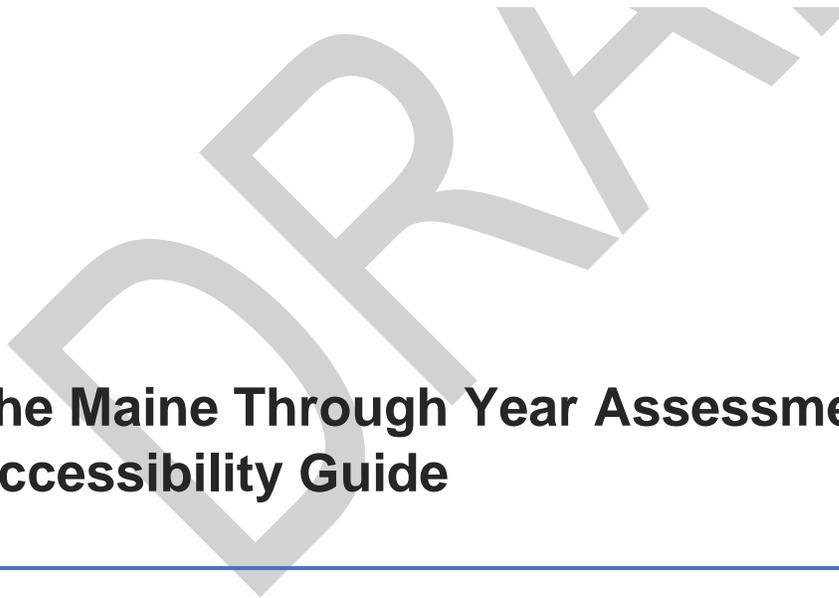




Disclaimer:

This guide is currently a draft, and certain elements may be updated. A final version will be made available prior to 4/3/23 and the final version will be the source of truth for the Maine Through Year Assessment for the Spring 2023 Administration.



The Maine Through Year Assessment Accessibility Guide

Maine Spring 2023

Reading and Mathematics

Contributors

Maine Through Year Assessments are administered by the Maine Department of Education (Maine DOE)

23 State House Station

Augusta, Maine 04333-0023

1-207-624-6600

The assessment contractor is NWEA. NWEA can be reached by calling Partner Support at 1-855-430-1777.

Assessment Year: Spring 2023

Last Update Date and By:

Date	By
February 2023	NWEA

Copyright © 2022–23 by the Maine Department of Education.

All rights reserved. Except as permitted by law, this material may not be reproduced or used in any form or by any means, electronic or mechanical, including photocopying or recording, or by any information storage or retrieval system without permission from the copyright owner. Maine Department of Education school educators may reproduce any portion of this manual for non-commercial educational purposes without requesting permission. All others should direct their written requests to the Maine Department of Education at the above address or by email to: Krista.Averill@maine.gov.

TABLE OF CONTENTS

Introduction	4
Universal Tools for All Students	5
Embedded Universal Accessibility Tools Menu.....	5
Non-Embedded Universal Tool	8
Provisions Outside of the Online Assessment Platform.....	8
Designated Supports for Some Students	9
Embedded Designated Support	9
Non-Embedded Designated Supports	10
Provisions Outside of the Online Assessment Platform.....	10
Accommodations Requiring IEP/504 Documentation.....	11
Embedded Accommodations	11
Non-Embedded Accommodations	11

DRAFT

Introduction

This Accessibility Guide provides the necessary information to prepare students who utilize accessibility features, including universal tools, designated supports, and accommodations, for the Spring 2023 Maine Mathematics and Reading Assessments.

The online administration of the Maine Through Year Assessment will be delivered by the Maine Department of Education using the NWEA Acacia platform. Embedded tools, supports, and accommodations are available in the platform, in addition to non-embedded tools, supports, and accommodations which can be provided locally by the assessment administrator/proctor.

