

Vermont Comprehensive Assessment Program (VTCAP)

Accessibility and Accommodations Guidelines

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Change Log: List of changes to this document.

Date	Change Description	Page
4/9/2023	Moved text-to-speech for ELA from an embedded accommodation to an embedded designated support and removed the need for the approval form.	p. 6
4/10/2023	Updated Embedded Universal Tools to indicate that these are no longer viewable in ADAM because they are automatically available to all students.	p. 3-4
4/10/2023	Removed mention of “Text to Speech plus Graphics” checkbox as an option for Text-to-Speech in Math and Science. Only the checkbox for “Text to Speech” needs to be selected to provide TTS for students in Math and Science.	p. 6
4/10/2023	Updated that Closed Captioning for ELA Listening Items is only available on the fixed form.	p. 12
4/26/2023	Added instructions on how to indicate in ADAM the use of human readers/read aloud as a designated support in math and science.	p. 6, pp. 9-10, p. 16

Audience and Purpose

The VTCAP Accessibility Accommodations Guidelines is a document that provides guidance to districts and decision-making teams to ensure the Vermont Comprehensive Assessment Program (VTCAP) summative assessments provide valid results for all participating students.

Universal Tools Available to All Students

Table 1 lists the tools available to all students through the computer-based testing platform. Students should be familiar with using these tools prior to testing through classroom instruction or practice testing.

Table 1: Embedded Universal Tools

Tool	Description	Application (CAT, Fixed Form,
Desmos Calculators	<p>Before testing: No action needed. Desmos Calculators will be available for all students on the test items that allow calculator usage.</p> <p>During testing: The available calculators are: Scientific: <ul style="list-style-type: none"> • Desmos Graphing: <ul style="list-style-type: none"> • Desmos Basic Function <ul style="list-style-type: none"> • Desmos </p>	CAT and Fixed form
Notepad	<p>Before testing: No action needed.</p> <p>During testing: Allows students to take notes or make calculations to help in answering a question.</p>	CAT and fixed form
Pop-up Glossary	<p>Before testing: No action needed.</p> <p>During testing: Provides a definition of specific words within the item, passage, or answer choices.</p>	CAT and fixed form
Highlighter	<p>Before testing: No action needed.</p> <p>During testing: Allows a student to choose a specific color to highlight a word or group of words.</p>	CAT and Fixed Form
Line Reader Mask	<p>Before testing: No action needed.</p> <p>During testing: The student can raise or lower the Line Reader Mask to show only a portion of the screen selected, isolating the text, and helping with focus.</p>	CAT and Fixed Form
Answer Eliminator	<p>Before testing: No action needed.</p> <p>During testing: Crosses out (or restores) a distractor for choice interactions.</p>	CAT and Fixed Form

Writing Tools	<p>Before testing: No action needed. Writing tools will be available to all students on select items.</p> <p>During testing: Text formatting tools: bold, italic, underline, numbered, bulleted lists, etc.</p>	CAT and Fixed Form
Magnifier	<p>Before testing: No action needed.</p> <p>During testing: Enables the user to magnify a portion of the screen to home in on text or graphical elements. This support can be helpful for students with vision impairments and attention difficulties.</p>	CAT and Fixed Form
Zoom	<p>Before testing: No action needed.</p> <p>During testing: The student can zoom the entire screen up to 500%, which will increase or decrease text as well as components of the user interface accordingly. TestNav is responsive, so the text and screen layout reflow. This responsive design includes approaches to reconfiguring menu systems to maximize screen space for the user. In addition, users who require zoom often also require a larger mouse pointer. The enlarged mouse pointer feature is automatically enabled for students using zoom. Users can pre-set the zoom level through Pearson Access or control the zoom percentage through a simple menu system or via keyboard shortcuts. For students who require levels of magnification beyond 500%, TestNav can support the use of third-party magnification software.</p>	CAT and Fixed Form

Table 2 lists the tools available to all students outside of the computer-based testing platform. Students should be familiar with using these tools prior to testing through classroom instruction or practice testing.

