

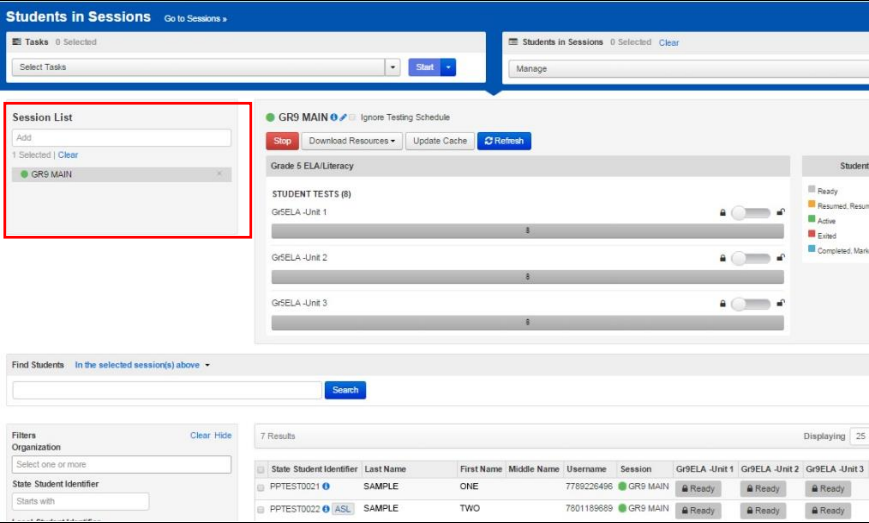

Managing Incorrect Accessibility Features and Accommodations for Computer-Based Testing

Introduction

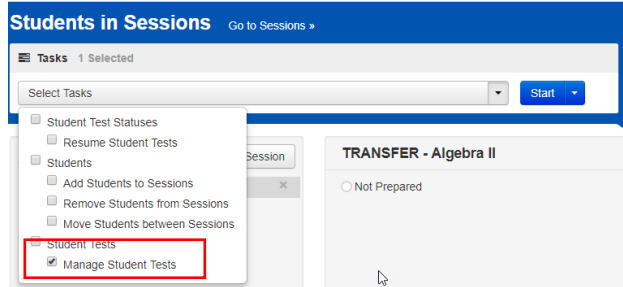
The Purpose of this document is to provide guidance for updating accessibility features and accommodations in PearsonAccess Next and will address the following topics:

1. How to update accommodations before the session is prepared
2. How to update accommodations after the session is prepared, but before the student logs in
3. How to update an accommodation that requires a unique form after the student logs in to TestNav8 (Text-to-Speech, Closed Captioning, American Sign Language, Assistive Technology and Screen Reader)
4. How to update any other accommodation or accessibility feature after the student has logged into TestNav8

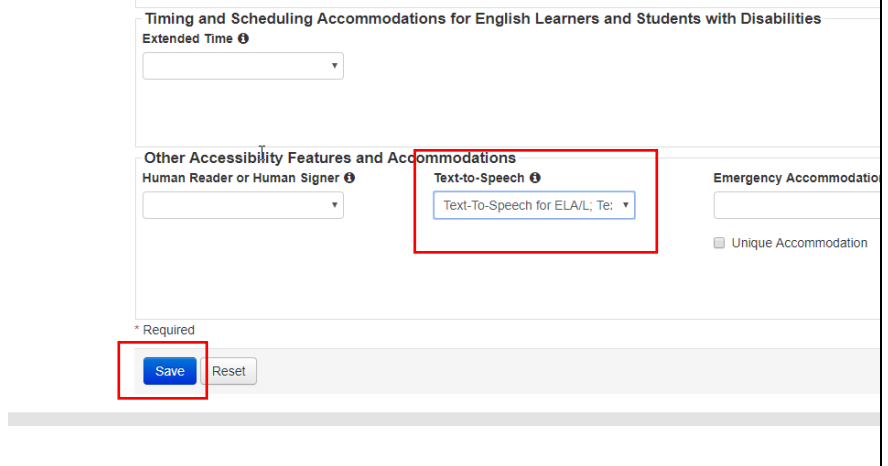
1. Updating accommodation information before the session is prepared.

