![Massachusetts Department of Elementary and Secondary Education - dese logo]

Guidelines for using Assistive Technology as an MCAS Test Accommodation

These guidelines will assist schools in determining how specific assistive technology (AT) programs may be used by students with disabilities for computer-based MCAS testing.

Assistive Technology can be sorted into three categories for the purpose of MCAS testing:

1. Assistive Technology programs that are **embedded as web extensions** in the TestNav computer-based testing platform to access speech-to-text and word prediction applications.

2. Assistive Technology, such as Screen Readers and Dragon Naturally Speaking, that are **external (a school owned program**) but are **compatible.**

3. Assistive Technology programs that are known to be **incompatible** with TestNav (i.e., *cannot* be used with TestNav 8) and therefore must be used on a **separate device** at an adjacent computer station during testing.

Category One: Web Extensions for Speech-to-Text and Word Prediction

Web Extension	Expected user experience
Co:Writer Universal: Word Prediction or Speech-to-Text tools	• After logging into the TestNav 8 app, students can access the Co:Writer Universal feature by selecting the Co:Writer "web extension" (explained in Appendix B). • The "web extensions" are supported on Windows, Mac, iOS (iPad) and Chromebook operating systems. They are NOT currently supported on Androids. Android users should refer to Categories 2, 3, and 4 in this document for how AT may be used. • The "web extensions" *will* work as intended for all ELA tests. • **The "web extensions" will NOT function as intended for open response test questions on all mathematics tests and the high school Introductory Physics test, due to conflicting requirements for using the Equation Editor on constructed responses.**

Web Extension	Expected user experience
	Therefore, "web extensions" will not be available on those tests. Students may instead need a scribe or an external speech-to-text or word prediction device for the mathematics and the Introductory Physics tests. • Word prediction and speech-to-text are standard accommodations for STE tests but are considered "special access" accommodations for ELA. Please be aware of additional eligibility requirements for the use of "special access" accommodations. • **See detailed directions for accessing "web extensions" in Appendix B.** • "Web Extensions" must be designated in the student's SR/PNP for the Co:Writer or Read&Write options to appear on the student's computer-based test. **Do not order the "AT" test form for this accommodation.** • The student should attempt the practice test prior to actual testing using this accommodation.
Read&Write: Word Prediction or Speech-to-Text tools	• After logging into the TestNav 8 app, students can access the Read&Write Universal features by selecting the Read&Write web extension (explained in Appendix B). • The "web extensions" are supported on Windows, Mac, iOS (iPad) and Chromebook operating systems. They are NOT currently supported on Androids. Android users will need to refer to Categories 2, 3, and 4 for how AT may be used. • The "web extensions" *will* work as intended for all ELA tests. • **The "web extensions" will NOT function for open response test questions on all <u>mathematics</u> tests and the high school <u>Introductory Physics</u> test, due to conflicting requirements for using the Equation Editor on constructed responses.** Therefore, "web extensions" will not be available on those tests. Students may instead need a scribe or an external speech-to-text or word prediction device for the mathematics and the Introductory Physics tests. • Word prediction and speech-to-text are standard accommodations for STE tests but are considered "special access" accommodations for the ELA test. Please be aware of additional eligibility requirements for the use of "special access" accommodations. • **See detailed directions for accessing this web extension in Appendix B.** • "Web Extensions" must be designated in the student's SR/PNP for the Co:Writer or Read&Write options to appear on the student's computer-based test. **Do not order the "AT" test form for this accommodation.** • The student should attempt the practice test prior to actual testing using this accommodation

Category Two: Assistive Technology Confirmed as Compatible with TestNav

This category includes assistive technology used by the student that is known to be compatible with TestNav 8 for MCAS testing and can run on the same computer at the same time as the MCAS test. **If the assistive technology appears on the list below, its compatibility has been confirmed for MCAS testing with TestNav 8**.

If any of the assistive technologies listed below are listed in the student's IEP or 504 plan, and the student plans to use it during MCAS testing, then the appropriate assistive technology program(s) must be installed on the student's device (e.g., laptop, desktop) by the district.

Assistive Technology	Expected user experience
Jaws 2021, 2022 (screen reader)	Students able to use as expected.
NVDA 2020.1, 2022.2.2 (screen reader)	Students are unable to change user settings in NVDA once form is loaded but user experience is expected to be positive.
Dragon Professional 14 and 15 (Speech-to-text)	Students able to use as expected.
ZoomText 2021, 2022 (screen magnification)	Student can use pre-set features during testing. Students cannot make adjustments during testing with the exception of magnification levels that can be increased using keyboard commands.
Fusion (Combination JAWS & ZoomText) 2020, 2022	Screen reader (JAWS) is able to be used as expected. ZoomText 2020 pre-set features can be used during testing. Students cannot make adjustments during testing with the exception of magnification levels that can be increased using keyboard commands.
Hardware-based technology (special equipment used with the computer, such as alternate keyboards or mouse)	Assistive devices that are hardware based should work with the TestNav 8 app.

