

Computer-Based Testing Accessibility Planning Tool

Students taking Ohio's state tests may use a number of accessibility features, including administrative considerations, universal tools, designated supports and accommodations. This document serves as an optional planning tool to help district and school personnel identify which features are available, record student needs and prepare for computer-based testing. It does not supersede a student's individualized education program (IEP) or Section 504 plan.

When deciding whether to offer accessibility features during testing, consider the student's experience with them. For additional information about these accessibility features, refer to [Ohio's Accessibility Manual](#).

District and school personnel **must**:

- Arrange resources before testing so students receive appropriate accessibility features as needed.
- Identify and turn on some online features in advance of testing as needed. District and school test coordinators can turn on the feature(s) by:
 - Uploading a student settings file in TIDE;
 - Individually marking the features in the student's Pre-ID record in TIDE; or
 - Marking the feature(s) in the Test Administrator Interface when approving the student to test.

Districts and schools should not submit this form to AIR or to the Department. Districts and schools may use the information from this form when planning for paper-based tests or computer-based tests.

Meaning of Abbreviations in this document:

- ELA—English Language Arts
- M—Mathematics
- Sci—Science
- SS—Social Studies
- Y—Yes
- N/A—Not Applicable or Not Available

Student Information

Please complete the information below.

Demographics	Response
District Name	
School Name	
Student Name	
DOB	
Gender	
SSID/Student ID	
Does Student have an IEP or 504	

Is Student ELL	
Enrolled Grade	
Is Student Accelerated?	
Accelerated Grade	
Prepared by	
Completed Date	

Administrative Considerations

Mark **Y for Yes** in content area if student needs tool.

If student does NOT need tool just leave blank.

Administrative Considerations Topics	ELA	M	Sci	SS
Familiar test administrator				
Frequent breaks				
Separate or alternate location				
Small group				
Specialized equipment or furniture				
Specified area or seating				
Time of day				

Universal Tools

Universal Tools that are **automatically** offered on the online tests for all content area: (ELA, M, Sci and SS):

- Highlighter
- Line reader
- Mark for review
- Masking
- Notepad
- Strikethrough
- Test Clock
- Writing tools
- Zoom

Mark **Y for Yes** in content area if student needs tool.

If student does NOT need tool just leave blank.

Universal Tools	ELA	M	Sci	SS
Blank Paper (required for ELA. (M/S/SS must be available if you request)				
General Directions				
Redirect student to the test				

Choices are **NOT** available in table below. Table below list all Universal tools which are offered, available and/or not available.

Universal Tools	ELA	M	Sci	SS
Calculator–Test Delivery System	N/A	Y	Y	N/A
Headphones (not required for testing UNLESS a student is using the Text-to-Speech feature in a Group Setting)	N/A	N/A	N/A	N/A
Paginated stimuli and reading mode	Y	N/A	N/A	Y
Spellcheck	N/A	N/A	N/A	Y
Text-to-Speech (must use headphones if not testing in 1:1 setting)	N/A	Y	Y	Y
Text-to-Speech Tracking	N/A	Y	Y	Y

Embedded Designated Supports

The online Student Testing Site offers embedded supports, but districts must activate these features in advance of testing:

- By uploading a student settings file in TIDE;
- By marking the features under the “Test Settings” section of the student’s record manually in TIDE; and/or
- Test Administrators can select the feature(s) under “Test Settings” in the Test Administrator Interface when approving the student to test during the test session.

Districts must provide non-embedded supports locally.

Background and Font Color Section:

Mark the following:

- Checkbox area if student needs tool;
- Y for Yes in content area; and/or
- Leave blank if student does not need tool.

CheckBox	Background and Font Color	ELA	M	Sci	SS
	Black on light yellow				
	Black on light blue				
	Black on light magenta				
	White on black (inverted)				
	White on navy blue				

Mouse pointer Size and Color

Mark the following:

- Checkbox area if student needs tool;
- Y for Yes in content area; and/or
- Leave blank if student does not need tool.

Checkbox	Mouse Pointer size and color	ELA	M	Sci	SS
	Large/extra-large black				
	Large/extra-large green				
	Large/extra-large red				
	Large/extra-large yellow				
	Large/extra-large white				

Print Size

Mark the following:

- Checkbox area if student needs tool;
- Y for Yes in content area; and/or
- Leave blank if student does not need tool.

Checkbox	Print Size	ELA	M	Sci	SS
	Level 0:1x (default/no zoom)				
	Level 1:1.5x				
	Level 2: 1.75x				
	Level 3: 2.5x				
	Level 4: 3x				

Non-embedded Designated Supports

Mark **Y for Yes** in content area if student needs tool.

If student does NOT need tool just leave blank.

