

TEST ADMINISTRATION GUIDANCE

Print Accommodation (i.e., paper edition)

Exact Path is an online program with assessments that are administered through the platform. Assessments include embedded accessibility features and accommodations that can be enabled or disabled by educators through Exact Path, as well as the ability to utilize external tools such as screen overlays and assistive technology or screen readers (see the Exact Path Learn and Support accommodations page). Best practice is to ensure that accommodations for assessment are consistent with accommodations used for instruction so that the student uses familiar tools and practices.

Edmentum has created a protocol to support students who need print accommodations for the assessments within Exact Path.

Accommodation Requirements

The print accommodation has specific eligibility and test administration setting requirements that differ from general administration.

Eligibility

A print accommodation may be provided to students who are unable to:

- Use a computer or device with a screen; and/or
- Take computer-based assessments due to a disability as documented in an IEP or 504 plan.

Setting Requirements

- The student must be assessed in a 1:1 test administration setting. Testing with a print accommodation needs to be individualized, so small group administration is not appropriate. Testing in a 1:1 setting also ensures the student receiving the print accommodation does not feel pressured to keep up with a larger group who are testing without that accommodation, and so that there are no disruptions to other students as a result of items being printed.
- Use of a print accommodation requires a scribe accommodation for entering the student's responses into Exact Path. The test administrator and scribe may be the same educator.
- The student must be logged in to Exact Path on a computer with access to a printer that is located in the same room where the student will be testing. The printer must be in the same room as the student in order to keep the items secure by limiting potential exposure and also to support efficiency in this manual testing method.

- Printed items are secure items, so the pages must be shredded immediately after testing has concluded in order to maintain the integrity of the item bank.

Accommodation Protocol

The general print accommodation administration protocol is the same across all assessment types in Exact Path (e.g., Diagnostic Assessment, Progress Check, Standards Mastery) since the system administers items one at a time to the student.

1. Once the student is logged in, navigate to and begin the assessment. For the Diagnostic Assessment, please also reference the Test Administration Guidelines for general test administration protocols and considerations.
2. When an item is displayed on the screen, the teacher should print the contents of the browser window, ensuring that zoom size is sufficiently large for the student's need and does not cut off any content.
3. The teacher provides the page(s) containing the item to the student.
4. The student should clearly mark their response on the printed page(s).
5. The scribe will enter the student's response to the item into the online system exactly as the student entered their response on paper, then click "Next" or "Submit" to move to the next item.
6. Repeat steps 2-5 of this sequence until the assessment is finished. Remember: the assessment is untimed and can be administered across multiple sessions, provided the student's responses have been saved.
7. Once the student has completed all items (whether in one or more sessions), the scribe must submit the assessment in the system in order for the student's scores to be recorded and results accessible through Exact Path's reporting functionality.
8. Once the test session is complete, all printed items must be immediately shredded to maintain the integrity of the test and the item pool.