

## CHAPTER 5

# ADMINISTERING ACCOMMODATION SESSIONS

*Some students will be tested with special provisions called “accommodations,” which are changes in the way students are given the test or are able to respond.*

**The objective of this chapter is to familiarize you with the accommodations provided by NAEP and how to administer them to the students.**

**In this chapter, you will**

- learn about the accommodations NAEP allows;
- learn how to administer accommodations in regular and separate sessions; and
- learn which accommodations are NOT allowed by NAEP and how to code students who cannot be assessed.

# 5

## Administering Accommodation Sessions

### Procedure 1. Understand Accommodations Most Frequently Provided by NAEP

NAEP provides accommodations for a student identified as a student with a disability (SD) and/or an English language learner (ELL) whose Individualized Educational Program (IEP) specifies them. For ELL students who do not have an IEP, knowledgeable school staff, such as IEP or 504 teams, school psychologists, and teachers, will make decisions about accommodations.

Not all SD and ELL students will require test accommodations. Decisions about accommodations are made individually for each student. When it is determined that a student will receive an accommodation for NAEP, your assessment coordinator (AC) will work with the school to ensure that the accommodation is consistent with what the student routinely uses during state assessments.

On occasion, you may be required to administer one or more accommodations to students either in the regular session or in a separate accommodation session.

The next few pages describe how to administer the accommodations NAEP allows. They also identify the subjects in which each accommodation is allowed and the additional accommodations typically required. Finally, there are general guidelines for determining whether to provide accommodations in separate or regular sessions based on limiting distractions in regular sessions while still providing the usual test accommodations that SD or ELL students receive during their state assessment.

Your AC will provide you with information regarding how and where students with accommodations will be assessed on the Assessment Information Form.

For information on working with students who require accommodations, refer to the *Inclusion* magazine.

		Accommodation	How to Administer
Direct Linguistic Support		<b>Directions read aloud in native language</b>	<ul style="list-style-type: none"> <li>• This accommodation requires a separate accommodation session.</li> <li>• The person administering the session will use the grade-appropriate bilingual session script to conduct the session.</li> </ul>
		<p><b>What Is It?</b></p> <p>This accommodation requires that the session script instructions be read aloud in Spanish.</p>	
		<p><b>Subjects</b></p> <p>Reading, Math, &amp; Science</p>	
		<p><b>Booklet Cover Code</b></p> <p>BDR</p>	
		<p><b>Typical Additional Accommodations</b></p> <p>SMG/ONE SSA</p>	

		Accommodation	How to Administer
<b>Direct Linguistic Support</b>	<b>Test items read aloud in native language</b>		<ul style="list-style-type: none"> <li>• This accommodation requires a separate accommodation session.</li> <li>• The person administering the session will use the grade-appropriate bilingual session script to conduct the session.</li> <li>• Students will complete the assessment using the bilingual Spanish/English mathematics or science assessment booklets.</li> </ul>
	<b>What Is It?</b>		
	<p>For this accommodation, students may request to have words, phrases, or sentences read aloud to them in Spanish. This requires the student to use the bilingual Spanish/English mathematics or science assessment booklet. Therefore, this accommodation is only allowed with the mathematics or science assessment booklet in Spanish.</p>		
	<b>Subjects</b>		
	Math & Science		
<b>Booklet Cover Code</b>			
		OTH	
<b>Typical Additional Accommodations</b>			
		SMG/ONE	
		BIB	
		EXT	
		SSA	

		Accommodation	How to Administer
<b>Direct Linguistic Support</b>	<b>Bilingual booklet</b>		
		<p><b>What Is It?</b></p> <p>NAEP has bilingual Spanish/English mathematics or science assessment booklets available for students who require them. When a bilingual booklet is open, one page has the directions and questions in Spanish, and the facing page will have the same directions and questions in English. Because of the size, the booklets are printed in a set of two. Students may mark their answers on either page and in either language.</p>	<ul style="list-style-type: none"> <li>• This accommodation requires a separate accommodation session.</li> <li>• The person administering the session will use the grade-appropriate bilingual session script to conduct the session.</li> <li>• Students will complete the assessment using the bilingual Spanish/English mathematics or science assessment booklets.</li> </ul>
		<p><b>Subjects</b></p> <p>Math &amp; Science</p>	
		<p><b>Booklet Cover Code</b></p> <p>BIB</p>	
		<p><b>Typical Additional Accommodations</b></p> <p>SMG/ONE EXT SSA</p>	

