

INCLUSION OF
SPECIAL POPULATIONS
IN THE STATE-REQUIRED
ASSESSMENT AND ACCOUNTABILITY
PROGRAMS
703 KAR 5:070

February 12, 2009

TABLE OF CONTENTS	PAGE
INTRODUCTION, BACKGROUND AND PURPOSE	4
STUDENT INCLUSION	4
SUMMARY OF THE STANDARDS FOR INCLUSION OF SPECIAL POPULATIONS	5
SECTION 1 - INCLUSION OF STUDENTS WITH DISABILITIES	5
A. Three Options for Inclusion	
1. Participation with no accommodations	6
2. Participation with accommodations	6
3. Participation in the Alternate Assessment Program	6
B. Inclusion of Twenty-one (21) Year Old Students with Disabilities in the Assessment Program	7
C. Inclusion of Students with Disabilities Who Skip a Grade	7
D. Inclusion of Students with Disabilities in the Measure of the Percentages of Students Making Successful Transitions to Adult Life	7
SECTION 2 - INCLUSION OF STUDENTS IN NON-A1 PROGRAMS AND STATE AGENCY CHILDREN	8
SECTION 3 - INCLUSION OF LIMITED ENGLISH PROFICIENCY (LEP) STUDENTS	8
Part One: State Required Assessment and Accountability Programs	8
A. LEP Students' Participation and Accountability	8
B. Documentation Needed to Implement Accommodations	10
C. Implementation of Accommodations	11
D. Submitting a Portfolio in a Language Other than English	12
Part Two: State Required English Language Proficiency Assessment	12
A. Identifying LEP Students	12
B. State-Required English Language Proficiency Assessment	12
C. Accommodations for State-Required English Language Proficiency Assessment	13
SECTION 4 - INCLUSION OF STUDENTS RECEIVING INSTRUCTION IN HOME/HOSPITAL SETTINGS	13
A. Determining Participation	13
B. Participation of Students with Disabilities in Home/Hospital Settings	13
SECTION 5 - INCLUSION OF STUDENTS WITH TEMPORARY MEDICAL CONDITIONS (e.g., INJURY OR AILMENT) THAT NECESSITATE ACCOMMODATIONS FOR PARTICIPATION	14

SECTION 6 - CONDITIONS FOR IMPLEMENTING ACCOMMODATIONS	14
A. General Conditions for Using Accommodations	14
B. Conditions for Specific Accommodations	15
Assistive Technology	16
Readers	18
Scribes	18
Paraphrasing	21
Extended Time	21
Reinforcement and behavioral modification strategies	21
Manipulatives	22
Prompting or cueing	22
Interpreters	25
Simplified Language and Oral Native Language Support	25

INTRODUCTION, BACKGROUND, AND PURPOSE

According to KRS 158.6455, it is the intent of the General Assembly that schools succeed with all students. The state-required Assessment and Accountability Programs are inclusive of all students at specific grade levels. The Disabilities and Diversity Advisory Committee, which includes teachers, school administrators, university representatives, advocacy representatives, and members of the Department of Education, was established at the beginning of the test development process to consider issues related to the inclusion of special populations in the state-required Assessment and Accountability Programs. The conclusions and advice of the Committee were incorporated in this document.

The purpose of this document is to provide direction for the inclusion of special populations in the state-required Assessment and Accountability Programs. These populations include:

- students with disabilities
- students who attend programs classified as Non A1 as defined in 703 KAR 5:040 and state agency children as provided in 505 KAR 1:080
- students whose primary language is not English
- students receiving instruction in home/hospital settings as specified in 704 KAR 7:120 (i.e., homebound instruction, not home schools)
- students who have temporary medical conditions that necessitate accommodations for participation

Section 6 provides conditions for implementing accommodations for students participating in the state-required Assessment and Accountability Programs.

Accommodations are intended to provide support for students during instruction to access and learn content as well as to demonstrate content achievement during assessment. Accommodations do not reduce learning expectations and are not intended to be a substitute for specific instruction in reading and language. Accommodations shall be individualized and specifically designed to aid the student as the student learns, being faded or reduced as the student gains/demonstrates increased skill and confidence and moves toward greater independence. Modifications, however, refer to practices that change, lower, or reduce learning expectations. Modifications can increase the gap between the achievement of students with disabilities and expectations for proficiency at a particular grade level. Modifications shall not be used for state-required assessment although they may be appropriate for instruction.

STUDENT INCLUSION

The provisions in this document are applicable to all students except those who are:

- twenty-one (21) years of age or older who are part time students attending less than six (6) hours per day.
- enrolled in an Adult General Education Diploma (GED) Program and are not officially enrolled in a Kentucky public high school. These students are considered dropouts for accountability purposes, and therefore, are not subject to the inclusion policies described in this document. Students enrolled in a Secondary GED Program offered by a Kentucky public high school are not considered to be dropouts for accountability purposes, and therefore, are subject to the inclusion policies described in this document.

SUMMARY OF THE STANDARDS FOR INCLUSION OF SPECIAL POPULATIONS

- All students with disabilities shall participate in the state-required Assessment and Accountability Programs.
- A small percentage of students with disabilities shall participate in the Alternate Assessment Program. These students are generally those who have moderate to severe cognitive disabilities and represent approximately one (1) percent of the total student population.
- Each school shall assess all students with limited English proficiency enrolled on the first day of the testing window (see page 8, SECTION 3 - INCLUSION OF LIMITED ENGLISH PROFICIENCY (LEP) STUDENTS for specifics of assessment and accountability and for exceptions applicable to LEP students during their first year of enrollment in a United States school.)
- Students receiving instruction in home/hospital settings shall participate in the state-required Assessment and Accountability Programs unless participation in the state required assessment would jeopardize a student's physical, mental or emotional well being and a school or district has submitted a request for medical exemption, which is subject to the approval of the Department of Education and which describes the medical condition that warrants exempting a student from all or portions of the assessments.

