

2020–2021

ACT Aspire

Accessibility Supports Guide

Arkansas

Periodic Testing
Summative Testing

Online and Paper Testing

ACT[®] Aspire[®]

www.act.org/aspire

CONTACTS AND RESOURCES

Contact Information

ACT Aspire Customer Care

- Arkansas-specific phone: 800.498.6484, 7:00 a.m. – 6:00 p.m. Central time, Monday through Friday
- Email: actaspire@act.org

The Arkansas Department of Education: Division of Elementary and Secondary Education (ADE: DESE)

- Phone: 501.682.4558 - Office of Student Assessment

Resources

Website	URL
ACT Privacy Policy	act.org/content/act/en/privacy-policy.html
ACT Calculator Policy	act.org/calculator-policy.html Phone: 800.498.6481
PearsonAccess ^{next}	aspire.act.org
Arkansas State Testing (ACT-hosted web page), which contains the Schedule of Events and other documents	act.org/stateanddistrict/arkansas
Arkansas LiveBinder	livebinders.com/play/play?id=1851411
ACT Aspire product page	act.org/aspire
TestNav™ Support Site	https://support.assessment.pearson.com/display/TN/TestNav+8+Online+Support

ACT Privacy Policy

Examinees' scores and information provided on ACT Aspire answer documents are governed by the ACT Privacy Policy.

Accessibility Supports

The ACT-hosted web page includes accessibility resources, including:

- ACT Aspire Accessibility Supports Guide
- Spanish Audio of Verbal Instructions (for examinees)
- Braille Notes (for the room supervisor)
- ACT-Authorized Bilingual Word-to-Word Dictionaries list

These items can be found under Verification and Administration on the ACT-hosted web page.

Prepare Your Examinees

There are two resources available for examinees who wish to prepare for testing:

- Student Sandbox

- Exemplar Test Question Booklets - each booklet (one for each subject and grade) describes reporting categories, standards, depth-of-knowledge levels, and correct responses.

These items can be found under Preparation on the ACT-hosted web page.

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ABOUT THIS GUIDE

ACT is updating the language of accessibility towards industry standards. This shift will allow for consistency in language across all ACT products.

A quick reference table provides basic information on available supports for the ACT Aspire including the testing mode, content areas, and program. When "Aspire-Periodic" is referenced in this table it includes both Classroom and Interim testing. All decisions for accessibility support for Classroom testing remain at the local level.

Terminology consistency:

- **Verbal instructions** refer to the spoken instructions given students by the room supervisor.
- **Test directions** refer to the written directions at the beginning of test sections.
- **Universal Supports** refer to accessibility supports which are available to all students and **do not require additional planning**. These were previously referred to as support level 1, tier 1 or embedded.
- **Designated Supports** refer to accessibility supports which **need to be planned for**. These were previously referred to as support level 2, tier 2 or open access tools.
- Raised line drawings is the term for tactile graphics.

The term Personal Needs Profile (PNP) references two aspects of preparation for testing.

- The PNP Worksheet is an optional way to capture accessibility support needs of individual students who may not have their needs identified in a formal educational plan. Not all accessibility supports on the worksheet will be entered in to PearsonAccess^{next}.
- The PNP section of PearsonAccess^{next} allows for the supports to be active in TestNav. Not all accessibility supports are listed in the PNP section of PearsonAccess^{next}.

IMPORTANT: Updating to the new terminology is an iterative process; therefore, there may be inconsistencies between the language in this guide and the language in PearsonAccess^{next}. These will be aligned in future administrations.

TERMINOLOGY CHANGES FOR 2020–2021

Timing

Previous Name	Updated Name
Extra Time	Extra Testing Time
Breaks: Supervised within Each Day	Breaks as needed

Presentation and Formats

Previous Name	Updated Name
American Sign Language (ASL): Directions Only (English Text)	Interpreter: Sign language interpreter for oral instructions only
Signing Exact English (SEE): Directions Only (English Text)	Interpreter: Sign language interpreter for oral instructions only
Braille, Contracted, American Edition (EBAE) (Including Tactile Graphics)	Braille (EBAE, Contracted)
Tactile Graphics	Braille, Raised Line Drawings
Cued Speech	Cued speed transliteration
American Sign Language (ASL) Test Items (English Text)	Interpreter: Signing Exact English for entire test
Signing Exact English (SEE): Test Items (English Text)	Interpreter: Signing Exact English for entire test
Large Print	Large Print
Human Reader (English Audio)	Human Reader
Human Reader (English Audio + Orienting Description)	Human Reader
Text-to-speech (English Audio)	Text-to-Speech
Text-to-speech (English Audio + Orienting Description)	Text-to-Speech
Color Overlay	Color Contrast/Overlay
Line Reader Mask	Answer Masking/Custom Masking
Magnifier Tool	Magnification/Magnifier
Browser Zoom Magnification	Magnification/Magnifier

Response

Previous Name	Updated Name
Abacus	Abacus
Custom Masking (Answer Machine)	Answer/Custom Masking
Answer Eliminator	Answer Eliminator
Highlighter	Highlighter
Highlighter Tool	
Scratch Paper	Work on Scratch Paper
Calculator	Calculator
Electronic Spell Checker	Spell Checker (Electronic)
Respond in Test Booklet or on Separate Paper	Examinee Responds in an Alternate Method
Dictate Responses	Dictate Responses to a Scribe
Keyboard or AAC + Local Print	Computer for writing section response (paper-based testing)
	Examinee Responds in an Alternate Method
Mark Item for Review	Mark Item for Review

Setting and Location

Previous Name	Updated Name
Physical/Motor Equipment	Assistive devices: furniture, AAC, switches, adaptive keyboard or mouse
Audio Environment	Auditory Amplification/FM System
Special Seating/Grouping	Seating/Grouping
Individual Test Administration	Seating/Grouping
Location for Movement	Seating/Grouping
N/A	Food, Drink, and Medication for Individuals with Medical Need
Other Setting	Test location
Home Administration	

English Learner

Previous Name	Updated Name
Translated Test Directions	Translated test directions
Word-to-Word Dictionary, ACT-Authorized	Bilingual Word-to-Word Dictionary (ACT-Authorized)

TESTING WITH ACCESSIBILITY SUPPORTS

Types of Accessibility Supports

This guide applies to ACT Aspire Periodic (Interim and Classroom) and Summative testing. It complements other ACT Aspire manuals, such as Test Coordinator Manual, Room Supervisor Manual: Periodic Testing, Room Supervisor Manual: Online Testing – Summative, and Room Supervisor Manual: Paper Testing – Summative.

