

UNIVERSAL TOOLS

These tools for use on the Grade-Level Assessment are available to **ALL STUDENTS** unless otherwise noted.

Please note:

- Some tools need to be marked in eDirect prior to the assessment. Please read the description to determine if the tool must be marked in eDirect, under student accommodations.
- Some tools are only for use by English Language Learner (ELL) students (ELL students are those marked LEP-RCV or LEP-NRC in MOSIS).

Tool	Description	Code
Bilingual Dictionary	<p>ELL students may have access to a physical Bilingual Dictionary for use ONLY on the Writing Prompt in grades 5 and 8. If the Bilingual Dictionary is electronic, it may not connect to the internet.</p> <p>This tool must be chosen in the eDirect system under student accommodations prior to testing.</p>	S431
Break (Pause)	<p>All students may take breaks of up to 20 minutes as needed. There is no limit to how many times a student may use this during an assessment.</p> <p>The INSIGHT platform allows all students to pause the online assessment for up to 20 minutes. If the test is paused for more than 20 minutes, the student will have to log back in.</p> <p>If the need arises to move a student from one computer to another, pause the test and choose the exit button. The test will remain incomplete until the student logs back in and completes the test.</p>	N/A
Calculator (For Calculator Allowed Items Only) Grades 6-8	<p>All students may have access to a physical calculator, on items where calculator use is allowed (Session 2, Grades 6-8). The memory of the physical calculator must be cleared before and after testing by the test examiner.</p> <p><i>Please Note: Use of a calculator is only for the Mathematics assessment.</i></p> <p>The INSIGHT platform features an embedded calculator for all students to use on items where calculator use is allowed (Session 2, Grades 6-8).</p>	N/A
Color Contrast – Online	<p>The INSIGHT platform allows all students to adjust background or font color based on student needs or preferences.</p>	N/A
Color Contrast – Paper	<p>All students taking the paper/pencil assessment may have the test printed in different colors based on student needs or preferences.</p> <p>This tool must be chosen in the eDirect system under student accommodations prior to testing.</p>	S102
Color Overlay	<p>All students taking the paper/pencil assessment may have a color transparency placed over the test presented to them based on student needs or preferences.</p> <p>This tool must be chosen in the eDirect system under student accommodations prior to testing.</p>	S103

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Tool	Description	Code
English Dictionary	All students may have access to a physical English Dictionary for use ONLY on the Writing Prompt in grades 5 and 8. If the English Dictionary is electronic, it may not connect to the internet. The INSIGHT platform features an embedded English Dictionary for use ONLY on the Writing Prompt in grades 5 and 8.	N/A
Grammar Handbook	All students may have access to a physical Grammar Handbook for use ONLY on the Writing Prompt in grades 5 and 8. If the Grammar Handbook is electronic, it may not connect to the internet. The Grammar Handbook must be one that is published. It cannot be a district, school or classroom made handbook.	N/A
Graphing Tool	The INSIGHT platform allows all students to use an embedded tool to graph functions.	N/A
Highlighter	The INSIGHT platform allows all students access to a highlighter for marking desired text. All students may have access to a physical highlighter.	N/A
Keyboard Navigation	The INSIGHT platform allows all students to navigate through the text by using the keyboard.	N/A
Line Guide	The INSIGHT platform allows all students to use an embedded horizontal line that brings focus to a single line of text.	N/A
Magnifier (Zoom)	The INSIGHT platform allows all students to magnify the screen by 1.5 or 2 times the original size. All students taking the paper/pencil or Large Print assessments may have access to a magnifying device.	N/A
Magnification – Assistive Technology	Students with visual impairments may use assistive technology software that magnifies the screen beyond the built in capabilities of the magnifier (zoom) tool. The software can be used in conjunction with the INSIGHT platform. The software must be provided by the district. <i>Please Note: The use of assistive technology software should be familiar to the student and should be software the student uses in the everyday classroom.</i> <i>Please Note: While the use of assistive technology software is not directly supported by DRC, the help desk will work with districts needing to use the software.</i> This tool must be chosen in the eDirect system under student accommodations prior to testing.	S105
Mark For Review	The INSIGHT platform allows all students to mark an item for review.	N/A
Masking – Online	The INSIGHT platform allows all students to block off content that is not of immediate need or that may be distracting by using an embedded masking tool.	N/A

