

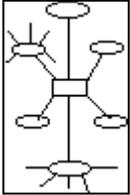
## Explanation of Testing Accommodations for Students with Disabilities - Assistive Technology Accommodations

According to the *Regulations Governing Special Education Programs for Children with Disabilities in Virginia*, “ ‘assistive technology device’ means any item, piece of equipment, or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve the functional capabilities of a child with a disability.”

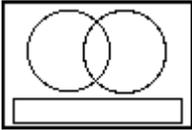
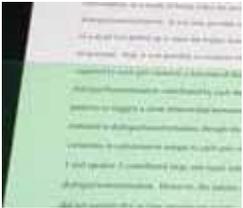
Accommodations, including assistive technology devices, provided as part of the instructional and testing/assessment process will allow students with disabilities to access the Standards of Learning (SOL) assessments. Any accommodations based solely on the potential to enhance performance beyond providing equal access are not allowed.

Assistive technology accommodations used on statewide assessments must be documented in the student’s Individualized Education Program (IEP) or 504 Plan and used in daily instruction. Introducing new or unfamiliar accommodations on an SOL test is inappropriate.

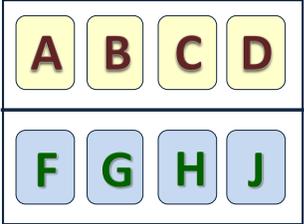
### Assistive Technology Accommodations Allowed for SOL Testing

Special Test Accommodations Code	Examples of assistive technology that may provide access to SOL assessments for some students with disabilities.	Conditions Required for Use	Availability
4 Visual aids	Interactive Whiteboard/ Electronic Whiteboard 	<ul style="list-style-type: none"> <li>• The online test can be projected onto a Whiteboard for a student with a visual impairment.</li> <li>• The board must not save or maintain any portion of the SOL test.</li> <li>• The test must be administered in a one-to-one session.</li> <li>• School staff must ensure the test items are not visible to others. This may require windows to be covered.</li> </ul>	Online
4 Visual aids	Template software 	<ul style="list-style-type: none"> <li>• Only blank templates may be used when using software programs.</li> <li>• Template libraries and hyperlink functions must be disabled.</li> <li>• Template software must be used on a separate computer from the online writing test.</li> <li>• Templates must not include graphics that might clue the student. For example, a graphic with geometric</li> </ul>	Online Paper/pencil

Accommodations allowed for use on SOL tests administered in spring and summer 2013 only.

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		<p>shapes may not be appropriate for a mathematics test.</p>	
<p>4 Visual aids</p>	<p>CCTV magnifiers (closed circuit television)</p> 	<ul style="list-style-type: none"> <li>• The CCTV is used with paper/pencil tests to enlarge graphics and with Braille tests so the student can confirm the information obtained tactually.</li> <li>• When using the magnifier with Braille tests, the student should use the examiner's copy provided in the Braille kit.</li> <li>• School staff must ensure the test items are not visible to others. This may require windows to be covered.</li> </ul>	<p>Paper/pencil Braille</p>
<p>4 Visual aids</p>	<p>Colored overlay (paper/pencil test) Tinted screen (online test)</p> 	<ul style="list-style-type: none"> <li>• A student may use only one color overlay.</li> </ul>	<p>Online Paper/pencil</p>
<p>5 Amplification equipment</p>	<p>Whisper Phone</p> 	<ul style="list-style-type: none"> <li>• This accommodation must be administered in a one-to-one session to ensure that other test takers are not disturbed.</li> </ul>	<p>Online Paper/pencil</p>

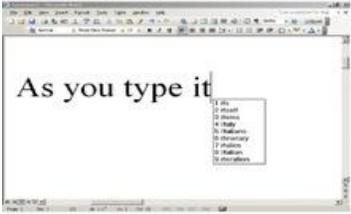
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<p>13 Communication board</p>	<p>Choice board</p> 	<ul style="list-style-type: none"> <li>A student may use a choice board to select multiple-choice responses (A, B, C, D, F, G, H, J).</li> </ul> <p><u>Paper/Pencil</u></p> <ul style="list-style-type: none"> <li>Student responses must be transcribed to the regular answer document by a school staff member.</li> <li>The entire test session must be video recorded or proctored.</li> <li>If video recorded, the answer document and the video record must be verified by a second school staff member to ensure that no errors in transcription have occurred.</li> <li>If the testing session is proctored, both the Test Examiner and Proctor must sign a written statement stating that the test was administered according to these conditions. These signed statements and video must be kept secure in the office of the Division Director of Testing (DDOT) until scores are received and verified.</li> </ul> <p><u>Online</u></p> <ul style="list-style-type: none"> <li>Student responses may be entered online into the student’s workstation by the examiner.</li> <li>The entire test session must be video recorded or proctored. If the testing session is proctored, both the Test Examiner and Proctor must sign a written statement stating that the test was administered according to these</li> </ul>	<p>Online Paper/pencil</p>

