



Forward Exam Accessibility Training

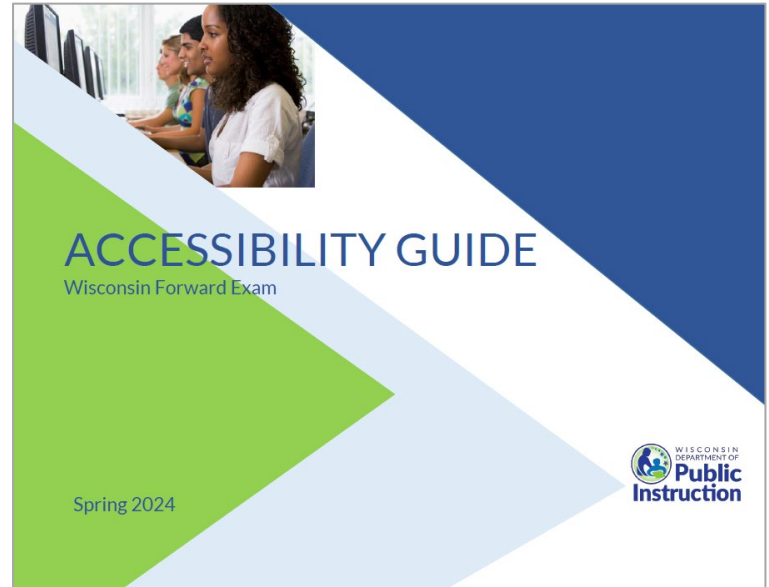
Universal Tools, Designated Supports, and
Accommodations



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Public Instruction
Jill K. Underly, PhD, State Superintendent


Accessibility Guide

- This training is a supplement to the Accessibility Guide and not a replacement for it.
- When you have questions about Forward Exam Accessibility features, always refer to the Accessibility Guide.
- See Forward Exam Accommodations and Supports webpage.



<https://dpi.wi.gov/assessment/forward/accommodations>

Equitable Access


- State and federal laws require that state assessments must allow for the inclusion of all students, including students with disabilities and English learners (ELs).
 - Accommodations and designated supports are practices and procedures that provide equitable access to grade-level content. They are intended to reduce or eliminate the effects of a student's disability or level of language acquisition; they do not reduce learning expectations.
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What are Universal Tools?


- Universal Tools are available to all students and are based on student preference.
- The Universal Tools are available as part of the online testing system to all students.



What are Designated Supports?

- Designated supports are features available for use by any student for whom the need has been indicated by an educator or team of educators (with parent/guardian and student input as appropriate) and are part of their classroom instruction.
 - They are provided as part of the online test administration system (embedded) or separate from it (non-embedded).
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What is an Accommodation?

- Accommodations are features that are available for use by a student for whom there is a documented need on an Individualized Education Program (IEP) or 504 plan and who use a similar accommodation as part of their classroom instruction.
 - They are provided as part of the online test administration system (embedded) or separate from it (non-embedded).
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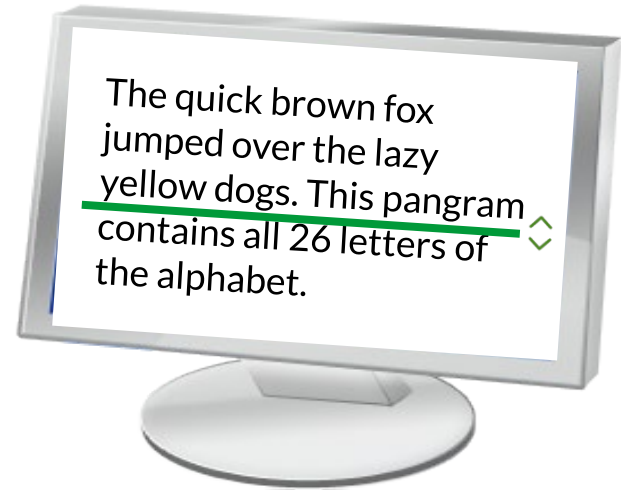
Universal Tools



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Line Guide

The line guide is a movable, straightedge line used to follow along with each line of text. Students can drag the line guide up or down on the screen as an aid in reading an item or passage.