ACT Aspire Periodic testing is delivered online with the exception of braille. ACT Aspire Summative testing is delivered online or paper and includes writing. Because of these differences, the available accessibility supports vary between programs.

Arkansas Policy: Summative paper testing must be approved by the ADE: DESE Office of Student Assessment with the exception of Braille, large print, or American Sign Language accommodations.

Accessibility supports permitted during testing are designed to remove barriers to examinee performance and honor the content the tests measure.

It is important to abide by all outlined requirements for administering supports.

Types of accessibility supports:

- **Universal Supports** (formerly Level 1, Default)
- **Designated Supports** (formerly Level 2, Open Access)
- **English Learner (EL) Supports**
- **Accommodations**

Arkansas Policy: The ADE: DESE may have a more restrictive policy on the use of certain accommodations, English learner supports, and designated supports. Follow the ADE: DESE policy when applicable.

It is recommended that examinees use the tutorial or sandbox to learn how to navigate online tools before testing.

Testing with Universal Supports

Examples of universal supports include, but are not limited to:

- Answer eliminator (online testing only)
- Sheet of scratch paper (online testing only)
- Test booklet used as scratch paper (paper testing only)

Testing with Designated Supports

Designated supports are available to any examinee for whom a need has been identified. Designated supports must be identified and planned for locally to ensure proper delivery.

Some supports may need to be entered in PearsonAccess^{next} on the student's PNP if they are listed.

Examples of designated supports include, but are not limited to:

- Testing in a small group or one-to-one
- Food, drink, or access to medication, for examinees with medical needs
- A written copy of the verbal instructions (provided locally)
- Using colored overlays for paper testing
- Using a magnifier for paper testing

Testing with English Learner (EL) Supports

English learner (EL) supports are available only for examinees who are not proficient in English.

Arkansas Policy: EL students must have supports noted in an LPAC; otherwise, they are not eligible to use them.

EL supports are limited to:

- Word-to-word bilingual dictionary
- Translated verbal instructions (for each grade level or for those grades that may test together per ADE: DESE policy), provided locally
- One and one-half time (one session)
- Small group testing

Testing with Accommodations

Accommodations are available only for examinees when documented in an IEP, 504 Plan, or other accommodations/supports plan (e.g., LPAC).

Examinees with ACT-authorized accommodations must use the designated accommodations test materials. Examinees with the same testing times may test together as a group unless an accommodation requires one-to-one testing. You can also refer to ADE: DESE policy on which grades may test together.

Examples of accommodations include, but are not limited to:

- Timing/scheduling supports (e.g., extra testing time, breaks as needed [other than using the restroom])
- Audio supports (e.g., human reader using a Reader's Script, text-to-speech)
- Response supports (e.g., scribe to record responses, speech-to-text software for the writing test)
- Sign language interpreter using a Reader's Script for test items
- Alternate formats (e.g., braille, large print)

Modifications

Modifications are alterations that are sometimes used during instruction. These change what a test is designed to measure and prevent meaningful interpretation of an examinee's score. Modifications are not permitted for testing.

IMPORTANT: If a modification is made, the test might not be scored.

Qualification for Accessibility Supports

Authorization

The test coordinator identifies examinees who qualify to test with:

- Accommodations—based on their individualized educational program (IEP), 504 plan, or other accommodations/supports plan (e.g., LPAC)
- English learner (EL) supports—based on limited English proficiency
- Designated supports—based on an identified need

The test coordinator documents accommodations, EL supports, and designated supports on the Personal Needs Profile (PNP).

Diagnostic documentation is not provided to ACT.

Arkansas Policy: Keep written documentation securely on file for three years.

Determining Accessibility Supports Based on Need

Some options for examinees with visual impairments:

- Braille or large-print test form
- Human reader (using a Reader's Script), or text-to-speech
- Scribe to mark responses
- Extra testing time

Some options for examinees with hearing impairments:

- Interpreter for verbal instructions
- A copy of the verbal instructions for the examinee to read
- Interpreter for test questions (using a Reader's Script)
- Extra testing time

Some options for examinees with learning disabilities:

- Text-to-speech
- Extra testing time
- Scribe to mark responses

Some options for examinees with physical disabilities:

- Scribe to mark responses
- Extra testing time

Note: If the examinee responds in an alternate method, testing staff need to carefully transfer responses to be scored.

Arkansas Policy: Prohibited Accessibility Supports

The following accessibility supports are prohibited per ADE: DESE policy and should not be selected in the personal needs profile (PNP).

- Spanish Text + Audio
- Testing over Multiple Days (Breaks: Securely Extend Session over Multiple Days)

Complete the *ADE: DESE Special Accommodations Request Form* for the following accessibility supports. These should only be selected in the PNP if approved for use by ADE: DESE.

- Test location: Administration at home or care facility
- Paper test materials other than for Braille, sign language, or large print
- Braille, sign language, or large print (when paired with additional supports other than Dictate Responses to a Scribe)
- Human Reader
- Assistive Devices
- Audio Amplification/FM System (when used for secure test items)
- Dictate Responses to a Scribe (except when used with Braille, sign language, or large print)

Personal Needs Profile

Complete the Personal Needs Profile Worksheet (Optional)

Accessibility supports are usually identified during the student's IEP, 504, or LPAC meetings. If the student does not have a formal educational plan, but needs supports for the ACT Aspire test, the PNP worksheet may be used to identify appropriate accessibility supports before entering this into PearsonAccess^{next}.