SECTION 1 - INCLUSION OF STUDENTS WITH DISABILITIES

Students with disabilities are students who meet the criteria under KRS157.200 and Kentucky Administrative Regulations (707 KAR Chapter 1) related to Exceptional Children or Section 504 of the Rehabilitation Act of 1973. These federal and state laws and regulations apply to all subsequent sections referencing students with disabilities.

A. Three Options for Inclusion

A student's Individual Education Program (IEP) or 504 Plan should be written for a calendar year with the Admissions and Release Committee (ARC) or 504 Committee considering adjustment periods for adding or deleting accommodations. For students with disabilities, the ARC or 504 Committee shall determine on an individual basis how the student will be included in the state-required Assessment and Accountability Programs. The decision of the Committee shall be stated in the student's IEP or 504 Plan and shall be based on evaluation information, present levels of performance and work samples. The three options for inclusion shall include:

1. Participation with no accommodations

Students with disabilities who participate fully in the state-required Assessment and Accountability Programs with no accommodations shall include:

- students who have been referred to an Admissions and Release Committee or a 504 Committee and the evaluation process and eligibility determination have not been completed; or
- students with disabilities not receiving special education and related services or accommodations and interventions under Section 504.

2. Participation with accommodations

Students who:

- a) meet the eligibility criteria for one of the disability categories under the Kentucky Administrative Regulations Related to Exceptional Children or in section 504 of the Rehabilitation Act of 1973;
- b) have a current Individualized Education Program (IEP) or 504 Plan; and
- c) receive specially designed instruction and related services may use accommodations for the state-required Assessment under the following three conditions:

1) Accommodations shall be related to the individual student's needs and the impact of the disability on specific areas of learning. Decisions concerning the use of accommodations shall be supported by evaluation information and the IEP (the student's present level of performance, specific goals and objectives, specially designed instruction, assistive technology, related services or supplementary aids and services) or 504 Plan as necessary for the student to access the general education curriculum; and

2) Accommodations shall be a part of the student's regular instructional routine and are not used or introduced just for the purpose of the state-required assessment;

3) Accommodations are specified in the student's IEP or 504 Plan.

3. Participation in the Alternate Assessment Program

To participate in the Alternate Assessment Program, a student shall meet all the criteria for the certificate program as stated in 707 KAR Chapter 1 related to Exceptional Children and the Program of Studies (704 KAR 3:303).

The Admissions and Release Committee for the student with disabilities shall:

- a. determine and verify in the student's Individualized Education Program (IEP) that the student meets all of the criteria for the certificate program in order to participate in the Alternate Assessment Program;
- b. document in writing in the student's record the basis for the decision using current and longitudinal data such as the following:
 - performance data across multiple settings;
 - behavior observations in multiple settings;
 - adaptive behavior; and continuous assessment of progress on IEP goals/objectives; and
- c. review annually this decision in accordance with 707 KAR Chapter 1

The results of each student's Alternate Assessment shall be included in the accountability calculations to determine the school's performance judgment and be equivalent to the impact of a student participating in the regular state-required Assessment and Accountability Programs process.

B. Inclusion of Twenty-one (21) Year Old Students with Disabilities in the Assessment Program

If a student with disabilities turns twenty-one (21) years old during a school year, the student may "age out" of school without completing the school year and participating in the state-required Assessment and Accountability Programs (e.g., a student exits school after becoming 21 years old in January). If this is a possibility, the student shall be included in the assessment during the school year prior to turning 21 years old.

C. Inclusion of Students with Disabilities Who Skip a Grade

If a student is assigned to a higher grade that results in skipping a grade within the accountability system, the student like a student without disabilities shall still participate in the assessment components associated with the grade being passed through (i.e., students participate in all elementary, middle, and high school assessment components).

D. Inclusion of Students with Disabilities in the Measure of the Percentages of Students Making Successful Transitions to Adult Life

With the exception of students who participate in the Alternate Assessment Program, schools that serve students with disabilities shall be held accountable for these students' successful transition to adult life using the same standards applied to calculate this non-academic indicator for all other students.

Students who participate in the Alternate Assessment may be considered to have made successful transitions to adult life if they obtain a certificate of attainment.

SECTION 2 - INCLUSION OF STUDENTS IN NON-A1 PROGRAMS AND STATE AGENCY CHILDREN

Students attending programs classified as Non A1 as provided in 703 KAR 5:040 shall be included in the overall accountability program system.

The Kentucky School for the Deaf and the Kentucky School for the Blind are comparable to an A3 program classification and shall be treated as such. A local school and district shall be accountable for a student in their service areas attending these programs and shall be responsible for providing input into each student's IEP designed to meet the needs of the individual student in accordance with Kentucky Administrative Regulations for Exceptional Children (707 KAR Chapter 1).

State Agency Children

“State agency children” shall have the same assessments administered as other public school youth and shall be included in the accountability system as specified in 703 KAR 5:040. “State agency children” shall develop portfolios consistent with the content requirements of the state's assessment program. A state agency child's portfolio shall be sent to the receiving school as part of the educational records when youth transition from the state agency program.

