

STATEWIDE ASSESSMENT ACCOMMODATIONS

Ohio Administrative Code Rule 3301-13-03 stipulates the following four criteria for allowable accommodations on statewide tests:

1. The accommodation must be provided for the student in the classroom for classroom- and district-wide tests and the accommodation must be documented in writing in the IEP or 504 plan;
2. The accommodation cannot change the content or structure of the test;
3. The accommodation cannot change what the test is intended to measure; and
4. The accommodation cannot change or enhance the student's response.

Any accommodation given on statewide assessments must meet **ALL** of these criteria. The list of accommodations are shown as a guide to assist educators in determining appropriate accommodations, but in no case may any accommodation be given which does not meet ALL four of the criteria listed above.

Note: A list of common assessment accommodations is provided in this document. This list is meant to help teams make appropriate decisions about allowable accommodations for statewide assessment. It is not an exhaustive list. Designations as "allowable" or "not allowable" for the test subjects/grades and accommodations have been made in light of the four allowable criteria for statewide assessment accommodations, a careful review of the test content and test structure of various Ohio assessments by the Ohio Department of Education (ODE) Office of Assessment and Office of Curriculum and Instruction staff.

- ❖ For assistance in applying these criteria call the Office for Exceptional Children for further clarification at (877) 644-6338. The Office for Exceptional Children is also the correct resource at ODE to contact for all other questions related to students with disabilities.
- ❖ For assistance regarding accommodations for the Ohio Test of English Language Acquisition (**OTELA**) for grades K-12 limited English proficient (LEP) students contact the Office of Assessment at (614) 466-0223.
- ❖ Those who need assistance about statewide assessment administration regarding an accommodation should call the Office of Assessment at (614) 466-0223.

Ohio Statewide Assessment Accommodation Guidance Chart

Specific Accommodation	Description of Accommodation	Allowable/Not Allowable	Tests Applicable	Type of Accommodation
Adaptive furniture	Slant board, chair with arms, foot rest, table tall enough for wheelchair	Allowable	All tests	Setting
Amplification device	Personal amplification device, assistive listening device used to amplify presentation of test materials ONLY-no recording allowed. Ensure that device is working.	Allowable	All tests	Presentation
Braille	Consult Braille edition test materials for specific instructions.	Allowable	All tests	Presentation
Braille	Braillewriter, slate and stylus, electronic Braille notetaker. Note responses must be transcribed into general answer document in #2 pencil in order to be scored. See the <i>Ohio Statewide Assessment Program Rules Book</i> for scribing guidelines.	Allowable	All tests	Response
Breaks during testing	Stand at the desk and stretch, walk around the building, meet nutritional needs of student, NO discussion. After breaks, students may not return to previously attempted items.	Allowable	All tests	Timing-scheduling
Calculator - grades 3 and 4	Used to perform mathematical operations.	Not allowable grades 3 and 4	All tests	Response
Calculator - grades 5 and above	<ul style="list-style-type: none"> • Calculators allowed for ALL students <u>grade 6 and above</u>. • May be allowed as accommodation for some grade 5 students per four criteria. (<u>Documented in individualized education program (IEP) for math goal(s)</u>) • Specialized calculator (i.e., talking, Braille) per IEP documentation is allowed. • All calculators must meet guidelines of Ohio Department of Education (ODE)-approved calculator-see test administration guidelines. <p>Note: All students taking statewide assessment (Ohio Achievement Assessment (OAA), Ohio Graduation Test (OGT)) that use a calculator must follow ODE policies regarding their use. To access the calculator policy on the ODE web site: click Testing -- Achievement Tests -- Blueprints for OAA – Math: ODE Calculator Policy for Grades 6-8 and OGT. The policy document contains the approved functionality of calculators used for statewide assessments.</p> <p>Re-read ANY directions, break general directions into steps or paraphrase general test directions ONLY.</p>	Allowable for qualifying grade 5 students. All students use calculators at grade 6 and above	Math OAA and Math OGT	Response

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Specific Accommodation	Description of Accommodation	Allowable/Not Allowable	Tests Applicable	Type of Accommodation
Clarify directions	Re-read ANY directions, directions can be repeated as often as necessary, break general directions into steps or paraphrase general test directions ONLY .	Allowable	All tests	Presentation
Clarify directions/questions	Define or clarify word or phrase found in test questions	Not allowable	All tests	Presentation
Dictation Scribe	Student's oral responses must be transcribed verbatim into test or answer document. (In the OGT and OAA writing test, the scribe cannot provide any punctuation and capitalization to the student response unless directed to do so by the student.) Scribing accommodations are intended for students with disabilities who cannot physically write or record their responses during testing. Students who have a reduced ability to write due to pain, paralysis, loss of function or a loss of endurance and students whose handwriting is indecipherable resulting in illegible written products (scribbling). Scribes are also an appropriate accommodation for students who can write but have a documented disability in the area of written expression that results in a significant interference with their ability to express their knowledge in writing. This disability should be documented through a comprehensive evaluation (ETR) which establishes that the child's written expression skills are significantly below age and state-approved grade level standards even when the child is provided with appropriate instruction and learning experiences. (Note: scribes are not an allowable accommodation for children who have difficulty focusing, sitting still or staying on task. These children may receive the accommodations of frequent breaks, snacks and extra time to complete the tests.) See the <i>Ohio Statewide Assessment Program Rules Book</i> for scribing guidelines.	Allowable See description	All tests	Response
Dictionary	Only for students classified as <u>Limited English Proficient (LEP)</u> , must be the same dictionary that is used for classroom instruction.	Allowable (LEP)	OAA & OGT	Response
Dictionary, thesaurus	Students who are not classified as LEP.	Not allowable	All tests	Response