1. Describe each examinee's strengths and challenges.
2. Consult the Accessibility Supports table and detailed descriptions to match the examinee's need with available supports.
3. Consider each type of support, designated supports, English learner (EL) supports, or accommodations, or a combination of supports.
 Will the examinee need extra testing time, an individual administration, special seating, additional breaks?
4. Note the examinee's designated supports, EL supports, and/or accommodations for testing.
5. Import or manually assign student PNP information in PearsonAccess^{next}.

Personal Needs Profile Worksheet

PNP Worksheet – Periodic

Examinee Name and Grade:	Reading or English	Math	Science
Strengths and Challenges			
Accessibility Supports			

PNP Worksheet – Summative

Examinee Name and Grade:	Reading or English	Math	Science	Writing
Strengths and Challenges				
Accessibility Supports				

Import Student PNP and Test Information File

Note: You may import student PNP and test session data in the same file at the same time, or you may choose to import this information separately.

1. Select the **Setup** icon.
2. Select **Import/Export Data**.
3. Select the drop-down arrow next to the **Start** button and select **Import/Export Data**.
4. Select the drop-down arrow in the **Type** field and select **Student PNP and Test Information**.
5. Select the box next to the options that apply.

*Note: Select the **Update only PNP Accessibility Supports** option if you do not want class/group or test session information updated. Only PNP data will be updated if this option is selected.*

6. Select the **Choose File** button.
 - a. Navigate to the file you want to import.
7. Select the **Process** button.

The file will stop processing if 500 errors are reached. The **View File Details** tab will show links to **Download Records in Error** or **Download Error Messages**, which can be used to review any errors.

It is recommended that you export the template for the file first. Choose the appropriate export option for the file you wish to use and process. Use the **View File Details** tab to view the status of this file. When completed, select **Download File**.

Use Manage Student Tests - Manually Assign PNP

Note: Personal Needs Profile (PNP) selections can be easily changed prior to starting a session by following these steps and editing the fields. After a session has been prepared, the examinee will need to be moved to a new session and you will need to update the PNP fields.

1. Select the **Setup** icon.
2. Select **Students** to access the Students screen.
3. Select the box next to the examinee(s) to whom you need to assign a test and/or Personal Needs Profile (PNP) supports.
4. In the Tasks pane, select **Registrations and PNP** from the drop-down menu.
5. Select the **Start** button.
6. Select the examinee to whom you need to assign a test and/or accessibility support from the **Student** drop-down menu.

7. Complete all required fields.
 - a. To edit a test already assigned, select the grade for the examinee you wish to edit from the **Student Tests** menu.
 - b. Select the appropriate subject test from the drop-down menu under that grade.
8. Select all accessibility supports that apply to the test.
9. Select the **Save** button.

A Success - Changes saved message appears.
10. Select the **Exit Tasks** button.

The Students screen appears.

Run the Personal Needs Profile Report

After examinees have been assigned to test sessions, the Personal Needs Profile report lists each examinee's assigned session. Use this report to manage paper and online accommodations for examinees, set up test sessions, and assign examinees appropriately.

1. Select the **Reports** icon.
2. Select **Operational Reports** to access the Operational Reports screen.
3. Select the check box next to **Students & Registrations**.

A list of Students and Registrations reports appears.
4. Select the **Personal Needs Profile (PNP) Report for Student Tests**.

The report screen appears.
5. Select **Request Report Refresh** to view the most current report.
6. Modify options using the drop-down filters, if desired.
7. Select the **Refresh Report** button.

A Success - Changes saved message appears. The report will update.
8. Select the refresh icon, if necessary.
9. Select the **Download Report** button.

You will be prompted to save the report.
10. Select the **Exit Report** button.

The Operational Reports screen appears.

Descriptions of Accessibility Supports

This section provides high-level overviews and detailed descriptions of accessibility supports:

- Accessibility supports table, which includes the following high-level information:
 - ~ Accessibility supports name
 - ~ Designation for paper and online tests
 - ~ Specific content areas for which it is available
 - ~ Testing program
- Detailed descriptions of the accessibility supports, which includes:
 - ~ Definition
 - ~ Support Type
 - ~ Recommended Usage
 - ~ Personal Needs Profile Selection
 - ~ Arkansas Policy, if applicable
 - ~ Notes

Accessibility Supports

For more information about each support in this table, see the next section for detailed descriptions.

Accessibility Supports

Support	Type and Mode	Content Area	Product/Program
Abacus	<ul style="list-style-type: none"> Accommodation for Online Testing Accommodation for Paper Testing 	<ul style="list-style-type: none"> Available for math 	<ul style="list-style-type: none"> Aspire—Periodic Aspire—Summative
Accessible Calculator (not a standard calculator)	<ul style="list-style-type: none"> Accommodation for Online Testing Accommodation for Paper Testing 	<ul style="list-style-type: none"> Available for math 	<ul style="list-style-type: none"> Aspire—Periodic Aspire—Summative
Answer/Custom Masking	<ul style="list-style-type: none"> Universal Support for Online Testing Designated Support for Paper Testing 	<ul style="list-style-type: none"> Available for all tests 	<ul style="list-style-type: none"> Aspire—Periodic Aspire—Summative
Answer Eliminator	<ul style="list-style-type: none"> Universal Support for Online Testing Universal Support for Paper Testing 	<ul style="list-style-type: none"> Available for all tests 	<ul style="list-style-type: none"> Aspire—Periodic Aspire—Summative
Assistive Devices (Requires completion and approval of <i>ADE: DESE Special Accommodations Request Form.</i>)	<ul style="list-style-type: none"> Accommodation for Online and Paper Testing 	<ul style="list-style-type: none"> Available for all tests 	<ul style="list-style-type: none"> Aspire—Periodic Aspire—Summative
Audio Amplification/FM System (Requires completion and approval of <i>ADE: DESE Special Accommodations Request Form.</i>)	<ul style="list-style-type: none"> Designated Support for Online Testing Designated Support for Paper Testing 	<ul style="list-style-type: none"> Available for all tests 	<ul style="list-style-type: none"> Aspire—Periodic Aspire—Summative
Bilingual Word-to-Word Dictionary (from ACT-Authorized list)	<ul style="list-style-type: none"> Accommodation and English Learner Support for Online Testing Accommodation and English Learner Support for Paper Testing 	<ul style="list-style-type: none"> Available for math and science Available for writing, math, and science 	<ul style="list-style-type: none"> Aspire—Periodic Aspire—Summative
Braille, Raised Line Drawings (Requires completion and approval of <i>ADE: DESE Special Accommodations Request Form</i> when paired with additional supports other than Dictate Responses to a Scribe.)	<ul style="list-style-type: none"> Braille is an Accommodation for Paper Testing Raised Line Drawings are an Accommodation for Online Testing Raised Line Drawings are an Accommodation for Paper Testing 	<ul style="list-style-type: none"> Braille is available for all tests Raised Line Drawings are available for all tests 	<ul style="list-style-type: none"> Aspire—Periodic, Interim Aspire—Summative
Breaks as Needed (other than for restroom)	<ul style="list-style-type: none"> Accommodation for Online Testing Accommodation for Paper Testing 	<ul style="list-style-type: none"> Available for all tests 	<ul style="list-style-type: none"> Aspire—Periodic Aspire—Summative