Non-embedded Designated Supports	ELA	M	Sci	SS
External magnification or enlargement device				

Non-embedded Designated Supports	ELA	M	Sci	SS
Line reader tool - handheld				
Music and white noise				
Noise buffers				
Specialized paper				
Student reads test aloud to self (requires 1:1 setting)				
Tactile fidgets/Fidget devices				
Timer-external				

Mark **Y for Yes** in content area if student needs tool.

If student does NOT need tool just leave blank.

Non-embedded Designated Supports	ELA	M	Sci	SS
Calculator or fact charts – handheld	N/A			N/A
Rulers, angled-rulers, compasses, and protractors	N/A		N/A	N/A
Spellchecker - handheld	N/A			

Accommodations for Students with Disabilities

If a student uses an alternate response option, the test administrator must transcribe and submit the student's responses in the online testing site.

Mark **Y for Yes** in content area if student needs tool. If student does NOT need tool just leave blank.

Additional Assistive Technology: please fill in Name of tool for this section.

Presentation Accommodations	Name Type	ELA	M	Sci	SS
Additional Assistive Technology regularly used in instruction					

Mark **Y for Yes** in content area if student needs tool.

If student does NOT need tool just leave blank.

Presentation Accommodations	ELA	M	Sci	SS
Dual monitors				
Human reader for computer-based test.				
Paper-based test instead of computer (Use paper-based test planning tool. Also includes large print and braille.)				
Screen reader mode (not available for grade 8 science, biology or physical science.)				
Sign language interpreter (Student must meet criteria for the read-aloud accommodations to receive this feature on the English language arts test.)				

Only option available for this section is ELA for the following accommodations. Read-aloud guidance is found in the [Ohio's Accessibility Manual](#). Please mark if student needs.

Presentation Accommodations	Only Option is ELA
Read-aloud on English language arts	
Text-to-speech ELA – must use headphones if not tested in 1:1 setting	
Text-to-speech tracking ELA	

If a student uses an alternate response option, the test administrator must transcribe and submit the student's responses in the online testing site. Additional assistive technology: please fill in if needed. Click on check box in content area where tool is needed below.

Accommodations	Name Type	ELA	M	Sci	SS
Additional Assistive Technology regularly used in instruction (e.g. speech-to-text).					

Mark **Y for Yes** in content area if student needs tool.

If student does NOT need tool just leave blank.

Response Accommodations	ELA	M	Sci	SS
Answers transcribed by test administrator				
Braille notetaker				
Braille writer				
Calculator or fact charts on non-calculator mathematics test or part of test	N/A		N/A	N/A

Mark the following:

- Checkbox area-if student needs that tool
- Y for Yes in content area
- Leave blank if student does not need tool.

Allowable Tools Mathematical tools (**mathematics and science only**)

Checkbox	Allowable tools as M and Sci Accommodation include	M	Sci
	100s chart		
	Abacus/rekenrek		
	Algebra Tiles		
	Base 10 blocks		

Checkbox	Allowable tools as M and Sci Accommodation include	M	Sci
	Counters and counting chips		
	Cubes		
	Fraction tiles and pies without numerical labels		
	Square tiles		
	Two-colored chips		
	Specialized calculation device (e.g. talking calculator or large key)		

Mark **Y for Yes** in content area if student needs tool.

If student does NOT need tool just leave blank.

Response Accommodation	ELA	M	Sci	SS
Scribe				
Word prediction external device				

Mark only areas that are blank if a student needs with a **Y for Yes** in content box. If student does NOT need tool just leave blank.

Timing Accommodations	ELA	M	Sci	SS
Extended time (e.g., 1.5X, 2X, but not to exceed one school day.)				

Accommodations for English Language Learners

Only Students designated as English Language Learners qualify for these accommodations.

Mark **Y for Yes** in content area if student needs tool.

If student does NOT need tool just leave blank.

Accommodations for English Language Learners	ELA	M	Sci	SS
Dual monitors				
Extended Time (e.g., 1.5X, 2X, but not to exceed one school day)				
Word-to-word dictionary				

Mark **Y for Yes** in content area if student needs tool.

If student does NOT need tool just leave blank.

ELA is not a choice in this section.

Accommodations	Language?	M	Sci	SS
Oral Translation of the computer-based test				

Accommodations in the following content areas only (ELA is not a choice here)	M	Sci	SS
Human Reader (in English) for computer-based test			
Scribe (in English)			
Stacked Spanish and English bilingual form of the test			
Text-to-speech Spanish and English			
Text-to-speech Tracking Spanish and English			

Emergency Accommodations
Districts or schools may use an optional form to document a temporary disabling condition (e.g. a broken arm). See Appendix E: Emergency Accommodation Form in Ohio's Accessibility Manual for further information.