

Update on the Tools/Designated Supports/Accommodations available for testing

On February 5, districts received an Administrative Memo which indicated a switch to computerized “fixed form” testing. Due to the timing of the change, some of the functionality previously indicated has become modified or is no longer available. This document will highlight some changes to the Tools / Supports / Accommodations available. The updated list can be found in the here:

<http://dese.mo.gov/sites/default/files/asmt-gl-accommodations-1415v2.pdf>

In the **Universal Tools** section:

Type	Notes
Expandable Passages	This tool is no longer available.
Glossary	This tool is no longer available.
Notepad (Scratch Paper)	The online Notepad will not be able to retain notes from one portion of the writing performance task to the other.
Notepad (Scratch Paper)	Physical Scratch Paper is now available to a student taking the assessment online.
Spell Check	Spell Check is still a universal tool; however it must be turned on in the system.

In the **Designated Supports** section:

Code	Type	Notes
S041	Read Aloud (Excluding ELA Reading Passages)	The system now allows Science items to be read aloud to the student via embedded text-to-speech technology.
S100	Turn Off Universal Tools	This support is no longer available.
S104	Glossary (Grades 3-8 Math and ELA only)	This support is no longer available.
S108	Translation (Online)	The ability to have Test Directions Translated through an embedded feature is not available.
S108	Translation (Online)	The ability to have online embedded Translated Glossaries is not available.
S108	Translation (Online)	The ability to use Stacked Translations on construct-irrelevant math items will only be available in Spanish. NOTE: The student must answer the item in English.
S109	Translation (Any)	ELL students may now have test directions translated to them for ELA.
S109	Translation (Any)	There is no longer a glossary available.

In the **Accommodations** section:

Code	Type	Notes
A043	Read Aloud ELA Reading Passages – Grades 6-8	Online Text-To-Speech Read Aloud of ELA Reading Passages is no longer available. Please use A045 to have passages read aloud by a trained reader or A044 to use assistive technology.
A101	Closed Captioning (ELA Listening Items)	This accommodation is no longer available.
A102	Paper Based Assessment	The Paper based assessment is available only as a complete product. The ability to print by passage/stimuli/item is not available.

Note: By choosing a read aloud accommodation (S041, S042, S043, S111, A041, A042, A044, A045, A111, A112), students will get a single form, allowing for multiple students to have the online test read to them at the same time. In order to ensure that students using any of these supports/accommodations receive the same online form, do not access test tickets for these students until after March 27.

Use of Assistive Devices/Assistive Software

The use of assistive technology devices/software allows some students to access the online assessment. While the use of devices/software is allowed, it has not been tested within the system and is therefore not supported by the testing vendor.

We strongly encourage that anyone using assistive devices/assistive software test them out using the Online Tools Training (OTT) and practice items available through the INSIGHT platform. Doing so now will help to ensure a smooth test experience for the student. If you find that there are issues, please contact the help line at 800-544-9868. They will work with you to solve the issue.

If the issue cannot be resolved, you may have to switch to the paper/pencil version of the test.

Translation options for ELL students

If deemed appropriate by a team of educators, an ELL student may use translation services on the Grade-Level Assessment. District staff may read Mathematics and Science Assessments and English Language Arts directions and items to students in their native language. Read aloud of English reading passages in a student's native language is allowed only if specified in a student's IEP or 504 Plan. For all assessments, ELL students may give their responses orally or in writing in their native language. Their responses must be translated into English and transcribed into INSIGHT.

Paper/Pencil Testing

If the translator needs access to the assessment prior to administration to conduct translation services, they must use the Paper Based Assessment – Code A102. Choosing the paper based assessment will allow for all students to receive the same form. This can be chosen at no additional cost to the district.

When a student takes the test paper/pencil, the student answers must be translated and transcribed into the online system. More information on paper/pencil testing can be found starting on page 45 of the Test Administration Manual.

Online Testing

If translation can be done while students are participating in the test, the assessment can still be done online. If any of the translation codes (S108, S019, S111, A111 or A112) are chosen and A102 is not, students will get a single form, allowing for multiple students to take the test online at the same time and have the test translated to them. **This form is not the same as the paper/pencil form.** Translation must be done off the screen(s) of the device(s) being used. Taking the test online will not allow any time prior to test administration to do any translation. In order to ensure that students using any of these supports/accommodations receive the same online form, do not access test tickets for these students until after March 27.

