

6.0 Administrative Considerations, Accessibility Features, and Accommodations



COLORADO
Department of Education

6.1 Introduction

Administrative considerations, accessibility features, and accommodations are changes to assessment administration that provide individual students access to test. Administrative considerations and accessibility features are available to any student, as appropriate, while accommodations are only available to students with disabilities and students learning English who have a documented need on their IEP, 504, or Multilingual Learner (ML) plans.

Districts must have a plan in place to ensure and monitor the appropriate use of administrative considerations, accessibility features, and accommodations. Any *modification* of the assessment fundamentally changes the assessment's intended measure and, therefore, is a misadministration resulting in an invalid score.

6.1.1 Administrative Considerations

Administrative considerations are available to any student who may benefit from a change in the *testing conditions*. Districts and schools have the authority to make administrative determinations for any student as long as test security is not compromised, and testing environment requirements are met. Generally, most students are tested with their peers; however, under certain circumstances, a student may benefit from a change in the testing conditions. The following considerations are available to all students for both computer-based and paper-based testing:

- Adaptive and specialized equipment or furniture (e.g., slant board, yoga ball)
- Frequent breaks that do not stop the testing clock
- Noise buffers/headphones
- Separate or alternate location
- Small group testing
- Specified seating
- Time of day

Note: Administrative considerations are not recorded in PANext.

Adaptive and Specialized Equipment or Furniture

Some students may require specialized equipment or furniture such as special seating, weighted vests, fidget tools, or adaptive keyboards and should have access to it during testing. If the other students in the testing environment are familiar with the furniture/equipment (so it is determined not to be a disruption to others), students using the furniture/equipment do not need to test in a separate environment.

Frequent Breaks that DO NOT Stop the Testing Clock

Students must complete each test unit within the specified unit testing time (by content area). Breaks do not stop the testing clock. During breaks, cover or close student testing device screens or paper-based materials. Students are not allowed to have anything that is prohibited during testing during their breaks.

Students are to remain in the testing environment for breaks during each testing unit. Students may stand up, walk around, or engage in similar activities. The exception for students remaining in the testing environment is for the restroom. In these cases, plan for an escort to minimize the student's interactions with other students on a different testing schedule.

Assess students in an individual testing environment or in a group testing environment for students with similar break needs. Maintain the secure standardized testing environment, and break activity must not distract other students in the testing environment. Students may not interact with one another; only interactions with adults are allowed. Students may not discuss any questions or their answers on the assessment during breaks. Reading, accessing the internet, or making and/or receiving phone calls is not allowed during a break.

Noise Buffers

Noise cancelling headphones, earplugs, or other noise buffers **not connected to any audio device** are allowed.

Note: Check noise buffer compatibility with auditory presentation modes (e.g., text-to-speech) prior to testing.

Separate or Alternate Location

Students may test in a separate or alternate location from peers as long as standardized test procedures are followed.

Small Group Testing

Students may test in a 1:1 or small group testing environment. Assessment policy does not prescribe the minimum or maximum group size for any student; however, for students with IEP, 504, or ML plans, schools must follow group guidelines as documented on the plans (e.g., “less than ten students” or “no more than eight students”). If the plan does not specify the maximum number of students in the small group, follow common practice used for that student during instruction and classroom/district assessment.

Specified Seating

Seating students in specified locations in the testing environment during assessment is allowed, as determined at the local level. For example, a student may benefit from being seated away from the door or windows to minimize distractions or away from a heating/cooling vent.

While seating is an administrative consideration, position students in a suitable manner for testing (i.e., lying on the floor during testing **is not** appropriate). Additionally, it is not appropriate to seat a student in a location that is not visible to the Test Administrator, such as behind a bookshelf separating the student from the rest of the room.

Time of Day

Assessment policy does not prescribe the time of day for testing; however, for students with IEP, 504 or ML plans, schools must follow guidelines as documented on the plans. Students requiring a specific time of day for assessment typically have medical needs that impact performance during some portion of the day.

Students testing at a specific time of day should follow the same testing order as close to the general test schedule as possible. Students may not discuss questions or their answers outside of the test session.

If testing on a different timeline from the general student testing schedule is necessary, consult the DAC when developing the student’s unique testing schedule to ensure all requirements for test security are met and minimize disruption to the student’s instruction.

6.1.2 Accessibility Features

Accessibility features are available to all students to *increase the accessibility* of the assessments. Embedded and Test Administrator-provided accessibility features are available to all students on CMAS assessments. Students determine when and how to utilize these tools throughout the testing experience. Pre-selection of auditory presentation, including text-to-speech and PBT oral scripts; enlarged pointer; and color contrast accessibility features is required during the form assignment or initial ordering process. For more information on form assignment and ordering PBT oral scripts, see the *Quick Reference Guide to Special Forms and Ordering* located in *Appendix B* of this manual.

While accessibility features like auditory presentation can be made available to all students, they may not be appropriate for all students. Students eligible for CBT text-to-speech or PBT oral script should use similar access strategies during instruction and classroom assessments.

Note: Contact CDE Assessment regarding ELA/CSLA. Any modification of the assessment is a misadministration and will result in an invalid score.

The following tools are available to all students and meet the access needs of most students.

Table 1: Embedded or Locally Provided Tools

Tool	Description	Assessment	TestNav Location (CBT)	Paper-based Tools (PBT)
Answer Eliminator	Visually eliminate (with a red "X") one or more answers	All	Toolbar	Notecard provided by school
Calculator – 4 Function	Addition, subtraction, division, multiplication, and percentage functions	Grade 5 Science	Toolbar	Calculator provided by school
Calculator – 5 Function	Addition, subtraction, division, multiplication, percentage, and square root functions	Grade 6 Math Grade 7 Math	Toolbar	Calculator provided by school
Calculator – Scientific	A range of functionality for general math, algebra, trigonometry, and statistics	Grade 8 Math Grade 8 Science Grade 11 Science	Toolbar	Calculator provided by school
Line Reader Mask	A mask for text that allows a student to read line-by-line	Math and ELA only	User Menu	Ruler or notecard provided by school
Notepad	Take notes (replaces scratch paper)	ELA and Science	Toolbar	Scratch paper provided by school
Pointer (default)	Select answer choices, drag answer choices to correct spots, select image hot spots, or deselect any other tool	All	Toolbar	Not applicable
Pointer – Enlarged	A range of pointer sizes for increased visual accessibility	All	Toolbar	Not applicable
Protractor	Measure angles in degrees	Grades 4 through 7 Math	Toolbar	Included in appropriate test kits
Ruler – Centimeter*	Measure lengths in 1 cm increments	Available as appropriate by assessment	Toolbar	Included in appropriate test kits
Ruler – Inch*	Measure lengths in ¼" increments	Available as appropriate by assessment	Toolbar	Included in appropriate test kits
Spell Check	Checks the student's constructed responses for spelling	ELA only	Constructed Response Toolbar	External spell check device provided by school
Text Highlighter	Highlight words	All	Pointer	Highlighter provided by school
Zoom	Zoom in or out on the screen	All	PC: Keyboard Command (Ctrl and + or -) Mac: Keyboard Command (Command and + or -) iPad or Touch screen: Pinch Chromebook Keyboard command (Ctrl and + or -)	Magnifier provided by school

*Students may use the ruler tool as a line reader guide.

Accessibility Features Pre-assigned through SR/PNP

The following computer-based testing (CBT) accessibility features are available to students through TestNav only if they are assigned in PAnext prior to testing:

- Color Contrast
- Enlarged Pointer
- Zoom
- Auditory Presentation: Text-to-Speech for Math, Science, and Social Studies

Color Contrast

Color contrast is available for students who use similar tools to access content during instruction and classroom assessment. For online testing, color contrast settings allow the student to select alternate colors for text and background. There are six contrast setting options from which a student may select a combination that best meets their needs. When the color contrast setting is pre-assigned in PAnext through the SR/PNP, the background and text are automatically adjusted. Some graphics (e.g., charts, graphs, tables, maps and drag-and-drop boxes) are presented in full color on a white background.

For paper-based testing, students may use **external color overlays** if they use similar tools to access content during instruction and classroom-based assessment to adjust print to page contrast. These overlays are full or partial pages of colored plastic. External overlays are provided by the school.

Note: For online testing, students may use external overlays combined with color contrast settings. Many items include color graphics that overlays may impact. It is expected that students using overlays will need to adjust their use depending on what is on the screen, similar to how they address the issue during typical computer work.

Students should have the opportunity to practice with the color contrast functionalities and/or overlays on the student practice resources prior to testing. Functionality is dependent upon specific item type and device configurations. The student can adjust color contrast settings through the User Menu in TestNav.

Special Accessibility Feature Assignment Required:

- Field = Test Format
 - Expected Value = O = Online OR P = Paper
- Field = Color Contrast
 - Expected Value = refer to information below*

*Indicate color overlay (expected value = 07) for students requiring color contrast for PBT or for students who use a color overlay *instead* of a contrast setting for CBT. If a student uses a color overlay together with a contrast setting for CBT, indicate the contrast setting PAnext *instead* of color overlay.

01 = black text on cream background

Students were given the following description of a macromolecule

- made of carbon, hydrogen, and oxygen
- used as the backbone of genetic molecules
- used for energy and as a structural component

To which group does this molecule belong?

- A. protein
- B. lipid
- C. nucleic acid
- D. carbohydrate

02 = black text on light blue background

Students were given the following description of a macromolecule:

- made of carbon, hydrogen, and oxygen
- used as the backbone of genetic molecules
- used for energy and as a structural component

To which group does this molecule belong?

- A. protein
- B. lipid
- C. nucleic acid
- D. carbohydrate

03 = black text on magenta background

Students were given the following description of a macromolecule

- made of carbon, hydrogen, and oxygen
- used as the backbone of genetic molecules
- used for energy and as a structural component

To which group does this molecule belong?

- A. protein
- B. lipid
- C. nucleic acid
- D. carbohydrate

04 = white text on black background

Students were given the following description of a macromolecule

- made of carbon, hydrogen, and oxygen
- used as the backbone of genetic molecules
- used for energy and as a structural component

To which group does this molecule belong?

- A. protein
- B. lipid
- C. nucleic acid
- D. carbohydrate

05 = yellow text on dark blue background

Students were given the following description of a macromolecule

- made of carbon, hydrogen, and oxygen
- used as the backbone of genetic molecules
- used for energy and as a structural component

To which group does this molecule belong?

- A. protein
- B. lipid
- C. nucleic acid
- D. carbohydrate

06 = gray text on green background

Students were given the following description of a macromolecule

- made of carbon, hydrogen, and oxygen
- used as the backbone of genetic molecules
- used for energy and as a structural component

To which group does this molecule belong?

- A. protein
- B. lipid
- C. nucleic acid
- D. carbohydrate

Enlarged Pointer

An enlarged pointer is available for students who use similar tools to access content during instruction and classroom assessment. For online testing, this feature presets the student's test form to use an enlarged pointer within TestNav. There are six options from which a student can be assigned a pointer that best meets their needs (see below).

Students should have the opportunity to practice with the enlarged pointer prior to testing. This is done through adjusting the SR/PNP settings of a secure online student practice resource through the PearsonAccess^{next} Training Site.

Special Accessibility Feature Assignment Required:

- Field = Test Format
 - Expected Value = 0
- Field = Enlarged Pointer
 - Expected Value =
 - 01 = medium
 - 02 = large
 - 03 = extra-large
 - 04 = extra-large-black
 - 05 = extra-large-green
 - 06 = extra-large-yellow

Zoom

A zoomed-in (magnified view) screen is available for students who use similar tools to access content during instruction and classroom assessment. For online testing, zoom settings allow the student to select the magnification level of the on-screen content. There are five preset zoom setting options from which a student may select magnification that best meets their needs. When the zoom setting is pre-assigned in PANext through the SR/PNP, the on-screen content is automatically adjusted.

Students should have the opportunity to practice with the zoom feature on the app-based student practice resources prior to testing. The student can adjust zoom settings through the User Menu in TestNav.

Special Accessibility Feature Assignment Required:

- Field = Test Format
 - Expected Value = 0
- Field = Zoom
 - Expected Value =
 - 110 = 110%
 - 120 = 120%
 - 150 = 150%
 - 175 = 175%
 - 200 = 200%

Auditory Presentation: Text-to-speech (TTS) for Math, Science, and Social Studies

The following information applies to math, science, and social studies assessments. Text-to-speech is the computer-based auditory presentation feature available to students who are unable to decode printed or tactile code. These students receive auditory presentation of text during instruction and classroom assessment. Through TTS, on-screen text is read aloud to the student by means of embedded text-to-speech software. **Note:** Contact CDE Assessment regarding ELA. Any modification of the assessment is a misadministration and will result in an invalid score.

