Paper-Based Testing Accessibility Planning Tool

Although Ohio's State Tests are computer-based using an online testing platform, there may be specific instances that require a student to take a paper-based assessment instead.

Condition #1: The school is providing paper-based assessments for its students as the primary mode of administration. Districts must administer Ohio's State Tests online unless they can demonstrate the need for paper tests, such as board resolution for grade 3. Districts can review on the Department webpage the situations that allow the use of paper. Refer to the Network Diagnostic Tool page of the Tech Guide on the test portals for information about testing a network's bandwidth to ensure it can handle administering online tests.

Condition #2: A student is unable to use a computer due to the impact of their disability. Before selecting a paper version of the test, IEP teams and 504 plan coordinators should first consider other accessibility features. Students who take a paper-based test should be unable, even with support, to use technology to produce and publish writing using keyboarding. The use of a paper-based assessment should be documented in the student's IEP or 504 plan.

Situations that may require this accommodation include:

1. A student with a disability who cannot participate in the online assessment due to a health- related disability, neurological disorder or other complex disability and/or struggles meeting the demands of a computer-based test administration even with other accessibility features such as extended time, frequent breaks or a scribe;
2. A student with an emotional, behavioral or other disability who is unable to maintain sufficient concentration to participate in a computer-based test administration, even with other accessibility features such as a familiar test administrator, frequent breaks, small group, specified seating or a timer;
3. A student with a disability requires assistive technology that is incompatible with the online platform.

Condition #3: A student who is unable to access an online assessment due to cultural or religious beliefs.

The accessibility features available to students testing online are often the same as those available to students taking paper-based tests. However, the limitations of paper-based testing can sometimes require schools to use alternative methods to provide a similar feature on paper tests from what is available on computer-based tests.

District and school personnel **must**:

- Arrange resources **before** testing so students receive appropriate accessibility features as needed.
- Confirm that district test coordinators or district administrators order paper-pencil, braille, and large-print tests for students who need them.
- Confirm that district test coordinators or district administrators order additional test booklets for test administrators who have students taking paper-based tests who will receive a human read-aloud, sign language interpretation, or oral translation of the test.

Table 1 Student Information

Demographics	District Response
Student's Name	
SSID/Student ID	
Date of Birth	

Demographics	District Response
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 following tables, mark Y for Yes in the content area in which the tool, support, or accommodation is needed. Otherwise, leave the space blank. 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

Universal Tools	ELA	Math	Science	Social Studies
Blank paper (Required for ELA. For math, science and social studies tests, blank paper must be available if requested)	**Y**			
General directions				
Redirect Student to the Test				
Strikethrough				
Writing tools				

Table 4 Designated Supports

Designated Supports	ELA	Math	Science	Social Studies
Calculator or fact charts – handheld				
Color overlays				
External magnification or enlargement device				
Highlighting tool				
Human reader for math, science, and social studies tests				
Line-reader tool - handheld				
Mark for review				
Masking				
Mathematics reference sheets				
Music and white noise				
Noise buffers				
Rulers, angled-rulers, compasses and protractors on math tests				
Specialized paper and whiteboards				
Student reads test aloud to self (requires 1:1 setting)				
Tactile fidgets and fidget devices				
Timer (external)				

Table 5 Presentation Accommodations for Students with Disabilities – Assistive Technology

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

Table 6 Presentation Accommodations and Special Versions for Students with Disabilities

Presentation Accommodations and Special Versions	ELA	Math	Science	Social Studies
Braille test				
Human reading access (Student must meet the criteria for the reading access accommodation to receive this feature on ELA tests.)				

Presentation Accommodations and Special Versions	ELA	Math	Science	Social Studies
Large-print test booklet				
Paper version of test instead of online				
Reading access on OST English language arts (Student must meet criteria for the reading access accommodation on ELA tests.)				
Sign language interpreter (Student must meet criteria for the reading access accommodation on the ELA test.)				

Table 7 Response Accommodations for Students with Disabilities – Assistive Technology

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

Table 8 Response Accommodations for Students with Disabilities

Response Accommodations	ELA	Math	Science	Social Studies
Answers recorded in test booklet and transcribed by the test administrator into the scorable documents				
Braille notetaker				
Braille writer				
Calculator or fact charts on non-calculator mathematics test or part of test				
Mathematics reference sheet				
Monitor test response				
Scribe				
Specialized calculation device				
Speech-to-text (embedded)				
Word prediction – external device				

Table 9 Response Accommodations for Students with Disabilities – Mathematics Tools

Response Accommodations – Mathematics Tools	Math	Science
100s chart		
Abacus/Rekenrek		
Algebra tiles		

Response Accommodations – Mathematics Tools	Math	Science
Base 10 block		
Counters and counting chips		
Cubes		
Cuisenaire rods		
Fraction tiles and pies without numerical labels		
Square tiles		
Two-colored chips		

Table 10 Timing Accommodations for Students with Disabilities

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

Table 11 Accommodations for English Learners

Accommodations for English Learners	ELA	Math	Science	Social Studies
Extended time (e.g., 1.5X, 2X, but not to exceed one school day)				
Word-to-word dictionary or glossary				
Reading access for paper test				
Scribe (in English)				

Table 12 Accommodations for English Learners – Oral Translation of the Test

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

Oral Translation of the Test Accommodation	Language of Translation	Math	Science	Social Studies
Oral translation of the test				

Oral Translator's Name: _____

Oral Translator's Contact Information: _____

Table 13 Emergency Accommodations

Districts may use an 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).

Unique Accommodations	ELA	Math	Science	Social Studies

Table 14 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