

Utah Core  
Criterion-Referenced Tests

**Test Administration  
Manual  
Policies and Procedures**

**Language Arts  
Mathematics  
Science**

2013



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## INTRODUCTION

The Core Criterion-Referenced Tests (CRTs) were developed from the Utah Core Curriculum. The test questions were written by Utah teachers and reviewed and edited by Utah teachers; Local Education Agency (LEA) content specialists; university representatives; members of the community; Utah State Office of Education (USOE) specialists in the Assessment, Curriculum, and Students at Risk sections; and contracted curriculum and assessment experts.

CRTs are not timed. Every student should be provided sufficient opportunity to complete the test. Testing will need to be scheduled for any students who require test accommodations that cannot be facilitated during the regular testing sessions.

For questions concerning information presented in this manual or about administration of the CRTs, please contact your School's Testing Coordinator.

### **100% CBT REQUIREMENT FOR 2013**

For the 2012-2013 school year, all CRTs will be administered via computer:

- All Elementary Language Arts (ELA) (Grades 3, 4, 5, 6)
- All Secondary Language Arts (ELA) (Grades 7, 8, 9, 10, 11)
- All Elementary Math (Grades 3, 4, 5, 6)
- All Secondary Math (Grades 7, 8, Pre-Algebra, Algebra I, Geometry, Algebra II)
- All Elementary Science (Grades 4, 5, 6)
- All Secondary Science (Grades 7, 8, ESS, Biology, Chemistry, Physics)

When a CRT is 100% computer-based, answer documents for that test are neither produced nor scored for any student (see page 20).

## OVERVIEW OF THE CORE CRITERION-REFERENCED TESTS

### TEST SECURITY

**CRTs are highly secure and should be treated as such.** Access to the computer-based testing (CBT) system should only be provided to qualified personnel. Because students use the same username and password for each test they take, the Test Access Code is secure and should be distributed only according to school and LEA protocols.

All test materials should be handled only by qualified personnel, and a system of materials accounting should be in place to ensure that all test materials are accounted for at the conclusion of testing. You are responsible for securely storing all **used and unused** test materials.

It is extremely important that all staff members involved in the administration of these tests follow the directions for administration very carefully. The Lab/Session Manager should not be responsible for administering tests unless he/she is qualified to do so.

### TESTING ETHICS

**Educators may not read passages, questions, or answer options to a student unless the student has the read-aloud or screen reader accommodation in an IEP, ELL, or Section 504 accommodation plan. Under no circumstances should actual questions from these tests be taught to or reviewed with students. Reproducing the test via electronic or paper means is not permitted.** Such practices violate test security and are professionally unethical. According to state law, evidence of these illegal activities can result in disciplinary action and/or the loss of teacher licensure.

For further information regarding testing ethics and test security, see the Utah State Board of Education-approved *Standard Test Administration and Testing Ethics Policy*. This document is available at the following URL:  
[http://www.schools.utah.gov/assessment/Testing-Director-Resources/TD\\_Ethics\\_Policy-pdf.aspx](http://www.schools.utah.gov/assessment/Testing-Director-Resources/TD_Ethics_Policy-pdf.aspx).

### SCHEDULING MAKE-UP TESTING AND TEST COMPLETION SESSIONS

Make-up sessions do not have to be administered in the students' regular classrooms. Test completion sessions may include students working on different sections of a test or on different tests. Ensure that the individual overseeing make-up and test completion sessions is qualified to do so.

Unexpected circumstances (e.g., fire drills, power failures) may interrupt testing. Test completion sessions should be scheduled when normal conditions are restored. Interruptions should not reduce the total amount of time students are given to complete tests.

## OUTLINE OF RESPONSIBILITIES FOR COMPUTER-BASED TEST ADMINISTRATION

The CBT administration of CRTs requires involvement of multiple individuals at each testing site, representing four different roles: School Testing Coordinator, Technical Support Personnel, Lab/Session Manager, and Test Administrator/Proctor. Depending on local policy, a single individual may engage in multiple roles if qualified for each (e.g., the Test Administrator/Proctor may also act as the Lab/Session Manager). These roles and responsibilities are outlined below.