Word-for-word highlighting accompanies the device's reading of the on-screen text. Just before a section of text is read, it is highlighted in yellow; each word in that section is highlighted in blue as it is read by the device. When words that appear in an image or graphic are read, the entire graphic panel is highlighted by a blue box. **Note:** Highlight colors may change if different color contrast settings are selected.

Students assigned to the TTS form determine how and when they interact with the feature. The student may utilize the TTS tool in two ways.

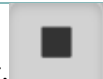
1. Select the "Play" button to read all text from the beginning of the item to the end, including sources.



2. The "Toggle Click-to-Hear" button allows the student to select the starting point for activating TTS.



Students use the "Stop" button to stop the reading.



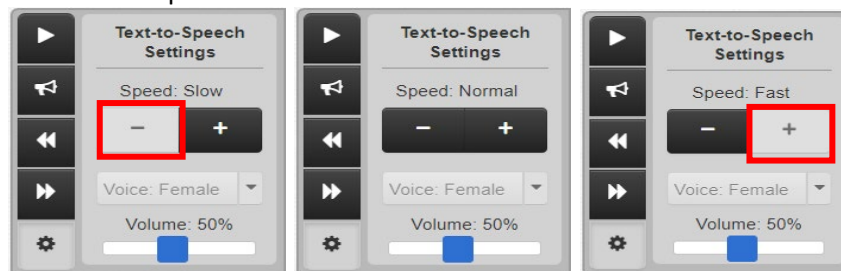
Students use the "Jump Back" button to move the reading to the beginning of the section.



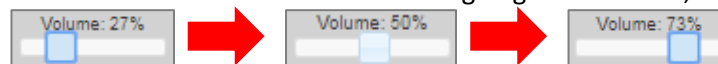
Students use the "Skip Ahead" button to move the reading to the beginning of next section.



Students can adjust TTS reading speed during testing by selecting the Settings button. Select the plus or minus buttons to increase or decrease the speed of the audio.



Students may adjust TTS volume during testing by moving the Volume slider left or right to decrease or increase the volume; however, if the device volume is not "turned on" before signing into TestNav, audio is not accessible.



If tested in a group, students assigned to the TTS form must wear headphones. Students must set the volume at such a level that there is no sound leakage to surrounding students. Students must verify the volume is "turned on" before signing into TestNav by using the "Test Audio" function on the TestNav Sign In screen. These students may take the assessment with other students who are using TTS, as well as students who are not using TTS. Students who are unable to use headphones may use speakers; however, this accessibility feature and consideration requires testing in a one-on-one environment.

During testing, TTS is only available to students who were pre-assigned the TTS form through the SR/PNP in PANext during form assignment.

Students should have the opportunity to practice with TTS functionalities on the student practice resources prior to testing. Functionality is dependent upon specific item type. Students may only use TTS through TestNav. Device operating system accessibility features are not allowed during testing.

Special CBT Form Assignment Required:

- Field = Test Format
 - Expected Value = 0 = Online
- Field = Text-to-Speech
 - Expected Value = 02 = English Text-to-Speech
 - Expected Value = 03 = Spanish Text-to-Speech

While the TTS accessibility feature is available to all students, it may not be appropriate for all students. Students eligible for TTS should be using similar access strategies during instruction and classroom assessment.

Accessibility Features Pre-assigned and Pre-ordered through SR/PNP

Assignment of the paper-based testing (PBT) accessibility feature, Auditory Presentation: PBT Script for Math, Science, and Social Studies, is required in PAnext prior to the end of the initial materials order window on January 24, 2025.

Auditory Presentation: PBT Script for Math, Science, and Social Studies

The following information applies to math, science, and social studies assessments. PBT script is the paper-based auditory presentation available to a student who is unable to decode printed or tactile code and receives auditory presentation of text during instruction and classroom assessment. Through an auditory presentation script, assessment text is read aloud to the student by a Test Administrator. **Note:** Contact CDE Assessment regarding ELA/CSLA. Any modification of the assessment is a misadministration and will result in an invalid score.

A trained Test Administrator uses the auditory presentation script to read the entire test orally to a student who is unable to decode printed or tactile code. Administration on a 1:1 basis is recommended (i.e., one Test Administrator to one student). A student should have the option of asking a reader to slow down or repeat text. Test Administrators must read word-for-word from the physical auditory script and may not read from the test book. Auditory presentation scripts are secure; return auditory presentation scripts to the vendor after testing.

Test Administrators must be able to read and pronounce all text correctly. Refer to the *1.2.5 Who May Administer the Assessments* in this manual for additional qualifications of Test Administrators.

Test Administrators may have supervised access to the auditory presentation script for the paper-based form 24 hours prior to administration. This time is to ensure that Test Administrators are familiar with the content terminology and the appropriate practices associated with this accommodation.

Note: While it is anticipated that most students requiring auditory presentation scripts are able to complete the testing session within the standard testing time, due to the nature of auditory presentation and the need to repeat questions and answer options as requested, an auditory presentation script testing session may take additional time.

Special PBT Form Assignment Required:

- Field = Test Format
 - Expected Value = P = Paper
- Field = Auditory/Signed Presentation: Script (Reader/Signer)
 - Expected Value = 02 = Auditory/Signer Script

If the paper-based form and *Auditory/Signed Presentation: Script* are indicated in PAnext before January 24, 2025, the test book and auditory presentation script are received with the district's automatic initial shipment. If the paper-based form and *Auditory/Signed Presentation: Script* are not indicated in PAnext before January 24, an additional order is required.

If an additional order is required due to missed deadline:

- Indicate information under "Special PBT Form Assignment Required" on PNP for student's test
- Place Additional Order through PAnext for correct grade level, content area, and language:
 - Test Book/Kit

- PBT Auditory/Signed Presentation Script

Note: PBT and CBT auditory/signer scripts are not interchangeable. The PBT auditory/signer script does not match a computer-based test and the CBT auditory/signer script does not match a paper-based test.

While the PBT auditory presentation accessibility feature is available to all students, it may not be appropriate for all students. Students eligible for PBT auditory presentation should be using similar access strategies during instruction and classroom assessment.

Accessibility Features that do not Require Pre-assignment

Test Administrator-provided accessibility features are available to all students on CMAS assessments. These accessibility features may require testing students in a separate environment.

- General Administration (SAY) Directions Clarified and Repeated as Needed (by Test Administrator)
- Read Aloud to Self

General Administration (SAY) Directions Clarified and Repeated as Needed (by Test Administrator)

Upon request from a student, the Test Administrator clarifies general administration directions (SAY directions) only after reading the directions word-for-word from the *Test Administrator Manual*. A student may also raise their hand and request repetition of the SAY directions. Clarifying or reading passages or test questions for students is not allowed.

Read Aloud to Self

A student may read the assessment aloud to him/herself. Devices, such as “whisper phones” are allowed.

This accessibility feature requires the student to test in a 1:1 environment separate from other students.

6.1.3 Accommodations

Assessment accommodations are changes made to assessment procedures that provide a student with access to comprehensible information and an improved opportunity to demonstrate knowledge and skills without affecting the reliability or validity of the assessment. Accommodations provided to a student are based on individual need documented in the student’s approved IEP or 504 plan. Students may only utilize accommodations for testing that are specifically listed in the IEP or 504 plan. In addition to accommodations for students with disabilities, Multilingual Learner (ML) accommodations are available to students with a language proficiency designation of NEP or LEP.

Accommodations may not be provided based on a category of disability, level of instruction, environment, or another group characteristic. No accommodations may be provided to a student merely because they are a member of an instructional group. Accommodations should not provide an unfair advantage to any student. Providing accommodations for the sole purpose of increasing test scores is not ethical.

Responsibility for confirming the need and appropriateness of an accommodation rests with the school-based staff involved with each student’s instructional program. **The SAC and/or DAC must maintain a master list of all students and their accommodations to ensure appropriate CBT forms are assigned and PBT forms are ordered for students prior to testing.**

Accommodations are available for students with disabilities and/or MLs for both online and paper-based forms of the assessments. The following sections provide information regarding specific accommodations:

- Presentation Accommodations
- Response Accommodations
- Timing Accommodations
- Multilingual Learner Accommodations

In these sections, information is provided on the overall use of the accommodation; additional information is provided if directions vary between paper-based and computer-based accommodation delivery. Some accommodations require special form assignment and ordering physical materials.

With sufficient time to properly plan test administration, DACs and SACs shall collect information regarding students who require testing accommodations. It is imperative test administration reflects needs documented in a student’s formal educational plan, and that the student is only provided accommodations comparable to those used regularly during instruction and on classroom and district assessments (unless a student is accustomed to a particular accommodation, introducing that accommodation on CMAS may impede the student’s performance). Once accommodations are verified, the DAC and SAC use this list to identify available resources (e.g., sign language

interpreters, translators, and assistive technology equipment) and space needed for small group testing or individual administrations.

Test Administrators who manage “accommodated testing groups” must receive training on the appropriate way to administer that specific assessment accommodation. Training on all applicable accommodations is required for Test Administrators who administer the assessment to students with multiple accommodations.

Important: Colorado Revised Statute §22-7-1006.3 (1) states:

(d) If all or any portion of a state assessment requires a student to use a computer to take the assessment, at the request of a local education provider, the department of education must administer the portions of the state assessment that require a computer in a format that a student may complete using pencil and paper. Each local education provider shall report to the department the number of students it enrolls who will take the state assessment in a pencil-and-paper format.

(e) The department shall review and update assessment administration and security policies as necessary to maintain the integrity of the assessments.

Note: For CBT assessments, while an accommodation may not be identical to the accommodation used during instruction, it should be comparable (e.g., instructional auditory presentation through books on tape is comparable to auditory presentation through text-to-speech).

Presentation Accommodations

Presentation accommodations are changes to the way the assessment is presented to a student with a need for the accommodation, as documented on an IEP or 504 plan. These accommodations do not change the construct of the assessment. Presentation accommodations are available for both computer-based and paper-based assessments. **Note:** To assign a presentation accommodation, the “Accommodation Type” field in the student’s PearsonAccess^{next} registration must be set to “IEP504” or “Both” (indicating the student has both an IEP/504 and ML plan).

Table 2: Computer-based and Paper-based Presentation Accommodations

Accommodation	Computer-based		Paper-based		
	Relevant Accessibility Features Available to All Students	IEP or 504	Relevant Accessibility Features Available to All Students	IEP or 504	
Presentation	Alternate Format (CBT or PBT)*	Standard paper-based test	Not applicable	Standard computer-based test	Not applicable
	Assistive Technology	Adaptive keyboard, etc.	Ex: screen reader	External devices such as AAC device	Ex: doc camera
	Auditory Presentation for Math, Science, and Social Studies**	TTS	Auditory/Signer Script for Translation and Signing	Auditory/Signed Presentation Script	Auditory/Signed Presentation Script
	Braille	Not applicable	Refer to Tactile Graphics	Not applicable	Braille test book with tactile graphics
	Large Print (18-point font)	Zoom	Zoom	Not applicable	Large Print test materials
	Low-Vision Devices (CCTV, etc.)	Zoom	Zoom, projector, magnifier, etc.	Not applicable	Projector, magnifier, etc.
	Signed Presentation for Math, Science, and Social Studies**	Not applicable	Auditory/Signer Script for Translation and Signing	Not applicable	Auditory/Signer Script for Translation and Signing
	Tactile Graphics	Not applicable	AT form with tactile graphics materials	Not applicable	Refer to Braille
	Visual Descriptions	Not applicable	Visual Descriptions	Not applicable	Refer to Large Print

*The paper-based form of the CMAS assessments is available to any student. If a school/district is using computer-based assessments for their general student population, the paper-based form is available as an accommodation. Conversely, the computer-based form of the CMAS assessments is available to any student. If a school/district is using paper-based assessments for their general student population, the computer-based form is available as an accommodation.

Contact CDE Assessment regarding ELA/CSLA. **Reminder: Any modification of the assessment is a misadministration and will result in an invalid score.

Alternate Format (CBT or PBT)

CBT	<p>The computer-based form of the assessment is available to any student; however, if a school/district is using paper-based assessments for their general student population, the computer-based form is available as an accommodation for students with disabilities and/or MLs as identified on their IEP/504 or ML plan.</p> <p>Special CBT Form Assignment Required:</p> <ul style="list-style-type: none"> • Field = Test Format <ul style="list-style-type: none"> ○ Expected Value = 0 = Online
PBT	<p>The paper-based form of the assessment is available to any student; however, if a school/district is using computer-based assessments for their general student population, a paper-based form is available as an accommodation for students with disabilities and/or MLs (identified on their IEP/504 or ML plan) such as students who:</p>

- Have a neurological disorder, a condition that causes seizures, or another health condition that prevents the student from accessing the computer;
- Need Auditory Presentation support beyond text-to-speech and thus require an auditory presentation script for PBT; or
- Have an IEP or 504 plan that requires assistive technology that is not compatible with CBT administration.

