a human reader. Students requiring this accommodation may also need extended time.	Online system (with use of assistive technology)	Contact your state office to confirm the assignment of this accommodation after request form has been approved. **Accommodations Assignment Steps** Testing>Student Tests>Search>Show all>Select student>Start>All Tasks>Click on battery(horizontal arrow)>Select Subject 1. Remove the check on Text-to-speech English 2. Check the box for Non-Screen reader form 3. Save

Table 2: Accommodations			
Accommodation	**Details**	**Delivered Via**	**Enabling Instructions**
	The online assistive technology test form will not include a built-in timer. Timing for this test must be locally managed in accordance with the student's IEP or 504 plan. If students are provided extended time (1.5 times, 2 times, or 3 times the standard time for the assessment) this information should still be indicated in PearsonAccess^{next} even though the timing of the assessment will be locally administered. See extended time instructions. This accommodation must be approved at the state level. https://schools.utah.gov/specialeducation/resources/assessment?mid=3780&tid=2		**Test Session Assignment Steps** Testing>Sessions>Start>All Tasks>Create/Edit Sessions 1. Fill in data for required fields (session name, organization, test assigned, scheduled start date and precaching computer 2. Select Main option in the From Group Type drop down 3. Click on Create Note: These steps are for creating a new session. If there are sessions already created that the student should be moved to, you want to make sure the session is a Main Form Group Type.
Standard Print	A standard print (12 pt font size) version of the paper test will be created and distributed to students who have been identified as requiring a printed assessment as an accommodation. Students taking the paper tests can be provided with the following supports that mirror the capabilities that are offered as embedded features in the online system: • Blank paper to mask answer options or portions of the test book • A straight-edge or line reader tool • Highlighter to mark important content in passages or items • Pencil to record responses or cross out (eliminate) choices • Color overlays to adjust the background (paper) color • Post-it flags to "bookmark" items for later review	Printed materials	**Accommodations Assignment Steps** Testing>Student Tests>Search>Show all>Select student>Start>All Tasks>Click on battery(horizontal arrow)>Select Subject 1. Uncheck the Text-to-speech box 2. Check Non-Screen reader form 3. Select Standard Print from the Paper Accommodation dropdown menu 4. Click on Save (will receive a warning message: must order materials through orders and shipment tracking) Remember to place an additional order for the Standard Print Kit. Kit will include the Standard Print paper test and regular print in case of transcription and the human reader companion book. Additional Orders must be placed two weeks prior to student testing start time. Proctor will log into TestNav and transcribe responses online.

Table 2: Accommodations			
Accommodation	**Details**	**Delivered Via**	**Enabling Instructions**
	• An approved physical calculator from the ACT Calculator Policy. (http://www.act.org/content/dam/act/unsecured/documents/ACT-calculator-policy.pdf). If students are provided extended time (1.5 times, 2 times, or 3 times the standard time for the assessment) this information should still be indicated in PearsonAccess^{next} even though the timing of the assessment will be locally administered. See extended time instructions.		**Test Session Assignment Steps** Testing>Sessions>Start>All Tasks>Create/Edit Sessions 1. Fill in data for required fields (session name, organization, test assigned, scheduled start date and precaching computer 2. Select Response Entry option in the From Group Type drop down 3. Click on Create Note: These steps are for creating a new session. If there are sessions already created that the student should be moved to, you want to make sure the session is a Response Entry Form Group Type.
Large Print	A large print (24 pt font size) version of the paper test will be created and distributed to students who have been identified as requiring a printed large-print assessment as an accommodation. Students taking the paper tests can be provided with the following supports that mirror the capabilities that are offered as embedded features in the online system: • Blank paper to mask answer options or portions of the test book • A straight-edge or line reader tool • Highlighter to mark important content in passages or items • Pencil to record responses or cross out (eliminate) choices	Printed materials	**Accommodations Assignment Steps** Testing>Student Tests>Search>Show all>Select student>Start>All Tasks>Click on battery(horizontal arrow)>Select Subject 1. Uncheck the Text-to-speech box 2. Check Non-Screen reader form 3. Select Standard Print from the Paper Accommodation dropdown menu Click on Save (will receive a warning message: must order materials through orders and shipment tracking) Remember to place an additional order for the Large Print kit. Kit will include the Large Print paper test and regular print in case of transcription and the human reader companion book. Additional Orders must be placed two

