Guidelines for Selection and Use of Accommodations for Keystone Exams and PSSA Tests

October 11, 2018

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This Power Point presentation is not a substitute for the detailed information in the Accommodations Guidelines document regarding the selection and use of accommodations for the Keystone Exam and PSSAs.

- 2019 Accommodations Guidelines
Presentation Topics

- State assessment system
- PASA information
- New for 2019
- Understanding accommodations
- Selecting accommodations
- Online assessment information
- Administering accommodations, ethical practices, and test security
- Frequent accommodations
- Supplemental resources
- Important links and contacts
State Assessment System

- Federal and state regulations and legislation aim to ensure access to grade-level standards for ALL students.
- Accommodations can be the vehicle to provide access to grade-level content.
- All students are included in the accountability model
  - Pennsylvania Keystone Exams (end-of-course)
  - Pennsylvania System of School Assessment (PSSA) (grade-level achievement tests)
  - Pennsylvania Alternate System of Assessment (PASA) (alternate assessment)
State Assessment System

- PA Accountability System; ra-pas@pa.gov
- School Performance Profile (PDE website); PA School Performance Profile (website); ra-paprofile@pa.gov
- Future Ready PA Index (website); ra-edfuturereadypa@pa.gov
- Pennsylvania Value Added Assessment System (PVAAS); pdepvaas@iu13.org
- Educator Effectiveness System; ra-edef@pa.gov
- Test Security – ra-ed-PSSA-Keystone@pa.gov or 844-418-1651
- PASA Digital
• English Learners (ELs) in their first 12 months of enrollment in U.S. schools are not required to take the ELA/Literature state assessment.
• ELs who meet the eligibility criteria to take the PASA follow the same requirements.
• Accommodations:
  o Word-to-word translation dictionaries, without definitions and without pictures for Mathematics PSSA, Keystone Algebra I, and the Science PSSA or Keystone Biology only; not for any part of the ELA PSSA or Keystone Literature Exam
  o Qualified interpreters/sight translators for Mathematics PSSA or Keystone Algebra I and Science PSSA or Keystone Biology only; not for any part of the ELA PSSA test (except for the TDA prompts) or Keystone Literature Exam
  o Spanish/English Mathematics and Science PSSA and Keystone Algebra I and Biology Exams
English Learner Accommodations

• For more information on EL participation in state assessments, please see [2019 Accommodations Guidelines for ELs](#).

• All ELS in K-12 are required to take the WIDA ACCESS for ELs English Proficiency Test.

• Visit the [WIDA ACCESS for ELs Summative Assessment](#) webpage for information on testing and testing accommodations for the ACCESS for ELs®.
PASA Information
Who Participates in the PASA?

- A student with the most significant cognitive disability who meets the six eligibility criteria.

- Eligibility is determined by the IEP Team based upon the six eligibility criteria.

- A student who is in the assessed grades of 3-8 or 11 for English Language Arts/Math

- A student who is in the assessed grades of 4, 8 or 11 for Science

- ESSA regulations continue to stipulate no more than 1% of an LEA’s total tested population should participate in the PASA.
Pennsylvania’s six Eligibility Criteria for the PASA have been updated for the 2018-19 school year.

A Decision-Making Companion Tool for IEP teams has been released.

The updated criteria and resource tool provide additional clarity and specifics to the six criteria.
• PASA ELA and Mathematics will consist of two tiers instead of three levels.
• This will be consistent with the current Science assessment configuration.
• PASA Writing will be operational for the 2018-19 testing cycle.
• Writing items will be embedded within the ELA assessment.
## 2019 Keystone Exams & PSSA Accommodations

