



Nevada Ready Student Assessments

Usability, Accessibility, and Accommodations User Guide

Spring 2016

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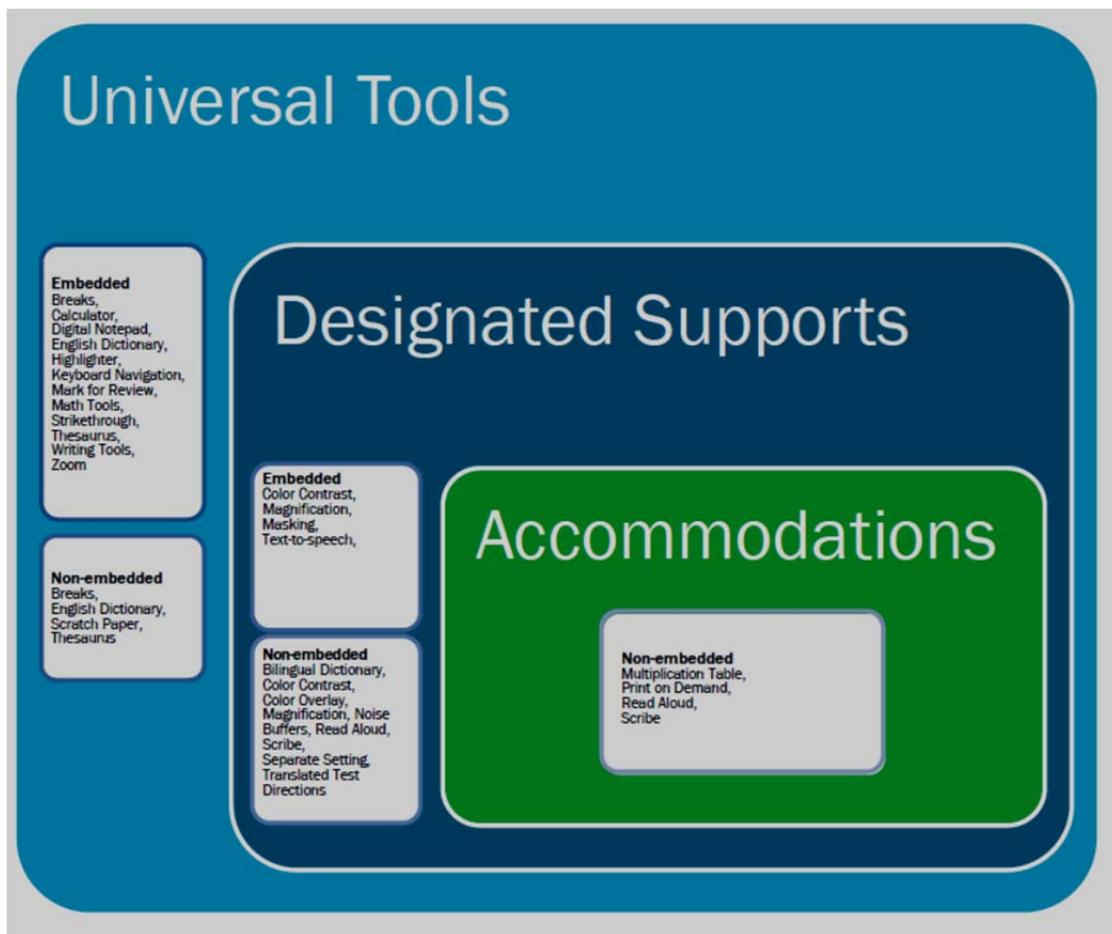
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Nevada Ready Student Assessments Feature Categories

The following table describes the three categories of assessment features on the Nevada Ready Student Assessments.