		Accommodation	How to Administer
<b>Direct Linguistic Support</b>	<b>Bilingual dictionary without definitions</b>		<ul style="list-style-type: none"> <li>• This accommodation is usually provided in the regular session, although students who need this accommodation will need to have extended time to look up words in the dictionary.</li> <li>• Prior to the start of the session, the AA should quietly instruct the student to follow along with the regular timing of the assessment, but explain that, at the end, he/she will have extra time to go back and finish working.</li> <li>• The AA is responsible for checking the dictionary prior to the start of the assessment to be sure it does not contain definitions.</li> </ul>
	<b>What Is It?</b>	This is a non-electronic bilingual dictionary provided by the school in any language that contains English translations of words but does not contain definitions. It is sometimes referred to as a “word-for-word” dictionary, “word-to-word translation dictionary,” or “bilingual word list.”	
	<b>Subjects</b>	Math & Science	
	<b>Booklet Cover Code</b>	BID	
	<b>Typical Additional Accommodations</b>	EXT	
<b>Presentation Format</b>	<b>Directions only signed</b>		<ul style="list-style-type: none"> <li>• This accommodation can be provided in the regular session in the back of the room (or wherever it is typically administered).</li> <li>• The interpreter will sit near the students so they are able to see the directions being signed.</li> </ul>
	<b>What Is It?</b>	This accommodation requires that a qualified sign language interpreter at the school sign the instructions included in the session script. The interpreter may not sign any additional directions in the assessment booklet.	
	<b>Subjects</b>	Reading, Math, & Science	
	<b>Booklet Cover Code</b>	OTH	

Presentation Format

Accommodation	How to Administer
<p data-bbox="285 281 509 315"><b>Test Items signed</b></p> <p data-bbox="521 342 643 373"><b>What Is It?</b></p> <p data-bbox="285 386 643 552">This accommodation requires that a qualified sign language interpreter at the school sign some or all of the test questions and answer choices for the student.</p> <p data-bbox="548 598 643 630"><b>Subjects</b></p> <p data-bbox="483 638 643 669">Math &amp; Science</p> <p data-bbox="436 699 643 730"><b>Booklet Cover Code</b></p> <p data-bbox="599 739 643 770">OTH</p> <p data-bbox="461 800 643 867"><b>Typical Additional Accommodations</b></p> <p data-bbox="537 875 643 976">SMG/ONE EXT SSA</p>	<ul data-bbox="703 304 1273 739" style="list-style-type: none"> <li>• This accommodation requires a separate accommodation session.</li> <li>• The interpreter will sign the instructions from the grade-appropriate accommodation session script to the student along with the question and answer choices, then wait for the student to mark the answer before moving on to the next question.</li> <li>• For mathematics booklets, the interpreter will refer to the Mathematics Read-Aloud Guidelines that are with the accommodation session scripts for details on how to sign certain mathematical symbols and equations.</li> </ul>
<p data-bbox="285 1010 599 1043"><b>Read aloud – occasional</b></p> <p data-bbox="521 1071 643 1102"><b>What Is It?</b></p> <p data-bbox="285 1115 643 1247">For this accommodation, students may request to have words, phrases, or sentences read aloud to them in English.</p> <p data-bbox="285 1260 643 1598"><i>NOTE: Reading the script, instructions, or directions aloud, when requested, so students understand where and how to record their answers is NOT considered an accommodation and should not be recorded as one. These instructions can be repeated or reworded in any way, in English, so students understand what to do.</i></p> <p data-bbox="548 1644 643 1675"><b>Subjects</b></p> <p data-bbox="483 1684 643 1715">Math &amp; Science</p> <p data-bbox="436 1745 643 1776"><b>Booklet Cover Code</b></p> <p data-bbox="599 1785 643 1816">REA</p>	<ul data-bbox="703 1031 1252 1360" style="list-style-type: none"> <li>• This accommodation can be provided in the regular session.</li> <li>• The AA should quietly instruct the student before the start of the session to raise his/her hand if he/she needs to have a word, phrase, or sentence read aloud.</li> <li>• If more than one student in a session requires this accommodation, they should be seated together in a way that minimizes distractions for other students.</li> </ul>

		<b>Accommodation</b>	<b>How to Administer</b>
<b>Presentation Format</b>		<b>Read aloud – most or all</b>	<ul style="list-style-type: none"> <li>• This accommodation requires a separate accommodation session.</li> <li>• The AA will administer the session using the grade-appropriate accommodation session script.</li> <li>• The AA will read aloud all the questions and answer choices and then wait for all of the students to mark their answers before moving on to the next question.</li> <li>• For mathematics booklets, the AA will refer to the Mathematics Read-Aloud Guidelines in the accommodation session script for details on how to read certain mathematical symbols and equations.</li> </ul>
		<p style="text-align: center;"><b>What Is It?</b></p> <p>For this accommodation, students may request to have most or all of the assessment booklet read aloud to them in English.</p>	
		<p style="text-align: center;"><b>Subjects</b></p> <p style="text-align: center;">Math &amp; Science</p>	
		<p style="text-align: center;"><b>Booklet Cover Code</b></p> <p style="text-align: center;">REA</p>	
		<p style="text-align: center;"><b>Typical Additional Accommodations</b></p> <p style="text-align: center;">SMG/ONE EXT</p>	