This document is part of a suite of guides and manuals available through the Maine DOE for the Spring 2023 Maine Through Year Assessment, including:

- System and Technology Guide
- User and Student Management Guide
- Accessibility Guide (**THIS DOCUMENT**)
- Assessment Coordinator Guide
- Assessment Administration Guide
- Proctor Guide

If questions arise, or if any situation occurs that could cause any part of the assessment administration to be compromised, School and District Assessment Coordinators should contact **Krista Averill, Assessment Coordinator, at the Maine Department of Education** at Krista.Averill@maine.gov or 1-207-215-6528.

Universal Tools, Designated Supports, and Accommodations

Universal Tools for All Students

Universal tools are available to all students participating in the Maine Through Year Assessment. These supports are either embedded in the online assessment or provided by an assessment administrator at the local level during the assessment (i.e., scratch paper). Universal tools do not affect the construct being measured on the assessment.

Embedded Universal Accessibility Tools Menu

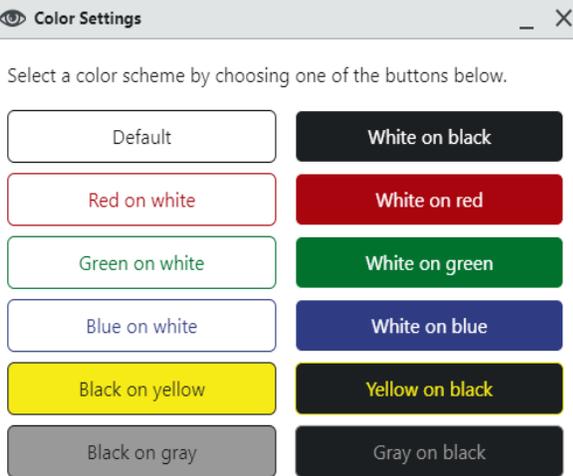
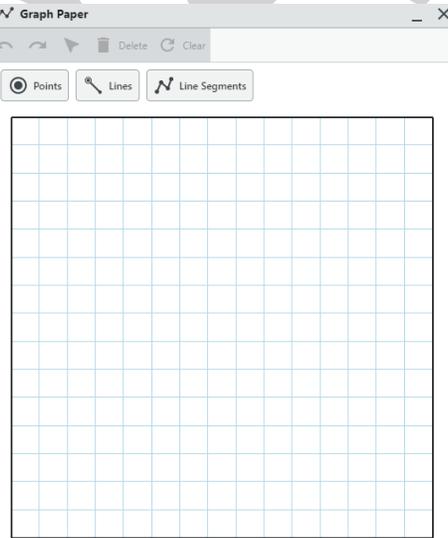
The Accessibility Tools Menu is located on the top of each assessment screen within the assessment supports toolbar. The student can access this menu at any time during the assessment sessions. The available tools may change depending on the assessment item, the grade, and the subject.

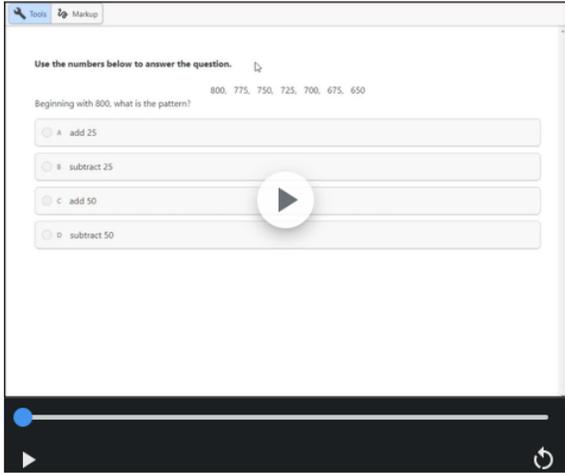


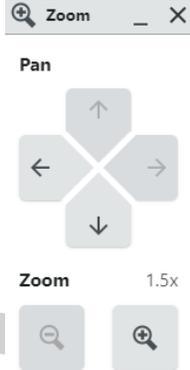
Students can set preferences for many of the tools that will persist from screen to screen (question to question) during an assessment session.