Category	Definition
Universal Tools	Access features that are either provided as digitally-delivered components of computer-based test administrations or as non-digitally-delivered components of paper/pencil test administrations. Universal tools are available to all students taking the assessments and are based on student preference and selection.
Designated Supports*	Features permissible for use by any student for whom the need has been identified by an educator/team, and must be identified prior to test administration in the student information system. Decisions to use designated supports should be made by professionals familiar with the student and the types of supports available for the specific assessment. Please note that for Spring 2016 testing with Data Recognition Corporation’s INSIGHT Test Engine, all designated supports must be turned on in the system by the District Test Director or School Test Coordinator prior to testing.
Accommodations	Adaptations or adjustments to those students who have an Individualized Education Program (IEP) or Section 504 Plan. New accommodations or changes to an accommodation must be made to a student’s IEP or Section 504 Accommodation Plan 30 days prior to the start of testing. If a testing group includes students approved for accommodations, the School Test Coordinator will give the test administrator a list specifying the accommodations each student is to receive. Special education students, Section 504 students, and English Learner (EL) students who receive the same accommodations or designated supports may be tested together.

*The Text-to-Speech Designated Support for test directions, test questions, and answer options is referred to and must be flagged as an accommodation in the DRC INSIGHT system for Spring 2016 testing. Text-to-Speech for **ELA passages** for grades 6–8 and ELA End of Course Examinations are accommodations and must be flagged in the system prior to student testing. Text-to-Speech for grades 3–5 **ELA passages** as accommodations are by special requests only. Please contact the Nevada Department of Education to request this accommodation.



Nevada Ready Student Assessments Student Access Goals

Nevada’s goals for promoting student access include using accommodations, designated supports, and universal tools, when needed, to provide a valid and accurate measure of the student’s abilities

Nevada Decision-Making Framework for Use of Test Accommodations on State Assessments

Decisions in determining the need for testing accommodations are always made through the IEP or 504 Plan committee, and must be documented in the student’s IEP or Section 504 Accommodation Plan and on the testing accommodations form. Selection of appropriate accommodations is facilitated by a review of the student’s current instructional and classroom assessment accommodations and a clear understanding of the test format and what it measures. Using this information will determine which accommodations enable the student to demonstrate best what standards have been mastered.

Nevada Decision-Making Framework for Use of Designated Supports on State Assessments

The selection of appropriate tools to be used as designated supports for a particular student during state testing is to be made in advance of testing by a team of educators who determine that the student would benefit from these designated supports.

Assessment Features

The following section describes in detail the Assessment Features available for the Nevada Ready Student Assessments. These details will include a description of the features as well as instructions for what to do in advance of, during, and after testing. These assessment features are categorized as Universal Tools, Designated Supports, or Accommodations.

Universal Tools

The following table describes the universal features available to all students taking the Nevada Ready Student Assessments.

Table 1: Universal Tools		
Feature	Paper/Pencil Testing	Online Testing
Blank Scratch Paper (provided by the Test Administrator)	<p>Before Testing: Students must be provided a piece of blank scratch paper in advance of testing.</p> <p>During Testing: Students use the blank scratch paper to take notes and/or work through items. Additional pages may be provided as needed.</p> <p>After Testing: Test Administrators are responsible for collecting all scratch paper after testing is completed to be securely destroyed. Scratch paper must be securely shredded if it has been used. Unused scratch paper may be reused.</p>	<p>Before Testing: Students must be provided a piece of blank scratch paper in advance of testing.</p> <p>During Testing: Students use the blank scratch paper to take notes and/or work through items. Additional pages may be provided as needed.</p> <p>After Testing: Test Administrators are responsible for collecting all scratch paper after testing is completed to be securely destroyed. Scratch paper must be securely shredded if it has been used. Unused scratch paper may be reused.</p>

Nevada Accommodations and Accessibility Features

Table 1: Universal Tools

Feature	Paper/Pencil Testing	Online Testing
Calculators	Please refer to the Nevada Department of Education’s 2015-2016 Calculator Clarification document located at http://www.doe.nv.gov/Assessments/	<p>Students will be able to electronically access a calculator applicable to the grades for which they are testing.</p> <p>The following calculators will be available:</p> <ul style="list-style-type: none"> • Grade 6 Math - basic calculator • Grades 7 and 8 Math – scientific calculator • Grade 5 Science - basic calculator • Grade 8 Science - basic calculator and scientific calculator • End of Course Math tests - scientific calculator <p>During Testing: This tool will be electronically available for all items for which this tool has been deemed necessary. To activate this tool the student will click on the  icon in the Tools Bar at the top of the testing screen. A calculator will</p>
Color Overlay	Before Testing: Student may be provided with the necessary overlay supplies.	NA
Contrasting Colors/ Reverse Colors	NA	<p>A variety of background colors and font colors are available to make test questions easier to read.</p> <p>During Testing: To change the background or font color, once logged into a test, the Test Administrator may click on the OPTIONS icon on the Welcome Page. There are two options available:</p> <p>Color Choices: Changes the background color that appears behind all text and graphics</p> <p>Contrasting Color: Changes both the background color and font color at the same time</p> <p>Reverse Color: Reverses the text and background colors that are selected</p>