### **School Testing Coordinator**

- Oversee all aspects of testing, both computer-based and any approved paper-based.
- Ensure that all policies and procedures required for standardized test administration are carried out.
- Ensure that appropriate staff members have user names set up for the DAS (to manage student data, view reports) and/or PTW (to administer CRTs). For Test Administrators/Proctors, ensure user names have been assigned to administer identified CRTs.
- Compile documentation concerning unique student circumstances that affect testing.
- Use the CBT system to mark special codes and accommodations for appropriate students, submit tests for scoring, and download Preliminary Score Reports. Refer to p. 24 for details.
- Work with the Test Administrator/Proctor to check Preliminary Score Reports to ensure that all students who were expected to test are accounted for, and that special codes are accurately marked.
- Work with LEA Assessment Personnel to resolve issues with testing.
- Ensure that all students are either submitted for scoring or have an appropriate non-participation code marked.
- Ensure that the public reporting field(s) for each student's test(s) are accurate. Refer to p. 17 for details.
- Close the data window for the school after all students have tested or are accounted for.

### **Technical Support Personnel**

- Ensure that each computer that students will use is able to support CBT.
- Ensure that each computer that students will use has the 2013 Spring iTest kiosk available.
- Use training tests to ensure that the local configuration, including bandwidth, can support testing.
- Troubleshoot technical issues that interrupt testing.
- Communicate with LEA technical personnel if problems occur that prevent students from testing.

### **Lab/Session Manager**

- Work with the School Testing Coordinator and/or Test Administrator/Proctor to print Student Login Tickets, provide Test Access Codes, start sessions, stop sessions, and resolve CBT issues.
- Document any situations that affect testing (e.g., fire drills, technical issues).

**Test Administrator/Proctor (This needs to be a certified teacher and is typically a classroom teacher.)**

- Actively proctor testing.
- Follow all requirements outlined in the *Test Administration Manual*.
- Work with the School Testing Coordinator to ensure that students' results are submitted for scoring only after **all** sections are finished.
- Work with the Lab/Session Manager to resolve problems that arise during testing.
- Work with the Lab/Session Manager to schedule make-up or completion sessions for students to finish testing.
- Review each Preliminary Score Report with the School Testing Coordinator, making sure that the students who tested appear on the report and that special codes are accurate.

Depending on the organization of the LEA and school, several of these roles may be combined as needed. Individuals responsible for each role should receive training specific to that role. This *Test Administration Manual* is specifically designed for the Test Administrator/Proctor; however, this topical description is provided because of the interdependency of these roles.

## CHECKLIST FOR TEST ADMINISTRATOR/PROCTOR

### Before Testing:

- \_\_\_\_\_ Meet with the School Testing Coordinator:
  - \_\_\_\_\_ To review testing procedures.
  - \_\_\_\_\_ To complete *Standard Test Administration and Testing Ethics Training*.
  - \_\_\_\_\_ To verify completion of trainings.
  - \_\_\_\_\_ To ensure that appropriate accommodation codes are selected in the DAS for students who will receive them during testing.
  - \_\_\_\_\_ To answer any questions.
  - \_\_\_\_\_ To receive user name for the CBT system (training and live sites).
- \_\_\_\_\_ Administer training tests to familiarize students with the testing system, ensuring that students can successfully navigate through tests and use testing system tools.
- \_\_\_\_\_ Notify students and parents about testing.
- \_\_\_\_\_ Encourage students to bring a book to read (or another quiet, non-electronic activity) in case they finish the test before the rest of the class.
- \_\_\_\_\_ Become thoroughly familiar with this *Test Administration Manual*.
- \_\_\_\_\_ Ensure that you have the appropriate materials. Needed materials are as follows:
  - \_\_\_\_\_ Student Login Tickets
  - \_\_\_\_\_ scratch paper and pencil for each student to be used during the test
  - \_\_\_\_\_ a "TESTING, DO NOT DISTURB" sign for the door
  - \_\_\_\_\_ any additional supplies or materials specified for the subject area test. Refer to page 5 of the content area *Test Administration Manual*.
- \_\_\_\_\_ Review assessment accommodation guidelines and make arrangements for students who qualify (with the School Testing Coordinator). Refer to pp. 20-24 of this *Test Administration Manual*.
- \_\_\_\_\_ Place a "TESTING, DO NOT DISTURB" sign on the door to the classroom and work to minimize interruptions and distractions.