Special PBT Form Assignment Required:

- Field = Test Format
 - Expected Value = P = Paper

If *PBT* is indicated for an individual student in PAnext before January 24, 2025, the test book is received in the district’s initial shipment. If *PBT* is not indicated in PAnext before January 24, an additional order is required.

If an additional order is required due to a missed deadline:

- Indicate information under “Special PBT Form Assignment Required” on PNP for student’s test
- Place Additional Order through PAnext for correct grade level and content area:
 - Test Book/Kit

Assistive Technology (AT)

The assistive technology form, as defined for the CMAS assessment, is available for students who use assistive technology to access instruction in the classroom on a day-to-day basis, for assessments, and have appropriate documentation on their formal IEP or 504 plans to use the technology for state assessments.

Assistive technology includes but is not limited to software, computers, and adaptive computer input/output devices.

Do not assign this Assistive Technology form in the following cases:

- Some students may require software that is not compatible with TestNav. These students may use a second device to provide access to that software. The second device may not have Internet access. Indicate use of assistive technology through the Response Accommodation fields, as appropriate (e.g., speech-to-text, word prediction). Ensure Bluetooth and internet connectivity on secondary devices are disabled during testing.
- Speech-to-text (STT), augmentative and alternative communication (AAC) devices, hearing aids, FM systems, or glasses are not considered assistive technology for the purposes of state assessments.

CBT For assistive technology that is compatible with TestNav, special form assignment is required. The AT form is intended to interact with specific types of AT software, such as screen readers or adaptive keyboards. The AT form reads the code embedded within the item. Some selected response and in-line choice items are presented in a format that allows the technology to interact with the assessment. Not all constructed response editing tools are available for student use because of AT software interactions. Ensure any student assigned the AT form uses software specifically intended for computer access.

Note: Contact CDE Assessment for use of a screen reader on ELA. Use of a screen reader on ELA modifies the assessment. Any modification of the assessment is a misadministration and will result in an invalid score.

Special CBT Form Assignment Required for Math and ELA:

- Field = Test Format
 - Expected Value = O = Online
- Field = Assistive Technology
 - Expected Value = Y = Yes

PBT No additional information.

Auditory Presentation Math, Science, and Social Studies

The following information applies to math, science, and social studies. Auditory presentation is available to a student who is unable to decode printed or tactile code and receives auditory presentation of text during instruction and classroom assessment.

CBT Refer to *6.1.2 Accessibility Features – Auditory Presentation: Text-to-Speech (TTS) for Math, Science, and Social Studies*.

PBT Refer to *6.1.2 Accessibility Features – Auditory Presentation: PBT Script for Math, Science, and Social Studies*.

Braille

Available only to students with an IEP or 504 plan with a documented diagnosis of blindness/visual impairment. Determine appropriateness for use of this accommodation with a teacher certified in the area of visual impairments.

Only a teacher of the visually impaired (TVI) proficient in reading the braille code used by the student may administer this assessment. This accommodation is typically administered in an individual assessment environment.

Note: While it is anticipated that most students are able to complete testing session within the standard testing time, due to the nature of the test administration and the need to for the student to respond in the manner the student uses instructionally, the testing session may take additional time.

CBT A student who is blind or has a visual impairment takes the assessment using their preferred assistive technology device/screen reader software (e.g., refreshable braille display, JAWS), pending a trial using the AT practice forms (securely delivered through the PAnext Training Site) with the student’s assistive technology device/software.

This online accommodated form reads information on the screen using screen reader software. If the student is not using headphones, the student must test in a separate one-on-one setting.

Notes:

- Contact CDE Assessment for use of a screen reader on ELA as this is a modification to the assessment. Any modification of the assessment is a misadministration and will result in an invalid score.
- A student who uses screen reader may also need tactile graphics. Refer to the *Tactile Graphics* information later in this section.

Special CBT Form Assignment Required for Math and ELA:

- Field = Test Format
 - Expected Value = O = Online
- Field = Assistive Technology
 - Expected Value = Y = Yes

PBT The braille test books include content presented in the identified braille code (UEB or UEB Math/Science) and embedded tactile graphics. As needed, visual descriptions are also embedded in the braille test books if a visual description is more accessible than a tactile graphic (as determined by a committee of braille readers). The Teacher Notes received in the braille test kits indicate differences between the braille test book and the standard print test book included for transcription (including added visual descriptions).

The following contents may be included in braille kits (varies by grade level and content area):

- Student
 - UEB or UEB Math/Science Braille Test Books
 - Math only:
 - Braille Protractor (grades 4-7 only; rulers are embedded in the braille test books for all grades)
 - UEB (w/Nemeth) or UEB Math/Science Braille Math Reference Sheets (grades 5-8 only)
 - Science only:
 - UEB (w/Nemeth) or UEB Math/Science Braille Periodic Table (grade 11 only)

- Teacher
 - Teacher Notes for Braille
 - Auditory Presentation Script for Braille (for use as documented on student IEP/504 plans)
 - Transcription Instructions
 - Standard Print Test Book for Transcription

Test Administrators/TVIs may have access to the *Teacher Notes* (included in the braille kit) 24 hours prior to the administration of the assessment to ensure all needed materials are procured. Early access to other assessment materials is not allowed other than to verify the correct grade and content area materials were received by reviewing the test book cover only.

Test Administrators transcribe student work demonstrated using tactile tools, such as an abacus or alternate graphing, into the standard print test book included in the braille kit. Test Administrators may assist in placement of a straight edge, or other tools needed, as requested by the student.

The student may record their answers directly on the adapted format book, on blank braille paper, or use a braille or braille note-taker. The student’s responses are **transcribed** by a TVI into the standard print test book (included in the braille kit) to submit for scoring. Student work and/or answers not transcribed are not scored. See *6.1.6 Transcription Instructions*.

Special PBT Form Assignment Required:

- Field = Test Format
 - Expected Value = P = Paper
- Field = Visual Accommodations
 - Expected Value = 01 = UEB (with Nemeth for Math and Science)
 - Expected Value = 02 = UEB Math/Science

If the braille form is indicated in PAnext before January 24, 2025, it is received in the district’s initial shipment. If the braille form is not indicated in PAnext before January 24, an additional order is required.

If an additional order is required due to a missed deadline:

- Indicate information under “Special PBT Form Assignment Required” on PNP for student’s test
- Place Additional Order through PAnext for correct grade level, content area, and braille code:
 - Braille Kit

Large Print (18-point font)

CBT	<p>Refer to <i>6.1.2 Accessibility Features – Zoom</i></p> <p>Students enlarge the on-screen text and images using “ctrl +” on the keyboard for PCs and Chromebooks, and “command +” on the keyboard for Macs. Students return to standard size by using “ctrl –” keys for PCs and Chromebooks, and “command –” on Macs. Additionally, the zoom tool is available through the TestNav User Menu. On touch screen devices, students enlarge and reduce using pinch-to-zoom.</p> <p>Students may need to scroll left-right or up-down to view all content when the content is enlarged. Larger monitors allow for increased text and image size with less scrolling.</p> <p>Students should have the opportunity to practice with zoom functionality on app-based CPRs prior to testing.</p>
PBT	<p>Large print paper-based forms are available for students as documented in their IEP or 504 plans.</p> <p>The large print test is packaged as a kit. The large print test books are printed in full color on ivory paper. Test questions are printed in 18-point font; graphics are enlarged. The large print test books are spiral-bound, and the dimensions of the books are 14 inches by 18 inches.</p>

The following contents may be included in the large print kits (varies by grade level, content area, and need):

- Student
 - Large Print Test Book
 - Visual Descriptions Document – As needed, separate visual descriptions are automatically included in the large print test kits. These picture descriptions describe select images or graphics in the student’s test book.
 - Math only
 - Protractor (grades 4-7 only)
 - Ruler
 - Large Print Math Reference Sheets (grades 5-8 only)
 - Science only
 - Large Print Periodic Table (grade 11 only)
 - Magnifier Sheet – Included to increase font size as not all text on the science materials meets the 18-point font minimum.
- Teacher
 - Transcription Instructions
 - Standard Print Test Book for Transcription

Test Administrators transcribe student answers into the standard print test book provided in the large print kit and return to the vendor for scoring. Student work and/or answers that are not transcribed are not scored. See *6.1.6 Transcription Instructions*.

Note: Students should be familiar with the use of large print and large paper-based test books as part of their regular instruction and classroom testing environment.

Special PBT Form Assignment Required:

- Field = Test Format
 - Expected Value = P = Paper
- Field = Visual Accommodations
 - Expected Value = 06 = Large Print

If large print is indicated in PAnext before January 24, 2025, the kit is received in the district’s initial shipment. If the large print is not indicated in PAnext before January 24, an additional order is required.

If an additional order is required due to a missed deadline:

- Indicate information under “Special PBT Form Assignment Required” on PNP for student’s test
- Place Additional Order through PAnext for correct grade level, content area, and language:
 - Large Print Kit

Low-Vision Devices

CBT Refer to *6.1.2 Accessibility Features – Zoom*

Students enlarge the on-screen text and images using “ctrl +” on the keyboard for PCs and Chromebooks, and “command +” on the keyboard for Macs. Students return to standard size by using “ctrl –” keys for PCs and Chromebooks, and “command –” on Macs. Additionally, the zoom tool is available through the TestNav User Menu. On touch screen devices, students enlarge and reduce using pinch-to-zoom.

Students may need to scroll left-right or up-down to view all content when the content is enlarged. Larger monitors allow for increased text and image size with less scrolling.

Students should have the opportunity to practice with the zoom functionalities on the CPRs prior to testing.

PBT	<p>Students use their low vision device with a standard print or large print paper-based form. Student answers in test book. Transcription is only required if the student uses a large print test book.</p> <p>Note: Students should be familiar with the use of the low vision device on paper-based test books as part of their regular instruction and classroom testing environment</p>
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Signed Presentation for Math, Science, and Social Studies – Sign System/Language

The following information applies to math, science, and social studies assessments. Signed presentation is available to a student who is unable to decode printed or tactile code and receives signed presentation of text during instruction and classroom assessment. Signed presentation is available to students with an IEP or 504 plan only, with a documented diagnosis of hearing impairment and whose primary mode of communication is a sign system/language.

A trained Test Administrator signs the entire test to a student who is unable to decode text. Administration on a 1:1 basis is recommended (i.e., one Test Administrator to one student). A student should have the option of asking a signer to slow down or repeat text. Test Administrators must follow the script and may not read from a test book or device.

Interpreters interpret the *Auditory/Signer Script for Translation* in the sign language/system typically used with the student (ASL, PSE, or SEE) during instruction. The *Auditory/Signer Script for Translation* and any notes made to facilitate sign language system/interpretation are secure testing materials; return scripts to the vendor after testing.

Interpreters may have supervised access to the script four working days prior to administration to ensure they are familiar with the content terminology and with the appropriate practices associated with this accommodation. Interpreters must use interpretation techniques and tools that do not compromise the security of the assessments or provide an unfair advantage over any other student (e.g., signs used do not provide information that would cue the student to the correct answer; interpreters must not clarify, elaborate, or provide assistance with the meaning of words). Instructions for early access are found in *3.3.1 Training Plan* under *Accessibility Features and Accommodations Training*.