Accessibility Supports (continued)

Support	Type and Mode	Content Area	Product/Program
Color Contrast/Overlay	<ul style="list-style-type: none"> • Universal Support for Online Testing • Designated Support for Paper Testing 	<ul style="list-style-type: none"> • Available for all tests 	<ul style="list-style-type: none"> • Aspire—Periodic • Aspire—Summative
Countdown Timer	<ul style="list-style-type: none"> • Universal Support for Online Testing • Designated Support for Paper Testing 	<ul style="list-style-type: none"> • Available for all tests 	<ul style="list-style-type: none"> • Aspire—Periodic • Aspire—Summative
Dictate Responses to a Scribe (Requires completion and approval of <i>ADE: DESE Special Accommodations Request Form</i> when not paired with Braille, large print, or sign language.)	<ul style="list-style-type: none"> • Accommodation for Online Testing • Accommodation for Paper Testing 	<ul style="list-style-type: none"> • Available for all tests 	<ul style="list-style-type: none"> • Aspire—Periodic • Aspire—Summative
Examinee Responds in an Alternate Method	<ul style="list-style-type: none"> • Accommodation for Online Testing • Accommodation for Paper Testing 	<ul style="list-style-type: none"> • Available for all tests 	<ul style="list-style-type: none"> • Aspire—Periodic • Aspire—Summative
Extra Testing Time	<ul style="list-style-type: none"> • Accommodation and English Learner Support for Online Testing • Accommodation and English Learner Support for Paper Testing 	<ul style="list-style-type: none"> • Available for all tests 	<ul style="list-style-type: none"> • Aspire—Periodic • Aspire—Summative
Food, Drink, and Medication for Individuals with Medical Need	<ul style="list-style-type: none"> • Designated Support for Online Testing • Designated Support for Paper Testing 	<ul style="list-style-type: none"> • Available for all tests 	<ul style="list-style-type: none"> • Aspire—Periodic • Aspire—Summative
Highlighter	<ul style="list-style-type: none"> • Universal Support for Online Testing • Designated Support for Paper Testing 	<ul style="list-style-type: none"> • Available for all tests 	<ul style="list-style-type: none"> • Aspire—Periodic • Aspire—Summative
Human Reader (Requires completion and approval of <i>ADE: DESE Special Accommodations Request Form</i> .)	<ul style="list-style-type: none"> • Accommodation for Online Testing • Accommodation for Paper Testing 	<ul style="list-style-type: none"> • Available for math and science • Available for writing, math, and science 	<ul style="list-style-type: none"> • Aspire—Periodic • Aspire—Summative

Accessibility Supports (continued)

Support	Type and Mode	Content Area	Product/Program
Interpreter	<ul style="list-style-type: none"> Accommodation to Translate Verbal Instructions for Online Testing Accommodation to Translate Verbal Instructions for Paper Testing Accommodation to Translate Test Directions and Test Items for Online Testing Accommodation to Translate Test Directions and Test Items for Paper Testing 	<ul style="list-style-type: none"> Available for math and science Available for writing, math, and science 	<ul style="list-style-type: none"> Aspire—Periodic Aspire—Summative
Keyboard Navigation	<ul style="list-style-type: none"> Universal Support for Online Testing 	<ul style="list-style-type: none"> Available for all tests 	<ul style="list-style-type: none"> Aspire—Periodic Aspire—Summative
Large Print (Requires completion and approval of <i>ADE: DESE Special Accommodations Request Form</i> when paired with additional supports other than Dictate Responses to Scribe.)	<ul style="list-style-type: none"> Accommodation for Paper Testing 	<ul style="list-style-type: none"> Available for all tests 	<ul style="list-style-type: none"> Aspire—Summative
Magnification/Magnifier (Requires completion and approval of <i>ADE: DESE Special Accommodations Request Form</i> if external magnification device is needed.)	<ul style="list-style-type: none"> Universal Support for Online Testing Designated Support for Paper Testing 	<ul style="list-style-type: none"> Available for all tests 	<ul style="list-style-type: none"> Aspire—Periodic Aspire—Summative
Mark Item for Review	<ul style="list-style-type: none"> Universal Support for Online Testing Universal Support for Paper Testing 	<ul style="list-style-type: none"> Available for all tests 	<ul style="list-style-type: none"> Aspire—Periodic Aspire—Summative
Notification of Time Remaining alternative method to verbal notification countdown timer	<ul style="list-style-type: none"> Designated Support for Online Testing Designated Support for Paper Testing 	<ul style="list-style-type: none"> Available for all tests 	<ul style="list-style-type: none"> Aspire—Periodic Aspire—Summative
Printed Copy of Verbal Instructions, Provided Locally	<ul style="list-style-type: none"> Designated Support for Online Testing Designated Support for Paper Testing 	<ul style="list-style-type: none"> Available for all tests 	<ul style="list-style-type: none"> Aspire—Periodic Aspire—Summative

Accessibility Supports (continued)