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		<p>conditions. These signed statements must be kept secure in the office of the Division Director of Testing until scores are received and verified.</p>	
<p>21 Word processor or Typewriter</p>	<p>Typewriter or word processor</p> 	<ul style="list-style-type: none"> <li>• The student’s typed or printed response to the writing prompt must be transcribed into the response space of the online writing test or the regular answer document by the student or a school staff member.</li> <li>• The transcription and the student’s response must be verified by a second school staff member to ensure that no errors in the transcription have occurred.</li> <li>• The spell checking capacity of the computer can be used; however, the student must not be prompted to use it.</li> <li>• The following features must be disabled: <ul style="list-style-type: none"> <li>○ Automatic spell checking or prompting for spell checking</li> <li>○ Thesaurus</li> <li>○ Grammar check</li> </ul> </li> </ul>	<p>Online Paper/pencil</p>
<p>21 Braille</p>	<p>Braille Writer</p> 	<ul style="list-style-type: none"> <li>• Student responses must be transcribed to the regular answer document by school personnel qualified to read Braille.</li> <li>• If a student has written his/her response to the writing prompt with a Braille Writer and has used Braille shorthand, the transcriber shall request the student to spell the English words.</li> <li>• The regular answer document and the Brailled material must be verified by</li> </ul>	<p>Braille</p>

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		a second school staff member to ensure that no errors in transcription occurred.	
21 Word prediction software	Word prediction software 	<ul style="list-style-type: none"> <li>• The following features of word prediction software must be disabled: <ul style="list-style-type: none"> <li>○ Predict ahead</li> <li>○ Predict in line</li> <li>○ Grammar</li> <li>○ Thesaurus</li> <li>○ Speech settings</li> </ul> </li> <li>• Flexible spelling may be used if the student is given choices of words and the software does not automatically correct the spelling for the student.</li> <li>• The student's typed or printed response to the writing prompt must be transcribed into the response space of the online writing test or the regular answer document by the student or a school staff member.</li> <li>• Care must be taken to ensure that a copy of the student's paper is not maintained in the memory of the computer.</li> <li>• The transcription and the student's response must be verified by a second school staff member to ensure that no errors in the transcription have occurred.</li> </ul>	Online Paper/pencil (Short Paper Component of Writing Test Only)
22 Augmentative communication device	Augmentative Communication Device ( <i>for answer selection</i> )	<ul style="list-style-type: none"> <li>• The entire test session must be video recorded and the video record retained on file and secure in the office of the Division Director of Testing until the scores are received and verified.</li> <li>• The student should not have access to any other functions the device may</li> </ul>	Online Paper/pencil

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		<p>have. The Test Examiner and Proctor should verify in writing that the student did not access any other functions of the device.</p> <p><u>Paper/Pencil</u></p> <ul style="list-style-type: none"> <li>• Student responses must be transcribed to the regular answer document by a school staff member.</li> <li>• The entire test session must be video recorded.</li> <li>• The answer document and the video record must be verified by a second school staff member to ensure that no errors in transcription have occurred.</li> <li>• The video must be kept secure in the office of the Division Director of Testing until scores are received and verified</li> </ul> <p><u>Online</u></p> <ul style="list-style-type: none"> <li>• Student responses may be entered online into the student’s workstation by the examiner.</li> <li>• The entire test session must be video recorded or proctored. If the testing session is proctored, both the Test Examiner and Proctor must sign a written statement stating that the test was administered according to the conditions specified in this document. These signed statements must be kept secure in the office of the Division Director of Testing until scores are received and verified.</li> </ul>	
22 Augmentative communication device	Augmentative Communication ( <i>for the short paper component of the writing test</i> )	<ul style="list-style-type: none"> <li>• Only augmentative communication devices which produce student responses verbatim may be used.</li> <li>• If the augmentative communication</li> </ul>	Online Paper/pencil