Magnifier/Enlarge (Zoom)

- The magnifier tool enlarges the entire screen, including all text, images, and objects, up to 400% for better viewing.
- This support may meet the needs of students with visual impairments and other print disabilities.
- If the Magnifier tool is not sufficient for a student, utilizing a high resolution, large-format monitor may be an option, and is the online equivalent to “large print”.



Text-to-Speech

- TTS is a universal support available to all students taking the Forward Exam.
- TTS allows the student to listen to a computer voice read the English language arts (ELA), mathematics, science, and social studies test content provided on the screen. This includes words and numbers, test directions, questions, answer choices, and other information which may be replayed as necessary.
- TTS will not read the passages in the ELA Reading Session.
- TTS will not automatically play, which allows a student to decide if they want to use the feature. Once TTS is enabled by hitting the play button, it will continue to play for each question in that session until disabled.
- All students will now need headphones during testing unless tested individually in a separate setting.



Embedded Designated Supports



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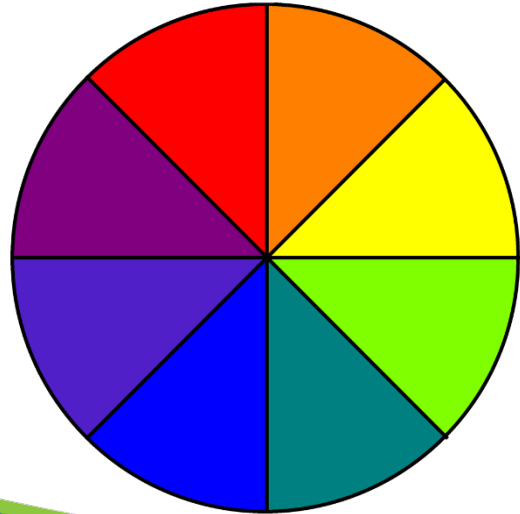
Color Choices

The color choices support allows students to change the background color of the exam without changing the color of the text, graphics, or response areas.



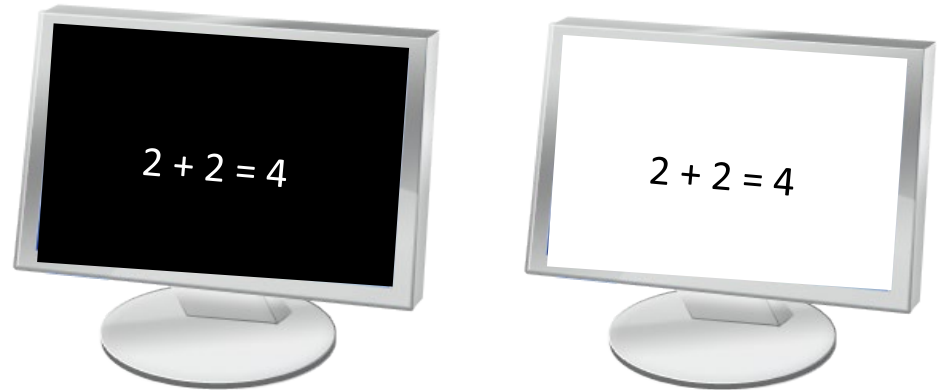
Contrasting Color

The contrasting color support uses color combinations that are in opposite positions on the color wheel. The font and background colors change according the combination selected.



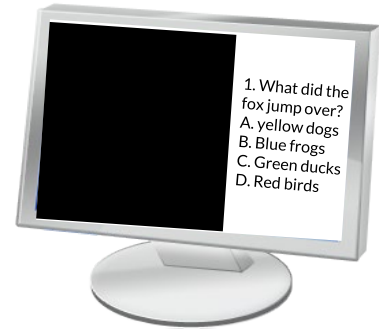
Reverse Contrast

The reverse contrast support displays the test page in the reverse (negative) color.



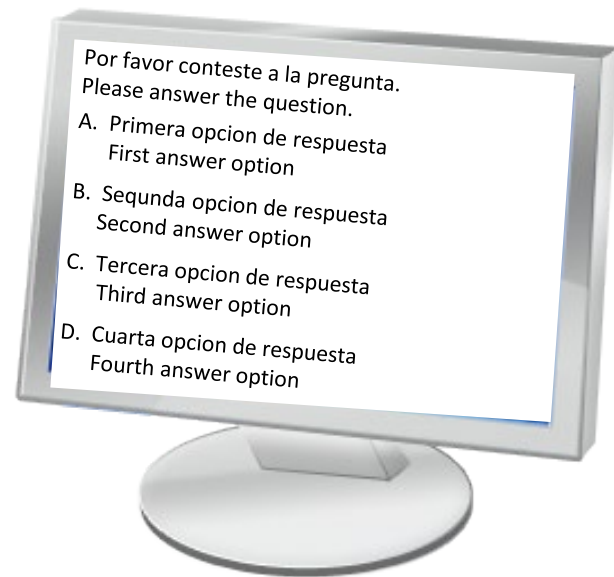
Masking

- The masking support allows the student 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.
- Masked areas are re-sizeable and moveable on the page.