Table 2: Non-embedded Universal Tools

Tool	Description	Application (CAT, Fixed Form, Both)
Breaks	<p>Materials needed: None</p> <p>During testing: Students taking paper-based tests may be given breaks based on individual need, predetermined intervals, or between sections of the assessment.</p>	CAT and Fixed Form
English Dictionary	<p>Materials needed: Dictionaries are provided to students by their school based on those used by students for routine classroom instruction.</p> <p>During testing: An English dictionary can be made available locally.</p>	CAT and Fixed form
Scratch Paper	<p>Materials needed: Test Administrators must supply at least one page of blank scratch paper per student. If graph paper is used during mathematics instruction, it is recommended that schools provide graph paper as scratch paper for mathematics. Students with visual impairments may also use braille paper, raised line paper, bold line paper, raised line graph paper, bold line graph paper, abacus, etc.</p> <p>During testing: Scratch paper may be provided locally for students to use to make notes, write computations, or record responses to items. When appropriate, assistive technology devices may be used to serve as scratch paper provided the construct being measured is not impacted.</p>	CAT and Fixed Form
Thesaurus	<p>Materials needed: Thesauruses are provided to students by their school based on those used by students for routine classroom instruction.</p> <p>During testing: A thesaurus can be made available locally.</p>	CAT and Fixed form

Designated Supports

Table 3 lists the designated supports features available to students through the computer-based testing platform. **For students taking computer-based tests, designated supports must be assigned in TestNav prior to testing.**

Table 3: Embedded Designated Supports

Tool	Description	Application (CAT, Fixed Form, Both)
Text-to-Speech (Math and Science)	<p>Before testing: Update in ADAM. On Accommodations page under Text To Speech, select checkbox next to Text To Speech. Do not select Text To Speech (ELA). Or update via the Student Accommodation Upload file. Refer to the Vermont Student Accommodation Upload Values 2023 document for field name descriptions and accepted values.</p> <p>If you are utilizing human readers for math/science this needs to be noted in a separate location in ADAM, On the Accommodations page under Local Accommodations enter “Human Reader for math/science” in the Temporary Accommodation text box. Or update via the Student Accommodation Upload file. Refer to the Vermont Student Accommodation Upload Values 2023 document for field name descriptions and accepted values.</p> <p>During testing: Items and stimuli are read aloud to students in mathematics and science.</p>	Fixed Form
Text-to-Speech (ELA)	<p>Before testing: Update in ADAM. On Accommodations page under Text to Speech. Select checkbox next to Text To Speech (ELA). Or update via the Student Accommodation Upload file. Refer to the Vermont Student Accommodation Upload Values 2023 document for field name descriptions and accepted values.</p> <p>During testing: For this accommodation the text-to-speech will only read the items. Students who also need passages read will need a human reader for the passages.</p>	Fixed Form

<p>Translations (Math and Science)</p>	<p>Before testing: Update in ADAM. On Accommodations page under Form-Based Accommodations. Select the appropriate language for the student in the Language drop-down. Or update via the Student Accommodation Upload file. Refer to the Vermont Student Accommodation Upload Values 2023 document for field name descriptions and accepted values.</p> <p>During testing: Translated versions of the assessment are available online. Tests are translated into the following languages: Nepali Castilian Spanish Swahili Maay Maay Somali</p>	<p>Fixed Form</p>
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Table 4 lists the designated supports available to students outside of the computer-based testing platform. **For students taking computer-based tests, embedded supports must be assigned in TestNav prior to testing.**