Steps	Screenshots																														
<p>Go to Testing > Students in Sessions and add the session for the student to the Session List.</p>																															
<p>Select the student from the list at the bottom of the screen.</p>	 <table border="1" data-bbox="623 1423 1487 1638"> <thead> <tr> <th>State</th> <th>Student Identifier</th> <th>Last Name</th> <th>First Name</th> <th>Middle Name</th> <th>Username</th> <th>Session</th> <th>Gr5ELA -Unit 1</th> <th>Gr5ELA -Unit 2</th> <th>Gr5ELA -Unit 3</th> </tr> </thead> <tbody> <tr> <td>PPTEST0021</td> <td>SAMPLE</td> <td>ONE</td> <td></td> <td></td> <td>7789226496</td> <td>GR9 MAIN</td> <td>Ready</td> <td>Ready</td> <td>Ready</td> </tr> <tr> <td>PPTEST0022</td> <td>ASL</td> <td>SAMPLE</td> <td>TWO</td> <td></td> <td>7801189689</td> <td>GR9 MAIN</td> <td>Ready</td> <td>Ready</td> <td>Ready</td> </tr> </tbody> </table>	State	Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr5ELA -Unit 1	Gr5ELA -Unit 2	Gr5ELA -Unit 3	PPTEST0021	SAMPLE	ONE			7789226496	GR9 MAIN	Ready	Ready	Ready	PPTEST0022	ASL	SAMPLE	TWO		7801189689	GR9 MAIN	Ready	Ready	Ready
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From the task dropdown select **Manage Student Tests** and click **Start**



Update the Accommodation and click **Save**



2. Updating an accommodation after the session is prepared.

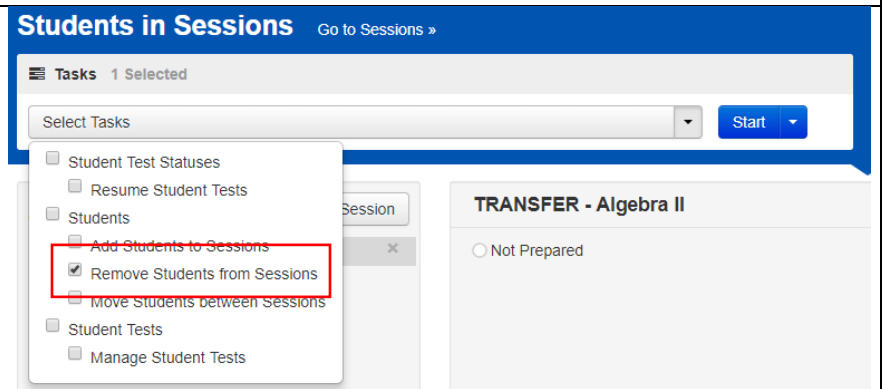
If the accommodation requires a unique form (Text-to-Speech, Closed Captioning, American Sign Language, Assistive Technology and Screen Reader) follow the steps below. If you need to update any other accommodation or accessibility feature, follow the steps for #1 above.