Stacked Translation (Spanish)

- The stacked translation (Spanish) support is available for students on the mathematics, science, and social studies assessments.
- Stacked Translation is not available for the ELA assessment.
- Stacked translation presents students with a complete Spanish translation of all test content together with the original English text.
- There are two forms of Stacked Translation:
 - **Stacked translation with English Text-to-Speech** will allow the computer to read the English content on the exam to the student.
 - **Stacked translation with Spanish Text-to-Speech** will allow the computer to read the Spanish content on the exam to the student.



Non-Embedded Designated Supports



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Hearing Assistive Technology



The hearing assistive technology support allows the student to adjust the volume control beyond the computer built in settings using non-embedded devices. (e.g., FM System, Loop System)

- Word-to-word dictionaries are paper or electronic forms (not connected to the internet) of words provided in two languages.
- Definitions are not included.
- A word-to-word bilingual dictionary may be provided as a designated language support.
- Not permitted on ELA tests.
- A list of DPI-approved word-to-word dictionaries is available on the Forward Exam Accommodations and Supports webpage at:
<http://dpi.wi.gov/assessment/forward/accommodations>.

Color Overlay

The color overlay supports refers to a transparent colored sheet that is placed over a page of text or is affixed to a computer screen.



Magnification

The size of specific areas of the screen (e.g., text, formulas, tables, graphics, and navigation buttons) may be adjusted by the student with an assistive technology device.



Noise Buffers

- The noise buffer support is used to block external sounds for students during testing.
- Noise buffers include items such as ear mufflers, noise cancelling headphones, and white noise.



Read Aloud in English

- The Read Aloud in English support allows a student to listen to the test information displayed on the screen read to them by a qualified human reader.
- A reader is permitted for English Language Arts (ELA), Mathematics, Science, and Social Studies. This includes words and numbers, test directions, questions, answer choices, and other information which may be replayed as necessary.
- Readers are not permitted to read the passages in the ELA Reading Session.
- The majority of students who require text read to them should use the TTS universal tool. This includes students who have IEP or 504 plans.
- Human readers are **ONLY** permitted in cases where students cannot manage to work with the computer audio voice (e.g., some students with autism, hearing impairments).



Read Aloud in Spanish



- The Read Aloud in Spanish support allows a student to listen to the stacked translation (Spanish) test information displayed on the screen read to them by a qualified human reader in Spanish.
- A Spanish reader is permitted for Mathematics, Science, and Social Studies. This includes words and numbers, test directions, questions, answer choices, and other information which may be replayed as necessary.
- Spanish readers are not permitted for English Language Arts (ELA).
- The majority of students who require text read to them in Spanish should use the stacked translation (Spanish) with Spanish TTS.
- Human readers should only be used in cases where students cannot manage to work with the computer audio voice (e.g., some students with autism, hearing impairments).

Scribe

- A student dictates their responses to a human who records verbatim what they dictate.
- This support is used by students who have a significant motor disability, processing difficulties, sensory issues (e.g., students with autism who cannot work with a monitor/keyboard), or who have had a recent injury (e.g., broken arm, concussion) that make it difficult to provide responses directly, may need to dictate their responses to a human.
- The use of a scribe can be stressful to a student who does not normally use one and should be discussed with the student ahead of time as some student may opt to go without if possible.
- Scribing guidelines are available in the Forward Exam Accommodations and Supports webpage at: <http://dpi.wi.gov/assessment/forward/accommodations>.