Please note that all answers given in the online system must be in English.

Please use the following chart to indicate which codes should be used for translation

Assessment Type	Code	Description	Notes
Online Math	S108	This allows for stacked translations in Spanish only on certain construct-irrelevant Math items.	If using stacked translations, every item is shown in both English and Spanish. The student response must be in English.
Paper Based or Online ELA, Math and Science	S109	Students may have test directions for ELA, math and science read aloud and translated to them in their native language.	
Paper Based or Online ELA, Math and Science	S109	Students may respond to any assessment in their native language.	The responses must then be translated and transcribed into the system by a trained scribe.
Paper Based or Online ELA, Math and Science	S111	Students may have items (not including ELA reading passages) in ELA, math and science read aloud and translated to them in their native language.	
Paper Based ELA, Math and Science	A102	Students may have access to a paper based version of the assessment.	A student cannot be registered for the both the online and paper/pencil version. If a paper version is chosen for translation purposes, that student must take the test paper/pencil.

The following two are accommodations and are available ONLY for students with an IEP/504 plan.

Assessment Type	Code	Description	Notes
Paper Based or Online ELA	A111	ELL students in grades 3-5 may have English language arts reading passages read aloud to them in their native language by a trained translator. NOTE: Use of this will result in invalidation – Student will receive lowest obtainable scale score (LOSS).	The responses must then be translated and transcribed into the system by a trained scribe.
Paper Based or Online ELA	A112	ELL students in grades 6-8 may have English language arts reading passages to be read aloud to them in their native language by a trained translator	The responses must then be translated and transcribed into the system by a trained scribe.

Frequently Asked Questions

Q) Do I have to have an IEP to read ELA questions aloud?

A) No. Reading ELA directions and items are designated supports. An IEP is only needed to read the ELA reading passages aloud.

Q) How do I access the listening script for paper/pencil?

A) The listening script can be found on the eDirect site through the secure login.

Q) The training says I shouldn't give the classroom activity the same day as the performance task in ELA. Does that mean I can't?

A) No. The training on when to give the classroom activity is only a suggestion. You can give the classroom activity the same day as the performance task in ELA or Math.

Q) I have a class of 30 students but only have 15 computers in the computer lab. Can I split them up?

A) Yes. You can schedule students to take the assessment in any way you need to depending on the available devices at your school.

Q) Can I do a session in more than one sitting?

A) Most test sessions are structured to allow for their completion in a single sitting. In unique circumstances, a student can complete a test in more than one sitting. The student will pause the test, and the Test Examiner will retain the test ticket for the session until the student is able to complete it. The student will then log back into the test using the same test ticket. He/she will be able to access any items within a test segment that has not been submitted.

Q) What are stacked translations?

A) Stacked translations show the student the item and answers in both English and Spanish. Students using stacked translations – Code S108 – must respond to the item in English or have it translated and transcribed into English for them.

Q) What is a trained reader/trained scribe?

A) By "trained" we mean someone who has both gone through the same training as an examiner and someone who has done read aloud or scribing for a student in the past. A statewide assessment is not the proper time for someone to do read aloud or scribing for the first time.

Q) I can't find separate setting on the designated supports chart in the manual. Where is it?

A) There was a pagination issue in the creation of the first version of the Test Administration Manual (TAM) that cut separate setting off of the chart. This has been fixed in the second version of the TAM released on Feb 27. Other changes include:

- Page 8: Changed ELA PT "sessions" to "parts"
- Pages 15 and 17: Moved Spell Check from the Designated Supports table to the Universal Tools table
- Page 17: Specified that stacked translations are in Spanish
- Page 23: Added the date the paper-and-pencil tests are available
- Pages 26–30: Clarified information and roles regarding test security
- Page 32: Clarified permitted materials for ELL students
- Page 45: Corrected the name of the system that generates the paper-and-pencil tests
- Page 57: Added a paper-based assessment name and clarified return shipping instructions
- Page 64: Updated the instructions regarding the Missing Test Materials Form