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<p>Go to Testing > Students in Sessions and add the session for the student to the Session List.</p>	<table border="1" data-bbox="860 1638 1485 1732"> <thead> <tr> <th>State</th> <th>Student Identifier</th> <th>Last Name</th> <th>First Name</th> <th>Middle Name</th> <th>Username</th> <th>Session</th> <th>Gr5ELA -Unit 1</th> <th>Gr5ELA -Unit 2</th> <th>Gr5ELA -Unit 3</th> </tr> </thead> <tbody> <tr> <td>PPTEST0021</td> <td>SAMPLE</td> <td>ONE</td> <td></td> <td></td> <td>7789226496</td> <td>GR5 MAIN</td> <td>Ready</td> <td>Ready</td> <td>Ready</td> </tr> <tr> <td>PPTEST0022</td> <td>SAMPLE</td> <td>TWO</td> <td></td> <td></td> <td>7801195659</td> <td>GR5 MAIN</td> <td>Ready</td> <td>Ready</td> <td>Ready</td> </tr> </tbody> </table>	State	Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr5ELA -Unit 1	Gr5ELA -Unit 2	Gr5ELA -Unit 3	PPTEST0021	SAMPLE	ONE			7789226496	GR5 MAIN	Ready	Ready	Ready	PPTEST0022	SAMPLE	TWO			7801195659	GR5 MAIN	Ready	Ready	Ready
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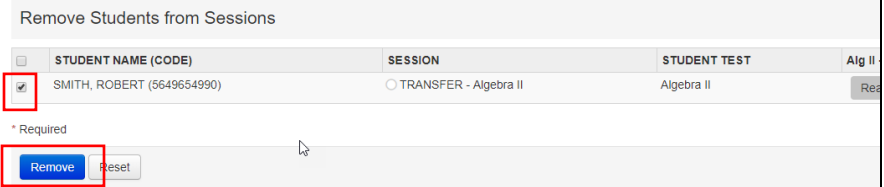
Select the student from the list at the bottom of the screen.



From the task dropdown select **Remove Student Test** and click **Start**

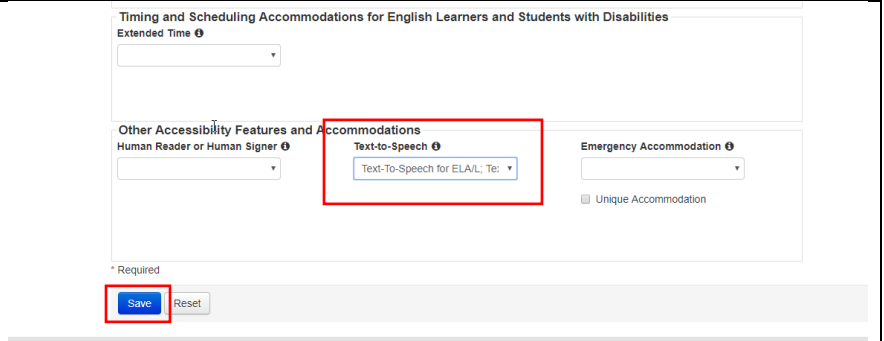


On the **Remove Students from Sessions** screen, click the check box for the student. Then, click the **Remove** button.



Update PNP Information

- Go to **Setup > Students** and search for the student in the **Find Students** search bar or click the drop down to choose **Show all results**.
- Check the box for the student.
- Select **Manage Student Tests** under the **Tasks** drop down and click **Start**.
- On the **Manage Student Tests** screen, mark the accommodations and accessibility features. Refer to the PNP training module.
- Click **Save**.



Add Student to Session

- Go to **Testing > Students in Sessions** and add the session to the Session List.
 - Select the student from the list.
 - Select **Add Students to Sessions** under the **Tasks** drop down and click **Start**.
 - On the **Add Students to Sessions** screen, click the **Session** drop down to choose the session.
 - Search for the student in the **Find available students** search bar or click the drop down to choose **Show all results**.
- Click the check box for the student.
Then, click the **Add** button.

Add Students to Sessions

Session: SAMPLE SESSION (Grade 9 ELA/Lit) Find available students within SAMPLE SCHOOL

1 available student(s) found

Student	Organization
<input checked="" type="checkbox"/> SAMPLE, STUDENT (PSTESTZZZ2)	SAMPLE SCHOOL (ZZ-100000-4000)