Table 4: Non-embedded Designated Supports

Tool	Description	Application (CAT, Fixed Form, Both)
Amplification	<p>Before Testing: Update in ADAM. On Accommodations page under Local Accommodations enter Amplification in Temporary Accommodation text box. Or update via the Student Accommodation Upload file. Refer to the Vermont Student Accommodation Upload Values 2023 document for field name descriptions and accepted values.</p> <p>Materials needed: This relies on the audio device being used by the student during the testing session.</p> <p>During testing: Students may adjust the volume control beyond the computer’s built-in speaker settings through the use of headphones or other external amplification devices.</p>	CAT and Fixed Form
Bilingual Dictionary	<p>Before Testing: Update in ADAM. On Accommodations page under Custom Accommodations and Supports select checkbox next to Native Language Word-to-Word Dictionary. Or update via the Student Accommodation Upload file. Refer to the Vermont Student Accommodation Upload Values 2023 document for field name descriptions and accepted values.</p> <p>Materials needed: Dictionaries are provided to students by their school based on those used by students for routine classroom instruction.</p> <p>During testing: An appropriate bilingual/dual language word-to-word dictionary can be made available locally for the full write portion of an English Language Arts performance task.</p>	CAT and Fixed Form
Color Overlays	<p>Before Testing: Update in ADAM. On Accommodations page under Local Accommodations, select checkbox next to Color Overlay. Or update via the Student Accommodation Upload file. Refer to the Vermont Student Accommodation Upload Values 2023 document for field name descriptions and accepted values.</p> <p>Materials needed: Test administrator provides students with color overlays.</p> <p>During testing: Color transparencies may be provided locally for students taking the paper test</p>	CAT and Fixed Form

	who have attention difficulties, visual impairments, or print disabilities who use this support in classroom- based learning.	
Magnification	<p>Before Testing: Update in ADAM. On Accommodations page under Local Accommodations enter Magnification in Temporary Accommodation text box. Or update via the Student Accommodation Upload file. Refer to the Vermont Student Accommodation Upload Values 2023 document for field name descriptions and accepted values.</p> <p>Materials needed: Test administrator provides students with magnification/enlargement device.</p> <p>During testing: Students who rely on extreme levels of magnification or other vision enhancing tools may be provided access to assistive technology devices or software such as ZoomText or Windows Magnifier.</p>	CAT and Fixed Form
Medical Device	<p>Before Testing: Update in ADAM. On Accommodations page under Local Accommodations enter Medical Device in Temporary Accommodation text box. Or update via the Student Accommodation Upload file. Refer to the Vermont Student Accommodation Upload Values 2023 document for field name descriptions and accepted values.</p> <p>Materials needed: School ensures the student has any medical device used by the student during instruction.</p> <p>During testing: Students may be provided access to electronic devices for medical purposes.</p>	CAT and Fixed Form
Noise Buffers	<p>Before Testing: Update in ADAM. On Accommodations page under Local Accommodations enter Noise Buffers in Temporary Accommodation text box. Or update via the Student Accommodation Upload file. Refer to the Vermont Student Accommodation Upload Values 2023 document for field name descriptions and accepted values.</p> <p>Materials needed: Test administrator provides students with headphones.</p> <p>During testing: Locally provided supports may be offered to muffle or block external noise.</p>	CAT and Fixed Form
Read Aloud/Human Reader (math/science)	<p>Before Testing: Update in ADAM. On the Accommodations page under Local Accommodations enter "Human Reader</p>	CAT and Fixed Form