Either the "Assistive Technology" (AT) or the "Screen Reader" form of the test must be pre-selected, as appropriate, in the Student Registration/Personal Needs Profile (SR/PNP) so the correct accommodated test edition of the computer-based test can be made available to the student that allows activation of the compatible software or hardware.

Category Three: Assistive Technology that is not compatible and requires a separate computer/

This category includes assistive technologies that *cannot* be used on the same computer as the one used by the student to take the test (i.e., cannot interact directly with TestNav8) and therefore must be accessed by the student using a separate **external** (i.e., stand-alone) **computer**. In this case, an adult test administrator must assist the student to transition between the external device used for the student's AT and the computer used by the student for the computer-based or, if applicable, paper-based test. All responses generated using an external assistive technology device must be transcribed verbatim by a test administrator (or the student) onto the student's computer- based test or into the student's test/answer booklet.

"Stand-alone" AT programs are prohibited for MCAS testing if they provide coaching or assistance to the student or allow a student to access the internet. Contact the Department of Elementary and Secondary Education at mcas@doe.mass.edu for approval to use "stand- alone" AT devices or programs and for specific test administration instructions.

Do not select the "Assistive Technology" form in the SR/PNP if the student will use "stand-alone" external assistive technology, since a special form of the test is not required. Programs that have been tested and confirmed as **unable to interact directly** with TestNav 8 and therefore will require a stand-alone external computer station, are listed on the following table.

Assistive Technology	Expected user experience
Chrome and other Web Extensions	No web extensions other than the Co:Writer Universal and Read&Write described in Category One will work with the TestNav 8 application.
Other proprietary software not previously mentioned	It is not likely that any other proprietary software programs, applications, or extensions will work with TestNav 8.

APPENDIX A

Guide for Checking the Compatibility and Proper Operation of Assistive Technology Prior to MCAS Testing

> THE INFORMATION BELOW WILL GUIDE SCHOOLS IN DETERMINING WHETHER AN ASSISTIVE TECHNOLOGY APPLICATION AND/OR HARDWARE WILL OPERATE CONCURRENTLY WITH TESTNAV 8. ONE GRADE LEVEL AND SUBJECT TEST IS AVAILABLE ON THE PEARSONACCESS^{NEXT} TRAINING SITE ON WHICH TO PERFORM THIS CHECK. IT IS RECOMMENDED THAT THIS CHECK BE PERFORMED BY THE SCHOOL OR DISTRICT ON THE STUDENTS TESTING DEVICE, IF POSSIBLE.

Step 1: Download the TestNav 8 app to the student's computer. The TestNav 8 app download can be found in various app stores or at https://download.testnav.com/#.

Step 2: Sign in to the MCAS PearsonAccess^{next} Training Site.
- Log in to the MCAS PearsonAccess^{next} Training Site at http://trng-mcas.pearsonaccessnext.com.
- Select the Spring 2023 MCAS Gr. 3-8 from the dropdown in the top right-hand corner.

Step 3: Create a student and assign a test.
- Click the **Setup** dropdown and select **Students.**
- Select **Create / Edit Students**, **Register Students** and **Manage Student Tests** from the **Select Tasks** dropdown and click **Start.**
- Populate the student's demographic information on the **Create / Edit Students** tab and click **Create.**
- Select the **Register Students** tab at the top of the screen. Click the **Registered** checkbox, choose the **Student Grade,** and click **Save.**
- Select the **Manage Student Test** tab and populate all required fields. You must select either Grade 3 ELA or Grade 3 Math in the test dropdown; ensure that the test format is online; and add the appropriate accommodations. When finished, click **Create.** When you see the green "Success" notification, click **Exit Tasks** in the top right.
  - Note: The Screen-Reader version is only available for the Grade 3 Mathematics test; the Compatible Assistive Technology version is only available for the Grade 3 ELA test. Both accommodations will be available for all grades 3-8 in ELA and Mathematics tests during operational testing.

Step 4: Create a test session and add students.
- Click the **Testing** dropdown and select **Sessions.**
- Select **Create / Edit Sessions** from the **Select Tasks** dropdown and click **Start**.
- Populate all required fields.
  - Note: The Screen-Reader version is only available for the Grade 3 Mathematics test; the Assistive Technology version is only available for the Grade 3 ELA test. You must select the correct test assigned for the accommodated form you plan to use with the student (i.e., Grade 3 Mathematics for Screen Reader)
- In the **Students** box at the bottom, click in the box to select the student created in step 1. Click **Create.** Once you see the green "Success" message, click **Exit Tasks** at the top right.