### Important Dates for 2018-2019 PASA Testing Cycle

<table>
<thead>
<tr>
<th>Assessment Activity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment</td>
<td>October 1-November 16, 2018</td>
</tr>
<tr>
<td>Test Administrator Training</td>
<td>January 14 – February 22, 2019</td>
</tr>
<tr>
<td>Test Administration Window (all content areas within window)</td>
<td>February 25 – April 12*, 2019</td>
</tr>
<tr>
<td>Test Materials Returned to PASA</td>
<td>Due to PASA by April 19, 2019</td>
</tr>
<tr>
<td>Score Reports Mailed</td>
<td>August 19, 2019</td>
</tr>
</tbody>
</table>

*No student responses may be entered or student videos uploaded after this date*
2019 Keystone Exams & PSSA Accommodations

PASA 2018-2019

- The website includes PASA information for ALL content areas: www.pasaassessment.org.
- All assessments will be delivered digitally through the website.
- Student test kits will be mailed.
- Recommended to upload all recorded assessments digitally.
- Webcams are available through the vendor.
- Writing will be assessed on the ELA test this year, but the score will not count.
- Online training is required for all assessment coordinators and assessors this year.
- A Handbook for Assessment Coordinators is available.
Many accommodations are built into the PASA test design for accessibility including:

- Tiered cognitive structure of the test
- Multiple-choice format
- Presentation of items with images rather than text

Information about additional allowable accommodations (eye gaze, assistive technology, etc.) can be accessed in the PASA Administration Manual and the PASA Administration Protocols training module on the PASA digital site.
Supporting Documentation Form

- A supporting documentation form is used to catalogue and report accommodations used during the test.

- The supporting documentation form must be completed and submitted for all students who take the PASA as part of the testing process.
PASA Training

• Training specific to enrollment, test, and security is required and available online at www.pasaassessment.org.

• The Bureau of Special Education (BSE) and PaTTAN conducted a webinar entitled “PASA Getting Ready: 2019 Updates” on September 25, 2018, the recording is available on the PaTTAN website.

• It is imperative that all PASA Assessment Coordinators and Special Education Administrators view this webinar; it addresses many important updates regarding the 2019 PASA.
Questions regarding regulations, policies, procedures, etc. should be directed to the Bureau of Special Education or PaTTAN:

- Lynda Lupp, Statewide Assessment Coordinator, llupp@pattan.net
- Lisa Hampe, Special Education Adviser, lihampe@pa.gov

Questions regarding procedures for enrollment, digital platform, etc. should be directed to the test vendor:

- Phone: (412) 624-3034
- General Inquiries and Questions: PASAtest@pitt.edu
- Technical assistance during the testing window: PASAdigi@pitt.edu
Keystone Exams and PSSA Accommodations
Accommodated Item Samplers

• 2018 UEB PSSA Item Samplers
  o Contact the [AIM center at AIM Center Request](#)

• 2018 VSL PSSA Item Samplers
  o The VSL online tutorial is accessed through [eDirect](#)
Refreshable Braille Option

- Online test engine is compatible with a refreshable Braille device that works with Job Access With Speech (JAWS).
- This feature eliminates the need for scribing or transcribing for those students using a refreshable Braille device with the online test format.
- Contact for information regarding enrollment for this option:
  - Data Recognition Corporation: Customer Service
  - 1-800-451-7849
  - Email: pacustomerservice@datarecognitioncorp.com
Mixed Mode Response Option

- Intended for students who benefit from online testing but may have limited or no capacity for extended keyboarding.
- Online testers use paper booklet for written responses.
- Intended to replace scribing and transcribing for some students.
- Available for Spring PSSA only.
- Student must respond to all multiple choice items online and all open ended responses in matching paper booklet with student label affixed.
Mixed Mode Response Option

- No multiple choice responses in paper booklet will be used for student score with this option.
- School Assessment Coordinator (SAC) should draw an X over each set of response bubbles to prevent the student from responding to multiple-choice questions in the paper booklet.
- Online system will not allow student written responses to be entered when this option is selected.
- LEAs that are 100% online and need a paper booklet will contact DRC at 1-800-451-7849.
- Mark the Mixed Mode Response bubble on the booklet.
- Indicate Mixed Mode Response in the student’s eDirect record.
Understanding Accommodations