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Tool	Description	Code
Masking – Paper	<p>All students taking the paper/pencil or Large Print assessments may use a masking tool to block off content that is not of immediate need or that may be distracting.</p> <p>This tool must be chosen in the eDirect system under student accommodations prior to testing.</p>	S107
Non-Accommodation Paper Based Assessment	<p>This tool is available for the following scenarios:</p> <p>For students that need to test off-site in a non-district building (e.g. hospital, juvenile facility, etc.), the student may use the Paper/Pencil Based Assessment.</p> <p>For ELL students who are using the Translation tool (S109) or Read Aloud – Native Language (S111), where the translator needs access to the assessment prior to administration to conduct translation services, choose this tool for just ONE student in the group. That student should still take the assessment online.</p> <p>For students using Read Aloud – Human Reader (S043) where the examiner needs a paper copy to read from, choose this tool for just ONE student in the group. That student should still take the assessment online.</p> <p><i>Please Note: There is a \$15 charge to the district for each printed Paper/Pencil assessment not required by an IEP. If the off-site student does have an IEP that requires using a Paper/Pencil assessment, use accommodation A102 instead.</i></p> <p><i>Please Note: Answers from students who access the assessment using the Paper/Pencil format must be entered into eDirect prior to shipping the Paper assessment back. Please follow the return instructions found in the TCM.</i></p> <p><i>Please Note: All the answers given in the online system must be in English.</i></p> <p>This tool must be chosen in the eDirect system under student accommodations prior to testing.</p>	S112
Protractor	<p>The INSIGHT platform allows all students to use an embedded protractor on specific items where appropriate.</p> <p>All students taking the paper/pencil, Large Print or Braille assessments may have access to a physical protractor for use on specific items where appropriate.</p>	N/A

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Tool	Description	Code
Read Aloud (Not Including ELA Reading Passages) – Text-To-Speech	<p>The INSIGHT platform allows all students to have the test directions and items in English Language Arts, Mathematics and Science read aloud via embedded text-to-speech technology. The student can control the speed and volume of the voice. The system also includes a follow along feature, where the word being read is highlighted for the student.</p> <p><i>Please Note: This tool DOES NOT read ELA reading passages to the student. In order to have ELA reading passages Read Aloud, a student MUST have that accommodation in their IEP/504 plan.</i></p> <p><i>Please Note: DESE does not recommend the use of Read Aloud for students who do not use it as part of their everyday learning in the classroom. The use of Read Aloud for some students can prove distracting and become a hindrance to student performance.</i></p> <p>This tool must be turned on in the eDirect system under student accommodations prior to testing.</p>	S041
Read Aloud (Not Including ELA Reading Passages) – Human Reader	<p>Any student taking either the online, paper/pencil, Large Print or Braille assessments may have the test directions and items in English Language Arts, Mathematics and Science read aloud by a human reader.</p> <p><i>Please Note: Read Aloud of ELA Listening items will require the download of a script. See the Test Administration Manual for more details.</i></p> <p><i>Please Note: Use of this tool DOES NOT allow the reading of ELA passages to the student. In order to have ELA reading passages Read Aloud, a student MUST have that accommodation in their IEP/504 plan.</i></p> <p><i>Please Note: The Human Reader should be familiar to the student and have read aloud experience with the student in some capacity prior to the state assessment.</i></p> <p><i>Please Note: DESE does not recommend the use of Read Aloud for students who do not use it as part of their everyday learning in the classroom. The use of Read Aloud for some students can prove distracting and become a hindrance to student performance.</i></p> <p>This tool must be chosen in the eDirect system under student accommodations prior to testing.</p>	S043