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Different paper – graph or grid paper, wide-ruled or lined paper	Used to align work (keep numbers in proper columns, i.e. graph paper) or raised/boldline paper when only white space is provided. Responses must be transcribed verbatim into general test or answer document by appropriate personnel. See the <i>Ohio Statewide Assessment Program Rules Book</i> for scribing guidelines.	Allowable	All tests	Response
English audio CD	Represents standardized read-aloud accommodation for directions, questions and answer choices aloud. (Reading test passages are NOT read aloud on CD.)	Allowable	All tests	Presentation
Extended time	Exceed one school day.	Not allowable	All tests	Timing-scheduling
Extended time	One school day as defined by school district. Each OAT and OGT test completed in one day. Each OTELA section must be completed in one day.	Allowable	All tests	Timing-scheduling
Familiar test administrator	Test administrator and/or interpreter who is known by student. However, interpreter cannot be a family member of student.	Allowable (NOT family member)	All tests	Presentation
Fidgets, organizers	Weighted lap object or vest, bead cushion, vibrating pillow.	Allowable	All tests	Setting
Formula or reference sheet (Gr. 8 & OGT)	Formula sheet is provided for ALL students at <u>grade 8 and OGT</u> . Must be the specific formula sheet provided by state for test administration.	Allowable as provided by state in test	Math OAA/OGT - <u>Grades 8 & 10 ONLY</u>	Response
Formula or reference sheet	List of formulas or other reference information (e.g. number line, operation charts: +, -, x, touch math, etc.) (except for formula sheet provided by state for grade 8 and 10 math.) Graphic organizers.	Not allowable	All tests	Response
Formula or reference sheet	Explanation of use of formulas.	Not allowable	All tests	Response
Grammar checker	Portable electronic grammar checker.	Allowable	Reading, Math, Science, Social Studies OAA/OGT	Response
Grammar checker	Portable electronic grammar checker.	<u>Not allowable</u>	<u>WRITING</u>	Response
Individual	One student with one test administrator.	Allowable	All tests	Setting
Large print text	Consult large print edition test materials for specific instructions.	Allowable	All tests	Presentation
Low-tech writing tools	Pencil grip, weighted pencil or other writing device. #2 pencils MUST be used to record responses for scoring.	Allowable	All tests	Response

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Magnification device	Magnifier, electronic magnifying system, closed circuit television or document camera used to magnify or project test materials ONLY - NO copying, recording, reproducing or scanning allowed.	Allowable	All tests	Presentation
Manipulative - magnet	Magnets not allowed on science tests.	Not allowable	Science OAA/OGT	Response
Manipulative - protractor	Protractors are allowed for ALL students on grade 5 math achievement test. Protractors used must follow guidelines per test administration guidelines for grade 5 math.	Allowable per specific grade 5 math admin. guidelines	Math OAA - grade 5 ONLY	Response
Manipulative - ruler	Rulers are allowed for ALL students on grade 3 math achievement test. Rulers used must follow guidelines per test administration guidelines for grade 3 math.	Allowable per specific grade 3 math admin. guidelines	Math OAA - grade 3 ONLY	Response
Manipulatives	Student with <u>visual impairments</u> uses manipulatives to enact or construct elements of response before response is in recorded test booklet or answer document.	Allowable	All tests	Response
Manipulatives	Student <u>without</u> visual impairments uses manipulatives to enact response before writing response in test booklet and answer document.	Not allowable	All tests	Response
Mark responses in test book instead of answer document	Student answers in test book rather than on answer document. (Grade 3 and 4 students must answer in test book for OAA.) Responses <u>must be transcribed verbatim</u> into answer document by appropriate personnel. See the <i>Ohio Statewide Assessment Program Rules Book</i> for scribing and transcribing guidelines.	Allowable	All tests	Response
Physical supports	Slant board, tape or <i>magnets</i> to secure paper to work area for all tests <u>except science</u> . Slant board or tape ONLY to secure paper to work area for science—Magnets may not be used in any way on science tests. Assist with turning pages at student request or use of page turner.	Allowable (but no magnets on science)	All tests	Presentation
Pointing	Student points to correct responses and test administrator scribes responses in student's test booklet or answer document. See the <i>Ohio Statewide Assessment Program Rules Book</i> for scribing guidelines.	Allowable	All tests	Response