• Learn about accommodations
  o Do not reduce expectations for learning
  o Used during instruction and assessment
  o Ensure a valid measure

• Accommodations categories
  o Presentation
  o Response
  o Setting
  o Timing
<table>
<thead>
<tr>
<th>Decision-making</th>
<th>Selection type</th>
<th>Must be documented</th>
</tr>
</thead>
</table>
| • Based on individual need  
• Student; IEP Team; Support Team for 504 Plan; ESL Team | • May not invalidate the state assessment  
• Effectiveness must be evaluated | • IEP  
• 504 Plan  
• ESL Plan  
• Student Record |
Decision-making

- Consistent with standards-based IEP and full participation in grade-level instruction
- Attempts to level the playing field to enable demonstration of knowledge and skills
- Ensures fair comparisons with other students taking the test
Selection of Accommodation Type

• Consideration of
  o Instructional tasks
  o Assessment anchors and eligible content

• More is not necessarily better

• Student’s willingness to use
  o Self-advocacy

• Enables independent learning
  o Assistive technology
  o Online testing
2019 Keystone Exams & PSSA Accommodations

Documentation

• IEP
  o Consideration of special factors; Supplementary Aids and Services; Present Levels; Specially Designed Instruction
  o Section IV, Participation in State and Local Assessments

• Chapter 15 Service Agreement (504 Plan)

• ESL Plan

• Student record

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Online Testing Advantages

- Guarantees standardized provision of some accommodations
- Enables independent test taking
- Online tools provided for use as needed
- Can reduce number of test administrators
- Eliminates managing two booklets
- Computer format appealing to students
- Enlarges test page to fit an oversized monitor

Does not require the entire class, school, or LEA to take the online test.
Online Testing Considerations

- Experience with computer-based learning
- Experience with online tools
- Practice with test tutorial
- Comfort with keyboarding skills (essay responses)
- Need for assistive devices

Can be very effective for some students who typically use a computer software program such as Read Write Gold, Kurzweil, etc.
Before Administering Accommodations

- Accommodations used for assessment are also used for instruction
- Students participated in online tools training and online test tutorial
- Clear communication process established to ensure each student receives appropriate accommodations during testing
- Logistics clearly planned
- Clear documentation provided to test administrators to ensure appropriate accommodations for each student
During Administration

- Test administrator adheres to specific guidelines to ensure validity.
- Online testers should not have easy view of other computer screens.
Ethical Testing Practices

• Must be maintained throughout assessments
• Examples of unethical practices include:
  o Allowing student to answer fewer questions
  o Offering additional information
  o Coaching during assessment or giving clues
  o Editing student responses
• PDE recommends additional proctor when teacher of record administers the test.
Test Security

- Maintain confidentiality of test questions and answers
- Becomes an issue when accessible formats are used and when someone other than student is allowed to see the test
- All student work/files must be completely destroyed and deleted
- Qualified educational sign language interpreters and native language interpreters must sign confidentiality form

Important notes regarding educational sign language interpreters:
- Interpreters may not serve as the test administrator; a separate test administrator is required
- Educational sign language interpreters must be provided with three days of dedicated time to effectively prepare for the test.
# 2019 Keystone Exams & PSSA
## Accommodations

### Table A

<table>
<thead>
<tr>
<th>ACCOMMODATION / IDENTIFIED NEED</th>
<th>ALLOWABLE for non-IEP, IEP, and 504</th>
<th>ALLOWABLE for IEP/504 only</th>
<th>ALLOWABLE for EL</th>
<th>Unique (required approval)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amplification Device</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>With IEP/504</td>
</tr>
<tr>
<td>Audio</td>
<td>See “Audio” in Table B</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Augmentative Alternative Communication Device</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Braille, Refreshable Braille (presentation) Braille, Note Taker (response)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Broken Arm/Injury</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Calculators (must meet calculator policy)</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Calculator Apps on Devices</td>
<td>X</td>
<td></td>
<td>X</td>
<td>With IEP/504</td>
</tr>
<tr>
<td>Changed Test Schedule</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
### Table B