** Required

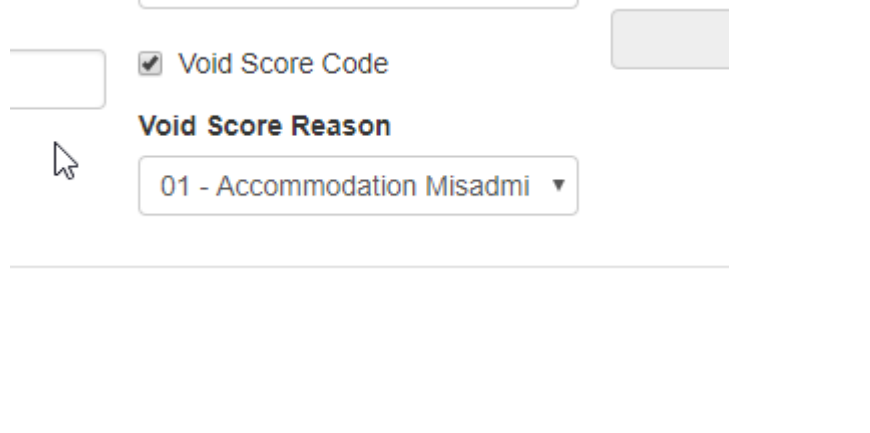
Add Reset

3. Update an accommodation that requires a unique form after the student logs into the test (Text-to-Speech, Closed Captioning, American Sign Language, Assistive Technology, Screen Reader)

Steps	Screenshots						
Have the student log out of TestNav8							
<p>Mark the Test Complete</p> <ul style="list-style-type: none"> Go to Testing > Students in Sessions and find the student in the session list Check the box for the student. Select Mark Student Tests Complete under the Tasks drop down and click Start. On the Mark Student Tests Complete screen, click the check box for the student and all units. Then, click the Mark Complete button 	<p>Tasks for Students in Sessions</p> <p>Mark Student Tests Complete</p> <p>Reason*</p> <p><input checked="" type="checkbox"/> Use the same Reason for checked Students in Sessions</p> <table border="1"> <thead> <tr> <th>STUDENTS IN SESSIONS (1)</th> <th>DETAILS</th> </tr> <tr> <th>STUDENT NAME (CODE)</th> <th>SESSION (STUDENT TEST)</th> </tr> </thead> <tbody> <tr> <td>EXAMPLE, STUDENT 4 (2563462)</td> <td>5TH ELA - JOHNSON (Grade 5 ELA/Literacy)</td> </tr> </tbody> </table> <p>This action is not reversible.</p> <p>* Required</p> <p>Mark Complete Reset</p>	STUDENTS IN SESSIONS (1)	DETAILS	STUDENT NAME (CODE)	SESSION (STUDENT TEST)	EXAMPLE, STUDENT 4 (2563462)	5TH ELA - JOHNSON (Grade 5 ELA/Literacy)
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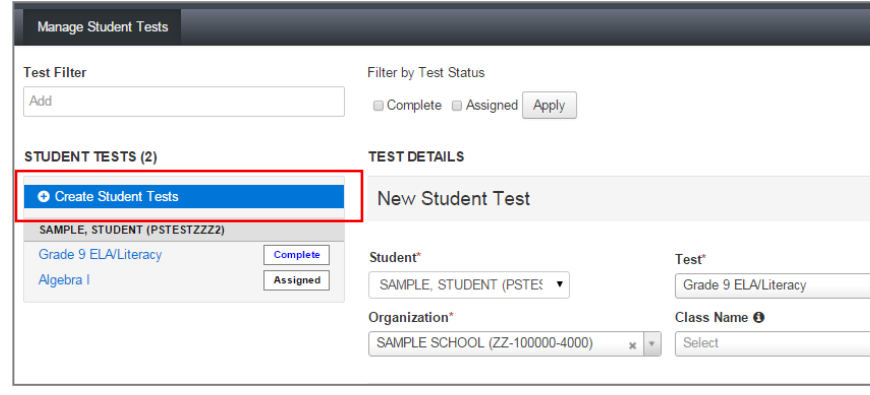
Void the Test

- Go to **Setup > Students** and search for the student.
- Check the box next to the student.
- Select **Manage Student Tests** from the task dropdown.
- Select the **Void Score Code** checkbox and select **Accommodation Misadministration** for the **Void Score Reason**.
- Click **Save**.