Nevada Accommodations and Accessibility Features

Table 1: Universal Tools

Feature	Paper/Pencil Testing	Online Testing
Equation Builder	NA	<p>Tool used to enter and edit symbols not found on the keyboard in order to create an expression or equation, e.g., <, >, etc.</p> <p>During Testing: To activate this tool, the student will click on the  icon – the Equation Builder tool will appear.</p>
Flag/Mark for Review (Bookmark)	<p>Before Testing: Students may be provided sticky flags.</p> <p>During Testing: Student may use sticky flags to flag or mark pages or items they wish to come back to as time allows.</p> <p>After Testing: All flags must be removed prior to sending the testing materials back to the testing vendor.</p>	<p>Note: Not available for Computer Adaptive Tests in ELA and Math for grades 3–8.</p> <p>Tool used to electronically flag or mark a question for review at a later point, if allowed by the test design</p> <p>During Testing: To flag an item for review, the student will click on the  icon.</p> <p>This is available for fixed form assessments, such as the Grade 5 and 8 Science and the EOC Examinations.</p>
General Administration Directions Read Aloud and Repeated as Needed (by Test Administrator)	<p>During Testing: The Test Administrator may read aloud the general administration directions only. A student may raise his or her hand and request that directions may be repeated.</p>	<p>During Testing: The Test Administrator may read aloud the general administration directions only. A student may raise his or her hand and request that directions may be repeated.</p>

Nevada Accommodations and Accessibility Features

Table 1: Universal Tools

Feature	Paper/Pencil Testing	Online Testing
General Masking Tool	<p>Students are allowed to cover up (mask) content that may be distracting, enabling the student to more easily focus their attention on a specific part of the screen.</p> <p>Before Testing: Students may be provided blank masking tools and supplies.</p>	<p>Tool used to electronically cover up (mask) content that may be distracting, enabling the student to more easily focus their attention on a specific part of the screen</p> <p>During Testing: To activate this tool, once a student begins the test, the Test Administrator may click on the OPTIONS icon on the bottom left corner of the testing screen and select “Masking.”</p>
Headphones or Noise Buffers	<p>Before Testing: Test Administrator prepares classroom with headphones for participating students.</p> <p>During Testing: Students use headphones or noise buffers to minimize distraction or filter external noise during testing. If headphones are used only as noise buffers, do not plug them into the testing device.</p>	<p>Note: All students participating in the computer-based Summative Assessment in ELA for Grade 3-8 will be administered listening items that require the use of headphones.</p> <p>Before Testing: Test Administrator prepares classroom with headphones for participating students.</p>
Highlighter Tool	<p>Before Testing: Students may be provided with a yellow highlighter.</p>	<p>Tool used to highlight a portion of an item, text, or a graphic. The highlighter tool can be used virtually anywhere within the item to highlight passage text, item text, answer options, portions of graphics and images, and text within images.</p> <p>During Testing: To activate the Highlighter tool, click on the  icon in the Tools Bar at the top of the testing screen.</p>