SECTION 3 - INCLUSION OF LIMITED ENGLISH PROFICIENCY (LEP) STUDENTS

For purposes of this document, students whose primary language is not English shall include LEP students as defined in 703 KAR 5:001. For purposes of calculating a school or district's academic indices and for determining adequate yearly progress (AYP) in the federal dimension of the state's accountability program, schools and districts shall for two years maintain in the LEP subgroup those students who have attained English proficiency based on a state-approved English language proficiency assessment in conjunction with professional judgment. However, when determining whether the LEP subgroup meets the state-defined minimum group size, these students who have attained English proficiency shall not be counted LEP.

Part One: State-Required Assessment and Accountability Programs

A. LEP Students' Participation and Accountability

Each school shall assess all LEP students enrolled on the first day of the testing window in all parts of the state-required assessments and their scores shall be included in accountability calculations consistent with state law, unless the students are in their first year of enrollment in a United States (U.S.) school.

LEP students in the first year of enrollment in a U.S. school shall be required to take:

- the state approved English language proficiency assessment;

- a NCLB-required mathematics test (if a student is enrolled in a grade in which a mathematics test is administered) with appropriate accommodations as noted in LEP student's PSP; and
- a NCLB-required science test (if a student is enrolled in a grade in which a science test is administered) with appropriate accommodations noted in LEP student's PSP.

All LEP students enrolled on the first day of the testing window shall be included in calculations of the school and district's participation rate. A LEP student in the first year of enrollment in a U.S. school shall be included in the school and district's participation rate based on the student's participation in the NCLB-required mathematics and science assessments, if the student is enrolled in a grade where these assessments are administered. For LEP students who are enrolled for the first year in a U.S. school and are not in a grade in which there is a NCLB-required mathematics or science assessment, their NCLB participation shall be based on taking an English language proficiency assessment (or the NCLB-required reading assessment if the school or district chooses to administer it).

LEP students in their first year of enrollment in a U.S. school shall not be required to participate in the state-required reading, social studies, practical living/vocational studies, arts and humanities, or writing on-demand assessments. For these students, these assessments shall be optional at the discretion of the school and district. This first year exemption shall be applied one time.

For the purposes of calculating a school's academic indices in the state dimension and for determining AYP, each school and district shall be held accountable based on an aggregated average of the academic performance of the elementary, middle, or high school students who have been enrolled in the school for a full academic year in the accountability grades. These accountability requirements shall also apply to LEP subpopulations of sufficient size, except for LEP students who are in their first year of enrollment in a U.S. school.

For LEP students who are in their first year of enrollment in a U.S. school and have been enrolled for a full academic year as defined in 703 KAR 5:001, a school and district may choose to include results from the NCLB-required mathematics and science assessments (and, if given, the state-required reading, social studies, arts and humanities, practical living/vocational studies, and writing on demand assessments) in accountability calculations for both the school's academic indices in the state dimension and for determining AYP. If this option is exercised, the decision shall be consistent across all content areas for the student.

If a LEP student has been enrolled in a U.S. school for at least two (2) full school years prior to the year of the writing assessment in question, the student shall be required to submit a writing portfolio and shall be included in writing portfolio accountability calculations consistent with state law. For instructional purposes a school may allow a

LEP student, who has not been in a U.S. school for at least two (2) full school years prior to the year of the writing assessment in question, to develop a writing portfolio; however, the portfolio shall not be included in writing portfolio accountability calculations.

B. Documentation Needed to Implement Accommodations

For LEP students who have been identified, it may be necessary to permit instructionally consistent accommodations for the assessment administration. Any accommodation shall be based on an assessment of English language proficiency, consistent with the on-going delivery of instructional services, and stated in the student's PSP. Accommodations shall not be solely for the state-required assessment. Implementation of any accommodations shall not inappropriately impact the content being measured.

For all LEP students PSP committees shall determine on an individual basis whether these students will participate with or without accommodations in the state-required Assessment and Accountability Programs. An LEP student may use accommodations in the state-required assessments if the student meets all of the following criteria:

1. has been assessed with an English language proficiency assessment and meets the criteria as an LEP student;
2. has evaluation data that demonstrates a need for accommodations;
3. has a current PSP developed by a PSP committee that includes accommodations as part of the student's ongoing delivery of instruction; and
4. is participating in instructional programs and services to meet the language and academic content needs of the student.

These accommodations shall be related to the individual student's needs and the impact of the student's English language proficiency on demonstrating what the student knows on a test written in English and the ability to access the curriculum. These decisions shall be made in the best interest of the student (e.g., scribing for a student throughout the school year just so that a scribe can be provided for assessment is not in the student's best interest versus providing a bilingual dictionary with extended time).

If accommodations are needed, documentation shall include:

- the name and date of the English language proficiency assessment administered to determine a student's LEP status;
- a PSP that includes the specific accommodations to be implemented in instruction;
- a list of the names of the PSP committee members who reviewed the documentation and made the decisions. The list of staff shall be placed with the Title III records;
- the appropriate accommodations need; and
- the signature of the principal of the appropriate school as an indication of approval for the described accommodations.

The LEP student's performance on the annual English language proficiency assessment in conjunction with professional judgment shall determine when accommodations are no

longer required. Implementation of any accommodations shall not inappropriately impact the content being measured.

C. Implementation of Accommodations

Accommodations, when consistent with the on-going delivery of instructional services, may include:

1. Administration Strategies:

- reading text to student in English with extended time;
- simplify language with extended time (directions, questions, multiple choice answers, but not reading passages);
- provide oral native language support with extended time;
- administering assessments to small groups of LEP students to enable simplified language and/or oral native language support in accordance with guidelines in Section 6 of this regulation; and
- administering a single form of the test to a small group of LEP students receiving oral native language support because a limited number of bilingual staff is available.