		Accommodation	How to Administer
Presentation Format	<b>Braille version of test</b>		<ul style="list-style-type: none"> <li>This accommodation requires a separate accommodation session.</li> <li>The AA will administer the session by reading the grade-appropriate accommodation session script.</li> <li>Students may require a Braille typewriter or a scribe to respond to the questions.</li> <li>If a Braille typewriter is used, the AA will write the booklet ID number on all pages created by the Braille typewriter and insert these pages into the student's regular booklet.</li> <li>If a scribe is used, when a constructed response is required, the scribe should write exactly what the student says. A student responding orally should indicate when a sentence ends and another one begins. There is no need for the student to indicate grammar or punctuation, provided that the answer can be read and understood. The student should spell a word only if it's critical to distinguish meaning (for example, too vs. two).</li> <li>The scribe should read the written response to the student. The student will get one chance to make revisions, and then will need to move on to the next question.</li> </ul>
	<b>What Is It?</b> This is a Braille version of the booklet.		
	<b>Subjects</b> Reading, Math, & Science		
	<b>Booklet Cover Code</b> BRL		
	<b>Typical Additional Accommodations</b> ONE EXT SCR		
	<b>Large print version of test</b>		<ul style="list-style-type: none"> <li>This accommodation can be provided in the regular session.</li> </ul>
	<b>What Is It?</b> NAEP provides large-print booklets to students who are visually impaired. These are assessment booklets that have been enlarged to 129 percent.		
	<b>Subjects</b> Reading, Math, & Science		
	<b>Booklet Cover Code</b> LRG		

Accommodation	How to Administer
<p data-bbox="326 283 659 317"><b>Magnification equipment</b></p> <p data-bbox="566 352 688 386"><b>What Is It?</b></p> <p data-bbox="326 401 683 814">This is a lens or system provided by the school that enhances visual function. Magnification devices include eyeglass-mounted magnifiers, free-standing or hand-held magnifiers, enlarged computer monitors, or computers with screen enlargement programs. Some students use closed-circuit television to enlarge print and display printed material with various image enhancements on a screen.</p> <p data-bbox="594 856 688 890"><b>Subjects</b></p> <p data-bbox="427 898 688 932">Reading, Math, &amp; Science</p> <p data-bbox="480 974 688 1008"><b>Booklet Cover Code</b></p> <p data-bbox="639 1016 688 1050">MAG</p>	<ul data-bbox="737 302 1179 373" style="list-style-type: none"> <li>• This accommodation can be provided in the regular session.</li> </ul>
<p data-bbox="326 1081 678 1115"><b>Responds in sign language</b></p> <p data-bbox="566 1150 688 1184"><b>What Is It?</b></p> <p data-bbox="326 1199 667 1402">This accommodation requires that students sign their responses to a qualified sign language interpreter provided by the school. The interpreter records the student's answers in the assessment booklet.</p> <p data-bbox="594 1444 688 1478"><b>Subjects</b></p> <p data-bbox="427 1486 688 1520">Reading, Math, &amp; Science</p> <p data-bbox="480 1562 688 1596"><b>Booklet Cover Code</b></p> <p data-bbox="639 1604 688 1638">OTH</p> <p data-bbox="505 1675 688 1747"><b>Typical Additional Accommodations</b></p> <p data-bbox="581 1755 688 1856">SMG/ONE EXT SCR</p>	<ul data-bbox="737 1100 1305 1688" style="list-style-type: none"> <li>• This accommodation requires a separate accommodation session.</li> <li>• The AA will administer the session by reading the grade-appropriate accommodation session script.</li> <li>• When a constructed response is required, the interpreter/ scribe should write exactly what the student signs. A student should indicate when one sentence ends and another begins. There is no need for the student to indicate grammar or punctuation, provided that the answer can be read and understood.</li> <li>• The interpreter/ scribe should show the student the written response after the student completes it, but NOT sign the response to the student. The student will get one chance to make revisions, and then will need to move on to the next question.</li> </ul>