Support	Type and Mode	Content Area	Product/Program
Seating/Grouping	<ul style="list-style-type: none"> Designated Support and English Learner Support for Online Testing Designated Support and English Learner Support for Paper Testing 	<ul style="list-style-type: none"> Available for all tests 	<ul style="list-style-type: none"> Aspire—Periodic Aspire—Summative
Speech-to-Text (Requires completion and approval of <i>ADE: DESE Special Accommodations Request Form.</i>)	<ul style="list-style-type: none"> Accommodation for Online Testing Accommodation for Paper Testing 	<ul style="list-style-type: none"> Available for writing 	<ul style="list-style-type: none"> Aspire—Summative
Spell Checker (Electronic and External Spell Check Device)	<ul style="list-style-type: none"> Accommodation for Online Testing Accommodation for Paper Testing 	<ul style="list-style-type: none"> Available for math and science Available for writing, math, and science 	<ul style="list-style-type: none"> Aspire—Periodic Aspire—Summative
Testing over Multiple Days	<ul style="list-style-type: none"> Prohibited per ADE: DESE Policy 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
Test Location: Administration at Home or Care Facility (Requires completion and approval of <i>ADE: DESE Special Accommodations Request Form.</i>)	<ul style="list-style-type: none"> Designated Support for Online Testing Designated Support for Paper Testing 	<ul style="list-style-type: none"> Available for all tests 	<ul style="list-style-type: none"> Aspire—Periodic Aspire—Summative
Text-to-Speech	<ul style="list-style-type: none"> Accommodation for Online Testing Accommodation for Paper Testing 	<ul style="list-style-type: none"> Available for math and science Available for writing, math, and science 	<ul style="list-style-type: none"> Aspire—Periodic Aspire—Summative
Translated Verbal Instructions in Native Language, Delivered as a Printed Copy, Provided Locally	<ul style="list-style-type: none"> English Learner Support for Online Testing English Learner Support for Paper Testing 	<ul style="list-style-type: none"> Available for all tests 	<ul style="list-style-type: none"> Aspire—Periodic Aspire—Summative
Translated Verbal Instructions in Spanish Audio, Provided by ACT	<ul style="list-style-type: none"> English Learner Support for Online Testing 	<ul style="list-style-type: none"> Available for all tests 	<ul style="list-style-type: none"> Aspire—Summative
Visual Environment	<ul style="list-style-type: none"> Designated Support for Online Testing Designated Support for Paper Testing 	<ul style="list-style-type: none"> Available for all tests 	<ul style="list-style-type: none"> Aspire—Periodic Aspire—Summative

Accessibility Supports (continued)

Support	Type and Mode	Content Area	Product/Program
Work on Scratch Paper	<ul style="list-style-type: none"> • Universal Support to Use Sheets of Scratch Paper for Online Testing • Designated Support to Use Sheets of Scratch Paper for Paper Testing • Universal Support to Use the Test Booklet as Scratch Paper for Paper Testing 	<ul style="list-style-type: none"> • Available for all tests 	<ul style="list-style-type: none"> • Aspire—Periodic • Aspire—Summative

Detailed Description of Supports

The following detailed description of supports topics contain definitions, type, recommended usage, the personal needs profile selection, and requirements for using specific supports.

Arkansas Policy: Accessibility Supports identified with an asterisk (*) require approval of the *ADE: DESE Special Accommodations Request Form*, or have specific policy to follow.

Abacus

Definition: An instrument for performing calculations by sliding counters along rods or in grooves

Type: Accommodation

Recommended Usage: Examinees with visual impairments

Personal Needs Profile Selection: Abacus

Notes: This accommodation may only be used for the mathematics test. Extra testing time may be needed when providing this accommodation.

Accessible Calculator

Definition: A calculator with features that make it usable for examinees with visual impairments, such as large key, braille, or talking. This is not the same as a standard calculator.

Type: Accommodation

Recommended Usage: Examinees with visual impairments

Personal Needs Profile Selection: N/A

Notes: Examinees using talking calculators may test in a group if they have headphones. If headphones are not used, examinees must test individually. Calculators are provided locally and may only be used on the mathematics test.

Answer/Custom Masking

Definition:

- **Answer Masking—online testing:** Multiple-choice answers are covered. The examinee uncovers choices when ready.
- **Custom Masking—online testing:** Sections of the screen are covered by a box which varies in size and location.
- **Answer/Custom Masking—paper testing:** Blank paper or cards are used to cover portions of the test booklet and/or answer document.

Type:

- Universal Support for online testing
- Designated Support for paper testing

Recommended Usage: Examinees who have difficulty with visual clutter

Personal Needs Profile Selection: Custom Masking

Answer Eliminator

Definition: Crossing out multiple-choice answers to help determine the correct response

Type: Universal Support

Recommended Usage: Examinees who use similar strategies during instruction

Personal Needs Profile Selection: N/A

Notes: Examinees use a system tool to cross out answers for online testing. Examinees cross out responses in the test booklet for paper testing.

Assistive Devices*

Definition: Assistive devices are specialized tools which allow access to the test. These include adaptive keyboards, mouse, specialized seating, Augmentative Alternative Communication (AAC) devices, switches, or other assistive devices.

Type: Designated Support

Type: Accommodation

Recommended Usage: Examinees with physical impairments, examinees with motor control difficulties, examinees with difficulties producing speech

Arkansas Policy: Requires completion and approval of the *ADE: DESE Special Accommodations Request Form*.

Personal Needs Profile Selection: Keyboard, AAC + Local Print

Notes: Local printing of examinee responses and/or transcription of responses may be required for scoring depending on the assistive technology used. No test materials may be copied or downloaded onto the assistive device. If using digital projection, this requires one-to-one testing. Extra testing time may also be authorized based on the support provided.

Audio Amplification/FM System*

Definition:

- Audio amplification—online testing: Examinees wear headphones and raise or lower volume, as needed.
- FM system—online and paper testing: The room supervisor wears a microphone that wirelessly transmits directly to examinee's hearing device.

Type: Designated Support

Recommended Usage: Examinees with hearing impairments who wear hearing aids, have cochlear implants, or who use an FM system

Arkansas Policy: Requires completion and approval of the *ADE: DESE Special Accommodations Request Form* when using Bluetooth technology.