**PRESENTATION ACCOMMODATION**

<table>
<thead>
<tr>
<th>Read Aloud Test Directions</th>
<th>Allowable for Paper</th>
<th>Allowable for Online</th>
<th>Provided by Online System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read aloud of the test directions is included in the Directions for Administration manual. This is standard and not bubbled as an accommodation. <strong>The Test Administrator (TA) may provide clarification of test directions and/or direct the student to the correct section of the test.</strong></td>
<td>X</td>
<td>X</td>
<td>See Audio</td>
</tr>
<tr>
<td><em>See Table C</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Read Aloud Some Allowable Test Items at Student Request</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allowable for the Mathematics, Algebra I, Science, and Biology tests; multiple-choice Conventions of Standard English items and Text Dependent Analysis (TDA) prompt.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Readers may not clarify, elaborate, paraphrase, provide assistance to or cue a student through uneven voice inflection.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Must follow Read Aloud and Scribing Guidelines for Operational Assessments</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Table C

<table>
<thead>
<tr>
<th><strong>GUIDELINES FOR SPECIFIC ACCOMMODATIONS</strong></th>
</tr>
</thead>
</table>

#### Broken Arm/Injury
- Many students, with an injury that interferes with their ability to mark/write their own test answers, have already developed a way to respond to instructional materials and assessments using the non-injured arm/hand, either through paper/pencil or through keyboarding if the injury has occurred before testing. This allows the best opportunity for students to independently think and respond to test questions.
- Keyboarding or use of non-injured hand is allowed for all subject areas. Specific transcribing guidelines apply.
- If student is unable to use the non-injured arm/hand and must use scribing (dictation), all scribing guidelines apply.
- Include the student in decisions regarding how best to respond to test questions.

**Record the accommodation in the student's record folder**

#### Color Blindness
- The test booklets are black-on-white printing and graphics.
- The answer booklets are in color-on-white printing.
- Student may mark answers in the test booklet; the SAC may transcribe verbatim the responses into matching answer booklet.
- If the student is unable to see the colored printed open-ended question(s) in the answer booklet, allowable questions may be read aloud. If student is unable to access color print questions on ELA or Literature test, SAC must contact PDE regarding approval for a unique accommodation.
- SAC may allow student to view the front cover of the grade level answer booklet to determine if student can see the print before testing begins.

See Request for Approval form.
Table C: Guidelines for Specific Accommodations

- Unique accommodations
  - Special circumstances
  - Might alter the construct or results
- Read aloud guidelines
  - Entire test restrictions; de-spiraling booklets
- Scribing Guidelines
- Test administrators
- Extended time
- Computer adaptive technology
- Video Sign Language version

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FOR SCHOOL PERSONNEL ONLY

ACCOMMODATION SECTION
This section must be completed for assessed students only, if applicable.

4. Student used the following Presentation Accommodations (mark all that apply, if any):
   - Braille format
   - Large-print format
   - Computer Assistive Technology—other than the online test mode (PDE must approve the program and all functions)
   - Some conventions/questions/text-dependent analysis prompts read aloud
   - All conventions/questions/text-dependent analysis prompts read aloud
   - Text-dependent analysis prompts signed
   - Text-dependent analysis prompts interpreted for EL
   - Amplification device
   - Magnification device
   - Color overlay
   - Other (noise buffers, whisper phone, etc., as indicated in the Accommodations Guidelines or a unique accommodation as approved by PDE)

6. Student used the following Timing Accommodations (mark all that apply, if any):
   - Extended time
   - Frequent breaks
   - Changed test schedule
   - Other (as indicated in the Accommodations Guidelines or approved by PDE)