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Read aloud	Read aloud reading passages/ selections on Reading tests.	Not allowable	Reading OAA/OGT	Presentation
Read aloud	Read directions, questions and answer choices aloud on test. Cannot read aloud reading passages.	Allowable	All tests	Presentation
Read aloud softly to self	Student reads aloud softly to self out of hearing range of other students (non-disruptive); whisper phone.	Allowable	All tests	Presentation
Redirect or cuing	Verbal, gesture, and/or physical prompts to <u>stay on task</u> . These prompts may NOT cue answers.	Allowable	All tests	Presentation
Reduced noise distractions	Headphones, ear plugs.	Allowable	All tests	Setting
Reduced visual distractions	Study carrel, location without extraneous items in line of sight.	Allowable	All tests	Setting
Reorder questions	Person other than student chooses the order of questions to answer.	Not allowable	All tests	Presentation
Reorder questions	<u>Student</u> may answer questions in order of his/her choice (self-initiated).	Allowable	All tests	Presentation
Scribe - Dictation	Student's oral responses must be transcribed verbatim into test or answer document. Scribing accommodations are intended for students with disabilities who cannot physically write or record their responses during testing. Students who have a reduced ability to write due to pain, paralysis, loss of function or a loss of endurance and students whose handwriting is indecipherable resulting in illegible written products (scribbling). Scribes are also an appropriate accommodation for students who can write but have a documented disability in the area of written expression that results in a significant interference with their ability to express their knowledge in writing. This disability should be documented through a comprehensive evaluation (ETR) which establishes that the child's written expression skills are significantly below age and state-approved grade level standards even when the child is provided with appropriate instruction and learning experiences. (Note: Scribes are not an allowable accommodation for children who have difficulty focusing, sitting still or staying on task. These children may receive the accommodations of frequent breaks, snacks and extra time to complete the tests.) See the <i>Ohio Statewide Assessment Program Rules Book</i> for scribing guidelines.	Allowable See description	All tests	Response

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Sign language	For the purposes of statewide testing, sign-language is considered a second language and should be treated the same as any other language from a translation standpoint. The intent of the phrase “sign verbatim” does not mean a word-to-word translation per se as this is not appropriate for any language translation. The expectation is that it should faithfully translate, to the greatest extent possible, all of the words on the test without changing or enhancing the meaning of the content, adding information or explaining concepts unknown to the student. Must <i>sign verbatim</i> the directions, questions and answer choices. Reading test passages cannot be signed.	Allowable	All tests	Presentation
Sign language	Sign to define or clarify word or phrase in a test question.	Not allowable	All tests	Presentation
Small group	Small group of students with one test administrator.	Allowable	All tests	Setting
Small group	Student interaction, student oral responses.	Not allowable	All tests	Setting
Special lighting	Incandescent or natural lighting.	Allowable	All tests	Setting
Spell checker	Portable electronic spell checker.	<u>Not allowable</u>	Writing OAA/OGT	Response
Spell checker	Portable electronic spell checker. Only spell check features are allowable (without definitions and synonyms).	Allowable	Reading, Mathematics, Science and Social Studies OAA/OGT	Response
Time of day	Test at time of day most beneficial to student including make-up days (not to exceed one school day).	Allowable	All tests	Setting
Visual aids	Filters to cover parts of test, reading guides (place markers/straight edge to maintain place or assist with tracking, single line window markers), colored overlays (transparencies), lamps, page flags.	Allowable	All tests	Presentation
Visual aids	Highlighters and/or colored pencils may be used on test booklets but all scored responses must be written in #2 pencils . However, ODE doesn't recommend the use of highlighters for grades 3 and 4 on OAA.	Allowable	All tests	Presentation

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Word processor (“scribe”) computer, word processor, keyboarding device, typewriter to key responses.	<p>Student responses must be transcribed verbatim into test or answer document. Scribing accommodations are intended for students with disabilities who cannot physically write or record their responses during testing. Students who have a reduced ability to write due to pain, paralysis, loss of function or a loss of endurance and students whose handwriting is indecipherable resulting in illegible written products. Scribes are also an appropriate accommodation for students who can write but have a documented disability in the area of written expression that results in a significant interference with their ability to express their knowledge in writing. This disability should be documented through a comprehensive evaluation (ETR) which establishes that the child’s written expression skills are significantly below age and state-approved grade level standards even when the child is provided with appropriate instruction and learning experiences. (Note: scribes are not an allowable accommodation for children who have difficulty focusing, sitting still or staying on task. These children may receive the accommodations of frequent breaks, snacks and extra time to complete the tests.) See the <i>Ohio Statewide Assessment Program Rules Book</i> for scribing guidelines.</p>	Allowable See description	All tests	Response

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