

Testing Students with Disabilities

North Carolina Testing Program

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A. Introduction

This publication contains policy guidelines and procedures for testing students with disabilities in the North Carolina Testing Program.¹ Students who are officially classified as having a disability are those who receive special education and related services under the Individuals with Disabilities Education Improvement Act of 2004 (IDEA) or are accommodated under Section 504 of the Rehabilitation Act of 1973. In the event there is an audit or monitoring visit by the state or LEA, school personnel must ensure the policy guidelines and procedures outlined in this publication are implemented appropriately.

This publication is a revision of the November 2009 *Testing Students with Disabilities* publication. **Note: All information provided in this publication represents the assessments and policies in place as of August 2011. Because of subsequent guidance and/or regulations from the U.S. Department of Education, some of the information may have since been updated. Always check with your local education agency (LEA) test coordinator for any updated information.**

North Carolina LEA personnel, school personnel, parents, and students may duplicate or download this publication for instructional and educational purposes only. This publication is located on the North Carolina Department of Public Instruction (NCDPI) Division of Accountability Services/North Carolina Testing Program website at <http://www.ncpublicschools.org/accountability/policies/tswd>. Others may not duplicate or quote from this publication without written permission from the NCDPI Division of Accountability Services/North Carolina Testing Program.

School-Based Management and Accountability Program

According to G.S. §115C-105.20, which addresses the school-based management and accountability program:

“The General Assembly believes that all children can learn. It is the intent of the General Assembly that the mission of the public school community is to challenge with high expectations each child to learn, to achieve, and to fulfill his or her potential. With that mission as its guide, the State Board of Education shall develop a School-Based Management and Accountability Program. The primary goal of the Program shall be to improve student performance.”

The Purposes of the North Carolina Testing Program

The purposes of the North Carolina Testing Program, as described in G.S. §115C-174.10, are as follows:

- “(i) To assure that all high school graduates possess those minimum skills and that knowledge thought necessary to function as a member of society;

¹School personnel must refer to the test publisher’s manual to determine appropriate accommodations for any nationally normed or commercially developed test (e.g., the Terra Nova, Iowa Test of Basic Skills and Stanford 9).

- (ii) To provide a means of identifying strengths and weaknesses in the education process in order to improve instructional delivery; and
- (iii) To establish additional means for making the education system at the state, local, and school levels accountable to the public for results.”

Responsibilities of Agencies

In regard to the responsibilities of agencies for testing students with disabilities, G.S. §115C-174.12 states the following:

- “(a) . . .The State Board of Education’s policies regarding the testing of children with disabilities shall:
- (i) provide broad accommodations and alternate methods of assessment that are consistent with a child’s individualized education program and Section 504 (29 U.S.C. § 794) plans;
 - (ii) prohibit the use of statewide tests as the sole determinant of decisions about a child’s graduation or promotion; and
 - (iii) provide parents with information about the Statewide Testing Program and options for students with disabilities.

The State Board shall report its proposed policies and proposed changes in policies to the Joint Legislative Education Oversight Committee prior to adoption.

The State Board of Education may appoint an Advisory Council on Testing to assist in carrying out its responsibilities under this Article.

- (b) The Superintendent of Public Instruction shall be responsible, under policies adopted by the State Board of Education, for the statewide administration of the testing program provided by this Article.
- (c) Local boards of education shall cooperate with the State Board of Education in implementing the provisions of this Article, including the regulations and policies established by the State Board of Education. Local school administrative units shall use the annual tests to fulfill the purposes set out in this Article. Local school administrative units are encouraged to continue to develop local testing programs designed to diagnose student needs.”

**Components of the
North Carolina
Testing Program**

G.S. §115C-174.11(c), Annual Testing Program, states the following:

“(c) Annual Testing Program.

(1) The State Board of Education shall adopt the tests for grades 3–12 that are required by federal law or as a condition of a federal grant. These tests shall be designed to measure progress toward reading, communication skills, and mathematics for grades 3–8, and toward competencies for grades 9–12.

(2) If the State Board of Education finds that additional testing in grades 3–12 is desirable to allow comparisons with national indicators of student achievement, that testing shall be conducted with the smallest size sample of students necessary to assure valid comparisons with other states.”

The list of state-mandated tests is updated annually and is located on the web site for the North Carolina Department of Public Instruction (NCDPI) Division of Accountability Services/North Carolina Testing Program at: <http://www.ncpublicschools.org/accountability/testing>.

**Student Performance
and Achievement**

Students and schools are accountable for student performance and achievement. All students are to be given the opportunity to receive instruction that will allow them to perform successfully on all state-required tests.

**Access to the General
Curriculum and
Assessment of Grade-
Level Content**

The Individuals with Disabilities Education Act (IDEA) mandates that all students with disabilities be provided access to the general curriculum. In North Carolina, this is the North Carolina [*Standard Course of Study*](#). For students with the most significant cognitive disabilities, access is provided through the North Carolina [*Standard Course of Study Extended Content Standards*](#).

According to the federal Elementary and Secondary Education Act of 2001 (ESEA), commonly known as the *No Child Left Behind Act* of 2001 (NCLB), all students must be assessed on grade-level content. For students with significant cognitive disabilities, the assessment must be linked to grade-level content through the North Carolina [*Standard Course of Study Extended Content Standards*](#).

**Rules, Guidelines,
and Procedures for
Implementing the
North Carolina
Testing Program**

On July 9, 1998, the North Carolina State Board of Education adopted the policy *Rules, Guidelines, and Procedures for the Implementation of the North Carolina Testing Program* ([*GCS-A-009*](#)). This policy was last updated on November 3, 2005. According to this policy:

“The information contained within the North Carolina Testing Program policy documents shall apply to all public school personnel who are

responsible for the implementation of the North Carolina Testing Program. These documents include the test administrator's manuals and guides for each test, test material processing guides, handbooks, the *North Carolina Proctor's Guide*, the *North Carolina Testing Security: Protocol and Procedures for School Personnel* publication, the *North Carolina Guidelines for Testing Students Identified as Limited English Proficient* publication, the *North Carolina Testing Students with Disabilities* publication, and any subsequent published supplements or updates and periodic training provided to each LEA. The information shall set forth the rules and procedures required for a proper test administration and shall be provided to each LEA by the department through the LEA test coordinator.

The LEA superintendent shall ensure each school follows the established testing procedures by keeping building-level administrators informed of their responsibilities. Local boards of education shall cooperate with the State Board of Education in implementing the provisions of this policy.”

**Providing
Information and
Updates**

Students, parents, Individualized Education Program (IEP) Team or Section 504 Committee members, teachers, directors of instruction, exceptional children directors, LEA test coordinators, principals, and superintendents are to review this publication before making decisions about students with disabilities who may be participating in the North Carolina Testing Program at grades 3–12 through the administration of a general assessment with accommodations or through the use of North Carolina alternate assessments with or without accommodations.

The LEA test coordinators are to provide any subsequent updates to this publication or any publication that will provide additional information to inform the decision-making for testing students with disabilities.

**State Policy and
Federal Laws**

North Carolina's statewide testing policy requires all students with disabilities to participate in the statewide testing program by taking the general state-mandated tests with or without available accommodations and/or by participating in North Carolina alternate assessment(s). To participate in alternate assessments, students must meet eligibility criteria established by the NCDPI. This policy is in accordance with IDEA and NCLB. Results from student performance are reported annually by the NCDPI.

**General Information
on Accommodations**

Standardized test procedures for students with disabilities require testing accommodations and corresponding administrative procedures be developed and implemented to assure individual student needs are met, and, at the same time, to maintain sufficient uniformity of the test

administration to maintain test validity and to fulfill the requirements of testing for accountability. **One of the functions of state tests is to generate information for the purpose of accountability. State tests are not designed to provide comprehensive diagnostic information at the individual student level.** Among the accommodations students with disabilities may need are (a) special print versions, (b) assistive technology devices/special test arrangements, and/or (c) a special test environment. A student may require the use of any number of these accommodations in order to obtain access to a given test. Accommodations designated for the tests should be consistent with the accommodations used routinely during classroom instruction and similar classroom assessments.

For any state-mandated test, the accommodation must (1) be documented in the student's current IEP or Section 504 Plan and (2) the documentation must reflect routine use during instruction and similar classroom assessments that measure the same construct. If a student has inappropriately not received the accommodations documented on the IEP or Section 504 Plan during instruction, the student is still to receive the accommodations specified in the current IEP or Section 504 Plan for the state-mandated tests. If an accommodation is provided that has not been routinely used during instruction, student performance could be adversely affected since the student would not be familiar with the accommodation(s) before testing. It is vital for students with disabilities to receive accommodations on state-mandated tests that allow them to demonstrate their true abilities; however, students must not receive unnecessary, inappropriate, or unfamiliar accommodations.

<p>It is not appropriate to recommend the provision of accommodations during test administrations if the purpose is to potentially enhance student performance beyond providing equal access and opportunity to perform.</p>

Accommodations that alter the content of the test, interfere with the measurement of the construct, or provide inappropriate assistance to the student within the context of the test, invalidate the results of the test. Provision of accommodations for North Carolina tests that are not specified in this publication may invalidate the results of a given test. Additional information regarding accommodations for state tests is located in Sections C and D of this publication.

IEP Teams and Section 504 Committees are to select, for each assessment, only those accommodations that do not invalidate the score. Among the accommodations that invalidate test results are:

1. Test administrator reads aloud a North Carolina test designed to measure reading comprehension;
2. Interpreter/transliterators signs/cues a North Carolina test designed to measure reading comprehension;
3. Assistive technology is used that reads text aloud during a North Carolina test designed to measure reading comprehension;
4. Dictation to a scribe is used on the state writing assessment, which invalidates the conventions score of the writing assessment;
5. Certain assistive technology devices or keyboarding devices that would identify/correct errors in conventions are used on the state writing assessment (e.g., prediction software, outlining program, electronic spellers, spell check, grammar check, and/or online thesaurus), which invalidates the conventions score of the writing assessment; and
6. Testing occurs before the school's scheduled testing date.

**General Information
on Alternate
Assessments**

In order for a student with a disability to participate in a North Carolina alternate assessment, the student must meet the eligibility criteria established by the NCDPI, and the decision to participate in the alternate assessment must be documented in the current IEP. IDEA and NCLB require students with disabilities to participate in alternate assessments if they do not participate in a general statewide test administration with or without accommodations. Students with only Section 504 Plans are not eligible to participate in alternate assessments. *Additional information regarding alternate assessments is located in Sections C and F of this publication.*

**Establishing a Local
Procedure to Ensure
Student
Participation in the
State Testing
Program**

Since IDEA and NCLB require all students with disabilities participate in the statewide testing program, where appropriate, a local procedure must be established in the LEA to ensure students with disabilities who have the appropriate documentation in the current IEP or Section 504 Plan (1) participate in the standard administration of a North Carolina test (i.e., without accommodations), (2) receive appropriate accommodation(s) during the administration of a North Carolina test, and/or (3) if eligible, participate in a North Carolina alternate assessment. All test administrators and proctors, including those who administer state tests with accommodations or provide a North Carolina alternate assessment, must adhere to the North Carolina *Testing Code of Ethics*. To ensure test results are valid, all school personnel must follow the appropriate procedures for use of the accommodation or alternate assessment for students with disabilities located in this

publication and other designated state publications. If questions arise regarding procedures for determining or using appropriate accommodations or North Carolina alternate assessments, school staff must contact the LEA test coordinator.

Refer to *Section E: Monitoring Accommodations* for additional information.

**Policy for
Duplicating or
Quoting from This
Publication**

North Carolina LEA personnel, school personnel, parents, and students may duplicate or download this publication for instructional and educational purposes only. Portions of this document may be duplicated and distributed to members of IEP Teams and/or Section 504 Committees so informed decisions related to testing students with disabilities may be made. This publication is located on the NCDPI Division of Accountability Services/North Carolina Testing Program website at <http://www.ncpublicschools.org/accountability/policies/tswd>. Others may not duplicate or quote from this publication without written permission from the NCDPI Division of Accountability Services/North Carolina Testing Program.

B. Responsibilities of the LEA Test Coordinator and Exceptional Children Director/Section 504 Coordinator

The LEA test coordinator, exceptional children director, and Section 504 coordinator are to work collaboratively to provide information to school-based staff regarding policies and procedures for testing students with disabilities. This information will demonstrate how to appropriately document in either the current Individualized Education Program (IEP) or Section 504 Plan a student's participation in the statewide testing program at grades 3–12, including whether the student will participate in:

1. The general assessment under standard conditions (i.e., without testing accommodations);
2. The general assessment with testing accommodations; and/or
3. A North Carolina alternate assessment (with or without testing accommodations), if eligible.

Local personnel must ensure any consequences resulting from the provision and/or use of an accommodation or alternate assessment (e.g., procedures that invalidate test results) are explained in totality to parents/legal guardians/surrogate parents and to those students who are 18 or older.

Document Information

LEA test coordinators, exceptional children directors, and Section 504 coordinators are to distribute and review copies of this document, which contains State Board of Education policies for testing students with disabilities, to appropriate school personnel and members of the community so IEP Teams and Section 504 Committees can make informed decisions related to testing students with disabilities. Portions of this document may be duplicated and distributed to members of IEP Teams and/or Section 504 Committees so informed decisions may be made.

Joint Responsibility

It is recommended that LEAs develop a local plan to designate responsibilities for the LEA test coordinator, exceptional children director, and Section 504 coordinator to more clearly define roles in the assessment of students with disabilities. It is the joint responsibility of LEA test coordinators, exceptional children directors, and Section 504 coordinators to work collaboratively to ensure the following within a reasonable time frame:

1. All teachers, IEP Teams, and Section 504 Committees, including parent(s), guardian(s), and surrogate parent(s), must be informed about the:
 - a. State testing requirements at each grade level (including the National Assessment of Educational Progress [NAEP], if applicable);
 - b. Guidelines governing the provision and use of testing accommodations; and

- c. Guidelines governing the administration and use of North Carolina alternate assessments.
2. A local monitoring system is to be established to ensure only eligible students with disabilities with the appropriate documentation on current IEPs or Section 504 Plans are provided testing accommodations during the administration of state tests and, in order to ensure valid test results, all state policies are followed.
3. A local monitoring system is to be established to ensure only eligible students with disabilities with the appropriate documentation on current IEPs participate in North Carolina alternate assessment(s) if not participating in a statewide test under standard conditions or with accommodations.
4. Appropriate documentation on a current IEP or Section 504 Plan is on file in the event of state audits or monitoring that may be required as part of the Exceptional Children, State Testing, and/or Accountability Programs.
5. Any special scheduling or other provisions that may be required to accommodate testing students with disabilities is arranged.
6. Each school's implementation of state policies is monitored to ensure appropriate procedures are followed during the administration of state tests with accommodations. Appropriate accommodations are only provided to students with disabilities who have documentation that they are eligible to receive them. **If a student is tested and the school does not provide the approved (i.e., required) accommodation, (a) a Report of Testing Irregularity provided through the Online Testing Irregularity Submission System (OTISS) must be completed, (b) the superintendent/LEA test coordinator must declare a misadministration, and (c) the student must be retested with another form of the test with the approved accommodation, unless the parent/guardian signs a statement waiving the right to have the student retested with the documented accommodation and that the test results from the administration without the accommodation will be used for state and local accountability purposes and student performance/placement.**

Note: Under no circumstances shall the parent be provided the results of the test administration before waiving the right to have the student retested.

7. A local system for (a) notifying parents/guardians and students about the approved accommodations the student will be provided during the actual test administration before the actual test administration date and (b) procedures to follow in the event a student declines to use an approved accommodation during an actual test administration is devised collaboratively. This information must be documented in the LEA and school testing plans. *Additional information is located in Section C of this publication.*
8. All appropriate staff receive training about IDEA, NCLB, and North Carolina alternate assessments. IDEA and NCLB require all students with disabilities who do not participate in the administration of a general assessment, with or without accommodations, be administered an alternate assessment. When the IEP Team, using the state alternate assessment eligibility criteria, determines and documents that a student will participate in a North Carolina alternate assessment, the student must participate in the documented North Carolina alternate assessment(s) unless the IEP Team reconvenes and changes the testing requirements. Changes must be made at least 30 school days before the testing window.
9. The parent/guardian is informed when his/her child is to be evaluated based on modified academic achievement standards or alternate academic achievement standards. *Additional information on modified and alternate academic achievement standards may be found in Sections C and F of this publication.*

Joint Training of Local Staff

Early in the school year, school personnel must receive training on how to use accommodations during instruction. Before testing, training sessions on testing students with disabilities must be conducted by the LEA for:

1. Test administrators;
2. Proctors;
3. Exceptional children teachers; and
4. Any other appropriate school personnel who serve students with disabilities on IEP Teams and Section 504 Committees or who are otherwise involved in administering a state test, providing accommodations during the administration of a state test, or administering or assisting with the administration of an alternate assessment.

Training related to testing is primarily the responsibility of LEA test coordinators. However, exceptional children directors, Section 504 coordinators, and general curriculum specialists are **strongly encouraged to participate and assist** in developing training for

exceptional children personnel involved in testing students with disabilities. **In no case shall a test be administered by an individual who has not participated in training on administering state tests, the appropriate use of testing accommodations, or procedures for administering alternate assessments.**

All school system personnel are to be aware of the following when administering state tests with or without accommodations:

1. Trained proctors must be provided during the administration of all state-mandated tests regardless of the number of students tested, unless otherwise authorized by the NCDPI Testing and Accountability Program.
2. Every attempt is to be made to relieve testing anxiety.
3. The security of the test must be maintained at all times.

Training on testing students with disabilities is to include:

1. Information located in the *Testing Students with Disabilities* document (this publication) and the *North Carolina Testing Code of Ethics*. The *North Carolina Testing Code of Ethics* includes information about maintaining test security and the sanctions for violations.
2. Information about ordering test materials. The superintendent or the superintendent's designee, usually the LEA test coordinator, is responsible for ensuring secure test materials are properly ordered. Special print versions (e.g., Braille, large print, and one test item per page editions) must be entered into the LEA-approved accommodations management system (i.e., CECAS, NC WISE, or an LEA-approved third-party application) for ordering purposes according to the timeline established within the Testing Accommodations Collection Schedule. This schedule is available to test coordinators through the Testing News Network (TNN). Any information entered into the systems beyond the dates specified in the collection schedule must also be submitted directly to the LEA test coordinator at least **30 working days before the actual test administration date**. Testing accommodations information must be accurate within the accommodations management systems in order to ensure adequate production, quality control, and delivery time of the special print versions.
3. Information about testing accommodations. *Additional information regarding testing accommodations is located in Sections C and D of this publication.*

To ensure valid test results, training before the administration of each state test must include the (a) review of the standard procedures for administering the tests, (b) accommodation(s) that have been approved for the student to use with specific tests, and (c) appropriate use of and procedures for the provision of the approved accommodation(s).

A student may only require accommodations for one test (for example, reading comprehension or mathematics), or a student may have approval for accommodations for several tests. In addition, a student may have approval for more than one accommodation per test due to his or her special needs.

If appropriate, a small group of students in the same grade at the same school using the same accommodation (e.g., students using the accommodation *Test Administrator Reads Test Aloud* or *Interpreter/Transliterator Signs/Cues Test* for a test that does not measure reading comprehension) in one testing site (e.g., classroom) may use the same form of the test if the accommodation has been approved and documented by the IEP Team or Section 504 Committee for each student before the test administration.

Test administrators may require special assistance from proctors when administering tests requiring accommodations.

Unless the provision or use of the testing accommodation requires special handling, the test administrator must follow standard procedures for processing test materials.

When providing accommodations, such as *Student Marks Answers in Test Book*, it is imperative that school system personnel follow the specified procedures in this publication for transcribing student responses at the local level. **LEA test coordinators are required to ensure the student responses are transcribed appropriately so the test may be scored using regular procedures. If the responses are not transcribed to a regular test document/answer sheet, test results will be returned as the lowest possible score.**

Procedures for storing or returning test materials used with accommodations (e.g., *Braille Editions* or test books used for the *Student Marks Answers in Test Book* accommodation) are located in each test administrator's manual.

The test administrator must code all applicable bubbles on the student test document/answer sheet to identify the specific

accommodation(s) provided during the test administration. Coding must be accurate. This information is used for state and federal reporting purposes and for making determinations about the validity of test scores.

When a state test is administered with accommodations, students are to be provided the following information on an individual basis before the test date:

- a. Identity of the test administrator, proctor, interpreter, transliterator, or scribe (if known). It is desirable that students know and have worked with the test administrator, proctor, interpreter, transliterator, or scribe before the test administration;
 - b. Test date, time the test administration is scheduled to begin, and room location; and
 - c. The testing accommodations that will be provided and the way in which they will be provided.
4. Information on the North Carolina Alternate Assessments. While training on the alternate assessments for students with disabilities is the responsibility of the LEA test coordinator, it should be conducted in collaboration with the exceptional children director. The collaboration of the LEA test coordinator and exceptional children director is necessary because the majority of LEA test coordinators may have minimal experience working with content standards and students with disabilities. Communication and cooperation among LEA staff are vital to the assurance that all assessors and related personnel involved in the administration of the alternate assessments receive appropriate training, staff development, and support. *Additional information regarding alternate assessments is located in Sections C and F of this publication.*

Review of Recommendations

The exceptional children director and Section 504 coordinator, in collaboration with the LEA test coordinator, are to review the testing accommodations and alternate assessments determined by the IEP Teams and Section 504 Committees. This may include the review of individual student testing accommodations documentation in IEPs and Section 504 Plans, alternate assessment documentation in IEPs, and any available testing accommodations reports from CECAS, NC WISE, or LEA-approved accommodations management systems.

C. Procedures for Determining Participation in the General Test Administration, Testing with Accommodations, or an Alternate Assessment

The following procedures are to be used when determining whether students with disabilities will be administered the general state tests with or without accommodations and/or participate in North Carolina alternate assessments.

General Local Procedures

Testing needs for a student with disabilities must be considered every school year at the annual review of the student's IEP or Section 504 Plan. The IEP Team or Section 504 Committee discusses the individual testing needs of the student with disabilities who is to participate in the state-mandated test administration. Information in this publication must be studied and, in the case of each student, the team/committee must determine which of the following options is appropriate for each state test, field test, or national test (e.g., NAEP) at the grade level or course:

- Participation in the general state test under standard conditions (i.e., without testing accommodations);
- Participation in the general state test with testing accommodations; and/or
- Participation in a North Carolina alternate assessment, with or without testing accommodations.

Information/procedures for each of the above options are described below. Addressing one state test at a time enables the IEP Team or Section 504 Committee to focus on individual student needs for each test. For example, it may be appropriate for a student to receive an accommodation during the North Carolina End-of-Grade Test of Reading Comprehension; however, the team/committee may decide the same student is to be administered the North Carolina End-of-Grade Test of Mathematics under standard conditions (i.e., without accommodations). A team may determine another student is to participate in the North Carolina End-of-Grade Test of Reading Comprehension under standard conditions (i.e., without accommodations), and in an alternate assessment based on modified academic achievement standards for mathematics.

All valid test scores will remain in the student's permanent record and will be used for student placement decisions and accountability purposes. Invalid test scores are not to be included in the student's permanent record or be used for placement decisions or accountability purposes.

Note: The decision regarding participation in a general state test (with or without accommodations) versus the use of the alternate assessment for

participation in the North Carolina Testing Program must be based on the state eligibility criteria and on the individual needs of the student and must be documented in the current IEP. The decision must not be made merely to enhance test scores for the purpose of student placement or school accountability. Students with only a Section 504 Plan are not eligible to participate in a North Carolina alternate assessment.

1. The LEA test coordinator distributes copies of this publication to appropriate school and local personnel.
2. In relation to the statewide testing program, the LEA test coordinator provides school-based staff with current information regarding the:
 - A. State tests, item tryouts/field tests, national tests (e.g., NAEP) required at each grade;
 - B. Individuals with Disabilities Education Improvement Act of 2004 (IDEA) (information in this publication regarding having high expectations for students with disabilities);
 - C. No Child Left Behind Act of 2001 (NCLB);
 - D. North Carolina Testing Program;
 - E. Student participation in the North Carolina Testing Program, which includes:
 - 1) Guidelines for testing under standard conditions;
 - 2) Procedures for discussing testing with accommodations (including procedures to be followed in the event (a) the student declines to use the accommodation and (b) an accommodation not located in this publication is provided during the administration of a North Carolina test); or
 - 3) Procedures for discussion of North Carolina alternate assessments.
 - F. Established local procedures for collecting information for ordering (1) special print versions such as Braille, one test item per page, and large print editions and (2) North Carolina alternate assessments.

For North Carolina alternate assessments, it is imperative LEA test coordinators obtain accurate information in a timely manner regarding the number of alternate assessments needed at each school so students can be assessed during the designated testing windows.

The following section details the procedures IEP Teams and Section 504 Committees are to follow when determining student participation in the North Carolina Testing Program at grades 3–12.

**Access to the
General
Curriculum**

IDEA mandates all students with disabilities be provided access to the general curriculum. In North Carolina, this is the North Carolina [*Standard Course of Study*](#). For students with the most significant cognitive disabilities, access is provided through the North Carolina [*Standard Course of Study Extended Content Standards*](#).

According to the *No Child Left Behind Act* of 2001, all students must be assessed on grade-level content. For students with significant cognitive disabilities, the assessment must be linked to grade-level content through the Extended Content Standards.

**Instructional
Accommodations**

This document focuses on the North Carolina Testing Program and the testing accommodations and alternate assessments that may be considered in determining how a student will participate in the state tests. It is important, however, to also recognize instructional accommodations. Accommodations used during instruction and classroom assessments should always be considered first by IEP Teams and Section 504 Committees. These accommodations should enable the student to access information during instruction, and generally are not held to the same restrictions as testing accommodations. There is a wide array of accommodations that may be used during instruction. If there are questions regarding instructional accommodations, the student's exceptional children teachers and/or school system exceptional children staff may be of assistance. Once the IEP Team or Section 504 Committee determines the accommodations needed during instruction and classroom assessments, it should address state testing. The accommodations for state tests are a subset of those needed during instruction.

**North Carolina
Testing Program**

Each school year, the NCDPI Division of Accountability Services/North Carolina Testing Program publishes information regarding the current North Carolina Testing Program. Updated North Carolina Testing Program publications can be obtained by visiting the NCDPI Division of Accountability Services/North Carolina Testing Program website at <http://www.ncpublicschools.org/accountability/testing/>.

In the event the IEP Team or Section 504 Committee addresses procedures not specified in this document, the team/committee is to contact the LEA test coordinator and exceptional children director/Section 504 coordinator for clarification before documenting a final decision. The LEA test coordinator can provide the IEP Team or Section 504 Committee with information regarding the potential impact of the IEP Team/Section 504

Committee decision in regard to test validity and test security (e.g., test scheduling) in addition to mandates such as the federal *No Child Left Behind* legislation, the North Carolina Administrative Procedures Act, State Board of Education policies, and the North Carolina *Testing Code of Ethics*.

