

# 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*.

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

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.

## Student Information

Please complete the information below.

<b>District Name</b>		<b>School Name</b>	
<b>Student Name</b>		<b>DOB</b>	<b>Gender</b> M / F
<b>SSID/Student ID</b>		<b>IEP/504</b> Y / N	<b>ELL</b> Y / N
<b>Enrolled Grade</b>	<b>Accelerated?</b> Y / N	<b>Accelerated Grade</b>	
<b>Prepared by</b>		<b>Completed Date</b>	

Administrative Considerations	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	ELA	M	Sci	SS
Tools with a checkmark are automatically available in the online Test Delivery System. Schools may preview them on the practice test site.				
Blank paper (required for ELA. M/S/SS must be available if requested)				
Calculator – Test Delivery System (see manual for specific test availability)		✓	✓	
General directions				
Headphones (not required for testing unless a student is using the text-to-speech feature in a group setting)				
Highlighter		✓		
Line reader		✓		
Mark for review		✓		
Masking		✓		
Notepad		✓		
Paginated stimuli and reading mode (ELA and some social studies only)	✓			✓
Redirect student to the test				
Spellcheck (some science and social studies items only)			✓	✓
Strikethrough		✓		
Test timer		✓		
Text-to-speech (must use headphones if not tested in 1:1 setting)		✓		
Text-to-speech tracking		✓		
Writing tools		✓		
Zoom		✓		

## 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; OR
- By marking the features under the “Test Settings” section of the student’s record manually in TIDE; 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.

Embedded Designated Supports	ELA	M	Sci	SS
<b>Background and font color choices (color contrast)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Black on light yellow</li> <li><input type="checkbox"/> Black on light blue</li> <li><input type="checkbox"/> Black on light magenta</li> <li><input type="checkbox"/> White on black (inverted)</li> <li><input type="checkbox"/> White on navy blue</li> </ul>				
<b>Disable universal tool</b> Tool: _____ Tool: _____ Tool: _____ Tool: _____ Tool: _____				
<b>Mouse pointer size and color</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Large/extra large black</li> <li><input type="checkbox"/> Large/extra large green</li> <li><input type="checkbox"/> Large/extra large red</li> <li><input type="checkbox"/> Large/extra large yellow</li> <li><input type="checkbox"/> Large/extra large white</li> </ul>				
<b>Print size</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Level 0: 1x (default/no zoom)</li> <li><input type="checkbox"/> Level 1: 1.5x</li> <li><input type="checkbox"/> Level 2: 1.75x</li> <li><input type="checkbox"/> Level 3: 2.5x</li> <li><input type="checkbox"/> Level 4: 3x</li> </ul>				
Non-embedded Designated Supports	ELA	M	Sci	SS
Calculator or fact charts – handheld (see manual for specific tests)				
External magnification or enlargement device				
Line reader tool - handheld				
Music and white noise				
Noise buffers				
Rulers, angled-rulers, compasses, and protractors				
Specialized paper				
Spellchecker - handheld				
Student reads test aloud to self (requires 1:1 setting)				
Tactile fidgets/Fidget devices				
Timer - external				

<b>Accommodations for Students with Disabilities</b>				
<b>Presentation Accommodations</b>	<b>ELA</b>	<b>M</b>	<b>Sci</b>	<b>SS</b>
Additional assistive technology regularly used in instruction. Type: _____				
Human reader for computer-based test. (Student must also meet criteria for the read-aloud accommodation to receive this feature.)				
Paper-based test instead of computer (Use paper-based test planning tool. Also includes large print and braille.)				
Read-aloud on English language arts				
Screen reader mode (not available for grade 8 science, biology or physical science.)				
Sign language interpreter (Student must meet criteria for the read-aloud accommodation to receive this feature on the English language arts test.)				
Text-to-speech – must use headphones if not tested in 1:1 setting				
Text-to-speech tracking				
<b>Response Accommodations</b>	<b>ELA</b>	<b>M</b>	<b>Sci</b>	<b>SS</b>
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 regularly used in instruction (e.g. speech-to-text). Type: _____				
Answers transcribed by test administrator				
Braille notetaker				
Braille writer				
Calculator or fact charts on non-calculator mathematics test or part of test				
Mathematical tools (mathematics and science only) – allowable tools as accommodation include: <ul style="list-style-type: none"> <li><input type="checkbox"/> 100s chart</li> <li><input type="checkbox"/> Abacus/rekenrek</li> <li><input type="checkbox"/> Algebra Tiles</li> <li><input type="checkbox"/> Base 10 blocks</li> <li><input type="checkbox"/> Counters and counting chips</li> <li><input type="checkbox"/> Cubes</li> <li><input type="checkbox"/> Fraction tiles and pies without numerical labels</li> <li><input type="checkbox"/> Square tiles</li> <li><input type="checkbox"/> Two-colored chips</li> </ul>				
Scribe				
Specialized calculation device (e.g., talking calculator or large key.)				
Word prediction external device				
<b>Timing Accommodation</b>	<b>ELA</b>	<b>M</b>	<b>Sci</b>	<b>SS</b>
Extended time (e.g., 1.5X, 2X, but not to exceed one school day)				

<b>Accommodations for English Language Learners</b> Only students designated as English Language Learners qualify for these accommodations.	<b>ELA</b>	<b>M</b>	<b>Sci</b>	<b>SS</b>
Extended time (e.g., 1.5X, 2X, but not to exceed one school day)				
Human reader (in English) for computer based test				
Oral translation of the computer-based test Language: _____				
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				
Word-to-word dictionary				

<b>Emergency Accommodations</b>
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.