Response Format

Accommodation	How to Administer
<p data-bbox="289 327 537 401"><b>Responds using Braille typewriter</b></p> <p data-bbox="548 426 683 457"><b>What Is It?</b></p> <p data-bbox="289 474 675 695">This accommodation requires that a visually impaired student record his/her answers using a Braille typewriter, a slate and stylus, or an electronic Braille note taker provided by the school.</p> <p data-bbox="578 726 683 758"><b>Subjects</b></p> <p data-bbox="396 772 680 804">Reading, Math, &amp; Science</p> <p data-bbox="456 835 683 867"><b>Booklet Cover Code</b></p> <p data-bbox="634 884 680 915">OTH</p> <p data-bbox="480 940 683 1014"><b>Typical Additional Accommodations</b></p> <p data-bbox="565 1024 683 1098">SMG/ONE EXT</p>	<ul data-bbox="732 348 1333 632" style="list-style-type: none"> <li>• This accommodation can be provided in the regular session if the Braille typewriter the student uses is quiet enough. Some older Braille typewriters are very loud and may require a separate session.</li> <li>• The AA will write the booklet ID number on all pages created by the Braille typewriter and insert these pages into the student's booklet.</li> </ul>
<p data-bbox="289 1125 646 1157"><b>Responds orally to scribe</b></p> <p data-bbox="548 1188 683 1220"><b>What Is It?</b></p> <p data-bbox="289 1236 675 1457">This accommodation requires that the student respond orally to a scribe provided by the school or respond by pointing to his/her answers. The scribe then records the student's responses in the assessment booklet.</p> <p data-bbox="578 1499 683 1530"><b>Subjects</b></p> <p data-bbox="396 1545 680 1577">Reading, Math, &amp; Science</p> <p data-bbox="456 1608 683 1640"><b>Booklet Cover Code</b></p> <p data-bbox="634 1656 680 1688">SCR</p>	<ul data-bbox="732 1146 1333 1850" style="list-style-type: none"> <li>• This accommodation requires a separate accommodation session.</li> <li>• The AA will administer the session by reading the grade-appropriate accommodation session script.</li> <li>• When a constructed response is required, the scribe should write exactly what the student says. A student responding orally should indicate when a sentence ends and another one begins. There is no need for the student to indicate grammar or punctuation, provided that the answer can be read and understood. The student should spell a word only if it's critical to distinguish meaning (for example, too vs. two).</li> <li>• The scribe should show the student the written response after the student completes it, but NOT read the response to the student. The student will get one chance to make revisions, and then will need to move on to the next question.</li> </ul>

		Accommodation	How to Administer
<b>Response Format</b>	<b>Responds using computer or typewriter</b>		<ul style="list-style-type: none"> <li>• This accommodation can be provided in the regular session if the computer or typewriter is quiet enough.</li> <li>• The student will use the computer or typewriter to record his/her answers.</li> <li>• The AA will write the booklet ID number on all pages created by the computer and insert these pages into the student's booklet.</li> <li>• The AA is responsible for checking the computer prior to the start of the assessment and for monitoring the student during the assessment to be sure the spelling/grammar check function is disabled.</li> </ul>
	<b>What Is It?</b>	<p>This accommodation requires that the student record his/her answers using a computer or typewriter provided by the school.</p> <p><i>NOTE: Use of the spelling/grammar check function on a computer is NOT allowed.</i></p>	
	<b>Subjects</b>	Reading, Math, & Science	
	<b>Booklet Cover Code</b>	SCR	
	<b>Uses template to respond</b>		
	<b>What Is It?</b>	<p>This is a cutout or overlay provided by the school that is used to focus a student's attention on one part of a page by obscuring other parts of the page.</p>	<ul style="list-style-type: none"> <li>• This accommodation can be provided in the regular session.</li> </ul>
	<b>Subjects</b>	Reading, Math, & Science	
	<b>Booklet Cover Code</b>	OTH	

		Accommodation	How to Administer
<b>Response Format</b>		<b>Uses special writing tool</b>	<ul style="list-style-type: none"> <li>• This accommodation can be provided in the regular session.</li> <li>• The AA will verify that the student has the special writing tool before the session begins.</li> </ul>
		<p><b>What Is It?</b></p> <p>This is a large-diameter pencil, pencil grip, or other special writing tool provided by the school that a student uses to record his/her answers in the assessment booklet.</p> <p><i>NOTE: Some students' IEPs or 504 Plans stipulate that they should receive this accommodation. For those students, this will be coded as an accommodation. Students who do not have this as an IEP or 504 requirement, but who typically use large-diameter pencils, pencil grips, or other special writing tools during assessments, may use these for NAEP, and it will not be recorded as an accommodation.</i></p>	
		<p><b>Subjects</b></p> <p>Reading, Math, &amp; Science</p>	
		<p><b>Booklet Cover Code</b></p> <p>OTH</p>	