Appendix A: Accessibility Planning Tools

This appendix includes two accessibility planning tools, one for students taking Ohio's State Tests online and one for students testing on paper. These planning tools are help district and school personnel identify available features, record student needs, and prepare for testing. The planning tools do not supersede a student's individualized education program (IEP), Individual Service Plan (ISP), or Section 504 plan. Districts and schools should not submit this form to Cambium Assessment nor the Department.

Consider the student's experience with the various administrative considerations, universal tools, designated supports, and accommodations when deciding whether to make them available during testing. For additional information about these accessibility features, refer to *Accessibility Manual for Ohio's State Tests*.

Online Testing Accessibility Planning Tool

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 available feature(s) in the Test Administrator Interface before approving the student to test.

Use the student's demographic information to complete Table 1.

Table 1 Student Information

Demographics	District Response
Student's Name	
SSID/Student ID	
Date of Birth	
Does the student have an IEP/504?	☐ **Yes** ☐ **No**
Is the student an English learner?	☐ **Yes** ☐ **No**
Enrolled Grade	
Is the student accelerated?	☐ **Yes** ☐ **No**
Accelerated Grade	
Prepared by	
Date Completed	

In the tables that follow, mark Y for Yes in the content area the tool is needed. Otherwise, leave the space blank if the student does not need the tool. If the space is blacked out that accessibility feature is not available or not allowed on the test for that content area.

Table 2 Administrative Considerations

Administrative Considerations	ELA	Math	Science	Social Studies
Adjustable lighting				
Familiar test administrator				
Frequent breaks				
Separate or alternate location				
Small group				
Specialized equipment or furniture				
Specified area or seating				
Time of day				

Table 3 Universal Tools for All Content-area Tests

These universal tools are available on the online tests for all content areas and are enabled by default:

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

Universal Tools	ELA	Math	Science	Social Studies
Blank paper (Required for ELA tests. For math, science and social studies tests, blank paper must be available if requested)	Y			
Calculator (built-in to Test Delivery System)		Y		
General directions				
Headphones (required if student uses text-to-speech in a group setting)				
Paginated stimuli and reading mode				
Redirect student to the test				
Text-to-speech for math, science, and social studies tests (Students must use headphones if using text-to-speech in a group setting)		Y	Y	Y
Text-to-speech tracking for math, science, and social studies tests		Y	Y	Y

Embedded Designated Supports

The online Test Delivery System offers embedded designated supports, but districts must activate these features in advance of testing by:

- Uploading a student settings file to TIDE;
- By marking the features under the "Accessibility" section of the student's record manually in TIDE; and/or
- Selecting the feature(s) under "Test Settings" in the Test Administrator Interface during a test session before approving the student to test.

Districts and schools must offer non-embedded supports to students who require them and disable embedded universal tools as needed.

Table 4 Embedded Designated Supports

Embedded Designated Support	ELA	Math	Science	Social Studies
Paginated stimuli and reading mode		[redacted]		

Table 5 Embedded Designated Supports – Disable Embedded Universal Tool

Some students may benefit from fewer tools in the Test Delivery System when testing online. Mark any of the embedded universal tools that should be **disabled** for the student below.

Disable Embedded Universal Tool	ELA	Math	Science	Social Studies
Highlighter				
Line Reader				
Masking				
Strikethrough				
Test clock				
Text-to-Speech	[redacted]			
Text-to-Speech tracking	[redacted]			

Table 6 Embedded Designated Supports – Font Color and Background

Font Color and Background	ELA	Math	Science	Social Studies
Black text on white background (default)				
Black text on light yellow background				
Black text on light blue background				
Black text on light magenta background				
White text on black background (inverted)				
White text on navy blue background				

Table 7 Embedded Designated Supports – Mouse Pointer Size and Color

Mouse Pointer Size and Color	ELA	Math	Science	Social Studies
Large black				
Large green				
Large red				
Large white				
Large yellow				
Extra-large black				
Extra-large green				
Extra-large red				
Extra-large white				
Extra-large yellow				

Table 8 Embedded Designated Supports – Print Size

Print Size	ELA	Math	Science	Social Studies
Level 0: 1x (default/no zoom)				
Level 1: 1.5x				
Level 2: 1.75x				
Level 3: 2.5x				
Level 4: 3x				