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Tool	Description	Code
Read Aloud (Not Including ELA Reading Passages) – Assistive Technology	<p>Students with Disabilities that use specific text-to-speech assistive technology software in the everyday classroom may use that technology in conjunction with the INSIGHT testing platform. The software must be provided by the district.</p> <p><i>Please Note: Use of this tool DOES NOT allow the reading of ELA passages to the student. In order to have reading passages Read Aloud, a student MUST have that accommodation in their IEP/504 plan.</i></p> <p><i>Please Note: DESE does not recommend the use of Read Aloud for students who do not use it as part of their everyday learning in the classroom. The use of Read Aloud for some students can prove distracting and become a hindrance to student performance.</i></p> <p><i>Please Note: The use of assistive technology software should be familiar to the student and should be software the student uses in the everyday classroom.</i></p> <p><i>Please Note: While the use of assistive technology software is not directly supported by DRC, the help desk will work with districts needing to use the software.</i></p> <p>This tool must be chosen in the eDirect system under student accommodations prior to testing.</p>	S042
Read Aloud (Not Including ELA Reading Passages) – Native Language	<p>ELL students taking either the online, paper/pencil, Large Print or Braille assessments may have the test directions and items in English Language Arts, Mathematics and Science read aloud in the students’ native language by a human reader.</p> <p><i>Please Note: Use of this tool DOES NOT allow the reading of ELA passages in the students’ native language to the student. In order to have ELA reading passages Read Aloud, a student MUST have that accommodation in their IEP/504 plan.</i></p> <p><i>Please Note: If the translator needs access to the assessment prior to administration to conduct translation services, the student must use the Paper/Pencil based assessment (Code S114). There is a \$15 charge to the district for each printed Paper/Pencil assessment not required by an IEP.</i></p> <p><i>Please Note: All the answers given in the online system must be in English.</i></p> <p>This tool must be chosen in the eDirect system under student accommodations prior to testing.</p>	S111
Ruler	<p>The INSIGHT platform allows all students to use an embedded ruler on specific items where appropriate.</p> <p>All students taking the paper/pencil, Large Print or Braille assessments may have access to a physical ruler for use on specific items where appropriate.</p>	N/A

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Tool	Description	Code
Scratch Paper (Sticky Notes)	<p>The INSIGHT platform allows all students to use an embedded notepad (called Sticky Notes) to make notes about an item. Electronic notes DO NOT carry over from previous sessions. If a student logs off prior to finishing a session, any electronic notes WILL NOT carry over when the student logs back in. As long as you do not log out or finish the session, they remain.</p> <p>All students taking the online, paper/pencil, Large Print or Braille assessments may have access to physical scratch to make notes about an item. Scratch paper can be blank, ruled, graph or grid paper. Physical scratch paper should be collected and destroyed IMMEDIATELY upon the conclusion of a testing session.</p>	N/A
Scribe	<p>Students may dictate their responses to a scribe, who must follow the scribing guidelines (http://dese.mo.gov/sites/default/files/asmt-scribing-guidelines.pdf).</p> <p><i>Please Note: DESE does not recommend the use of Scribe for students who do not use it as part of their everyday learning in the classroom. The use of Scribe for some students can prove distracting and become a hindrance to student performance.</i></p> <p><i>Please Note: The Scribe should be familiar to the student and have scribing experience with the student in some capacity prior to the state assessment.</i></p> <p><i>Please Note: Students who obtain a physical injury prior to testing that prevents them from responding may also dictate their responses to a scribe.</i></p> <p>This tool must be chosen in the eDirect system under student accommodations prior to testing.</p>	S351
Separate Setting	<p>Students may be allowed to test in a separate setting from other students. This includes testing individually or testing as part of a smaller group.</p> <p>This tool must be chosen in the eDirect system under student accommodations prior to testing.</p>	S501
Strikethrough (Cross Off)	<p>The INSIGHT platform allows all students to cross out answer options.</p>	N/A
Thesaurus	<p>All students may have access to a physical Thesaurus for use ONLY on the ELA Writing Prompt in grades 5 and 8. If the Thesaurus is electronic, it may not connect to the internet.</p>	N/A

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Tool	Description	Code
Translation	<p>ELL students may respond to any assessment in their native language. The responses must be translated and transcribed.</p> <p><i>Please Note: If the translator needs access to the assessment prior to administration to conduct translation services (Code S112), there is a \$15 charge to the district for each printed Paper/Pencil assessment not required by an IEP.</i></p> <p><i>Please Note: All the answers given in the online system must be in English.</i></p> <p>This tool must be chosen in the eDirect system under student accommodations prior to testing.</p>	S109
Writing Tools	The INSIGHT platform allows all students to use writing tools on specific items where appropriate. The tools include the ability to bold, italicize and underline text, create bullet points, undo/redo typing, and copy/paste text the student has typed.	N/A