Note: The State Board of Education determines proficiency standards (i.e., cut scores) for all North Carolina tests. IEP Teams or Section 504 Committees are not permitted to revise the standards established by the State Board of Education in order to meet the unique needs of a student.

**Student
Participation in
the North
Carolina Testing
Program**

The IEP Team or Section 504 Committee must discuss whether the student will participate in each general state-mandated test (1) under standard conditions (i.e., without testing accommodations), (2) with testing accommodations, and/or (3) through an alternate assessment, with or without testing accommodations.

The following provides a list of the state-mandated tests in the 2011–12 North Carolina Testing Program by grade (Please see page F1.03 regarding the alternate assessment(s) available for each test):

Grades K–2

1. *ACCESS for ELLs*®

Grade 3

1. North Carolina End-of-Grade Test of Reading Comprehension
2. North Carolina End-of-Grade Test of Mathematics
3. *ACCESS for ELLs*

Grade 4

1. North Carolina End-of-Grade Test of Reading Comprehension
2. North Carolina End-of-Grade Test of Mathematics
3. *ACCESS for ELLs*

Grade 5

1. North Carolina End-of-Grade Test of Reading Comprehension
2. North Carolina End-of-Grade Test of Mathematics
3. North Carolina End-of-Grade Test of Science
4. *ACCESS for ELLs*

Grade 6

1. North Carolina End-of-Grade Test of Reading Comprehension
2. North Carolina End-of-Grade Test of Mathematics
3. *ACCESS for ELLs*

Grade 7

1. North Carolina End-of-Grade Test of Reading Comprehension
2. North Carolina End-of-Grade Test of Mathematics
3. *ACCESS for ELLs*

Grade 8

1. North Carolina End-of-Grade Test of Reading Comprehension
2. North Carolina End-of-Grade Test of Mathematics
3. North Carolina End-of-Grade Test of Science
4. *ACCESS for ELLs*

Grade 9

1. North Carolina End-of-Course Tests¹
2. *ACCESS for ELLs*

Grade 10

1. North Carolina Writing Assessment
2. North Carolina End-of-Course Tests¹
3. *ACCESS for ELLs*

Grade 11

1. North Carolina End-of-Course Tests¹
2. *ACCESS for ELLs*

Grade 12

1. North Carolina End-of-Course Tests¹
2. *ACCESS for ELLs*

NAEP

1. Select students age 9
2. Select students age 13
3. Select students age 17

**North Carolina-
Developed Item
Tryouts/Field
Tests**

Students with disabilities who are administered a North Carolina-developed item tryout/field test are to participate (under standard conditions or with accommodations) in the same manner as the current IEP or Section 504 Plan documents their participation in the operational North Carolina test (e.g., a sixth-grade student who is to receive approved accommodations for the operational end-of-grade mathematics test receives the same accommodations for an end-of-grade mathematics item tryout/field test). Contact the LEA test coordinator for a list of the current North Carolina-developed item tryouts/field tests, which is updated annually.

¹North Carolina End-of-Course Tests are administered in three high school courses: English I, Algebra I, and Biology. State Board of Education policy specifies that students who are enrolled for credit in courses in which end-of-course assessments are required must be administered the end-of-course test or its alternate assessment.

General Test Administration When appropriate, students with disabilities should participate in the general administration of state tests.

Procedures for Discussing Testing with Accommodations The accommodations that are to be used during regular classroom instruction and assessments are to be discussed, finalized, and documented in the current IEP or Section 504 Plan before the discussion and documentation of accommodations that are to be used during a state-mandated test administration.

North Carolina Testing Program Assessment Options Charts The IEP Team or Section 504 Committee must consider the *North Carolina Testing Program Assessment Options* charts whenever making decisions about how a student will participate in the testing program. Each type of test administration is described in these charts. *Students with only Section 504 Plans must be assessed on the general state test, with or without accommodations.*

The current options charts are found at <http://www.ncpublicschools.org/accountability/policies/tswd>.

Guiding Principles for Accommodations The following “Guiding Principles” for accommodations used during state-mandated tests are adapted from a document published by the Council of Exceptional Children:²

- a) **“Do not assume that every student with disabilities needs assessment accommodations.”** Accommodations provided and used in state assessments should be routinely used in instruction and similar classroom assessments.
- b) **“Obtain approval by the IEP Team.”** The IEP Team or Section 504 Committee must determine the testing accommodations.
- c) **“Base accommodations on student need.”** Whether a student receives any testing accommodations and what those accommodations should be must be based on the particular needs of that individual student. Decisions must not be based on a category of disability or an educational placement.
- d) **“Be respectful of the student’s cultural and ethnic background.”** When a testing accommodation is being discussed, make sure the student and the student’s family are comfortable with it. If a student is also identified as limited English proficient, his/her ability to access the test from a language perspective must also be taken into consideration when making testing decisions.

² Council for Exceptional Children. (2000). *Making assessment accommodations: A toolkit for educators* (pp. 17–19). Reston, VA: Council for Exceptional Children.

- e) **“Integrate assessment accommodations into classroom instruction.”** Decisions regarding testing accommodations must be based on what accommodations the student requires to access instruction and similar classroom assessments. The instructional accommodations decision thus comes before the testing accommodation decision.
- f) **“Know which accommodations are approved for each assessment.”** Refer to the tables in Section D of this publication for North Carolina’s lists of approved testing accommodations. The lists are specific for each test. If the IEP Team or Section 504 Committee determines that a student requires an accommodation not found on the lists, the process specified in this section under the *Use of Accommodations or Procedures Not Described in This Publication* subheading should be followed.
- g) **“Plan early for accommodations.”** Because the need for accommodations should be evident through classroom instruction, the discussion concerning accommodations should take place well before the administrations of any assessments for which they are needed.
- h) **“Include students in decision making.”** Whenever possible, the student should be included in deciding whether a testing accommodation is appropriate. The student can often express whether he/she feels there is a need for the accommodation and whether he/she is willing to use it. It is unlikely the student will use the accommodation if he/she is uncomfortable with it.
- i) **“Understand the purpose of the assessment.”** It is important to know what construct is being tested so the chosen accommodations yield valid results. For instance, use of the *Test Administrator Reads Test Aloud* accommodation is a valid option for the North Carolina End-of-Grade Test in mathematics but would invalidate the results from the North Carolina End-of-Grade Test in reading comprehension.
- j) **“Request only those accommodations that are truly needed.”** The decision regarding testing accommodations must be based on the individual needs of the student. If the student does not need an accommodation in order to access the test, use of it may overwhelm or distract the student. For instance, if a student is provided the *Test Administrator Reads Test Aloud* accommodation but does not need it in order to access the test, the effect of the distraction of someone reading the test may outweigh any benefits

- k) **“Determine if the selected accommodation requires another accommodation.”** There are some accommodations, such as the *Test Administrator Reads Test Aloud*, that require the student to also receive a special test environment accommodation.
- l) **“Provide practice opportunities for the student.”** All students should have opportunities to practice sample questions in the same format as they will experience on the test. Practice opportunities may demonstrate that a specific testing accommodation is unnecessary for the student. For example, if a student is provided ample opportunity to practice responding to questions on a bubble sheet, it may be determined that he/she does not require the *Student Marks Answers in Test Book* accommodation.
- m) **“Remember that accommodations in test taking won’t necessarily eliminate frustration for the student.”** Testing accommodations are not meant to provide a student with an unfair advantage, but rather an opportunity to demonstrate what he/she can do. Therefore, the use of testing accommodations does not guarantee a proficient score for the student or a reduction in test anxiety or other emotions caused by the testing situation.

*Accommodations
for the National
Assessment of
Educational
Progress (NAEP)
at Grades 4, 8,
and 12*

Background Information about NAEP. The National Assessment of Educational Progress (NAEP), also known as “the Nation’s Report Card,” is authorized by Congress and administered by the National Center for Education Statistics (NCES) in the U.S. Department of Education. NAEP is the only nationally representative, continuing assessment of what America’s students know and can do in various subject areas. The National Assessment Governing Board (NAGB) sets policy for NAEP and is responsible for oversight of the development of frameworks and test specifications that serve as the blueprint for the assessments.

In accordance with the *No Child Left Behind* legislation, signed by President Bush on January 8, 2002, NAEP administrations in reading and mathematics (beginning in 2003) are required at grades 4 and 8 every other year in all states. In North Carolina, State Board of Education policy GCS-A-001 (16 NCAC 6D.0302) requires all selected schools to participate in NAEP; however, at the student level, participation in the NAEP is voluntary. *No Child Left Behind* allows students or parents to refuse to participate.

For each NAEP administration, a sample of students to participate is drawn from both public and nonpublic schools at grades 4, 8, and 12 (*No Child Left Behind* requires reading and mathematics assessments at grade 12 on a nationally representative basis be conducted at least as often as they were in the past, or every four years). In September, NCES notifies the NCDPI which schools have been selected for participation. The NCDPI notifies the

districts; student selection from the participating schools is completed in December.

The results for NAEP are reported in the aggregate for large groups; no student or school-level data are reported. Included in the reports are statistical information about student performance and factors related to educational performance for the nation and specific subgroups of the population. To ensure the data has integrity and is complete, every effort must be made to include each selected student in the NAEP assessment. The NCDPI recommends IEP Teams and Section 504 Committees document the accommodation(s) to be used during the administration of NAEP in the event the student's school is selected to participate in the NAEP assessments. Participation is encouraged; there are no consequences for the student or school based on student performance. Planning ahead allows students with disabilities to use accommodations approved by the test publisher, NCES, during the administration of a NAEP test. Accommodations for students with disabilities are determined on a case-by-case basis.

Procedure for IEP Team or Section 504 Committee. The IEP Team or Section 504 Committee should follow the steps below when determining a student's NAEP accommodations.

Step 1. The IEP Team or Section 504 Committee determines whether the student may be administered a NAEP test at the assigned grade by viewing the Schedule for the State and National Assessment of Educational Progress located at <http://nces.ed.gov/nationsreportcard/about/assessmentsched.asp>. If a NAEP test is not scheduled to be administered at the student's assigned grade, the IEP Team or Section 504 Committee is not to address NAEP in the IEP or Section 504 Plan. If a NAEP test is scheduled to be administered at the student's assigned grade level, the IEP Team or Section 504 Committee continues with Step 2 below.

Step 2. The IEP Team or Section 504 Committee reviews the *Background Information about NAEP* located on page C1.08.

Step 3. The IEP Team or Section 504 Committee determines first if the student is to be administered the NAEP test under standard conditions (i.e., without accommodations). If the team or committee determines the student is to be provided accommodations during the administration of the NAEP test, it should then review the NAEP accommodation information included in this document on page C1.10–C1.11 and contact the LEA test coordinator if additional information is needed. The LEA test coordinator has the most recent list of approved accommodations designated by NAEP.

List of Frequently Provided NAEP Accommodations for Students with Disabilities

NAEP permits students to use most accommodations that are provided to them on state or district achievement tests. The most common accommodations are listed below along with an indication of whether they are permitted for NAEP assessments. Other less frequent accommodations may be used if the accommodation does not change the construct or meaning of the assessment item.

Accommodations for Students with Disabilities	Mathematics ²	Reading ²	Science	Writing	Civics, Economics, U.S. History	Music	Visual Arts
Presentation Format							
Read directions aloud/Repeat directions ¹	yes	yes	yes	yes	yes	yes	yes
Sign directions only	yes	yes	yes	yes	yes	no	yes
Sign test items	yes	no	yes	yes	yes	no	yes
Read aloud occasional words or phrases	yes	no	yes	yes	yes	yes	yes
Read aloud all or most of the test materials	yes	no	yes	yes	yes	yes	yes
Braille version of the test	yes	yes	yes	yes	yes	yes	no
Large-print version of the test	yes	yes	yes	yes	yes	yes	no
Uses magnifying equipment	yes	yes	yes	yes	yes	yes	yes
Response Format							
Responds in sign language	yes	yes	yes	no	yes	no	yes
Uses Braille typewriter to respond	yes	yes	yes	yes	yes	yes	no
Points to answers or responds orally to a scribe	yes	yes	yes	no	yes	yes	yes
Tape records answers	no	no	no	no	no	no	no
Uses a computer or typewriter to respond—no spell/grammar check allowed	yes	yes	yes	yes	yes	yes	yes
Uses a template to respond	yes	yes	yes	yes	yes	yes	yes
Uses large marking pen or special writing tool	yes	yes	yes	yes	yes	yes	yes
Writes directly in test booklet ¹	yes	yes	yes	yes	yes	yes	yes
Setting Format							
Tests in small group (5 or fewer)	yes	yes	yes	yes	yes	yes	yes
Takes the test one-on-one	yes	yes	yes	yes	yes	yes	yes
Takes the test in a study carrel	yes	yes	yes	yes	yes	yes	yes
Receives preferential seating, special lighting, or furniture	yes	yes	yes	yes	yes	yes	yes
Test administered by a familiar person	yes	yes	yes	yes	yes	yes	yes
Timing Accommodations							
Receives extended time	yes	yes	yes	yes	yes	yes	yes
Given breaks during the test	yes	yes	yes	yes	yes	yes	yes
Test sessions over several days	no	no	no	no	no	no	no
Other Accommodations							
Calculator, including talking or Braille calculator, for computation tasks	no	no	no	no	no	no	no
Abacus, arithmetic tables, graph paper	no	no	no	no	no	no	no
Dictionary, thesaurus, or spelling and grammar-checking software or devices	no	no	no	no	no	no	no

¹ Standard NAEP practice and not considered an accommodation.

² Accommodations for main NAEP mathematics and reading also pertain for Long-Term Trend mathematics and reading.

Accommodations for NAEP. Students who participate in the North Carolina Testing Program with accommodations should receive those accommodations on the NAEP, unless the specific accommodation is not allowed by NAEP. For example, *Multiple Testing Sessions* over multiple days is a state-approved testing accommodation, but is not allowed by NAEP. Alternatively, there are some NAEP-approved testing accommodations that are not approved within North Carolina, and therefore would not be allowed for use on the NAEP. These include (1) directions read aloud in Spanish and (2) cuing the student to stay on task. Like North Carolina, NAEP does not allow a test administrator to read aloud a test that measures reading comprehension. A list of frequently provided NAEP accommodations for students with disabilities is located on page C1.10. The list identifies whether NAEP allows the specific accommodations.

A required accommodation not on the approved NAEP list may be provided in the event the use of it does not interfere with the validity or reliability of the test. In the event the IEP Team or Section 504 Committee determines a student is to be provided an accommodation during the administration of a NAEP test that is not located in this publication, approval of the use of the accommodation must be received from the NAEP field staff before the assessment.

It may be possible to allow students who participate in the *NCEXTEND2* inclusion in NAEP with the use of accommodations.

The NCDPI is committed to including as many students as possible in NAEP. The NAEP results for North Carolina should represent the entire student population. The IEP Team and the Section 504 Committee should consider ways to offer accommodations for students to enable participation in NAEP, and every effort should be made to identify an accommodation that will facilitate students' participation in NAEP. NAEP reports only showcase results at the state level; there are no high-stake consequences for individual students or schools.

*Accommodations
for North
Carolina-
Developed Tests*

Each member of the IEP Team or Section 504 Committee is to have access to the accommodation information located in *Section D: Testing Accommodations—Descriptions and Procedures* at the IEP or Section 504 meeting so specific procedures for a test administration can be discussed, determined, and documented. The IEP Team or Section 504 Committee is to discuss specific procedures located in Section D before the final decision to avoid any anomalies and misadministrations. The team/committee has the responsibility of specifying, to the greatest degree possible, how the accommodation is to be provided during testing. For example, the team/committee is to address (a) the number of sessions when providing the *Multiple Testing Sessions* accommodation, (b) the approximate amount

of extra time to be given when providing the *Scheduled Extended Time* accommodation, and (c) whether the test administrator reads aloud all words or only words requested by the student when providing the *Test Administrator Reads Test Aloud* accommodation for tests that do not measure reading comprehension. Section D should guide the LEA test coordinator and the test administrator in providing accommodations to students during the actual test administration.

The following accommodations approved for use by the NCDPI Division of Accountability Services/North Carolina Testing Program will result in valid test scores (procedures specified in this publication) for North Carolina-developed tests:

Special Print Versions

- Braille Edition
- Large Print Edition
- One Test Item Per Page Edition

Assistive Technology Devices and Special Arrangements

- *Assistive Technology Devices* includes *Amplification Devices* (Use of certain assistive technology devices during the administration of the writing assessment may result in the student not receiving a valid conventions score.)
- *Braille Writer/Slate and Stylus* (and Braille Paper)
- *Cranmer Abacus*
- *Dictation to a Scribe* (Use of this accommodation during the administration of the writing assessment will result in the student not receiving a valid conventions score.)
- *Interpreter/Transliterators Signs/Cues Test* (Use of this accommodation during the administration of a state test that measures reading comprehension invalidates the results from the test.)
- *Keyboarding Devices* includes *Electronic Braille Note Takers* (Use of certain keyboarding devices or features during the administration of the writing assessment may result in the student not receiving a valid conventions score.)
- *Magnification Devices*
- *Student Marks Answers in Test Book*
- *Student Reads Test Aloud to Self*
- *Test Administrator Reads Test Aloud* (Use of this accommodation during the administration of a state test that measures reading comprehension invalidates the results from the test.)
- *Computer Reads Test Aloud – Student Controlled* (Use of this accommodation during the administration of a state test that measures reading comprehension invalidates the results from the test.)

Note: Tests in the North Carolina Testing Program that measure reading comprehension include the (a) end-of-grade reading comprehension test and the (b) end-of-course English I test.

Special Test Environments:

- *Hospital/Home Testing*
- *Multiple Testing Sessions*
- *Scheduled Extended Time*
- *Testing in a Separate Room* includes individual or small group administration, study carrel, special furniture, special lighting

Documentation of Accommodations

If the IEP Team or Section 504 Committee determines testing with accommodations is appropriate, documentation must exist in the student's current IEP or Section 504 Plan to substantiate the provision of these accommodations. The documented accommodations must be used routinely during (a) classroom instruction and (b) similar classroom assessments that measure the same construct.

Regardless of the type of plan or documentation under which a student requires a testing accommodation, the state-approved language must be used to document testing accommodations and the guidelines for providing them. LEAs must ensure the language used on their testing accommodations documentation aligns with the state-approved language. In addition, some accommodations require details as to how the accommodation must be provided (e.g., the amount of *Scheduled Extended Time*); therefore, it is also essential that accommodations documentation include designated areas to record the required details of how to provide these accommodations.

The NCDPI has provided optional Testing Accommodations Charts to assist in maintaining alignment and consistency in accommodations documentation. For example, a Section 504 Committee could complete the Section 504 Testing Accommodations Chart and include it in the Section 504 Plan as documentation of testing accommodations. These charts are available at <http://www.ncpublicschools.org/accountability/policies/accom>.

Additional information regarding the provision of accommodations for North Carolina Tests is located in Section D of this publication.

Testing Accommodations Documentation

To meet the needs of the whole child and ensure a complete record of testing accommodations that addresses all of a student's needs, the NCDPI has established the following order for testing accommodations documentation:

1. Individualized Education Program (IEP)
2. Section 504 Plan
3. Limited English Proficiency (LEP) plan/documentation
4. Transitory impairment documentation.

For example, for a student with an IEP who is also identified as limited English proficient, all testing accommodations must be documented in the student's IEP (including those related to the student's LEP needs). Using the IEP to document all of the student's testing accommodations does not diminish the importance of the accommodations based on the student's various identifications, but rather encourages child-centered, results-oriented decision making.

In order to implement the documentation in the best interest of the student, the appropriate team members must be present at meetings where accommodations decisions are made.

*Students Eligible
for Testing
Accommodations*

A student with disabilities must have a current IEP or Section 504 Plan in order to be eligible for testing accommodations. The following are some situations in which a student with disabilities would *not* be eligible for testing accommodations:

- The student had an IEP, but was reevaluated and found no longer eligible to receive exceptional children (EC) services;
- The student reached the age of 22; or
- The student graduated with a regular diploma.

*Students with
Disabilities
also
Identified as
Limited
English
Proficient*

There are some students with disabilities who are also identified as limited English proficient (LEP). According to the order of accommodations documentation, all testing accommodations for these students (including those related to the student's LEP needs) must be recorded in the student's IEP or Section 504 Plan. These students are required to participate in the state testing program. LEP students in their first year in U.S. schools scoring below Level 4.0 Expanding on the state-identified English language proficiency reading placement test are not required to be assessed on the state-mandated test of reading (i.e., end-of-grade reading comprehension tests and end-of-course English I test). LEP students in grade 10 in their first year in U.S. schools scoring below Level 4.0 Expanding on the state-identified English language proficiency reading placement test are not required to be assessed on the state-mandated test of writing at grade 10. These students are required to participate in the administration of all other state-mandated tests.

Students with disabilities who are also identified as LEP are eligible for all of the state-approved testing accommodations for students with disabilities. These students are also eligible for the state-approved testing accommodations for LEP students if they meet specific criteria as outlined in the North Carolina State Board of Education Policy GCS-A-011. All of the LEP testing accommodations overlap with those approved for students with disabilities, with the exception of the *Word-to-Word Bilingual Dictionary/Electronic Translator* accommodation. For a student with a

disability who is also identified as LEP, the student's IEP or Section 504 Plan must document all testing accommodations, including those related to the student's limited English proficiency.

Information regarding the testing of students identified as limited English proficient, including a description of the *Word-to-Word Bilingual Dictionary/Electronic Translator* accommodation, can be found in the *North Carolina Testing Program—Guidelines for Testing Students Identified as Limited English Proficient* document found at the following address: <http://www.ncpublicschools.org/accountability/policies/slep/>.

*Students with
Transitory
Impairments and
Section 504*

Section 504, part of the Rehabilitation Act of 1973, is a federal law designed to protect the rights of students with disabilities who attend schools receiving federal financial assistance. To be protected under Section 504, a student must be determined to (1) have a physical or mental impairment that substantially limits one or more major life activities, or (2) have a record of such an impairment, or (3) be regarded as having such an impairment (ADA Amendments Act of 2008, Section 3 [1][A–C]).

A student is not regarded as an individual with a disability if the impairment is transitory and minor (ADA Amendments Act of 2008, Section 3 [3][B]). A transitory impairment is an impairment with an actual or expected duration of six months or less. A transitory impairment does not constitute a disability for purposes of Section 504 *unless* its severity is such that it results in a substantial limitation of one or more major life activities for an extended period of time.

The issue of whether a transitory impairment is substantial enough to be a disability must be resolved on a case-by-case basis with respect to each individual student, taking into consideration both the duration (and expected duration) of the impairment and the extent to which the impairment limits one or more major life activities of the affected student. Eligibility decisions are made by a school-based committee, which includes persons knowledgeable about the student.

On a case-by-case basis where appropriate documentation exists, students who are identified with a transitory impairment (i.e., not Section 504-eligible) may receive testing accommodations. As with all testing accommodations, accommodations that are being considered for use during testing must be used routinely during instruction and similar classroom assessments when possible. Approved accommodations for students identified with transitory impairments include those accommodations that are approved for use by Section 504-eligible students. The need for accommodations must be documented before testing. Copies of this documentation must be kept at the school and made available to test coordinators. Those administering tests with accommodations must be

trained by the LEA test coordinator or designee in the provision of the specified accommodations before the test administration.

*Addressing the
Use of Testing
Accommodations*

Testing accommodations are not disability-specific; they are child-specific. Additionally, accommodation needs for individual students may differ based on the content area or construct being assessed. An IEP Team or Section 504 Committee may determine that a student who qualifies for special services in one area needs testing accommodations in another area due to the nature of the test. For example, a student with a learning disability in the area of reading may require the use of the *Test Administrator Reads Test Aloud* accommodation during the administration of a mathematics test. In such cases, the special need identified in one area (e.g., reading) must also affect the other area (e.g., mathematics) during the test administration; however, the specific need must be justified in the student's current IEP or Section 504 Plan. Another example would be a student with a learning disability only in the area of written expression. If the IEP Team or Section 504 Committee determines that this student needs accommodations during the administration of a reading or mathematics test, the specific need must be justified in the documentation.

*Changes in
Testing
Accommodations
Before Testing*

In order for a student with disabilities to be eligible to receive a testing accommodation, it must be documented in his/her IEP or Section 504 Plan, and the accommodation must be used routinely during instruction and similar classroom assessments. Instructional accommodations can and should be used/changed as appropriate in order to meet the needs of students; however, to allow sufficient time for the testing accommodations to be considered "routinely used," there should not be additions/changes made to the testing accommodations in the IEP or Section 504 Plan just before testing unless the student's eligibility status has changed (e.g., the student exits EC identification). This ensures students have experience using the accommodations during instruction and similar classroom assessments before testing.

If a student does not have at least 30 calendar days before the test date to use the accommodation, then the use of the accommodation cannot be considered "routinely used" during instruction or similar classroom assessments. If a student is newly identified as having a disability and it is just prior to testing, any testing accommodations that are documented and implemented should have been used as interventions before identification. The use of testing accommodations that are not routinely used during instruction or similar classroom assessments is a misadministration and results in invalid test scores.

A memo is included in the Appendix that addresses the routine use of accommodations in instruction and similar classroom assessments before being used on a statewide assessment.

More Than One Accommodation A student may have approval for more than one testing accommodation due to his or her special needs.

Notifying Students about Accommodations Notifying students about the accommodations they will be provided before the actual test administration date allows the student to know what to expect in advance of testing. For example, if the student will be provided the *Test Administrator Reads Test Aloud* accommodation during the administration of a mathematics test, the IEP Team or Section 504 Committee may have agreed and documented that the test administrator is only to read aloud upon student request. On the other hand, the IEP Team or Section 504 Committee may have specified that the test administrator is to read all words aloud to the student. Knowing such details beforehand assists the student in preparing for the test administration.

Notifying the student ahead of time gives school personnel the opportunity to address any student concerns before the actual test administration date. For example, when the student is notified about the accommodation before the test date, the student may state he or she does not want to use the accommodation documented on the IEP or Section 504 Plan. This prior knowledge allows the school time to work with the student, parents, and the IEP Team or Section 504 Committee to resolve the issue beforehand.

Note: Accommodations documented on the IEP or Section 504 Plan must be provided during the test administration regardless of whether a student wants to use them or not.

Discussing Procedures to Follow When a Student Declines the Use of a Testing Accommodation Once the IEP Team or Section 504 Committee determines which accommodation(s) the student will be provided during the test administration, the procedures to be followed in the event the student declines to use the accommodation(s) during the actual test administration must be discussed. This discussion must be documented in the current IEP or Section 504 Plan. Every effort must be made to ensure IEP or Section 504 Plan requirements are followed, including the use of accommodation(s) when documented in the current IEP or Section 504 Plan.