Create Student Tests and Update PNP Information

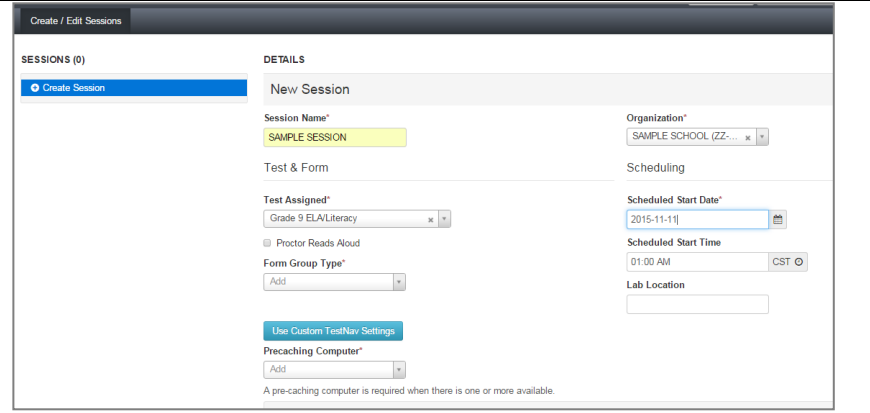
- Still on the **Manage Student Tests** screen, click **Create Student Tests** on the left side of the screen.
- Complete the required information under Test Details and **mark the accessibility features and accommodations**. Refer to the PNP training module for guidance.



Click **Create** and then **Exit Tasks**.

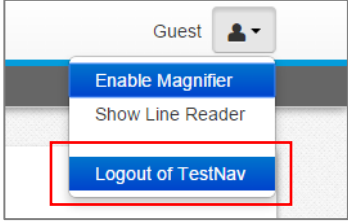

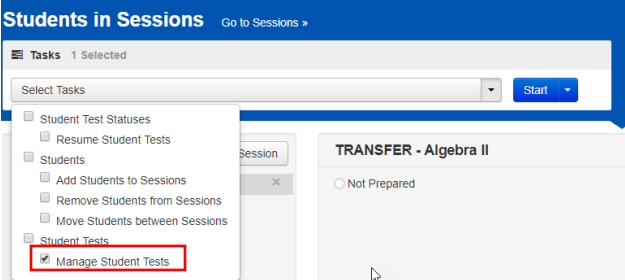
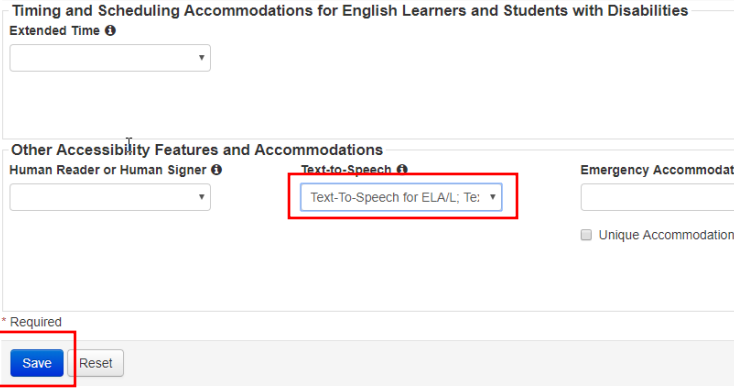
Assign to a new test session

- Go to **Testing > Sessions**, select **Create / Edit Sessions** under the **Tasks** drop down menu, and select **Start**.
- On the **Create / Edit Session** screen, populate all required fields.
- Select the field below **Students** and select the student to add to the session.
- At the bottom of the screen, select **Create** to create the test session.
- Click **Exit Tasks**.



Note: You must add the student to a new/different test session than the one that contains the marked test complete. You will not be able to have multiple tests for the same student in a single session.

4. Update an accessibility feature or accommodation if it does not require a unique form (any other accessibility feature or accommodation other than Text-to-Speech, Closed Captioning, American Sign Language, Assistive Technology, or Screen Reader)

Steps	Screenshots
Have the student log out of TestNav8	
Update the student test <ul style="list-style-type: none"> Go to Testing > Students in Sessions and find the student in the session list Check the box for the student. 	
Select Manage Student Tests from the task dropdown	
Update the accommodation and click Save	
Have the student log back into TestNav8 using the same username and password as before.	