THE ASSESSMENT ACCOMMODATIONS MATRIX FOR STUDENTS WITH DISABILITIES - UPDATED 2014

Accommodations for Students with Disabilities
on the *Wisconsin Knowledge and Concepts Examination (WKCE)* and *Wisconsin Alternate Assessment for Students with Disabilities (WAA-SwD)*
for Science and Social Studies

- All accommodations for a student with a disability must be documented on an IEP or Section 504 plan in the section for statewide assessment.* [Refer to page 2]
- All *Allowable Test Practices for All Students* may be documented in an IEP or Section 504 plan in the section for statewide assessment.
- Accommodations should be consistent with day-to-day instructional methods and should not be first introduced during testing.
- Accommodations should enhance access without changing the skill or construct measured.
- Districts should monitor the use of accommodations by comparing assessment accommodations received with those stated in IEP or Section 504 plans.

Accommodation Description For *Students with Disabilities* (D)		WKCE	WAA-SwD
Test Directions			
D 1	Sign language for directions.[1, 10]	✓	✓
D 2	Mark or highlight directions.[1, 2, 3]	✓	*N/A: Test administrator reads WAA-SwD aloud.*
D 3	Provide printed copy of teacher directions (i.e. bold text following the SAY icon) from the WKCE Test Administration Manual.[1]	✓	*N/A: Test administrator reads WAA-SwD aloud.*
D 4	Explain or clarify directions.[1]	✓	✓
D 5	Student rereads and/or restates directions.[1]	✓	✓
Content Presentation			
D 6	Turn pages for student.	✓	✓
D 7	Braille; student responses must be transcribed into scorable test book by a licensed teacher of the visually impaired or a certified transcriber.[6, 13]	✓	✓
D 8	DPI-provided WAA-SwD Picture Descriptions; appropriate only for a student who cannot access the printed WAA-SwD, even with magnification, or the Braille WAA-SwD.[12]	*N/A*	✓
D 9	Large-print; student responses must be transcribed into scorable test book.[6, 13]	✓	*N/A: WAA-SwD is 18 pt. font, no separate large print edition.*
D 10	Extra test book; answers must be recorded in one scorable test book.[13]	✓	*N/A: All items are presented to the student so that they view one entire item at a time.*
D 11	Sign language for test passages and questions.[10]	✓	✓
D 12	Text talker for test passages and questions.[4]	✓	*N/A: Test administrator reads WAA-SwD aloud.*
D 13	Student reads aloud to self.	✓	✓
D 14	Test administrator reads test passages and questions aloud.[8]	✓	*N/A: Test administrator reads WAA-SwD aloud.*
D 15	Student records him/herself reading aloud and plays back recording.[4]	✓	✓
D 16	Audio recording of test passages and questions in English.[4, 8]	✓	*N/A: Test administrator reads WAA-SwD aloud.*

Accommodation Description For *Students with Disabilities* (D)	WKCE	WAA-SwD
Response		
D 17 Manipulatives or 3-D objects.	✓	✓ Follow guidelines in WAA-SwD Manipulatives Guide. http://oea.dpi.wi.gov/files/oea/pdf/maniguide.pdf
D 18 Braille output device; transcribe student responses into scorable test book. [4, 6, 13]	✓	✓
D 19 Student indicates responses orally to scribe. [5]	✓	*N/A: Test administrator records all student responses.*
D 20 Student signs responses to interpreter/scribe. [5, 10]	✓	✓
D 21 Student records responses using an audio or video device: a) Test administrator transcribes student's responses into scorable test book. [6, 13] b) Student watches or listens to his/her recorded responses and transcribes into scorable test book. [4, 6, 13]	✓	*N/A: Student is allowed to communicate responses in whichever mode is best for the student. Test administrator records student responses.*
D 22 Speech-to-text devices; responses must be transcribed into the scorable test book. [4, 6, 13]	✓	*N/A*
Setting		
D 23 Student moves, stands, or paces during individual administration.	✓	✓
Timing/Scheduling		
D 24 Extra time; test session must be completed within the same day the student started the session. [7]	✓	*N/A: WAA-SwD is an untimed test.*
Other Accommodations for Students with Disabilities		
D 25 Any accommodation not on this list must be submitted to DPI for approval, as it may represent a modification which changes the skill being measured. o All requests for additional accommodations must be made to DPI **at least two weeks before the test administration window** begins, by completing and submitting the Request for Accommodation Form located at http://oea.dpi.wi.gov/assessment/forms. o Requests will be reviewed by a committee to determine whether the request can be approved; approval or non-approval will be returned via fax or email.		

*Allowable Accommodations for Students in Unique Circumstances

Some students who do *not* have an IEP or 504 plan, due to unique circumstances at the time of testing, may be able to demonstrate their learning more accurately through the use of accommodations on an ***as needed basis only***. In these unique cases, please follow the guidelines outlined in the matrix for Students with Disabilities; call DPI's Office of Student Assessment with any questions at (608) 267-1072. Examples of unique circumstances:

o A student with a broken arm may need a scribe or be able to use a word processor to record responses. [4]

o A student who forgot to wear eyeglasses may need a visual magnification device.

Explanation of Footnotes - Only footnotes 1-8, 10, 12 and 13 apply to students with disabilities.