ACCOMMODATIONS

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Accommodation	Description	Code
Abacus	<p>Students with this accommodation in their IEP/504 plan may have access to an abacus.</p> <p>This accommodation must be chosen in the eDirect system under student accommodations prior to testing.</p>	A391
Alternate Response Options	<p>Students with this accommodation in their IEP/504 plan may respond to items using an alternate option, including but not limited to: Adapted Keyboards, StickyKeys, MouseKeys, FilterKeys, Adapted Mouse, Touch Screen, Head Wand and Switches.</p> <p>This accommodation must be chosen in the eDirect system under student accommodations prior to testing.</p>	A441
Braille	<p>Students with visual impairments with this accommodation in their IEP/504 plan may access the assessment via a Braille version. Tactile overlays and graphics tools may be used to assist the student in accessing the content.</p> <p><i>Please Note: Answers from students who access the assessment using the Braille format must be entered into eDirect prior to shipping the Braille assessment back. Please follow the instructions found in the virtual Braille kit (available from eDirect).</i></p> <p>This accommodation must be chosen in the eDirect system under student accommodations prior to testing.</p>	A012
<p>*INVALIDATION*</p> <p>Calculator (For Non-Calculator Allowed Items Only)</p> <p>GRADE 3 ONLY</p> <p>*INVALIDATION*</p>	<p>Students in 3rd grade with this accommodation in their IEP/504 plan may have access to a physical calculator, on items where calculator use is not allowed. The memory of the physical calculator must be cleared before and after testing by the test examiner.</p> <p><i>Please Note: Use of this accommodation will cause an invalidation for the Mathematics Assessment and the student will receive the Lowest Obtainable Scale Score (LOSS).</i></p> <p>This accommodation must be chosen in the eDirect system under student accommodations prior to testing.</p>	A392
<p>Calculator (For Non-Calculator Allowed Items Only)</p> <p>GRADES 4-8</p>	<p>Students in grades 4-8 with this accommodation in their IEP/504 plan may have access to a physical calculator, on items where calculator use is not allowed. The memory of the physical calculator must be cleared before and after testing by the test examiner.</p> <p>This accommodation must be chosen in the eDirect system under student accommodations prior to testing.</p>	A393

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Accommodation	Description	Code
Large Print	<p>Students with visual impairments with this accommodation in their IEP/504 plan may access the assessment via a Large Print version.</p> <p><i>Please Note: Answers from students who access the assessment using the Large Print format must be entered into eDirect prior to shipping the Large Print assessment back. Please follow the instructions found in the virtual Large Print kit (available from eDirect).</i></p> <p>This accommodation must be chosen in the eDirect system under student accommodations prior to testing.</p>	A021
<p>*INVALIDATION*</p> <p>Multiplication Table</p> <p>GRADE 3 ONLY</p> <p>*INVALIDATION*</p>	<p>Students in 3rd grade with this accommodation in their IEP/504 plan may have access to a single digit multiplication table.</p> <p><i>Please Note: Use of this accommodation will cause an invalidation for the Mathematics Assessment and the student will receive the Lowest Obtainable Scale Score (LOSS).</i></p> <p>This accommodation must be chosen in the eDirect system under student accommodations prior to testing.</p>	A394
<p>Multiplication Table</p> <p>GRADES 4-8</p>	<p>Students in grades 4-8 with this accommodation in their IEP/504 plan may have access to a single digit multiplication table.</p> <p>This accommodation must be chosen in the eDirect system under student accommodations prior to testing.</p>	A395
Paper Based Assessment	<p>Students with this accommodation in their IEP/504 plan may take the assessment using the paper/pencil format.</p> <p><i>Please Note: Answers from students who access the assessment using the Paper/Pencil format must be entered into eDirect prior to shipping the Paper assessment back. Please follow the return instructions found in the TCM.</i></p> <p>This accommodation must be chosen in the eDirect system under student accommodations prior to testing.</p>	A102
Read Aloud (ELA Reading Passages) – Blind Students	<p>Blind students at any grade level who do not yet possess adequate Braille skills with this accommodation in their IEP/504 plan, may have the ELA Reading Passages read aloud by a human reader.</p> <p>This accommodation must be chosen in the eDirect system under student accommodations prior to testing.</p>	A046