1. Step 1. At the annual review of the IEP or Section 504 Plan, the IEP Team or Section 504 Committee determines and documents the testing accommodations for which a student demonstrates need. The team/committee must discuss the procedures to be followed in the event the student declines the use of the accommodation(s) during the actual test administration. Before the test administration date, the student will be notified of what accommodation(s) he or she will be provided during the actual test administration. Documentation of notification should be maintained at the school. The student will also be reminded of the accommodation(s) on the day of testing before the actual test administration. Steps 2–5 below may not need to be

followed during the actual test administration if the student uses the documented accommodation(s).

2. Step 2. On the day of the test administration, it is the school's responsibility to ensure all documented accommodations are provided to a student. If a student declines the use of an accommodation, the student's decision is discussed thoroughly with the student to ensure he or she understands the reasons for the accommodation(s) and the potential consequences of not using them. This can be handled by the test administrator, principal, or designee. If the student agrees to use the accommodation(s), the testing session continues.
3. Step 3. If the student continues to decline the use of the accommodation(s), the test is administered without the accommodation(s). The incident must be reported immediately to the school test coordinator to allow any needed changes to the student's testing time and location. Documentation is made on the state accommodations monitoring form (i.e., *Review of Accommodations Used During Testing* form) indicating the student did not use the accommodation(s). The school test coordinator will notify the exceptional children teacher or the school Section 504 coordinator and the LEA test coordinator at the conclusion of testing each day.
4. Step 4. Immediately upon completion of testing, on the same day, the parent/guardian is notified by telephone with a follow-up in writing that the accommodation was provided/attempted at the start of the test administration, but the student declined the use of the accommodation. Telephone and written follow-up are to be completed by the student's exceptional children teacher or Section 504 case manager, who manages the IEP or Section 504 Plan development.
5. Step 5. If the parent wishes to have the student retested, then this must be documented in writing with the parent's signature. This documentation must be completed before the parent knows the test results. A Report of Testing Irregularity must be completed in the Online Testing Irregularity Submission System (OTISS) and the student must be retested using another secure form.
6. Step 6. The IEP Team or Section 504 Committee reconvenes to readdress the recommendations for accommodation(s) and the student's concerns. The IEP Team or Section 504 Committee may elect to invite the student to attend the meeting. The *Review of Accommodations Used During Testing* forms completed during previous test administrations should be reviewed at this meeting to inform testing accommodations decisions. More information on these forms is available on page E1.01.

Note: The makeup test administration windows for state tests are as follows:

- The multiple-choice tests may have a makeup period of 10 working days following the actual test administration date.
- The writing assessment has a limited makeup period following the actual test administration date.

*Use of
Accommodations
or Procedures
Not Described in
This Publication*

In the event the IEP Team or Section 504 Committee recommends the provision of an accommodation or procedures not located in this publication, the LEA test coordinator must be notified immediately. An Accommodation Notification Form, a copy of which is located in the Appendix of this publication, must be completed with the appropriate signatures. The LEA test coordinator will ensure the completed Accommodation Notification Form is forwarded to the regional accountability coordinator. The regional accountability coordinator must receive the Accommodation Notification Form within 30 days of the IEP Team or Section 504 Committee's decision or at least 3 weeks before the test administration, whichever occurs first. However, it is recommended that requests for special accommodations be made as early in the school year as possible. The NCDPI will provide the LEA test coordinator with a written response, advising whether the use of the accommodation or procedures invalidates the results for the test. Note: Online Submission of the Accommodation Notification form is available on the TNN Testing Program ordering page.

*Invalid Test
Results*

Invalid test results must not be included in the student's permanent record or be used for placement decisions or accountability purposes. In addition, invalid test scores will not be used in ABC or AYP determinations.

**Discussing the
Use of North
Carolina
Alternate
Assessments**

1. The IEP Team must discuss and exhaust the use of appropriate testing accommodations before considering the need for alternate assessments. Students with a Section 504 Plan must participate in the general test administration with or without the use of accommodations; they are NOT eligible to participate in an alternate assessment. IDEA requires (1) **all** students, including those with disabilities, participate in statewide test administrations and (2) in the event that students with disabilities cannot participate in a general statewide test administration, with or without accommodations, they will participate in a state-designated alternate assessment.

At IEP meetings each member of the IEP Team is to have access to the alternate assessment information located in *Section F: North Carolina Alternate Assessments* so specific procedures for a test administration can be discussed, determined, and documented.

2. When discussing the use of an alternate assessment, the IEP Team must carefully review potential long-term consequences for state and local graduation requirements with all team members, including the parent(s), legal guardian(s), surrogate parent(s), and the student, if age 18 or older.

Automatic and blanket use of alternate assessments for groups of students based on one or more common characteristics, such as a specific disability or low achievement, is prohibited.

3. A careful and complete analysis regarding the decision to use an NCDPI-designated alternate assessment must occur if the IEP Team determines the student cannot participate in a general statewide test administration, with or without accommodations, for the following state-mandated tests:
 - North Carolina End-of-Grade Test of Reading Comprehension (Grades 3–8);
 - North Carolina End-of-Grade Test of Mathematics (Grades 3–8);
 - North Carolina End-of-Grade Test of Science (Grades 5 and 8);
 - North Carolina Writing Assessment (Grade 10); or
 - North Carolina End-of-Course Tests of English I, Algebra I, and Biology.

The IEP Team determines the state-developed alternate assessments(s) in which the student will participate.

Additional information regarding North Carolina alternate assessments is located in Section F of this publication.

D. Testing Accommodations—Descriptions and Procedures

This section provides information about the approved accommodations for use on state-mandated tests in the North Carolina Testing Program. These accommodations are typically used by students with disabilities, including students identified only under Section 504. When accommodations are provided in accordance with the procedures in this section and proper test administration procedures, results from the tests are deemed valid. Test administrators are to recognize that the following procedures take precedence over any conflicting regular test procedures in the test administrator's manuals when administering state tests with approved accommodations as described in this publication (e.g., students who use the *Student Marks Answers in Test Book* accommodation must not be given an answer sheet during the actual test administration).

Accommodations Not Described in This Publication. The provision of accommodations other than those in this publication may result in invalid test scores. The process described in the *Use of Accommodations or Procedures Not Described in This Publication* subheading on page C1.19 must be followed in order to determine if the recommended accommodation will invalidate results of the test.

Note: All accommodations for the English language proficiency test are located in the *ACCESS for ELLs North Carolina Policy and Procedure Guidance for Annual Testing* document.

Role of the IEP Team or Section 504 Committee

Only the IEP Team or Section 504 Committee can determine if a student with a disability will participate in a state-mandated general test administration with or without accommodations and/or participate in an alternate assessment. The decision must be documented in the current IEP or Section 504 Plan. At the IEP Team or Section 504 Committee meeting, each member of the team/committee is to have access to the accommodation information contained within this publication so specific procedures for a test administration can be discussed, determined, and documented. Portions of this document may be copied and distributed to team/committee members before meetings so all members may be familiar with the information.

The IEP Team or Section 504 Committee must discuss specific procedures for accommodation use before the final decision to avoid any anomalies and misadministrations. The IEP Team or Section 504 Committee has the responsibility of specifying information that will guide the school test coordinator and test administrator when providing accommodations to students (e.g., the approximate amount of extra time to be given in *Scheduled Extended Time* or the number of sessions in *Multiple Testing Sessions*).

Accommodations Tables

The following tables contain the accommodations approved for use during state-mandated test administrations.

**Approved Accommodations for North Carolina-Developed Tests at Grades 3–8
for Students with Current IEPs or Section 504 Plans¹**

Accommodation	End-of-Grade Tests <u>and</u> <i>NCEXTEND2</i> EOG		
	Reading (Grades 3–8)	Mathematics (Grades 3–8)	Science (Grades 5 and 8)
Assistive Technology Devices	Yes	Yes	Yes
Braille Edition	Yes	Yes	Yes
Braille Writer/Slate and Stylus (Braille Paper)	Yes	Yes	Yes
Cranmer Abacus	Yes	Yes	Yes
Dictation to a Scribe	Yes	Yes	Yes
Hospital/Home Testing	Yes	Yes	Yes
Interpreter/Transliterator Signs/Cues Test	No ²	Yes	Yes
Keyboarding Devices	Yes	Yes	Yes
Large Print Edition	Yes	Yes	Yes
Magnification Devices	Yes	Yes	Yes
Multiple Testing Sessions	Yes	Yes	Yes
One Test Item Per Page Edition	Yes	Yes	Yes
Scheduled Extended Time	Yes	Yes	Yes
Student Marks Answers in Test Book	Yes	Yes	Yes
Student Reads Test Aloud to Self	Yes	Yes	Yes
Test Administrator Reads Test Aloud (in English)	No ²	Yes	Yes
Testing in a Separate Room	Yes	Yes	Yes
Word-to-Word Bilingual (English/Native Language) Dictionary/Electronic Translator (LEP only)	Yes ³	Yes ³	Yes ³

¹Students with only Section 504 Plans (i.e., students who *do not* have a current IEP that designates participation in an alternate assessment) are *not* eligible for participation in any of North Carolina's alternate assessments. These students may participate in the general test administration with or without accommodations as documented in their individual Section 504 Plans.

²Reading aloud or signing/cueing the selections/passages, sample questions, test questions, and answer choices from North Carolina tests that measure reading comprehension invalidates the results from those tests. However, test directions in the *Test Administrator's Manuals* may be signed/cued during the administration of any state test.

³Only students with disabilities who are also identified as limited English proficient (LEP) and have scored below 5.0 on the most recent administration of the reading subtest of the ACCESS for ELLs® are eligible for this accommodation.

Note: To ensure valid test results, school system personnel must participate in training sessions before the test administration to be made aware of any restrictions for appropriate use of these accommodations.

Approved Accommodations for Paper-and-Pencil Administrations of North Carolina-Developed Tests at Grades 9–12 for Students with Current IEPs or Section 504 Plans

Accommodations	End-of-Course Tests	Writing Assessment (Grade 10)
Assistive Technology Devices	Yes	Yes
Braille Edition	Yes	Yes
Braille Writer/Slate and Stylus (Braille Paper)	Yes	Yes
Cranmer Abacus	Yes	Yes
Dictation to a Scribe	Yes	Yes
Hospital/Home Testing	Yes	Yes
Interpreter/Transliterators Signs/Cues Test	No for English I; Yes for Other EOC Tests ¹	Yes
Keyboarding Devices	Yes	Yes
Large Print Edition	Yes	Yes
Magnification Devices	Yes	Yes
Multiple Testing Sessions	Yes	Yes
One Test Item Per Page Edition	Yes	No ²
Scheduled Extended Time	Yes	Yes
Student Marks Answers in Test Book	Yes	No ³
Student Reads Test Aloud to Self	Yes	Yes
Test Administrator Reads Test Aloud (in English)	No for English I; Yes for Other EOC Tests	Yes ⁴
Testing in a Separate Room	Yes	Yes
Word-to-Word Bilingual (English/Native Language) Dictionary/Electronic Translator (LEP only)	Yes ⁵	Yes ⁶

¹ Reading aloud or signing/cueing the selections/passages, sample questions, test questions, and answer choices from North Carolina tests that measure reading comprehension invalidates the results from those tests (including the end-of-course English I test). However, test directions in the *Test Administrator's Manuals* may be signed/cued during the administration of any state test.

² The *One Test Item Per Page Edition* accommodation is not available for the writing assessment because there is only one prompt for the test.

³ *Student Marks Answers in Test Book* is not an applicable accommodation for the writing assessment because all students respond in the test booklet.

⁴ The directions and prompt from the writing assessment are read aloud two times to all students as part of the standard test administration.

⁵ Only students with disabilities who are also identified as limited English proficient (LEP) and have scored below 5.0 on the most recent administration of the reading subtest of the ACCESS for ELLs® are eligible for this accommodation.

⁶ Only students with disabilities who are also identified as limited English proficient (LEP) and have scored below 5.0 on the most recent administration of the writing subtest of the ACCESS for ELLs® are eligible for this accommodation.

Note: To ensure valid test results, school system personnel must participate in training sessions before the test administration to be made aware of any restrictions for appropriate use of these accommodations.

Approved Accommodations for Online Administrations of North Carolina-Developed Tests at Grades 9–12 for Students with Current IEPs or Section 504 Plans

Accommodations	End-of-Course Tests
Assistive Technology Devices	Yes
Braille Edition	Yes
Braille Writer/Slate and Stylus (Braille Paper)	Yes
Cranmer Abacus	Yes
Dictation to a Scribe	Yes
Hospital/Home Testing	Yes
Interpreter/Transliterator Signs/Cues Test	No for English I; Yes for Other EOC Tests ¹
Keyboarding Devices	Yes
Large Print Edition	No ²
Magnification Devices	Yes
Multiple Testing Sessions	Yes
One Test Item Per Page Edition	No ³
Scheduled Extended Time	Yes
Student Marks Answers in Test Book	No
Student Reads Test Aloud to Self	Yes
Test Administrator Reads Test Aloud (in English)	No for English I; Yes for Other EOC Tests ¹
Computer Reads Test Aloud – Student Controlled	No for English I; Yes for Other EOC Tests ¹
Testing in a Separate Room	Yes
Word-to-Word Bilingual (English/Native Language) Dictionary/Electronic Translator (LEP only)	Yes ⁴

¹Reading aloud or signing/cueing the selections/passages, sample questions, test questions, and answer choices from North Carolina tests that measure reading comprehension invalidates the results from those tests (including the end-of-course English I test). However, test directions in the *Test Administrator's Manuals* may be signed/cued during the administration of any state test.

²The *Large Print Edition* accommodation is not an applicable accommodation for end-of-course online tests because font size can be designated Large for any student before the test administration. If the size of the Large Font is not sufficient for a student due to his/her disability, this accommodation may be used in conjunction with the *Magnification Devices* accommodation or a *Large Print Edition* of the paper-and-pencil EOC test may be ordered.

³The *One Test Item Per Page Edition* accommodation is not an applicable accommodation for end-of-course online tests because all tests are presented one test item at a time.

⁴Only students with disabilities who are also identified as limited English proficient (LEP) and have scored below 5.0 on the most recent administration of the reading subtest of the ACCESS for ELLs® are eligible for this accommodation.

Note: To ensure valid test results, school system personnel must participate in training sessions before the test administration to be made aware of any restrictions for appropriate use of these accommodations.

Approved Accommodations for the North Carolina-Developed *NCEXTENDI* Alternate Assessments at Grades 3–8 and 10 for Students with Current IEPs

Accommodation	<i>NCEXTENDI</i>			
	Reading Grades 3–8 & 10	Mathematics Grades 3–8 & 10	Science Grades 5, 8, & 10	Writing Grade 10
Braille Materials	Yes	Yes	Yes	Yes
Large Print Materials ¹	Yes	Yes	Yes	Yes
Assistive Technology Devices	Yes	Yes	Yes	Yes ²
Braille Writer/Slate and Stylus (Braille Paper)	Yes	Yes	Yes	Yes
Dictation to a Scribe	Yes	Yes	Yes	Yes ³
Interpreter/Transliterator Signs/Cues Test	No ⁴	Yes	Yes	Yes
Keyboarding Devices	Yes	Yes	Yes	Yes ²
Magnification Devices	Yes	Yes	Yes	Yes
Word-to-Word Bilingual (English/Native Language) Dictionary/Electronic Translator (LEP only) ⁵	Yes	Yes	Yes	Yes
Student Reads Test Aloud to Self	Yes	Yes	Yes	Yes
Test Administrator Reads Test Aloud (In English)	<i>NCEXTENDI</i> tests are to be read aloud to all students as specified in the <i>Test Administrator's Manual</i> and <i>Student Test Booklet</i> ⁴			
Hospital/Home Testing	Yes	Yes	Yes	Yes
Multiple Testing Sessions	Yes	Yes	Yes	Yes
Testing in a Separate Room	Yes	Yes	Yes	Yes
Responds with Use of Augmentative Communication Device, Picture Board, etc.	Yes	Yes	Yes	Yes
Writes with Pictures Using an Augmentative Communication Device, Picture Board, etc.	No	No	No	Yes ³
Adaptations to NCDPI-Provided Manipulatives ⁶	Yes	Yes	Yes	Yes

¹ Large print materials may be created by Assessor 1 as needed for those students who routinely have print and visual materials enlarged for instructional use. This accommodation may be used **only** for the NCDPI-provided manipulatives. The Reading Selection Booklet (for *NCEXTENDI* tests of reading only) is provided for all students in 22-point font.

² In order for students to receive a valid conventions score for item 7 of the *NCEXTENDI* Test of Writing at grade 10, the spell check, grammar check, online thesaurus, outlining program, prediction software, and electronic spellers must be disabled before beginning item 6.

³ Use during the administration of the *NCEXTENDI* grade 10 writing test will result in an invalid conventions score for item 7.

⁴ For the *NCEXTENDI* reading assessment, Selections 1–3 and items 1–10 are read to all students. Use of the *Test Administrator Reads Test Aloud* and/or *Interpreter/Transliterator Signs/Cues Test* accommodation for Selection 4 or items 11–15 will result in invalid item scores. If used, both assessors **must** score these items as incorrect.

⁵ Available only for students with disabilities also identified as limited English proficient (LEP) who scored below 5.0 on the most recent administration of the reading subtest of the ACCESS for ELLs® (for all tests except grade 10 writing), or scored below 5.0 on the most recent administration of the writing subtest of the ACCESS for ELLs® (grade 10 writing only).

⁶ Adaptations to NCDPI-provided manipulatives, such as raised lines, enlarged text/pictures, placement of pictures on information boards, and use of student-specific symbols **are** allowed. Adaptations to NCDPI-provided manipulatives may be created by Assessor 1 as needed for those students who routinely have adaptations to materials for instructional use. This accommodation may be used **only** for the NCDPI-provided manipulatives.

Note: To ensure valid test results, school system personnel must participate in training sessions before the test administration to be made aware of any restrictions for appropriate use of these accommodations.

Special Print Versions

The following accommodations are included as Special Print Versions:

- *Braille Edition*
- *Large Print Edition*
- *One Test Item Per Page Edition*

Note: For ordering purposes, special print versions (e.g., *Braille*, *Large Print*, and *One Test Item Per Page* editions) must be entered into the LEA-approved accommodations management system (i.e., CECAS, NC WISE, or an LEA-approved third-party application) according to the timeline established within the Testing Accommodations Collection Schedule. This schedule is available to test coordinators through the Testing News Network (TNN). Any information entered into the systems beyond the dates specified in the collection schedule must also be submitted directly to the LEA test coordinator **at least 30 working days before the actual test administration date.** Testing accommodations information must be accurate within the accommodations management systems in order to ensure adequate production, quality control, and delivery time of the special print versions.

Special testing accommodation requests, other than those specified in this publication, must be submitted by an Accommodation Notification Form as described in the *Use of Accommodations or Procedures Not Described in This Publication* subheading on page C1.19.

Braille Edition

A ***Braille Edition*** accommodation is available for specific tests. Please refer to the tables on pages D1.02–D1.05 for a list of the tests permitting the ***Braille Edition*** accommodation.

Description

If a *Braille Edition* of the test is provided to the student, as with all accommodations for North Carolina tests, (1) the use must be documented in the current IEP or Section 504 Plan, and (2) the accommodation must be routinely used during instruction and similar classroom assessments.

Braille Literary code and Braille Nemeth code sheets do not accompany *Braille Editions* for use during secure state test administrations. The information located on such sheets should be addressed during classroom instruction.

The North Carolina Testing Program produces tests using contracted Braille. Students with impaired vision who have less than contracted Braille skills may have the Braille or standard version of the test read aloud while the test administrator or scribe records student responses. See the information on the *Test Administrator Reads Test Aloud* accommodation, including information regarding reading aloud North Carolina reading tests and validity. Contracted Braille (formerly called “Grade Two”) is Braille written with a variety of standard short cuts for digraphs, parts of words, and entire words. Uncontracted Braille (formerly called “Grade One”) is Braille written letter to letter with each word spelled out completely.

Ordering Braille Editions. For ordering purposes, special print versions (e.g., *Braille*, *Large Print*, and *One Test Item Per Page* editions) must be entered into the LEA-approved accommodations management system (i.e., CECAS, NC WISE, or an LEA-approved third-party application) according to the timeline established within the Testing Accommodations Collection Schedule. This schedule is available to test coordinators through the Testing News Network (TNN). Any information entered into the system beyond the collection schedule must also be submitted directly to the LEA test coordinator **at least 30 working days before the actual test administration date** to ensure adequate production, quality control, and delivery time.

Considerations and Instructions

Recording Student Responses. Answers for multiple-choice test items may be marked in the test book, brailled, dictated to a scribe, or recorded using a keyboarding device (e.g., word processor), as determined by the IEP Team or Section 504 Committee. Student responses to the state writing assessment at grade 10 may be recorded

using a Braille writer, dictation to a scribe, or keyboarding device, as determined by the IEP Team or Section 504 Committee. The accommodation that specifies the method for recording student responses is to be included on the current IEP or Section 504 Plan. (The test administrator must refer to those accommodations as described in this section for additional information.)

Using Braille Edition in Regular Classroom. Some students with impaired vision may be able to take the Braille edition test in the regular classroom if responses can be recorded in a manner that does not disturb other students (e.g., marking answers in test book). Preparations must be made before the test administration in order to accommodate these students.

Regular Copy of Test Book. The test administrator must have a regular copy of the test book in case the student asks questions. The test administrator should ensure the form of the regular test book matches the Braille edition before beginning the test administration. If the student asks questions during the test and the student is in the regular classroom with other students, caution should be taken. Security of test items must be maintained and distractions must be minimized.

Accommodated Test Item Due to Braille Coding. If a test item is accommodated to be consistent with Braille coding, a Transcriber's Note will be included in the Braille edition that describes how the item has been accommodated.

Test Administrator Codes Background Information for Student. The test administrator must review the information regarding the regular test administration before testing begins. When administering the test, directions for filling in the bubbles for the student's name and other background information must not be read aloud. The test administrator must complete the background information on the regular scannable answer sheet or scannable test document cover in advance of the test administration.

**Questions for the
IEP Team or
Section 504
Committee**

The IEP Team or Section 504 Committee may wish to address the following questions when determining whether the *Braille Edition* accommodation is appropriate for the student:

1. Does the student use Braille materials during regular classroom instruction and similar classroom assessments?
2. Are Braille Literary code and Braille Nemeth code sheets available during classroom instruction?
3. Does the student have contracted Braille skills?

4. How will the student record responses to the Braille edition of the test (e.g., mark in the test book, use a Braille writer, dictate to a scribe, or use a keyboarding device)?
5. Should the student be provided the Braille edition during the test administration in the regular classroom setting or should the student also use the *Testing in a Separate Room* accommodation?
6. Should the student be provided the *Scheduled Extended Time* accommodation?

Collecting, Storing, and Processing Test Materials

Transcribing Student Responses. Because students may record their responses in a manner other than the regular answer document, (e.g., use of a keyboarding device, Braille writer, mark answers in test book, or dictation to scribe), the test administrator or principal's designee may be required to transcribe the student's responses to the appropriate regular writing test document and/or multiple-choice answer sheet for scoring purposes. If a student's responses require the transcriber to transcribe information from a Braille format (e.g., answers marked in Braille test book or student used a Braille writer), the transcriber must be trained and proficient in reading Braille. The transcription must be double-checked by another designated Braille-proficient school official to ensure no errors occurred. **The transcription and verification must occur under secure conditions in a group setting (i.e., three or more designated school personnel).** One individual is to transcribe the student's responses, one individual is to verify the transcription, and one individual is to act as an objective observer of the process. All three individuals must sign the outside cover of the test book. **Only responses on regular writing test documents and/or multiple-choice answer sheets will be scored. The test administrator must purge any electronic files immediately following the completion of the transcription process. If the responses are not transcribed, test results will be returned as the lowest possible score.**

Error Report. If errors in Braille editions are discovered, a *Special Print Versions Error Report* (obtained from the LEA test coordinator) must be completed and submitted to the NCDPI/TOPS.

Storing or Returning Braille Editions. The LEA must follow the procedures in the test administrator's manual regarding storing or returning Braille editions of state tests. The procedures will vary based on the test administered to the students.

Large Print Edition

A *Large Print Edition* accommodation is available for specific tests. Please refer to the tables on pages D1.02–D1.05 for a list of the tests permitting the *Large Print Edition* accommodation.

Description

The *Large Print Edition* accommodation allows a student to take a test using an enlarged version of the test. The majority of large print edition tests are printed on 11" x 17" paper using 22-point Verdana font. When a test item requires superscript and/or subscript, the text of the superscript and/or subscript is in 22-point Verdana font, and the rest of the text in that test item is enlarged to 33-point Verdana font.

Students typically circle their responses to questions directly on the large print edition of the test (i.e., uses the *Student Marks Answers in Test Book* accommodation as documented in the IEP or Section 504 Plan).

Note: All end-of-course tests (i.e., Algebra I, English I, and Biology) are available online. Online end-of-course tests allow students to receive Large Font size on the computer screen to meet their vision needs. Test answers are entered online. This may be a more appropriate option for some students. The Large Font size option must be designated for students before an online test administration. If the size of the Large Font is not sufficient for students due to their disability, this accommodation may be used in conjunction with the *Magnification Devices* accommodation.

As with all accommodations for North Carolina tests, (1) the use must be documented in the current IEP or Section 504 Plan and (2) the accommodation must be routinely used during instruction and similar classroom assessments.

Ordering Large Print Editions. For ordering purposes, special print versions (e.g., *Braille*, *Large Print*, and *One Test Item Per Page* editions) must be entered into the LEA-approved accommodations management system (i.e., CECAS, NC WISE, or an LEA-approved third-party application) according to the timeline established within the Testing Accommodations Collection Schedule. This schedule is available to test coordinators through the Testing News Network (TNN). Any information entered into the system beyond the collection schedule must also be submitted directly to the LEA test coordinator **at least 30 working days before the actual test administration date** to ensure adequate production, quality control, and delivery time.

Considerations and Instructions

Magnification Devices. If applicable, the test administrator is to remind students to bring their magnification devices to the test

administration site. The students must also have the *Magnification Devices* accommodation documented in their IEPs or Section 504 Plans.

Test Administrator Codes Background Information for Student.

The test administrator must review the information regarding the regular test administration before testing begins. When administering the test, directions for filling in the bubbles for the student's name and other background information must not be read aloud. The test administrator must complete the background information on the regular scannable answer sheet or scannable test document cover in advance of the test administration.

Record Student Name on Large Print Edition. The student's full name and a second identifier (e.g., student ID number or student date of birth) must be legible on the front of the large print edition of the test book. The recorded information must uniquely identify the student.