7. Student used the following Response Accommodations (mark all that apply, if any):
   - Mixed Mode: Student completed multiple-choice items online and open-ended items in the answer booklet
   - Assessment Coordinator or designee marked multiple-choice responses at student’s direction
   - Assessment Coordinator or designee scribed TDA responses at student’s direction with documentation (per Accommodations Guidelines)
   - Assessment Coordinator or designee transcribed student responses (per Accommodations Guidelines)
   - Keyboard, word processor, or computer—other than the online test mode (per Accommodations Guidelines)
   - Braille/Note taker (per Accommodations Guidelines)
   - Augmentative communication device
   - Computer Assistive Technology—other than the online test mode (PDE must approve the program and all functions)
   - Other (special paper, etc., as indicated in the Accommodations Guidelines or a unique accommodation as approved by PDE)
Approvals for Unique Accommodations

- Necessary for computer adaptive technology and other unique accommodations
- Refer to Unique (requires approval) column in Table A of 2019 Accommodations Guidelines
- Procedure:
  - Gather required information
  - Complete Request for Approval Form *(fillable form with option for digital signatures)*
  - Email the completed form with required documentation (IEP, 504) to: RA-accommodations@pa.gov
  - The LEA will be notified regarding the request
  - Retain a copy of all documentation at the local level
2019 Keystone Exams & PSSA Accommodations

2019 KEYSTONE/PSSA UNIQUE ACCOMMODATION REQUEST

Some students may require the use of a unique accommodation to access the Keystone and/or PSSA test(s). As stated in the Accommodations Guidelines, this accommodation is intended for those students with a severe disability that precludes them from accessing and responding to instructional and assessment materials through typical means, such as the hard copy test booklet or a calculator.

Members of the Bureau of Curriculum, Assessment, and Instruction and the Bureau of Special Education will review the requests and notify the district of the results. Requests must be made no later than 8 WEEKS prior to the start of the testing window to allow for review and response to the school district.

Documentation in student files must be available for possible Keystone/PSSA administration monitoring.

District Name: ____________________________________________

School Name: ____________________________________________

Student PA Secure ID: ______________________________________

Student Grade: ____________________________________________

Name/Title of Person Completing Request: ________________________

Phone Number: ____________________________________________

Email Address: ____________________________________________

Does the student receive special education services through IDEA?

YES ☐ NO ☐

Does the student receive services through Section 504 of Rehabilitation Act of 1973?

YES ☐ NO ☐

Does the student receive request accommodation regularly in classroom instruction?

YES ☐ NO ☐

Is this accommodation documented in the student’s IEP or 504 Plan?

YES ☐ NO ☐

If yes, attach copy of IEP including Present Levels, GDL, & Part IV of the accommodations page of 504 Plan. Include PA Secure ID.

This accommodation is needed for the following test(s):

☐ PSSA ELA ☐ PSSA Mathematics ☐ PSSA Science

☐ Keystone Literature ☐ Keystone Algebra I ☐ Keystone Biology

Description of the unique accommodation currently used:

__________________________________________________________________________________________

Description of requested accommodation and why this student needs this accommodation; include which Keystone or PSSA test(s) require this accommodation (attach another sheet if necessary):

__________________________________________________________________________________________

District Special Education Coordinator Signature (Required):

__________________________________________________________________________________________

Date of Request: ________________________

Please send all requests to:

Diane Simanska
Basic Education Associate II
Pennsylvania Department of Education
333 Market Street, 9th Floor
Division of Assessment and Accountability
Harrisburg, PA 17126-0331
Phone: 717-772-4224
Email: pde-accommodations@pa.gov

FDE Use Only:

Approved ☐ Disapproved ☐ Date: ________________________

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Unique Accommodations Guidelines

- Complete and submit the 2019 UNIQUE ACCOMMODATION form (fillable form with option for digital signatures)
- LEA Name in subject field
- Email to: RA-accommodations@pa.gov
Approvals for Scribing Accommodation