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Accommodation	Description	Code
<p>*INVALIDATION*</p> <p>Read Aloud (ELA Reading Passages) – Text-To-Speech</p> <p>GRADES 3-5</p>	<p>Students in grades 3-5 with this accommodation in their IEP/504 plan can have the INSIGHT platform read the ELA Reading Passages via embedded text-to-speech technology. The student can control the speed and volume of the voice. The system also includes a follow along feature, where the word being read is highlighted for the student.</p> <p><i>Please Note: Use of this accommodation will cause an invalidation for the English Language Arts Assessment and the student will receive the Lowest Obtainable Scale Score (LOSS).</i></p> <p><i>Please Note: DESE does not recommend the use of Read Aloud for students who do not use it as part of their everyday learning in the classroom. The use of Read Aloud for some students can prove distracting and become a hindrance to student performance.</i></p> <p>This accommodation must be chosen in the eDirect system under student accommodations prior to testing.</p>	<p>A040</p>
<p>*INVALIDATION*</p> <p>Read Aloud (ELA Reading Passages) – Human Reader</p> <p>GRADES 3-5</p>	<p>Students in grades 3-5 with this accommodation in their IEP/504 plan, taking the online, paper/pencil, Large Print or Braille assessments may have the ELA Reading Passages read aloud by a human reader.</p> <p><i>Please Note: The Human Reader should be familiar to the student and have read aloud experience with the student in some capacity prior to the state assessment.</i></p> <p><i>Please Note: Use of this accommodation will cause an invalidation for the English Language Arts Assessment and the student will receive the Lowest Obtainable Scale Score (LOSS).</i></p> <p><i>Please Note: DESE does not recommend the use of Read Aloud for students who do not use it as part of their everyday learning in the classroom. The use of Read Aloud for some students can prove distracting and become a hindrance to student performance.</i></p> <p>This accommodation must be chosen in the eDirect system under student accommodations prior to testing.</p>	<p>A041</p>

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Accommodation	Description	Code
<p>*INVALIDATION*</p> <p>Read Aloud (ELA Reading Passages) – Assistive Technology</p> <p>GRADES 3-5</p> <p>*INVALIDATION*</p>	<p>Students in grades 3-5 with this accommodation in their IEP/504 plan, that use specific text-to-speech assistive technology software in the everyday classroom, may use that technology in conjunction with the INSIGHT testing platform to have the ELA Reading Passages read aloud by the software. The software must be provided by the district.</p> <p><i>Please Note: The use of assistive technology software should be familiar to the student and should be software the student uses in the everyday classroom.</i></p> <p><i>Please Note: Use of this accommodation will cause an invalidation for the English Language Arts Assessment and the student will receive the Lowest Obtainable Scale Score (LOSS).</i></p> <p><i>Please Note: DESE does not recommend the use of Read Aloud for students who do not use it as part of their everyday learning in the classroom. The use of Read Aloud for some students can prove distracting and become a hindrance to student performance.</i></p> <p><i>Please Note: While the use of assistive technology software is not directly supported by DRC, the help desk will work with districts needing to use the software.</i></p> <p>This accommodation must be chosen in the eDirect system under student accommodations prior to testing.</p>	<p>A042</p>
<p>*INVALIDATION*</p> <p>Read Aloud (ELA Reading Passages) – Native Language</p> <p>GRADES 3-5</p> <p>*INVALIDATION*</p>	<p>ELL students in grades 3-5 with this accommodation in their IEP/504 plan, taking the online, paper/pencil, Large Print or Braille assessments may have the ELA Reading Passages read aloud to them in their native language by a human reader.</p> <p><i>Please Note: Use of this accommodation will cause an invalidation for the English Language Arts Assessment and the student will receive the Lowest Obtainable Scale Score (LOSS).</i></p> <p>This accommodation must be chosen in the eDirect system under student accommodations prior to testing.</p>	<p>A111</p>
<p>Read Aloud (ELA Reading Passages) – Text-To-Speech</p> <p>GRADES 6-8</p>	<p>Students in grades 6-8 with this accommodation in their IEP/504 plan, can have the INSIGHT platform read the ELA Reading Passages via embedded text-to-speech technology. The student can control the speed and volume of the voice. The system also includes a follow along feature, where the word being read is highlighted for the student.</p> <p><i>Please Note: DESE does not recommend the use of Read Aloud for students who do not use it as part of their everyday learning in the classroom. The use of Read Aloud for some students can prove distracting and become a hindrance to student performance.</i></p> <p>This accommodation must be chosen in the eDirect system under student accommodations prior to testing.</p>	<p>A043</p>

