Appendix A: PearsonAccess Next Guidance for Form-Dependent Accommodations

A: Form-Dependent Accommodations

Principals and test coordinators must verify that all accommodations have been assigned correctly in PearsonAccess Next prior to testing. The following accommodations are particularly important to verify prior to testing because they **cannot be changed in PAN after a student has signed in to a computer-based test**. If a student begins testing and one of these accommodations has been assigned incorrectly, it may result in voiding the student's test.

- Text-to-speech
- ASL video edition of the grade 10 Mathematics test and June high school Science tests
- Spanish/English edition of the grade 10 Mathematics test/retest and high school Science tests
- Screen reader edition
- Compatible assistive technology

The following form-dependent accommodations should also be verified for paper-based testing:

- Large-print
- Braille

Test administrators should also review and verify the accommodations for the students they will be proctoring one day before testing.

B: Assigning Students to Human Read Aloud and Human Signer Sessions

For students receiving a human read aloud or human signer accommodation for the computer-based test, in addition to selecting the appropriate column (column Y, Z, AA, or AB) in the SR/PNP file outlined above, **students must be assigned to a special human read-aloud or human signer PAN Session prior to testing**. This will ensure that all students in the human read-aloud or human signer group will have the same test form, and will also produce a proctor testing ticket for the test administrator.

To create a Human Read-Aloud or Human Signer PAN Session:

- On the **Sessions** page, select **Create/Edit Sessions** from the **Select Tasks** drop-down menu and click **Start**.
- Select the checkbox for **Proctor Reads Aloud**.
- In the **Form Group Type** drop-down, select **Human Read Aloud** or **Human Signer**. Fill out the rest of the information for the Session and click **Save**.
- A separate proctor testing ticket will be generated for the test administrator.
  - o Proctor testing tickets can be found on the **Students in Sessions** page under the **Resources** drop-down.
  - o Test administrators should be very careful not to distribute proctor testing tickets to students. **Answers entered with a proctor testing ticket will <u>not</u> be saved.**
  - o **New for 2023–24**: Users who log in to TestNav with a proctor testing ticket will be prompted to confirm they are not a student before proceeding into the test.

Principals and test coordinators must verify that human read-aloud and human signer PAN Sessions have been assigned correctly in PAN prior to testing because these assignments **cannot be changed in PAN after a student signs in**.

C: Assigning Speech-to-Text and Word Prediction

The Speech-to-text and Word Prediction accommodations require schools to take specific steps in the SR/PNP to designate these accommodations for students accurately. See below for instructions on how to correctly assign these forms to students.

Speech-to-text
For ELA tests (SA3.2):
- If one of the **embedded web extension speech-to-text programs** will be used (Co:Writer or Read&Write), select **both** of the following:
  - Column AJ – Speech-to-text as a special access accommodation
  - Column AQ – Web extensions
- If a **compatible (a district-owned software program installed on the student's computer) speech-to-text device or software** will be used on the same device as TestNav, select **both** of the following and refer to the Guidelines for Using Assistive Technology:
  - Column AJ – Speech-to-text as a special access accommodation
  - Column W – Compatible Assistive Technology
- If a **software program will be used on a separate device than TestNav**, select column AJ only.

For grades 5 and 8 STE and high school Biology (A10.2; EL4.2):
- If one of the **embedded web extension speech-to-text programs** will be used (Co:Writer or Read&Write), select **both** of the following:
  - Column AI – Speech-to-text as a standard accommodation
  - Column AQ – Web extensions
- If **a compatible (a district-owned software program installed on the student's computer) speech-to-text device or software** will be used on the same device as TestNav, select **both** of the following and refer to the Guidelines for Using Assistive Technology:
  - Column AI – Speech-to-text as a standard accommodation
  - Column W – Compatible Assistive Technology

For Mathematics and Introductory Physics (A10.2; EL4.2):
Due to its incompatibility with the Equation Editor answer box used for constructed responses, the embedded web extension for speech-to-text is not available for Mathematics or Introductory Physics. For students with a speech to text accommodation for these subjects, there are two options:
1. Students may use their own speech-to-text devices on a **separate** computer; responses must be transcribed into the student's test.
   - In the SR/PNP, select Column AI – Speech-to-text as a standard accommodation
2. Students may use a scribe if necessary. IEPs may include the following language: "Speech-to-text, or scribe if appropriate"
   - In the SR/PNP, select Column AG – Human Scribe as a Standard Accommodation

Word Prediction (SA6)
Only available for ELA, grades 5 and 8 STE, and Biology
- If one of the **embedded web extension word prediction programs** will be used (Co:Writer or Read&Write), select **both** of the following:
  - Column AN – Word prediction
  - Column AQ – Web extensions
- If a **compatible (a district-owned software program installed on the student's computer) speech-to-text device or software** will be used on the same device as TestNav, select **both** of the following and refer to the Guidelines for Using Assistive Technology:
  - Column AN – Word prediction
  - Column W – Compatible Assistive Technology