

# TEACHER TOOL 5

## DISABILITIES ACCOMMODATIONS LOGISTICS

### PLANNING CHECKLIST

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

<i>Accommodations Throughout the Academic Year</i>	<b>Y</b>	<b>N</b>	<b>NA</b>
1. Accommodations are documented on student's IEP or 504 plan.			
2. Student uses accommodations regularly and evaluates use.			
3. A master accommodations plan/data base listing assessment accommodation needs for all students tested is updated regularly.			
<b>Preparation for Test Day</b>	<b>Y</b>	<b>N</b>	<b>NA</b>
4. Special test editions are ordered for individual students based on information contained in master accommodations plan (e.g., Braille, large print).			
5. Test administrators/proctors receive a list of accommodation needs for students they will supervise (list comes from master accommodations plan/data base).			
6. Adult supervision is arranged and test administrators receive training for each student receiving accommodations in small group or individual settings, including extended time (with substitutes available).			
7. Trained readers, scribes, and sign language interpreters are arranged for individual students (with substitutes available).			
8. Special equipment is arranged and checked for correct operation (e.g., calculator, tape recorder, word processor).			
<b>Accommodations on the Day of the Test</b>	<b>Y</b>	<b>N</b>	<b>NA</b>
9. All eligible students receive accommodations as determined by their IEP or Section 504 Plan.			
10. Provision of accommodations is recorded by test administrator.			
11. Substitute providers of accommodations are available as needed (e.g., interpreters, readers, scribes)			
12. Plans are made to replace defective equipment.			
<b>Consideration After the Day of the Test</b>	<b>Y</b>	<b>N</b>	<b>NA</b>
13. Responses are transferred to standard test books for students using special equipment and special format editions (Braille, large print).			
14. All equipment is returned to appropriate locations.			
15. Students who take make-up tests receive needed accommodations.			
16. Effectiveness of accommodations use is evaluated by test administrators and students, and plans are made for improvement.			