### During Testing:

- \_\_\_\_\_ Administer the test, following the script in the content area *Test Administration Manual* word for word.
- \_\_\_\_\_ Distribute Login Tickets to students (with the Lab/Session Manager).
- \_\_\_\_\_ Provide Test Access Code to students.
- \_\_\_\_\_ Actively proctor to ensure that students are working on the test and that they are successfully navigating through the test.
- \_\_\_\_\_ Communication with students must be kept to a minimum.
- \_\_\_\_\_ Let students know that it is okay if they do not know a specific answer, and encourage them to choose the best answer.
- \_\_\_\_\_ Follow local procedures to make note of any irregularities during testing, including who will require a make-up or test completion opportunity (with the Lab/Session Manager).
- \_\_\_\_\_ Maintain and oversee the security of all test materials.

**After Testing:**

- \_\_\_\_\_ Follow on-screen instructions for closing out the testing session (with the Lab/Session Manager).
- \_\_\_\_\_ Arrange make-up and test completion sessions for students who miss all or part of the test.
- \_\_\_\_\_ Actively proctor make-up and test completion sessions.
- \_\_\_\_\_ Organize all test materials and return them to the School Testing Coordinator.
- \_\_\_\_\_ Review each Preliminary Score Report with the School Testing Coordinator, making sure that the students who tested appear on the report and that special codes are accurate.
- \_\_\_\_\_ Review each Preliminary Score Report to identify any anomalies in testing procedures.

## CHECKLIST FOR LAB/SESSION MANAGER

### General:

- \_\_\_\_\_ Ensure you have the *iTest User Guide* and *Test Administration Manual*.
- \_\_\_\_\_ Ensure that all computers have been prepared for testing (with Technical Support).

### Before Testing:

- \_\_\_\_\_ Coordinate overall testing schedule and logistics with the School Testing Coordinator.
- \_\_\_\_\_ Administer training tests to familiarize students with the testing system, ensuring that students can successfully navigate and use its tools (with the Test Administrator/Proctor).
- \_\_\_\_\_ Verify that all students who are expected to test are listed in Reporting Groups (9+2's) within the DAS (with the School Testing Coordinator).
- \_\_\_\_\_ Manually add students (if necessary) into the DAS and assign to appropriate tests and Reporting Groups (9+2's) (with the School Testing Coordinator).
- \_\_\_\_\_ Enter special codes for appropriate students into the DAS (with the School Testing Coordinator). The Lab/Session Manager may enter this information; however, the School Testing Coordinator is responsible for the decisions concerning what should be entered.
- \_\_\_\_\_ Make arrangements for those students requiring accommodations during testing (with the Test Administrator/Proctor).
- \_\_\_\_\_ Follow local policies and procedures to print Login Tickets from the DAS for all students.

### During Testing:

- \_\_\_\_\_ Log into the PTW.
- \_\_\_\_\_ Launch a testing session for each test to be administered.
- \_\_\_\_\_ After a test session is launched, provide students with the Test Access Code (five characters) when the Test Administrator/Proctor is ready to begin the testing session.
- \_\_\_\_\_ Document any appropriate comments about student testing circumstances or testing anomalies that may occur.
- \_\_\_\_\_ When the Test Administrator/Proctor indicates that the test session is finished, end the Test Session. A Session Receipt may be printed to assist with documenting the test session.

### After Testing:

- \_\_\_\_\_ Provide all testing documentation to the School Testing Coordinator (e.g., Login Tickets, Session Receipts).
- \_\_\_\_\_ Make arrangements for any students who have not finished all sections of the test to complete the test (with the Test Administrator/Proctor).
- \_\_\_\_\_ Return testing materials to the School Testing Coordinator (with the Test Administrator/Proctor).