Table 2: Accommodations			
Accommodation	**Details**	**Delivered Via**	**Enabling Instructions**
	• Color overlays to adjust the background (paper) color • Post-it flags to "bookmark" items for later review • An approved physical calculator from the ACT Calculator Policy. (http://www.act.org/content/dam/act/unsecured/documents/ACT-calculator-policy.pdf). If students are provided extended time (1.5 times, 2 times, or 3 times the standard time for the assessment) this information should still be indicated in PearsonAccess^{next} even though the timing of the assessment will be locally administered. See extended time instructions.		weeks prior to student testing start time. Proctor will log into TestNav and transcribe responses online. **Test Session Assignment Steps** Testing>Sessions>Start>All Tasks>Create/Edit Sessions 1. Fill in data for required fields (session name, organization, test assigned, scheduled start date and precaching computer 2. Select Response Entry option in the From Group Type drop down 3. Click on Create Note: These steps are for creating a new session. If there are sessions already created that the student should be moved to, you want to make sure the session is a Response Entry Form Group Type.
Braille + Tactile Graphics	A braille version of the paper test will be created and distributed to students who have been identified as requiring a printed braille assessment as an accommodation. For the reading and literacy assessments, students will receive a UEB Contracted Braille format. For the Mathematics and Science Assessments, students can be provided a UEB only format or a UEB with Nemeth format. Where applicable, tactile graphic supplements will be provided. Students requiring this accommodation may also need extended time.	Printed materials	**Accommodations Assignment Steps** Testing>Student Tests>Search>Show all>Select student>Start>All Tasks>Click on battery(horizontal arrow)>Select Subject 1. Uncheck the Text-to-speech box 2. Check Non-Screen reader form 3. Braille+tactile graphics (UEB/Unified English Braille) or (UEM/Nemeth) 4. Save (will receive warning message: must order materials through orders and shipment tracking) Remember to place an additional order for the Braille kit. Kit will include the braille paper test and

Table 2: Accommodations			
Accommodation	**Details**	**Delivered Via**	**Enabling Instructions**
	If students are provided extended time (1.5 times, 2 times, or 3 times the standard time for the assessment) this information should still be indicated in PearsonAccess^{next} even though the timing of the assessment will be locally administered. See extended time instructions.		regular print in case of transcription and the human reader companion book. Proctor will log into TestNav and transcribe responses online. **Test Session Assignment Steps** Testing>Sessions>Start>All Tasks>Create/Edit Sessions 1. Fill in data for required fields (session name, organization, test assigned, scheduled start date and precaching computer 2. Select Response Entry option in the From Group Type drop down 3. Click on Create Note: These steps are for creating a new session. If there are sessions already created that the student should be moved to, you want to make sure the session is a Response Entry Form Group Type.
Abacus	An abacus may be provided as a tactile form of scratch paper for students who are blind or have very low visual acuity.	Local arrangements	**Accommodations Assignment Steps** Testing>Student Tests>Search>Show all>Select student>Start>All Tasks>Click on battery(horizontal arrow)>Select Subject 1. One of these 4 must be selected for this accommodation: a. Text-to-speech English b. Text-to-speech Spanish c. Screen Reader (Yes) d. Non-Screen reader 2. Check the box for Abacus 3. Click on Save