Personal Needs Profile Selection: Audio Environment

Notes: If examinees are unable to use headphones with audio amplification, they must test one-to-one. ACT does not promote or provide guidelines for Bluetooth usage.

Bilingual Word-to-Word Dictionary

Definition: A reference source in print containing words in English, and the equivalent word in another language

Type: English Learner Support

Recommended Usage: Examinees who are not proficient in English, but have sufficient English to use the support effectively

Arkansas Policy: This support should be identified in the LPAC.

Personal Needs Profile Selection: Word-to-Word Dictionary

Notes: Extra time may also be authorized.

Only ACT-authorized dictionaries may be used: <https://www.act.org/content/dam/act/unsecured/documents/ACT-ApprovedBilingualDictionariesList.pdf>

Braille, Raised Line Drawings*

Definition: Braille is a form of written language in which characters are represented by patterns of raised dots that are felt with the fingertips.

English Braille American Edition (EBAE) was used as the braille code until Unified English Braille (UEB) was adopted. UEB is used internationally for English braille.

Nemeth is a code developed in the United States for mathematics and science notation. EBAE is used in conjunction with Nemeth. UEB has its own mathematics and science notation.

Graphics for braille are called raised line drawings. Charts, graphs, maps, diagrams, models, and symbols are translated into raised line drawings using multiple line heights, dashes, and textures to be felt by the fingertips. Raised line drawings often use labels to assist in understanding the tactile representation.

Raised line drawings are used in conjunction with:

- text-to-speech (+ orienting description) for online testing
- a human reader for paper testing

Type: Accommodation

Recommended Usage: Examinees with visual impairments, including blindness, who are proficient in reading braille

Arkansas Policy: Requires ADE: DESE Office of Student Assessment approval for Summative testing when paired with additional supports other than Dictate Responses to a Scribe.

Personal Needs Profile Selection:

- Braille Contracted, American Edition (EBAE)
- Braille Contracted, Unified English (UEB)

Notes: It is important that the test coordinator provide the correct braille format for the examinee. Transcription of responses in braille must be translated and transcribed to be scored, entered exactly as provided by the examinee. For Periodic testing, when using braille, responses must be entered in TestNav to be scored. Braille materials can be ordered as an additional order, requiring time for shipment of materials. Examinees authorized for braille should be provided triple time.

Breaks as Needed

Definition: Breaks with the test time paused, in addition to breaks scheduled for all examinees. Different than a restroom break.

Type: Accommodation

Recommended Usage: Examinees with medical conditions which require immediate response, examinees with behavioral concerns which require sensory breaks for calming

Personal Needs Profile Selection: Breaks - Supervised within Each Day

Notes: Examinees indicate when they need to take a break, and when they are ready to resume testing. Examinees may not interact with other examinees when taking a break. There may be a time limit for breaks as needed listed in the administration manual. Breaks may not be overnight. Extra testing time may also be authorized.

Color Contrast/Overlay

Definition: Ability to adjust the contrast between the background and text

- Examinees may select from preset text and background combinations.
- Examinees may use color overlays to adjust the contrast in the test booklet.

Type:

- Universal Support for online testing
- Designated Support for paper testing

Recommended Usage: Examinees with visual impairments or examinees who experience eye fatigue when reading black text on a white background

Personal Needs Profile Selection: N/A

Countdown Timer

Definition: A timing device which shows the time allowed for the test and counts down when the administration starts

Type:

- Universal Support for online testing
- Designated Support for paper testing

Recommended Usage: Examinees who require a visual representation of time remaining in a test session, such as examinees who are deaf

Personal Needs Profile Selection: N/A

Dictate Responses to a Scribe

Definition: A qualified individual marks responses for the examinee, during testing

Type: Accommodation

Recommended Usage: Examinees with motor disabilities which impede their ability to independently write

Arkansas Policy: Requires completion and approval of *ADE: DESE Special Accommodations Request Form* when not paired with Braille, large print or sign language.

Personal Needs Profile Selection: Dictate Responses

Notes: Requires the scribe to sign an agreement (found in the Test Coordinator manual) on test day. The scribe must be proficient in English. A scribe should not be used based solely on difficulty in marking responses. Use of a scribe is a skill that is developed over time, and should not be used for the first time during testing, unless it is due to an unforeseeable circumstance, such as a broken hand or arm. This must be a one-to-one administration. Use of a scribe will require authorization of extra testing time.

Examinee Responds in an Alternate Method

Definition: Examinee indicates answers on paper or in the test booklet. Responses are transcribed in to TestNav to be scored for online testing. Responses are transcribed on the answer document to be scored for paper testing.

Type: Accommodation

Recommended Usage: Examinees with visual impairments, examinees with fine motor control concerns, examinees with a broken hand or arm who do not use a scribe

Personal Needs Profile Selection:

- Respond in Test Booklet or on Separate Paper

Notes: Examinee responses must be transcribed at school in order to be scored. Extra testing time is recommended.

Extra Testing Time

Definition: Additional time to complete testing—one and one-half time, double time, two and one-half time, triple time, or quadruple time

Example: If an examinee receives double the normal testing time, a 40-minute test would be 80 minutes which is 200%.

Type: Accommodation

Recommended Usage: Examinees with a learning disability who require additional time to process

Personal Needs Profile Selection: Extra Time (expressed in terms of percent of time beyond standard allowable time: 150%, 200%, 250%, 300%, 400% or as designated in the file layout requirements)

Notes: Using extra time is a skill, and should not be provided without prior instruction on time management. Timing is part of test standardization. Providing extra time to examinees who do not require it to access the test may result in scores which are not representative of the examinee's skills. For Periodic testing, timing is not built into TestNav, but may be provided locally. For Summative testing with text-to-speech, triple time (300%) is built into TestNav; therefore, extra time cannot be selected in PearsonAccess^{next}.