**Questions for the
IEP Team or
Section 504
Committee**

The IEP Team or Section 504 Committee may wish to address the following questions when determining whether the *Large Print Edition* accommodation is appropriate for the student:

1. Does the student use large print materials during regular classroom instruction and similar classroom assessments?
2. How will the student record responses to the large print edition of the test (e.g., mark in the test book, use a Braille writer, dictate to a scribe, or use a keyboarding device), and is this accompanying accommodation documented in the IEP or Section 504 Plan?
3. Does the student need the *Magnification Devices* accommodation?
4. Does the student need the *Scheduled Extended Time* accommodation?
5. Does the student need an edition that is both large print and one test item per page? If so, this is a special testing accommodation request requiring an Accommodation Notification Form. The IEP Team or Section 504 Committee should be aware that the combination of these accommodations produces a large document, both in size of paper (same size paper as the large print edition) and in number of pages.

**Collecting, Storing,
and Processing
Test Materials**

Transcribing Student Responses. Because many students mark their responses in the large print edition booklets, the test administrator or principal's designee must transcribe the student's responses to the appropriate regular writing test document or multiple-choice answer

sheet for scoring purposes. The transcription must be double-checked by another designated school official to ensure no errors occurred. **The transcription and verification must occur under secure conditions in a group setting (i.e., three or more designated school personnel).** One individual is to transcribe the student's responses, one individual is to verify the transcription, and one individual is to act as an objective observer of the process. All three individuals must sign the outside cover of the test book. **Only responses on regular writing test documents or multiple-choice answer sheets will be scored. If the responses are not transcribed, test results will be returned as the lowest possible score.**

Error Report. If errors in the large print editions are discovered, a *Special Print Versions Error Report* (obtained from the LEA test coordinator) must be completed and submitted to the NCDPI/TOPS.

Storing or Returning Large Print Editions. The LEA must follow the procedures in the test administrator's manual regarding storing or returning large print editions of state tests. The procedures will vary based on the test administered to the students.

One Test Item Per Page Edition

The *One Test Item Per Page Edition* accommodation is available for specific tests. Please refer to the tables on pages D1.02–D1.05 for a list of the tests permitting the *One Test Item Per Page Edition* accommodation.

North Carolina Writing Assessment at Grade 10: The *One Test Item Per Page Edition* accommodation is not available for the North Carolina Writing Assessment at Grade 10 because there is only one writing prompt for the test.

Description

The *One Test Item Per Page Edition* accommodation provides one test question on each page. Each 8.5" x 11" page contains standard size font. Reading selections and test items are in the same format as a regular test book. As with all accommodations for North Carolina tests, (1) the use must be documented in the current IEP or Section 504 Plan, and (2) the accommodation must be routinely used during instruction and similar classroom assessments so the student has the opportunity to become familiar and comfortable with the use of the accommodation before the actual test administration.

It should be noted that the number of test book pages will increase due to this accommodation, and it may be appropriate to also provide the student with the *Multiple Testing Sessions* accommodation. If *Multiple Testing Sessions* is appropriate, the student may be provided with a certain number of test pages at a time to avoid overwhelming the student with the thickness of the test book.

Ordering One Test Item Per Page Editions. For ordering purposes, special print versions (e.g., *Braille*, *Large Print*, and *One Test Item Per Page* editions) must be entered into the LEA-approved accommodations management system (i.e., CECAS, NC WISE, or an LEA-approved third-party application) according to the timeline established within the Testing Accommodations Collection Schedule. This schedule is available to test coordinators through the Testing News Network (TNN). Any information entered into the system beyond the collection schedule must also be submitted directly to the LEA test coordinator **at least 30 working days before the actual test administration date** to ensure adequate production, quality control, and delivery time.

Considerations and Instructions

Test Administrator May Code Student Background Information for Student. The test administrator must review the information regarding the regular test administration before testing begins. When appropriate, the test administrator may complete the student background information on the regular scannable answer sheet or scannable test document cover in advance of the test administration.

Record Student Name on One Test Item Per Page Edition. The student's full name and a second identifier (e.g., student ID number or student date of birth) must be legible on the front of the one test item per page edition. The recorded information must uniquely identify the student.

**Questions for the
IEP Team or
Section 504
Committee**

The IEP Team or Section 504 Committee may wish to address the following questions when determining whether the *One Test Item Per Page Edition* accommodation is appropriate for the student:

1. Does the student use one test item per page materials during regular classroom instruction and similar classroom assessments?
2. Does the student have visual-discrimination difficulties?
3. Will the student need the *Multiple Testing Sessions* accommodation? This would allow the student to be provided with a certain number of test pages at a time during the test administration so the student is not overwhelmed by the thickness of the test book.
4. How will the student record responses to the one test item per page edition of the test (e.g., mark in the test book, use a Braille writer, dictate to a scribe, or use a keyboarding device), and is this accompanying accommodation documented in the IEP or Section 504 Plan?

**Collecting, Storing,
and Processing
Test Materials**

Transcribing Student Responses. If students mark their responses in the one test item per page editions, the test administrator or principal's designee must transcribe the students' responses to the appropriate multiple-choice answer sheets for scoring purposes. The transcription must be double-checked by another designated school official to ensure no errors occurred. **The transcription and verification must occur under secure conditions in a group setting (i.e., three or more designated school personnel).** One individual is to transcribe the student's responses, one individual is to verify the transcription, and one individual is to act as an objective observer of the process. All three individuals must sign the outside cover of the test book. **Only responses on regular multiple-choice answer sheets will be scored. If the responses are not transcribed, test results will be returned as the lowest possible score.**

Error Report. If errors in one test item per page editions are discovered, a *Special Print Versions Error Report* (obtained from the LEA test coordinator) must be completed and submitted to the NCDPI/TOPS.

Storing or Returning One Test Item Per Page Editions. The LEA must follow the procedures in the test administrator's manual regarding storing or returning the one test item per page editions. The procedures vary based on the test administered to the students.

<i>Assistive Technology (AT) Devices and Special Arrangements</i>
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The following accommodations are included as Assistive Technology (AT) Devices and Special Arrangements:

- *AT Devices*
- *Dictation to a Scribe*
- *Interpreter/Transliterators Signs/Cues Test*
- *Student Marks Answers in Test Book*
- *Student Reads Test Aloud to Self*
- *Test Administrator Reads Test Aloud*
- *Computer Reads Test Aloud – Student Controlled*
- *Other:*
 - *Braille Writer/Slate and Stylus (and Braille Paper)*
 - *Cranmer Abacus*
 - *Keyboarding Devices*
 - *Magnification Devices*

AT Devices

The *AT Devices* accommodation may be used with any state-mandated test, as long as the results from the test administration are not invalidated by the use of the AT device(s). **Please refer to the tables on pages D1.02–D1.05 for a list of the tests permitting the *AT Devices* accommodation.**

Note: Additional information regarding AT devices that invalidate the results of the test is located in this subheading. Examples of AT device usage that invalidate test results include, but are not limited to, the following:

1. Use of AT devices that read aloud North Carolina tests which are designed to measure reading comprehension;
2. Use of a calculator during the administration of the calculator inactive part of a North Carolina mathematics test; and
3. Use of prediction software, electronic spellers, spell check, and/or grammar check utilities during the administration of the state writing assessment at grade 10 invalidates the conventions score.

Note: IEP Teams and Section 504 Committees are to review information located in *Use of Accommodations or Procedures Not Described in This Publication* on page C1.19 before making the final decision to use AT devices that will invalidate test scores. **When school-based personnel have questions regarding appropriate AT devices, such as the potential for an AT device to invalidate the results of the test, the LEA test coordinator must be contacted.** The LEA test coordinator will contact the regional accountability coordinator for further clarification regarding the use of AT devices.

Description

Students may use AT devices as testing accommodations when appropriate. As with all accommodations for North Carolina tests, (1) the specific AT device to be used must be documented in the current IEP or Section 504 Plan, and (2) the accommodation must be routinely used during instruction and similar classroom assessments. The principal or his/her designee, usually the school test coordinator, shall arrange for student access to the appropriate AT device during the scheduled test administration.

Considerations and Instructions

The test administrator must check the AT device (e.g., computer) before the test administration to ensure it is in working order. Any files saved to the equipment must be deleted before testing. If the student is keying responses on a computer, the student must be reminded to save the file periodically during the testing session. However, at the end of the test administration, the saved file must be deleted.

Students may use the following technologies during the administration of any state test unless otherwise noted. This includes end-of-grade tests, the writing assessment at grade 10, and all end-of-course tests.

1. Students may use low technology devices such as pencil grips, clipboards, and slant boards. Note: If using a slant board, the student must be positioned in such a location that no other student is able to see the student's test documents.
2. Students may use amplification devices (e.g., personal hearing aids, classroom FM systems, cochlear implants) to hear (a) instructions read aloud by the test administrator as part of the standard test administration and/or (b) words read aloud by the test administrator if the *Test Administrator Reads Test Aloud* accommodation is used. Note: The use of the *Test Administrator Reads Test Aloud* accommodation during the administration of any state test that measures reading comprehension invalidates the results of the test.
3. Students may use speech recognition systems (i.e., students dictate commands and responses to the computer) as an accommodation. If using speech recognition systems, the student must also receive the *Testing in a Separate Room* (one-on-one) accommodation. Note: The use of speech recognition systems during the administration of the state writing assessment at grade 10 results in an invalid conventions score.
4. Students may use talking word processors/screen reading (i.e., the computer reads aloud what the student has entered) as an accommodation. Note: If using talking word processors/screen reading, the student must use headphones or also receive the *Testing in a Separate Room* (one-on-one) accommodation.
5. Alternative/customized keyboards, "sticky keys," touch screens, and trackballs may be used as accommodations unless use of the AT device would invalidate test results.
6. Screen enlarging programs may be used as an accommodation.
7. Students may use accessibility options of an operating system if a computer is being used. Examples are filter keys, toggle keys, and high contrast settings. These options may be used as accommodations unless their use would invalidate test results.
8. Students may use audiotapes to record responses during the administration of state tests. For example, a student may record his or her responses on an audiocassette. Then either the student or a scribe can transfer the student responses to the regular test document/answer sheet. If a scribe is transferring the student's responses, someone other than the original transcriber must check the transcription for accuracy. **The transcription and verification must occur under secure conditions in a group setting (i.e.,**

three or more school personnel). One individual is to transcribe the student responses, one individual is to verify the transcription, and one individual is to act as an objective observer of the process. All three individuals must sign the outside cover of the test book. Once this is completed, the audiocassette must be erased. The LEA is to supply the materials needed to provide this accommodation. Note: Use of audiotapes to record a student's response to the state writing assessment at grade 10 would result in an invalid conventions score if it is transcribed by someone other than the student.

Technology That Reads Tests Aloud. North Carolina reading tests are designed to measure reading comprehension. If a student uses an AT device that reads a reading test aloud to a student, the test results will be invalid. IEP Teams and Section 504 Committees must review information located in the *Use of Accommodations or Procedures Not Described in This Publication* on page C1.19 before making the final decision to use AT devices that will invalidate test scores. North Carolina reading tests include the (1) end-of-grade reading comprehension tests and (2) end-of-course English I test. AT devices that read tests aloud include speech synthesizer/screen reader software and optical character recognition (OCR)/scanners.

AT devices that read tests aloud will not invalidate the results of the test when used during the administration of the (1) end-of-grade mathematics and science tests, (3) writing assessment at grade 10, and (3) all end-of-course tests except English I.

Using a Scanner with Secure State Tests. In the event that the LEA wishes to use a scanner to scan a secure state test in order to provide a student with a disability with an accommodation, the LEA must send a written request to the Director of Accountability Operations for the NCDPI Division of Accountability Services. The written request must address how test security will be maintained. The NCDPI will determine if the secure state test can be scanned and also address copyrighted material that the state does not have permission to scan.

Calculators. To receive valid test scores, students may use calculators as accommodations only when calculator use is part of the standard test administration. The policies and procedures for calculator use are located in each test administrator's manual. The information below reflects the policies and procedures in place at the time of this publication. The information below may change due to revisions in the North Carolina *Standard Course of Study* and procedures during field-testing. The LEA test coordinator can provide updates.

- **Calculator Use That Invalidates the Score.** Calculator use by any students during the administration of the calculator inactive part of North Carolina End-of-Grade Mathematics Tests at Grades 3–7 invalidates test results.
- **Calculator Use That Does Not Invalidate the Score.** All students have access to calculators as part of the standard test administration for the following North Carolina tests: (1) calculator active part of the end-of-grade mathematics tests at grades 3–8; (2) end-of-course test of Algebra I; and (3) end-of-grade science tests at grades 5 and 8.

Note: Before beginning and immediately following a test administration that requires calculator use, the test administrator or principal's designee must clear the calculator memory and all applications (including preloaded) of all calculators, including personal calculators that students may use during the test administration.

1. *Talking and Large Key Calculators.* Students may use “talking” calculators or large key calculators as an *AT Device* accommodation and receive valid test results *only* when calculator use is part of the standard test administration.

Note: Students using “talking” calculators must either use headphones or receive the *Testing in a Separate Room* (one-on-one) accommodation so as not to disturb other students during the test administration.

2. *Calculators That Print.* Students may use calculators that print as an *AT Device* accommodation and receive valid test results *only* when calculator use is part of the standard test administration. **If a student uses a calculator that prints, those printed materials are secure test materials that must be recycled/destroyed in a secure manner at the central office level.**
3. *Graphing Calculator Use through Software Programs.* Students may use graphing calculators during designated state tests and receive valid test results. A graphing calculator is the minimum (at least) calculator requirement for use during the administration of the end-of-course test of Algebra I. Students may use graphing calculators during the administration of any end-of-grade mathematics or science test when calculator use is part of the standard test administration. For those students who require auditory and tactual access to graphing calculators, the IEP Team or Section 504 Committee may determine that the students may use software programs approved by the NCDPI

Division of Accountability Services/North Carolina Testing Program. (The software programs must be approved through the Accommodation Notification Form process in order to ensure validity of test results.) The student must use the program on a consistent basis during regular classroom instruction and similar classroom assessments, and the calculator must operate independently during the test administration. Immediately following the test administration, any saved files that contain test items must be purged and any embossed test items created by the software program must be recycled in a secure manner. For more information on graphing calculator accessibility, contact the NCDPI Exceptional Children Division.

Note: The following list includes calculators **not** permitted for use on North Carolina tests:

- Calculators with wireless communication technologies (e.g., Bluetooth, Infrared);
- Calculators with built-in computer algebra systems (CAS) capable of doing symbolic algebra (e.g., factoring, expanding, simplifying given variable output), or symbolic calculus;
- Pocket organizers;
- Handheld or laptop/notebook computers;
- Calculators built into cellular phones or other electronic communication devices;
- Calculators that have pen input/stylus driven devices;
- Calculators requiring access to an electrical outlet (except for students needing special accommodations);
- Calculators that make noises of any kind that cannot be disabled (except for students needing special accommodations);
- Calculators that use a QWERTY (typewriter-style) keyboard; and
- Calculators that use paper tape.

Note: The following list contains examples of calculators **not** permitted for use on North Carolina tests. The list is not all-inclusive:

- Texas Instruments: All model numbers that begin with TI-89 or TI-92; Voyage 200; N-Spire CAS;
- Hewlett-Packard: hp 48GII and all model numbers that begin with hp 40G, hp 49G, or hp 50G; and
- Casio: Algebra fx 2.0, ClassPad 300, and all model numbers that begin with CFX-9970G.

North Carolina Writing Assessment at Grade 10: *The following information applies to the North Carolina Writing Assessment at Grade 10, which is an on-demand writing assessment.* The use of the following assistive technology (AT) devices during the administration

of the North Carolina Writing Assessment at Grade 10 invalidates the conventions score of the test. These technologies must be disabled before the test administration in order for the student to receive a valid conventions score:

1. Prediction software (i.e., software that provides a list of words after the user enters a few letters);
2. Speech-recognition software (i.e., software that provides a word after the student says the word aloud);
3. Electronic spellers (i.e., provides students with an accurate spelling of a word after the student enters how he or she thinks the word is spelled); and
4. Spell check and/or grammar check utilities when they are part of the operating environment.

The North Carolina Writing Assessment at Grade 10 provides each student with the same number of printed lines for the student response. It is imperative that all student responses, including those that use the *AT Devices* accommodation, “fit” on those printed lines. Student responses on added horizontal lines, in a double-stack format, in the margins, or on separate sheets of paper cannot be scored. This policy ensures equitable opportunities for all students participating in the test administration. It would be helpful for students using the *AT Devices* accommodation during the writing assessment to have opportunities to respond to practice prompts and have the responses transcribed to answer documents similar to the actual assessment. This would allow the student to gauge how long a document can be produced when using the AT device and still fit in the space provided by the answer document. Because of differences in handwriting, the same transcriber should be used for both the practice and actual writing assessment.

**Use of Assistive
Technology Devices
not Specifically Listed
in This Publication**

In the event the IEP Team or Section 504 Committee recommends the use of an assistive technology device that is not specifically listed in this publication, the team/committee should follow the steps described in *Use of Accommodations or Procedures not Described in This Publication* located on page C1.19.

**Questions for the
IEP Team or
Section 504
Committee**

The IEP Team or Section 504 Committee may wish to address the following questions when determining whether the *AT Devices* accommodation is appropriate for the student:

1. Does the student use the assistive technology device during regular classroom instruction and similar classroom assessments?

2. North Carolina Reading Comprehension Tests. If the IEP Team or Section 504 Committee is considering the use of an assistive technology device that reads aloud a state test that measures reading comprehension, has there been discussion about the test results not being valid and the implications of invalid test results? The IEP Team/Section 504 Committee may refer to page C1.19 of this publication to review a statement regarding invalid test results for North Carolina tests.
3. North Carolina Mathematics Tests and Calculators. If the IEP Team or Section 504 Committee is considering the use of a calculator during the administration of a state test that does not permit the use of calculators, has there been discussion about the test results not being valid? The IEP Team or Section 504 Committee may refer to page C1.19 of this publication to review a statement regarding invalid test results for North Carolina tests.

If the student will use a talking calculator, should the student use headphones or be provided the *Testing in a Separate Room* accommodation?

Does the student require auditory and tactual access to a graphing calculator during the state test administration? If so, the IEP Team or Section 504 Committee may determine that the student may use a software program approved by the NCDPI North Carolina Testing Program in order to ensure valid test results.

4. North Carolina Writing Assessment at Grade 10. If the IEP Team or Section 504 Committee is considering the use of prediction software, speech-recognition software, electronic spellers, and/or spelling and grammar check utilities during the administration of the North Carolina Writing Assessment at Grade 10, has there been discussion that the conventions score will be neither valid nor reported? The IEP Team/Section 504 Committee may refer to page C1.19 of this publication to review a statement regarding invalid test results for North Carolina tests.

Collecting, Storing, and Processing Test Materials

Transcribing Student Responses. If the student's responses are not located directly on the secure test document, test book, or answer sheet due to the use of the AT device, the test administrator or principal's designee must transcribe the responses to the appropriate regular writing test document or multiple-choice answer sheet for scoring purposes. The transcription must be double-checked by another designated school official to ensure no errors occurred. **The transcription and verification must occur under secure conditions in a group setting (i.e., three or more designated school personnel).** One individual is to transcribe the student responses, one individual is

to verify the transcription, and one individual is to act as an objective observer of the process. All three individuals must sign the outside cover of the test book. **Only responses on regular writing test documents or multiple-choice answer sheets will be scored.** The test administrator must purge any electronic files immediately following the completion of the transcription process. **If the responses are not transcribed, test results will be returned as the lowest possible score.**

The test administrator must follow the regular procedures for processing test materials unless this accommodation is used in conjunction with another accommodation that requires special storage and processing.

Interpreter/Transliterators Signs/Cues Test

The *Interpreter/Transliterators Signs/Cues Test* accommodation is available for specific tests. Please refer to the tables on pages D1.02–D1.05 for a list of the tests permitting the *Interpreter/Transliterators Signs/Cues Test* accommodation.

North Carolina Writing Assessment at Grade 10: The writing prompt and directions for the North Carolina Writing Assessment at Grade 10 may be signed/cued if this accommodation is deemed appropriate for use.

North Carolina Reading Comprehension Tests: If the *Interpreter/Transliterators Signs/Cues Test* accommodation is provided during the administration of North Carolina tests that measure reading comprehension (e.g., selections/passages, sample questions, test questions, or answer choices are signed/cued to the student), the test results are invalid. North Carolina tests that measure reading comprehension are listed below:

1. North Carolina End-of-Grade Tests of Reading Comprehension (Grades 3–8);
2. ***NCEXTEND2*** End-of-Grade Tests of Reading Comprehension (Grades 3–8); and
3. North Carolina End-of-Course Test of English I

Note: IEP Teams and Section 504 Committees must review information located in *Use of Accommodations or Procedures Not Described in This Publication* on page C1.19 before making the final decision to use accommodations that will invalidate test results.

Description

The *Interpreter/Transliterators Signs/Cues Test* accommodation allows a student to use the services of an interpreter or transliterator to sign or cue the directions and the content of a test during the test administration. As with all accommodations for North Carolina tests, (1) the use must be documented in the current IEP or Section 504 Plan, and (2) the accommodation must be routinely used during instruction and similar classroom assessments.

Each test site must have (a) a test administrator who reads the information aloud (e.g., directions, test questions), (b) a qualified interpreter/transliterator who signs/cues to the students, and (c) a trained proctor. The test administrator and interpreter/transliterator must attend all test administrator training sessions provided before testing. It is important that the school use an interpreter/transliterator who has previously signed/cued for the student.

Note: One person may fulfill the requirements as described in (a) and (b). However, as with all state tests, at least **two** adults must be present during the test administration.

The interpreter must be proficient in sign language or the student's individual communication modality. The interpreter must not fingerspell words that have a commonly used sign. Test items may not be clarified in any manner.

**Considerations
and Instructions**

Reviewing Secure Test Items before Testing. Because the interpreter/transliterators must be familiar with the concepts of the test questions, he or she is allowed to review the test under secure conditions up to two days before testing. If necessary, the interpreter/transliterators may make notes regarding the signs to use during the test administration in the test booklet that will be used during the test administration. The school test coordinator must ensure the interpreter/transliterators is given the same test booklet to refer to during the test administration. No notes may be made on separate paper and no materials may be removed from the secure location. The interpreter/transliterators must not disclose the content or specific items of the test. Test security must be maintained.

Procedures during the Actual Test Administration. Test administrators are not allowed to sign/cue two or more different test forms to a group of students during one test administration session. The directions in the test administrator's manual that the test administrator reads aloud to students may be signed/cued during the administration of any North Carolina state-mandated tests, including state tests that measure reading comprehension.

Test items and answer choices for state tests that do not measure reading comprehension may be signed/cued the number of times necessary to ensure comprehension but in a manner that does not indicate the correct response or teach vocabulary and concepts (e.g., do not sign/cue definitions of words).

Note: To ensure the validity of the test, students provided the *Interpreter/Translator Signs/Cues Test accommodation* must also be provided the *Testing in a Separate Room accommodation (small group or one-on-one)*.

Frames. When necessary, introductory statements for selections, referred to as frames, are included in test books of some tests of reading comprehension. A frame is included to provide background information on the selection. An example of a necessary frame is one that cites a historical time period for the setting of a selection or additional relevant information not included in the selection. Signing/cueing frames to students during the administration of North Carolina reading comprehension tests invalidates the test results because the frames provide some information regarding the selection/passage.

Home Signs. A "home sign" is a sign created in the classroom setting between the interpreter and the student for a commonly used subject-specific word for which there is no sign. Anytime there is a standard sign for a word or concept, that standard sign is to be used during the test administration. In the event there is no standard sign and a home sign is available, the home sign may be used during the administration of a secure state test as long as the home sign will not indicate the answer. **The home sign may not be used if it would indicate the answer.** Home signs are not to be created during the administration of a secure state test.

North Carolina Mathematics Tests. The interpreter is to sign greater/less than signs, equal signs, exponents, etc. in the same manner they are signed when used during classroom instruction and similar classroom assessments. However, the interpreter is not to sign information that would provide the student with the answer. For example, a test question asks: Which digit is in the hundreds place in the number 2,345? The interpreter would sign the number as “two—comma—three—four—five” instead of “two thousand three hundred forty-five.”

North Carolina Reading Comprehension Tests. If the *Interpreter/Transliterator Signs/Cues Test* accommodation is provided during the administration of North Carolina tests that measure reading comprehension, the test results are invalid.

North Carolina Writing Assessment at Grade 10. For the North Carolina Writing Assessment at Grade 10, the interpreter may use a sign that is close to a word for which there is no sign during the test administration because comprehension is not being measured.

North Carolina Online Tests. For North Carolina state tests administered online, the use of an extra computer monitor is permitted if deemed necessary to facilitate the provision of the *Interpreter/Transliterator Signs/Cues Test* accommodation.

**Questions for the
IEP Team or
Section 504
Committee**

The IEP Team or Section 504 Committee may wish to address the following questions when determining whether the *Interpreter/Transliterator Signs/Cues Test* accommodation is appropriate for the student:

1. Does the student use the *Interpreter/Transliterator Signs/Cues Test* accommodation during regular classroom instruction and similar classroom assessments?
2. Is the use of an interpreter or transliterator this student’s typical mode of communication?
3. Does the interpreter/transliterator have prior experience working with the student?
4. Because a test administrator will read the test aloud to the interpreter/transliterator, has the *Testing in a Separate Room* accommodation been addressed?
5. If the IEP Team or Section 504 Committee is considering the provision of the *Interpreter/Transliterator Signs/Cues Test* accommodation during the administration of a state reading

comprehension test, has there been discussion about the test results not being valid?

**Collecting, Storing,
and Processing
Test Materials**

The test administrator must follow the regular procedures for processing the test materials unless this accommodation is used in conjunction with another accommodation that requires special storage and processing.

Student Marks Answers in Test Book

***The Student Marks Answers in Test Book* accommodation is available for specific tests. Please refer to the tables on pages D1.02–D1.05 for a list of the tests permitting the *Student Marks Answers in Test Book* accommodation.**

North Carolina Writing Assessment at Grade 10: The *Student Marks Answers in Test Book* accommodation is not applicable for the North Carolina Writing Assessment at Grade 10 because students record responses directly onto test materials as part of the regular test administration procedures for this test.

Description

The *Student Marks Answers in Test Book* accommodation allows a student to circle his/her responses to test questions directly in the test book during the test administration. As with all accommodations for North Carolina tests, (1) the use must be documented in the current IEP or Section 504 Plan, and (2) the accommodation must be routinely used during instruction and similar classroom assessments.

Note: According to a report by the National Center on Educational Outcomes:

“If a student does not know how or is not attentive enough to mark answers appropriately on a separate answer sheet, this accommodation should be provided; however, it may be that the student should be taught how to appropriately use the standard bubble sheet format for later testing purposes.”¹

Considerations and Instructions

Test Administrator Codes Background Information for Student.