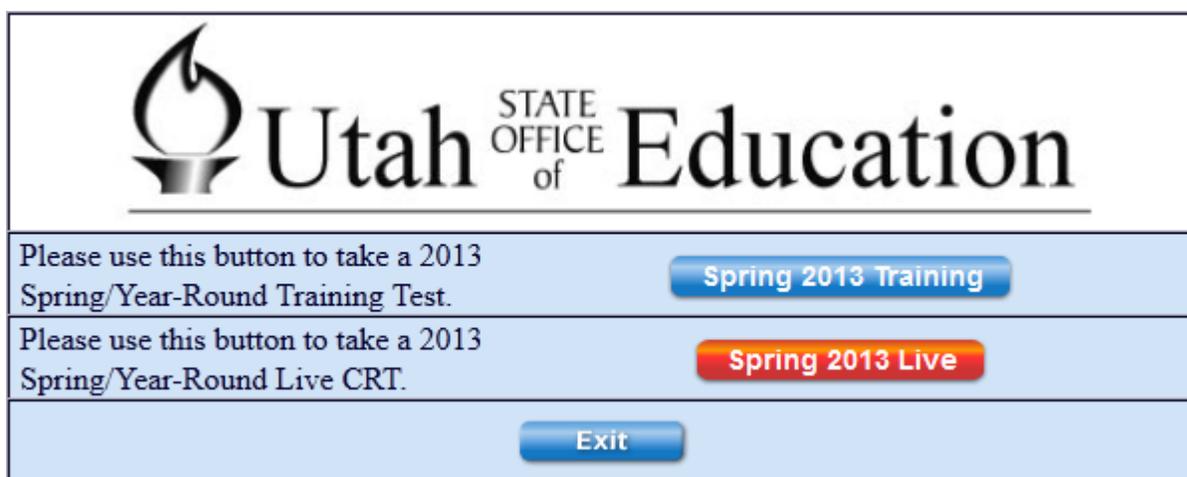
## INTRODUCTORY INFORMATION FOR CBT ADMINISTRATION

### LIVE TESTING iTEST KIOSK

All devices being used for computer-based testing should be configured for iTest prior to beginning test sessions. The iTest system is a browser-based testing system. The kiosk is available via the Data Administration System (DAS) Home Page's Technology section.

Schools should distribute the kiosk according to local protocols and procedures.

When the kiosk is launched the following screen will appear:



Instruct students to click on the appropriate button for the type of testing that you are administering that day. To administer a training test, click on the blue **Spring 2013 Training** button. To administer a CRT, click on the red **Spring 2013 Live** button.

Students will then be directed to the Student Test Workstation (STW) login page, where they can enter their login information from their Student Login Ticket.

## STUDENT LOGIN TICKETS

Every student has a unique user ID and password for CRT administration. These user IDs and passwords may be distributed by providing a Student Login Ticket to each student. You will need to distribute the tickets prior to testing, as described in the Test Administrator/Proctor script in the content area *Test Administration Manuals*.

Student Login Tickets may be printed in different ways, depending on local preferences. They will be produced as part of a PDF file and are available for download from the DAS.

### Options for Printing Student Login Tickets

1. Manage—Reporting Groups—Print tickets

- Select the appropriate 9+2 (or alternative group name).
- Click on the ticket icon.

2. Reports—Monitor Test Progress

- Choose test and 9+2 (or alternative group name).
- Filter students as appropriate.
- Click the ticket icon.

Student Login Ticket	
Student:	BROOKS, KAYLEY
Grade:	11
User Name:	MP004935955
Password:	05271992
Test:	Secondary ELA Training Test
Test Year:	2009-2010
Test Type:	Training
Reporting Group:	219727-11_PTSEL
Alternative Group:	21972711_PTSEL
Please wait for instructions before starting.	

## LOGGING INTO THE PTW

To log into the PTW, a Test Administrator/Proctor must complete the following steps:

1. Use local procedures to access:  
<http://utah.measuredprogress.org>
2. Upon reaching the Test Administration Portal Page, select Proctor a (Live or Training) test for the Spring 2013 administration (Trimester/Semester when appropriate).
3. Enter your **User Name** and **Password** in the spaces provided.
  - If this is the first time the user is logging into the PTW, he/she will be prompted to change his/her password. Passwords must be at least six characters in length and can contain any combination of alpha-numeric and special characters.
4. Click the **Login** button. The **Test Selection** window appears.

## SELECTING A TEST IN THE PTW

Users only have access to tests that they have been assigned to as proctors. The **Test Selection** window allows users to view tests they are currently proctoring, tests that are available to proctors and tests that were recently closed. You must be logged into the PTW to access the **Test Selection** window. Click the **Test Selection** button to display the **Test Selection** window.

Current sessions being proctored	
No open test sessions available.	
Tests available for starting a new session	
<a href="#">Elementary English Language Arts</a> <a href="#">Secondary English Language Arts</a> <a href="#">Elementary Science</a> <a href="#">Secondary Science</a> <a href="#">Elementary Mathematics</a>	
Recently closed sessions	
No recently closed sessions found.	