Food, Drink, and Medication

Definition: Snacks, drinks, and/or medication allowed in the testing environment when it otherwise would not be allowed

Type: Designated Support

Recommended Usage: Examinees with medical conditions who require access to food, drinks, or medication

Personal Needs Profile Selection: N/A

Highlighter

Definition: Examinees may draw attention to sections of text by marking them with a color

Type:

- Universal Support for online testing
- Designated Support for paper testing

Recommended Usage: Examinees with visual or reading impairments who benefit from using a controlled color method for focusing, in everyday or academic settings

Personal Needs Profile Selection: N/A

Notes: Highlighters may not be used on the answer document, as it may interfere with the scoring equipment.

Human Reader*

Definition: The room supervisor reads aloud to one examinee using the provided Reader's Script in English. For Periodic, Interim testing, there is not a Reader's Script. The computer screen may be read aloud to the examinee by a trained and prepared room supervisor.

Type: Accommodation

Recommended Usage: Examinees with a learning disability in reading decoding or comprehension

Arkansas Policy: Human Reader is not an option for Periodic Interim testing. You must select Text-to-Speech. For Summative testing, it requires completion and approval of the *ADE: DESE Special Accommodations Request Form*.

Personal Needs Profile Selection:

- Human Reader, English (paper test intended for user with ability to see graphics; no braille)
- Human Reader, English + Orienting Description (paper test intended for user with blindness or low vision; requires braille companion materials)

Notes: Recommend examinees authorized for a human reader also be assigned triple time (extra testing time), as that is the length of time required to orally present the test. Requires time for shipment of materials. Requires the human reader to sign an agreement (found in the Test Coordinator manual) on test day. The examinee must be tested one-to-one.

Interpreter

Definition: A qualified individual who orally (or visually) translates for the examinee

Type:

- Designated Support when orally (or visually) translating the verbal instructions using American Sign Language (ASL), Signing Exact English (SEE), and cued speech
- English Learner Support when translating the verbal instructions into the examinee's native language
- Accommodation when translating the test directions and test items using Signing Exact English (SEE), and cued speech following the Reader's Script

Recommended Usage:

- Examinees with a hearing impairment who use sign language as their primary mode of communication
- Examinees identified as English learners

Personal Needs Profile Selection:

- American Sign Language (ASL): Full Translation
- American Sign Language (ASL): Directions Only
- Signing Exact English (SEE): Full Translation
- Signing Exact English (SEE): Directions Only
- Cued Speech

Notes: The interpreter follows the Reader's Script verbatim, without adding explanation when using Signing Exact English (SEE) and cued speech. Graphics and images may not be described, but all text labels inside graphics may be translated as needed. When signing test items, this must be a one-to-one administration. For examinees with hearing impairments, you may copy the verbal instructions found in the Room Supervisor administration manual to provide to the examinee to read. Recommend providing extra time. Requires the interpreter to sign an agreement (found in the Test Coordinator manual) on test day.

Keyboard Navigation

Definition: Ability to move to different areas on the screen through keyboard buttons (e.g., tab, arrow keys)

Type: Universal Support

Recommended Usage: Examinees who have difficulty manipulating a mouse, or who use a switch to navigate on a computer

Personal Needs Profile Selection: N/A

Large Print*

Definition: Test booklets printed in 18-point font, instead of the standard 10-point font

Type: Accommodation

Recommended Usage: Examinees with visual impairments

Arkansas Policy: Requires completion and approval of the *ADE: DESE Special Accommodations Request Form* when paired with additional supports other than Dictate Responses to a Scribe.

Personal Needs Profile Selection: Large Print

Notes: Requires time for shipment of materials.

Magnification/Magnifier *

Definition:

- Browser Zoom: Enlarging what is displayed on screen using keyboard shortcuts (e.g., Ctrl +)
- Magnification: Embedded tool to enlarge a section of the screen
- CCTV: Technology to enlarge the test booklet
- Magnifier: A hand-held device (e.g., a magnifying glass or full page magnifier) to enlarge printed text and graphics

Type:

- Universal Support for online testing
- Designated Support for paper testing

Recommended Usage: Examinees with visual impairments

Arkansas Policy: If external magnification device is needed, requires completion and approval of the *ADE: DESE Special Accommodations Request Form*.

Personal Needs Profile Selection: N/A

Notes: When using browser zoom, examinees may need to scroll to view all text and graphics.

Mark Item for Review

Definition: Flag items to return to them later

Type:

- Universal Support for online testing
- Designated Support for paper testing

Recommended Usage: Examinees who want to go back to a question and verify their answer choice

Personal Needs Profile Selection: N/A

Notification of Time Remaining

Definition: Alternate notification of time remaining, such as note cards

Type: Designated Support

Recommended Usage: Examinees with a hearing impairment, including examinees who are deaf

Personal Needs Profile Selection: N/A

Notes: The method of notification of time remaining should be determined in advance with the examinee.

Printed Copy of the Verbal Instructions

Definition: Examinees may be provided a printed copy of the verbal instructions (the instructions that are included in the administration manual that the room supervisor reads aloud to examinees when administering the test).

Type: Designated Support

Recommended Usage: Examinees who have difficulty following the verbal instructions and examinees with a hearing impairment who need to follow along with what is being said by the room supervisor

Personal Needs Profile Selection: N/A

Notes: You may copy the verbal instructions found in the Room Supervisor administration manual to provide to the examinee to read.

Seating/Grouping

Definition: Specific seat location (e.g., sitting in the front to see sign-language interpreter), or testing in a small group or one-to-one

Type: Designated Support

Recommended Usage: Examinees with sensory concerns, examinees who are easily distracted, examinees with behaviors that may distract others

Personal Needs Profile Selection:

- Special Seating/Grouping
- Location for Movement
- Individual Administration

Speech-to-Text*

Definition: Software used in conjunction with a word processing program which converts spoken language into written text, used for the writing test

Type: Accommodation

Recommended Usage: Examinees with motor disabilities which impede their ability to independently write

Arkansas Policy: Requires completion and approval of the *ADE: DESE Special Accommodations Request Form*.

Personal Needs Profile Selection: N/A

Notes: Use of a computer with voice recognition software is required for paper testing. Voice recognition software on mobile telephone devices is not allowed. Examinees must be tested one-to-one.