Students must reselect their preferred settings each time they log in to a new session or rejoin a session.

Feature	Description	Tool Icon
Eliminator	The Eliminator is used as an assessment-taking strategy to cross out answer choices with the response still visible.	 Eliminator
Calculator	An embedded basic, scientific, or graphing Calculator is available, depending on the assessment, grade, and item; this tool is available only with the specific items for which the tool would be appropriate.	 Basic Calculator  Scientific Calculator  Graphing Calculator

Feature	Description	Tool Icon
<p>Color Contrast</p>	<p>This shows a variety of color contrasting options for students to choose from during the assessment.</p> 	 Color
<p>Graph Paper</p>	<p>Graph paper pops up to allow a student to plot points and lines. Hard copy graph paper may also be provided.</p>  <p>For grades 3 through 5, 15 x 15 graph paper is provided.</p> <p>For grades 6 through 8 and high school, 33 x 33 graph paper is provided.</p>	 Graph Paper

Feature	Description	Tool Icon
Help Videos	Help videos are available within the secure assessment engine and show students how to respond to question types and use tools.	 Help
Highlighter	<p>Highlight is used to mark words or numbers. This tool allows a student to highlight text and erase highlights that have been made.</p> <p>Highlighter</p> <p>To highlight text, drag your cursor over the text you want highlighted. Once the selection is made, a menu will pop up with a Highlight and Erase Highlights buttons.</p> 	 Highlighter
Keyboard Navigation	The student can navigate throughout assessment content by using a keyboard, (e.g. arrow keys). This feature may differ depending on the assessment platform or device.	
Guideline	The student can use this feature as a guide when reading text.	 Guideline
Notepad	Notepad is used as an assessment-taking strategy to take notes on an item.	 Notepad
Protractor	The protractor is used to measure angles in degrees.	 Protractor
Reference Sheet	Displays conversion tables, formulas, etc., as aids to the student.	 Reference Sheet

Feature	Description	Tool Icon
Ruler	Customary Ruler and Metric Ruler are used to measure images within an item. This tool is only available only with the specific items for which the tool would be appropriate.	 Ruler
Zoom	<p>The student can enlarge the size of text and graphics on a given screen. This feature allows students to view material in magnified form on an as-needed basis. The student may enlarge assessment content at least fourfold. The system allows magnifying features to work in conjunction with other accessibility features and accommodations provided.</p> 	 Zoom

Non-Embedded Universal Tool

Provisions Outside of the Online Assessment Platform

Tool	Description
Scrap/Scratch Paper	The student uses scratch paper, an individual erasable whiteboard, or an assistive technology device to make notes or record responses. Scratch paper can be lined, blank, or graph. All scratch paper must be collected and securely destroyed at the end of each test to maintain test security.

Designated Supports for Some Students

Supports outlined below may provide increased accessibility within the assessment. Utilization and implementation of supports is determined on an individual basis by an educational team, for example, as part of a multi-tiered system of supports (MTSS), Response to Intervention (RTI), Individual Language Acquisition Plan (ILAP), and/or Student Assistance Team. **Supports must be consistent with the student's normal routine during classroom instruction.** Provision of supports does not alter the construct of any test item.

Embedded Designated Support

Tool	Tool Icon	Description
Provision within online platform that must be assigned to individual student by DAC/SAC		
Text-to-Speech (TTS)	 <small>Speak Audio</small>	Text is read aloud to the student via (embedded) TTS technology. Audio is provided for directions, questions, and answer choices, but is not provided for passages in the Reading assessment. TTS should be consistent with the student's normal routine during classroom instruction. Headphones/earbuds are necessary unless a student is tested individually in a separate setting.