Notes:

- Contact CDE Assessment regarding ELA/CSLA. Any modification of the assessment is a misadministration and will result in an invalid score.
- While it is anticipated that most students are able to complete testing session within the standard testing time even with this accommodation, due to the nature of auditory and signed presentation and the need to repeat questions and answers as requested, an auditory/signer script testing session may take additional time.
- PBT and CBT auditory/signer scripts are not interchangeable. The PBT auditory/signer script does not match a computer-based test and the CBT auditory/signer script does not match a paper-based test.
- Students should be familiar with the use of signed presentation part of their regular instruction and classroom testing environment

CBT	<p>An acceptable practice for this accommodation is for the interpreter to sit next to the computer facing the student to allow for the interpreter to point to content words not translated as indicated in the script. This allows the student to maintain contact with the interpreter and the print simultaneously.</p> <p>Special CBT Form Assignment Required:</p> <ul style="list-style-type: none"> • Field = Test Format <ul style="list-style-type: none"> ○ Expected Value = 0 = Online • Field = Auditory/Signed Presentation: Script (Reader/Signer) <ul style="list-style-type: none"> ○ Expected Value = 01 = Signer/Lang Other than Eng/Spa <p>Special Session Assignment Required:</p> <ul style="list-style-type: none"> • Proctor Reads Aloud = box checked • Form Group Type = Auditory/Signed Presentation
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	<p>If the appropriate information is indicated in PAnext before January 24, 2025, the materials are received in the district’s initial shipment. If the appropriate information is not indicated in PAnext before January 24, an additional order is required.</p> <p>If an additional order is required due to a missed deadline:</p> <ul style="list-style-type: none"> • Indicate information under “Special CBT Form Assignment Required” on PNP for student’s test • Place Additional Order through PAnext for correct grade level and content area: <ul style="list-style-type: none"> ○ CBT Auditory/Signer Script for Translation
PBT	<p>Special PBT Form Assignment Required:</p> <ul style="list-style-type: none"> • Field = Test Format <ul style="list-style-type: none"> ○ Expected Value = P = Paper • Field = Auditory/Signed Presentation: Script (Reader/Signer) <ul style="list-style-type: none"> ○ Expected Value = 01 = Signer/Lang Other than Eng/Spa <p>If the appropriate information is indicated in PAnext before January 24, 2025, the materials are received in the district’s initial shipment. If the appropriate information is not indicated in PAnext before January 24, an additional order is required.</p> <p>If an additional order is required due to a missed deadline:</p> <ul style="list-style-type: none"> • Indicate information under “Special PBT Form Assignment Required” on PNP for student’s test • Place Additional Order through PAnext for correct grade level and content area: <ul style="list-style-type: none"> ○ Test Book/Kit ○ PBT Auditory/Signer Script for Translation

Tactile Graphics

CBT	<p>Tactile graphics are images that use raised surfaces so a student with a visual impairment can feel them. They convey non-textual information.</p> <p>Special CBT Assignment Required:</p> <ul style="list-style-type: none"> • Field = Test Format <ul style="list-style-type: none"> ○ Expected Value = O = Online • Field = Assistive Technology <ul style="list-style-type: none"> ○ Expected Value = Y = Yes • Field = Visual Accommodations <ul style="list-style-type: none"> ○ Expected Value = 04 = Tactile Graphics (UEB w/Nemeth) ○ Expected Value = 05 = Tactile Graphics (UEB Math/Science) <p>If Tactile Graphics is indicated in PAnext before January 24, 2025, the appropriate materials are received in the district’s initial shipment <i>only if there are items on the assessment that require use of tactile graphics</i>. If Tactile Graphics is not indicated in PAnext before January 24, the DAC may need to place an additional order for the appropriate materials depending on the necessity of tactile graphics for that grade level and content area. CDE will communicate additional information to DACs regarding materials.</p> <p>If an additional order is required due to a missed deadline:</p> <ul style="list-style-type: none"> • Indicate information under “Special CBT Assignment Required” on PNP for student’s test • Place Additional Order through PAnext for correct grade level, content area, and braille code: <ul style="list-style-type: none"> ○ Tactile Graphics
PBT	<p>Refer to <i>6.1.3 Accommodations – Presentation Accommodations – Braille</i>.</p>

Visual Descriptions

CBT	<p>Visual descriptions describe select images or graphics in the student’s test. Descriptions are only available for tests and items that were identified as needing visual description by an accessibility committee.</p> <p>Special CBT Assignment Required:</p> <ul style="list-style-type: none">• Field = Test Format<ul style="list-style-type: none">○ Expected Value = O = Online• Field = Assistive Technology<ul style="list-style-type: none">○ Expected Value = Y = Yes• Field = Visual Accommodations<ul style="list-style-type: none">○ Expected Value = 03 = Visual Descriptions <p>If Visual Descriptions is indicated in PAnext before January 24, 2025, the appropriate materials are received in the district’s initial shipment <i>only if there are items on the assessment that require use of visual descriptions</i>. If Visual Descriptions is not indicated in PAnext before January 24, the DAC may need to place an additional order for the appropriate materials depending on the necessity of visual descriptions for that grade level and content area. CDE will communicate additional information to DACs regarding materials.</p> <p>If an additional order is required due to a missed deadline:</p> <ul style="list-style-type: none">• Indicate information under “Special CBT Assignment Required” on PNP for student’s test• Place Additional Order through PAnext for correct grade level and content area:<ul style="list-style-type: none">○ Visual Descriptions
PBT	Refer to <i>6.1.3 Accommodations – Presentation Accommodations – Large Print</i> .

Response Accommodations

Response accommodations are changes to the way the student responds to the assessment. These must be documented in an IEP or 504 plan. These accommodations do not change the construct of the assessment. Response accommodations are available for both computer-based and paper-based assessments. **Note:** To assign a response accommodation, the “Accommodation Type” field in the student’s PearsonAccess^{next} registration must be set to “IEP504” or “Both” (indicating the student has both an IEP/504 and ML plan).

Table 3: Computer-based and Paper-based Response Accommodations

Accommodation		Computer-based	Paper-based
Response	Assistive Technology	IEP or 504	IEP or 504
	Braille/Braille Note-taker	Not Applicable	IEP with Visual Impairment Only
	Scribe for Math, Science, and Social Studies	IEP or 504	IEP or 504
	Speech-to-Text	IEP or 504	IEP or 504
	Talking Calculator/Abacus/Tactile Math Manipulatives	IEP with Visual Impairment Only	IEP with Visual Impairment Only
	Word Prediction	IEP or 504	IEP or 504

Assistive Technology (AT)

The assistive technology accommodation is available to students, as documented on their IEP or 504 plans, who use AT to respond in the classroom on a day-to-day basis and for assessments. These students must use technology in lieu of a scribe for state assessments. AT includes but is not limited to computers, keyboards, communication devices (i.e., AAC devices, switch), and adaptive computer input/output devices.

Additional considerations for test security apply when students use AT, including speech-to-text and word prediction.

- Students must not retrieve or access work from another student.
- Students must not access additional programs/applications, devices, or the Internet while testing.
- Student must not access any previously saved data while in the testing environment.
- AT devices storing student answers are secure test materials. Students may not have access to AT devices until all secure materials are removed from the device. Secure devices that contain secure materials with other secure testing materials.

Verbatim transcription must occur in the presence of a second trained staff member who verifies the transcription. Student work and/or answers are not scored if they are not transcribed. See *6.1.6 Transcription Instructions*. For students who use AT and/or augmentative communication devices that:

- **Do not** produce a printed product, perform transcription of responses directly from the device.
- **Do** produce a printed product, print student work and transcribe responses into TestNav or the student’s test book prior to the student beginning the next test unit.

Only authorized personnel may have access to the test, test materials and student answers. Schools must have procedures in place for secure retrieval of printed materials. Remove all student responses from the AT device immediately following the transcription or printing for transcription purposes. It is the DAC’s responsibility to ensure this is done in a secure manner. The DAC may adapt the *Secure Data Removal* form, found in *Appendix G*, to verify completion of this activity. Make documentation available upon request by CDE.

Printed pages containing the student’s answers are secure materials. Return printed pages to the SAC along with any used scratch paper from the test unit.

Notes:

- Ensure all Bluetooth and internet connectivity of secondary devices are disabled during testing.
- Extra time is not provided for “lost” work.

CBT	<p>Some students may require software that is not compatible with TestNav. These students may have a second device in the testing environment to provide access to that software. The second device may not have Internet access or Bluetooth connectivity.</p> <p>For AT that is compatible with TestNav, special form assignment is required. Special CBT Form Assignment Required:</p> <ul style="list-style-type: none"> • Field = Test Format <ul style="list-style-type: none"> ○ Expected Value = O = Online • Field = Assistive Technology <ul style="list-style-type: none"> ○ Expected Value = Y = Yes* <p>*The AT form and TTS form are not compatible. If the TTS form is assigned for presentation, and assistive technology is needed for response, the student should access AT on a second device (documented in PNP through only “Response Accommodation” fields, not the “Assistive Technology” field). Local transcription is required (refer to <i>6.1.6 Transcription Instructions</i>).</p>
PBT	No additional information.

Braille/Braille Note-Taker

The braille/braille note-taker accommodation is available only to students with an IEP or 504 plan with a documented diagnosis of blindness/visual impairment. Determine appropriateness for use of this accommodation with a teacher certified in the area of visual impairments (TVI). Only a TVI proficient in reading the braille code used by the student can provide this accommodation.

Administration must take place in an individual testing environment with adequate space for all materials, including the braille test book and braille/braille note-taker.

Only authorized personnel may have access to the test, test materials, and student answers. Any pages (braille paper, braille produced, or printed from a braille note-taker) containing the student’s answers are secure materials and must be returned to the SAC along with any used scratch paper from the test unit.

PNP Indicators: Not applicable

CBT	Not applicable.
PBT	The student may record their answers directly on the adapted format book, on blank braille paper, or use a braille or braille note-taker. The TVI completes verbatim transcription of the student’s responses into the standard print test book (included in the braille kit) in the presence of a second school adult (refer to <i>6.1.6 Transcription Instructions</i>). Student work and/or answers that are not transcribed are not scored.

Scribe for Math, Science, and Social Studies

The following information applies to math, science, and social studies assessments. For ELA, including CSLA, refer to *6.1.4 Unique Accommodations* as the scribe accommodation requires an approved UAR for ELA/CSLA.

The scribe accommodation is available for students as documented in their IEP or 504 plans. In making decisions on whether to provide this accommodation, teams are instructed to consider whether the student has either:

- A physical disability that severely limits or prevents the student’s motor process of writing through keyboarding or paper/pencil; **or**
- A disability that severely limits or prevents the student from expressing their thoughts in writing, even after varied and repeated attempts to teach the student to do so.

Before listing the accommodation in the student’s IEP or 504 plan, teams should also consider whether the student meets all the following requirements:

- The student receives ongoing, intensive instruction, and/or research-based interventions to learn written expression, as deemed appropriate by the IEP, 504 plan team; **and**

- The student has access to written expression during routine instruction through the use of a scribe, except when the student is receiving direct writing instruction; **and**
- The student’s inability to express in written form is documented in an IEP or 504 plan.

Students who use assistive technology to respond in the classroom on a day-to-day basis, for assessments, and who have appropriate documentation on their IEP or 504 plans must use technology in lieu of a scribe for state tests.

The student must be assessed in a separate, one-on-one testing environment.

The scribe must record student responses verbatim into the answer field on the test. The scribe may not prompt or question the student or correct a student’s responses. The scribe may ask the student to restate words, as needed. The scribe may use proper mechanics and spelling. Scribes must be familiar with content vocabulary. For math, the scribe may not set up problems for the student; the student must indicate all steps and work for any given item. The scribe may take notes on scratch paper as dictated by the student. All scratch paper and notes will be turned into the SAC.

The scribe must allow the student to review the scribed response to make edits. If requested by the student, the scribe may read the scribed response back to the student. Re-read the response in an even tone, being careful not to cue the student to errors. The student may dictate changes or edits to the scribe, and the scribe must make those changes exactly as dictated by the student, even if a change is incorrect. Changes are only allowed during the testing session.

The scribe may ask, “Are you finished?” or, “Is there anything you want to add or remove?” A scribe must take care not to imply in any way that an answer is incomplete or incorrect through these questions.

The scribe may respond to procedural questions asked by the student such as, “Do I have to use the entire space to answer the question?” The scribe may indicate, “No.”

Given the interaction with test materials and involvement in recording responses, it is recommended that two adults are present in the testing environment. Scribes must read and write proficiently in the student’s spoken or communicative language (English, Spanish, or AAC device).

PNP Indicators:

- Field = Response Accommodation
 - Expected Value = 02 = Scribe

CBT	<p>The Scribe for Math, Science, and Social Studies accommodation is not appropriate based solely on:</p> <ul style="list-style-type: none"> • A student’s preference to speak rather than write/type. • A student’s poor attention span. • A student’s behavioral response to writing. <p>Scribes must keyboard proficiently. The student tells the scribe exactly what to type directly into the student’s test, and, if needed, indicates answers to select on selected response items.</p>
PBT	<p>The Scribe for Math, Science, and Social Studies accommodation is not appropriate based solely on:</p> <ul style="list-style-type: none"> • A student’s poor handwriting. • A student’s preference to speak rather than write/type. • A student’s poor attention span. • A student’s behavioral response to writing. <p>Scribes must write legibly. The student tells the scribe exactly what to write in the test book, and, if needed, indicates answers to select on selected response items.</p>

Speech-to-Text (STT)

The speech-to-text (STT) accommodation is available to students with a documented need identified on their IEP or 504 plans. Because this accommodation requires the student to provide answers orally, this accommodation must be provided in an individual 1:1 testing environment. District use of speech-to-text software on CMAS must be approved by CDE before testing. The *Speech-to-Text and Word Prediction Security Agreement Supplement* is found on the [State Assessment Accommodations Training](#) page.

Additional considerations for test security must be applied when students use STT software.

- Students must not retrieve or access work from another student.
- Students must not be able to access additional programs/applications or the Internet while testing.
- Students must not be able to access any previously saved data while in the testing environment.

Second devices used for STT with student answers on them are secure test materials and must be secured as such. For students using second devices that:

- **Do not** produce a printed product, perform transcription of responses directly from the device.
- **Do** produce a printed product, print student work and transcribe responses into TestNav or the student's test book prior to the student beginning the next test unit.

Verbatim transcription should occur in the presence of a second school adult and follow the transcription guidelines (refer to *6.1.6 Transcription Instructions*). Student work and/or answers that are not transcribed are not scored.

