# Smarter Balanced ELA and Math

## Instructions for Administering Accommodated Tests

## General

This supplemental instruction sheet provides DCs, SCs, and TAs with information on material preparation, administration of accommodated paper forms (standard print, large print, Braille, and Spanish) of the Smarter Balanced ELA and math assessments, recording student responses, and processing materials after testing.

Be sure to provide sufficient time for students to complete testing when administering the accommodated paper forms of the ELA and math assessments.

Braille and large print materials arrive prepackaged in kits. Each test kits includes:

Braille Print Test Kits

The grade and content-appropriate version of the following:

* Braille kit cover sheet
* plastic-bound Braille test booklet with a packet of transcriber’s notes on the inside back cover
* standard print test booklet
* standard print answer booklet
* standard print English glossary
* a secure *ELA Listening Transcript and Session One TA Script of Student Directions* document (ELA, only)

Large Print Test Kits

The grade and content-appropriate version of the following:

* large print kit cover sheet
* large print test booklet
* large print answer booklet
* standard print test booklet
* standard print answer booklet
* large print English glossary
* a secure *ELA Listening Transcript and Session One TA Script of Student Directions* document (ELA, only).

Spanish Print Math Test Materials

The grade-appropriate version of the following:

* Spanish print math test booklet
* Spanish print math answer booklet
* Spanish and English print math glossaries (one of each)

### Before Testing

Alltest and answer booklets must have a student pre-ID label affixed to the front cover. If a student label did not accompany the materials, a label must be printed from TIDE.

Download the appropriate grade and content-specific paper-pencil *TA Script of Student Test Directions* from the WCAP Portal.

### Note: For ELA there will be two TA Scripts, the secure *ELA Listening Transcript and Session One TA Script of Student Directions* that arrived with your material shipment, and the non-secure *TA Script of Student Directions for Sessions 2 and 3*.

### During Testing

The TA will use the paper-pencil *TA Script of Student Directions* to administer the test. All protocols outlined in the *Professional Assessment Standards* and the *Guidelines on Tools, Supports, and Accommodations (GTSA)* must be followed. TAs may also use the directions in the *Simplified Test Directions for Washington State Assessments* to simplify the *TA Script of Student Directions* when this support is identified in a student’s testing plan.

Recording Other Types of Answers

Following guidance outlined in the *GTSA*, students with disabilities may have the option to provide oral responses, taped responses, or written responses on paper other than the test and/or answer booklet provided with the assessment. These responses must be transcribed into the appropriate answer booklet by trained staff.

### After Testing

All answer booklets must be returned to the scoring contractor as scorable materials. Please follow the return instructions provided in your shipment.

#### Large Print and Braille Booklets

Student responses for the large print and Braille tests must be transcribed into the provided standard print answer booklet by a trained TA or other trained staff. Please refer to the *Scribing Protocol for Washington State Assessments* posted on the WCAP Portal for directions. Any responses that are not transcribed into a standard print answer booklet will not be scored.

After transcribing student responses into the standard print answer booklet, the large print and Braille test and answer booklets must be returned to the contractor as non-scorable materials.

The following guidelines must be followed to ensure accurate and fair transcription of student responses:

* All test materials and student responses are secure and confidential. This includes anything that is written on ancillary materials (e.g., scratch paper, glossaries) that were used during the test session.
* Only persons who know Braille should transcribe Braille responses.
* Transcription of student responses must be identical to what the student provides, including grammar, punctuation, and spelling. If a student provides an incomplete response, the transcription must match that incomplete response exactly.
* Transcription should be proofread by a second impartial party to confirm accuracy. Two transcribers should collaborate to transfer the response in cases where a student has provided a graphic in a response.
* When transcription is complete, test booklets and/or student responses on ancillary materials should be immediately returned to the SC and the SC will process and securely store materials to return to the DC. The SC is also responsible for securely destroying ancillary materials with student responses. Retaining copies or disposing of student responses by placing them in the trash or recycling location is not permitted.
* The scribe/transcriber must provide written affirmation to the DC that student responses from the large print and Braille test and/or answer booklets were transcribed to the standard print answer booklets with fidelity. Altering or editing student responses is a direct violation of test security.