# Computer-Based Testing Accessibility Planning Tool

Students taking Ohio’s state tests may use a number of accessibility features, including administrative considerations, universal tools, designated supports and accommodations. This document serves as an optional planning tool to help district and school personnel identify which features are available, record student needs and prepare for computer-based testing. It does not supersede a student’s individualized education program (IEP) or Section 504 plan.

When deciding whether to offer accessibility features during testing, consider the student’s experience with them. For additional information about these accessibility features, refer to [*Ohio’s Accessibility Manual.*](http://education.ohio.gov/Topics/Testing/Accommodations-on-State-Assessments)

District and school personnel **must**:

* Arrange resources before testing so students receive appropriate accessibility features as needed.
* Identify and turn on some online features in advance of testing as needed. District and school test coordinators can turn on the feature(s) by:
	+ Uploading a student settings file in TIDE;
	+ Individually marking the features in the student’s Pre-ID record in TIDE; or
	+ Marking the feature(s) in the Test Administrator Interface when approving the student to test.

Districts and schools should not submit this form to AIR or to the Department. Districts and schools may use the information from this form when planning for paper-based tests or computer-based tests. Meaning of Abbreviations in this document:

* ELA–English Language Arts
* M-Mathematics
* Sci-Science
* SS–Social Studies
* Y-Yes
* N/A–Not Applicable or Not Available

## Student Information

Please complete the information below.

|  |  |
| --- | --- |
| **Demographics:**  | **Computer-Based Testing Accessibility Planning Tool for SY 2019** |

District Name: Sandusky City Schools Date:

School Name:

Student Name:

DOB:

Gender:

SSID/Student ID:

Does Student have an IEP or 504? *Circle the response*

|  |  |
| --- | --- |
| Is Student ELL  |   |
| Enrolled Grade  |   |
| Is Student Accelerated?  |   |
| Accelerated Grade  |   |
| Prepared by  |   |
| Completed Date  |   |

## Administrative Considerations

Mark **Y for Yes** in content area if student needs tool.

If student does NOT need tool just leave blank.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Administrative Considerations Topics**  | **ELA**  | **M**  | **Sci**  | **SS**  |
| Familiar test administrator  |   |   |   |   |
| Frequent breaks  |   |   |   |   |
| Separate or alternate location  |   |   |   |   |
| Small group  |   |   |   |   |
| Specialized equipment or furniture  |   |   |   |   |
| Specified area or seating  |   |   |   |   |
| Time of day  |   |   |   |   |

## Universal Tools

Universal Tools that are **automatically** offered on the online tests for all content area: (ELA, M, Sci and SS):

* Highlighter
* Line reader
* Mark for review
* Masking
* Notepad
* Strikethrough
* Test Clock
* Writing tools
* Zoom

Mark **Y for Yes** in content area if student needs tool. If student does NOT need tool just leave blank.

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| --- | --- | --- | --- | --- |
| **Universal Tools**  | **ELA**  | **M**  | **Sci**  | **SS**  |
| Blank Paper (required for ELA. (M/S/SS must be available if you request)  |   |   |   |   |
| General Directions  |   |   |   |   |
| Redirect student to the test  |   |   |   |   |

Choices are **NOT** available in table below. Table below list all Universal tools which are offered, available and/or not available.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Universal Tools**  | **ELA**  | **M**  | **Sci**  | **SS**  |
| Calculator–Test Delivery System  | N/A  | Y  | Y  | N/A  |
| Headphones (not required for testing UNLESS a student is using the Text-to- Speech feature in a Group Setting)  | N/A  | N/A  | N/A  | N/A  |
| Paginated stimuli and reading mode  | Y  | N/A  | N/A  | Y  |
| Spellcheck  | N/A  | N/A  | N/A  | Y  |
| Text-to-Speech (must use headphones if not testing in 1:1 setting  | N/A  | Y  | Y  | Y  |
| Text-to-Speech Tracking  | N/A  | Y  | Y  | Y  |

## Embedded Designated Supports

The online Student Testing Site offers embedded supports, but districts must activate these features in advance of testing:

* By uploading a student settings file in TIDE;
* By marking the features under the “Test Settings” section of the student’s record manually in TIDE; and/or
* Test Administrators can select the feature(s) under “Test Settings” in the Test Administrator Interface when approving the student to test during the test session. Districts must provide non-embedded supports locally.