Table 2: Accommodations			
Accommodation	**Details**	**Delivered Via**	**Enabling Instructions**
			Test Session Assignment Steps Testing>Sessions>Start>All Tasks>Create/Edit Sessions 1. Fill in data for required fields (session name, organization, test assigned, scheduled start date and precaching computer 2. Select Main option in the From Group Type drop down 3. Click on Create Note: These steps are for creating a new session. If there are sessions already created that the student should be moved to, you want to make sure the session is a Main Form Group Type
Extra Time	Students may be provided extended time to take the assessment. Extended time options include 1.5 times, 2 times, or 3 times the standard time for the assessment.	Online System or Local Arrangements for Paper Testing and Assistive Technology Testing	**Accommodations Assignment Steps** Testing>Student Tests>Search>Show all>Select student>Start>All Tasks>Click on battery(horizontal arrow)>Select Subject 1. One of these 4 must be selected for this accommodation: a. Text-to-speech Spanish b. Text-to-speech English c. Screen Reader (Yes) d. Non-Screen reader 2. Select allotted time multiplier (Time and a half, double or triple) option in the Extra Time dropdown menu 3. Click Save **Creating Session Assignment Steps** Testing>Sessions>Start>All Tasks>Create/Edit Sessions

Table 2: Accommodations			
Accommodation	**Details**	**Delivered Via**	**Enabling Instructions**
			1. Fill in data for required fields (session name, organization, test assigned, scheduled start date and precaching computer 2. Select Main (if student is taking test online) or Response Entry (if response needs to be transcribed i.e. paper test) the From Group Type drop down 3. Click on Create Note: These steps are for creating a new session. If there are sessions already created that the student should be moved to, you want to make sure the session is a Main or Response Entry Form Group Type
Personalized auditory notification of remaining time	Students may be provided an auditory notification of the time remaining by the test administrator.	Local arrangements	No enabling required
Breaks: stop the clock supervised	The test may be paused, stopping the clock, and resumed by the test administrator to provide the student with supervised breaks during the administration of an assessment.	Online System and Local Arrangements for Paper Testing and Assistive Technology Testing	**Accommodations Assignment Steps** Testing>Student Tests>Search>Show all>Select student>Start>All Tasks>Click on battery(horizontal arrow)>Select Subject 1. One of these 4 must be selected for this accommodation: a. Text-to-speech English b. Text-to-speech Spanish c. Screen Reader (Yes) d. Non-Screen reader 2. Check the box for Stop-the-clock supervised breaks 3. Click on Save **Test Session Assignment Steps**

Table 2: Accommodations			
Accommodation	**Details**	**Delivered Via**	**Enabling Instructions**
			Testing>Sessions>Start>All Tasks>Create/Edit Sessions 1. Fill in data for required fields (session name, organization, test assigned, scheduled start date and precaching computer 2. Select Main option in the From Group Type drop down 3. Click on Create Note: These steps are for creating a new session. If there are sessions already created that the student should be moved to, you want to make sure the session is a Main Form Group Type.
Breaks: securely extend session over multiple days	Students may be provided extended time over multiple days to take test sessions as described in an IEP or 504 plan. Test administrators are responsible for maintaining the security of the assessment when a test session is administered across multiple days to ensure that students do not return to items responded to on the previous day.	Online System or Local Arrangements for Paper Testing and Assistive Technology Testing	**Accommodations Assignment Steps** Testing>Student Tests>Search>Show all>Select student>Start>All Tasks>Click on battery(horizontal arrow)>Select Subject 1. One of these 4 must be selected for this accommodation: a. Text-to-speech English b. Text-to-speech Spanish c. Screen Reader (Yes) d. Non-Screen reader 2. Check the box for Breaks: securely extended session over multiple days 3. Click on Save **Test Session Assignment Steps** Testing>Sessions>Start>All Tasks>Create/Edit Sessions 1. Fill in data for required fields (session name, organization, test assigned,

