

**Explanation of Testing Accommodations for Students with Disabilities:  
Assistive Technology Accommodations**

According to the *Regulations Governing Special Education Programs for Children with Disabilities in Virginia*, “ ‘assistive technology device’ means any item, piece of equipment, or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve the functional capabilities of a child with a disability.”

Accommodations, including assistive technology devices, provided as part of the instructional and testing/assessment process, will allow students with disabilities to access the Standards of Learning (SOL) assessments. Any accommodations based solely on the potential to enhance performance beyond providing equal access are not allowed.

Assistive technology accommodations used on statewide assessments must be documented in the student’s Individualized Education Program (IEP) or 504 Plan and used in daily instruction. Introducing new or unfamiliar accommodations on an SOL test is inappropriate.

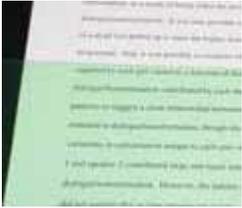
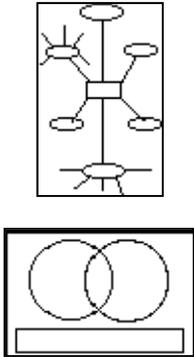
Please consult Appendix C, Special Testing Accommodations, of the current SOL Test Implementation Manual for further information about the conditions of use for each accommodation category.

**Assistive Technology Accommodations Allowed for SOL Testing**

<b>Special Test Accommodations Code</b>	<b>Examples of assistive technology that may provide access to SOL assessments for some students with disabilities.</b>	<b>Conditions Required for Use</b>	<b>SOL Test Format Available</b>
<p align="center">4</p> <p align="center">Visual aids</p>	<p>Interactive whiteboard/ Electronic whiteboard LCD projector</p> 	<ul style="list-style-type: none"> <li>• The test may be projected onto a large surface (projection screen, dry erase board, or wall) for a student with a visual impairment for magnification purposes only.</li> <li>• The student will enter responses into TestNav using the keyboard or mouse or on to an appropriate answer document. The test must be administered in a one-to-one session.</li> <li>• School staff must ensure the test items are not visible to others. This may require windows to be covered.</li> </ul>	<p align="center">Paper/Pencil Online</p>

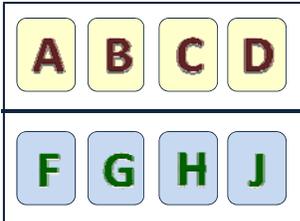
Accommodations allowed for use on SOL tests administered in fall 2013, spring 2014, and summer 2014 only.

Assistive Technology Accommodations Allowed for SOL Testing

Special Test Accommodations Code	Examples of assistive technology that may provide access to SOL assessments for some students with disabilities.	Conditions Required for Use	SOL Test Format Available
<p>4</p> <p>Visual aids</p>	<p>CCTV (closed circuit television)</p> <p>Electronic magnification</p> <p>Screen magnifiers</p> 	<ul style="list-style-type: none"> <li>• The CCTV can be used with paper/pencil test items.</li> <li>• The device must not save or maintain any portion of the SOL test.</li> <li>• School staff must ensure the test items are not visible to others. This may require windows to be covered.</li> </ul>	<p>Paper/Pencil</p>
<p>4</p> <p>Visual aids</p>	<p>Color overlay</p> <p>Tinted screen</p> 	<ul style="list-style-type: none"> <li>• A student may use only one blank color overlay or a tinted screen.</li> <li>• Prior to the online SOL test, the examiner must use the color overlay or tinted screen with practice SOL test items (available on the VDOE website) to verify that shaded or colored areas of online test items are visible.</li> <li>• Please note, the range of colors and shading appearing in practice SOL test items is a representative sample of what may appear in an online SOL test. It is not necessarily an exhaustive sample.</li> </ul>	<p>Paper/Pencil</p> <p>Online</p>
<p>4</p> <p>Visual aids</p>	<p>Template software</p> 	<ul style="list-style-type: none"> <li>• Only blank templates may be used. Template libraries, hyperlink functions and access to the Internet must be disabled.</li> <li>• Template software must be used on a separate computer from the online test.</li> <li>• Templates must not include: graphics, directions, words, letters, numbers, symbols, color coding, etc. that might clue the student.</li> </ul>	<p>Paper/Pencil</p> <p>Online</p>