Note: Extra time may not be given for "lost" work.

STT programs that have a kiosk/guided access mode that lock out all other applications/programs while testing should be used. STT programs that can still access the internet while in kiosk/guided access mode are not approved for use by individual students during testing. The text-to-speech and/or auditory component of the STT software must be disabled for use on the ELA assessment. Contact the DAC for the list of district-approved STT programs that ensure student privacy and restrict internet access while in kiosk/guided access mode. The DAC should contact CDE for guidance on how to set up testing for these students.

Only authorized personnel may have access to the test, test materials, and student answers. Schools must have procedures in place for secure retrieval of printed materials. Remove all student responses from the assistive technology device immediately following the transcription or printing for transcription purposes. Students may not have access to assistive technology devices that contain secure materials until all secure materials are removed from those devices. Secure devices that contain secure materials with other secure testing materials. It is the DAC's responsibility to ensure this is done in a secure manner. It is the DAC's responsibility to ensure that the *Speech-to-Text and Word Prediction Security Agreement Supplement*, District Use of Speech-to-Text and Word Prediction forms, and District level Privacy Policies are submitted to and approved by CDE. The DAC may adapt the *Secure Data Removal* form (*Appendix G*) to verify that this was completed. Make documentation available upon request by CDE.

Printed pages containing the student's answers are secure materials. Return printed pages to the SAC along with any used scratch paper from the test unit.

PNP Indicators:

- Field = Response Accommodation
 - Expected Value = 01 = Speech-to-Text

CBT Since the student is speaking, individual, 1:1 administration is required. STT software is not compatible with TestNav 8. Students use a second device in the testing environment to provide access to STT software. The second device may **not** have Internet access.

The STT accommodation **is not** appropriate based solely on:

- A student's preference to speak rather than write/type.

	<ul style="list-style-type: none"> • A student’s poor attention span. • A student’s behavioral response to writing. <p>Note: Students should be familiar with the use of STT as part of their regular instruction and classroom testing environment</p>
PBT	<p>Since the student is speaking, individual, 1:1 administration is required. Students using STT with the paper-based assessment use a separate device in the testing environment to provide access to STT software. This device may not have Internet access.</p> <p>The STT accommodation is not appropriate based solely on:</p> <ul style="list-style-type: none"> • A student’s poor handwriting. • A student’s preference to speak rather than write/type. • A student’s poor attention span. • A student’s behavioral response to writing. <p>Note: Students should be familiar with the use of STT as part of their regular instruction and classroom testing environment</p>

Talking Calculator/Abacus/Tactile Math Manipulatives

The talking calculator/abacus/tactile math manipulatives accommodation is available only to students with an IEP or 504 plan with a documented diagnosis of blindness/visual impairment. Assess students who use a talking calculator in a separate testing environment. The student uses the calculator or abacus used during daily instruction on all units of the science assessment and the calculator sections/units of the math assessment.

PNP Indicators: Not applicable

CBT	Talking calculator or abacus is used in place of the embedded calculator in TestNav.
PBT	<p>The student’s work on the abacus (or braille) is recorded in the test book by the Test Administrator for constructed response items.</p> <p>All extra/adaptive papers used by the student during the assessment are secure materials. Return extra/adaptive papers to the SAC for secure destruction.</p>

Word Prediction

The word prediction accommodation is available to students as documented on their IEP or 504 plans. Students may use commercially published word prediction software on assistive technology and/or second devices. All constraints indicated with assistive technology apply. The software must work independent of the Internet. Word prediction software is used to answer constructed response items. District use of word prediction software on CMAS must be approved by CDE before testing. The *Speech-to-Text and Word Prediction Security Agreement Supplement* is found on the [State Assessment Accommodations Training](#) page.

Additional considerations for test security must be applied when students use word prediction software.

- Students must not retrieve or access work from another student.
- Students must not be able to access additional programs/applications or the Internet while testing.
- Students must not be able to access any previously saved data while in the testing environment.

Students must manipulate the software program and their work independently. Test Administrators may not assist students or provide instructions for use of the program during testing.

Second devices used for STT with student answers on them are secure test materials and must be secured as such. For students using second devices that:

- **Do not** produce a printed product, perform transcription of responses directly from the device.

- **Do** produce a printed product, print student work and transcribe responses into TestNav or the student’s test book prior to the student beginning the next test unit.

Verbatim transcription should occur in the presence of a second school adult and follow the transcription guidelines (refer to *6.16 Transcription Instructions*). Student work and/or answers that are not transcribed are not scored.

Note: Extra time may not be given for “lost” work.

Word prediction programs that have a kiosk/guided access mode that lock out all other applications/programs while testing should be used. Word prediction programs that can still access the internet while in kiosk/guided access mode are not approved for use by individual students during testing. The text-to-speech and/or auditory component of the word prediction software must be disabled for use on the ELA assessment. If students are using an auditory component to the word prediction software on the math, science, and social studies assessment, they must use headphones that prevent other students from hearing the sounds, or test in a separate, one-on-one environment. Contact the DAC for the list of district-approved word prediction programs that ensure student privacy and restrict internet access while in kiosk/guided access mode. The DAC should contact CDE for guidance on how to set up testing for these students.

Only authorized personnel may have access to the test, test materials and student answers. Schools must have procedures in place for secure retrieval of printed materials. Remove all student responses from the assistive technology device immediately following transcription or printing for transcription purposes. It is the DAC’s responsibility to ensure this is done in a secure manner. It is the DAC’s responsibility to ensure that the *Speech-to-Text and Word Prediction Security Agreement Supplement*, District Use of Speech-to-Text and Word Prediction forms, and District level Privacy Policies are submitted to and approved by CDE. The DAC may adapt the *Secure Data Removal* form (*Appendix G*) to verify this was completed. Make documentation available upon request by CDE.

Printed pages containing the student’s answers are secure materials. Return printed pages to the SAC along with used scratch paper. Students may not have access to assistive technology devices that contain secure materials until they are removed from the device. Secure devices that contain secure materials with other secure testing materials.

PNP Indicators:

- Field = Word Prediction
 - Expected Value = Y = Yes

CBT	<p>Word prediction software is not compatible with TestNav. Students will use a second device in the testing environment to provide access to word prediction software. The second device may not have Internet access.</p> <p>Students may use word prediction software as a tool to inform the responses they input directly into the test engine itself. In such cases, the student completes the assessment independently.</p> <p>If the student is generating their entire response on a second device with the word prediction software, print student work and the Test Administrator transcribes the responses into TestNav before the student begins the next test unit.</p> <p>Note: Students should be familiar with the use of word prediction as part of their regular instruction and classroom testing environment</p>
PBT	<p>Students using word prediction with the paper-based assessment will use a separate device in the testing environment to provide access to word prediction software. This device may not have Internet access.</p> <p>Note: Students should be familiar with the use of word prediction as part of their regular instruction and classroom testing environment</p>

Timing Accommodations

Adjustments to the unit testing time may be made for students with a documented need for the accommodation in their IEP or 504 plans. **Note:** To assign a timing accommodation, the “Accommodation Type” field in the student’s PearsonAccess^{next} registration must be set to “IEP504” or “Both” (indicating the student has both an IEP/504 and ML plan).

Table 4: Computer-based and Paper-based Timing Accommodations

	Accommodation	Computer-based	Paper-based
Timing	Time and a Half	Math/ELA/Science	Math/ELA/CSLA/Science
	Double Time	Math/ELA/Science	Math/ELA/CSLA/Science
	Stop-the-Clock Breaks	Math/ELA/Science	Math/ELA/CSLA/Science

Time and a Half

The time and a half accommodation is available to students as documented on their IEP or 504 plan. Scheduling of time and a half extended time sessions should follow the same testing order and be as similar to the general test schedule as possible. Students must be assessed in individual or group testing environments with students with similar extended time needs.

Students with extended time accommodations must be given a unit in a continuous block of time and may not be brought back to work on or complete that unit at a later time (each unit must be completed within the school day in which it was started). Any breaks while the student is testing a unit must be supervised and students may not have access to any materials restricted during testing. Breaks do not stop testing time and may not be extended breaks (i.e., 15 minutes or more). While on break, students may not interact with other students.

Districts may choose to implement policies that allow students to exit the physical testing environment after they completed the assessments. However, it is critical that students leaving the environment are not disruptive to students who are still testing. Students should not feel compelled to complete the test quickly due to peer pressure, or due to being the last student working on the assessment. It is recommended that students with similar skills and abilities be assessed together.

If the standard unit testing time for that session has passed and all students have completed testing (for PBT all test materials must first be turned in), the testing unit may end.

PNP Indicators:

- Field = Extended Time
 - Expected Value = IEP504 or Both

Double Time

The double time accommodation is available to students as documented on their IEP or 504 plan. Scheduling of extended time sessions should follow the same testing order and be as similar to the general test schedule as possible. Students must be assessed in individual or group testing environments with students with similar extended time needs.

Students with extended time accommodations must be given a unit in a continuous block of time and may not be brought back to work on or complete that unit at a later time (each unit must be completed within the school day in which it was started). Any breaks while the student is testing a unit must be supervised and students may not have access to any restricted materials during testing. Breaks do not stop testing time and may not be extended breaks (i.e., 15 minutes or more). While on break, students may not interact with other students.

Districts may choose to implement policies that allow students to exit the physical testing environment after they have completed the assessments. However, it is critical that students leaving the environment are not disruptive to students who are still testing. Students should not feel compelled to complete the test quickly due to peer pressure, or

due to being the last student working on the assessment. It is recommended that students with similar skills and abilities be assessed together.

If the standard unit testing time for that session has passed and all students have completed testing (for PBT all test materials must first be turned in), the testing unit may end.

PNP Indicators:

- Field = Extended Time
 - Expected Value = IEP504 or Both

Stop-the-Clock Breaks

Available to students as documented on their IEP or 504 plan. Students requiring stop-the-clock breaks typically experience extreme fatigue or have other medical needs that must be addressed while testing (e.g., check blood sugar, visit nurse).

Medical Notes:

- Students may leave the testing environment to take care of medical needs. Efforts must be made to minimize interaction with other students during this time.
- For unforeseeable medical concerns such as seizure activity, follow “ill during testing” procedures.
- For other medical concerns such as testing blood sugar levels, or visual fatigue (students with a documented vision impairment only), breaks are untimed and should not be counted towards “testing time”.

Outside of stop-the-clock breaks, students must complete each unit within the unit testing time. Test Administrators must track start and end time of breaks to ensure that students are given the appropriate unit testing time.

Breaks are not overnight. Once a unit has begun, it must be completed during the same academic day. Students are to remain in the testing environment for breaks during each unit. The student may stand up, walk around, or engage in similar activities. The exception for students remaining in the testing environment would be for the restroom or if a student needs to access special equipment, such as sensory equipment for calming. In these cases, arrangements must be made for the student to be escorted to minimize interactions with other students on a different testing schedule.

Students must be assessed in individual or group testing environments with students with similar break needs. The secure standardized testing environment must be maintained, and the break activity must not be a distraction to other students. Students should not interact with one another. Students may not discuss any questions or their answers on the assessment during breaks.

Secure assessment material may not be removed from the test environment during breaks. Reading, accessing the internet, or making and/or receiving phone calls is not allowed during a break.

PNP Indicators: Not applicable

CBT	During breaks, cover or turn off student computer screens.
PBT	During breaks, cover or close student test materials.

Multilingual Learner (ML) Accommodations

Multilingual Learners with a language proficiency designation of NEP or LEP are eligible for ML accommodations. Accommodations for students learning English change the way the assessment is presented to a student, how the student responds to assessment questions, or timing of the assessment. Accommodations are based on documented needs as indicated in ML plans. MLs with a language proficiency designation of FEP, FELL, or PHLOTE are not eligible for ML accommodations on state assessments. ML accommodations do not change the construct of the assessment. ML accommodations are available for both computer-based and paper-based assessments. **Note:** To assign an ML accommodation, the “Accommodation Type” field in the student’s PearsonAccess^{next} registration must be set to “ML” or “Both” (indicating the student has both an IEP/504 and ML plan).

Additional Notes:

- ML plan designs vary by district and school. ML plans may be at the district, school, or student level.
- The requirement for participation in an English language development program for five years or less does not include pre-school or kindergarten.
- **Auditory Presentation – English** for math, science, and social studies is available to all students as an accessibility feature through text-to-speech for computer-based testing and oral scripts for paper-based testing (refer to *6.1.2 Accessibility Features*).
- **Auditory Presentation – Spanish** for math, science, and social studies is available as an accessibility feature to ML students using Spanish forms of the assessments. This accessibility feature is provided through text-to-speech for computer-based testing and auditory presentation scripts for paper-based testing (refer to *6.1.2 Accessibility Features*).
- **Large Print – Spanish** is an accommodation available to ML students using Spanish forms of the assessments who also have disabilities as documented on an IEP or 504 plan (refer to *6.1.3 Accommodations – Presentation Accommodations*).
- **Scribe – Spanish** for math, science, and social studies is an accommodation available to ML students using Spanish forms of the assessments who also have disabilities as documented on an IEP or 504 plan (refer to *6.1.3 Accommodations – Response Accommodations*). Scribe for CSLA constructed response is available for some ML students who also have a disability as documented on an IEP or 504 plan and requires a CDE-approved UAR (refer to *6.1.4 Unique Accommodations*).
- **Speech-to-text – Spanish** is an accommodation available to some students using Spanish forms of the assessment who also have disabilities as documented on an IEP or 504 plan (refer to *6.1.3 Accommodations – Response Accommodations*).