Table 1: Universal Tools

Feature	Paper/Pencil Testing	Online Testing
Line Guide	<p>Students may use blank scratch paper provided by the school as a straight-edge line to follow along with each line of printed text.</p>	<p>Tool is a movable, straightedge line students use to follow along with each line of text.</p> <p>During Testing: To activate the Line Guide, click on the  icon in the Tools Bar at the top of the testing screen. Once activated, click on the handle bar on the right side of the Guide and drag the Guide as needed. To deactivate the Line Guide, click again on the same icon.</p>
Magnification/Variable Zoom	<p>A hard-copy Large-Print form is available for students with a visual impairment who are unable to take a standard paper/pencil or online assessment.</p> <p>Materials: <i>Large-Print Kit</i></p> <p>Before Testing: A <i>Large-Print Kit</i> must be on-hand prior to be start of testing.</p> <p>During Testing: Students will not record their responses in a standard print consumable test booklet. Instead, students will mark their responses in the Large-Print form.</p> <p>After Testing: Student responses must be transcribed verbatim into a standard print consumable test booklet, which is included in the <i>Large-Print Kit</i>. Only responses transcribed into a standard print consumable test booklet will be scored.</p>	<p>Tool that allows students to enlarge the screen by 150% or 200%. The entire screen is magnified, including all text, graphics, and images.</p> <p>During Testing: Students can activate this tool by clicking on the  icon in the Tools Bar at the top of the testing screen and selecting the magnifying strength they desire (e.g., 150% or 200%). Students can deactivate this tool by clicking again on the same icon.</p>

Nevada Accommodations and Accessibility Features

Table 1: Universal Tools

Feature	Paper/Pencil Testing	Online Testing
Measurement tools: Protractor	<p>Note: Students participating in the Summative Assessment for Grade 4 Math must be provided with protractors.</p> <p>Before Testing: Students in Grade 4 only must be provided an appropriate protractor Refer to the <i>Test Administrator’s Manual</i> for information on the type protractor to be provided.</p>	<p>Note: Students participating in the Summative Assessment for Grade 4 Math will be able to electronically access a protractor.</p> <p>During Testing: The Protractor, activated by clicking on the  icon, can be used for measuring angles that can be moved over any object on the screen and rotated.</p>
Redirect Student to the Test (by the Test Administrator)	<p>The Test Administrator may redirect a student’s attention to the test without coaching or assisting the student in any way. There is no limit to the number of times an Administrator can redirect a student back to the test.</p> <p>Examples: Providing reminders to stay on task and focused during the assessment; Providing a visual cue to the student to remain on task.</p>	<p>The Test Administrator may redirect a student’s attention to the test without coaching or assisting the student in any way. There is no limit to the number of times an Administrator can redirect a student back to the test.</p> <p>Examples: Providing reminders to stay on task and focused during the assessment; Providing a visual cue to the student to remain on task.</p>
Specialized Furniture or Equipment	<p>Student may be provided specialized furniture or equipment needed for a successful testing experience (e.g., low lighting; adaptive seating).</p> <p>Before Testing: Specialized furniture or equipment must be identified and secured prior to the start of testing.</p>	<p>Student may be provided specialized furniture or equipment needed for a successful testing experience (e.g., low lighting; adaptive seating).</p> <p>Before Testing: Specialized furniture or equipment must be identified and secured prior to the start of testing.</p>

Nevada Accommodations and Accessibility Features

Table 1: Universal Tools

Feature	Paper/Pencil Testing	Online Testing
Sticky Note (Notepad)	<p>Students are allowed to use sticky notes to create and place a note on his or her consumable test booklet in which he or she can write a short message for later reference.</p> <p>Before Testing: Students may be provided sticky notes.</p> <p>After Testing: All sticky notes must be removed from the consumable test booklets before they are returned to the testing vendor as they may interfere with the scanning and scoring of the booklets.</p>	<p>Tool that allows students to electronically create and place a note on the screen in which he or she can type a short message for later reference. Multiple notes can be created for each item or passage, and the notes can be moved around the screen, minimized or completely hidden, and re-opened.</p> <p>During Testing: Students can create a sticky note by clicking on the  icon in the Tools Bar at the top of the testing screen. For a passage or scenario that contains multiple parts (e.g., one passage that has several questions associated with it), the student can use the Sticky Note tool to take notes that are retained for all questions associated with that passage or scenario (i.e., a Global Note).</p>
Strikethrough	<p>Students are allowed to cross off or strikethrough answer options with highlighters or pencils during testing.</p> <p>Note: Stray marks near or on answer bubbles may interfere with the student's intended response. Be sure to instruct students that they are to very careful to only cross out the text in the answer options and not the actual response bubbles as it may interfere with his or her test score.</p>	<p>Tool allows students to electronically cross out/eliminate answer options (distractors) believed to be incorrect.</p> <p>During Testing: To activate this tool, click on the  icon in the Tools Bar at the top of the testing screen. Once activated, use this tool to eliminate an answer options that you believe to be incorrect.</p>
Writing Tools – Formatting Tools (for Writing items only)	NA	<p>During Testing: The student can access the writing tools for written responses by clicking on the appropriate icons in the Tools Bar at the top of the testing screen, including undo, redo, cut, copy, paste, bold, italic, underline, adjustable font size, justify, and indent, for the full write portion of the performance task on the Summative Assessment in ELA for Grades 3-8 and for the EOC ELA II Assessment.</p>