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Accommodation	Description	Code
<p>Read Aloud (ELA Reading Passages) – Human Reader</p> <p>GRADES 6-8</p>	<p>Students in grades 6-8 with this accommodation in their IEP/504 plan, taking the online, paper/pencil, Large Print or Braille assessments may have the ELA Reading Passages read aloud by a human reader.</p> <p><i>Please Note: The Human Reader should be familiar to the student and have read aloud experience with the student in some capacity prior to the state assessment.</i></p> <p><i>Please Note: DESE does not recommend the use of Read Aloud for students who do not use it as part of their everyday learning in the classroom. The use of Read Aloud for some students can prove distracting and become a hindrance to student performance.</i></p> <p>This accommodation must be chosen in the eDirect system under student accommodations prior to testing.</p>	A045
<p>Read Aloud (ELA Reading Passages) – Assistive Technology</p> <p>GRADES 6-8</p>	<p>Students in grades 6-8 with this accommodation in their IEP/504 plan, that use specific text-to-speech assistive technology software in the everyday classroom, may use that technology in conjunction with the INSIGHT testing platform to have the ELA Reading Passages read aloud by the software. The software must be provided by the district.</p> <p><i>Please Note: The use of assistive technology software should be familiar to the student and should be software the student uses in the everyday classroom.</i></p> <p><i>Please Note: While the use of assistive technology software is not directly supported by DRC, the help desk will work with districts needing to use the software.</i></p> <p><i>Please Note: DESE does not recommend the use of Read Aloud for students who do not use it as part of their everyday learning in the classroom. The use of Read Aloud for some students can prove distracting and become a hindrance to student performance.</i></p> <p>This accommodation must be chosen in the eDirect system under student accommodations prior to testing.</p>	A044
<p>Read Aloud (ELA Reading Passages) – Native Language</p> <p>GRADES 6-8</p>	<p>ELL students in grades 6-8 with this accommodation in their IEP/504 plan, taking the online, paper/pencil, Large Print or Braille assessments may have the ELA Reading Passages read aloud to them in their native language by a human reader.</p> <p>This accommodation must be chosen in the eDirect system under student accommodations prior to testing.</p>	A112

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Accommodation	Description	Code
Sign Language	<p>Hearing Impaired students with this accommodation in their IEP/504 plan may have ELA listening items translated into American Sign Language (ASL), Signing Exact English (SEE) or any other form of sign language.</p> <p><i>Please Note: Signing of ELA Listening items will require the download of a script. See the Test Administration Manual for more details.</i></p> <p>This accommodation must be chosen in the eDirect system under student accommodations prior to testing.</p>	A052
Specialized Calculator (For Calculator Allowed Items Only)	<p>Students with this accommodation in their IEP/504 plan may have access to a specialized calculator, on items where calculator use is allowed (Session 2). The specialized calculator can include a talking calculator or Braille calculator among others. The memory of the physical calculator must be cleared before and after testing by the test examiner.</p> <p>This accommodation must be chosen in the eDirect system under student accommodations prior to testing.</p>	A396
Speech-To-Text – Assistive Technology	<p>Students with this accommodation in their IEP/504 plan, that use specific speech-to-text assistive technology software in the everyday classroom, may use that technology in conjunction with the INSIGHT testing platform. The software must be provided by the district.</p> <p><i>Please Note: The use of assistive technology software should be familiar to the student and should be software the student uses in the everyday classroom.</i></p> <p><i>Please Note: While the use of assistive technology software is not directly supported by DRC, the help desk will work with districts needing to use the software.</i></p> <p>This accommodation must be chosen in the eDirect system under student accommodations prior to testing.</p>	A352