Table 5: ML Accommodations

	ML Accommodation	Content Area(s)	Notes
Presentation	Auditory Presentation – Translated	Math Science Social Studies	<ul style="list-style-type: none"> • Auditory presentation scripts are translated locally. Translation is only allowed for languages other than English or Spanish. • Materials: <ul style="list-style-type: none"> ○ CBT - Auditory Presentation: Oral Script for Translation CBT ○ PBT - Auditory Presentation: Oral Script for Translation PBT
	Spanish Form	CSLA in place of ELA Math Science Social Studies	<ul style="list-style-type: none"> • CSLA is paper-based. • Math, science, and social studies materials: <ul style="list-style-type: none"> ○ CBT – Spanish or Spanish with Text-to-Speech ○ PBT - Spanish Paper Test
	Translated General Administration (SAY) Directions	All	<ul style="list-style-type: none"> • Only the general administration (SAY) directions that appear in the TAM may be translated. • Spanish SAY directions – CBT and PBT • Languages other than English or Spanish - local translation required
	Word-to-Word Dictionary	All	<ul style="list-style-type: none"> • Provided locally - may not contain definitions
Response	Response in Language other than English or Spanish**	Math Science Social Studies	<ul style="list-style-type: none"> • Student written response - requires local translation and transcription • Student spoken response (scribe) - must have IEP/504 and ML plan - requires local scribing, translation, and transcription
	Scribe - English	ELA* Math Science Social Studies	<ul style="list-style-type: none"> • As English is not the native language, the scribe accommodation may be appropriate based on ML plan documentation. • For ELA, constructed response scribing requires a CDE-approved UAR based on IEP/504 (refer to <i>6.1.4 Unique Accommodations</i>).
	Speech-to-Text - English	ELA Math Science Social Studies	<ul style="list-style-type: none"> • As English is not the native language, the speech-to-text accommodation may be appropriate based on ML plan documentation.
	Spanish Response	CSLA in place of ELA Math Science Social Studies	<ul style="list-style-type: none"> • Student written response - CSLA form - Spanish response required • Student written response - English forms (excluding ELA) - do not translate and transcribe Spanish responses • Student spoken response (scribe) - must have IEP/504 and ML plan*
	Word Prediction	ELA Math Science Social Studies	<ul style="list-style-type: none"> • Provided locally - Students use commercially published word prediction software on assistive technology devices to answer constructed response items. (May not connect to the Internet.)
Timing	Time and a Half	Math ELA or CSLA Science Social Studies	<ul style="list-style-type: none"> • Spanish forms - must have IEP/504 • English forms - ML plan qualifies student for accommodation
	Stop the Clock Breaks	Math ELA or CSLA Science Social Studies	<ul style="list-style-type: none"> • Spanish forms – must have an IEP/504 • English forms – ML plan qualifies student for accommodation

*For ELA/CSLA, assignment and delivery of this accommodation requires an approved UAR. See *6.1.4 Unique Accommodations* for information.

**Given the complexity of translating and transcribing student responses into the online form of the assessment, the paper-based form is recommended.

Auditory Presentation for Math, Science, and Social Studies – Translated

The following information applies to math, science, and social studies assessments. This accommodation is available to students with a primary or home language other than English or Spanish in an English language development program for five years or less. Students should have received content-based instruction (math or science) in their native language within the school year.

The Test Administrator (TA) uses the locally translated script to read the entire test to a student who is unable to **decode** text. TAs should be provided on an individual, 1:1 basis so each student has the option to ask the reader to slow down or repeat text. TAs must read word-for-word from the oral script and may not read from the test book. TAs must be able to read and pronounce the student’s native language correctly. Translators may have supervised access to the auditory presentation script four days prior to administration to ensure familiarity with content terminology and this accommodation’s appropriate practices. Translators must use translation techniques and tools that do not compromise assessment security. Instructions for early access are found in *3.3.1 Training Plan. The Auditory/Signer Script for Translation* and translated scripts are secure and must be returned to the vendor after testing.

Note: While it is anticipated that most students requiring oral scripts will be able to complete the testing session within the standard testing time, due to the nature of auditory presentation and the need to repeat questions and answer options as requested, an oral script testing session may take additional time.

Special Form Assignment Required:

- Field = Test Format
 - Expected Value = O = Online or P = Paper
- Field = Auditory/Signed Presentation: Script (Reader/Signer)
 - Expected Value = 01 = Signer/Lang Other than Eng/Spa

If the appropriate information is indicated in PAnext before January 24, 2025, the appropriate materials are received with the district’s automatic initial shipment. If the appropriate information is not indicated in PAnext before January 24, an additional order is required.

If an additional order is required due to a missed deadline:

- Indicate information under “Special Form Assignment Required” on PNP for student’s test
- Place Additional Order through PAnext for correct grade level, content area, and testing mode:
 - Online
 - CBT Auditory/Signer Script for Translation
 - Paper
 - Test Book/Kit
 - PBT Auditory/Signer Script for Translation

CBT	Special Session Assignment Required: <ul style="list-style-type: none">• Proctor Reads Aloud = box checked• Form Group Type = Auditory/Signed Presentation
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PBT	No additional information.
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Spanish Form

Math, science, and social studies assessments are available in Spanish. The Colorado Spanish Language Arts (CSLA)* is a paper-based accommodated version of the ELA assessment available to qualifying students in grades 3 and 4 (eligible students must have received Spanish language arts instruction within the school year).

Districts must determine if the Spanish math, science, or CSLA form is the best choice for the student or if an English CMAS form with ML accommodations or translated CoAlt assessment will better help the student access assessment content. District assessment leadership should collaborate with ML staff to evaluate appropriateness and eligibility of students to take the Spanish version of an assessment.

Available to students in an English language development program for five years or less. Refer to the [Decision Making Flowchart](#).

*Because CSLA is an accommodation itself, other ML accommodations are not allowed. Students taking CSLA should not have an ELA registration in PAnext but must have a math assignment (ML accommodations are available for math).

Special Form Assignment Required:

- Field = Test Code
 - Expected Values
 - Math
 - MAT03 = Grade 3 Math
 - MAT04 = Grade 4 Math
 - MAT05 = Grade 5 Math
 - MAT06 = Grade 6 Math
 - MAT07 = Grade 7 Math
 - MAT08 = Grade 8 Math
 - CSLA (paper-based only)
 - SLA03 = Grade 3 CSLA
 - SLA04 = Grade 4 CSLA
 - Science
 - SC05S = Grade 5 Science
 - SC08S = Grade 8 Science
 - SC11S = Grade 11 Science
 - Social Studies
 - SS04S = Grade 4 Social Studies
 - SS07S = Grade 7 Social Studies

CBT Spanish Transadapted form: Test content presented in Spanish.

Special CBT Form Assignment Required:

- Information indicated above AND
- Field = Test Format
 - Expected Value = O = Online
- AND one of the following forms:**
 - Spanish form (no TTS)
 - Field = Spanish Transadaptation of the Assessment
 - Expected Value = SPA = Spanish
 - Spanish form with TTS
 - Field = Auditory Presentation: Text-to-Speech
 - Expected Value = 03 = Spanish TTS

PBT Available paper-based Spanish forms:

- Math, science, and social studies – test content presented in Spanish.
- ELA grades 3 and 4 – CSLA is available for eligible students.

Special PBT Form Assignment Required:

- Field = Test Format
 - Expected Value = P = Paper
- Field = Spanish Transadaptation of the Assessment
 - Expected Value = SPA = Spanish

If the appropriate information is indicated in PAnext before January 24, 2025, the appropriate materials are received in the district’s initial shipment. If the appropriate information is not indicated in PAnext before January 24, an additional order is required.

If and additional order is required due to a missed deadline:

- Indicate information under “Special Form Assignment Required” on PNP for student’s test
- Place Additional Order through PAnext for correct grade level and content area:
 - Test Book/Kit

Translated General Administration (SAY) Directions

The Test Administrator-read general administration directions that are read aloud to all students in a testing environment (SAY directions) may be translated into the student's native language. No passages or test questions may be clarified. This accommodation does not provide a translation of the test content into the student's native language (refer to *Auditory Presentation – Translated*).

Spanish SAY directions are available at <http://coassessments.com> > Manuals and Training > Manuals. Translations into languages other than English or Spanish must be completed locally.

PNP Indicators:

- Field = Administration Directions Read Aloud/Clarified in Student's Native Language
 - Expected Value = SPA = Spanish
 - Expected Value = HT = Human Translator

Word-to-Word Dictionary (also considered a response accommodation)

A word-to-word dictionary (English and the student's native language) is provided by the school. This must be a paper-based linguistic dictionary. The word-to-word dictionary may not contain definitions.

Test Administrators may not assist students with dictionary use.

PNP Indicators:

- Field = Word-to-Word Dictionary
 - Expected Value = Y = Yes

Response in Language other than English or Spanish (Requires Translation and Transcription) for Math, Science, and Social Studies

The following information applies to math, science, and social studies assessments. This accommodation is available to students with a home language other than English or Spanish. Students should have received content-based instruction in their native language within the school year.

Student written response – The translator/transcriber must be proficient in reading and writing in the student's native language and English. The translator should be familiar with the content area in both English and the student's native language. The translator must write legibly.

Student spoken response (scribe) – In addition to the aforementioned criteria, qualifying students must also have an IEP or 504 plan. This scribe accommodation must be administered individually in a separate testing environment. The scribe must be familiar with the tested content area and proficient in reading and writing in the student's native language and English. The scribe must write legibly.

This scribe accommodation **is not** appropriate based solely on:

- A student's poor handwriting.
- A student's preference to speak rather than write/type.
- A student's poor attention span.
- A student's behavioral response to writing.

Student responses are recorded in the student's language. In a one-on-one environment, the student tells the scribe exactly what to write on a separate piece of paper, and if needed, indicates answers to select on items.

For constructed response items:

The scribe must record student responses verbatim. The scribe may not prompt or question the student or correct a student's responses. The scribe may ask the student to restate words or parts, as needed, and use proper mechanics and spelling. Scribes must be familiar with content vocabulary.

The scribe must allow the student to review the scribed response in order to make edits. If requested by the student, the scribe may read the scribed response back to the student. The response must be read in an even tone, being careful not to cue the student to errors. The student may dictate changes or edits to the scribe, and the scribe must make those changes exactly as dictated by the student, even if a change is incorrect. All changes must be made during the testing session.

The scribe may ask, “Are you finished?” or, “Is there anything you want to add or remove?” A scribe must take care not to imply in any way that an answer is incomplete or incorrect through these questions. The scribe may respond to procedural questions asked by the student such as, “Do I have to use the entire space to answer the question?” The scribe may indicate, “No.”

Given the interaction with test materials and recording responses, it is recommended that two adults are in the test environment during translation and transcription. Pages containing the student’s original or translated answers are secure materials and must be returned to the SAC along with used scratch paper provided during the test unit.

Refer to *6.1.6 Transcription Instructions*.

Responses in languages other than English on ELA and Spanish on CSLA cannot be translated.

PNP Indicators:

- Field = Non-English Response
 - Expected Value = 03 = Language other than English/Spanish – Written
 - Expected Value = 04 = Language other than English/Spanish – Oral (Scribe and Transcription)

CBT Given the complexity of translating and transcribing student responses into the online form of the assessment, districts may want to consider providing students with the paper-based form.

The recommended steps for administering this accommodation are:

1. The student (or scribe) writes responses to the constructed response questions on a separate piece of paper in the student’s language, indicating each response by item number. The student completes the selected response and technology-enhanced items on the device. The Test Administrator collects the student’s responses at the end of the unit.
2. The student exits the test unit following the directions in the Transcription Instructions.
3. Translate the student’s responses into English on a separate piece of paper*, and
4. Transcribe the student’s responses into the student’s online test form.

*If the person providing the translation is also the person who will complete the entry into the student’s online form, steps 3 and 4 may be combined. The translator/transcriber translates the student’s responses into English without embellishment.

PBT The steps for administering this accommodation are:

1. The student (or scribe) writes responses to the constructed response questions on a separate piece of paper in the student’s language, indicating each response by item number. This paper is kept with the student test book. The Test Administrator collects the student’s responses at the end of the unit.
2. Translate and transcribe the student’s responses into English in the student’s test book after the student completes testing.