Spell Checker (Electronic and External)

Definition: Hand-held device used to correct spelling errors on the writing essay for paper testing. Electronic devices may not have word prediction, a thesaurus, or contain definitions.

Type: Accommodation

Recommended Usage: Examinees whose spelling errors impact their writing to the point of being incomprehensible to others

Personal Needs Profile Selection: Electronic Spell Checker

Notes: General spelling is not scored. Grammar check must be turned off.

Testing over Multiple Days*

Arkansas Policy: Use of Breaks: Securely Extend Session over Multiple Days is prohibited per ADE: DESE policy.

Test Location*

Definition: Allowing examinees to test in a secure location other than the usual test environment

Type: Designated Support

Recommended Usage: Examinees with medical concerns, anxiety, or other conditions who are unable to test with other examinees, or examinees who are not allowed in the standard test environment

Arkansas Policy: Requires completion and approval of the *ADE: DESE Special Accommodations Request Form*.

Personal Needs Profile Selection:

- Home Administration
- Other Setting

Note: A written chain of custody must be maintained for the test materials. Two trained administrators who meet staff requirements outlined in the Test Coordinator Manual must be present to test an examinee at home.

Text-to-Speech*

Definition: Converts on-screen test directions and test items into spoken voice output. Orienting descriptions tell examinees where they are on the screen.

Type: Accommodation

Recommended Usage: Examinees with a learning disability in reading comprehension or decoding, or examinees with a visual impairment

Arkansas Policy: Use of Spanish Text + Audio is prohibited.

Personal Needs Profile Selection:

- English Text-to-Speech Audio (intended for user with ability to see graphics)
- English Text-to-Speech Audio + Orienting Description (intended for user with blindness or low vision; requires braille + tactile graphics companion and response support to record responses)

Notes: When administered in a small group, each examinee must have their own headphones. Extra testing time of 300% is recommended. Requires time for shipment of orienting description materials.

Translated Verbal Instructions

Definition: Verbal instructions (the instructions that are included in the administration manual that the room supervisor reads aloud to examinees when administering the test) are translated into the examinee's native language for all examinees in the test room, delivered as a locally provided and printed copy

Type: English Learner Support

Recommended Usage: Examinees who are not proficient in listening and comprehending verbal instructions in English

Personal Needs Profile Selection: Translated Test Directions (Only)

Notes: The printed copy of translated verbal instructions, provided locally, must be based as precisely as possible on the English instructions.

Translated Verbal Instructions in Spanish

Definition: Verbal Instructions (the instructions that are included in the administration manual that the room supervisor reads aloud to examinees when administering the test) are available in Spanish audio

Type: English Learner Support

Recommended Usage: For examinees who are not proficient in listening and comprehending verbal instructions in English

Personal Needs Profile Selection: Translated Test Directions (Only)

Notes: Examinees who wish to use the Spanish audio Verbal Instructions, test coordinators must download it from the web page prior to testing. Examinees listen to the downloaded verbal instructions. If testing in a room with both English and Spanish instructions, the

examinee should use headphones to hear the verbal instructions in Spanish. If the entire room uses Spanish, they may be played from one device for the entire room.

Visual Environment

Definition: The test environment is adjusted based on identified examinee need. This may include, but is not limited to minimizing visual clutter, brighter or dimmer lighting, or seating to minimize glare or increase natural light.

Type: Designated Support

Recommended Usage: Examinees with visual impairments, examinees with migraines

Personal Needs Profile Selection: Visual Environment

Notes: The environment should be adjusted in addition to the general preparation of a test room to remove academic material.

Work on Scratch Paper*

Definition: Calculating, writing, or drawing to help determine an answer

Type:

- Designated Support to Use Sheets of Scratch Paper for Paper Testing
- Universal Support to Use the Test Booklet as Scratch Paper for Paper Testing
- Universal Support to Use Sheets of Scratch Paper for Online Testing

Recommended Usage: Examinees who use similar strategies during instruction

Arkansas Policy: If using an assistive device for scratch work, requires completion and approval of the *ADE: DESE Special Accommodations Request Form*.

Personal Needs Profile Selection: N/A

Notes: Assistive devices are permitted to do scratch work if needed, and must be selected in the PNP. All examinees may use their student authorization testing ticket as scratch paper for online testing. Optionally, they may also receive one sheet of scratch paper.

ORDERING ACCESSIBILITY SUPPORTS

Most accessibility supports are available by editing the Personal Needs Profile (PNP) in PearsonAccess^{next}. Some accessibility supports require an additional step to order all needed test materials. See the table below for guidelines on these supports.

W=Writing | E=English | R=Reading | M=Math | S=Science

Ordering Accessibility Supports

If a student is testing...	Then...
TTS Audio + Orienting Description	<ul style="list-style-type: none"> In the PNP, mark the student as TTS Audio + Orienting Description and select either EBAE or UEB Braille for W, M, S and leave delivery format as online – respond online. Place an additional order for Braille (EBAE or UEB, matching your selection for W, M, and/or S above) for E and R – respond on the paper answer document.
Human Reader, English + Orienting Description	<ul style="list-style-type: none"> In the PNP, mark the student as English TTS Audio + Orienting Description and select either EBAE or UEB Braille for W, M, S and leave delivery format as online – respond online. Place an additional order for Braille (EBAE or UEB, matching your selection for W, M, and/or S above) for E and R – respond on the paper answer document.
ASL or SEE Full Translation (Summative testing only)	<ul style="list-style-type: none"> In the PNP, mark the student as Human Reader, English for W, M, S. For E and R mark the student as American Sign Language (ASL) directions only. <p><i>Note: E and R test items are not allowed to be administered ASL due to the construct of the test.</i></p>
Periodic Braille (Periodic testing only)	<ul style="list-style-type: none"> Create an additional order for Braille EBAE or UEB. Do not change delivery format to paper. Responses must be transcribed into PearsonAccess^{next}.
Human Reader Kits (Summative testing or when placing an additional order)	<ul style="list-style-type: none"> Order the same form that you received in the initial shipment of paper materials (e.g., 01A).

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