Nevada Accommodations and Accessibility Features

Table 1: Universal Tools

Feature	Paper/Pencil Testing	Online Testing
Writing Tools – English Dictionary and Thesaurus	<p>Before Testing: an English dictionary and thesauruses may be made available to students for the full write portion of the Performance Task on the Summative Assessment in ELA for Grades 3-8 and for the EOC ELA II Assessment.</p>	<p>During Testing: The student can access an online English dictionary and thesaurus for written responses by clicking on the appropriate icons in the Tools Bar at the top of the testing screen for the full write portion of the Performance Task on the Summative Assessment in ELA for Grades 3-8 and for the EOC ELA II Assessment.</p>

Designated Supports

The following table describes the designated supports available for all students with the particular need documented. The decision whether these tools are to be available for a particular student is to be made in advance of testing by a team of educators who determine that the student would benefit from these designated supports.

Table 2: Designated Supports		
Feature	Paper/Pencil Testing	Online Testing
Individual Testing	Before Testing: Testing locations and logistics must be secured in advance of testing.	NA
Scribe	<p>For non-writing ELA, math, and science, scribes are a designated support. For writing responses, scribes will be a special request requiring NDE approval.</p> <p>Students may dictate their responses to a human, who then records the students' responses verbatim. The scribe must be a licensed Nevada educator trained in test administration procedures, and must follow the guidelines provided in the test administration manual.</p>	<p>For non-writing ELA, math, and science, scribes are a designated support. For writing responses, scribes will be a special request requiring NDE approval.</p> <p>Students may dictate their responses to a human, who then records the students' responses verbatim. The scribe must be a licensed Nevada educator trained in test administration procedures, and must follow the guidelines provided in the test administration manual.</p>

Table 2: Designated Supports

Feature	Paper/Pencil Testing	Online Testing
Text-To-Speech* for Directions, Items, and Answer Options for all tests and content areas	NA	<p>The Text-to-Speech (TTS) function is available for students testing online who require that their test be read aloud. TTS allows students testing online to listen via headphones or speakers to test information displayed on the screen. Words and numbers, including test directions, questions, answer choices, and other information will be read aloud and can be repeated as necessary. ELA passages will not be read aloud.</p> <p>Before Testing: The Text-to-Speech accommodation must be activated within the student's Accommodations tab in eDIRECT.</p> <p>During Testing: Audio will begin immediately when the student navigates next/back to each question. On-screen audio controls are provided, allowing the students to pause the audio, adjust the audio volume, turn on/off the follow along feature, and indicate specific areas of the question they wish to replay.</p>

*Please note that the Text-to-Speech Designated Support is referred to and must be flagged as an accommodation in the DRC INSIGHT for Spring 2016 testing.

Accommodations

The following table describes the assessment accommodations available to those students who have an Individualized Education Program (IEP) or Section 504 Accommodation Plan, as well as English Learner (EL) students. The choice of a test administrator for students who receive accommodations should be made at the school level. All test administrators and proctors must be trained in test security, administration procedures, accessibility features, and accommodations.