Every effort should be made to distribute test forms to all students in a random order. Under the condition that a school can demonstrate no feasible way to provide a multiple number of interpreters for LEP students, school staff may allow students to use the same form of the test so that one interpreter per foreign language may be employed to provide this accommodation. To meet the need for interpreter services, LEP students may use a different test administration schedule than the regular student population, as long as the different schedule is within the district-established testing window. A list of students who are administered the same form of the test for this purpose shall be submitted to the Division of Assessment Implementation along with the assigned lithocode for each student. If a student has a hearing or visual impairment, uses audiotape, or on-line testing, the student shall be provided the specific form as directed in administration materials.

2. Processing and Response Strategies:

- use of student-generated glossary (bilingual or English) with extended time;
- use of dictionaries (bilingual or English) in print or electronic version with extended time;
- use of scribe; and
- use of technology (e.g., text-to-speech software, grammar or spell-check systems) with extended time.

For a LEP student with a PSP that has evaluation data and routine instructional experiences to support the accommodation of a scribe, a scribe may be provided if the student has not reached proficiency on the annual English language proficiency assessment.

A student may not write responses to the state-required assessment in a language other than English and have a teacher translate. However, the student may be allowed accommodations on the assessment and these may include dictation of responses, which may be transcribed into English by school staff on the answer document. The student's Program Services Plan shall include any accommodations which are part of the on-going instructional process and are based on the needs identified on a language proficiency test. Accommodations shall not be made solely for the state-required assessment.

D. Submitting a Portfolio in a Language Other than English

A LEP student may submit a portfolio in a language other than English if:

- the student's daily instruction and class work are conducted in the student's native language, and
- the local scorer or a scorer hired by the district is both fluent in that language and trained to score the portfolio.

If this portfolio is pulled for audit, the services of appropriate scorers shall be obtained or the portfolio shall be translated to English by a qualified interpreter.

Part Two: State-Required English Language Proficiency Assessment

A. Identifying LEP Students

A local school district shall administer a home language survey (HLS) to students enrolled in the district as the first screening process to identify LEP students. The home language survey shall be based at a minimum on four questions.

- What is the language most frequently spoken at home?
- Which language did your child learn when he/she first began to talk?
- What language does your child most frequently speak at home?
- What language do you most frequently speak to your child?

B. State-Required English Language Proficiency Assessment

If the answer to any of the HLS questions is a language other than English, the local school district shall consider that the student may have limited English proficiency and the student shall be administered an annual state-approved assessment of English language proficiency. The student's performance on this assessment shall determine, combined with professional judgment, whether the student is LEP. All students identified as LEP shall be administered the state-approved annual assessment of English proficiency (measuring student's oral language in listening, and speaking, reading and writing skills in English). The performance of students on this approved annual assessment shall be monitored by the district and reported to the Kentucky Department of Education. A student's score on the annual English language proficiency assessment in conjunction with professional judgment shall formally determine whether or not the student identified remains LEP or attains full English proficiency (FEP). In the event professional judgment differs from the results of the English language proficiency

assessment, a parent or guardian of the student shall approve with signature the student's classification as a student with limited English proficiency.

C. Accommodations for State-Required English Language Proficiency Assessment

The only accommodations permitted for the statewide English language proficiency assessment shall be those listed on the LEP student's IEP and/or 504 Plan.

SECTION 4 - INCLUSION OF STUDENTS RECEIVING INSTRUCTION IN HOME/HOSPITAL SETTINGS

A. Determining Participation

For students receiving instruction in home/hospital settings (i.e., homebound instruction, not home schools), school personnel shall determine on an individual basis how each student will participate in the state-required Assessment and Accountability Programs. The decision shall be documented for each student. The options for participation shall include:

1. The student participates fully; or
2. The student is exempted medically.
 - a. If participation in the state required assessment would jeopardize a student's physical, mental or emotional well being, a school or district shall submit a request for medical exemption, which is subject to the approval of the Department of Education and which describes the medical condition that warrants exempting a student from all or portions of the assessments.
 - b. An identified disability or handicapping condition alone shall not be considered sufficient reason for granting a medical exemption to state required assessment and accountability requirements.
 - c. A student with an approved medical exemption shall be excluded from state required assessments and state and federal accountability calculations.

B. Participation of Students with Disabilities in Home/Hospital Settings

If a student with disabilities is receiving instruction temporarily or long-term in a home/hospital setting, the Admissions and Release Committee or 504 Committee shall follow the procedures described in Section 1 of this document and all federal and state requirements related to due process. A student eligible for participation in the Alternate Assessment Program who is receiving instruction in home/hospital settings shall participate in the Alternate Assessment unless the student has an injury or illness verified by a physician in accordance with the procedures described in Section 4,A.2 and 704 KAR 7:120.

State Agency Children who receive educational services in a classroom setting located in residential facilities shall not be considered as meeting the criteria for being served in a home/hospital program.

SECTION 5 - INCLUSION OF STUDENTS WITH TEMPORARY MEDICAL CONDITIONS THAT NECESSITATE ACCOMMODATIONS FOR PARTICIPATION

Students who become injured (e.g., broken hand) or develop an ailment (e.g., temporary paralysis due to an illness) before or during the testing window may be allowed appropriate accommodations to allow their participation in the state-required Assessment and Accountability Programs. A letter describing the situation and what accommodations are provided shall be sent to the Division of Assessment Support and a copy kept on file in the district.