	<p>for math/science” in the Temporary Accommodation text box. Or update via the Student Accommodation Upload file. Refer to the Vermont Student Accommodation Upload Values 2023 document for field name descriptions and accepted values.</p> <p>Materials needed: No additional materials are needed. The proctor (or assigned personnel) will read over the student’s shoulder.</p> <p>During testing: Trained and qualified human readers may read some or portions of the content aloud to students.</p>	
Scribe	<p>Before Testing: Update in ADAM. On Accommodations page under Local Accommodations, select the checkbox next to Scribe. Or update via the Student Accommodation Upload file. Refer to the Vermont Student Accommodation Upload Values 2023 document for field name descriptions and accepted values.</p> <p>Materials needed: The person working with the student needs the information to log in to the student’s testing profile in order to record their responses.</p> <p>During testing: Students may dictate responses to a trained and qualified scribe.</p> <p>After testing: Scribes will record responses into the online testing system.</p>	CAT and Fixed Form
Separate Setting	<p>Before Testing: Update in ADAM. On Accommodations page under Custom Accommodations and Supports, select checkbox next to Individual/Separate Setting (Support). Or update via the Student Accommodation Upload file. Refer to the Vermont Student Accommodation Upload Values 2023 document for field name descriptions and accepted values.</p> <p>Materials needed: No additional materials needed.</p> <p>During testing: Students may be tested in a separate setting.</p>	CAT and Fixed Form
Simplified Test Directions	<p>Before Testing: Update in ADAM. On Accommodations page under Local Accommodations enter Simplified Test Directions in Temporary Accommodation text box. Or update via</p>	CAT and Fixed Form

	<p>the Student Accommodation Upload file. Refer to the Vermont Student Accommodation Upload Values 2023 document for field name descriptions and accepted values.</p> <p>Materials needed: No additional materials needed.</p> <p>During testing: The test administrator simplifies or paraphrases the test directions found in the test administration manual.</p>	
Translated Test Directions	<p>Before Testing: Update in ADAM. On Accommodations page under Local Accommodations enter Translated Test Directions in Temporary Accommodation text box. Or update via the Student Accommodation Upload file. Refer to the Vermont Student Accommodation Upload Values 2023 document for field name descriptions and accepted values.</p> <p>Materials needed: No additional materials needed.</p> <p>During testing: A bilingual adult may read available translations of test directions to the student.</p>	CAT and Fixed Form

Accommodations

Overview

It is important to ensure that performance in the classroom and on assessments is influenced minimally, if at all, by a student's disability or linguistic/cultural characteristics that are unrelated to the content being assessed.

For the VTCAP, accommodations are considered to be adjustments to the testing conditions, test format, or test administration that provide equitable access during assessments for students with disabilities and students who are EIs. The administration of the assessment should not be the first occasion in which an accommodation is introduced to the student. In addition, Test Administrators administering the assessment or providing accommodations should be an education professional who is familiar with

the student, and who is typically responsible for providing the accommodation in the classroom. To the extent possible, accommodations should:

- Provide equitable access during instruction and assessments;
- Mitigate the effects of a student's disability;
- Not reduce learning or performance expectations;
- Not change the construct being assessed; and
- Not compromise the integrity or validity of the assessment.

Accommodations are intended to reduce and/or eliminate the effects of a student's disability and/ or English language proficiency level; however, **accommodations should never reduce learning expectations by reducing the scope, complexity, or rigor of an assessment.** Moreover, accommodations provided to a student on the VTCAP assessments must be consistent with those provided for classroom instruction and classroom assessments. There are some accommodations that may be used for instruction or for formative assessments but are not allowed for the summative assessment because they impact the validity of the assessment results – for example, allowing a student to access the internet during a summative assessment. There may be consequences (e.g., invalidating a student's test score) for the use of non-allowable accommodations during the VTCAP assessments.

To the extent possible, accommodations should adhere to the following principles:

- Accommodations enable students to participate more fully and fairly in instruction and assessments and to demonstrate their knowledge and skills.
 - Accommodations should be based upon an individual student's needs rather than on the category of a student's disability, level of English language proficiency alone, level of or access to grade-level instruction, amount of time spent in a general classroom, current program setting, or availability of staff.
 - Accommodations should be based on a documented need in the instruction/assessment setting and should not be provided for the purpose of giving the student an enhancement that could be viewed as an unfair advantage.
 - Accommodations for students with disabilities should be described and documented in the student's appropriate plan (i.e., either the IEP or 504 plan).
 - Accommodations for EIs should be described and documented.
 - Students who are EIs with disabilities qualify to receive accommodations for both students with disabilities and EIs.
 - Accommodations should become part of the student's program of daily instruction as soon as possible after completion and approval of the appropriate plan.
 - Accommodations should not be introduced for the first time during the testing of a student.
 - Accommodations should be monitored for effectiveness.
- Accommodations used for instruction should also be used, if allowable, on local district assessments and state assessments.