The test administrator must review the information regarding the regular test administration. When using this accommodation while testing in a separate room, directions for filling in the bubbles for the student’s name and other background information are not to be read aloud. The test administrator must complete the background information on the scannable answer sheet or scannable test document cover in advance of testing.

Procedures Before and During Actual Test Administration. The test administrator must review the regular test administration procedures in the manual before the test administration day and should omit general directions that are not applicable for this accommodation (e.g., asking

¹Thurlow, M., & Bolt, S. (2001). *Empirical support for accommodations most often allowed in state policy* (Synthesis Report 41). Minneapolis, MN: University of Minnesota, National Center on Educational Outcomes, 25. Retrieved December 15, 2002, from the World Wide Web: <http://education.umn.edu/NCEO/OnlinePubs/Synthesis41.html>

students to locate the appropriate section of the multiple-choice answer sheet).

Students must **not** be provided an answer sheet. Students must be instructed to circle the letters of their multiple-choice responses in the test book.

**Questions for the
IEP Team or
Section 504
Committee**

The IEP Team or Section 504 Committee may wish to address the following questions when determining whether the *Student Marks Answers in Test Book* accommodation is appropriate for the student:

1. Does the student use the *Student Marks Answers in Test Book* accommodation during regular classroom instruction and similar classroom assessments?
2. Does the student have difficulty transferring information or staying focused? Does the student have mobility, coordination, or motor limitations?

**Collecting, Storing,
and Processing
Test Materials**

Record Student Name on Test Book. The student's full name and a second identifier (e.g., student ID number or student date of birth) must be legible on the cover of the test book. The recorded information must uniquely identify the student.

Transcribing Student Responses. After the testing session, the student's answers to multiple-choice test questions must be transferred to the appropriate regular multiple-choice answer sheet. Someone other than the original transcriber must check the transcription in order to ensure accuracy. **The transcription and verification must occur under secure conditions in a group setting (i.e., three or more designated school personnel).** One individual is to transcribe the student's responses, one individual is to verify the transcription, and one individual is to act as an objective observer of the process. All three individuals must sign the outside cover of the test book. The multiple-choice answer sheet must then be processed by following the regular procedures. **Only answers on regular multiple-choice answer sheets will be scored. If the responses are not transcribed, test results will be returned as the lowest possible score.**

The LEA must follow the procedures in the test administrator's manual regarding the storage or return of test books when the *Student Marks Answers in Test Book* accommodation is used. The procedures may vary based on the test administered to the students.

Student Reads Test Aloud to Self

The *Student Reads Test Aloud to Self* accommodation is available for specific tests. Please refer to the tables on pages D1.02–D1.05 for a list of the tests permitting the *Student Reads Test Aloud to Self* accommodation.

Description

The *Student Reads Test Aloud to Self* accommodation permits the student to read the test aloud to him/herself during the test administration. As with all accommodations for North Carolina tests, (1) the use must be documented in the current IEP or Section 504 Plan, and (2) the accommodation must be routinely used during classroom instruction and similar classroom assessments.

Considerations and Instructions

If a student requires the *Student Reads Test Aloud to Self* accommodation, he/she must also be provided the *Testing in a Separate Room* (one-on-one) accommodation. There may not be any other students in the room.

The *Student Reads Test Aloud to Self* accommodation would also apply to students who routinely use a device that allows them to hear themselves read, such as a PVC elbow pipe or other device that directs the sound towards the students' ears. These students may use such a device, but must follow the same guidelines as other students receiving this accommodation (e.g., testing in a separate room, one-on-one).

Note: To ensure the validity of the test, students provided the *Student Reads Test Aloud to Self* accommodation must also be provided the *Testing in a Separate Room* accommodation (one-on-one).

A test administrator or proctor may not (1) correct the student as he/she reads aloud or (2) read all or any part of the test to the student unless the student also has the *Test Administrator Reads Test Aloud* accommodation. If the test administrator or proctor corrects or reads all or any part of a test that measures reading comprehension to the student, the test results are invalid. North Carolina tests that measure reading comprehension are listed below:

1. North Carolina End-of-Grade Tests of Reading Comprehension (Grades 3–8);
2. *NCEXTEND2* End-of-Grade Tests of Reading (Grades 3–8); and
3. North Carolina End-of-Course Test of English I.

**Questions for the
IEP Team or
Section 504
Committee**

The IEP Team or Section 504 Committee may wish to address the following questions when determining whether the *Student Reads Test Aloud to Self* accommodation is appropriate for the student:

1. Does the student use the *Student Reads Test Aloud to Self* accommodation during regular classroom instruction and similar classroom assessments?
2. Will the student use a device while reading the test that allows the student to hear him/herself read?
3. If the student will be provided this accommodation, has the *Testing in a Separate Room* accommodation been discussed?

**Collecting, Storing,
and Processing
Test Materials**

The test administrator must follow the regular procedures for processing the test materials unless this accommodation is used in conjunction with another accommodation that requires special storage and processing.

Test Administrator Reads Test Aloud

The *Test Administrator Reads Test Aloud* accommodation is available for specific tests. Please refer to the tables on pages D1.02–D1.05 for a list of the tests permitting the *Test Administrator Reads Test Aloud* accommodation.

North Carolina Writing Assessment at Grade 10: The writing prompt and directions for the North Carolina Writing Assessment at Grade 10 are read aloud two times to all students as part of the standard test administration procedures.

North Carolina Reading Comprehension Tests: If the *Test Administrator Reads Test Aloud* accommodation is provided during the administration of North Carolina tests that measure reading comprehension (e.g., selections/passages, sample questions, test questions, and/or answer choices are read aloud to the student), the test results are invalid. North Carolina tests that measure reading comprehension are listed below:

1. North Carolina End-of-Grade Tests of Reading Comprehension (Grades 3–8);
2. **NCEXTEND2** End-of-Grade Tests of Reading (Grades 3–8); and
3. North Carolina End-of-Course Test of English I.

Note: IEP Teams and Section 504 Committees must review information located in *Use of Accommodations or Procedures Not Described in This Publication* on page C1.19 before making the final decision to use accommodations that will invalidate test results.

Description

The *Test Administrator Reads Test Aloud* accommodation permits the test administrator to read aloud test directions and content to a student during the test administration (for state tests that do not measure reading comprehension). As with all accommodations for North Carolina tests, (1) the use must be documented in the current IEP or Section 504 Plan, and (2) the accommodation must be routinely used during classroom instruction and similar classroom assessments.

Considerations and Instructions

Procedures During Actual Test Administration and the Role of IEP Team/Section 504 Committee. Students with disabilities are to be as independent as possible. During instruction in the regular classroom, the administration of classroom assessments, and the administration of state tests (for state tests that do not measure reading comprehension), only those tests or part of tests the student needs read aloud based on individual student needs are to be read aloud.

The IEP Team or Section 504 Committee must specify the details as to how the student is to be provided the *Test Administrator Reads Test Aloud* accommodation during a state test administration (for state tests that do not measure reading comprehension). Some examples are:

1. A student who is to have every word (including words on maps, tables, graphs, charts, computer screen, etc.) read aloud during the test administration.
2. A student who is only to have words read aloud upon the student's request.
3. A student who does not require that numbers in mathematics tests be read aloud.
4. A student who only requires this accommodation when there is greater content or unknown vocabulary words on a test, but does not need the accommodation for tests with shorter sentences.

Note: This decision is not to be made by the test administrator or other school personnel. The IEP Team or Section 504 Committee determines and documents this decision.

Information from the student's IEP or Section 504 Plan regarding specific procedures for the provision of the *Test Administrator Reads Test Aloud* accommodation must be available for the test administrator on the day of testing.

Note: To ensure the validity of the test, students provided the *Test Administrator Reads Test Aloud* accommodation must also be provided the *Testing in a Separate Room* accommodation (small group or one-on-one).

The test administrator may repeat the instructions and test questions (for state tests that do not measure reading comprehension) as many times as necessary for the student to understand and respond.

The test administrator must review the regular test administration procedures in the manual before the test administration day and should omit general directions that are not applicable for this accommodation. Test administrators may read any sample questions aloud to the student and fill in the bubbles as directed by the student to indicate responses.

The test administrator must have a copy of the test in order to read the instructions and questions to the student.

When reading the test aloud, the test administrator must adhere to the following guidelines:

- If reading the entire test aloud, the test administrator must read one test item and its corresponding answer choices, and then allow the student to choose an answer before moving on to the next item.
- The test administrator must read each test item and its answer choices in a consistent manner so as to not provide any hints of the correct answer.
- If asked to read a test item on request, the test administrator should say the item number before reading the item and its answer choices.

Frames. When necessary, introductory statements for selections, referred to as frames, are included in test books of *some* tests of reading comprehension. A frame is included to provide background information on the selection. An example of a necessary frame is one that cites a historical time period for the setting of a selection or additional relevant information not included in the selection. In the event the test administrator reads aloud frames to students during the administration of North Carolina tests that measure reading comprehension, the test results are invalid because the frames provide some information regarding the selection/passage.

North Carolina Mathematics Tests. The test administrator is to read aloud fractions, greater/less than signs, equal signs, exponents, etc., in the same manner they are read aloud when used routinely during classroom instruction and similar classroom assessments. The test administrator is not to read aloud information that would provide the student with the answer. For example, a test question asks: Which digit is in the hundreds place in the number 2,345? The test administrator would read the number aloud as “two—comma—three—four—five” instead of “two thousand three hundred forty-five.”

**Questions for the
IEP Team or
Section 504
Committee**

The IEP Team or Section 504 Committee may wish to address the following questions when determining whether the *Test Administrator Reads Test Aloud* accommodation is appropriate for the student:

1. Does the student use the *Test Administrator Reads Test Aloud* accommodation during regular classroom instruction and similar classroom assessments?
2. Would the student’s functioning reading level affect his or her performance on a state test that does not measure reading comprehension?
3. Has there been discussion regarding the specific manner in which the student will be provided this accommodation during the administration of the state test?

4. When test items are read aloud for classroom assessments, is every item read aloud or only items requested by the student?
5. Would the student be comfortable requesting test items be read aloud?
6. If the student will be provided this accommodation, has the *Testing in a Separate Room* accommodation been discussed?
7. How does the student feel about being tested in a separate room?
8. If the *Testing in a Separate Room* accommodation will be provided, will the test administration be one-on-one or in a small group?
9. Should the student be provided the *Scheduled Extended Time* or *Multiple Testing Sessions* accommodation?
10. If the IEP Team or Section 504 Committee is considering the provision of the *Test Administrator Reads Test Aloud* accommodation during the administration of a state reading comprehension test, has there been discussion about the test results not being valid?

**Collecting, Storing,
and Processing
Test Materials**

The test administrator must follow the regular procedures for processing the test materials unless this accommodation is used in conjunction with another accommodation that requires special storage and processing.

Computer Reads Test Aloud — Student Controlled

The *Computer Reads Test Aloud — Student Controlled* accommodation is available only for the North Carolina End-of-Course online tests. Please refer to the table on page D1.04 for a list of the tests permitting the *Computer Reads Test Aloud — Student Controlled* accommodation.

There are three methods in which a student may have an online test read aloud: (1) the traditional *Test Administrator Reads Test Aloud*, (2) *Computer Reads Test Aloud — Student Controlled*, or (3) a combination of the two methods. This section will describe the *Computer Reads Test Aloud — Student Controlled* accommodation.

North Carolina Reading Comprehension Tests: The *Computer Reads Test Aloud — Student Controlled* accommodation is not available for the North Carolina online assessments that measure reading comprehension (i.e., the End-of-Course Online Test of English I), as this accommodation invalidates the results from those tests.

Note: IEP Teams and Section 504 Committees must review information located in *Use of Accommodations or Procedures Not Described in This Publication* on page C1.19 before making the final decision to use accommodations that will invalidate test results.

Description

The *Computer Reads Test Aloud — Student Controlled* accommodation permits the student to control which portions of the online test are read aloud by clicking a button beside the desired block of text. As with all accommodations for North Carolina tests, (1) the use must be documented in the current IEP or Section 504 Plan, and (2) the accommodation must be routinely used during classroom instruction and similar classroom assessments.

Considerations and Instructions

The IEP Team or Section 504 Committee determines if the student will need the online test read aloud and, if so, in what manner it will be read aloud. This decision must be documented in the student's IEP or Section 504 Plan. There are three methods in which a student may have an online test read aloud: (1) the traditional *Test Administrator Reads Test Aloud*, (2) the *Computer Reads Test Aloud — Student Controlled*, or (3) a combination of the two methods. The student's IEP or Section 504 Plan must specify in which manner it will be read aloud.


Limitations: It is important to note that this option is limited in the functionality of what text on the screen is read. Unlike screen reading software, this option is not designed to read all parts of the computer screen. Audio files are only available for item stems and answer choices. There are no audio files within the test environment for graphics, graphs, or tables within a test item, or application content, menus, embedded tools (e.g., Reset, Flag), error messages, warning/reminder messages, or section summaries. If a student

requires any of these components to be read aloud, it may be appropriate for the student to receive a combination of both the *Test Administrator Reads Test Aloud* and *Computer Reads Test Aloud — Student Controlled* accommodations.

Note: This decision is not to be made by the test administrator or other school personnel. The IEP Team or Section 504 Committee determines and documents this decision.

Note: To ensure the validity of the test, students receiving the *Computer Reads Test Aloud — Student Controlled* accommodation must also receive the *Testing in a Separate Room* accommodation (one-on-one) unless using headphones.

Specific Procedures Before the Test Administration. Students whose IEPs or Section 504 Plans indicate that the student is to be provided the *Computer Reads Test Aloud — Student Controlled* accommodation alone or in conjunction with the *Test Administrator Reads Test Aloud* accommodation must have this option enabled through the student interface questions (SIQ), which are to be completed before the test administration.

Specific Procedures During the Test Administration. To activate the read aloud option, the student must click a speaker button . Speaker buttons are located by every block of text for which there are audio files available. Each speaker button activates an audio file for that particular block of text. The files are streaming mp3 audio files that are delivered from the host server when the student clicks the speaker button. The audio files are human vocalization and not computer-generated modulation.

Scheduling. This accommodation increases the stress on bandwidth and network connectivity at both the school and LEA level. Significant use of this option may impact LEAs' and/or schools' network performance. Therefore, it is imperative that caution be used when considering this option and making final decisions on the number of students testing and when those students will test within the window. Additional information about this accommodation, including technical requirements, may be found at <http://go.ncsu.edu/nct>.

Questions for the IEP Team or Section 504 Committee

The IEP Team or Section 504 Committee may wish to address the following questions when determining whether the *Computer Reads Test Aloud — Student Controlled* accommodation is appropriate for the student:

1. Does the student have information read aloud by the computer during regular classroom instruction and similar classroom assessments?

2. Would the student's functioning reading level affect his or her performance on a state test that does not measure reading comprehension?
3. Can the student click on the button to activate the read aloud option for a block of text?
4. Has the team reviewed the limitations of this accommodation as described on page D3.23?
5. If the student will use this accommodation, will he or she be using headphones? If not, the student should receive the *Testing in a Separate Room* (one-on-one) accommodation.
6. If the student is not using headphones, how does he/she feel about being tested in a separate room?

**Collecting, Storing,
and Processing
Test Materials**

The test administrator must follow the regular procedures for processing the test materials unless this accommodation is used in conjunction with another accommodation that requires special storage and processing.

Other AT Devices and Special Arrangements

Braille Writer/Slate and Stylus (and Braille Paper)

The *Braille Writer/Slate and Stylus (and Braille Paper)* accommodation is available for specific tests. Please refer to the tables on pages D1.02–D1.05 for a list of the tests permitting the *Braille Writer/Slate and Stylus (and Braille Paper)* accommodation.

Description

Students may use the *Braille Writer/Slate and Stylus (and Braille Paper)* accommodation during state tests. As with all accommodations for North Carolina tests, (1) the use must be documented in the current IEP or Section 504 Plan, and (2) the accommodation must be routinely used during instruction and similar classroom assessments.

Considerations and Instructions

Test Administrator Knowledge of Braille Codes. It is recommended that the test administrator have knowledge of applicable Braille codes.

Test Administrator Codes Background Information for Student.

The test administrator must review the information regarding the regular test administration before testing. When administering the test, directions for filling in the bubbles for the student's name and other background information must not be read aloud. The test administrator must complete the background information on the regular scannable answer sheet or scannable test document cover in advance of testing.

The test administrator shall omit instructional information located in the *Directions for Administration* section of the test administrator's manual that is not applicable when a student is using the *Braille Writer/Slate and Stylus (and Braille Paper)* accommodation (e.g., asking students if they have No. 2 pencils).

Record Student Name on Original Student Responses. The student's full name and a second identifier (e.g., student ID number or student date of birth) must be legible on the original Braille writer/slate and stylus (and Braille paper) student responses. The recorded information must uniquely identify the student.

Questions for the IEP Team or Section 504 Committee

The IEP Team or Section 504 Committee may wish to address the following questions when determining whether the *Braille Writer/Slate and Stylus (and Braille Paper)* accommodation is appropriate for the student:

1. Does the student use the *Braille Writer/Slate and Stylus (and Braille Paper)* accommodation during regular classroom instruction and similar classroom assessments?

2. Will the test administrator have knowledge of applicable Braille codes?
3. Should the student be provided the *Multiple Testing Sessions* and/or *Scheduled Extended Time* accommodations?

Collecting, Storing and Processing Test Materials

Transcribing Student Responses. After the testing session, the student's responses must be transcribed to the appropriate regular multiple-choice answer sheet or writing test document. Someone other than the original transcriber must check the transcription in order to ensure accuracy. **The transcription and verification must occur under secure conditions in a group setting (i.e., three or more designated school personnel).** One individual is to transcribe the student's responses, one individual is to verify the transcription, and one individual is to act as an objective observer of the process. All three individuals must sign the outside cover of the test book. The writing test document or multiple-choice answer sheet must then be processed by following the regular procedures. **Only answers on regular multiple-choice answer sheets or writing test documents will be scored. If the responses are not transcribed, test results will be returned as the lowest possible score.**

Only in the event the transcriber discovers that a student response for a multiple-choice test item is nonsensical (e.g., the student writes "f" when the answer choices are only a, b, c, or d), the test administrator may ask the student to clarify the answer. In the event the transcriber discovers that a student response for the state writing assessment at grade 10 is nonsensical (e.g., the student response is inappropriate because the student wrote a nonsensical series of letters due to not using the correct keys), the transcriber may ask the student, "What are the letters or words that you wrote in this part of your Braille response?" The transcriber is not permitted to ask for any other clarification.

The transcription for the state writing test document must be photocopied, and the student's full name and school must be recorded on the photocopy.

Storing or Returning Secure Test Materials. The LEA must follow the procedures in the test administrator's manual regarding the storage or return of Braille writer/slate and stylus (and Braille paper) responses and photocopies of the student responses. The procedures may vary based on the test administered to the student.

Cranmer Abacus

The *Cranmer Abacus* accommodation is available for specific tests. Please refer to the tables on pages D1.02–D1.05 for a list of the tests permitting the *Cranmer Abacus* accommodation.

Description

The Cranmer abacus is a tool that may be used as a testing accommodation. The Cranmer abacus is not a substitute for a calculator but can serve as a paper-and-pencil substitute for some students. As with all accommodations for North Carolina tests, (1) the use must be documented in the current IEP or Section 504 Plan, and (2) the accommodation must be routinely used during instruction and similar classroom assessments.

Considerations and Instructions

Checking the Cranmer Abacus. If the student is using his/her own abacus, the test administrator may need to remind the student to bring the abacus to the testing session. Before the start of the test, the test administrator is to check to ensure the abacus is in proper working order.

Student Operates the Cranmer Abacus. Only the student is permitted to operate the abacus during the test.

Role of the IEP Team or Section 504 Committee and Recording Student Responses. Upon completion of a task on the abacus, the student is responsible for reading and recording the answer by use of any method for which the IEP or Section 504 team deems the student eligible. If a scribe is used, that person must not read the abacus and must only write/print what the student dictates.

Questions for the IEP Team or Section 504 Committee

The IEP Team or Section 504 Committee may wish to address the following questions when determining whether the *Cranmer Abacus* accommodation is appropriate for the student:

1. Does the student use the *Cranmer Abacus* accommodation during regular classroom instruction and similar classroom assessments?
2. How will the student record responses to the test (e.g., mark in the test book, use a Braille writer, dictate to a scribe, or use a keyboarding device)?

Collecting, Storing, and Processing Test Materials

Unless this accommodation has been used in conjunction with another accommodation that requires special handling, the test administrator must follow the regular procedures for processing test materials.

Dictation to a Scribe

The *Dictation to a Scribe* accommodation is available for specific tests. Please refer to the tables on pages D1.02–D1.05 for a list of the tests permitting the *Dictation to a Scribe* accommodation.

North Carolina Writing Assessment at Grade 10: The use of the *Dictation to a Scribe* accommodation during the administration of the North Carolina Writing Assessment at Grade 10 would invalidate the conventions score of this assessment.

Description

The *Dictation to a Scribe* accommodation allows a student to dictate his/her responses to test questions to a scribe who records the responses. As with all accommodations for North Carolina tests, (1) the use must be documented in the current IEP or Section 504 Plan, and (2) the accommodation must be routinely used during instruction and similar classroom assessments.

For paper-and-pencil and online test administrations, two trained test administrators must be present when the *Dictation to a Scribe* accommodation is provided. One fills the role of test administrator. The other fills the role of scribe. The test administrator and scribe must attend all test administrator training sessions provided before testing.

Note: Since two trained test administrators will be present during the test administration when the *Dictation to a Scribe* accommodation is provided, a proctor is not required.

For paper-and-pencil tests, if the student can efficiently use a keyboard, the IEP Team or Section 504 Committee may wish to consider the use of the *Keyboarding Device* accommodation instead of the *Dictation to a Scribe* accommodation. According to a report by the National Center on Educational Outcomes:

“If students are unable to handwrite, but can efficiently type on a computer, a computer response accommodation should be considered prior to a dictated response accommodation.”²

For online administrations, if the method of recording the student’s responses documented in the IEP or Section 504 Plan is for the scribe to record the responses directly on the computer, the scribe is to record the student’s responses on the computer and the test

² Thurlow, M., & Bolt, S. (2001). *Empirical support for accommodations most often allowed in state policy* (Synthesis Report 41). Minneapolis, MN: University of Minnesota, National Center on Educational Outcomes, 13. Retrieved December 15, 2002, from the World Wide Web: <http://education.umn.edu/NCEO/OnlinePubs/Synthesis41.html>

administrator is to verify the transcription. Following the test administration, both the test administrator and scribe must sign a statement of validation as to the accuracy of the transcription.

Considerations and Instructions

Role of the IEP Team or Section 504 Committee. Consistent with the student's need due to the nature of the disability, the scribe may record the student's responses directly on a clean sheet of paper, on the answer sheet, in the test book, or on the computer (online test administration). Dictation may also be recorded using a keyboarding device (e.g., typewriter or word processor). The IEP Team or Section 504 Committee makes the final decision after reviewing these options for each state test. The decision regarding the method of recording the student's responses must be documented in the IEP or Section 504 Plan.

Identifying the Scribe. The student should know the identity of the scribe, who should have prior experience working with the student.

Student Proofreads Responses. Each student must be notified before the test administration that he or she must proofread the response(s). *The test administrator cannot provide the student with any directions or clues for how to proofread the dictated responses.*

Student Signs to the Scribe during the Administration of the Writing Assessment. In the event that a student signs/cues the response to the scribe during the administration of the writing assessment, the scribe must record the student's response exactly as signed/cued. For example, if a student signs "Me search field," the scribe must record the exact words.

Procedures during Actual Test Administration. The test administrator must review the regular test administration procedures in the manual before the test administration day and omit general directions that are not applicable for this accommodation (e.g., asking if students have No. 2 pencils).

The test administrator must only record/write/print what the student dictates.

Note: To ensure the validity of the test, students provided the *Dictation to a Scribe* accommodation must also be provided the *Testing in a Separate Room* accommodation (one-on-one).

If the *Dictation to a Scribe* accommodation is used in conjunction with the *Test Administrator Reads Test Aloud* accommodation, the test administrator may read the student's dictated response aloud to the student during proofing. If the *Test Administrator Reads Test Aloud*

accommodation is not to be provided, the test administrator must not read the student's dictated response aloud to the student during proofing. Instead, the student must read his or her dictated response.

Multiple-Choice Tests. For use of this accommodation during the administration of a state multiple-choice test, the student may indicate responses in different ways. Examples of how a student may indicate answer choices include, but are not limited to: (a) dictating the letter of the answer choice to the scribe, (b) reading aloud the entire answer choice, or (c) pointing to the correct answer choice.

North Carolina Writing Assessment at Grade 10. *The following information applies to the North Carolina Writing Assessment at Grade 10, which is an on-demand writing assessment.* The use of the *Dictation to a Scribe* accommodation during the administration of this assessment would invalidate the conventions score.

If this accommodation is used for the writing assessment at grade 10, the test administrator must code the designated *Special Codes* section of the student test document to ensure the student does not receive writing conventions scores. If the coding is not completed, the student will incorrectly receive a conventions score. Directions are located in the test administrator's manuals.

Each writing assessment test document provides each student with the same number of printed lines for the student response. It is imperative that all student responses, including those that use the *Dictation to a Scribe* accommodation, "fit" on those printed lines. Student responses on added horizontal lines, in a double-stack format, in the margins, or on separate sheets of paper cannot be scored. This policy ensures equitable opportunities for all students participating in the test administration.

It would be helpful for students using the *Dictation to a Scribe* accommodation during the writing assessment to have opportunities to respond to practice prompts and have the response transcribed to an answer document similar to the actual assessment. This would allow the student to gauge how long a document can be produced with the use of the scribe. Because of differences in handwriting, the same transcriber should be used for both the practice and actual writing assessment.

**Questions for the
IEP Team or
Section 504
Committee**

The IEP Team or Section 504 Committee may wish to address the following questions when determining whether the *Dictation to a Scribe* accommodation is appropriate for the student:

1. Does the student use the *Dictation to a Scribe* accommodation during regular classroom instruction and similar classroom assessments?
2. If the student can efficiently use a keyboard, should the student use the *Keyboarding Device* accommodation instead of the *Dictation to a Scribe* accommodation?
3. Will the scribe have had prior experience working with the student?
4. Will the student be notified before the test administration date that he/she must proofread the dictated response?
5. How will the scribe record student responses (e.g., use a clean sheet of paper, code the answer sheet, write in the test book, enter responses directly on a computer [online test administrations], or use a keyboarding device and transfer student responses at a later time)?
6. For multiple-choice tests, will the student dictate to the scribe by (a) saying the letter of the answer choice, (b) reading aloud the entire answer choice, or (c) pointing to the correct answer choice?
7. If the student will be provided this accommodation, has the *Testing in a Separate Room* accommodation been discussed?
8. For the North Carolina Writing Assessment at Grade 10, has there been discussion that conventions scores will not be reported because they are invalid and will not count toward the student's final writing assessment score?