SECTION 6 - CONDITIONS FOR IMPLEMENTING ACCOMMODATIONS

A. General Conditions for Using Accommodations

Accommodations shall meet the following conditions:

- (1) For students with a disability, accommodations in the instructional process shall be both age-appropriate and related to both the student's verified disability and specially designed instruction described in the student's IEP or intervention strategies described in the student's 504 Plan. For students with limited English proficiency, accommodations in the instructional process shall be related to both the student's level of English language proficiency and specially designed instruction described in the student's PSP. Accommodations shall be based on the individual needs of the student and not on a disability category (e.g., emotional-behavior disabilities, specific learning disabilities, multiple disabilities, other health impairment, etc.) or designation as limited English proficient. The use of technology shall be considered as an accommodation before adult accommodation (e.g., reader, scribe), if feasible. A shortage of workstations, software, physical space, or training shall not be used as a reason to not provide assistive technology as an accommodation.
- (2) Evaluation information and/or data support the need for intervention and accommodations in the specified area of need;
- (3) Accommodations shall be part of the student's ongoing instructional program and not introduced for the first time during state-required assessments; furthermore, caution shall be used prior to making IEP, 504 Plan or PSP changes near or within the state-required assessment window;
- (4) Accommodations shall be for the purpose of students accessing the general education curriculum and demonstrating what they know and are able to do;
- (5) Changes in the administration of the assessment or recording of student responses shall be consistent with the instructional strategies, assistive technology devices, and services identified on the student's Individualized Education Program (IEP), 504 Plan; or Program Services Plan; and
- (6) Accommodations shall not inappropriately impact the content being measured.

(7) Accommodations shall be considered temporary strategies and shall be faded as the student gains skills and knowledge. Accommodations shall not be a substitute for instruction.

B. Conditions for Specific Accommodations

There are a variety of accommodations that may be appropriately used for students with disabilities on the state-required Assessment, including:

- use of assistive technology;
- readers;
- scribes;
- paraphrasing;
- extended time;
- reinforcement and behavioral modification strategies;
- manipulatives;
- prompting or cueing; or
- interpreters.

Accommodations may be appropriately used for students with language needs on the state-required Assessment including:

- use of assistive technology;
- readers;
- scribes with limited conditions;
- extended time;
- prompting or cueing;
- interpreters for students with deafness or hearing impairment; or
- simplified language and oral native language support for LEP students.

In order to foster independence, carryover to post-school activities, and self-advocacy skills in general, assistive technology shall always be considered as an early choice regarding accommodations. When assistive technology is not appropriate, any individual who scribes, reads, or provides any other assistance to a student with disabilities during the state-required Assessment shall be trained in his/her role and responsibilities and abide by confidentiality laws, provisions of 703 KAR 5:080, 703 KAR 5:160, and this administrative regulation, and the conditions under which each student uses the accommodation as described in the student's IEP, 504 Plan, or Program Services Plan. Any non-certified person providing assistance for a student with disabilities or limited English proficiency shall read and sign a Non-Disclosure Agreement.

Students with disabilities participating in the state-required assessments shall be administered particular forms of the tests through a random distribution identical to that of students without disabilities. The only permissible exceptions to the random distribution shall involve a student with limited English proficiency as described in

Section 3(c) of this document, and on-line testing, audiotape testing, visual impairments, or hearing impairments that use specific forms of the assessment.

Use of Assistive Technology

The Admission and Release Committee, 504 Plan Committee or Program Services Plan Committee shall consider under what conditions a student may use technology on a routine basis during instruction. During the state-required Assessment, a student with a disability or limited English proficiency may use special equipment, including assistive technology described in the student's IEP, 504 Plan or PSP, which is part of the student's regular instructional routine. "An assistive technology device, as defined by (PL 105-394), is any item, piece of equipment or product system whether acquired commercially, off the shelf, modified, or customized that is used to increase or improve functional capabilities of individuals with disabilities." Examples include the following:

- Amplification equipment;
- Noise buffers;
- Magnifying devices;
- Non-calibrated rule or template;
- Communication boards or devices;
- Word processors;
- Talking calculators;
- Speech-to-text software or devices;
- Close-captioned or video materials;
- Audio file of state-required assessment;
- Cranmer Abacus;
- Text-to-speech software or devices;
- Auditory trainer;
- Electronic dictionaries; and
- Braille writers;
- Refresher Braille;
- Signing avatar;
- Word prediction; and
- Screen readers.

If the use of special equipment (e.g., talking calculators, electronic dictionaries) during the state-required assessment would influence the performance of another student, then the assessment shall be administered to the student in an alternative setting or with headphones.

If it is necessary for a student with special needs or limited English proficiency to complete written work (including responses to test items) on a computer and this accommodation is noted on a student's IEP, 504 Plan, or Program Services Plan and if this procedure is routinely used in the student's regular instructional program, it may be used when responding to open-response questions and on-demand writing while participating in the state-required assessment. One option for capturing written responses is to administer the state-required assessment through the online version. If online

assessment is not possible due to technical issues the following alternative method may be used to collect student responses:

1. A template must be prepared, in advance of the beginning of the on-demand assessment, in the appropriate word-processing program for the student's use. This template shall include, as a header at the top of each page, the words "APPENDIX A: STUDENT RESPONSE PAGE" and the date of the assessment administration. Following those words, the header for each page shall include space for the:
 - student name;
 - name of the school district;
 - lithocode number from the student's Student Response Booklet;
 - name of school;
 - name of the content area test being taken; and
 - question letter or number.
2. A student's response to one or more open-response questions shall not be saved to the hard drive of the computer where the student is working.
3. A student's response to one or more open-response questions shall not be saved to any part of a computer network to which the student's computer may be attached.
4. The student's responses to all open-response questions shall be saved directly and only to a compact disc or portable drive as appropriate for the computer being used.
5. After the student completes work on a testing session, the following steps shall be taken immediately (i.e., with absolutely no break in time after the student completes work):
 - a) The responses completed by the student during that testing session shall be printed.
 - b) The printed responses shall be placed into the student's Student Response Booklet.
 - c) The CD or portable drive upon which the student's responses to the open-response questions from that testing session were saved shall be securely stored until the next testing session for that student.
 - d) The student's Student Response Booklet shall be securely stored until the next testing session for that student.
 - e) The computer upon which the student was working shall be logged off of any network to which it was attached and completely powered down to ensure that all trace of the student's work which may have been saved in a temporary file has been eliminated.
6. When the Student Response Booklet is submitted to the testing contractor for scoring, the CD shall be submitted as well. The CD shall be physically destroyed by the testing contractor. If a portable drive was used for storing student answers, all information shall be deleted from the drive and a written statement submitted to the testing contractor confirming this action.

Use of Readers

If listening to a reader is the normal mode through which the student is presented regular print materials, reading assessments may be read to a student on the premise that the intent of reading is to measure comprehension. This shall be documented on the student's IEP, 504 Plan or Program Services Plan. Instruction related to reading performance shall not be replaced by accommodations.

In order for the use of a reader to be allowed during the state-required assessments, the ARC or 504, or Program Services Plan Committee shall have considered under what conditions a student will use a reader or special materials (e.g., Braille, large print, audio or assistive technology) on a routine basis during instruction.

A "reader" shall not inappropriately impact the content being measured. The role of the "reader" described below shall be considered in the context of the student's IEP, 504 Plan or PSP and how the student reads routinely for instructional activities and classroom assessments.

The "reader" shall:

- read the directions, prompts, situations, passages, and stories as written unless the student meets the criteria outlined in this document for "paraphrasing." In this case, the "reader" shall follow the rules for "paraphrasing";
- not use information to lead the student to specific information needed for answering the open-response items or multiple-choice questions;
- re-read the directions, prompts, situations, passages, and stories, only if specifically requested by the student;
- not point out parts of the task, questions, or parts skipped by the student; and
- read individual words or abbreviations that are mispronounced by text or screen readers, if specifically requested by the student.

Use of Scribes

In order for the use of a scribe to be allowed during the state-required assessments, the Admissions and Release Committee, or 504 Committee shall have documentation of the disability's impact on writing and considered under what conditions a student will use a scribe or supplementary aids (e.g., Braille writers, communication boards, audio recorder, assistive technology, notetaker) on a routine basis during instruction. A Program Services Plan may include the use of a scribe for LEP students under limited conditions as described in Section 3 of this Document.

A scribe is not to be used as a replacement for writing instruction or assistive technology. A "scribe" shall not be used for the state-required Assessment if one of the following conditions is present:

- a student does not have a verified disability (e.g., specific learning disability, traumatic brain injury, physical disability, autism, mild mental disabilities) or limited English proficiency which significantly impacts written expression or a physical disability which impedes the motor process of writing;
- a student has the ability to translate thoughts into written language and is motorically able to print, use cursive techniques, or use technology (e.g., word processor; typewriter, augmentative communication device) at a rate commensurate with same age peers;
- the student is able to produce the product, but the product would be more legible if it were scribed (i.e., to enhance written products); or
- the student has a motoric physical disability or severe disability in the area of written expression, but is able to use appropriate technology or assistive technology to respond to the task independent of a “scribe”.

Technology and natural supports shall be used prior to the more intrusive process of using a “scribe” and these strategies should be provided in the normal course of instruction. A “scribe” shall not inappropriately impact the content being measured. A “scribe’s” role shall be to record the student’s work to allow the student to reflect what the student knows and is able to do while providing the student with an alternative means to express his thoughts and knowledge. At no time shall a student’s ideas, revisions, or editing be characterized as teacher-, peer-, or parent-authored. In all components of the state required assessment, a student shall be the sole creator, author, decision-maker and owner of his work. A “scribe” shall record in writing or via word processing student responses consistent with accommodations described in the student’s IEP, 504 Plan or Program Services Plan for instructional activities and classroom assessments.

Specific Test Components - Role of Scribe:

Multiple-choice Questions

If a “scribe” is used to assist students with completing multiple-choice items, the “scribe shall merely record the answer selected by the student. Generally, only students who have physical limitations who are unable to respond to classroom test items by marking answer documents shall use a “scribe.”

Portfolios

When a “scribe” is needed for portfolio development, the “scribe” records what the student dictates word-for-word. The “scribe” shall format, capitalize, and punctuate the student’s writing as directed by the student or with whatever punctuation seems to best reflect the student’s verbal flow of ideas. For example, rising inflection at the end of a spoken phrase shall be indicated by a question mark. Similarly, a pause following the statement of a complete idea shall be indicated by a period. The “scribe” shall do the scribe’s best to punctuate the student’s phrases as they are spoken, without undue deliberation and without subsequent correction. The work of a “scribe” shall accurately reflect the text being dictated by the student. The scribe may also ask the student to spell specific words, indicate words to capitalize, and where to use punctuation. The “scribe” shall not correct grammar, run-on sentences, or organization of the student’s ideas.

During conferencing the teacher may ask the student to read his work aloud or the teacher may read the student's work aloud to determine what changes the student thinks are necessary. The "scribe" shall give the written product to the student to revise and edit. The teacher may ask the student questions. However, the student, as the writer shall decide what to add and delete, how to elaborate and extend ideas, connect his thoughts and clarify purpose, audience, meaning, content, and organization. A student may revise and edit his pieces using technology or manual writing (cursive or printing), or may dictate revisions and edits to the "scribe." A scribe may type a portfolio piece for the student if the student asks for it to be typed and if the student is unable to type for him/herself. However, the student shall be present and participating in the portfolio development.