- **Current sessions being proctored**—Lists test sessions that are currently active (have not been closed).
- **Tests available for starting a new session**—Tests are made available under each proctor login through assignment by the School Testing Coordinator.
- **Recently closed sessions**—Lists testing sessions that have occurred each day for each proctor login. Sessions listed here can be accessed until 2:00 a.m. the following morning.

From the **Tests available for starting a new session** list, select the name of the test to be administered. The **Test Administration** page appears.

## NAVIGATING THE TEST ADMINISTRATION PAGE

The Test Administration page includes a number of functions to assist in administering the online test.

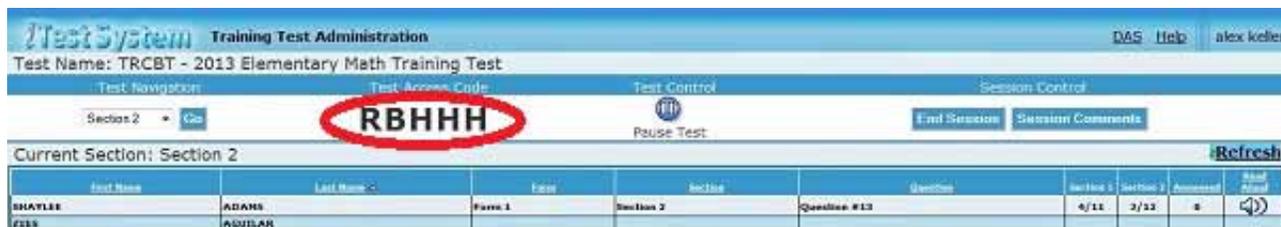


The purpose of the Test Administration Page is to provide Test Administrators/Proctors with access to key features of administering tests to students, including:

1. **Test Navigation**—Advances to the appropriate test section. Upon initial login, students will only be able to advance through the General Directions of each test until the Test Administrator/Proctor advances the test to a particular section.
2. **Test Access Code**—Displays an automatically generated code which students use to access the test session.
3. **Test Control**—Starts or pauses the test as needed. While paused, students will not be able to answer questions or navigate through the test.
4. **Session Control**—Grants the Test Administrator/Proctor access to various test administration utilities, including End Session (prints a test session receipt or ends the current testing session), Print (prints test status for all students), and Done (returns to Test Selection page) buttons. If the test session has not ended, the page includes the End Session and Proctoring (returns to Test Administration page) buttons. Otherwise, the page includes the Session Complete (confirms the test session is complete) button.
5. **Refresh**—Provides “on-demand” updates of the Student List information as displayed on the screen. The system automatically updates the screen at 5 minute intervals.
6. **Student List**—Lists information about all of the students participating in this test session.
7. **Test Selection**—Displays the test selection page.
8. **Logout**—Closes the test session being administered, logs the user out of the PTW, and returns to the Login screen.

## TEST ACCESS CODES

After a proctor launches a test session, a Test Access Code is available at the top of the screen:



The Test Access Code is a randomly generated set of characters used for students to enter a specific test session. Each time a proctor exits a test session and re-enters the test, the access code changes to a new randomly generated set of characters.

## SECTION SELECTION

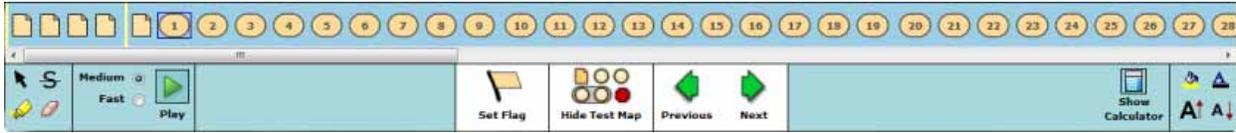
As directed by the Test Administrator/Proctor, select the appropriate section of the test that matches the section of the test to be administered from the Test Navigation drop-down list and then click "Go."

Once a student has entered his/her username, password, and the Test Access Code, he/she will be granted access to the test.<sup>1</sup> Students' names will appear on the student list as students successfully enter the test. The Test Administrator/Proctor should monitor the list for each section to assure that the names of only those students in the current test session appear in the list. Although unlikely, if any students' names appear on the list that are not part of the current session, the session should be closed and a new Test Access Code should be provided to students.