- Student already uses scribing on day-to-day basis for instruction and assessment.
- IEP team, Section 504 Services Plan team, or educational team determines that scribing (dictation) is essential for student access to test.
- Student has current disabling injury.
- Procedure:
  - Complete **Scribing Accommodation** form *(fillable form with option for digital signatures)*
  - Email the completed form to PDE at: **RA-accommodations@pa.gov**
  - No approval response from PDE will be given
  - Retain a copy of all documentation at the local level
Scribing Guidelines

- **Do not submit Scribing Accommodation form:**
  - Keystone Literature, Algebra, and Biology
  - PSSA Mathematics and Science
  - Grade 3 PSSA ELA multiple choice and short answer(s)
  - Mark Scribing bubble on accommodations page in answer booklet or enter into eDirect system for online testers.

- **Must submit Scribing Accommodation form:**
  - Grades 4-8 PSSA ELA Text Dependent Analysis (TDA) response(s)
  - Mark Scribing bubble on accommodations page in answer booklet or enter into eDirect system for online testers.
Scribing Guidelines

- Allowable for students with a physical disability that severely limits or prevents the student’s motor process of writing, typing, or recording responses during testing, including pain and/or fracture.
- Allowable for students who have a documented disability in the area of written expression which results in significant interference in their ability to express their knowledge in writing/keyboarding, even after varied and repeated attempts to teach the student to do so.
- Must follow Read Aloud and Scribing Guidelines for Operational Assessments.
- The online test version is recommended to allow students as much independence as possible.
### 2019 PSSA Scribing Accommodation

(Dictation using voice-to-text software requires approval by PDE and submission of a Request for Approval form.)

- Select the accommodation under Response Accommodations on the PSSA demographics page.
- This accommodation is intended for those students with a severe disability that precludes them from responding to instructional and assessment materials through typical means, such as handling directly into the test answer booklet or typing the response into the test answer booklet by the School Assessment Coordinator.
- The district and school are responsible for making the determination that the student is only able to respond to the PSSA grade level constructed response or the Text Dependent Analysis prompt by dictating responses to the School Assessment Coordinator (SAC) or designee.
- The IAC must complete and submit this form to PDE at: [accommodations@pa.gov](mailto:accommodations@pa.gov)
- The school and/or district must keep this form and supporting documentation (such as the IEP, 504 Service Plan, doctor’s note, EL Education Plan) which clearly indicates the student’s use of scribing for constructed response to test questions.
- The PDE may request the supporting documentation as needed for monitoring or as part of a testing irregularity investigation.
- Forms must be submitted to PDE no later than 2 WEEKS prior to the start of the testing window. If a recent injury is the reason for the unique accommodation of scribing, this form is submitted prior to student testing.

#### Accommodation Form

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Request</td>
<td>[Enter Date]</td>
</tr>
</tbody>
</table>

For questions and concerns please email Diane Simasko, [d simasko@pa.gov](mailto:d simasko@pa.gov)

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**PDE Use Only**

- Approved
- Disapproved

**Date**
Complete and submit the **2019 PSSA SCRIBING ACCOMMODATION** form *(fillable form with option for digital signatures)*.

- LEA Name in Subject field
- Email to: **RA-accommodations@pa.gov**

```
To...  RA-accommodations@pa.gov
Cc...
Bcc...
Subject  Name of School District, 2019 Accommodation Form
Attached  2019 PSSA Scribing Unique Accommodation Form.pdf  151 KB
```
The purpose of the guidelines is to ensure consistency in the read-aloud and scribing events for students in classrooms throughout Pennsylvania to maintain fairness for all students.

For all content areas and subjects, Readers may not clarify, elaborate, paraphrase, assist, or cue a student through uneven voice inflection.