Since portfolio entries are developed over time as an integral part of instruction, students receiving specially designed instruction and related services as described in an IEP or interventions and accommodations described in a 504 Plan or Program Services Plan shall be writing as part of their normal course of instruction. This shall include writing across content areas (e.g., mathematics, science, social studies, arts and humanities, language arts, practical living/vocational studies).

Open-Response Items

When a "scribe" is needed for assisting students with open-response items, the scribe shall write what the student dictates. Since the purpose of the open-response items is to assess the application of knowledge in the content areas, the "scribe" may record the student's responses using correct spelling, punctuation, and capitalization. The "scribe" shall not correct grammar, run-on sentences, or organization of the student's ideas. A student who qualifies for a scribe may choose to have the scribe keyboard the student's open response on the computer in order to use other writing supports available with assistive technology.

On-Demand Writing

When a student needs a "scribe" to address on-demand writing, the "scribe" shall write what the student dictates. The "scribe" shall follow the directions for use of a "scribe" for portfolios. The "scribe" shall not provide instruction or conference with the student during the on-demand writing prompt. The "scribe" shall not correct grammar, run-on sentences, or organization of the student's ideas. A student who qualifies for a scribe may choose to have the scribe keyboard the student's open response on the computer in order to use other writing supports available with assistive technology.

Local districts and schools shall decide who may be a "scribe" or a "reader" for state required assessment. Although peer tutors are used frequently during instruction, they shall not be used for open-response items, on-demand writing prompts, and multiple-choice items due to the requirements of 703 KAR 5:080 and confidentiality (KRS 160.700 et seq.).

Use of Paraphrasing

Paraphrasing is used to restate printed text or oral communication using other words or forms that are often simpler.

On-demand tasks (i.e., open-response items, multiple-choice questions, and writing prompts) may be paraphrased under the following conditions:

- the student’s IEP includes specific goals and objectives and specially designed instruction related to reading comprehension, language, listening comprehension or describes supplementary aids and services and accommodations necessary for the student to access the general education curriculum (i.e., participation in the regular education program), or the student’s 504 Plan includes intervention strategies and modifications addressing these areas.

A “paraphraser” shall not be a replacement for reading, listening, or oral communication instruction or assistive technology.

Paraphrasing for the state-required Assessment and Accountability Programs shall be consistent with classroom instruction and includes:

- repeating or rephrasing the on-demand tasks, directions, prompt, or situation. This shall include breaking directions and sentences into parts or segments or using similar words or phrases, but shall not include defining words or concepts or telling a student what to do first, second, etc. Stories (reading passages) and content passages may not be paraphrased.

A “paraphraser” shall not inappropriately impact the content being measured.

Use of Extended Time

Students with disabilities who have IEPs, 504 Plans or students with limited English proficiency who have Program Services Plans that stipulate extra time is needed to complete assessments shall be allowed extended time to complete items on state-required tests as long as extended time is an accommodation for assessments and completion of assignments as part of their daily instructional routine. To warrant additional time on the state-required assessment, students shall be making constructive progress on completing their responses and the school shall provide proper supervision to maintain an appropriate assessment atmosphere.

Use of Reinforcement and Behavior Modification Strategies

Students with disabilities who have IEPs or 504 Plans that stipulate the use of reinforcement or behavior modification strategies (e.g., points for being on task, use of technology or online testing to focus attention or reduce stress, or testing in a separate

location outside the regular classroom), and the use of such strategies are implemented during routine instruction, may use these strategies on the state-required Assessment.

If behavior modification strategies are not stipulated in a student's IEP or 504 Plan, they still may be implemented for a student who displays aggressive or disruptive behavior during testing. They shall be administered in the best interest of the student and other students who may be impacted by the behavior. If school staff decide to administer the assessments to the student in a separate location, all standards for appropriate test administration and security shall be maintained. If a student is not making progress in completing the assessment items and the student's behavior impacts the performance of other students, then school staff may remove the student from the assessment situation as they would a student without disabilities. If the test the student is being administered is part of the accountability program, the school shall receive a non-performance score for the student for the unfinished content area of the assessment and the student's score is included in calculations to determine school success.

Use of Manipulatives

Manipulatives may be used to complete the state-required assessments and the development of portfolios if they are a strategy used by the student to solve problems routinely during instruction and the use of manipulatives is described in the student's IEP or 504 Plan or manipulatives are provided as part of the prompts for the state-required Assessments. However, the student shall not be encouraged to use manipulatives if the student has not initiated their use.

Use of Prompting or Cueing

For some individual students with disabilities and/or limited English language proficiency, prompts, cues and notebooks are an essential part of their specially designed instruction or an accommodation depending on the student's disability and/or level of English language proficiency and the impact these have on learning. Evidence from the student's evaluation information and present level of performance shall support the need for these strategies and demonstrate that a student's disability and/or limited English proficiency has impacted the student's acquisition, retrieval, memory or organization of learning, and therefore the student's specially designed instruction and accommodations include memory, organization, retrieval or acquisition strategies or devices. These strategies and devices may take many forms, including technology based formats and strategies.

During classroom instruction these prompts, cues, and notebooks become a collection of tools to assist a student with disabilities in accessing the general education curriculum, organizers for their thinking and work, a management strategy to assist a student in organizing their learning and memory devices (e.g., mnemonics, student reading aloud to

teacher) that foster English language acquisition, life long learning, independence and self cueing strategies. Personal reference notebooks and cue cards, when specified as an accommodation for a student with disabilities and/or limited English proficiency, are specific to the child and consistent with the needs of the individual student and his/her specific disability or limited English proficiency. They are personal and not generic.