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		<p>device produces an auditory output, it should be treated as dictation to a scribe. The student should not have access to any other functions the device may have. The Test Examiner and Proctor should verify in writing that the student did not access any other functions of the device.</p> <p><u>Paper/pencil</u></p> <ul style="list-style-type: none"> <li>• Student responses must be transcribed to the regular answer document by school personnel.</li> <li>• The transcription and the student’s response must be verified by a second school staff member to ensure that no errors in the transcription have occurred.</li> <li>• The entire test session must be video recorded and the video record retained on file and secure in the office of the Division Director of Testing until the scores are received and verified.</li> </ul> <p><u>Online</u></p> <ul style="list-style-type: none"> <li>• The student will complete his/her response to the prompt using the augmentative communication device.</li> <li>• The student’s typed or printed response to the writing prompt must be transcribed to the online test’s response area by school staff.</li> <li>• Prior to submitting the test for scoring, the transcribed student’s response must be verified by a second staff member to ensure that no errors in the transcription occurred.</li> <li>• A copy of the student’s short paper that was used for the transcription must be retained on file and secured</li> </ul>	

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		<p>in the office of the Division Director of Testing until scores are received and verified.</p> <ul style="list-style-type: none"> <li>• Care must be taken to ensure that a copy of the student's paper is not maintain in the memory of the computer.</li> </ul>	
<p>22</p> <p>Augmentative communication device</p>	<p>Eye Gaze device and software</p> 	<ul style="list-style-type: none"> <li>• This device allows the user to use a keyboard with a blink or by gazing on a letter. The software contains a word prediction feature.</li> <li>• It must be documented that the student uses this augmentative communication device for his/her daily written work.</li> <li>• All requirements for a word processor accommodation must be followed when using this eye gaze system.</li> <li>• The spell checking capacity of the software may be used; however, the student must not be prompted to use it.</li> <li>• Word prediction features are limited to the software providing selections of single words, not phrases, grammatically appropriate options or unrelated word choices generated by student keystrokes to predict sentence structure.</li> <li>• Grammar checking, thesaurus, and prompting for spelling must be disabled.</li> </ul>	<p>Online Paper/pencil</p>

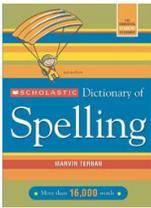
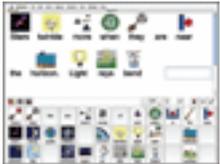
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<p style="text-align: center;">23</p> <p style="text-align: center;">Spelling aids</p>	<p style="text-align: center;">Pocket electronic dictionary and spelling corrector</p> 	<ul style="list-style-type: none"> <li>• IEP/504 teams should consider the availability of the spell check function as a part of the online writing test when determining if additional spelling aids are necessary.</li> <li>• If the handheld spell checker allows for the selection of a dictionary, an appropriate dictionary to the student's grade level should be selected.</li> <li>• If automatic correction, prompting for spelling, or access to a thesaurus are included, these features must be disabled.</li> </ul>	<p style="text-align: center;">Online Paper/pencil</p>

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## Assistive Technology Accommodations Not Allowed for SOL Testing

The following table provides Examples of assistive technology accommodations that have the potential to enhance performance beyond providing equal access to SOL assessments or may violate test security and are not allowed for SOL assessments.

	Example or explanation
<p>Spelling Dictionary that provides hints, prompts, or clues</p> 	
<p>Spelling checker with thesaurus</p> 	<ul style="list-style-type: none"> <li>• This device contains a built in thesaurus which cannot be disabled.</li> </ul>
<p>Magnifying software with online tests</p> 	<ul style="list-style-type: none"> <li>• Magnifying software cannot be used with online tests. No software may not be used with TestNav software during online testing. It is not possible to ensure software compatibility with different TestNav functions or to ensure proper test security.</li> </ul>
<p>Picture writing software</p> 	<ul style="list-style-type: none"> <li>• The use of this type of software requires that the teacher create word banks or lists from which the student selects while composing sentences and paragraphs.</li> <li>• The level of teacher assistance required is extensive and, therefore, not appropriate for the SOL assessment and may violate test security.</li> </ul>

Accommodations **not** allowed for use on SOL tests administered in spring and summer 2013 only

	<b>Example or explanation</b>
<p data-bbox="284 325 500 359">Tablet computer</p> 	<ul data-bbox="732 296 1528 474" style="list-style-type: none"> <li>• TestNav software is not compatible with a tablet computer.</li> <li>• The use of a tablet computer during SOL testing may violate test security. Requests to use assistive technology available through tablets should be made using the Special Accommodations Requests procedures.</li> </ul>

Accommodations **not** allowed for use on SOL tests administered in spring and summer 2013 only