

TEACHER TOOL 6

USING ASSESSMENT ACCOMMODATIONS DURING TEST ADMINISTRATION

This section describes factors to consider when planning for test day, carrying out assessment accommodations, and completing test administration. Test security is identified as a primary consideration.

Planning for Test Day

Once decisions have been made about providing accommodations to meet individual student needs, the logistics of providing the actual accommodations during state and district assessments must be mapped out. It is not uncommon that the responsibility for arranging, coordinating, and providing assessment accommodations for all students who may need them falls to members of the student's Individualized Education Program (IEP) team, most often special education teachers, or the case manager for a student with a Section 504 plan or an LEP instructional plan. Thus, it is essential for all team members to know and understand the requirements and consequences of district and state assessments, including the use of accommodations and modifications. It is important to engage the appropriate personnel to plan the logistics and provisions of assessment accommodations on test day.

Prior to the day of a test, be certain test administrators and proctors know what accommodations each student will be using and how to administer them properly. For example, test administrators and proctors need to know whether a student will have the test administered in a separate location because a documented accommodation requires a scribe for the student's responses. Staff administering accommodations, such as reading test questions or answer choices to a student or recording student responses, must adhere to specific guidelines so that student scores are valid.

Careful planning for the use of accommodations will ensure that:

- students can use accommodations efficiently, without interruptions, and as planned and specified for them;
- students using accommodations are not singled out or unduly distracted; and
- other students are not distracted by students using accommodations.

When assistive technology devices are used, the devices must be functioning properly, appropriate space must be available for the student to work, and the test administrator and the student need a clear method for cueing each other.

The Test Coordinator and other school personnel should determine which students can be grouped for testing. For example, students for whom test items will be read may be grouped; however, care must be taken to ensure that students are not taking cues from other members of the group as they respond. Consider the accommodations that students in a class or the school will use when working to ensure the most efficient test administration.

The ***NDSA Accommodations Worksheet*** should be completed as a means of documenting accommodations used for the North Dakota State Assessment (NDSA) and for reporting these accommodations on the Assessment Report located in STARS. The worksheet is formatted to allow easy identification of specific accommodations. Each completed worksheet can be provided to the Test Coordinator for data entry.

The person who is assigned the responsibility for arranging accommodations for testing should complete a worksheet for each student needing an assessment accommodation. It is strongly recommended that the worksheet be maintained in each student's education file as documentation that needed accommodations have been implemented for the assessment.

Administering Assessment and Accommodations: Code of Conduct

State and local laws and policies specify practices to ensure test security and the standardized and ethical administration of assessments. Test administrators, proctors, and all staff involved in test administration must adhere to these policies. The Code of Professional Responsibilities in Educational Measurement (NCME, 1995) states that test administrators and others involved in assessments must

- take appropriate security precautions before, during, and after the administration of the assessment;
- understand the procedures needed to administer the assessment prior to administration;
- administer standardized assessments according to prescribed procedures and conditions and notify appropriate persons if any nonstandard or delimiting conditions occur;
- avoid any conditions in the conduct of the assessment that might invalidate the results;
- provide for and document all reasonable and allowable accommodations for the administration of the assessment to persons with disabilities or special needs; and
- avoid actions or conditions that would permit or encourage individuals or groups to receive scores that misrepresent their actual levels of attainment.

In addition, the North Dakota Education Standards and Practices Board policy, stated in the North Dakota State Assessment *Test Coordinator's Manual*, presents the expectation for professional conduct during assessment.

Failure to adhere to these practices constitutes a test irregularity or a breach of test security and must be reported to the ND Department of Public Instruction Testing Coordinator.

Following Completion of Test Administration

After the student has completed the test, the test administrator or other assigned person needs to transcribe student responses from any large print test book, Braille machine, word processor, or other recording into a standard format test book.

The test administrator must return all testing materials to the Building Test Coordinator. This includes the student's completed test book, any student test book into which student responses are transcribed, any blank test book provided for illustration purposes, and the

Test Directions document. Any scratch paper must be delivered to the Test Coordinator as well so that it can be properly destroyed.

In addition, the test administrator should file the completed *NDSA Accommodations Worksheet* in the student's education folder, and provide a copy of the worksheet to the District or Building Test Coordinator for use in entering data for the required online Assessment Report.

When transferring testing materials to or from another person, it is important to document that the specified items have been delivered or received, as all testing materials must be accounted for at all times.