1. Students will be granted access if they are not already submitted for scoring, do not have a non-participation code marked for that test in the DAS, and are assigned to the test.

## USE OF STUDENT TEST MAP

Once a student has successfully entered a test, a test map appears at the bottom of each screen.



The test map allows students to perform a range of functions, which are briefly described below:

- View the status of each test question. Statuses that can be displayed for a test question are:
  - Unanswered.
  - Answered.
  - Not available (when a section is not accessible).
  - Flagged (Unanswered or Answered).
- Move to any item in the available test sections (including those marked for review).
- View general directions.
- Access any available tools (i.e., reference sheets, calculator, highlighter, font tools, and show/hide test map).
- Exit the test.

## DAS STUDENT DATA SCREEN

The DAS student data functionality allows a user to both review tests currently assigned to students and assign new tests to students. School, district, and state-level users have access to this functionality, with appropriate permissions assigned based on each of these levels.

**Test Information**

To view testing information, select a Testing Session.  
A participation status must be selected if a test is selected.

Testing Session:  Test Name:  Reporting Group:  Participation Status:  Accommodations:

Public Reporting Field:  Public Reporting Field:  Public Reporting Field:

Testing Session	Test Name	Status	Reporting Group	Participation Status	Accommodations	Public Reporting Field	Public Reporting Field	Public Reporting Field
<input type="button" value="Edit"/>	TRAINING	2012 Elementary ELA Training Test	0	3333001104_PTEEL	Standard Participation			
Reporting Group: <input type="text" value="3333001104_PTEEL"/> Participation Status: <input type="text" value="(S) Standard Participation"/> Accommodations: <input type="text"/> <input type="button" value="Update"/> <input type="button" value="Cancel"/>								
<input type="button" value="Edit"/>	TRAINING	2012 Elementary Science Training Test	0	9555000699_PTUES	Standard Participation	88331	91456	542887

### To View Test Assignments for the Appropriate Student:

1. Select "Manage—Student List."
2. Select the correct LEA, School, and Grade in the filters for the student record.
3. Click on the "View" link next to the student record.
4. In the "Test Information" section, select the appropriate testing session.

### Public Reporting Fields

Public reporting fields identify the teacher(s) responsible for the instruction of each student. If the public reporting field(s) do not display accurate information, please notify your school testing coordinator.

## MARKING SPECIAL CODES

Using the Student Data Screen on the DAS

### Points to Remember

- Mark non-standard participation codes before testing begins.
- Update non-standard and mark non-participation codes before the last day of the school's testing window.
- **Educators should NEVER use a student's login information to enter his/her test.**
- **The special codes are to be used only for selected students with disabilities, English Language Learners (ELL), and students on Section 504 plans. Refer to p. 23.**

**Mark special codes only if a student:**

- Participated in a non-standard administration of the test (select reason in the participation drop-down box).
- Did not participate in the assessment (mark reason in participation drop-down box).

### To Modify Special Codes:

1. Click the "Edit" link next to the appropriate session that appears in the table at the bottom of the page.
2. Select the participation status from the "Participation Status" list, add accommodations if appropriate. Refer to p. 19.
3. Click "Update." "Test has been updated successfully" notification will appear above the available testing sessions.
4. Click "Close."

## ASSESSMENT ACCOMMODATIONS

All Utah students are able to participate in CRT administration as part of Utah's Comprehensive Assessment System (UCAS). To meet students' special needs, assessment accommodations are allowed in specific situations in order to enable students to better demonstrate their knowledge. These decisions apply to:

- English Language Learners (ELL).
- Students with Disabilities.
- Students with Section 504 Plans.

Accommodations are determined by an ELL, IEP, or Section 504 team.

Both federal and state laws require that all students are administered assessments intended to hold schools accountable for the academic performance of students. These laws include state statutes that regulate UCAS. The most prominent federal laws are the No Child Left Behind Act of 2001 (NCLB) and the Individuals with Disabilities Education Improvement Act of 2004 (IDEA).

Students are expected to participate in the state accountability system. This principle of full participation includes ELL students, students with an Individualized Education Program (IEP), and students with a Section 504 plan.