Text to Speech (TTS) Support

For students whom Text to Speech (TTS) is an approved tool for the Maine Through Year Assessment for Mathematics and Reading, a Text to Speech tool will enable the text on the screen to be read aloud. For the TTS tool to appear on-screen for the student during the assessment session, it must be pre-selected by the District Assessment Coordinator (DAC) or School Assessment Coordinator (SAC) in the student's record when the SAU does the registration for the student for each assessment administration.

Text to Speech can be used for Directions, Prompts, and Answer Choices. Text to Speech cannot be used for reading passages.

Non-Embedded Designated Supports

Provisions Outside of the Online Assessment Platform

Tool	Description
Individual/Separate Setting	Individual or separate setting may be used to minimize distractions for students whose assessment is administered out of the classroom or so that others will not be distracted by supports/accommodations being used.
Small Group Setting	Small group setting may be used to minimize distractions for students whose assessment is administered out of the classroom.
Alternate Aids/Supports	The assessment may be presented through their regular communication system to a student who uses alternative or assistive technology on a daily basis. The assessment may be presented using visual aids such as visual magnification devices, reduction of visual print by blocking or other techniques; acetate shields; or auditory devices such as special acoustics, amplification, noise buffers, whisper phones, or calming music.
Bilingual Word Glossary for MLs	A bilingual/dual language word-to-word glossary is provided to students who are Multilingual Learners as a language support as per ILAP.
Mathematical Supports (Mathematics Assessment Only)	This Designated Support is for students who need additional supports for math (e.g. abacus, number line, addition/multiplication charts, base-ten blocks, various types of counters, fraction tiles and pies without numerical labels, coins, clock with or without numbers shown on clock face; clock should not have gears, etc.).

Accommodations Requiring IEP/504 Documentation

Accommodations are changes in procedures or materials that are used to increase equitable access during the assessment for students with documentation of the need on an Individualized Education Plan (IEP) or 504 Plan.

Embedded Accommodations

Tool	Description
Braille	<p>Both contracted and un-contracted braille (English Braille, American Edition, or Unified English Braille) are available as indicated by a student’s IEP/504 Plan. Students who require a braille assessment will be sent a transcribed paper-based assessment.</p> <p>All of the student’s answers are entered by the assessment administrator or proctor directly into the assessment platform. Once the student’s answers have been entered into the platform, the braille forms are destroyed on-site.</p>
Paper Based + Large Print	<p>For students with an IEP/504 plan that requires assessments to be paper-based and not administered online.</p> <p>Paper-based and large print forms are print-on-demand, and all answers are entered by the assessment administrator or proctor directly into the assessment platform. Once the student’s answers have been entered into the platform, the paper forms are destroyed on-site.</p>

Non-Embedded Accommodations

Provisions Outside of the Online Assessment Platform Based on IEP or 504 Plan

Tool	Description
Read Aloud/Human Reader	Text is read aloud to the student by an Assessment Administrator human reader as documented in the IEP/504 plan. (This accommodation applies to directions, questions, and answer choices.)
American Sign Language	Text is translated via a sign language interpreter to the student by a Test Administrator as documented in the IEP/504 plan.

Tool	Description
Scribe	The student may dictate answers to a human scribe in an individual setting as indicated by a student's IEP/504 plan. The human scribe records verbatim what a student dictates and must give the student an opportunity to review scribed text. Scribed answers must be entered into the online assessment platform; no paper submissions are accepted.
Calculator Use (Mathematics Assessment Only)	A calculator is provided throughout the entire mathematics assessment, as per the student's IEP or 504 plan.
Read Aloud/Human Reader for Reading Passages (Reading Assessment Only)	<p>This accommodation is only allowed for students in grades 6+ that have a documented print disability. The student will have the Reading Passages on the Reading Assessment read by a qualified human reader in English.</p> <p>Contact the Maine DOE's Office of Special Services and Inclusive Education (OSSIE) at ossie@maine.gov or 1-207-624-6608 for more information.</p>

DRAFT