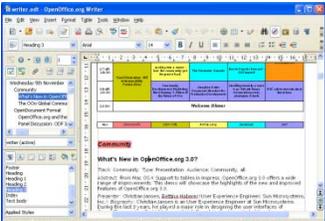
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Assistive Technology Accommodations Allowed for SOL Testing

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<p>5</p> <p>Amplification equipment</p>	<p>Whisper phone</p>  	<ul style="list-style-type: none"> <li>This accommodation must be administered in a one-to-one session to ensure that other test takers are not disturbed.</li> </ul>	<p>Paper/Pencil Online</p>
<p>13</p> <p>Communication board</p>	<p>Communication board or choice cards</p> 	<p><u>Paper/Pencil</u></p> <ul style="list-style-type: none"> <li>The student and the scribe must have used this method of communication instructionally.</li> <li>A school staff member must transcribe the student responses to the regular answer document.</li> </ul> <p><u>Online</u></p> <ul style="list-style-type: none"> <li>The student and the scribe must have used this method of communication instructionally, <u>and</u> with online SOL practice items so that both the student and the scribe are familiar with the level of communication required to complete the Technology-Enhanced Items (TEI).</li> <li>A school staff member must transcribe the student's response onto the response area of the online <i>Writing</i> test on a separate computer running TestNav.</li> </ul> <p><u>Paper/Pencil &amp; Online</u></p> <ul style="list-style-type: none"> <li>A student may use a communication board or choice cards to select multiple-choice responses.</li> <li>Video recording of the entire test session is strongly encouraged. If not recorded, the test session must be proctored.</li> </ul>	<p>Paper/Pencil Online</p>

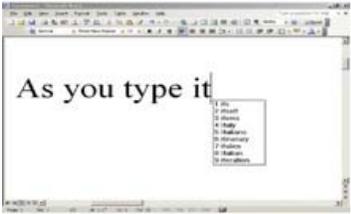
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(continued)	(continued)	<ul style="list-style-type: none"> <li>The accuracy of student responses must be verified by a second school staff member using the video recording or by the Proctor to ensure that no errors in transcription have occurred.</li> <li>If the testing session is proctored, both the Test Examiner and Proctor must sign a written statement indicating that the test was administered according to the conditions stated above.</li> <li>These signed statements and/or video must be kept secure in the office of the Division Director of Testing (DDOT) until the students' score reports are verified and Authorization To Proceed (ATP) is approved for that test administration.</li> </ul>	
<p>21</p> <p>Typewriter or Word processor</p>	<p>Typewriter or Word processor</p>  	<ul style="list-style-type: none"> <li>The student or a school staff member must transcribe the student's typed or printed response to the <i>Writing</i> prompt onto the answer document or the response area of the online <i>Writing</i> test on a separate computer running TestNav.</li> <li>If transcribed by a staff member, the transcription and the student's response must be verified by a second school staff member to ensure that no errors in the transcription have occurred.</li> <li>If speech-to-text capability of a word processor is used, the student must be assessed in a one-to-one session to ensure that other test takers are not disturbed.</li> </ul>	<p>Paper/Pencil Online</p>

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Special Test Accommodations Code	Examples of assistive technology that may provide access to SOL assessments for some students with disabilities.	Conditions Required for Use	SOL Test Format Available
(continued)	(continued)	<ul style="list-style-type: none"> <li>• The spell checking capacity of the computer can be used; however, its use must not be prompted.</li> <li>• The following features must be disabled:               <ul style="list-style-type: none"> <li>○ Automatic correction</li> <li>○ Thesaurus</li> <li>○ Grammar check</li> <li>○ Speech settings (for word processor only)</li> </ul> </li> </ul>	
21 Braille typewriter	Braille typewriter 	<ul style="list-style-type: none"> <li>• Student responses must be transcribed onto the answer document by school personnel qualified to read braille.</li> <li>• If a student has responded to the <i>Writing</i> prompt with a braille typewriter and has used braille shorthand, the student must spell the English words.</li> <li>• The answer document and the brailled material must be verified by a second school staff member qualified to read braille to ensure that no errors in transcription occurred.</li> </ul>	Braille
21 Word prediction software	Word prediction software 	<ul style="list-style-type: none"> <li>• The following features of word prediction software must be disabled:               <ul style="list-style-type: none"> <li>○ Predict ahead</li> <li>○ Predict in line</li> <li>○ Grammar</li> <li>○ Thesaurus</li> <li>○ Speech settings</li> </ul> </li> <li>• Flexible spelling may be used if the student is given choices of words and the software does not automatically</li> </ul>	Paper/Pencil Online (Short-Paper Component of <i>Writing</i> Test Only)