The translator/transcriber translates the student’s responses into English without embellishment directly into the student’s test book.

Scribe – English Spoken for Math, Science, and Social Studies

As English is not the native language, the scribe accommodation may be appropriate based on ML plan documentation.

Assess the student in a separate, one-on-one testing environment.

The scribe must record student responses verbatim into the answer field on the test. The scribe may not prompt or question the student or correct a student's responses. The scribe may ask the student to restate words, as needed, and use proper mechanics and spelling. Scribes must be familiar with content vocabulary. For math, the scribe may not set up problems for the student; the student must indicate all steps and work for any given item.

The scribe must allow the student to review the scribed response to make edits. If requested by the student, the scribe may read the response back to the student. Read the response in an even tone, being careful not to cue the student to errors. The student may dictate changes or edits; the scribe must make those changes exactly as dictated by the student, even if a change is incorrect. Only changes made during testing are allowed.

The scribe may ask, "Are you finished?" or, "Is there anything you want to add or remove?" A scribe must take care not to imply in any way that an answer is incomplete or incorrect through these questions.

The scribe may respond to procedural questions asked by the student such as, "Do I have to use the entire space to answer the question?" The scribe may indicate, "No."

Given the interaction with test materials and involvement in recording responses, it is recommended that two adults are present. Scribes must be proficient in reading and writing in the student's spoken language (English or Spanish).

PNP Indicators:

- Field = Response Accommodation
 - Expected Value = 02 = Scribe

CBT The Scribe for Math, Science, and Social Studies accommodation **is not** appropriate based solely on:

- A student's poor handwriting.
- A student's preference to speak rather than write/type.
- A student's poor attention span.
- A student's behavioral response to writing.

Scribes must be proficient in keyboarding. The student tells the scribe exactly what to type directly into the student's test on the computer, and, if needed, indicates answers to select on items.

PBT The Scribe for Math, Science, and Social Studies accommodation **is not** appropriate based solely on:

- A student's poor handwriting.
- A student's preference to speak rather than write/type.
- A student's poor attention span.
- A student's behavioral response to writing.

Scribes must write legibly. The student tells the scribe exactly what to write in the test book, and, if needed, indicates answers to select on selected response items.

Speech-to-Text – English (Requires Transcription)

As English is not the native language, speech-to-text may be appropriate based on ML plan documentation.

Refer to *6.1.3 Accommodations – Response Accommodations – Speech-to-Text*.

PNP Indicators:

- Field = Response Accommodation
 - Expected Value = 01 = Speech-to-Text

Spanish Response

The Spanish response accommodation is available to students whose primary language is Spanish. Students should have received content-based instruction in Spanish within the school year.

While Spanish responses on English forms are scored by scorers proficient in English and Spanish, the Spanish Transadapted form should be assigned to students who will respond in Spanish. Do not translate Spanish responses.

Spanish responses on ELA are not scored. In grades 3 and 4, students must respond in Spanish on CSLA.

PNP Indicators:

- Field = Non-English Response
 - Expected Value = 01 = Spanish – Written
 - Expected Value = 02 = Spanish – Oral (Scribe)*

*If test is in Spanish, Accommodation Type field must be Both. For CSLA, a CDE-approved UAR is required.

Word Prediction

The word prediction accommodation is available to students as documented on their ML plans.

Refer to *6.1.3 Accommodations – Response Accommodations – Word Prediction*

PNP Indicators:

- Field = Word Prediction
 - Expected Value = Y = Yes

Time and a Half

Accommodation available to students using English forms as documented on their ML plans. For students using Spanish math, Spanish science, Spanish social studies, or CSLA forms, a need for time and a half must be documented on an IEP or 504 plan.

Refer to *6.1.3 Accommodations – Timing Accommodations – Time and a Half*.

PNP Indicators:

- Field = Extended Time
 - Expected Value = ML or Both*

*If test is in Spanish, Accommodation Type field must be Both.

Stop-the-Clock Breaks

The stop-the-clock breaks accommodation is available to students using English forms as documented on their ML plans. For students using Spanish forms, a need for stop the clock breaks must be documented on an IEP or 504 plan.

Refer to *6.1.3 Accommodations – Timing Accommodations – Stop-the-Clock Breaks*.

PNP Indicators: Not applicable

6.1.4 Unique Accommodations

Unique accommodations are available to a significantly limited number of students who have an IEP or 504 plan who meet specific criteria. There must be a direct connection between the student’s disability and the ability to access the assessment, which is used to determine qualification for use of a unique accommodation. Requests to use unique accommodations are submitted to CDE by the DAC through the Unique Accommodation Request (UAR) process.

Unique accommodations must be approved by the CDE Assessment Division prior to use on state assessments. UAR forms are available on the [State Assessment Accommodations Training](#) page. For math and ELA, these accommodations create an “Accommodations Reminder” in PAnext. Districts are responsible for ensuring that students are only provided with a Unique Accommodation if approval was received from CDE’s Assessment Division. If a unique accommodation is provided without CDE approval, the score is invalidated or suppressed, and the student does not count as participating in the assessment. The SAC and/or DAC must locally maintain a master list of all students and their accommodations to ensure appropriate forms and materials are assigned and ordered. **Note:** The 2020 CAS expect students to read (decode a printed or tactile code) and comprehend (make meaning of) literary and informational texts independently and proficiently. Assessment administration adjustments that would change this expectation are not accommodations. Any *modification* of the assessment is a misadministration and will result in an invalid score.

Table 6: Computer-based and Paper-based Unique Accommodations

Accommodation		Computer-based	Paper-based
Unique	Scribe for ELA/CSLA Constructed Response	Writer/Scribe – UA: Guidance on Scribe Constructed Response Items for ELA or CSLA	
	Calculator on Non-calculator Section for Math	UA: Guidance on Calculation Device on Non-calculator Sections for Math	

Scribe for ELA and CSLA Constructed Response

The following information applies to ELA assessments, including CSLA. For math, science, and social studies refer to *6.1.3 Response Accommodations* as the scribe accommodation does not require an approved UAR for math or science.

Scribe for ELA or CSLA constructed response must be documented on IEP or 504 plan and only available to students who meet the unique accommodation criteria and are approved by the CDE Assessment Division. Scribing for ELA is only in English; scribing for CSLA is only in Spanish. Refer to the *Guidance Document on Scribe Accommodation for CMAS ELA or CSLA Constructed Response* on the [State Assessment Accommodations Training](#) page.

The scribe accommodation for constructed response items on the ELA or CSLA assessment is available to a limited number of students with a neurological or orthopedic impairment which significantly limits or prevents the student’s motor process of **writing**. Students must have this accommodation on their IEP or 504 plan for instructional and assessment purposes. Only a very limited number of students who meet specific criteria may use this accommodation on the ELA or CSLA assessment and receive a valid score.

The student must be assessed in a separate, one-on-one testing environment.

The scribe must record student responses verbatim into the answer field on the test. The scribe may not prompt or question the student or correct a student’s responses. The scribe may not add, use, or prompt the use of proper mechanics unless the mechanics are initiated and dictated by the student. The scribe may ask the student to restate words, as needed. The scribe may use proper spelling. Scribes must be familiar with content vocabulary.

The scribe must allow the student to review the scribed response to make edits. If requested by the student, the scribe may read the scribed response back to the student. The response must be read in an even tone, being careful not to cue the student to errors. The student may dictate changes or edits to the scribe, and the scribe must make those changes exactly as dictated by the student, even if a change is incorrect. All changes must be made during the testing session.

The scribe may ask, “Are you finished?” or, “Is there anything you want to add or remove?” A scribe must take care not to imply in any way that an answer is incomplete or incorrect through these questions.

The scribe may respond to procedural questions asked by the student such as, “Do I have to use the entire space to answer the question?” The scribe may indicate, “No.”

Given the interaction with test materials and involvement in recording responses, it is recommended that two adults be in the testing environment. Scribes and transcribers must be proficient in reading and writing in the student’s spoken language (English for ELA or Spanish for CSLA).

Refer to *6.1.6 Transcription Instructions*

PNP Indicator:

- Field = Unique Accommodation
 - Expected Value = Y = Yes (Can only be set by CDE)
- Field = Accommodation Type
 - Expected Value = IEP504 or Both
- Field = Response Accommodation for ELA Constructed Response
 - Expected Value = 02 = Scribe

Calculator on Non-calculator Sections for Math

Calculator on non-calculator sections of math be documented on IEP or 504 plan and only available to students who meet the unique accommodation criteria and are approved by the CDE Assessment Division. Refer to *Guidance Document for a Calculation Device on Non-calculator Sections for the CMAS Math Assessment* on the [State Assessment Accommodations Training](#) page..

The Calculation Device and Math Charts and Counters on Non-Calculator Sections accommodation may be available to a limited number of students with a disability which significantly limits or prevents the student from **performing basic calculations**. Students must have this accommodation on their IEP or 504 plan for instructional and assessment purposes. Only a very limited number of students who meet specific guidance criteria may use the accommodation on the CMAS Mathematics assessment and receive a valid score.

Students approved for use of Calculator on the Non-Calculator Section for CMAS Math Assessment will have access to access to the approved grade-appropriate calculator provided by the school/district, which are:

- Grades 3 through 5: Four-function calculator (includes percentage function)
- Grades 6 and 7: Five-function calculator (includes square root and percentage function)
- Grade 8: Scientific

Math tools, including 100s charts, two-color chips, arithmetic tables, one-to-one counters or counting chips, square tiles, Base 10 blocks are approved at the district level. Number lines are not allowed.

PNP Indicator:

- Field = Unique Accommodation
 - Expected Value = Y = Yes (Can only be set by CDE)
- Field = Accommodation Type
 - Expected Value = IEP504 or Both
- Field = Calculation Device and/or Math Charts and/or Counters
 - Expected Value = C = Uses calculator on non-calculator sections
 - Expected Value = T = Uses math charts and/or counters on non-calculator sections
 - Expected Value = B = Uses both calculator and math charts and/or counters on non-calculator sections

6.1.5 Emergency Accommodations

In cases where a student needs a new accommodation immediately prior to the assessment due to unforeseen circumstances, an emergency accommodation may be appropriate. These accommodations are not identified on a student's IEP, 504, or ML plan. Cases could include students who have a recently fractured limb (e.g., fingers, hand, arm, wrist, or shoulder); whose only pair of eyeglasses has broken; or a student returning from a serious or prolonged illness or injury. If a student experiences a concussion immediately before or during assessment administration, contact Arti Sachdeva at CDE (720-316-7184).

If it is determined that a student requires an emergency accommodation on a CMAS or CoAlt assessment, notify Arti Sachdeva at CDE and complete the *Emergency Accommodation Form (Appendix G)*. Maintain the form in the student's assessment file. Provide notification to the parent that an emergency accommodation was provided. Consult with the District Assessment Coordinator (DAC) for approval if required by the district.

For CMAS, use of an emergency accommodation is documented on a student's Personal Needs Profile (PNP) in PearsonAccess^{next}:

- Field = Emergency Accommodation
 - Expected Value = 01 = Scribe
 - Expected Value = 99 = Other (i.e., any emergency accommodation that is not a scribe)

Through the PearsonAccess^{next} user interface, this field is located on the Manage Student Tests screen. Refer to the [Student Registration/Personal Needs Profile Field Definitions and File Layout](#) document for more information about indicating emergency accommodation through the file export/import process.

6.1.6 Transcription Instructions

Transcription of responses must take place in the following situations for students who:

- Use paper-based accommodations and:
 - Require large print or braille tests
 - Respond in a language other than English or Spanish
 - Use an assistive technology device
- Use computer-based accommodations and:
 - Respond in a language other than English or Spanish
 - Use an assistive technology device that is not compatible with TestNav
 - Require use of the online assistive technology form
 - Require use of the speech-to-text and/or word prediction accommodation on a secondary device

Transcription must occur after the administration of each test unit. Only authorized personnel may have access to the test and student responses. **Verbatim** transcription must occur in the presence of a second school or district employee who verifies the transcription is valid. Student work and/or answers that are not transcribed are not scored.

PBT Procedures for Transcribing Student Responses

- Use a No. 2 pencil.
- Transcribers must write legibly.
- The transcriber enters the student's responses into the student's scannable, standard print test book as originally written (including all errors in grammar, mechanics, and spelling) and without embellishment.
- The transcriber/translator must **NOT** be related to the student.

