Appendix B—Procedures for Testing Students with Disabilities

Notes:

• Under secure conditions supervised by the principal, interpreters may review test materials up to four days prior to test administration. Test materials may not be removed from the school.

• Signing the grade 10 ELA Composition test may occur in groups of up to 10 students.

• See instructions in Appendix D of each TAM (Appendix E of the high school May–June TAM) for administering the test to students who are deaf or hard of hearing.

• Individually shrink-wrapped test booklets labeled “Test Booklet for Signing to a Deaf Student” for use when providing accommodation 17 are ordered during the Enrollment Verification period. These booklets are secure and must be returned as instructed.

• An ASL DVD edition is available for the grade 10 Mathematics test only. The DVD is secure and must be returned as instructed. See the special instructions contained in the ASL DVD packed for more information.

Test administrators for students with disabilities using accommodation 17 must sign an MCAS Nondisclosure Agreement (see Appendix E) prior to reviewing secure test materials.

18. Use of an Electronic Text Reader for the Mathematics, STE, or grade 10 ELA Composition Test (Note: Use of an electronic text reader for the English Language Arts test for grades 3–8, or the grade 10 ELA Reading Comprehension test, is nonstandard accommodation 28.)

All MCAS tests are available on a CD in the Kurzweil 3000 read-only format. Responses to all test questions must be submitted in the student’s standard answer booklet. Responses cannot be typed directly into the Kurzweil test.

Changes in How the Student Responds to Test Questions

19. Test Administrator Scribes the Mathematics Test, STE Test, English Language Arts Test Sessions 1 and 2A for grades 3–8, or the grade 10 ELA Reading Comprehension Test; or Student Uses a Speech-to-Text Conversion Device (Note: Use of a scribe or speech-to-text conversion for the grade 10 ELA Composition test or Session 2B of the grades 3–8 English Language Arts test is nonstandard accommodation 29.): The student dictates or signs responses to a scribe or uses a speech-to-text conversion device to record responses.

• The test must be administered individually (accommodation 5) in a separate setting (accommodation 4).

• The scribe must record the student’s responses exactly as dictated into the student’s answer booklet and may not edit or alter the student’s responses in any way. Scribes may assume correct spelling and punctuation.

• The scribe must provide the student with an opportunity to review and edit what has been scribed.

• When a student uses an electronic speech-to-text conversion device, the test administrator must follow the instructions for submitting typed responses described in Appendix C of this manual and the relevant appendix of each TAM.

• Scribes may not type student responses. The typed response accommodation is intended for student use only. The only exception is if the student cannot read the scribe’s writing in order to review/edit the response; in that case, the scribe may type the response.