Collecting, Storing, and Processing Test Materials

Transcribing Student Responses. After the testing session, if the student's response(s) must be transcribed, the responses must be transferred to the appropriate regular writing test document or multiple-choice answer sheet. Someone other than the original transcriber must check the transcription in order to ensure accuracy. **The transcription and verification must occur under secure conditions in a group setting (i.e., three or more designated school personnel).** One individual is to transcribe the student's responses, one individual is to verify the transcription, and one individual is to act as an objective observer of the process. All three individuals must sign the outside cover of the test book. The writing test document or answer sheet must then be processed following regular procedures. **Only responses on regular writing test documents or multiple-choice answer sheets will be scored. If the responses are not transcribed, test results will be returned as the lowest possible score.**

For online test administrations, the student's responses may be recorded directly on the computer during testing or the responses may be recorded on the computer following testing if the original responses were recorded on paper. If the scribe records the student's responses directly on the computer during testing, the test administrator is to verify the transcription. Following the test administrations, both test administrators must sign a statement of validation as to the accuracy of the transcription.

The LEA must follow the procedures in the test administrator's manual regarding the storage or return of materials when using the *Dictation to a Scribe* accommodation (e.g., student responses recorded on a separate sheet of paper by the scribe instead of being recorded directly on a multiple-choice answer sheet). The procedures may vary based on the test administered to the students.

Keyboarding Devices

The *Keyboarding Devices* accommodation is available for specific tests. Please refer to the tables on pages D1.02–D1.05 for a list of the tests permitting the *Keyboarding Devices* accommodation.

Description

The *Keyboarding Devices* accommodation allows a student to use a keyboarding device during the administration of the test. The student may use a typewriter, word processor, or electronic Braille note taker during the test administration. As with all accommodations for North Carolina tests, (1) the use must be documented in the current IEP or Section 504 Plan, and (2) the accommodation must be routinely used during instruction and similar classroom assessments.

The principal or his/her designee, usually the school test coordinator, must make special provisions before the scheduled test administration to provide the student with access to the necessary equipment.

Considerations and Instructions

Electronic Braille Note Takers. An electronic Braille note taker performs the functions of a word processor, note taker, and calculator. All input is through a Braille keyboard, and output is either through synthesized speech or a Braille display. Usually, there is not a monitor associated with these note takers. They can be connected with printers or Braille embossers to produce written output. The calculator of these note takers may be used during the administration of state tests that allow calculator use; however, if it is used during the administration of a state test that does not allow the use of calculators (i.e., calculator inactive part of the end-of-grade tests), the test results are invalid. The calculator on these devices often can be disabled, so the test administrator must ensure the student uses it as determined by the IEP Team or Section 504 Committee. The section of this publication on *AT Devices* accommodations includes more specific information about calculators and other utilities (e.g., spell check, grammar check, etc.).

Equipment Check. The test administrator is to check the equipment (e.g., computer) before the test administration to ensure it is in working order. Any files saved to the equipment must be deleted before testing. If the student is using a computer, the student should be reminded to save periodically during the testing session. However, at the end of the test administration, the saved file must be deleted.

Test Administrator Codes Background Information for Student. The test administrator must review the information regarding regular test administration procedures before testing. When administering the test, the directions for filling in the bubbles for the student's name and other background information must not be read aloud. The test

administrator must complete the background information on the regular scannable answer sheet in advance of testing.

The test administrator shall omit instructional information in the *Directions for Administration* section of the test administrator's manual that is not applicable when a student is using the *Keyboarding Devices* accommodations (e.g., asking the students if they need No. 2 pencils).

North Carolina Writing Assessment at Grade 10. *The following information applies to the North Carolina Writing Assessment at Grade 10, which is an on-demand writing assessment.* Before beginning the test administration, the spell check, grammar check, online thesaurus, outlining program, prediction software, and electronic spellers must be disabled on the keyboarding device (e.g., word processor or electronic Braille note taker) in order for the conventions scores for the writing assessment to be valid. Any files saved to the equipment must be deleted before testing. Any electronic files containing student responses must be purged from the computer after student responses have been transcribed to a regular test document and checked for accuracy by someone other than the original transcriber.

The state writing assessment provides each student at grade 10 with the same number of printed lines for the student response. It is imperative that all student responses, including those that use the *Keyboarding Devices* accommodation, "fit" on those printed lines. Student responses on added horizontal lines, in a double-stack format, in the margins, or on separate sheets of paper cannot be scored. This policy ensures equitable opportunities for all students participating in the test administration. It would be helpful for students using this accommodation during the writing assessment to have opportunities to respond to practice prompts and have the response transcribed to an answer document similar to the actual assessment. This would allow the student to gauge how long a document can be produced using the keyboarding device and still fit in the space provided by the answer document. Because of differences in handwriting, the same transcriber should be used for both the practice and actual writing assessment.

**Questions for the
IEP Team or
Section 504
Committee**

The IEP Team or Section 504 Committee may wish to address the following questions when determining whether the *Keyboarding Devices* accommodation is appropriate for the student:

1. Does the student use a keyboarding device during regular classroom instruction and similar classroom assessments?
2. For the state tests that do not allow the use of a calculator (e.g., calculator inactive part of the end-of-grade tests), has there been discussion that use of the electronic Braille note taker calculator during the test administration will invalidate test results?

3. For the North Carolina Writing Assessment at Grade 10, the spell check, grammar check, online thesaurus, outlining program, prediction software, and electronic spellers must be disabled on the keyboarding device (e.g., word processor or electronic Braille note taker) in order for the student to receive a valid conventions score. If applicable, has the IEP Team or Section 504 Committee addressed this?

**Collecting, Storing,
and Processing
Test Materials**

Record Student Name on Original Responses. The student's full name and a second identifier (e.g., student ID number or student date of birth) must be legible on the front of the original dictated responses (typed, printed, or brailled). The recorded information must uniquely identify the student.

Transcribing Student Responses. After the testing session, the student's response must be transcribed to the appropriate regular writing test book or multiple-choice answer sheet. Someone other than the original transcriber must check the transcription in order to ensure accuracy. **The transcription and verification must occur under secure conditions in a group setting (i.e., three or more designated school personnel).** One individual is to transcribe the student's responses, one individual is to verify the transcription, and one individual is to act as an objective observer of the process. All three individuals must sign the outside cover of the test book. The regular test book or answer sheet must then be processed following regular procedures. **Only responses on regular writing test documents or multiple-choice answer sheets will be scored. For the writing assessment, the test administrator must not attach or tape the student's original response to the writing test document because these will not be scored. If the responses are not transcribed, test results will be returned as the lowest possible score.**

Storing or Returning Secure Test Materials. The LEA must follow the procedures in the test administrator's manual regarding storing or returning original student responses (i.e., typed, printed, or brailled) when the *Keyboarding Devices* accommodation is used. The procedures may vary based on the test administered to the students.

Magnification Devices

The *Magnification Devices* accommodation is available for specific tests. Please refer to the tables on pages D1.02–D1.05 for a list of the tests permitting the *Magnification Devices* accommodation.

Description

The *Magnification Devices* accommodation allows a student to use a magnification device during the test administration. A magnification device is a tool that dynamically magnifies text and images (e.g., magnifier, monocular, closed-circuit television, etc.). As with all accommodations for North Carolina tests, (1) the use must be documented in the current IEP or Section 504 Plan, and (2) the accommodation must be routinely used during instruction and similar classroom assessments. Any magnification device normally used during instruction may be used with any state-mandated test.

Considerations and Instructions

The test administrator may need to remind the student to bring the magnification device to the testing session.

Note: The IEP Team or Section 504 Committee may wish to consider the use of the *Scheduled Extended Time* or *Multiple Testing Sessions* accommodation if the *Magnification Devices* accommodation is to be used. According to a publication by the Council for Exceptional Children:

“**Caution:** Students who use magnification devices may tire more easily than other students. If this is the case for a particular student, it may be necessary to extend the time period or provide additional breaks.”³

When the student begins to record responses, the test administrator must check to ensure the student is recording in the appropriate section of the answer sheet.

Questions for the IEP Team or Section 504 Committee

The IEP Team or Section 504 Committee may wish to address the following questions when determining whether the *Magnification Devices* accommodation is appropriate for the student:

1. Does the student use the particular magnification device during regular classroom instruction and similar classroom assessments?
2. Should the student also be provided the *Scheduled Extended Time* or *Multiple Testing Sessions* accommodation?

³ Council for Exceptional Children. (2000). *Making assessment accommodations: A toolkit for educators* (p. 49). Reston, VA: Council for Exceptional Children.

**Collecting, Storing,
and Processing
Test Materials**

The test administrator must follow the regular procedures for processing the test materials unless this accommodation is used in conjunction with another accommodation that requires special storage and processing.

<i>Special Test Environments</i>

The following accommodations are included as Special Test Environments:

- *Hospital/Home Testing*
- *Multiple Testing Sessions*
- *Scheduled Extended Time*
- *Testing in a Separate Room*

Hospital/Home Testing

The *Hospital/Home Testing* accommodation is available for specific tests. Please refer to the tables on pages D1.02–D1.05 for a list of the tests permitting the *Hospital/Home Testing* accommodation.

Educational services for hospital/homebound students are typically provided at a home or hospital by LEA/school personnel. If a student is confined at home or in a hospital, is unable to attend the base school, and is receiving homebound instruction from his/her base school/LEA, the student is considered hospital/homebound. Once LEA/school personnel have made contact (i.e., a face-to-face meeting) with the student to provide instruction, the student should be counted present for the span of time during which regularly scheduled hospital/homebound instructional services are delivered. (Supporting documentation should be maintained at the school.) The base school is responsible for ensuring all required state tests are administered. For accountability purposes, the test results of a hospital/homebound student must be included in the accountability results at the base school. Medical exception requests can be submitted, if appropriate. All medical exceptions must be approved by the Division of Accountability Services/North Carolina Testing Program.

Description

The *Hospital/Home Testing* accommodation allows a student receiving hospitalized or homebound services to take a test in a special environment away from the school's facility in order to meet the needs of the student.

Considerations and Instructions

Scheduling. Testing may be deferred until a makeup day, although time constraints for makeup testing are considerable for tests such as the North Carolina Writing Assessment at Grade 10.

Training Local Staff. The student's hospital/homebound teacher must be included in the test administrator's training and must review the manual and the *Testing Code of Ethics* before the test administration begins. The LEA test coordinator should be contacted if there are any questions. A trained proctor is to be provided for each test administration.

Discussing Accommodation(s) with Student Before Testing. Before testing, the hospital/homebound teacher must discuss with the student the accommodation(s) to be provided.

Hospital or home testing is subject to the same procedures as regular test administrations unless the cause of the hospital/homebound testing necessitates the provision of other accommodations.

Collecting, Storing, and Processing Test Materials

The test administrator must follow the regular procedures for processing the test materials unless this accommodation is used in conjunction with another accommodation that requires special storage and processing.

Multiple Testing Sessions

The *Multiple Testing Sessions* accommodation is available for specific tests. Please refer to the tables on pages D1.02–D1.05 for a list of the tests permitting the *Multiple Testing Sessions* accommodation.

Note: Multiple testing sessions must begin on the same day as the general test administration but may continue beyond the school’s schedule for the regular test administration if the IEP or Section 504 Plan designates that the sessions stretch across multiple days.

Description

The *Multiple Testing Sessions* accommodation allows the test to be administered during several mini-sessions as determined by the needs of the student. As with all accommodations for North Carolina tests, (1) the use must be documented in the current IEP or Section 504 Plan, and (2) the accommodation must be routinely used during instruction and similar classroom assessments.

Note: According to a publication by the Council for Exceptional Children:

“**Caution:** A student who must take a test over several days may experience a decline in motivation. Student absenteeism also may become a factor if several days of testing are scheduled.”⁴

Scheduling. Multiple testing sessions must begin on the same day as the general test administration but may continue beyond the school’s schedule for the regular test administration if the IEP or Section 504 Plan designates that the sessions stretch across multiple days.

Every effort must be made to complete the test administration as close to the school’s test schedule as possible in order to maintain test security.

North Carolina Writing Assessment at Grade 10. For the North Carolina Writing Assessment at Grade 10, scheduling multiple testing sessions should take into consideration the testing schedule to ensure time for processing, shipping, and scoring.

End-of-Grade Tests. When scheduling multiple testing sessions for the end-of-grade tests, the school and/or LEA should consider scheduling the mathematics test first, followed by the reading

⁴ Council for Exceptional Children. (2000). *Making assessment accommodations: A toolkit for educators* (p. 35). Reston, VA: Council for Exceptional Children.

comprehension test. This is because most students who use the *Multiple Testing Sessions* accommodation over multiple days use it on the reading comprehension test and not the mathematics test. A schedule such as this allows all students to take the mathematics test at the same time on the first day(s) of testing. Those that have multiple testing sessions for reading comprehension will begin the test on the same day as the general test administration; if they require additional days to finish the reading comprehension test, this schedule will allow students to continue taking the reading comprehension test on a consecutive day.

Considerations and Instructions

Specific Procedures during the Test Administration and the Role of IEP Team/Section 504 Committee. There are several ways in which this accommodation may be provided. The IEP Team or Section 504 Committee determines how this accommodation is to be provided and documents the specifics in the IEP or Section 504 Plan before the test administration. The decision is to be based on the individual needs of the student. For example, it may be appropriate:

1. for the student to begin the test on the same day as the general administration, and complete the test on the makeup day.
2. for the student to test for a specified time period (e.g., 15 minutes), then take a break (e.g., eight minutes), and then test again for a specified time period, etc.
3. for the student to complete a predetermined number of test items (e.g., 10 items), then take a break (e.g., three minutes), and then complete the next predetermined set of test items, etc.
4. for the student to use the *Testing in a Separate Room* accommodation so as not to disturb other students.

Information from the student's IEP or Section 504 Plan regarding specific procedures for the provision of the *Multiple Testing Sessions* accommodation must be available for the test administrator on the day of testing.

Students with the *Multiple Testing Sessions* accommodation whose testing breaks differ from those designated in the test administrator's manual must also be provided the *Testing in a Separate Room* (one-on-one or small group) accommodation. Consideration should be taken to arrange only students with the same *Multiple Testing Sessions* into small groups for those with the *Testing in a Separate Room* (small group) accommodation.

When reading the instructions for the regular test administration from the test administrator's manual, the test administrator shall omit any

information regarding time limits. Otherwise, the standard instructions located in the manual must be followed.

If the student requires additional time beyond that designated in the test administrator's manual, the IEP Team or Section 504 Committee should consider the provision of the *Scheduled Extended Time* accommodation. If the student does not also require the *Scheduled Extended Time* accommodation, the student is expected to complete the test within the test administration time designated in the test administrator's manual. This total test administration time is divided into mini-sessions based on the decision and documentation of the IEP Team or Section 504 Committee.

In cases in which students will have the opportunity to communicate with peers during breaks, such as over lunch, an extended break in the same day, or when continuing the test on a subsequent day, the test administrator must alert the students they have five minutes remaining before the break/lunch. Students must be told that the test administrator will clip test books so that students cannot go back to previously attempted questions. Pages that contain reading selections students will need cannot be paper clipped; therefore, students should complete the reading selection they are working on and the selection's questions before the break/lunch. During the break/lunch, students must not be allowed to discuss specific test questions or information contained within the tests. Test administrators must inform students of this policy before students leave the testing area. *All test materials must remain secure.* Note: For the North Carolina Writing Assessment at Grade 10, students are permitted to continue to use their rough drafts so that students may copy the final composition into the regular test document. Therefore, all attempts must be made to ensure students do not have the opportunity to communicate with peers during breaks for the Writing Assessment at Grade 10.

If the student is taking short breaks and will not have the opportunity to communicate with peers during the breaks, the student may review and change responses in the portion of the test already completed.

**Questions for the
IEP Team or
Section 504
Committee**

The IEP Team or Section 504 Committee may wish to address the following questions when determining whether the *Multiple Testing Sessions* accommodation is appropriate for the student:

1. Does the student typically require extra time over several days to complete classroom assignments and similar classroom assessments?
2. Does the student need additional time to complete the test (i.e., the *Scheduled Extended Time* accommodation) in addition to more frequent breaks or the test given over multiple days? If so, the IEP

Team or Section 504 Committee should discuss whether *Scheduled Extended Time* should also be documented as an appropriate accommodation.

3. Can the student finish the test within the given time constraints but with more frequent breaks or over multiple days? If so, *Scheduled Extended Time* should **not** be documented as an appropriate accommodation.
4. Does the student use the *Multiple Testing Sessions* accommodation during regular classroom instruction and similar classroom assessments?
5. Is the student using another accommodation during the administration of the state test that may require the provision of the *Multiple Testing Sessions* accommodation?
6. Should the student be provided the *Testing in a Separate Room* accommodation?
7. Has there been discussion as to how the *Multiple Testing Sessions* accommodation will be provided to the student during the administration of the state test?

**Collecting, Storing,
and Processing
Test Materials**

The test administration must follow regular procedures for processing the test materials unless this accommodation is used in conjunction with another accommodation that requires special storage and processing.

Scheduled Extended Time

The *Scheduled Extended Time* accommodation is available for specific tests. Please refer to the tables on pages D1.02–D1.05 for a list of the tests permitting the *Scheduled Extended Time* accommodation.

For most of the tests of the North Carolina Testing Program, students are allowed ample time to complete the assessment. For end-of-grade and end-of-course tests, the test administrator's manuals provide an estimated test administration time and a maximum testing time allowed. If a student typically requires more time beyond his/her peers during classroom assignments and assessments, the IEP Team or Section 504 Committee may want to address *Scheduled Extended Time* as a possible testing accommodation.

Note: Students who are provided the *Scheduled Extended Time* accommodation may not begin the test administration sooner than the school's schedule for the regular test administration.

Description

This accommodation allows the tests to be administered on a scheduled extended period of time. As with all accommodations for North Carolina tests, (1) the use must be documented in the current IEP or Section 504 Plan, and (2) the accommodation must be routinely used during instruction and similar classroom assessments.

Note: According to a publication by the Council for Exceptional Children:

“**Caution:** When a student has too much time to finish an assessment, he or she may engage in nonproductive guessing or change answers when they should not be changed.”⁵

Considerations and Instructions

Role of the IEP Team or Section 504 Committee. *Scheduled Extended Time* may be an appropriate testing accommodation if the IEP Team or Section 504 Committee determines that, due to the nature of a student's disability, the student will need additional time to complete the test beyond the time designated in the test administrator's manual. The IEP Team or Section 504 Committee determines how this accommodation will be provided and documents the specifics in the current IEP or Section 504 Plan before the test administration.

Note: The test administrator's manuals for the end-of-grade and end-of-course tests specify an estimated test administration time and a maximum testing time allowed. For students requiring the *Scheduled Extended Time* accommodation on these tests, the amount of additional time should be specified based on the maximum testing time allowed.

⁵ Council for Exceptional Children. (2000). *Making assessment accommodations: A toolkit for educators* (p. 34). Reston, VA: Council for Exceptional Children.

Note: There is no maximum testing time specified in the test administrator's manual for the ***NCEXTEND2*** alternate assessment. Students being assessed on the ***NCEXTEND2*** alternate assessment must be allowed ample time to complete the test on the scheduled testing day. The *Scheduled Extended Time* accommodation does not need to be documented in order for the student to continue testing beyond the estimated testing time indicated in the manual.

Scheduling. Students with the *Scheduled Extended Time* accommodation must be allowed as much time as they need to complete the test on the scheduled test day. An estimate of the maximum amount of extended time should be documented, to the extent possible, in the student's current IEP or Section 504 Plan. This may be in terms of a multiple of the designated administration time (e.g., 1.5 times the designated administration time) or as a specified amount of time (e.g., 1 hour beyond the designated administration time). The IEP Team or Section 504 Committee must review the local policy and document the final decision. Students being provided the *Scheduled Extended Time* accommodation without the additional accommodation of *Multiple Testing Sessions* should have the ability to complete the test in one day and are limited to one school day.

Any extension of time shall occur at the end of, or immediately following, the planned testing session during the scheduled testing day. Special arrangements may be needed to accommodate extensions to the general test administration schedule.

If the student is still testing at his/her regularly scheduled lunchtime, arrangements must be made to ensure the student has the opportunity to eat lunch. The student should not be able to communicate with peers during this time. If the student is still testing shortly before school dismissal time, the test administration must end with enough time for the student to be dismissed in his/her regular manner.

Procedures During Actual Test Administration. When reading the instructions for the regular test administration from the test administrator's manual, the test administrator shall omit information regarding time limits.

In cases in which students will have the opportunity to communicate with peers during breaks, such as over lunch or an extended break, the test administrator must alert the students they have five minutes remaining before the break/lunch. Students must be told that the test administrator will clip test books so that students cannot go back to previously attempted questions. Pages that contain reading selections that students will need cannot be paper clipped; therefore, students should complete the reading selection they are working on and the

selection's questions before the break/lunch. During the break/lunch, students must not be allowed to discuss specific test questions or information contained within the tests. Test administrators must inform students of this policy before students leave the testing area. *All test materials must remain secure.* Note: For the North Carolina Writing Assessment at Grade 10, students are permitted to continue to use their rough drafts so that students may copy the final composition into the regular test document. Therefore, all attempts must be made to ensure students do not have the opportunity to communicate with peers during breaks for the Writing Assessment at Grade 10.

If the student is taking breaks as designated in the test administrator's manual and will not have the opportunity to communicate with peers during the breaks, the student may review and change responses in the portion of the test already completed.

**Questions for the
IEP Team or
Section 504
Committee**

The IEP Team or Section 504 Committee may wish to address the following questions when determining whether the *Scheduled Extended Time* accommodation is appropriate for the student.

1. Does the student typically require extra time to complete classroom assignments and similar classroom assessments?
2. Does the student use the *Scheduled Extended Time* accommodation during regular classroom instruction and similar classroom assessments?
3. Is the student being provided another accommodation during the administration of the state test that may require the provision of the *Scheduled Extended Time* accommodation?
4. Can the student complete the state test with extended time on one day or over a period of several days? If over a period of several days, the *Multiple Testing Sessions* accommodation should be discussed.
5. Should the student be provided the *Testing in a Separate Room* accommodation?
6. Has there been discussion as to how the *Scheduled Extended Time* accommodation will be provided to the student during the administration of the state test?

**Collecting, Storing,
and Processing
Test Materials**

The test administrator must follow the regular procedures for processing the test materials unless this accommodation is provided in conjunction with another accommodation that requires special storage and processing.

Testing in a Separate Room (*One-on-One or Small Group Test Administration*)

The *Testing in a Separate Room* accommodation is available for specific tests. Please refer to the tables on pages D1.02–D1.05 for a list of the tests permitting the *Testing in a Separate Room* accommodation.

Description

This accommodation allows a student to take a test in a separate room in a one-on-one or small group administration. As with all accommodations for North Carolina tests, (1) the use must be documented in the current IEP or Section 504 Plan, and (2) the accommodation must be routinely used during instruction and similar classroom assessments.

Considerations and Instructions

Role of the IEP Team or Section 504 Committee and Providing One-on-One or Small Group Test Administration. The IEP Team or Section 504 Committee must document in the current IEP or Section 504 Plan if the *Testing in a Separate Room* accommodation is to be provided in a one-on-one setting or a small group setting. Specifics regarding the procedure must be documented before the test administration. If the team/committee specifies the test administration is to be one-on-one, the student must receive the *Testing in a Separate Room* accommodation on a one-on-one basis as part of the regular classroom instruction and similar classroom assessments. If the team specifies the test administration is to occur in a small group, the team must review the local policy for the definition of a small group. The maximum number of students for a small group test administration is determined at the local level but must be documented in the student's current IEP or Section 504 Plan. If the team/committee has specific concerns regarding the number of students in a particular small group test administration, it should document these concerns in the IEP or Section 504 Plan.

The IEP Team or Section 504 Committee must consider whether other accommodations the student will be provided during testing require the *Testing in a Separate Room* accommodation (e.g., *Test Administrator Reads Test Aloud*, *Multiple Testing Sessions* with more frequent breaks than as designated in the test administrator's manual). If the other accommodations the student will be provided do require the *Testing in a Separate Room* accommodation, it too must be documented in the student's IEP or Section 504 Plan.

Other Environmental Concerns. It may be appropriate for the student to use a study carrel, special furniture, or special lighting during the actual test administration.

Scheduling. It is inappropriate to provide certain accommodations to a small group unless all the students are receiving the same accommodations. For example, students who are to have the test read aloud must not be tested in the same room as students who should not have the test read aloud.

The principal or his/her designee, usually the school test coordinator, shall assist in locating a separate room for the test administration.

Procedures in Test Administrator's Manual. The test must be administered as stated for the regular test administration in the test administrator's manual unless other accommodations that require modified procedures are provided.

**Questions for the
IEP Team or
Section 504
Committee**

The IEP Team or Section 504 Committee may wish to address the following questions when determining whether the *Testing in a Separate Room* accommodation is appropriate for the student:

1. Does the student typically require a separate room to complete classroom assignments and similar classroom assessments?
2. Is the student being provided another accommodation during the administration of the state test that may require the provision of the *Testing in a Separate Room* accommodation?
3. Will the student receive this accommodation during the state test administration on an individual basis or in a small group? Has the maximum number or a range for the small group been specified?
4. Does the student require a study carrel, special furniture, or special lighting?

**Collecting, Storing,
and Processing
Test Materials**

The test administrator must follow the regular procedures for processing the test materials unless this accommodation is provided in conjunction with another accommodation that requires special storage and processing.

E. Monitoring Accommodations

Introduction

The U.S. Department of Education (USED) requires North Carolina to submit evidence of a system for monitoring the implementation and effectiveness of testing accommodations. This system must include the documentation of testing accommodations required, provided, and used. The purpose of this monitoring is to ensure required testing accommodations are provided during test administrations and to document the usage of these accommodations by a student during testing.

In October 2009, the USED approved North Carolina's comprehensive plan for monitoring the use of testing accommodations in local school systems. The North Carolina Department of Public Instruction (NCDPI) Division of Accountability Services is responsible for conducting all monitoring activities, with assistance and participation from the Divisions of Exceptional Children and K-12 Curriculum and Instruction, along with other staff from Academic Services and Instructional Support. North Carolina's Plan for Monitoring State Testing Accommodations is available at the following URL: <http://www.ncpublicschools.org/accountability/policies/accom>.

Review of Accommodations Used During Testing Forms

In order to meet the accommodations monitoring requirements of the USED, the NCDPI developed the *Review of Accommodations Used During Testing* and *Review of Accommodations Used During NCEXTENDI Testing* forms, available in the Appendix and found online at <http://www.ncpublicschools.org/accountability/policies/accom>. These forms must be completed for each student who requires testing accommodations. One form must be completed for each state test for which the student requires testing accommodations, including the regular test administration, any Retest 1 administration, and any state field tests or item tryouts.

