



Vermont Comprehensive Assessment Program (VTCAP)

Simplified Test Directions Protocol

Introduction

Use of Simplified Test Directions is when a test administrator (proctor) simplifies the language in the SAY lines of the Directions and Scripts section of the VTCAP Test Administrator Manual (TAM). The use of simplified test directions is classified as a designated support on the VTCAP assessments. As such, the use of simplified test directions is allowed with all students. Students with difficulties in auditory processing, short-term memory, attention, or decoding may benefit from having test directions simplified for them. This designated support may require testing in a separate setting to avoid distracting other test takers.

General Guidelines

Test administrators should not deviate from the test directions found in the TAM in ways that impact the content being measured. The student depends on the test administrator to read the script in the TAM accurately, pronounce words correctly, and speak in a clear voice. When a student needs additional support understanding the test directions found in the TAM, the test administrator may simplify or paraphrase the language in the script and verify the student's understanding. Simplifying test directions should be consistent with classroom instruction and includes repeating or rephrasing and breaking directions into parts or segments or using similar words or phrases, but it should exclude defining words or concepts.

Only the script in the TAM may be simplified. Test content, including test items, words from items, or instructions for individual items may NOT be simplified or paraphrased.

Qualifications of Test Administrators Who Simplify Test Directions

- The test administrator who simplifies test directions should be an adult who is familiar with the student, and who is typically responsible for providing this support during educational instruction and assessments.
- The test administrator who simplifies test directions must be trained on the administration of the assessment in accordance with the TAM and policies and procedures relating to the use of non-embedded accommodations (e.g., Assurances).

Prior to Testing Test Administrators Who Simplify Test Directions

Must:

- Be familiar with the vocabulary used in the TAM directions and be able to speak clearly and at a normal pace with clear pronunciation.
- Familiarize themselves with the testing environment and format in advance of the testing session.
- Have a strong working knowledge of the embedded and non-embedded universal tools, designated supports, and accommodations available on the VTCAP assessments.
- Have practice in simplifying test directions and must be familiar and comfortable with the process before working directly with the student.

- Be familiar with the student's needs, if the student for whom they are simplifying test directions has access to additional designated supports and/or accommodations. This will ensure that there are plans in place for providing all needed designated supports and accommodations.
- It is recommended that the same test administrator be assigned to students for each day of testing.

Prior to Testing Test Administrators Who Simplify Test Directions Must:

- Be prepared to restate the language in the script.
- Read the directions aloud in paraphrased, clarified, or simplified form, rather than reading the script verbatim.
- Follow the TAM guidelines for assisting the student with taking the test.
- Not prompt the student in any way that would result in a different response to a test item.
- Not influence the student's response in any way.
- Spell any words in the script if requested by the student.
- Adjust their reading speed and volume if requested by the student.
- Not paraphrase, interpret, define, or translate any aspect beyond the script provided in the TAM.

Test administrators simplifying test directions should NOT read aloud any parts of the test content, including items, words, or instructions not in the TAM as this would be a violation of test security.

Exception: Students with human readers as an assessment accommodation in conjunction with the simplified test directions. Test readers should also review the Read Aloud Protocol before reading test content aloud to these students.