**Background and Font Color Section:**

Mark the following:

* Checkbox area if student needs tool;
* Y for Yes in content area; and/or
* Leave blank if student does not need tool.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CheckBox**  | **Background and Font Color**  | **ELA**  | **M**  | **Sci**  | **SS**  |
|   | Black on light yellow  |   |   |   |   |
|   | Black on light blue  |   |   |   |   |
|   | Black on light magenta  |   |   |   |   |
|   | White on black (invented)  |   |   |   |   |
|   | White on navy blue  |   |   |   |   |

**Mouse pointer Size and Color** Mark the following:

* Checkbox area if student needs tool;
* Y for Yes in content area; and/or
* Leave blank if student does not need tool.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Checkbox**  | **Mouse Pointer size and color**  | **ELA**  | **M**  | **Sci**  | **SS**  |
|   | Large/extra-large black  |   |   |   |   |
|   | Large/extra-large green  |   |   |   |   |
|   | Large/extra-large red  |   |   |   |   |
|   | Large/extra-large yellow  |   |   |   |   |
|   | Large/extra-large white  |   |   |   |   |

**Print Size** Mark the following:

* Checkbox area if student needs tool;
* Y for Yes in content area; and/or
* Leave blank if student does not need tool.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Checkbox**  | **Print Size**  | **ELA**  | **M**  | **Sci**  | **SS**  |
|   | Level 0:1x (default/no zoom)  |   |   |   |   |
|   | Level 1:1.5x  |   |   |   |   |
|   | Level 2: 1.75x  |   |   |   |   |
|   | Level 3: 2.5x  |   |   |   |   |
|   | Level 4: 3x  |   |   |   |   |

## Non-embedded Designated Supports

Mark **Y for Yes** in content area if student needs tool.

If student does NOT need tool just leave blank.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Non-embedded Designated Supports**  | **ELA**  | **M**  | **Sci**  | **SS**  |
| External magnification or enlargement device  |   |   |   |   |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Non-embedded Designated Supports**  | **ELA**  | **M**  | **Sci**  | **SS**  |
| Line reader tool - handheld  |   |   |   |   |
| Music and white noise  |   |   |   |   |
| Noise buffers  |   |   |   |   |
| Specialized paper  |   |   |   |   |
| Student reads test aloud to self (requires 1:1 setting)  |   |   |   |   |
| Tactile fidgets/Fidget devices  |   |   |   |   |
| Timer-external  |   |   |   |   |

Mark **Y for Yes** in content area if student needs tool.

If student does NOT need tool just leave blank.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Non-embedded Designated Supports**  | **ELA**  | **M**  | **Sci**  | **SS**  |
| Calculator or fact charts – handheld  | N/A  |   |   | N/A  |
| Rulers, angled-rulers, compasses, and protractors  | N/A  |   | N/A  | N/A  |
| Spellchecker - handheld  | N/A  |   |   |   |

## Accommodations for Students with Disabilities

If a student uses an alternate response option, the test administrator must transcribe and submit the student’s responses in the online testing site.

Mark **Y for Yes** in content area if student needs tool. If student does NOT need tool just leave blank.

**Additional Assistive Technology**: please fill in Name of tool for this section.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Presentation Accommodations**  | **Name Type**  | **ELA**  | **M**  | **Sci**  | **SS**  |
| Additional Assistive Technology regularly used in instruction  |   |   |   |   |   |

Mark **Y for Yes** in content area if student needs tool. If student does NOT need tool just leave blank.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Presentation Accommodations**  | **ELA**  | **M**  | **Sci**  | **SS**  |
| Dual monitors  |   |   |   |   |
| Human reader for computer-based test.  |   |   |   |   |
| Paper-based test instead of computer (Use paper-based test planning tool. Also includes large print and braille.)  |   |   |   |   |
| Screen reader mode (not available for grade 8 science, biology or physical science.)  |   |   |   |   |
| Sign language interpreter (Student must meet criteria for the read-aloud accommodations to receive this feature on the English language arts test.)  |   |   |   |   |