Table 5 lists the ACCOMMODATIONS for students with disabilities that describe changes in the assessment format and method in which the assessment is administered. This table contains those accommodations that are embedded in the online testing platform.

Table 5: Embedded Accommodations for Students with Disabilities (IEP, 504)

Tool	Description	Application (CAT, Fixed Form, Both)
American Sign Language (ASL)	<p>Before testing: Update in ADAM. On Accommodations page under Form-Based Accommodations. Select American Sign Language from the Sign Language dropdown. Or update via the Student Accommodation Upload file. Refer to the Vermont Student Accommodation Upload Values 2023 document for field name descriptions and accepted values.</p> <p>During testing: The ASL video player is a pop-up window the student can position anywhere in the item. The student can start and stop the ASL video and use the slider bar to move forward and backward in the video.</p>	Fixed Form
Color Contrast	<p>Before testing: Update in ADAM. On Accommodations Page under Pearson TestNav Accommodations. Select correct Color Contrast setting in the Color Contrast dropdown. Or update via the Student Accommodation Upload file. Refer to the Vermont Student Accommodation Upload Values 2023 document for field name descriptions and accepted values.</p> <p>During testing: This causes the student to be presented with an extension selection page during the login process. The student is able to select from available third-party extensions to be downloaded and used during test delivery.</p>	CAT and Fixed Form
Closed Captioning	<p>Before testing: Update in ADAM. On Accommodations Page under Form-Based Accommodations. Select correct language for Closed Caption from the Closed Caption dropdown. Or update via the Student Accommodation Upload file. Refer to the Vermont Student Accommodation Upload Values 2023 document for field name descriptions and accepted values.</p> <p>During testing: Closed Captioning aids deaf or hard-of-hearing students by providing on- screen text of the audio portion of videos. To launch closed captions, a student selects the CC icon at the bottom of the video window. Note that the use of this feature requires that the configuration files be created with the text and timing that matches the video(s).</p>	Fixed Form (This is for the listening items only)
Speech-to-Text (ELA and science)	<p>Before testing: Update in ADAM. On Accommodations Page under Pearson TestNav Accommodations, check the box next to “Enable</p>	Fixed Form

	<p>Extensions”. This will enable the extensions (word prediction and Speech-to-text) in the TestNav app.</p> <p>During testing: Speech-to-text and word prediction will be available in TestNav for open-ended responses. Students will enable the Co:Writer or Read&Write web extension they are most familiar with.</p>	
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Table 6 lists the ACCOMMODATIONS for students with disabilities that describe changes in the assessment format and method in which the assessment is administered. This table contains those accommodations that are outside of the online testing platform.

Table 6: Non-embedded Accommodations for Students with Disabilities (IEP, 504)