Table 3: Accommodations

Feature	Paper/Pencil Testing	Online Testing
Braille Test Materials	<p>A hardcopy Braille form is available for students with a visual impairment who are unable to take a standard paper/pencil or online assessment.</p> <p>Materials: <i>Braille Kit</i></p> <p>Before Testing: A <i>Braille Kit</i> must be on-hand prior to the start of testing.</p> <p>During Testing: For students taking a hardcopy Braille form, the test administration instructions for filling in bubbles, making marks, and erasing marks do not apply. Student should be sure to number their responses to be sure their responses can be transcribed accurately into a standard consumable test booklet.</p> <p>After Testing: Student responses must be transcribed verbatim into a standard consumable answer document. Note that for the Summative Assessments, student responses must be entered into the INSIGHT test engine by the test administrator.</p>	<p>NA for Spring 2016 testing.</p> <p>Refreshable Braille is tentatively scheduled for Spring 2017 testing.</p>

Nevada Accommodations and Accessibility Features

Table 3: Accommodations

Feature	Paper/Pencil Testing	Online Testing
<p>Large-Print Test Materials</p>	<p>A hard-copy Large-Print form is available for students with a visual impairment who are unable to take a standard paper/pencil or online assessment.</p> <p>Materials: <i>Large-Print Kit</i></p> <p>Before Testing: A <i>Large-Print Kit</i> must be on-hand prior to be start of testing.</p> <p>During Testing: Students will not record their responses in a standard print consumable test booklet. Instead, students will mark their responses in the Large-Print form.</p> <p>After Testing: Student responses must be transcribed verbatim into a standard print consumable test booklet, which is included in the <i>Large-Print Kit</i>. Only responses transcribed into a standard print consumable test booklet will be scored.</p>	<p>NA</p>
<p>Online Large-Print (larger monitor)</p>	<p>NA</p>	<p>All online test content has been developed such that it scales in relation to the available area on larger monitors, while maintaining the correct aspect ratio.</p> <p>Before Testing: The Test Administrator must arrange for and have on-hand the appropriate size monitor based on the student’s needs prior to the start of testing.</p>

Table 3: Accommodations

Feature	Paper/Pencil Testing	Online Testing
Print-on-Demand	NA	<p>Students requiring a hard-copy of the Summative Assessment for Grades 3-8 in ELA and/or Mathematics will be provided a print-on-demand test form.</p> <p>Before Testing: The Test Administrator must identify students who will require the print-on-demand test form and enter this as accommodations in eDIRECT. Test session tickets for the student will be provided by the system, along with directions that instruct the Test Administrator how to access and print the required testing materials.</p> <p>During Testing: The student will use the hard-copy test booklet and record his or her responses in the hard-copy answer document. The Test Administrator will use the Print-on demand supplemental administration directions to facilitate the administration of the test.</p> <p>After Testing: The Test Administrator will log in to the INSIGHT system using the student’s test tickets and enter the student’s responses into the user interface verbatim.</p>

Nevada Accommodations and Accessibility Features

Table 3: Accommodations

Feature	Paper/Pencil Testing	Online Testing
Scribe	<p>For writing responses, scribes will be a special request requiring NDE approval.</p> <p>Students may dictate their responses to a human, who then records the students' responses verbatim. The scribe must be a licensed Nevada educator trained in test administration procedures, and must follow the guidelines provided in the test administration manual.</p>	<p>For writing responses, scribes will be a special request requiring NDE approval.</p> <p>Students may dictate their responses to a human, who then records the students' responses verbatim. The scribe must be a licensed Nevada educator trained in test administration procedures, and must follow the guidelines provided in the test administration manual.</p>
Text-to-Speech for ELA Passages	NA	<p>If a student taking an ELA test in Grades 3-5 requires a read-aloud accommodation of the reading passages, District Test Directors must contact the Nevada Department of Education for special permission. It must be provided by a human-reader, because it is not provided as part of the testing engine.</p> <p>If a student taking an ELA test in Grades 6-8 or an EOC ELA test requires a read-aloud accommodation of the reading passages, it must be provided by a human-reader, because it is not provided as part of the testing engine.</p>

Appendix A: Comparison of Smarter Balanced and DRC INSIGHT, Universal Tools, Designated Supports, and Accommodations