Only option available for this section is ELA for the following accommodations. Read-aloud guidance is found in the [*Ohio’s Accessibility Manual*.](http://education.ohio.gov/Topics/Testing/Accommodations-on-State-Assessments) Please mark if student needs.

|  |  |
| --- | --- |
| **Presentation Accommodations**  | **Only Option is ELA**  |
| Read-aloud on English language arts  |   |
| Text-to-speech ELA – must use headphones if not tested in 1:1 setting  |   |
| Text-to-speech tracking ELA  |   |

If a student uses an alternate response option, the test administrator must transcribe and submit the student’s responses in the online testing site. Additional assistive technology: please fill in if needed. Click on check box in content area where tool is needed below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Accommodations**  | **Name Type**  | **ELA**  | **M**  | **Sci**  | **SS**  |
| Additional Assistive Technology regularly used in instruction (e.g. speech-to-text).  |   |   |   |   |   |

Mark **Y for Yes** in content area if student needs tool. If student does NOT need tool just leave blank.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Response Accommodations**  | **ELA**  | **M**  | **Sci**  | **SS**  |
| Answers transcribed by test administrator  |   |   |   |   |
| Braille notetaker  |   |   |   |   |
| Braille writer  |   |   |   |   |
| Calculator or fact charts on non-calculator mathematics test or part of test  | N/A  |   | N/A  | N/A  |

Mark the following:

* Checkbox area-if student needs that tool
* Y for Yes in content area
* Leave blank if student does not need tool.

Allowable Tools Mathematical tools (**mathematics and science only**)

|  |  |  |  |
| --- | --- | --- | --- |
| **Checkbox**  | **Allowable tools as M and Sci Accommodation include**  | **M**  | **Sci**  |
|   | 100s chart  |   |   |
|   | Abacus/rekenrek  |   |   |
|   | Algebra Tiles  |   |   |
|   | Base 10 blocks  |   |   |

|  |  |  |  |
| --- | --- | --- | --- |
| **Checkbox**  | **Allowable tools as M and Sci Accommodation include**  | **M**  | **Sci**  |
|   | Counters and counting chips  |   |   |
|   | Cubes  |   |   |
|   | Fraction tiles and pies without numerical labels  |   |   |
|   | Square tiles  |   |   |
|   | Two-colored chips  |   |   |
|   | Specialized calculation device (e.g. talking calculator or large key)  |   |   |

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| *Dual monitors*  |  |  |  |   |
| *Extended Time (e.g., 1.5X, 2X, but not to exceed one school day)*  |  |  |  |   |
| *Word-to-word dictionary*  |  |  |  |   |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Response Accommodation**  | **ELA**  | **M**  | **Sci**  | **SS**  |
| Scribe  |   |   |   |   |
| Word prediction external device  |   |   |   |   |

Mark only areas that are blank if a student needs with a **Y for Yes** in content box. If student does NOT need tool just leave blank.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Timing Accommodations**  | **ELA**  | **M**  | **Sci**  | **SS**  |
| Extended time (e.g., 1.5X, 2X, but not to exceed one school day.)  |   |   |   |   |

## Accommodations for English Language Learners

Only Students designated as English Language Learners qualify for these accommodations.

Mark **Y for Yes** in content area if student needs tool.

If student does NOT need tool just leave blank.

Mark **Y for Yes** in content area if student needs tool.

If student does NOT need tool just leave blank.

ELA is not a choice in this section.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Accommodations**  | **Language?**  | **M**  | **Sci**  | **SS**  |
| Oral Translation of the computer-based test  |   |   |   |   |
| **Accommodations in the following content areas only (ELA is not a choice here)**  | **M**  | **Sci**  | **SS**  |
| Human Reader (in English) for computer-based test  |   |   |   |
| Scribe (in English)  |   |   |   |
| Stacked Spanish and English bilingual form of the test  |   |   |   |
| Text-to-speech Spanish and English  |   |   |   |
| Text-to-speech Tracking Spanish and English  |   |   |   |
| **Emergency Accommodations**  |
| Districts or schools may use an optional form to document a temporary disabling condition (e.g. a broken arm). See Appendix E: Emergency Accommodation Form in Ohio’s Accessibility Manual for further information.  |