Tool	Description	Application (CAT, Fixed Form, Both)
100s number table	<p>Before Testing: Update in ADAM. On Accommodations page under Local Accommodations enter 100s number table in Temporary Accommodation text box. Or update via the Student Accommodation Upload file. Refer to the Vermont Student Accommodation Upload Values 2023 document for field name descriptions and accepted values.</p> <p>Materials needed: Number tables are provided to students by their school based on those used by students for routine classroom instruction.</p> <p>During testing: A locally provided numbers table may be used.</p>	CAT and Fixed Form
Abacus	<p>Before Testing: Update in ADAM. On Accommodations page under Local Accommodations enter Abacus in Temporary Accommodation text box. Or update via the Student Accommodation Upload file. Refer to the Vermont Student Accommodation Upload Values 2023 document for field name descriptions and accepted values.</p> <p>Materials needed: An abacus is provided to students by their school based on those used by students for routine classroom instruction.</p> <p>During testing: A locally provided abacus may be used in place of scratch paper.</p>	CAT and Fixed Form
Alternate response options	<p>Before Testing: Update in ADAM. On Accommodations page under Local Accommodations enter Alternate Response Options in Temporary Accommodation text box. Or, update via the Student Accommodation Upload file. Refer to the Vermont Student Accommodation Upload Values 2023 document for field name descriptions and accepted values.</p> <p>Materials needed: Alternate response options are provided to students by their school based on those used by students for routine classroom instruction.</p> <p>During testing: TestNav and Pearson Access support the use of switches, adapted keyboards, adapted mouse, touchscreen inputs, and other alternate response options.</p>	CAT and Fixed Form
Calculator (Braille or talking)	<p>Before Testing: Update in ADAM. On Accommodations page under Local Accommodations select the checkbox next to Handheld Calculator. Or update via the Student</p>	CAT and Fixed Form

	<p>Accommodation Upload file. Refer to the Vermont Student Accommodation Upload Values 2023 document for field name descriptions and accepted values.</p> <p>Materials needed: Calculators are provided to students by their school based on those used by students for routine classroom instruction.</p> <p>During testing: A locally provided calculator may be provided for students who require braille calculation devices or a talking calculator.</p>	
Multiplication table	<p>Before Testing: Update in ADAM. On Accommodations page under Local Accommodations enter Multiplication Table in Temporary Accommodation text box. Or update via the Student Accommodation Upload file. Refer to the Vermont Student Accommodation Upload Values 2023 document for field name descriptions and accepted values.</p> <p>Materials needed: Multiplication tables are provided to students by their school based on those used by students for routine classroom instruction.</p> <p>During testing: A locally provided paper-based single-digit multiplication table may be provided.</p>	CAT and Fixed Form
Read Aloud (ELA)	<p>Before Testing: Update in ADAM. On Accommodations page under Local Accommodations select the checkbox next to Read Aloud/Human Reader. Or update via the Student Accommodation Upload file. Refer to the Vermont Student Accommodation Upload Values 2023 document for field name descriptions and accepted values.</p> <p>Materials needed: No additional materials are needed. The proctor (or assigned personnel) will read over the student's shoulder.</p> <p>During testing: Trained and qualified human readers may read some or portions of the content aloud to students in accordance with the guidelines provided.</p>	CAT and Fixed Form
Scribe	<p>Before Testing: Update in ADAM. On Accommodations page under Local Accommodations select the checkbox next to Scribe. Or update via the Student Accommodation Upload file. Refer to the Vermont Student Accommodation Upload Values 2023 document for field name descriptions and accepted values.</p> <p>Materials needed: The person working with the student needs the information to log in to the student's testing profile in order to record their responses.</p>	CAT and Fixed Form

	<p>During testing: Students may dictate responses to a trained and qualified scribe in accordance with the guidelines provided.</p> <p>After testing: Scribes will record responses into the online testing system.</p>	
Speech-to-Text (Math)	<p>Materials needed: Update in ADAM. On Accommodations Page under Pearson TestNav Accommodations, check the box next to “Enable Extensions”. This will enable the extensions (word prediction and Speech-to-text) in the TestNav app.</p> <p>During testing: Students will use a device that includes the student's assistive technology tools for speech-to-text. Students will need access to a microphone to complete their responses. This device should be the one that students are familiar with from classroom use.</p> <p>After testing: Student responses must be entered into the TestNav8 online testing platform as outlined in the “Paper-Based Testing Online Entry of Student Responses” section of the TAM.</p>	Fixed Form

Table 7 lists the print-based ACCOMMODATIONS for students with disabilities that describe changes in the assessment format and method in which the assessment is administered. This table contains those accommodations that are outside of the online testing platform.