The use of these strategies and guides for assessment shall be student initiated and not teacher initiated.

The teacher shall not draw figures, suggest leading sentences, point out steps to follow, or provide content information needed to address test questions or during the administration of the state required assessment.

During “conferencing” for portfolio pieces, the teacher may guide instruction as part of guided practice using strategies such as prompting, cueing, explaining, and restating questions. Teachers may show students with disabilities and/or limited English proficiency who are using technology how to move margins, paragraphs, etc., when creating portfolio entries as part of the instruction to learn word processing skills. However, only the student shall indicate where to move paragraphs, sentences, words and margins.

There may be prompts, personal reference notebooks and/or other materials that are not designed for the purpose of the state required assessment but for instructional purposes. Classroom teachers often have students keep class or personal reference notebooks and develop prompts and cues as part of instruction and as an instructional management strategy. All of the materials that might be included in a personal notebook or cueing system during classroom instruction will not be appropriate for inclusion during administration of the state required assessments. No content information shall be included in graphic organizers and/or cueing systems during test administration.

EXAMPLES AND NON-EXAMPLES OF PROMPTS AND CUES FOR STATE -REQUIRED ASSESSMENTS

NOTE: Graphic organizers and cueing systems used for state-required assessments shall be content free.

Examples Can Be Used in the State Assessment	Non-Examples CANNOT Be Used in the State Assessment
Graphic organizer (e.g. concept/comparison organizer or matrices, Venn diagrams, classification web, KWL chart, metaphor thinking organizer, an organizer for making predictions, flowcharts, sequence chains, web) that the	A graphic organizer completed with content information comparing and contrasting the similarities and differences of geographic locations, a web of subsystems of a habitat, a Venn diagram illustrating relationships between specific human body systems, a

child typically uses to construct responses routinely for assignments and classroom tests.	timeline illustrating historical time periods of specific music, a web classifying animals by body structure, needs, habitat, and geographic locations, a completed prediction organizer about how the changing demographic patterns in the United States may impact business, natural resources, politics and education in 2075.
Cue card with a checklist of the steps for editing, revision, or the writing process.	A cue card, article, or draft of writing with key knowledge or information about a specific artist or the earth's movement.
Cue card, thinking map, questioning guide or matrix with strategies to generate ideas such as brainstorm ideas, generate many ideas, generate different types of ideas, generate unusual ideas, elaborate adding details to the ideas, assess ideas to decide what ideas best match the context of the task.	A completed brainstorming or thinking map with ideas about how to handle bullying or how to welcome new students in the school. A completed thinking map about how to attract new businesses to the community or how a character in a book could handle a situation in different ways, or how to expand arts for children in the community including displays of children's artwork.
A cue card with mathematics formulas, properties, theorems, and right angle relationships (e.g., Grade 8 or 11 Mathematics Reference Sheets) or a cue card providing formulas with an example.	A cue card with mathematics formulas including multiple examples of open-response mathematics problems.
Cue card or web with a mnemonic such as RAP (read, ask yourself a question, put it in your own words).	Cue card or graphic organizer with key concepts and content about the water cycle, human body systems, or Kentucky history.
Technology based graphic organizers content free.	Technology based organizers such as a completed webbing organizer that contains the content of the parts of a plant or major cultural, economic and political influences on art.
Verbal or Written Prompt: "It's time to start."	Verbal or Written Prompt: "Do you think you have written a complete answer?"
Verbal Prompt: "When you are ready to move on to the next section, let me know."	Verbal Prompt: "It looks like you have written a complete and good response. Let's move on to the next section."
Technology created spreadsheet that is	Technology created spreadsheet with

content free.	completed content of demographic patterns in the United States.
Student initiated use of word prediction software with the student making decisions about the word choice.	Teacher directing a student to the best word choice to use.

Interpreters for a Student with a Hearing Impairment

The state-required assessments may be signed (i.e., translated to the student in sign language) for students with disabilities under the following condition:

- the student has a verified disability in the area of hearing to the degree that the student’s development of language (i.e., receptive and expressive) is significantly impacted or the student uses sign language as the normal mode of communication due to his disability;

“Signing” shall not be a replacement for technology or reading instruction. The interpreter shall not indicate correct answers to test items. For example, interpreters shall not define words for students, provide content, or teach vocabulary or concepts during the on-demand writing, open-response, or multiple-choice assessments.

Interpreters who are also scribes shall follow the policies on scribing outlined in this document. Interpreters must adhere to the grammatical equivalent of English without adding to or elaborating on the content.

Use of Simplified Language and Oral Native Language Support for a Student with Limited English Proficiency

The use of simplified language and oral native language support for a student with Limited English Proficiency shall not inappropriately impact the content being measured. These direct linguistic supports shall not be a replacement for providing instruction in English but will be used to support the student’s meaningful participation in English speaking classrooms.

Simplifying language and vocabulary shall not change the overall context of the test materials or the content, but ensures that students understand how to take the test. Specific words may be exchanged, but words cannot be defined as part of simplifying language. Directions for test administration may be described using less complex words (i.e., the word “assessment” becomes “test”) and sentence structure (i.e., break a sentence into smaller sections).

Oral native language support shall be based on a student’s individual language needs as documented in the PSP. This accommodation may range from assistance with specific

vocabulary to a sight translation which means rendering printed English test materials orally in the student's native language. The accommodation of oral native language support may include providing directions orally in a student's native language. The accommodation may also incorporate some simplification of language in the test administration directions.