Procedures

1. Transcription must take place in a private, secure environment and, whenever possible, under the SAC's supervision. The transcriber must sign a *CMAS and CoAlt Security Agreement* from the current year.
2. In an unused standard print test book, the transcriber must copy the student's responses to constructed response items exactly as originally written (including all errors in grammar, mechanics, and spelling) and all marks for selected response and matching/technology enhanced items.
3. On the original test book, prominently mark "DO NOT SCORE" across the front cover with a black marker.
4. Return all test materials and used scratch paper to the SAC and then the DAC. This includes any large print and braille tests, pages printed from assistive technology devices, and any other pages containing students' original or translated answers as these are secure materials.
5. After verifying transcription, the DAC returns the scannable test books to Pearson with the scorable materials. Original test books are returned to Pearson with the nonscorable materials.

Braille

The braille test kit includes a scannable standard print test book. The student may record their answers directly on the adapted format book, on blank braille paper, or use a braille or braille note-taker. A teacher who is proficient in reading braille transcribes the student's responses into the standard print test book included in the braille test kit. The standard print test book is returned to Pearson for scoring. Student work and/or answers not transcribed are not scored.

Large Print

The large print test kit includes a scannable standard print test book. Transcribe student answers into the standard print test book included in the large print kit. The standard print test book is returned to Pearson for scoring. Student work and/or answers not transcribed are not scored. **Note:** If a magnifier sheet was received in the large print kit, return it to the SAC for return to Pearson after testing.

Translation

- The transcriber/translator must be proficient in reading and writing in the student's language and English.
 - **NOTE: Do not** translate and transcribe responses written in Spanish as they are scored by Pearson.
- The transcriber/translator should be familiar with the content area in both English and the student's language.

Assistive Technology

- If the assistive technology device has the capability to print, print the student’s answers for transcription.

Please note: For paper-based assessment accommodations, only scannable test books are scored. Any student responses in non-scannable accommodated forms (such as braille or large print versions of the test), or student responses written in a language other than English or Spanish, require translation, as appropriate, and transcription into a scannable test book for scoring.

CBT Procedures for Transcribing Student Responses

The transcriber must be proficient in keyboarding. Transcriptions must take place in a private, secure environment and, whenever possible, under the SAC’s supervision. Ensure the individual responsible for transcribing into TestNav signed a *CMAS and CoAlt Security Agreement* from the current year. Return all test materials and used scratch paper to the SAC and then the DAC. This includes pages printed from assistive technology devices and any other pages containing students’ original or translated answers as these are secure materials.

Selected Response and Technology Enhanced Items

For selected response and technology enhanced items, *the student* enters responses into TestNav during the test session. At the end of the test, once all selected response and technology enhanced items completed, the student is to notify the Test Administrator.

Constructed Response Items

For constructed response items, a trained Test Administrator transcribes the responses after each test unit is completed by the student. Transcription takes place either immediately after unit completion (no student log out required) or delayed (student log out required, Test Administrator must resume), and before the state testing window closes.

Translation

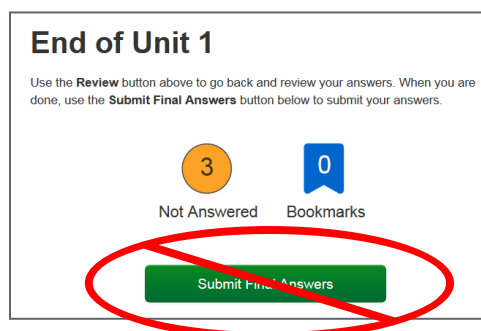
- The transcriber/translator must be proficient in reading and writing in the student’s language and English.
 - **NOTE: Do not** translate and transcribe responses written in Spanish as they are scored by Pearson.
- The transcriber/translator should be familiar with the content area in both English and the student’s language.

Assistive Technology

- If the assistive technology device has the capability to print, print the student’s answers for transcription.
- If the student utilized the AT form with tactile graphics/braille, a teacher who is proficient in reading braille and proficient in keyboarding must transcribe the student’s responses into the online TestNav form.
 - The student may record their answers directly on the adapted format book, on blank braille paper, or use a brailier or braille note-taker.

Procedures

- As the student encounters constructed responses, depending on the accommodation, the student uses a piece of paper, an assistive technology device, or a braille test book to respond to the questions. The student continues testing in TestNav, leaving constructed response items unanswered in TestNav.
- After completing the last question, the End of Unit screen appears. Students should NOT select the green “Submit Final Answers” button.



Transcribing Immediately Following the Student Completing the Test Unit

It is strongly suggested that transcription occurs as soon as the student finishes testing and prior to the student exiting the unit. Adhere to the following steps for transcription immediately following testing:

1. After completing the last question in the unit, the student does NOT “Submit Final Answers” or exit the test.
2. The student is excused from the testing environment.

Note: If student work was recorded on a second device, print the work from the device if possible. After printing or completion of transcription, securely clear all student responses from the second device.

3. Using TestNav’s review drop-down menu in the student’s test, the transcriber navigates to each of the constructed response items.
4. The transcriber copies the student’s marks or responses to constructed response items exactly as originally written (including all errors in grammar, mechanics, and spelling) and without embellishment.
5. The transcriber selects the green “Submit Final Answers” button on the End of Unit screen. The student’s unit status in PearsonAccess^{next} is now “Completed”.
6. Repeat this process for subsequent units.

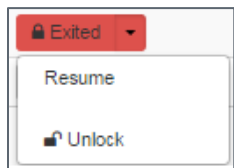
Delayed Transcribing

If transcribing does not immediately follow the student’s completion of the test unit, complete the following steps. (The Test Administrator may assist students who need help exiting their test.)

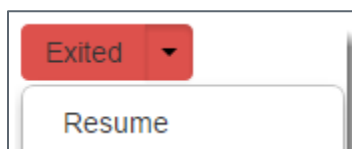
1. The student does NOT “Submit Final Answers” but does EXIT the test unit by completing the following steps:
 - a. Direct students to notify the Test Administrator when they get to the last question or when they arrive at the End of Unit screen (after completing all questions in the unit).
 - b. After the last question, select the button next to the student’s name (top right corner of the screen).
 - c. Choose the option “Sign out of TestNav”.
 - d. Select “Save and Return Later” on the Exit Test screen.
 - e. The sign out confirmation screen appears. The student’s unit status in PearsonAccess^{next} is now “Exited”.

Note: If student work was recorded on a second device, print the work from the device if possible. After printing or completion of transcription, securely clear all student responses from the second device.

2. The Test Administrator “unlocks” and “resumes” the student’s test unit through the PearsonAccess^{next} Students in Sessions screen. To unlock and resume a student’s test, follow these steps in PearsonAccess^{next} using the Test Administrator computer:
 - a. Go to **Testing > Students in Sessions**.
 - b. Type the name of the student’s test session in the **Session List** box.
 - c. Select the session name from the search results.
 - d. Locate the student, select the student’s unit status (**Exited**), and select **Unlock** if locked.



- e. Select the student’s unit status again and select **Resume**.



The student’s status is now “Resumed”.

- f. On the student’s testing device, enter the username and password from the Student Testing Ticket.

3. From the testing device, using the TestNav **Review** drop-down menu or navigation buttons, the transcriber navigates to each of the constructed response items.
4. The transcriber copies the student's marks or responses to constructed response items exactly as originally written (including all errors in grammar, mechanics, and spelling) and without embellishment.
5. The transcriber selects the green "Submit Final Answers" button on the End of Unit screen. The student's unit status in PearsonAccess^{next} is now "Completed".
6. Repeat this process for subsequent units.

Only authorized personnel may have access to the test and student answers. Schools must ensure procedures are in place for secure retrieval of printed materials. Remove all student responses from any assistive technology device immediately following transcription or printing for transcription purposes. It is the DAC's responsibility to ensure this is done in a secure manner. The DAC may adapt the *Secure Data Removal* form, found in *Appendix G* of the *CMAS and CoAlt Procedures Manual*, to verify completion of this step. Make documentation available upon request by CDE.

Return printed pages containing the student's answers and any used scratch paper from the test unit as these are secure materials. The SAC returns all secure materials to the DAC.

Students may not have access to assistive technology devices that contain secure materials until all secure materials are removed from the device. Secure devices that contain secure materials with testing materials.

6.2 Assigning and Ordering Accessibility Features and Accommodations Before Testing

Assign special test forms and physical materials prior to testing. When test format, accommodations, and accessibility features are indicated in PANext prior to January 24, 2025 (initial registration deadline) a separate ordering process is not needed as the appropriate physical materials are received automatically. *Table 2* identifies accessibility features and accommodations that require physical materials and/or special form assignment. If the January 24, 2025 deadline is missed, indicate the appropriate information through PANext registrations and place an additional order, if necessary.

6.2.1 Assigning Computer-based Testing Accessibility Features and Accommodations

Assign special CBT forms (e.g., text-to-speech, Spanish text-to-speech, and auditory/signed presentation script for translation) prior to testing. If students requiring these accommodations or accessibility features are not assigned the correct special form, they do not have access to necessary accommodations or accessibility features during testing.

Instructions for assigning special forms through PANext are found in *Appendix H*. Use the UI instructions to assign or update special forms one student at a time. To assign or update special forms for multiple students at once, refer to the [Student Registration/Personal Needs Profile \(SR/PNP\) Field Definitions and File Layout](#) document. (**Note:** Valid values for various fields may vary by content area.)

6.2.2 Ordering Accessibility Features and Accommodations Requiring Physical Materials

Assign accessibility features and accommodations requiring physical materials prior to testing: CBT and PBT auditory/signed presentation scripts, braille, standard print (including Spanish), and large print tests. Accommodated materials are received automatically prior to testing if indicated for students in PANext during the initial registration window from January 6 through 24, 2025. If a new student arrives or if a student has a newly identified need after January 24, the official DAC may order additional materials through PANext after arrival of the initial orders shipment. Inventory all materials. If there are not enough materials in the initial shipment to cover the additional need, place an additional order after updating the corresponding student test(s) SR/PNP settings in PANext. Detailed instructions for ordering additional materials during the additional orders window are included in *Appendix H*.

Table 7: Accessibility Features and Accommodations – Ordering and Special Form Assignment

Physical Materials Ordering and/or Special Online Form Assignment	Test Format	Student Registration/Personal Needs Profile Settings	Additional Order Physical Materials	Additional Information
Computer-based (CBT)	Online	Test Format = O		
Text-to-Speech	Online	Refer to <i>Auditory Presentation: Text-to-speech (TTS)</i>		Confirm TTS assignment on the PANext Students in Session screen
Spanish Text-to-Speech	Online	Refer to <i>Auditory Presentation: Text-to-speech (TTS)</i>		Confirm TTS and SPA assignment on the PANext Students in Session screen
Spanish Computer-based	Online	Refer to <i>Spanish Form</i>		Confirm SPA assignment on the PANext Students in Session screen
CBT Auditory/Signed Presentation – Translated*	Online	Refer to <i>Auditory Presentation/Signed Presentation for Translation</i>	Order: CBT Auditory/Signed Presentation Script for Translation	Add test to online test session with Form Group Type set to Auditory/Signed Presentation to ensure the online form matches the script Requires onsite translation into languages other than English or Spanish, or sign language/system interpretation Requires onsite transcription into the online test
Paper-based Test (PBT)	Paper	Test Format = P	Order: English Test Book	
Braille	Paper	Refer to <i>Braille</i>	Order: Braille Kit	Kit includes standard print test book for transcription.
Large Print	Paper	Refer to <i>Large Print (18-point font)</i>	Order: Large Print Kit	Kit includes standard print test book for transcription.
Spanish Paper-based	Paper	Refer to <i>Spanish Form</i>	Order: Spanish Test Book	
PBT Auditory Presentation – English*	Paper	Refer to <i>Auditory Presentation: PBT Oral Script</i>	Order: PBT English Auditory Presentation Script, English Test Book	Can use with standard print or large print test
PBT Auditory Presentation – Spanish*	Paper	Refer to <i>Auditory Presentation: PBT Oral Script</i>	Order: PBT Spanish Auditory Presentation Script, Spanish Test Book	Can use with standard print or large print test
PBT Auditory/Signed Presentation – Translated*	Paper	Refer to <i>Auditory/Signed Presentation for Translation</i>	Order: PBT Auditory/Signed Presentation Script for Translation, English Test Book	Requires onsite translation into languages other than English or Spanish, or sign language/system interpretation Requires onsite transcription into the paper test book

*Contact CDE Assessment regarding ELA/CSLA. Any modification of the assessment is a misadministration and will result in an invalid score.

6.3 Accommodated Materials During Testing

Always treat all accommodated materials as secure. Like test books, keep accommodated materials in a secure location when not in use for testing. Track all movement of accommodated materials using a chain of custody document.

6.4 Accommodated Materials After Testing

Test Administrators must return all accommodated materials to the SAC after each testing session and after the completion of testing. The SAC must return accommodated materials to the DAC after the school completes testing. After inventorying all materials, the DAC must return secure accommodated materials to Pearson in nonscorable return boxes. **It is imperative that all visual description documents, auditory/signed presentation scripts, and other secure accommodated materials are returned.** See *5.0 After Testing Tasks* for additional information regarding returning materials.