Table 2: Accommodations			
Accommodation	**Details**	**Delivered Via**	**Enabling Instructions**
			scheduled start date and precaching computer 2. Select Main option in the From Group Type drop down 3. Click on Create Note: These steps are for creating a new session. If there are sessions already created that the student should be moved to, you want to make sure the session is a Main Form Group Type
Human scribe	Students who cannot record responses may be provided a human scribe. Students requiring this accommodation may also need extended time. Must be approved at the state level. https://schools.utah.gov/specialeducation/resources/assessment?mid=3780&tid=2	Local Arrangements	Contact your state office to confirm approval and enabling in PearsonAccess[next] Remember to place an additional order for the Standard Print kit. The kit will include a script and paper test materials. Additional Orders must be placed two weeks prior to student testing start time. Proctor will log into TestNav and transcribe responses online. **Accommodations Assignment Steps** Testing>Student Tests>Search>Show all>Select student>Start>All Tasks>Click on battery(horizontal arrow)>Select Subject 1. Remove the check on Text-to-speech English 2. Check the box for Non-Screen reader form 3. Select Standard Print 4. Save **Test Session Assignment Steps** Testing>Sessions>Start>All Tasks>Create/Edit Sessions 1. Fill in data for required fields (session name, organization, test assigned,

Table 2: Accommodations			
Accommodation	**Details**	**Delivered Via**	**Enabling Instructions**
			scheduled start date and precaching computer 2. Select Response Entry option in the From Group Type drop down 3. Click on Create
Home administration	Students who are not able to participate in testing at a school testing site as described in an IEP or 504 plan may be provided a home administration accommodation. The use of this accommodation is intended for students who are homebound and have a documented need for home instruction/home administration on an IEP or 504 plan. Home administration must comply with all administration and security policies outlined in the administration manual. Must be approved at the state level. https://schools.utah.gov/specialeducation/resources/assessment?mid=3780&tid=2	Local arrangements	Contact your state office to confirm the assignment of this accommodation after request form has been approved. Remember to place an additional order for the appropriate kit (Standard Print Kit, Large Print Kit, or Braille Kit). Additional Orders must be placed two weeks prior to student testing start time. **Accommodations Assignment Steps** Testing>Student Tests>Search>Show all>Select student>Start>All Tasks>Click on battery(horizontal arrow)>Select Subject 1. Remove the check on Text-to-speech English 2. Check the box for Non-Screen reader form 3. Select Standard Print (or other required paper form) 4. Save **Test Session Assignment Steps** Testing>Sessions>Start>All Tasks>Create/Edit Sessions 1. Fill in data for required fields (session name, organization, test assigned, scheduled start date and precaching computer 2. Select Response Entry option in the From Group Type drop down 3. Click on Create

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Accommodation	**Details**	**Delivered Via**	**Enabling Instructions**
Word-to-word dictionary	For languages other than Spanish, students may be provided a word-to-word dictionary in the student's native language. Students requiring this accommodation may also need extended time.	Local arrangements	**Accommodations Assignment Steps** Testing>Student Tests>Search>Show all>Select student>Start>All Tasks>Click on battery(horizontal arrow)>Select Subject 1. One of these 3 must be selected for this accommodation(Spanish forms are not allowed for this accommodation): a. Text-to-speech English b. Screen Reader (Yes) c. Non-Screen reader 2. Check the box for Word-to-word dictionary 3. Click on Save **Test Session Assignment Steps** Testing>Sessions>Start>All Tasks>Create/Edit Sessions 1. Fill in data for required fields (session name, organization, test assigned, scheduled start date and precaching computer 2. Select Main option in the From Group Type drop down 3. Click on Create Note: These steps are for creating a new session. If there are sessions already created that the student should be moved to, you want to make sure the session is a Main Form Group Type