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(continued)	(continued)	<p>correct the spelling for the student.</p> <ul style="list-style-type: none"> <li>The student or a school staff member must transcribe the student’s typed or printed response to the <i>Writing</i> prompt onto the answer document or the response area of the online <i>Writing</i> test on a separate computer running TestNav.</li> <li>If transcribed by a staff member, a second school staff member must verify that no errors occurred in the transcription of the student’s response.</li> <li>Care must be taken to ensure that a copy of the student’s paper is not maintained in the memory of the computer.</li> </ul>	
<p>22</p> <p>Augmentative communication device (for answer selection)</p>	<p>Augmentative communication device (for answer selection)</p> 	<p><u>Paper/Pencil</u></p> <ul style="list-style-type: none"> <li>Student responses must be transcribed to the regular answer document by a school staff member.</li> </ul> <p><u>Online</u></p> <ul style="list-style-type: none"> <li>Student responses must be entered on a separate computer running TestNav by a school staff member.</li> </ul> <p><u>Paper/Pencil &amp; Online</u></p> <ul style="list-style-type: none"> <li>Video recording of the entire test session is strongly encouraged. If not recorded, the test session must be proctored.</li> <li>The transcribed responses must be verified by a second school staff member using the video recording or by the Proctor to ensure that no errors in transcription have occurred.</li> <li>The Test Examiner and, if present,</li> </ul>	<p>Paper/Pencil Online</p>

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Special Test Accommodations Code	Examples of assistive technology that may provide access to SOL assessments for some students with disabilities.	Conditions Required for Use	SOL Test Format Available
(continued)	(continued)	<p>the Proctor, must verify in writing that the student did not access any other functions of the device.</p> <ul style="list-style-type: none"> <li>• The Test Examiner and, if present, the Proctor, must sign a written statement indicating that the test was administered according to the conditions stated above.</li> <li>• These signed statements and/or the video must be retained on file and secured in the office of the DDOT until the students' score reports are verified and Authorization To Proceed (ATP) is approved for that test administration.</li> </ul>	
<p>22</p> <p>Augmentative communication device (for the short-paper component of the writing test)</p>	<p>Augmentative communication device (for the short-paper component of the Writing test)</p> 	<p><u>Paper/Pencil</u></p> <ul style="list-style-type: none"> <li>• A school staff member must transcribe the student's response to the regular answer document.</li> </ul> <p><u>Online</u></p> <ul style="list-style-type: none"> <li>• The student will complete his/her response to the <i>Writing</i> prompt using the augmentative communication device.</li> <li>• A school staff member must transcribe the student's typed or printed response to the <i>Writing</i> prompt onto the response area of the online <i>Writing</i> test on a separate computer running TestNav. Care must be taken to ensure that a copy of the student's paper is not maintained in the memory of the computer.</li> </ul> <p><u>Paper/Pencil &amp; Online</u></p>	<p>Paper/Pencil Online</p>

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(continued)	(continued)	<ul style="list-style-type: none"> <li>• Only augmentative communication devices which produce student responses verbatim may be used.</li> <li>• If the augmentative communication device produces an auditory output, the student should be tested in a one-to-one session so that other students are not disturbed and the examiner should follow the instructions provided for the dictation to a scribe accommodation.</li> <li>• Video recording of the entire test session is strongly encouraged. If not recorded, the test session must be proctored.</li> <li>• The student should not have access to any other functions the device may have. The Test Examiner and, if present, the Proctor should verify in writing that the student did not access any other functions of the device.</li> <li>• The transcribed student’s response must be verified by a second school staff member using the video record or by the Proctor to ensure that no errors in transcription have occurred.</li> <li>• The Test Examiner and, if present, the Proctor must sign a written statement stating that the test was administered according to the conditions stated above.</li> <li>• If a paper copy of the student’s response to the prompt was used for the transcription, it must be retained on file and secured in the office of the DDOT until the students’ score reports are verified and Authorization To Proceed (ATP) is approved for</li> </ul>	