Universal Tools

Type	Function	Smarter Balanced	DRC INSIGHT
Embedded	Breaks	Yes	Yes
Embedded	Calculator ¹	Yes	Yes
Embedded	Digital Notepad	Yes	Yes
Embedded	English Dictionary ²	Yes	Yes
Embedded	English Glossary	Yes	Anticipated Spring 2017
Embedded	Expandable Passages	Yes	Future Development
Embedded	Global Notes	Yes	Future Development
Embedded	Highlighter	Yes	Yes
Embedded	Keyboard Navigation	Yes	Yes
Embedded	Mark for Review	Yes	Yes
Embedded	Math Tools ³	Yes	Yes
Embedded	Spell Check ⁴	Yes	Yes, limited use
Embedded	Strikethrough	Yes	Yes
Embedded	Writing Tools ⁵	Yes	Yes
Embedded	Zoom	Yes	Yes
Non-embedded	Breaks	Yes	Yes
Non-embedded	English Dictionary	Yes	Yes
Non-embedded	Scratch Paper	Yes	Yes
Non-embedded	Thesaurus	Yes	Yes

Nevada Accommodations and Accessibility Features

Designated Supports

Type	Function	Smarter Balanced	DRC INSIGHT
Embedded	Color Contrast	Yes	Yes
Embedded	Masking	Yes	Yes
Embedded	Text-to-Speech ⁶	Yes	Yes
Embedded	Translated Test Directions ⁷	Yes	Anticipated Spring 2017
Embedded	Translations (Glossary) ⁸	Yes	Anticipated Spring 2017
Embedded	Translations (Stacked) ⁹	Yes	Anticipated Spring 2017
Embedded	Turn off Any Universal Tools	Yes	Future Development
Non-embedded	Bilingual Dictionary ¹⁵	Yes	Yes
Non-embedded	Color Contrast	Yes	Yes
Non-embedded	Color Overlay	Yes	Yes
Non-embedded	Magnification	Yes	Yes
Non-embedded	Read Aloud	Yes	Yes
Non-embedded	Noise Buffers	Yes	Yes
Non-embedded	Scribe ¹⁶	Yes	Yes
Non-embedded	Separate Setting	Yes	Yes
Non-embedded	Translated Test Directions	Yes	Anticipated Spring 2017
Non-embedded	Translations (Glossary) ¹⁷	Yes	Anticipated Spring 2017

Accommodations

Type	Function	Smarter Balanced	DRC INSIGHT
Embedded	American Sign Language ¹⁰	Yes	Anticipated Spring 2017
Embedded	Braille	Yes	Anticipated Spring 2017
Embedded	Closed Captioning ¹¹	Yes	Anticipated Spring 2017
Embedded	Streamline	Yes	Anticipated Spring 2017
Embedded	Text-to-Speech ¹²	Yes	Anticipated Spring 2017
Non-embedded	Abacus	Yes	Yes
Non-embedded	Alternate Response Options ¹⁸	Yes	Future Development
Non-embedded	Calculator ¹⁹	Yes	Yes
Non-embedded	Multiplication Table ²⁰	Yes	Yes
Non-embedded	Print on Demand	Yes	Yes
Non-embedded	Read Aloud	Yes	Yes
Non-embedded	Scribe	Yes	Yes
Non-embedded	Speech-to-Text	Yes	Yes

Footnotes

Items shown are available for ELA and math unless otherwise noted.

1 For calculator-allowed items only

2 For ELA performance task full-writes

3 Includes embedded ruler, embedded protractor

4 For select ELA items

Nevada Accommodations and Accessibility Features

5 Includes bold, italic, underline, indent, cut, paste, spell check, bullets, undo/redo.

6 For ELA items (not ELA reading passages) and math items

7 For math items

8 For math items

9 For math test

10 For ELA listening Items and math items

11 For ELA listening items

12 For ELA reading passages grades 6-8

13 For ELA performance task full-writes

14 For ELA performance task full-writes

15 For ELA performance task full-writes

16 For ELA non-writing items and math items

17 For math items

18 Includes adapted keyboards, large keyboards, StickyKeys, MouseKeys, FilterKeys, adapted mouse, touch screen, head wand, and switches.

19 For calculator-allowed items only

20 For math items beginning in grade 4.



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