A portion of the *Review of Accommodations Used During Testing* form is completed before testing, during the team/committee meeting where a student's testing accommodations are determined. At this meeting, the testing accommodations documented on the student's IEP or Section 504 Plan should be recorded on the form. During the actual test administration, the remainder of the form is completed to document the testing accommodations provided to the student and to record if and how the student used the accommodations. A copy of the *Review of Accommodations Used During Testing* form is to be filed with the student's accommodations documentation for at least one year to assist the IEP Team or Section 504 Committee during the next meeting where accommodations decisions will be made.

Note: The *Review of Accommodations Used During Testing* form is also used for students with limited English proficiency and transitory impairments who are eligible for testing accommodations.

**Tracking Required
Testing
Accommodations and
Planning for Test
Administrations**

In order to electronically track and monitor required testing accommodations, schools are required to enter testing accommodations data into an accommodations management system (i.e., NC WISE, CECAS, or an LEA-approved third party application). Required testing accommodations are entered into the systems following the order for accommodations documentation described on page C1.13. The NCDPI will extract testing accommodations data from each system monthly, as well as on the first day of fall testing (FDF) and the first day of spring testing (FDS). Testing accommodations data must be current in all systems by 5:00 p.m. on the first working day of each month, FDF, and FDS for the data extraction. The Testing Accommodations Collection Schedule, which provides additional information on the purpose of each data extraction, is available to test coordinators through the Testing News Network (TNN) and can be found online at <http://www.ncpublicschools.org/accountability/policies/accom>.

The NCDPI will use the submitted data to monitor testing accommodations and provide feedback to LEAs throughout the school year. Student data entered into accommodations management systems will also be used for ordering special print versions of tests (e.g., *Braille*, *Large Print*, and *One Test Item Per Page* editions). In addition, reports available from these systems may be useful to school and school system test coordinators for local monitoring and for planning and scheduling accommodated testing sessions.

Reports from the accommodations management systems can be used before testing to verify that the proper testing accommodations have been scheduled for each student. This verification will help ensure the accommodations provided during the test administration will mirror what is documented in the student's IEP or Section 504 Plan. Once the testing accommodations have been verified, the school test coordinator can use this information to plan the small group administrations and to ensure proper test materials have been ordered (e.g., *Braille*, *Large Print*, and *One Test Item Per Page* editions).

In addition, it is helpful to think of the logistical considerations involved with accommodations. The *Testing Accommodations: Logistics Planning Checklist*, located in the Appendix, is a useful tool to use when thinking about the details to be considered with planning and implementing testing accommodations.

Documentation of Accommodations Provided

After completing testing, the test administrator is to record the accommodations provided to a student either on the student's answer sheet (for paper-and-pencil tests) or in NC Education (for online tests).

Paper-and-Pencil Tests. After testing, the test administrator or principal's designee is to complete the TO BE COMPLETED BY THE TEST ADMINISTRATOR OR PRINCIPAL'S DESIGNEE AFTER TESTING section of the answer sheet. If a student is provided a testing accommodation during the test administration, the appropriate bubble must be filled. If the test consists of more than one subject (e.g., end-of-grade tests of reading and mathematics), there may be more than one bubble beside each accommodation. In the case of the end-of-grade tests there are two bubbles, one with an "R" printed inside of it for reading and one with an "M" printed inside of it for mathematics. The respondent must code the accommodation(s) provided for each test, as they may be different.

Online Tests. If a student is provided testing accommodations during the test administration, the test administrator must record the provided accommodations in NC Education after testing.

Procedures to Follow When Required Testing Accommodations Have Not Been Provided

If a student is not provided a required testing accommodation during a test administration, the result is a misadministration. When a school does not provide a student with a required testing accommodation, (a) the parent/guardian must be notified immediately, (b) a Report of Testing Irregularity available through the Online Testing Irregularity Submission System (OTISS) is to be completed, (c) the superintendent/LEA test coordinator declares a misadministration, and either (d) the test scores are invalidated and the student is retested with another secure form of the test with the required accommodation or (e) the parent/guardian signs a statement waiving the right to have the student retested with the required accommodation, in which case the test results from the administration without the accommodation will be used for state and local accountability purposes and student performance placement. This statement must be signed before the parent/guardian is informed of the test results.

Procedures to Follow When Testing Accommodations Are Provided That Are Not Required

If a student is provided a testing accommodation that is not required based on the student's current IEP or Section 504 Plan, the results is a misadministration. When a student is provided with a testing accommodation that is not required, (a) the parent/guardian must be notified immediately, (b) a Report of Testing Irregularity available through the Online Testing Irregularity Submission System (OTISS) is to be completed, (c) the superintendent/LEA test coordinator declares a misadministration, and (d) the affected student is administered another secure form of the test without the provision of the accommodation.

F. North Carolina Alternate Assessments

Introduction

The North Carolina alternate assessments were first designed by the staff of the NCDPI to respond to the mandates of the 1997 reauthorization of the Individuals with Disabilities Education Act (IDEA), which requires all students, including students with disabilities, participate in statewide and local testing programs. The alternate assessments were designed to ensure access to the statewide testing program for students with disabilities who cannot participate in the general multiple-choice or performance assessments, even with approved accommodations. Throughout the years, the alternate assessments have changed as federal regulations have been revised and reauthorized. Collaborative efforts among the Exceptional Children Division, the K–12 Curriculum and Instruction Division, and the Division of Accountability Services have resulted in the availability of assessment instruments in North Carolina that provide access for students who otherwise would not have been able to participate in the statewide testing program. As of the printing of this publication, the available alternate assessments are the *NCEXTEND2* and the *NCEXTEND1*. Information regarding these alternate assessments is provided in depth on the following pages.

In the event an IEP Team determines that a student with a disability will not participate in the general administration of a state assessment, even with the approved testing accommodations specified in this publication, the team is to address the student's eligibility for participation in the appropriate North Carolina alternate assessment(s). All students with disabilities in a school's membership are required to participate in the state testing program through the administration of a general assessment under standard conditions, the administration of a general assessment with testing accommodations, or through the use of the state-designated alternate assessments, with or without testing accommodations.

Note: Students who have a Section 504 Plan only are not eligible to participate in North Carolina alternate assessments.

Testing Students with Disabilities Website

Information on testing students with disabilities may be found at:
<http://www.ncpublicschools.org/accountability/policies/tswd>.

Districtwide Assessments

According to IDEA, all students with disabilities, including those with the most significant disabilities, must be included in all statewide and districtwide assessments. Participation may be through the general test administration with or without accommodations or through the

administration of an alternate assessment. In addition, the results of these test administrations must be included in any public reporting of districtwide assessments that take place.

Annual Decision

The decision regarding which assessment(s) a student will participate in is to be made annually by the IEP team.

Access to the General Curriculum and Assessment of Grade-Level Content

IDEA mandates that all students with disabilities are provided access to the general curriculum. In North Carolina, this is the North Carolina [*Standard Course of Study*](#). For students with the most significant cognitive disabilities, access is provided through the North Carolina [*Standard Course of Study Extended Content Standards*](#).

According to the *No Child Left Behind Act* of 2001, all students must be assessed on grade-level content. For students with significant cognitive disabilities, the assessment must be linked to grade-level content through the [*Standard Course of Study Extended Content Standards*](#).

Alternate Assessments and Achievement Standards

The U.S. Department of Education (USED) has allowed states to develop three types of alternate assessments based on different achievement standards (i.e., grade-level, modified, alternate). Below are the alternate assessments currently in place in North Carolina:

1. Modified Academic Achievement Standards – *NCEXTEND2*; and
2. Alternate Academic Achievement Standards – *NCEXTEND1*.

Expectations and Assessment Options

Students with disabilities are expected to follow the North Carolina *Standard Course of Study* and graduate with a North Carolina diploma. If the IEP Team determines the student cannot participate in the general statewide test administrations with or without accommodations, the team must establish which North Carolina alternate assessment the student will be administered. The IEP Team must document the decision to use an alternate assessment and specify in the current IEP which alternate assessment is to be administered. The table on the following page shows the state tests required at each grade level, as well as the corresponding alternate assessment options.

North Carolina State Tests and Alternate Assessments

Grade Level	Reading	Mathematics	Social Studies	Science	Writing
3	EOG <i>NCEXTEND2</i> <i>NCEXTEND1</i>	EOG <i>NCEXTEND2</i> <i>NCEXTEND1</i>			
4	EOG <i>NCEXTEND2</i> <i>NCEXTEND1</i>	EOG <i>NCEXTEND2</i> <i>NCEXTEND1</i>			
5	EOG <i>NCEXTEND2</i> <i>NCEXTEND1</i>	EOG <i>NCEXTEND2</i> <i>NCEXTEND1</i>		EOG <i>NCEXTEND2</i> <i>NCEXTEND1</i>	
6	EOG <i>NCEXTEND2</i> <i>NCEXTEND1</i>	EOG <i>NCEXTEND2</i> <i>NCEXTEND1</i>			
7	EOG <i>NCEXTEND2</i> <i>NCEXTEND1</i>	EOG <i>NCEXTEND2</i> <i>NCEXTEND1</i>			
8	EOG <i>NCEXTEND2</i> <i>NCEXTEND1</i>	EOG <i>NCEXTEND2</i> <i>NCEXTEND1</i>		EOG <i>NCEXTEND2</i> <i>NCEXTEND1</i>	
9	EOC English I ¹	EOC Algebra I ¹			
10	<i>NCEXTEND1</i>	<i>NCEXTEND1</i>		EOC Biology ¹ <i>NCEXTEND1</i>	Informational <i>NCEXTEND1</i>
11					
12					

¹End-of-Course tests are given at the end of the course regardless of the grade in which the course is taken. The table shows the grade in which students typically take the course.

Notes:

- The *NCEXTEND2* is designed to assess students with disabilities who are working toward grade-level achievement but are having continued difficulty making progress in the same time frame as students without disabilities. It is a modified multiple-choice end-of-grade (EOG) alternate assessment based on modified academic achievement standards aligned with grade-level content for the grade in which the student is enrolled.
- The *NCEXTEND1* is a performance task-based alternate assessment designed to assess students with significant cognitive disabilities. It is based on alternate academic achievement standards aligned with the grade-level Extended Content Standards of the North Carolina *Standard Course of Study*.

NCEXTEND2

Introduction

The ***NCEXTEND2*** Alternate Assessment is an alternate assessment for students with disabilities who are working toward grade-level achievement but are having continued difficulty making progress in the same time frame as students without disabilities. The assessment is a multiple-choice test with fewer items that utilizes universal design principles to address accessibility for students with disabilities. The ***NCEXTEND2*** includes shorter reading selections, simplified language, and fewer test items and item responses (foils/answer choices) to assess students on grade-level content. The ***NCEXTEND2*** provides access to the statewide testing program through a test design that utilizes a different format and permits the use of modified academic achievement standards (achievement levels).

Grades and Subjects for Which the *NCEXTEND2* Is Available

The ***NCEXTEND2*** Alternate Assessment for End-of-Grade (***NCEXTEND2*** EOG) is available for the following grades and subjects:

- Reading at grades 3–8
- Mathematics at grades 3–8
- Science at grades 5 and 8

Eligible Students for the *NCEXTEND2* and the Role of the IEP Team

To determine student participation in the ***NCEXTEND2*** EOG for reading comprehension, mathematics, and/or science, the following eligibility requirements must be considered:

- The student must have a current IEP;
- The student **DOES NOT** have only a current Section 504 Plan;

Note: Students with only Section 504 Plans (i.e., students who do not have a current IEP that designates participation in an alternate assessment) are not eligible for participation in any of North Carolina's alternate assessments. These students may participate in the general test administration with or without accommodations as documented in their individual Section 504 Plans.

- The student, if identified as limited English proficient (LEP), must also have a current IEP;

Note: Students with current IEPs identified as LEP scoring below Level 4.0 Expanding on the state-identified English language reading placement test and in their first year in U.S. schools are not required to be assessed on the reading part of the ***NCEXTEND2***. Students are required to participate in the administration of the mathematics test at grades 3–8 and the science test at grades 5 and 8.

- The student **IS NOT** identified as having a significant cognitive disability;
- The student **IS NOT** receiving instruction in the North Carolina *Standard Course of Study* (NCSCS) through the Extended Content Standards;
- The student's progress in response to high-quality instruction is such that the student is not likely to achieve grade-level proficiency within the school year covered by the IEP;
- The student's disability has precluded the student from achieving grade-level proficiency, as demonstrated by objective evidence, (e.g., results from standardized state tests, IQ tests, achievement tests, aptitude tests, and psychological evaluations. **It is the expectation that more than one objective measure would be used to assist in the evaluation of a student's assessment placement.**);
- The student's IEP must include goals that are based on grade-level content standards and provide for monitoring a student's progress in achieving those goals; and
- The nature of the student's disability may require assessments that are different in design.

The IEP Team may determine that a student is to be assessed with modified academic achievement standards (***NCEXTEND2***) in one or more subjects for which the assessments are administered. Parents of these students, as part of the IEP Team and as participants in the IEP process, are to be informed that their child's achievement will be measured in specific subjects based on modified academic achievement standards.

Testing Window

The testing window for the ***NCEXTEND2*** EOG multiple-choice tests is the last 27 days of the school year.

For current testing windows, refer to the North Carolina Statewide Testing Calendar available at the following URL:
<http://www.ncpublicschools.org/accountability>.

NCEXTEND2 Multiple-Choice Tests

The ***NCEXTEND2*** EOG tests in reading, mathematics, and science are modified multiple-choice tests. Test booklets and scannable answer sheets are provided to the student, unless the student has the *Student Marks Answers in Test Book* accommodation in which case only the test book will be provided. Blank paper is provided for all tests, and graph paper is provided for the ***NCEXTEND2*** EOG in mathematics at grades 3–8. In addition, periodic tables are provided for the ***NCEXTEND2*** EOG in science at grade 8. Calculators are required for the ***NCEXTEND2*** EOG in mathematics at grade 8, the ***NCEXTEND2***

EOG in science at grades 5 and 8, and the calculator-active portion of the **NCEXTEND2** EOG in mathematics at grades 3–7.

All accommodations that are allowed on the general end-of-grade tests are allowed during the administration of the **NCEXTEND2**. As with the general end-of-grade reading tests, the *Test Administrator Reads Test Aloud* and the *Interpreter/Transliterator Signs/Cues Test* accommodations are not allowed during the **NCEXTEND2** EOG in reading. If these accommodations are provided during these tests, the results will be invalid and the student will be considered a nonparticipant under IDEA and NCLB.

**Achievement Level
Cut Scores and
Performance Level
Descriptors**

Achievement level cut scores and performance level descriptors for the **NCEXTEND2** in reading and mathematics at grades 3–8 and science at grades 5 and 8 are stated in SBE Policy [GCS-C-026](#).

**NCEXTEND2
Website**

Additional information about the **NCEXTEND2** may be found at the following URL:

- **NCEXTEND2** EOG:
<http://www.ncpublicschools.org/accountability/policies/tswd/ncextend2>

NCEXTEND1

Introduction

The ***NCEXTEND1*** Alternate Assessment is a performance-based alternate assessment designed to assess students with significant cognitive disabilities. ***NCEXTEND1*** Alternate Assessment items are grade-level performance items that measure the standards specified in the North Carolina *Standard Course of Study* (SCS) Extended Content Standards. These Extended Content Standards are available for download at <http://www.ncpublicschools.org/curriculum/ncecs>.

Grades and Subjects for Which the *NCEXTEND1* Is Available

The ***NCEXTEND1*** Alternate Assessment is available for the following grades and content areas:

- Grade 3 reading and mathematics
- Grade 4 reading and mathematics
- Grade 5 reading, mathematics, and science
- Grade 6 reading and mathematics
- Grade 7 reading and mathematics
- Grade 8 reading, mathematics, and science
- Grade 10 reading, mathematics, science, and writing

Note: If the IEP Team determines, based on the eligibility criteria below, that the ***NCEXTEND1*** is the most appropriate assessment for a student, then that student must be assessed using the ***NCEXTEND1*** in *all* content areas assessed at that grade level (stated above).

Eligible Students for the *NCEXTEND1* and the Role of the IEP Team

The ***NCEXTEND1*** Alternate Assessment is designed for students with disabilities who:

- Have a current IEP;
- Are enrolled in grades 3–8 or 10 according to NC WISE;
- Are instructed in the North Carolina *Standard Course of Study* Extended Content Standards in **ALL** assessed content areas; and
- Have a SIGNIFICANT COGNITIVE DISABILITY (i.e., exhibit severe and pervasive delays in **ALL** areas of conceptual, linguistic, and academic development and also in adaptive behavior areas, such as communication, daily living skills, and self-care).

The vast majority of students with disabilities do not have a significant cognitive disability. The ***NCEXTENDI*** is **NOT** appropriate for students who:

- Are being instructed in **ANY OR ALL** of the general grade-level content standards of the North Carolina *Standard Course of Study*;
- Demonstrate delays only in academic achievement;
- Demonstrate delays due primarily to behavioral issues;
- Demonstrate delays only in selected areas of academic achievement; or
- If in high school, are pursuing a North Carolina high school diploma (including students enrolled in the Occupational Course of Study).

The ***NCEXTENDI*** Alternate Assessment is designed for students who have a severe intellectual disability; it is **NOT** designed for students who have a specific learning disability.

Testing Window

The ***NCEXTENDI*** in writing is administered during a given window in March. The ***NCEXTENDI*** in reading, mathematics, and science are administered during a given window near the end-of-grade testing window. As the dates will vary slightly from year to year, the annual testing calendar should be consulted for the exact testing window. The annual testing calendar may be found at <http://www.ncpublicschools.org/accountability/>.

Administering the ***NCEXTENDI*** Assessment

The ***NCEXTENDI*** is a performance-based assessment that is administered by an assessor (i.e., Assessor 1) to one student at a time. Assessor 1 will administer the assessment and independently record results, and a second assessor (i.e., Assessor 2) will observe the assessment and independently record results. Each assessor receives a *Test Administrator's Manual* as well as one single-page Assessor Rating Sheet for each student to be assessed. Assessor 1 also receives a Student Assessment Booklet, a manipulative kit, and a Reading Selection Book (for ***NCEXTENDI*** tests of reading only). The Student Assessment Booklet provides the script Assessor 1 is to read when administering the assessment. The Reading Selection Book (for ***NCEXTENDI*** tests of reading only) is provided for all students in 22-point font. Most manipulatives are provided by the NCDPI and may have adaptations made to them when necessary, according to guidelines provided in this publication and in the *Test Administrator's Manual*.

The number of test items ranges from 7 to 15, depending on the content area being assessed. All items must be administered to all students. Assessor 1 reads the script for each item, uses any corresponding

manipulatives as directed in the Student Assessment Booklet, and records whether the student responded correctly to the item, using given criteria, on the single-page Assessor Rating sheet. Assessor 2 has a separate Assessor Rating Sheet on which to record student responses.

After the completion of the assessment, both assessors must independently log on to a web-based application and submit the student responses.

Accommodations and Adaptations to Materials for the *NCEXTENDI* Assessment

State-approved accommodations for the *NCEXTENDI* Tests of Reading, Mathematics, Science, and Writing include those listed on page D1.05. Any accommodations that are not state-approved must be submitted for review by the NCDPI. Refer to the *Use of Accommodations or Procedures Not Described in This Publication* section of this manual on page C1.19 for additional details regarding this procedure.

The items for the *NCEXTENDI* Alternate Assessments were created to be as accessible as possible for all students. Accommodations may be used for individual students for presentation (e.g., attaching responses to student's information board) or for responding (e.g., using switches to indicate answer choice) if the accommodations are routinely used in the student's instruction.

Adaptations to Test Materials. Objects may be used in place of pictures on the NCDPI-provided manipulative cards if objects are routinely used for all academic classroom instruction. Student-specific symbols for pictures may be substituted for the provided pictures only if these student-specific symbols are used routinely in instruction. Objects or student-specific symbols must represent the picture or word provided by the NCDPI.

- **Adapting materials to student needs.** If a student requires and uses adapted materials routinely during instruction, Assessor 1 may adapt the NCDPI-provided manipulatives as necessary before conducting the assessment. Some examples of adapted materials are the use of assistive technology, large print cards, colored cards, and raised line cards. *These materials should be used routinely in the classroom.* Students requiring Braille cards should have Braille materials for the *NCEXTENDI* assessments ordered for them before the test administration.
- **Adapting materials that alter the construct of the item.** Any material that changes the content standard being assessed may not be used. For example, providing an object that is familiar to the

student that does not accurately represent the NCDPI-provided picture/word card invalidates the test item and/or assessment results.

When necessary, manipulatives may be adapted by outlining pictures to create raised surfaces or by enlarging manipulatives (pictures or text). Adaptations may be made *only* to manipulatives (pictures or text). No adaptations or changes may be made to the content of the item (i.e., rephrasing text, changing response choices). It is expected that teachers are experienced and familiar with adapting materials for their students. Materials/equipment that students routinely use in the classroom during instruction may be used as appropriate.

All ***NCEXTEND1*** materials are considered secure test materials. Assessor 1 is responsible for ensuring all components of the manipulative kit are kept secure, including those components used to create accommodated materials. Any materials created as accommodated manipulatives or created in the process of making the final manipulatives (e.g., a picture that was enlarged but not to sufficient size) must be securely stored by the LEA for six months after the test administration.

**Achievement Level
Cut Scores and
Performance Level
Descriptors**

Achievement level cut scores and performance level descriptors for the ***NCEXTEND1*** in reading, mathematics, science, and writing are stated in SBE Policy [GCS-C-029](#).

***NCEXTEND1*
Website**

Additional information about the ***NCEXTEND1*** may be found at the following URL:
<http://www.ncpublicschools.org/accountability/policies/tswd/ncextend1>

Appendices

Appendix A

State Board of Education (SBE) Policies Related to Testing Students with Disabilities

SBE Policy Number	Description and URL
<u>GCS-C-018</u>	Provides the achievement level ranges (cut scores) and achievement level descriptors for the North Carolina End-of-Grade Tests in Reading and Mathematics at grades 3–8 and 10, Science at grades 5 and 8, and the North Carolina Writing Assessment at grade 10.
<u>GCS-C-020</u>	Provides the components of the ABCs Accountability Program including whether the component is used for ABCs Growth, Performance Composite, and/or Adequate Yearly Progress (AYP) for the <i>No Child Left Behind Act</i> of 2001 (NCLB).
<u>GCS-C-021</u>	Provides annual performance standards under the ABCs Model.
<u>GCS-C-026</u>	Provides the achievement level ranges (cut scores) and the achievement level descriptors for the <i>NCEXTEND2</i> for reading, mathematics, and science.
<u>GCS-C-029</u>	Provides achievement level ranges (cut scores) and descriptors for the <i>NCEXTEND1</i> for reading, mathematics, science, and writing.

Appendix B

Questions for IEP Teams/Section 504 Committees to Consider: Testing Accommodations

When considering the use of a testing accommodation, the IEP Team or Section 504 Committee should consider the appropriate questions below:

Special Print Versions	
Braille Edition	<ol style="list-style-type: none"> 1. Does the student use Braille materials during regular classroom instruction and similar classroom assessments? 2. Are Braille literary code and Braille Nemeth code sheets available during classroom instruction? 3. Does the student have contracted Braille skills? 4. How will the student record responses to the Braille edition of the test (e.g., mark in the test book, use a Braille writer, dictate to a scribe, or use a keyboarding device)? 5. Should the student be provided the Braille edition during the test administration in the regular classroom setting or should the student also use the <i>Testing in a Separate Room</i> accommodation? 6. Should the student be provided the <i>Scheduled Extended Time</i> accommodation?
Large Print Edition	<ol style="list-style-type: none"> 1. Does the student use large print materials during regular classroom instruction and similar classroom assessments? 2. How will the student record responses to the large print edition of the test (e.g., mark in the test book, use a Braille writer, dictate to a scribe, or use a keyboarding device), and is this accompanying accommodation documented in the IEP or Section 504 Plan? 3. Does the student need the <i>Magnification Devices</i> accommodation? 4. Does the student need the <i>Scheduled Extended Time</i> accommodation? 5. Does the student need an edition that is both large print and one test item per page? If so, this is a special request requiring an Accommodation Notification Form. The IEP Team or Section 504 Committee should be aware that the combination of these accommodations produces a large document, both in size of paper (same size paper as the large print edition) and in number of pages.

One Test Item Per Page Edition	<ol style="list-style-type: none">1. Does the student use one test item per page materials during regular classroom instruction and similar classroom assessments?2. Does the student have visual-discrimination difficulties?3. Will the student need the <i>Multiple Testing Sessions</i> accommodation? This would allow the student to be provided with a certain number of test pages at a time during the test administration so that the student is not overwhelmed by the thickness of the test book.4. How will the student record responses to the one test item per page edition of the test (e.g., mark in the test book, use a Braille writer, dictate to a scribe, or use a keyboarding device), and is this accompanying accommodation documented in the IEP or Section 504 Plan?
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AT Devices and Special Arrangements	
Assistive Technology (AT) Devices	<ol style="list-style-type: none"> 1. Does the student use the assistive technology device during regular classroom instruction and similar classroom assessments? 2. <u>North Carolina Reading Comprehension Tests</u>. If the IEP Team or Section 504 Committee is considering the use of an assistive technology device that reads aloud a state test that measures reading comprehension, has there been discussion about the test results not being valid and the implications for invalid test results? The IEP Team/Section 504 Committee may refer to page C1.19 of this publication to review a statement regarding invalid test results for North Carolina tests. 3. <u>North Carolina Mathematics Tests and Calculators</u>. If the IEP Team or Section 504 Committee is considering the use of a calculator during the administration of a state test that does not permit the use of calculators, has there been discussion about the test results not being valid? The IEP Team or Section 504 Committee may refer to page C1.19 of this publication to review a statement regarding invalid test results for North Carolina tests. If the student will use a talking calculator, should the student use headphones or be provided the <i>Testing in a Separate Room</i> accommodation? Does the student require auditory and tactual access to a graphing calculator during the state test administration? If so, the IEP Team or Section 504 Committee may determine that the student may use a software program approved by the NCDPI North Carolina Testing Program in order to ensure valid test results. 4. <u>North Carolina Writing Assessment at Grade 10</u>. If the IEP Team or Section 504 Committee is considering the use of prediction software, speech-recognition software, electronic spellers, and/or spelling and grammar check utilities during the administration of the North Carolina Writing Assessment at Grade 10, has there been discussion that the conventions score will be neither valid nor reported? The IEP Team/Section 504 Committee may refer to page C1.19 of this publication to review a statement regarding invalid test results for North Carolina tests.
Interpreter/Transliterator Signs/Cues Test	<ol style="list-style-type: none"> 1. Does the student use the <i>Interpreter/Transliterator Signs/Cues Test</i> accommodation during regular classroom instruction and similar classroom assessments?