Step 5: Start the test session and access student testing tickets.
- Select **Show Students in Sessions & Control Sessions** from the **Select Tasks** dropdown and select your session name on the left-hand side of the screen.
- Click the **Prepare Session** button and then the **Start** button when it appears.
- Select **Student Testing Tickets** from the **Resources** dropdown. These provide the username and password needed to log into TestNav 8.

Step 6: Log into the practice test from student's device.
- Use the Student Testing Ticket to log into the practice test.
- Practice using the AT technology to determine if it works as expected within the TestNav 8 app.

Guide for Accessing Co:Writer Universal and Read&Write "Web Extensions" in the TestNav 8 Desktop App

Step 1: The student's SR/PNP must designate that the student will have access to "web extensions" for the specific test (e.g., Grade 5 ELA) in PearsonAccess[next].

Step 2: After student logs in, the test administrator (or student) must select the appropriate "web extension" to be used during the assessment. (Note: If the screen below does not appear, then "web extensions" was not properly designated in the student's SR/PNP.) **Do not enable both "web extensions;" only one should be selected.** Both extensions have similar features, but the student should select the "web extension" they are most familiar with. **Do not assign a "web extension" to a student on the day of the test if the student is unfamiliar with its use.**
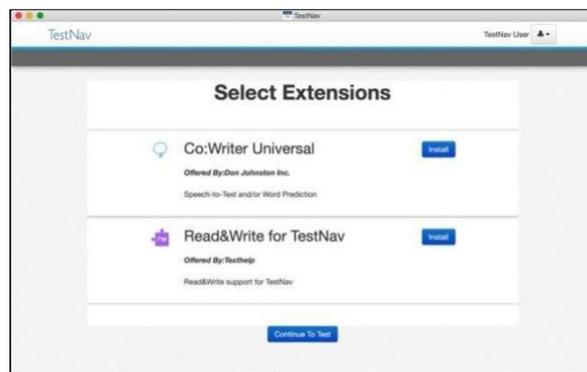
- Select the "Install" button next to the correct extension

Step 3: If selecting Read&Write, complete the following steps:

- If selecting Read&Write for TestNav 8, no further action is necessary, the student may continue to the exam using the Read&Write toolbar.
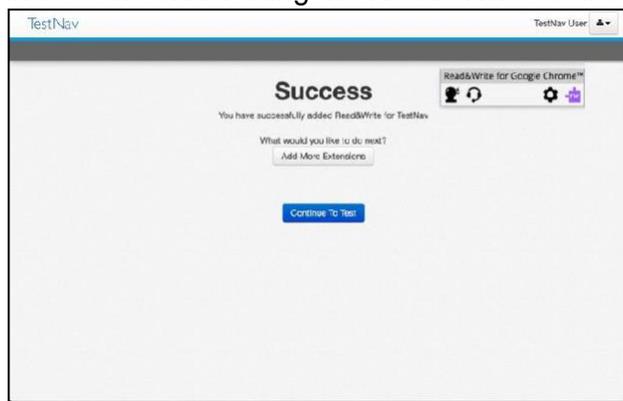
Step 4: If selecting Co:Writer Universal, complete the following steps:

- The administrator (or student) must toggle off Word Prediction or Speech-to-Text if the student is not approved for both features.
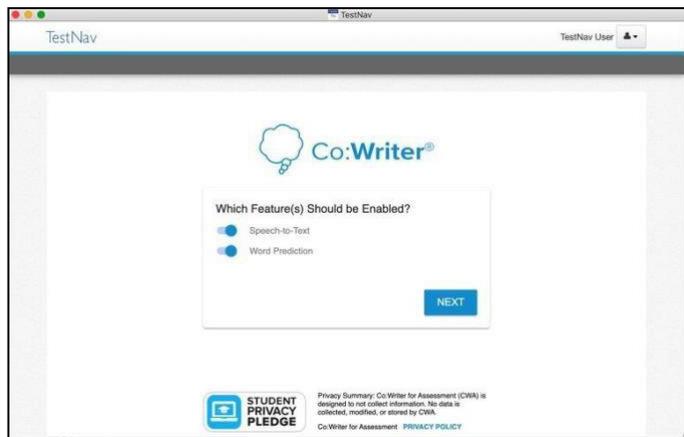
- Select the "Next" button.
- The student does *not* need a license to use Co:Writer Universal on the assessment.
  - If the student has an existing license for Co:Writer, they can log into their account and load their previously selected user settings for the assessment.
  - If the student does *not* have a license, or chooses not to load their settings, the test administrator (or student) can "SKIP" this step.
- The student may now continue to the test using the Co:Writer toolbar.