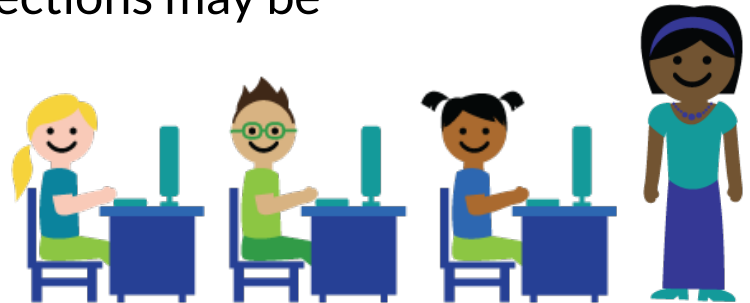
Separate Setting

- With a separate setting support, the test location is altered so that the student is tested in a setting different from that made available for most students.
- Students who are easily distracted or who may distract others may need to take their assessment in an alternate setting from their peers.



Small Group Translation

- The small group translation support ensures students receive the same test form allowing the test administrator to translate the exam in a language other than Spanish, to a small group (up to four) at one time.
- Small group translation may be used for mathematics, science, and social studies assessments.
- For ELA assessments, only the test directions may be translated/interpreted.



Translator/Interpreter

- Translator/Interpreter is available as a language support for languages other than Spanish to designated students on all mathematics, science, and social studies assessments.
- For ELA assessments, only the test directions may be translated/interpreted.
- *Translator/Interpreter Guidelines and Qualifications* are available at on the Forward Exam Accommodations and Supports webpage at:
<http://dpi.wi.gov/assessment/forward/accommodations>.

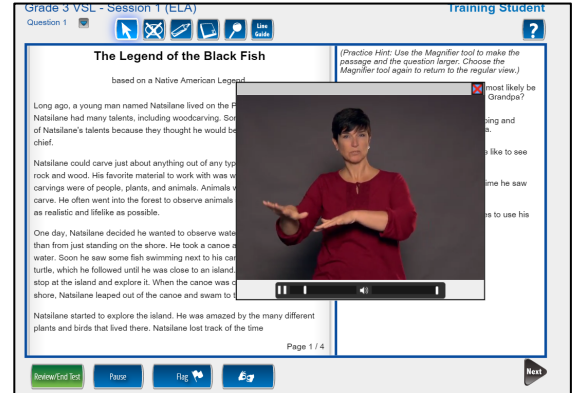
Embedded Accommodations



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Video Sign Language (VSL)

- The video sign language accommodation is an online delivery of test content in American Sign Language (ASL) that is presented as a pre-recorded embedded video of a human signer.
- Students activate the VSL and can view as often as needed using the controls provided.
- VSL is available for mathematics, science, social studies, and ELA.
- VSL is not permitted for the reading passages in the ELA Reading Session.
- The pre-recorded VSL allows for standardization and consistency in administration of the sign language accommodation.
- In-person sign interpretation services or direct communication of the test content in sign is not an allowable accommodation and invalidates the assessment.



The screenshot shows a digital interface for a reading passage titled "The Legend of the Black Fish" based on a Native American Legend. The text describes a young man named Nataliane who lived on an island and was a skilled woodcarver. He was known for his carvings of people, plants, and animals. One day, he decided to observe water more than just standing on the shore. He took a canoe and went to the water. Soon, he saw some fish swimming next to his canoe. He followed them until he was close to an island. He saw a turtle, which he followed until he was close to an island. He stopped at the island and explored it. When the canoe was close to the shore, Nataliane leaped out of the canoe and swam to the island. He was amazed by the many different plants and birds that lived there. Nataliane lost track of the time.

The interface includes a video player showing a person signing. The video player has a play button, a progress bar, and a volume icon. The text is displayed in a large font, and there are navigation buttons at the bottom: "Review/End Test", "Pause", "Flag", and "Next".



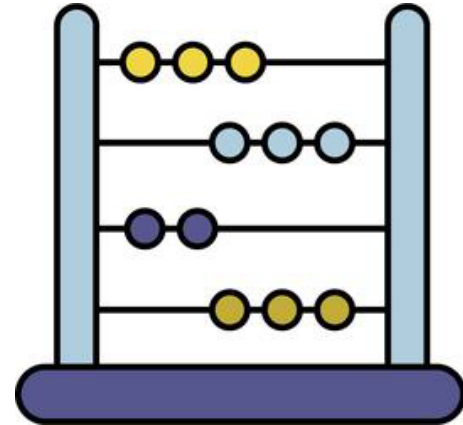
Non-Embedded Accommodations



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Abacus

An abacus may be used in place of scratch paper for students (e.g., student with visual impairments) who typically use one in the classroom.