Decisions regarding accommodations and modifications must be made by an ELL, IEP, or Section 504 team and documented in the student's file. ELL team members, IEP team members, and Section 504 team members must actively engage in a planning process that addresses the assurance of the provision of accommodations to facilitate student access to grade-level instruction and state assessments. **Individual teachers may not make decisions regarding assessment accommodations at the time of test administration. These decisions must be made in advance by the appropriate team.**

To obtain detailed information about the official state policy for assessment accommodations, examine the document entitled *UCAS Assessment Participation and Accommodations Policy*. This document is available at the following URL:  
[http://www.schools.utah.gov/sars/DOCS/assessment/Special\\_Needs\\_Accommodations\\_Policy-pdf.aspx](http://www.schools.utah.gov/sars/DOCS/assessment/Special_Needs_Accommodations_Policy-pdf.aspx).

## 100% CBT REQUIREMENT FOR 2013

For the 2012-2013 school year, all CRTs will be administered via computer:

- All Elementary Language Arts (ELA)(Grades 3, 4, 5, 6)
- All Secondary Language Arts (ELA) (Grades 7, 8, 9, 10, 11)
- All Elementary Math (Grades 3, 4, 5, 6)
- All Secondary Math (Grades 7, 8, Pre-Algebra, Algebra I, Geometry, Algebra II)
- All Elementary Science (Grades 4, 5, 6)
- All Secondary Science (Grades 7, 8, ESS, Biology, Chemistry, Physics)

Answer documents for 100% computer-based CRTs are neither produced nor scored for any student. Should a student need a paper version of the test, as documented in his/her IEP, ELL, or Section 504 plan, there are two options for submitting the student's responses: (1) The student may enter his/her responses directly into the CBT system at the time of testing, or (2) an appropriate educator may enter the student's responses into the CBT system after the student has recorded his/her responses on the paper version of the test. If option two is used, educators are encouraged to enter student responses in the presence of another educator.

- Large Print: Accommodation #8 must be marked if using Large Print accommodation while keying in answers to the CBT system.
- Braille: Accommodation #10 must be marked if using Braille accommodation while keying in answers to the CBT system.

Requests for paper versions of any CRT may be directed to the Special Education Assessment Specialist Wendy Carver ([wendy.carver@schools.utah.gov](mailto:wendy.carver@schools.utah.gov)).

## ACCOMMODATIONS FOR TECHNOLOGY-ENHANCED ITEMS (TEIs)

- Student responses to TEIs **must** be entered via the CBT system.
- 7th Grade Science, 8th Grade Science, and Biology CRTs each include one Technology-Enhanced item.
  - a. The 7th Grade and Biology TEIs are positioned near the end of Section 2 of the CRT.
  - b. The 8th Grade TEI is positioned near the end of Section 1 of the CRT.
- TEIs prompt students to demonstrate their knowledge in unique ways that require students to interact with on-screen elements of the item.
  - a. In the large-print and paper-based forms, the TEIs are presented on paper precisely as it appears on screen.
  - b. In Braille forms, the TEIs have been modified to include alternate text and to rely less on visual elements of the item.
- Students should be allowed to indicate their response to the TEIs through any reasonable means.
- The proctor will need to closely monitor as the student interacts with the TEIs to assure that the student's intended response is accurately captured.
- Proctors should **not** provide extra guidance or help with the TE item that the student would not normally receive as an accommodation for any other item in the test. For example, the proctor should not read the TEIs to a student who did not receive the read-aloud accommodation for the other items on the test.
- Because the action of 'click and drag' cannot be performed on paper, the proctor will need to record the student's response and enter that into the CBT system by following the on-screen instructions given with the item.
  - a. A proctor will monitor the student's responses being entered into the CBT system.
- The test proctor should only record the student's responses as indicated by the student.

## ENGLISH LANGUAGE LEARNERS

The federal NCLB Act Title III and state UCAS legislation and policy determine which ELL students take which CRT. This determination is based on the student's **number of years in the United States**. The pertinent guidance related to these policies is **summarized** below. All assessment decisions related to CRTs regarding ELL students should be informed by the school's ELL team.

<b>Years in U.S./Proficiency Level</b>	<b>ELA</b>	<b>Math</b>	<b>Science</b>
Less than 1 full year Enrolled on or after April 15 of the current year	no	no	no
Less than 1 full year Enrolled before April 15 of the current year	no	yes	yes
1-2 years Enrolled on or after April 15 of the previous year	no	yes	yes
1-2 years Enrolled before April 15 of the previous year	yes	yes	yes
3 years or more	yes	yes	yes

## SPECIAL CODES

To trigger the administration of specific accommodations via the CBT system, accommodation codes must be entered prior to the start of testing.