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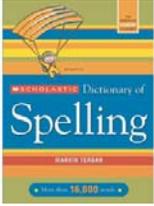
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Special Test Accommodations Code	Examples of assistive technology that may provide access to SOL assessments for some students with disabilities.	Conditions Required for Use	SOL Test Format Available
(continued)	(continued)	<p>that test administration.</p> <ul style="list-style-type: none"> <li>• These signed statements and/or the video must be retained on file and secured in the office of the DDOT until the students' score reports are verified and Authorization To Proceed (ATP) is approved for that test administration.</li> </ul>	
<p>22</p> <p>Augmentative communication device</p>	<p>Eye Gaze device and software</p> 	<ul style="list-style-type: none"> <li>• This device allows the user to use a keyboard by blinking or by gazing on a letter. If the device or software contains a word prediction or word processing feature, all conditions required for the word prediction or word processor accommodations must be followed.</li> <li>• It must be documented that the student uses this augmentative communication device for his/her daily written work.</li> </ul>	<p>Paper/Pencil Online</p>
<p>23</p> <p>Spelling aids</p>	<p>Spell checker, spelling dictionary, or spelling corrector</p> 	<ul style="list-style-type: none"> <li>• Please note, when determining if additional spelling aids are necessary, TestNav provides a spell check tool for the online short paper component.</li> <li>• If the handheld spell checker allows for the selection of a dictionary, an appropriate dictionary for the student's grade level should be selected.</li> <li>• If automatic correction, prompting for spelling, or access to a thesaurus are included, these features must be disabled.</li> </ul>	<p>Paper/Pencil Online (Short-paper component of <i>Writing</i> test only)</p>

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## Assistive Technology Accommodations Not Allowed for SOL Testing

The following table provides examples of assistive technology accommodations that have the potential to enhance performance beyond providing equal access to SOL assessments or may violate test security and are not allowed for SOL assessments.

Accommodation Not Allowed	Example or explanation
<p>Spelling dictionary that provides hints, prompts, or clues</p> 	
<p>Spelling checker with thesaurus</p> 	<ul style="list-style-type: none"> <li>• This device contains a built in thesaurus which cannot be disabled.</li> </ul>
<p>Magnifying software with online tests</p> 	<ul style="list-style-type: none"> <li>• Magnifying software cannot be used with online tests. No software may be used concurrently on the same computer with TestNav software during online testing. It is not possible to ensure software compatibility with different TestNav functions or to ensure proper test security.</li> </ul>
<p>Picture writing software</p> 	<ul style="list-style-type: none"> <li>• The use of this type of software requires that the teacher create word banks or lists from which the student selects while composing sentences and paragraphs.</li> <li>• The level of teacher assistance required is extensive, and therefore, is not appropriate for the SOL assessment and violates test security.</li> <li>• The device running the software may provide access to the Internet.</li> </ul>

Assistive Technology Accommodations Not Allowed for SOL Testing

Accommodation Not Allowed	Example or explanation
<p>Software or functionality available only on:</p> <ul style="list-style-type: none"> <li>• an Internet-capable computer/device</li> <li>• an electronic device with a touch-screen interface (i.e., tablets, smart phones, certain laptops, etc.)</li> </ul> 	<ul style="list-style-type: none"> <li>• Using an Internet-capable computer/device during paper/pencil or online SOL testing to run software (other than TestNav) may violate SOL test security.</li> <li>• Requests to use software during testing that is available only on an Internet-capable device or device with a touch-screen interface (and not previously described among the allowed assistive technology accommodations) should be made via the Special Assessment Accommodation Request procedure.</li> <li>• Online SOL tests can only be administered on devices that a) have a pointer-based interface (e.g., mouse, stylus, touch pad) and a physical (not on-screen) keyboard and b) meet the hardware and software specifications for the version of TestNav software used in Virginia. See PearsonAccess for current TestNav hardware and software requirements.</li> </ul>