Table 7: Print-Based Non-embedded Accommodations for Students with Disabilities (IEP, 504)

<p>Braille and Braille plus Tactile Graphics</p>	<p>Before Testing: Update in ADAM. On Accommodations Page under Form-Based Accommodations, select the checkbox next to Braille. Or update via the Student Accommodation Upload file. Refer to the Vermont Student Accommodation Upload Values 2023 document for field name descriptions and accepted values.</p> <p>Materials needed: In addition to selecting the accommodation in ADAM, Braille testing materials should be ordered from the vendor prior to testing.</p> <p>You will need to fill out the Braille Request Form in order to receive the information required to download the materials.</p> <ol style="list-style-type: none"> 1. Access the Braille Request Form using this link: https://app.smartsheet.com/b/form/9332cf139b25455d9556769a65ded732 2. Fill out the required forms related to your request. 3. You will then be contacted by a Cognia representative with instructions to access a secure FTP site to download the .brf and .prn files for local printing. <p>During testing: The following braille paper test book formats may be ordered and downloaded for local printing:</p> <ul style="list-style-type: none"> • UEB <ul style="list-style-type: none"> ○ ELA and Science • Mathematics <ul style="list-style-type: none"> ○ UEB with Nemeth <p>There are a variety of ways students can respond to the items on the braille assessment:</p> <ul style="list-style-type: none"> • Students may record their responses using Braille on a separate Braille sheet of paper. • Students may record their responses directly in the Braille version of the test booklet. • Students may respond to the short-answer and open-ended questions using a word processor (without a spelling or grammar check) and respond to the multiple-choice questions directly in the Braille version of the test booklet. • Students may use a scribe to write oral responses or fill in bubbles for multiple-choice questions in the answer document. <p>After testing: Student responses recorded in the Braille materials must be entered into the TestNav8 online testing platform as outlined in the “Paper-Based Testing Online Entry of Student Responses” section of the TAM.</p>	<p>Fixed Form</p>
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Regular Print	<p>Before Testing: Update in ADAM. On Accommodations Page under Form-Based Accommodations, select the checkbox next to Paper. Or update via the Student Accommodation Upload file. Refer to the Vermont Student Accommodation Upload Values 2023 document for field name descriptions and accepted values.</p> <p>Materials needed: Paper test material are ordered from the vendor prior to the testing window. Students who had this accommodation entered prior to March 8 will automatically have materials shipped to the school. After that date please contact the Vermont Service Desk to order paper material (in addition to selecting the accommodation in ADAM).</p> <p>During testing: Students take the assessment using the paper test booklet, recording their answers in the test booklet.</p> <p>After testing: Student responses must be entered into the TestNav8 online testing platform as outlined in the “Paper-Based Testing Online Entry of Student Responses” section of the TAM.</p>	Fixed Form
Large-Print	<p>Before Testing: Update in ADAM. On Accommodations Page under Form-Based Accommodations, select the checkbox next to Large Print. Or, update via the Student Accommodation Upload file. Refer to the Vermont Student Accommodation Upload Values 2023 document for field name descriptions and accepted values.</p> <p>Materials needed: The large-print packet should be ordered from the vendor prior to the testing vendor. The packet includes a large-print instructions sheet, a large-print test booklet, and a standard-sized test booklet. Students who had this accommodation entered prior to March 8 will automatically have materials shipped to the school. After that date please contact the Vermont Service Desk to order paper material (in addition to selecting the accommodation in ADAM).</p> <p>During testing: The large-print test booklet is 11” x 17”. Students should respond directly in the booklet.</p> <p>After testing: Student responses recorded in the Braille materials must be entered into the TestNav8 online testing platform as outlined in the “Paper-Based Testing Online Entry of Student Responses” section of the TAM.</p>	Fixed Form