Table 9 Non-embedded Designated Supports

Non-embedded Designated Supports	ELA	Math	Science	Social Studies
Calculator or fact charts (handheld)				
Color overlay (over the student's screen)				
External magnification or enlargement device				
Line reader tool (handheld)				
Mathematics reference sheet				
Music or white noise				

Non-embedded Designated Supports	ELA	Math	Science	Social Studies
Noise buffers				
Rulers, angled-rulers, compasses, and protractors				
Specialized paper				
Student reads test aloud to self (requires 1:1 setting)				
Tactile fidgets and fidget devices				
Timer (external)				

Table 10 Presentation Accommodations for Students with Disabilities – Assistive Technology

Presentation Accommodations	Name of Assistive Technology	ELA	Math	Science	Social Studies
Assistive technology used regularly in instruction					
Assistive technology used regularly in instruction					

Table 11 Presentation Accommodations for Students with Disabilities

Presentation Accommodations	ELA	Math	Science	Social Studies
Dual monitors				
Human reader for online test	See			
Screen reader mode (Students must meet criteria in Appendix B of this manual for use during ELA tests.)				
Sign language interpreter (Student must meet criteria in Appendix B of this manual for use during ELA tests.)				

Table 12 Presentation Accommodations for Students with Disabilities – English Language Arts Tests

The accommodations in this section are only for English language arts tests. Reading access guidance is Appendix B of the *Accessibility Manual for Ohio's State Tests*.

Presentation Accommodations – Reading Access on OST English Language Arts Tests	ELA
Human read-aloud on English language arts	
Text-to-speech English language arts (must use headphones if not tested in 1:1 setting)	
Text-to-speech tracking English language arts	

Table 13 Response Accommodations for Students with Disabilities – Assistive Technology

Response Accommodations	Name of Assistive Technology	ELA	Math	Science	Social Studies
Assistive technology regularly used in instruction					

Table 14 Response Accommodations for Students with Disabilities

Response Accommodations	ELA	Math	Science	Social Studies
Answers transcribed by test administrator				
Braille notetaker				
Braille writer				
Calculator or fact charts on non-calculator math test or part of test				
Specialized calculation device				
Scribe				
Speech-to-text (Department approval required for use on ELA tests. See Appendix C of the *Accessibility Manual for Ohio's State Tests*)				
Word prediction external device				

Table 15 Response Accommodations for Students with Disabilities – Mathematics Tools

Allowable tools for Math and Science	Math	Science
100s chart		
Abacus/Rekenrek		
Algebra tiles		
Base 10 blocks		
Counters and counting chips		
Cubes		
Cuisenaire rods		
Fraction tiles and pies without numerical labels		
Square tiles		
Two-colored chips		

Table 16 Timing Accommodations for Students with Disabilities

Timing Accommodations	ELA	Math	Science	Social Studies
Extended time (1.5X, 2X, not to exceed one school day.)				

Table 17 Accommodations for English Learners

Only students identified and reported as English learners qualify for these accommodations.

Accommodations for English Learners	ELA	Math	Science	Social Studies
Bilingual test form (Spanish/English)				
Bilingual test form, text-to-speech (Spanish/English)				
Bilingual test form, text-to-speech tracking (Spanish/ English)				
Bilingual word-to-word dictionary or glossary				
Dual monitors				
Extended time (e.g., 1.5X, 2X, not to exceed one school day)				
Human read-aloud (in English) for online test				
Navigational assistance				

Table 18 Accommodations for English Learners – Oral Translation of the Test

Mark if student will receive oral translation of the math, science, or social studies tests.

Accommodations for English Learners	Language?	ELA	Math	Science	Social Studies
Oral translation of the test					

Oral Translator's Name: _____

Oral Translator's Contact Information: _____

Table 19 Emergency Accommodations

Districts may use the optional Emergency Accommodation Form in Appendix E of the *Accessibility Manual for Ohio's State Tests* to document a temporary disabling condition (for example, a broken arm).

Emergency Accommodations	ELA	Math	Science	Social Studies

Table 20 Unique Accommodations

If the district test coordinator received approval from the Department to provide one or more unique accommodations for the student, please list, describe, and indicate the content areas for the accommodation(s) in the table below. A unique accommodation is one beyond those routinely allowed and described in this manual. See Exceptional Requests for Accommodations in this manual and for more information.

Unique Accommodations	ELA	Math	Science	Social Studies