Alternate Response Options

- Some students with physical disabilities may need to use the alternate response options accommodation.
- Alternate response options include, but are not limited to, adapted keyboards, large keyboards, StickyKeys, MouseKeys, FilterKeys, adapted mouse, touch screen, head wand, and switches.
- It is important to test compatibility of any third-party alternate response device with the Forward Exam Testing System ahead of time. Educators should utilize the Forward Exam Practice Test to check student device compatibility.

Braille

- A paper copy braille version of the test is available at each grade level and content area.
- All tests will be presented in Unified English Braille (UEB) and will follow Nemeth Code for mathematical and scientific notation where appropriate.
- In addition to assigning the braille accommodation for a student in DRC INSIGHT Portal, DACs must order printed braille tests on the “additional materials” page in the portal.
- All student responses must be transcribed into the student’s online test by the test administrator or other designated person using the student’s test ticket.
- The student’s test ticket must have the accommodation code “BRL” to ensure that the online test form and the braille form have matching content for all questions.
- Braille Practice Tests are available on request from the test vendor.



Calculator



- The calculator accommodation refers to a calculator that falls under an assistive technology device such as a talking calculator or braille calculator.
- Students with visual impairments who are unable to access the online calculator provided in the assessment, for calculator-allowed items, are permitted to use the calculator that they typically use, such as a braille calculator.
- Test administrators must ensure the calculator is only available for calculator-allowed items.

Multiplication Table

Multiplication Table

A single-digit (1-9) multiplication table is a non-embedded accommodation for grades 4 and above mathematics items. The multiplication table is to be used only for students with a documented and persistent calculation disability (i.e., dyscalculia) in their Individualized Education Plan (IEP) or 504 Plan. This table can be printed for students requiring this accommodation.

	1	2	3	4	5	6	7	8	9
1	1	2	3	4	5	6	7	8	9
2	2	4	6	8	10	12	14	16	18
3	3	6	9	12	15	18	21	24	27
4	4	8	12	16	20	24	28	32	36
5	5	10	15	20	25	30	35	40	45
6	6	12	18	24	30	36	42	48	54
7	7	14	21	28	35	42	49	56	63
8	8	16	24	32	40	48	56	64	72
9	9	18	27	36	45	54	63	72	81

- The multiplication table accommodation is a paper-based single digit (1-9) multiplication table.
- This accommodation applies to students in grades 4 and above with a documented and persistent calculation disability (e.g., dyscalculia). The student must have a documented disability/disorder that significantly impacts a person's ability to learn and perform math calculations as evidenced by documentation on the student's IEP.
- The table is available on the Forward Exam Accommodations and Supports webpage at: <http://dpi.wi.gov/assessment/forward/accommodations>.

Print-on-Demand

- The print-on-demand accommodation is intended for those extremely rare instances (e.g., photosensitive epilepsy, zoom or magnification not large enough for a student with significant visual impairments) where a student's condition prevents him or her from accessing test material online.
- Access to printed items/stimuli should not be assigned based on a preference and must be documented in a student's IEP or 504 Plan.
- There are emergency circumstances in which medical documentation is acceptable (e.g., concussion with no screen time permitted).
- All responses must be entered into the student's online test by the Test Administrator or other designated person using the student's test ticket.

Read Aloud (for Visually Impaired Student)

- The Read Aloud accommodation is only available to a student with visual impairments who is receiving instruction in contracted braille but is not yet proficient.
- Read Aloud accommodation is only available for students whose need is documented in an IEP or 504 plan and has met all five criteria on the *Request for Read Aloud Accommodation* for the Forward Exam available on the Forward Exam Assessment Forms webpage at:
<https://dpi.wi.gov/assessment/forms#accom>
- Students who do not meet these criteria but require Read Aloud (human reader) should use the Read Aloud designated support including those who have IEP or 504 plans.
- *Read Aloud Guidelines and Confidentiality Forms* are available on the Forward Exam Accommodations and Supports webpage at:
<http://dpi.wi.gov/assessment/forward/accommodations>.

Thank You

For more on Forward Exam Accessibility visit the accommodations and support webpage at: <http://dpi.wi.gov/assessment/forward/accommodations>.



Questions may be directed to osamail@dpi.wi.gov.