[1]
Test directions:
- Any portion of the WKCE test book where the word "Directions" appears in a shaded/colored box, typically at the top of a page preceding a particular section of test content. In addition, test directions refer to anything that the test administrator reads aloud to the class from the WKCE Test Administration Manual (i.e. bold text following the SAY icon).
- WKCE item stems and test questions should not be considered directions.
- Test Directions for the WAA-SwD are incorporated into the teacher test book and are read aloud to the student. These directions must be read verbatim but may be reread if a student needs further clarification.
- Directions may not be expanded.

[2]
Marking test book with #2 pencil: Student should not make pencil marks near answer bubbles, other than to mark one correct answer. Student should <u>not</u> mark in any of the following areas in the test book:
- the student Pre-ID Barcode on barcode label,
- the timing tracks (the parallel lines along the side of the test book),
- the skunk lines (the little squares and rectangles across the bottom of each page of the test book), or
- the Litho codes (the squares and numbers across the bottom of the first and last page of the test book).

[3]
Highlighters:
- Carefully supervise the use of highlighters as they may cause smudging of pencil marks and bubbles and, therefore, could affect scoring.
- Do not allow the highlighting of track marks, litho codes, skunk lines, barcodes, pre-slugged bubbles or any carbon black printing. The highlighters cause these black inks to blur and bleed, which could affect scoring.
- Use only a highlighter from the following list, which were tested and found to have minimal problems:
  - Avery Hi-liter (regular or thin-tipped), Bic Brite-Liner, Sanford Major Accent, or Sanford Pocket Accent (thin-tipped)

[4]
Using audio/video or electronic (e.g., word processor or text talker) recordings: when using audio, video, electronic recordings or saved files, the test administrator must ensure that the recording or file is deleted upon completion of testing for security purposes.

[5]
Use of a scribe (student dictates orally to scribe):
- A scribe may be provided when a student's documented disability, ELL status, or injury prevents them from writing their answer.
- When a student dictates responses orally to a scribe, the test must be administered in a separate, individual setting so as not to disturb other students.
- A scribe must be impartial and should allow the student adequate time to review and approve the response, if desired.
- All scribing should be done with a #2 pencil; responses scribed in ink will not be scored.

[6]**Transcribing student responses** (student's answers are documented in a manner other than in the scorable test book [e.g., large-print, Braille version, computer response, etc]):
- The answers must be transcribed into the regular WKCE test book or WAA-SwD student Answer Document with a #2 pencil to be scored.
- Test security must be maintained. After answers are transcribed, destroy all electronically-saved student responses, including audio tapes. All paper copies of student work (e.g., Braille tests, large-print tests, graph/lined/grid paper, printed copies of computer responses, etc.) must be returned with non-scorable test materials.

[7]
Test security during breaks: Test security must be maintained during all breaks within a testing session. To lessen the risk of a security breach occurring during these breaks, a student requiring the use of restroom facilities should be escorted by either a test administrator or other school staff. In addition, a student must not be allowed to use any form of wireless communication during these breaks.

[8]**Test Administrator Read Aloud Accommodation:**
- Test administrator must read in a pace and tone that is appropriate for each individual student. Careful attention must be given such that no changes in tone or inflection are detectable which might indicate a correct answer.
- Students may direct test administrator to reread a portion of a passage, test question, or answer choice as needed.

[9] **For students who have test items and/or directions translated into native language:**
- A qualified translator and interpreter (see http://oea.dpi.wi.gov/files/oea/pdf/translator_guidelines.pdf) should have a Bachelor's Degree in Modern Languages or a certification in interpretation or translation. When this is not possible, be sure that a translator or interpreter has the following qualifications:
  - Mastery of the target language and dialect
  - Familiarity with both cultures
  - Extensive general and academic vocabulary in both languages
  - Ability to express thoughts clearly and concisely in both languages
- *Translators* work with the written word, transferring meaning from a source language into a target language. *Interpreters* work with the spoken word, transferring meaning from a source language into a target language.
- Translators and interpreters should participate in all aspects of staff training related to test administration and test security.
- For more information about state provided scripts available in Spanish and bilingual word lists in Spanish and Hmong for the WKCE, please see http://oea.dpi.wi.gov/assessment/ELL
- In order for this support to be most effective, a student should have content-area knowledge in their native language.

[10]**Sign Language and Oral Interpreters**
- An interpreter needs to be able to translate in the same method of sign language typically used by the student (e.g., American Sign Language [ASL] or English-based Sign Language. The interpreters must not clarify, elaborate, or provide assistance with the meaning of words, intent of test questions, or responses to test items.

[11]**Simplified English:** The test administrator providing an accommodation in which English is simplified for words not related to content or vocabulary should be familiar with the content area being tested. The WAA-SwD is already in simplified language.

  Example (Grade 5 WKCE Released Item) of a simplified English test item:

  The sales receipt below shows the groceries that José purchased from the supermarket. What is the estimated cost of José's groceries?
  Simplified English: The receipt below shows the food that José bought from the store. Estimate how much money José spent on the food.
  Note: It is important that "estimate" remain in this test item because it is part of the standard which is being tested.

[12]**DPI-provided Picture Descriptions** are descriptions of the graphic found within an item. Picture descriptions are intended to replace, *not* supplement graphics for a student who is blind or is visually impaired who is not able to access the printed WAA-SwD, even with magnification, or the Braille WAA-SwD. Ordering information can be found at: http://oea.dpi.wi.gov/assessment/forms.

[13]**Scorable Test Books** are the documents that are returned to the test vendor for scoring. For the WKCE, this is the test book itself. For the WAA-SwD, this is the student Answer Document. All student responses must be recorded on these documents in order to be scored.