	<ol style="list-style-type: none"> Is the use of an interpreter or transliterator this student's typical mode of communication? Does the interpreter/transliterator have prior experience working with the student? Because a test administrator will read the test aloud to the interpreter/transliterator, has the <i>Testing in a Separate Room</i> accommodation been addressed? If the IEP Team or Section 504 Committee is considering the provision of the <i>Interpreter/Transliterator Signs/Cues Test</i> accommodation during the administration of a state reading comprehension test, has there been discussion about the test results not being valid?
Student Marks Answers in Test Book	<ol style="list-style-type: none"> Does the student use the <i>Student Marks Answers in Test Book</i> accommodation during regular classroom instruction and similar classroom assessments? Does the student have difficulty transferring information or staying focused? Does the student have mobility, coordination, or motor limitations?
Student Reads Test Aloud to Self	<ol style="list-style-type: none"> Does the student use the <i>Student Reads Test Aloud to Self</i> accommodation during regular classroom instruction and similar classroom assessments? Will the student use a device while reading the test that allows the student to hear himself/herself read? If the student will be provided this accommodation, has the <i>Testing in a Separate Room</i> accommodation been discussed?
Test Administrator Reads Test Aloud	<ol style="list-style-type: none"> Does the student use the <i>Test Administrator Reads Test Aloud</i> accommodation during regular classroom instruction and similar classroom assessments? Would the student's functioning reading level affect his or her performance on a state test that does <u>not</u> measure reading comprehension? Has there been discussion regarding the <u>specific manner</u> in which the student will be provided this accommodation during the administration of the state test? When test items are read aloud for classroom assessments, is every item read aloud or only items requested by the student?

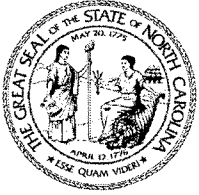
	<ol style="list-style-type: none"> 5. Would the student be comfortable requesting test items be read aloud? 6. If the student will be provided this accommodation, has the <i>Testing in a Separate Room</i> accommodation been discussed? 7. How does the student feel about being tested in a separate room? 8. If the <i>Testing in a Separate Room</i> accommodation will be provided, will the test administration be one-on-one or in a small group? 9. Should the student be provided the <i>Scheduled Extended Time</i> or <i>Multiple Testing Sessions</i> accommodation? 10. If the IEP Team or Section 504 Committee is considering the provision of the <i>Test Administrator Reads Test Aloud</i> accommodation during the administration of a state reading comprehension test, has there been discussion about the fact that the test results will be invalid?
Computer Reads Test Aloud – Student Controlled	<ol style="list-style-type: none"> 1. Does the student have information read aloud by the computer during regular classroom instruction and similar classroom assessments? 2. Would the student’s functioning reading level affect his or her performance on a state test that does <u>not</u> measure reading comprehension? 3. Can the student click on the button to activate the read aloud option for a block of text? 4. Has the team reviewed the limitations of this accommodation as described on page D3.23? 5. If the student will use this accommodation, will he or she be using headphones? If not, the student should receive the <i>Testing in a Separate Room</i> (one-on-one) accommodation. 6. If the student is not using headphones, how does he/she feel about being tested in a separate room?
Braille Writer/Slate and Stylus (and Braille Paper)	<ol style="list-style-type: none"> 1. Does the student use the <i>Braille Writer/Slate and Stylus</i> (and Braille Paper) accommodation during regular classroom instruction and similar classroom assessments?

	<ol style="list-style-type: none"> Will the test administrator have knowledge of applicable Braille codes? Should the student be provided the <i>Multiple Testing Sessions</i> and/or <i>Scheduled Extended Time</i> accommodations?
Cranmer Abacus	<ol style="list-style-type: none"> Does the student use the <i>Cranmer Abacus</i> accommodation during regular classroom instruction and similar classroom assessments? How will the student record responses to the test (e.g., mark in the test book, use a Braille writer, dictate to a scribe, or use a keyboarding device)?
Dictation to a Scribe	<ol style="list-style-type: none"> Does the student use the <i>Dictation to a Scribe</i> accommodation during regular classroom instruction and similar classroom assessments? If the student can efficiently use a keyboard, should the student use the <i>Keyboarding Devices</i> accommodation instead of the <i>Dictation to a Scribe</i> accommodation? Will the scribe have had prior experience working with the student? Will the student be notified before the test administration date that he/she must proofread the dictated response? How will the scribe record student responses (e.g., use a clean sheet of paper, code the answer sheet, write in the test book, enter responses directly on a computer [online test administrations], or use a keyboarding device and transfer student responses at a later time)? For multiple-choice tests, will the student dictate to the scribe by (a) saying the letter of the answer choice, (b) reading aloud the entire answer choice, or (c) pointing to the correct answer choice? If the student will be provided this accommodation, has the <i>Testing in a Separate Room</i> accommodation been discussed? For the North Carolina Writing Assessment at Grade 10, has there been discussion that conventions scores will not be reported because they are invalid and will not count toward the student's final writing assessment score?
Keyboarding Devices	<ol style="list-style-type: none"> Does the student use a keyboarding device during regular classroom instruction and similar classroom assessments?

	<ol style="list-style-type: none">2. For the state tests that do not allow the use of a calculator (e.g., calculator inactive part of end-of-grade tests), has there been discussion that use of the electronic Braille note taker calculator during the test administration will invalidate test results?3. For the North Carolina Writing Assessment at Grade 10, the spell check, grammar check, online thesaurus, outlining program, prediction software, and electronic spellers must be disabled on the keyboarding device (e.g., word processor or electronic Braille note taker) in order for the student to receive a valid conventions score. If applicable, has the IEP Team or Section 504 Committee addressed this?
Magnification Devices	<ol style="list-style-type: none">1. Does the student use a magnification device during regular classroom instruction and similar classroom assessments?2. Should the student also be provided the <i>Scheduled Extended Time</i> or <i>Multiple Testing Sessions</i> accommodation?

Special Test Environments	
Multiple Testing Sessions	<ol style="list-style-type: none"> 1. Does the student typically require extra time over several days to complete classroom assignments and similar classroom assessments? 2. Does the student need additional time to complete the test (i.e., the <i>Scheduled Extended Time</i> accommodation) in addition to more frequent breaks or the test given over multiple days? If so, the IEP Team or Section 504 Committee should discuss whether <i>Scheduled Extended Time</i> should also be documented as an appropriate accommodation. 3. Can the student finish the test within the given time constraints but with more frequent breaks or over multiple days? If so, <i>Scheduled Extended Time</i> should not be documented as an appropriate accommodation. 4. Does the student use the <i>Multiple Testing Sessions</i> accommodation during regular classroom instruction and similar classroom assessments? 5. Is the student using another accommodation during the administration of the state test that may require the provision of the <i>Multiple Testing Sessions</i> accommodation? 6. Should the student be provided the <i>Testing in a Separate Room</i> accommodation? 7. Has there been discussion as to how the <i>Multiple Testing Sessions</i> accommodation will be provided to the student during the administration of the state test?
Scheduled Extended Time	<ol style="list-style-type: none"> 1. Does the student typically require extra time to complete classroom assignments and similar classroom assessments? 2. Does the student use the <i>Scheduled Extended Time</i> accommodation during regular classroom instruction and similar classroom assessments? 3. Is the student being provided another accommodation during the administration of the state test that may require the provision of the <i>Scheduled Extended Time</i> accommodation? 4. Can the student complete the state test with extended time on one day or over a period of several days? If over a period of several days, the <i>Multiple Testing Sessions</i> accommodation should be discussed.

	<ol style="list-style-type: none">5. Should the student be provided the <i>Testing in a Separate Room</i> accommodation?6. Has there been discussion as to <u>how</u> the <i>Scheduled Extended Time</i> accommodation will be provided to the student during the administration of the state test?
Testing in a Separate Room	<ol style="list-style-type: none">1. Does the student typically require a separate room to complete classroom assignments and similar classroom assessments?2. Is the student being provided another accommodation during the administration of the state test that may require the provision of the <i>Testing in a Separate Room</i> accommodation?3. Will the student receive this accommodation during the state test administration on an individual basis <u>or</u> in a small group? Has the maximum number or a range for the small group been specified?4. Does the student require a study carrel, special furniture, or special lighting?



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DEPARTMENT OF PUBLIC INSTRUCTION | June St. Clair Atkinson, Ed.D., *State Superintendent*

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April 29, 2010

TO: LEA Testing Directors/Coordinators
LEA Exceptional Children Directors
LEA Section 504 Coordinators
LEA Limited English Proficiency Coordinators

FROM: Gary Williamson, Director of Accountability Operations *GW*
Division of Accountability Services

Cindy Bennett, Director *CBB*
K-12 Curriculum, Instruction & Technology Division

Mary N. Watson, Director *MNW*
Exceptional Children Division

Elissa Brown, Director *EB*
Section 504, Academic Services and Instructional Support

SUBJECT: Testing Accommodations Must be Routinely Used in Instruction and Similar Classroom Assessments

This letter is being sent as a reminder of policies that ensure students have adequate time to routinely use approved accommodations in instruction and similar classroom assessments prior to the accommodations being used on a statewide assessment. Students eligible to receive testing accommodations include the following:

- Students with disabilities with a current Individualized Education Program (IEP),
- Students with a current Section 504 Plan,
- Students identified as limited English proficient (LEP) who score below Level 5.0 Bridging on the reading subtest of the W-APT/ACCESS for ELLs® (for all tests except grade 10 writing) and below Level 5.0 Bridging on the writing subtest of the W-APT/ACCESS for ELLs® (for grade 10 writing only), and
- Students with appropriate documentation identified with a transitory impairment.

In order for a student with disabilities and/or limited English proficiency to receive a testing accommodation, it must be documented in his/her IEP, Section 504 Plan, or LEP documentation and it should be used routinely during instruction and similar classroom assessments. Instructional accommodations can and should be used/changed as appropriate in order to meet the needs of students; however, to allow sufficient time for the testing accommodations to be routinely used there should not be additions/changes to the testing accommodations in the IEP, Section 504 Plan, LEP documentation, or transitory impairment documentation just prior to testing unless the student's

DIVISION OF ACCOUNTABILITY SERVICES

6314 Mail Service Center, Raleigh, North Carolina 27699-6314 | (919) 807-3769 | Fax (919) 807-3772

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

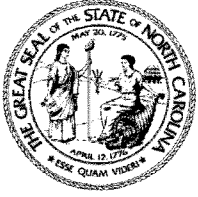
LEA Testing Directors/Coordinators
LEA Exceptional Children Directors
LEA Section 504 Coordinators
LEA Limited English Proficiency Coordinators
April 29, 2010
Page 2

eligibility status has changed (e.g., the student is newly identified as EC, the student is newly identified as having a transitory impairment). If a student is newly identified as having a disability and it is just prior to testing, any testing accommodations that are documented and implemented should have been used as interventions prior to identification. This is to ensure that students have experience using the accommodations during instruction and similar classroom assessments.

Continuing in the 2009-10 school year, if a student does not have at least 30 calendar days prior to the test date to use the accommodation then the use of the accommodation cannot be considered "routinely used" during instruction or similar classroom assessments. Please be reminded that the use of testing accommodations that are not routinely used during instruction or similar classroom assessments is a misadministration and results in invalid test scores.

GLW:CWB:MNW:EB:cp

c: Regional Accountability Coordinators
Exceptional Children Regional Consultants
Rebecca Garland, Chief Academic Officer
Angela Quick, Deputy Chief Academic Officer
Lou Fabrizio, Director of Accountability Policy & Communications
Laura Snyder, Assistant Director of Exceptional Children
Ira Wolfe, Section Chief, EC Policy, Monitoring and Audit
Tom Winton, Section Chief, EC Instructional Support & Related Services
Helga Fasciano, Section Chief, K-12 Program Areas
Sarah McManus, Section Chief, Testing Policy & Operations
Tammy Howard, Section Chief, Test Development
Carrie Perkis, Education/Testing Accountability Consultant





PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | June St. Clair Atkinson, Ed.D., *State Superintendent*

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October 27, 2009

TO LEA Superintendents
Charter School Directors

FROM Rebecca Garland, Chief Academic Officer 
Angela Quick, Deputy Chief Academic Officer 

SUBJECT Accommodations that Invalidate Test Results

As the school year gets underway, this is a reminder that there are certain accommodations that, if used for specific state tests, will invalidate the test results. This means that the student will not receive a valid score and will not count as having participated in the test administration. In order to ensure that each student has the opportunity to have a valid test administration, it is important that IEP Teams and Section 504 Committees select for each assessment only those accommodations that do not invalidate the score. As stated in the guidance on modified achievement standards published by the U.S. Department of Education (USED) on July 20, 2007, "if an IEP Team or Section 504 Committee decides that a student should use an accommodation in an assessment that results in an invalid test score, the student is considered to be a non-participant under both Title I and the *Individuals with Disabilities Education Improvement Act* (IDEA) of 2004."

If a student takes an assessment with an accommodation that invalidates the score, the assessment is no longer measuring the concepts it was intended to measure. Therefore, the score does not accurately reflect the student's academic achievement. Invalid test results must not be included in the student's permanent record, used for promotion/placement decisions or used for student or school accountability. For the ABCs Accountability Program at the school and for the federal *No Child Left Behind Act* of 2001 (NCLB), students with invalid test results will be included in the denominator (students eligible to be tested) but not included in the numerator (eligible students who have a valid test score) for participation calculations. Invalid test scores will not be included in the numerator or denominator for the ABCs performance composite or the Adequate Yearly Progress calculations. Invalid test scores will not be used to determine growth at the school for the purpose of the ABCs.

The following accommodations are **not** approved for use on state tests:

- Interpreter/Transliterator Signs/Cues Test for tests of reading comprehension,
- Test Administrator Reads Test Aloud for tests of reading comprehension,
- Assistive Technology (AT) Devices that read aloud tests of reading comprehension,
- Use of a calculator during the calculator inactive portion of mathematics tests,

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- Some AT Devices may invalidate other tests. If the device is not specifically described in the *Testing Students with Disabilities* publication, available at <http://www.ncpublicschools.org/accountability/parents/tswd>, then an Accommodation Notification Form must be completed and submitted to the NCDPI Division of Accountability Services. Through this process the LEA will be notified whether the use of the requested accommodation will result in a valid score.

As a reminder, the use of Dictation to a Scribe or the use of certain assistive technology devices or keyboarding devices that would identify/correct errors in conventions on the State writing assessments at grade 10 (e.g., prediction software, electronic spellers, outlining programs, spell check, grammar check, and/or online thesaurus) invalidates the conventions score of the writing assessments. The student will count as having participated but will receive a valid score based solely on the content of the student's response.

Please share this information with IEP Teams or Section 504 Committees to ensure that students are given the opportunity to participate in a valid test administration. If you have any questions regarding this memo, please contact Gary Williamson, Director of Accountability Operations at 919-807-3787.

RBG:AHQ:njc

c: Gary Williamson, Director of Accountability Operations
Lou Fabrizio, Director of Accountability Policy and Communications
Mary Watson, Director, Exceptional Children
Sarah McManus, Section Chief, Testing Policy and Operations
Nancy Carolan, Education Testing/Accountability Consultant
Regional Accountability Coordinators
LEA Testing Directors
LEA Exceptional Children Directors

Accommodation Notification Form North Carolina Testing Program

In rare cases where an IEP Team or Section 504 Committee decides a student with a disability requires the use of an accommodation not specified in the state accommodations publications in order to access state tests, a request must be submitted to the North Carolina Department of Public Instruction (NCDPI) Division of Accountability Services/North Carolina Testing Program. The submitted information will be reviewed by the NCDPI Division of Accountability Services/North Carolina Testing Program in conjunction with the NCDPI Exceptional Children Division, and a determination will be made regarding the validity of the accommodation. The LEA will receive a response stating whether the use of the specified accommodation will result in a valid score. The information will be shared with the Reporting Section along with a statement of validity or nonvalidity for the purposes of school accountability and Adequate Yearly Progress (AYP). Accommodations used during the administration of North Carolina tests must be used routinely during classroom instruction and similar classroom assessments.

NOTE: The use of certain unauthorized accommodations may invalidate test results. Students with invalid test results are considered nonparticipants under the Individuals with Disabilities Education Act (IDEA) and the *No Child Left Behind Act* of 2001 (NCLB). Invalid test results must not be included in the student's permanent record, used for placement decisions, or used for accountability purposes. For the ABCs Accountability Program at the school and for NCLB, students with invalid test results will be included in the denominator (students eligible to be tested) but not included in the numerator (eligible students who have a valid test score) for participation calculations. Invalid test scores will not be included in the numerator or denominator for the ABCs performance composite or the AYP calculations. Invalid test scores will not be used to determine growth at the school for the purpose of the ABCs.

Directions: Fill in all requested information. Additional pages may be attached. It is imperative that specifics be provided to ensure accurate evaluation of the accommodation and to ensure research studies duplicate the use of the accommodation during a state test administration. The school system test coordinator will send the completed form to the regional accountability coordinator, who will submit the request to the NCDPI Division of Accountability Services/North Carolina Testing Program. *The form must be received by the NCDPI within 30 days of the IEP Team or Section 504 Committee decision or at least 3 weeks before the test administration, whichever occurs first.* The LEA test coordinator will receive a response from the NCDPI Division of Accountability Services/North Carolina Testing Program specifying whether the use of the specified accommodation will result in a valid score. If the accommodation is used during the test administration, the student's answer sheet must be properly coded using the designated Accommodation Notification Form bubble in accordance with directions in the test administrator's manual.

LEA/School Code (6 digits)	<input type="text"/>
School System Name	<input type="text"/>
School Name	<input type="text"/>
Student Name	<input type="text"/>
Student ID Number	<input type="text"/>
Assigned Grade Level	<input type="text"/>
Primary Disability Classification	<input type="text"/>
Name of State Test(s)	<input type="text"/>
First Test Date	<input type="text"/>

SIDE 2

Specify the accommodation (2–3 words)

Describe in detail how the accommodation will be used during the test administration.

Explain in detail the reason(s) the accommodations available in the state accommodations publications are not appropriate for the student.

Explain in detail the reason(s) the student requires the use of the accommodation. Documentation must be on file to verify the student has used this accommodation routinely during regular classroom instruction and similar classroom assessments this school year.

Exceptional Children Teacher's Signature Date

Principal's Signature Date

LEA Test Coordinator's Signature Date

Appendix F

TESTING ACCOMMODATIONS: LOGISTICS PLANNING CHECKLIST¹

Directions: This Logistics Planning Checklist can be used in the planning and implementation of assessment accommodations for an individual student. Use the checklist by indicating Y (Yes), N (No), or NA (Not Applicable).

ACCOMMODATIONS THROUGHOUT THE ACADEMIC YEAR	Y	N	NA
1. Accommodations are documented on student's IEP or 504 Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Student uses accommodations regularly and evaluates use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. A master accommodations plan/database listing assessment accommodation needs for all students tested is updated regularly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PREPARATION FOR TEST DAY			
4. Special test editions are ordered for individual students based on information contained in master accommodations plan (e.g., audio tape, Braille, large print).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Test administrators/proctors receive a list of accommodation needs for students they will supervise (list comes from master accommodations plan/database).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Adult supervision is arranged and test administrators receive training for each student receiving accommodations in small group or individual settings, including extended time (with substitutes available).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Trained readers, scribes, and sign language interpreters are arranged for individual students (with substitutes available).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Special equipment is arranged and checked for correct operation (e.g., calculator, tape recorder, word processor).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ACCOMMODATIONS ON THE DAY OF THE TEST			
9. All eligible students receive accommodations as determined by their IEP or 504 Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Provision of accommodations is recorded by test administrator.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Substitute providers of accommodations are available as needed (e.g., interpreters, readers, scribes)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Plans are made to replace defective equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

¹Sandra J. Thompson, et al., Accommodations Manual: How To Select, Administer, and Evaluate Use of Accommodations for Instruction and Assessment of Students with Disabilities (Washington, DC: Council of Chief State School Officers, 2005) 53.

CONSIDERATION AFTER THE DAY OF THE TEST	Y	N	NA
13. Responses are transcribed to scannable answer sheets/documents for students using student marks answers in test book, special equipment, dictation to a scribe, and other accommodations in which the student does not record his or her answers on the regular answer document.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. All equipment is returned to appropriate locations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Students who take make-up tests receive needed accommodations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Effectiveness of accommodations use is evaluated by test administrators and students, and plans are made for improvement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Review of Accommodations Used During Testing

Student Name	
NC WISE ID	
Case Manager	
Choose one of the following plans (according to order of accommodations documentation):	<input type="checkbox"/> IEP <input type="checkbox"/> Section 504 Plan <input type="checkbox"/> LEP Plan <input type="checkbox"/> Transitory Impairment Documentation
Dates of Plan	Start Date: _____ End Date: _____
Test	<input type="checkbox"/> EOC <input type="checkbox"/> EOG <input type="checkbox"/> Writing (Grade 10) <input type="checkbox"/> NCEXTEND2 <input type="checkbox"/> ACCESS for ELLs
Subject/Subtest	

Complete one form per test. Prior to testing, complete column 1. During/after testing, complete the remainder of the form. Completed forms should be kept in the student's IEP folder and/or Section 504/LEP/transitory impairment documentation to be accessible for future reference.

NOTE: While the list below includes all state-approved accommodations, some do not apply to students identified solely as LEP.

Testing accommodations should be consistent with the accommodations used routinely during classroom instruction and on similar classroom assessments.

☐ Regular ☐ Retest ☐ Other

School	
Grade	
Test Date	
Test Administrator	

To Be Completed Prior to Testing		To Be Completed during/after Testing	
Required Accommodations Documented on Student's IEP/Section 504 Plan/LEP Plan/Transitory Impairment Documentation		Was this accommodation provided to the student during testing?	Describe the specific details of how this accommodation was provided to the student. Did the student use the accommodation? If yes, how did he/she use it?
<input checked="" type="checkbox"/>	Example: Test Administrator Reads Test Aloud (In English) Specify: <input type="checkbox"/> Read by Student Request <input checked="" type="checkbox"/> Read Everything <input type="checkbox"/> Other	Yes	<i>Test administrator read the entire test aloud. Student followed along while the test administrator read aloud.</i>
<input type="checkbox"/>	Braille Edition		
<input type="checkbox"/>	Large Print Edition		
<input type="checkbox"/>	One Test Item Per Page Edition		
<input type="checkbox"/>	Assistive Technology Devices Specify:		
<input type="checkbox"/>	Braille Writer/Slate and Stylus (and Braille Paper)		
<input type="checkbox"/>	Cranmer Abacus		
<input type="checkbox"/>	Dictation to a Scribe		
<input type="checkbox"/>	Interpreter/Transliterator Signs/Cues Test		
<input type="checkbox"/>	Keyboarding Devices		
<input type="checkbox"/>	Magnification Devices		
<input type="checkbox"/>	Word-to-Word Bilingual (English/Native Language) Dictionary/Electronic Translator (LEP only)		
<input type="checkbox"/>	Student Marks Answers in Test Book		
<input type="checkbox"/>	Student Reads Test Aloud to Self		
<input type="checkbox"/>	Test Administrator/Computer Reads Test Aloud (In English) <input type="checkbox"/> Read by Student Request Specify: <input type="checkbox"/> Read Everything <input type="checkbox"/> Other		
<input type="checkbox"/>	Hospital/Home Testing		
<input type="checkbox"/>	Multiple Testing Sessions Specify:		
<input type="checkbox"/>	Scheduled Extended Time Amount:		
<input type="checkbox"/>	Testing in a Separate Room Specify:		
<input type="checkbox"/>	Special NCDPI-Approved Accommodation(s) Specify:		

Printed name of person completing this portion of form:

Signature of person completing this portion of form:

Printed name of person completing this portion of form:

Signature of person completing this portion of form:

Comments/considerations for next IEP/504/LEP/TI team meeting:

Review of Accommodations Used During **NCEXTEND1** Testing

Student Name	
NC WISE ID	
Case Manager	
Check if EC student is identified LEP:	<input type="checkbox"/> LEP
Dates of Plan	Start Date: End Date:
Test	NCEXTEND1
Subject	

Complete one form per test. Prior to testing, complete column 1. During/after testing, complete the remainder of the form. Completed forms should be kept in the student's IEP folder to be accessible for future reference.
*Accommodations for the **NCEXTEND1** should be consistent with the accommodations used routinely during classroom instruction and on similar classroom assessments.*

☐ Regular ☐ Retest ☐ Other

School	
Grade	
Test Date	
Assessor 1	

To Be Completed Prior to Testing		To Be Completed during/after Testing	
Required Accommodations Documented on Student's IEP		Was this accommodation provided to the student during testing?	Describe the specific details of how this accommodation was provided to the student. Did the student use the accommodation? If yes, how did he/she use it?
<input checked="" type="checkbox"/>	Example: Multiple Testing Sessions Specify: <i>5 minute break every 15 minutes</i>	Yes	<i>The student took a 5 minute break every 15 minutes as scheduled.</i>
<input type="checkbox"/>	Braille Materials		
<input type="checkbox"/>	Large Print Materials		
<input type="checkbox"/>	Assistive Technology Devices Specify:		
<input type="checkbox"/>	Braille Writer/Slate and Stylus (and Braille Paper)		
<input type="checkbox"/>	Dictation to a Scribe		
<input type="checkbox"/>	Interpreter/Transliterator Signs/Cues Test		
<input type="checkbox"/>	Keyboarding Devices		
<input type="checkbox"/>	Magnification Devices		
<input type="checkbox"/>	Word-to-Word Bilingual (English/Native Language) Dictionary/Electronic Translator (LEP only)		
<input type="checkbox"/>	Student Reads Test Aloud to Self		
<input type="checkbox"/>	Hospital/Home Testing		
<input type="checkbox"/>	Multiple Testing Sessions Specify:		
<input type="checkbox"/>	Testing in a Separate Room		
<input type="checkbox"/>	Responds with Use of Augmentative Communication Device, Picture Board, etc. Specify:		
<input type="checkbox"/>	Writes with Pictures Using an Augmentative Communication Device, Picture Board, etc. Specify:		
<input type="checkbox"/>	Adaptations to NCDPI-provided manipulatives, such as raised lines, enlarged text/pictures, placement of pictures on information boards, and use of student-specific symbols		
<input type="checkbox"/>	Special NCDPI-Approved Accommodation(s) Specify:		

Printed name of person completing this portion of form:

Signature of person completing this portion of form:

Printed name of person completing this portion of form:

Signature of person completing this portion of form:

Comments/considerations for next IEP/504/LEP/TI team meeting:

ACKNOWLEDGEMENTS

Clip art from Free School Days Clip Art on <http://www.phillipmartin.info/clipart/school.htm>