Scribing occurs during the administration of the assessment as students dictate the response orally or by gesturing or pointing to correct responses.
Review of Allowable Read-Aloud

• Must follow Read Aloud and Scribing Guidelines
• Allowable for Keystone Algebra and Biology, PSSA Mathematics and Science
• Allowable for multiple-choice conventions questions (on individual basis) found in Sections 1 & 3 of the ELA at grades 3–8 as per restrictions specified in the Accommodations Guidelines
• Allowable for the TDA prompt found at the end of Section 2 or Section 3 of the PSSA ELA for Grades 4–8 on an individual basis at student request
• NOT allowable for any Keystone Literature passage or question
• NOT allowable for any PSSA ELA reading passage, multiple choice, EBSR or short answer question(s)
• Available as audio presentation in online version
May **Not** De-Spiral Booklets for Read-Aloud of *Some* Mathematics, Science, ELA Standalone Conventions MC Items, or TDA prompt

Caution must be taken to allow all students the opportunity to be independent test-takers!!

- **Online or Paper:** Student simply raises hand and asks to have an item or part of an item read aloud, is not in a small group, and is not identified as needing this as an accommodation. Do not mark the bubble.
- **Online:** Student requires a read aloud of *all or much* of the test; it is documented and used on a regular basis; the student uses the audio version of the online tests. Online system records the use of audio.
- **Paper:** *Student requires a read aloud of *some* questions as requested; it is documented and used on a regular basis; student is placed in small group of 1-12. Mark bubble for *some* of the test read aloud.*
May De-Spiral Booklets for Read-Aloud of *All* Mathematics and Science items

Caution must be taken to allow all students the opportunity to be independent test-takers!!

- **Paper:** Student requires a read aloud of *entire* test; it is documented and used on a regular basis
  - Student is placed in small group of 1-5
  - Only *School Assessment Coordinator* may de-spiral booklets
  - Mark bubble for *all* of the test read aloud
  - Call DRC Customer Service for help with de-spiraling and the number of packets

- **Online:** Student requires a read aloud of *entire* test; it is documented and used on a regular basis
  - Student uses the audio version of the online tests
  - Online system records the use of audio
Concussion Policy

• If a student has been diagnosed with a concussive injury and there is medical documentation within **two weeks** of the start of the testing window that states the student may not participate in standardized testing, the student should be coded as “Recent Medical Emergency.” In all other instances involving concussive injuries and student nonparticipation, the student should be coded as “Other.” Marking “Other” has a negative impact on participation rate.

• Documentation must be kept in student record.
Supplemental Resources

- Tool 1: Guidelines for Selecting
- Tool 2: Guidelines for Using
- Tool 3: Student’s Perspective
- Tool 4: Parent’s Input
- Tool 5: Documentation of Classroom Use
- Tool 6: After-Test Evaluation
- Tool 7: Assessment Accommodation Plan
Important Links

• Pennsylvania's Accommodations Guidelines posted on PDE’s website
  - Accommodations Guidelines

• National Center on Educational Outcomes (NCEO) Online Training to Improve Accommodations Decision Making posted on NCEO’s website
  - National Center on Educational Outcomes

• eDirect program tools and Pennsylvania’s testing program information posted on the Standards Aligned System website
  - eDirect
Contact Information

• Data Recognition Corporation: Customer Service
  o 800-451-7849
  o Email: pacustomerservice@datarecognitioncorp.com

• PASA Project: Alternate Assessment
  o 412-624-3034
  o PASAtest@pitt.edu

• PaTTAN: Specific Disability Information
  o Hbg. 800-360-7282; KOP 800-441-3215; Pgh. 800-446-5607
  o PaTTAN Contacts

• PDE: Unique Accommodations
  o Bureau of Curriculum, Assessment and Instruction 717-787-4234
  o Bureau of Special Education 717-783-2311
  o Email: RA-accommodations@pa.gov
Contact Information

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- Lynda Lupp: PASA, PSSA and Keystone Accommodations; llupp@pattan.net
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- Diane Simaska: PSSA and Keystone Accommodations; dsimaska@pa.gov