Table 2: Accommodations			
Accommodation	**Details**	**Delivered Via**	**Enabling Instructions**
Human Reader	The human reader accommodation is appropriate for students who would benefit from content being read aloud that are not able to access the built-in text-to-speech feature in the online test. A human reader will read appropriate test content from a human reader companion book. This includes students taking paper tests who will not access an online test form, and students taking the test with assistive technology other than screen readers. The list includes: • standard print • large print • braille • or other assistive technology • translation in student's native language Must be approved at the state level. https://schools.utah.gov/specialeducation/resources/assessment?mid=3780&tid=2 A human reader companion book will need to be ordered via the Additional Order (AO) system in PearsonAccess^{next} for anyone not ordering standard print kit, large print kit or braille kit; the human reader companion book is already included in these kits.	Local arrangements	Contact your state office to confirm the assignment of this accommodation after request form has been approved. Additional Orders must be placed two weeks prior to student testing start time. **Accommodations Assignment Steps** Testing>Student Tests>Search>Show all>Select student>Start>All Tasks>Click on battery(horizontal arrow)>Select Subject 1. Remove the check on Text-to-speech English 2. Check the box for Non-Screen reader form 3. Save **Test Session Assignment Steps** Testing>Sessions>Start>All Tasks>Create/Edit Sessions 1. Fill in data for required fields (session name, organization, test assigned, scheduled start date and precaching computer 2. Select Human Reader option in the From Group Type drop down 3. Click on Create
Signed Exact English, directions only	Students may be provided, through a qualified human signer, Signed Exact English (SEE) translations of the assessment directions only. Students requiring this accommodation may also need extended time.	Local Arrangements	**Accommodations Assignment Steps** Testing>Student Tests>Search>Show all>Select student>Start>All Tasks>Click on battery(horizontal arrow)>Select Subject

Table 2: Accommodations			
Accommodation	**Details**	**Delivered Via**	**Enabling Instructions**
			1. One of these 4 must be selected for this accommodation: a. Text-to-speech English b. Text-to-speech Spanish c. Screen Reader (Yes) d. Non-Screen reader 2. Check the box for Signed exact English - directions only 3. Click on Save **Test Session Assignment Steps** Testing>Sessions>Start>All Tasks>Create/Edit Sessions 1. Fill in data for required fields (session name, organization, test assigned, scheduled start date and precaching computer 2. Select Main option in the From Group Type drop down 3. Click on Create Note: These steps are for creating a new session. If there are sessions already created that the student should be moved to, you want to make sure the session is a Main Form Group Type
Sign Language Interpretation	Students who require an accommodation to receive a sign language interpretation of assessment content may be provided signed content by a qualified human signer as outlined in the Interpreter Guidelines for State Standardized Assessment. Students requiring this accommodation may also need extended time.	Local Arrangements	**Accommodations Assignment Steps** Testing>Student Tests>Search>Show all>Select student>Start>All Tasks>Click on battery(horizontal arrow)>Select Subject 1. One of these 4 must be selected for this accommodation: a. Text-to-speech English b. Text-to-speech Spanish + Alternate Language - Spanish + Translated Test Navigation - Spanish

Table 2: Accommodations			
Accommodation	**Details**	**Delivered Via**	**Enabling Instructions**
			c. Screen Reader (Yes)+ d. Non-Screen reader 2. Check the box for Sign Language Interpretation 3. Click on Save **Test Session Assignment Steps** Testing>Sessions>Start>All Tasks>Create/Edit Sessions 1. Fill in data for required fields (session name, organization, test assigned, scheduled start date and precaching computer 2. Select Main option in the From Group Type drop down 3. Click on Create Note: These steps are for creating a new session. If there are sessions already created that the student should be moved to, you want to make sure the session is a Main Form Group Type
Cued speech	Students who are deaf, hard or hearing, or have certain types of language or communication disorders with an identified need for cued speech may be provided this accommodation for appropriate assessment content. Cued speech should be provided through the use of a qualified Cued Speech Transliterator. Students requiring this accommodation may also need extended time.	Local Arrangements	**Accommodations Assignment Steps** Testing>Student Tests>Search>Show all>Select student>Start>All Tasks>Click on battery(horizontal arrow)>Select Subject 1. One of these 4 must be selected for this accommodation: a. Text-to-speech English b. Text-to-speech Spanish c. Screen Reader (Yes) d. Non-Screen reader 2. Check the box for Cued Speech 3. Click on Save **Test Session Assignment Steps**

Table 2: Accommodations			
Accommodation	**Details**	**Delivered Via**	**Enabling Instructions**
			Testing>Sessions>Start>All Tasks>Create/Edit Sessions 1. Fill in data for required fields (session name, organization, test assigned, scheduled start date and precaching computer 2. Select Main option in the From Group Type drop down 3. Click on Create Note: These steps are for creating a new session. If there are sessions already created that the student should be moved to, you want to make sure the session is a Main Form Group Type