### Accommodation Codes

- Read-Aloud via Text-to-Speech: Screen Reader (Accommodation #5) must be marked if the student will be receiving read-aloud via text-to-speech.
- Oral Translation: Directions—oral translation (Accommodation #6) and Questions—oral translation (Accommodation #7) must be marked so that the translator has access to the test via the PTW.
- Signed Translation: Directions signed (Accommodation #3) and Questions signed (Accommodation #4) must be marked so that the translator has access to the test via the PTW.

### For non-standard participation select:

- “Accommodated (IEP/LEP)” if IEP, ELL, or Section 504 accommodations are provided.
- “Private or Home School” if the student is educated in a private school or home school setting.
- “Modified (IEP team)” if a modified assessment is administered.

### For non-participation select:

- “Absent—Unable to make up test” if the student was not present during any part of the test administration period and was not able to make up the test.
- “Excused—Medical Emergency” if the student could not take the test as a result of a medical emergency.
- “Unknown Student” for a student listed in your pre-load files who cannot be identified as ever having been enrolled in the school.
- “Officially withdrawn from class/school” if the student is no longer enrolled in the class/school.
- “ELL First Year in U.S. Before April 15” if the student is an ELL student and enrolled before April 15 of the current school year.
- “ELL First Year in U.S. April 15 or Later” if the student is an ELL student and enrolled on or after April 15 of the current school year.
- “Private or Home School non-participant” if the student is educated in a private or home school setting and did not take the test but has a pre-load file.
- “Refused to Test (RT)” if the student refused to take the test even though there were efforts to encourage participation in the test.
- “Utah Alternate Assessment (IEP Team)” if the student participated in Utah’s Alternate Assessment instead of the CRT.
- “Paper-based” if the student participated in the CRT paper-based test.

## **READ-ALoud ADMINISTRATION FOR ACCOMMODATION PURPOSES**

**Use read-aloud administration only for students who have a read-aloud accommodation documented in their ELL, IEP, or Section 504 plan.**

### **READ-ALoud ADMINISTRATION OPTIONS**

The embedded text-to-speech toolbar (screen reader) is provided on all CRTs; therefore, it should be used to provide this accommodation on all CRTs. If a student is unable to interact with the screen reader, appropriate documentation must be included in the student's IEP, ELL, or Section 504 plan. Students using the embedded text-to-speech toolbar (screen reader) accommodation with headsets may be assessed with their peers. They will no longer be assessed individually or in small groups.

### **EMBEDDED TEXT-TO-SPEECH TOOLBAR**

In order for the embedded text-to-speech toolbar (screen reader) or the PTW read-aloud icon to be available during testing, the appropriate read-aloud accommodation code must be marked in the DAS prior to the student logging in. The use of the embedded text-to-speech toolbar (screen reader) will allow the computer to read the test to the student. The accommodation code "5. Screen Reader" must be marked in the DAS for each test for which a student is to receive this accommodation, prior to the student logging into each test.

### **PROCTOR READS FROM THE PTW SCREEN**

The proctor reads from the PTW screen by clicking on the speaker icon that appears next to the student's test status. For the PTW version of a test to be available, one of the read-aloud accommodation codes must be marked in the DAS prior to the student logging into the test (refer to p. 19).

These accommodation codes are as follows:

- Directions read aloud in English (Accommodation #1)
- Questions read aloud in English (Accommodation #2)
- Directions signed (Accommodation #3)
- Questions signed (Accommodation #4)
- Directions—oral translation (Accommodation #6)
- Questions—oral translation (Accommodation #7)

## **PROCTOR READS “OVER THE SHOULDER” OF THE STUDENT**

This option may be used in the event that the above protocols are not possible. Proctors will position themselves next to or behind the students and read them each question as the students navigate through the test. Students can request that any portion of any question be re-read to them as many times as they need. Words within an image may be read, but images themselves may not be described.

**Note:** Where the text-to-speech or PTW access steps are not followed, students may have different forms of a test assigned to them, making simultaneous "over-the-shoulder" read-aloud to multiple students prohibitive.





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