ACT® WorkKeys®
Accessibility Supports Guide

National Testing
State Testing

Online and Paper Testing

www.act.org/workkeys
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ABOUT THIS GUIDE

ACT is updating the language of accessibility towards industry standards. This shift will allow for consistency in language across all ACT products.

Terminology consistency:

• **Verbal instructions** refer to the spoken instructions given students by the room supervisor.
• **Test directions** refer to the written directions at the beginning of test sections.
• **Universal Supports** refer to accessibility supports which are available to all students and do not require additional planning.
• **Designated Supports** refer to accessibility supports which need to be planned for.
• **Raised line drawings** is the term for tactile graphics.

The term Personal Needs Profile (PNP) references two aspects of preparation for testing.

• The PNP Worksheet is an optional way to capture accessibility support needs of individual students who may not have their needs identified in a formal educational plan.

**IMPORTANT:** Updating to the new terminology is an iterative process; therefore, there may be inconsistencies in the language in this guide. These will be aligned in future administrations.
# TERMINOLOGY CHANGES FOR 2021–2022

## Timing

<table>
<thead>
<tr>
<th>Previous Name</th>
<th>Updated Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extra Time</td>
<td>Extra Testing Time</td>
</tr>
<tr>
<td>Breaks: Supervised within Each Day</td>
<td>Breaks as needed</td>
</tr>
<tr>
<td>Breaks: Securely Extend Session over Multiple Days</td>
<td>Testing over Multiple Days</td>
</tr>
</tbody>
</table>

## Presentation and Formats

<table>
<thead>
<tr>
<th>Previous Name</th>
<th>Updated Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Sign Language (ASL): Directions Only (English Text)</td>
<td>Interpreter: Sign language interpreter for oral instructions only</td>
</tr>
<tr>
<td>Signing Exact English (SEE): Directions Only (English Text)</td>
<td>Interpreter: Sign language interpreter for oral instructions only</td>
</tr>
<tr>
<td>Braille, Contracted, American Edition (EBAE) (Including Tactile Graphics)</td>
<td>Braille (EBAE, Contracted)</td>
</tr>
<tr>
<td>Tactile Graphics</td>
<td>Braille, Raised Line Drawings</td>
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<tr>
<td>Cued Speech</td>
<td>Cued speech</td>
</tr>
<tr>
<td>American Sign Language (ASL) Test Items (English Text)</td>
<td>Interpreter: Signing Exact English for entire test</td>
</tr>
<tr>
<td>Signing Exact English (SEE): Test Items (English Text)</td>
<td>Interpreter: Signing Exact English for entire test</td>
</tr>
<tr>
<td>Large Print</td>
<td>Large Print (18 pt font)</td>
</tr>
<tr>
<td>Human Reader (English Audio)</td>
<td>Human reader in 1-1 setting that reads the entire test</td>
</tr>
<tr>
<td>Human Reader (English Audio + Orienting Description)</td>
<td>Human reader in 1-1 setting that reads the entire test</td>
</tr>
<tr>
<td>Text-to-speech (English Audio)</td>
<td>Text to Speech</td>
</tr>
<tr>
<td>Text-to-speech (English Audio + Orienting Description)</td>
<td>Text to Speech</td>
</tr>
<tr>
<td>Color Contrast</td>
<td>Change Background Color</td>
</tr>
<tr>
<td>Line Reader Mask</td>
<td>Tool to limit visible text (line reader, straight edge)</td>
</tr>
<tr>
<td>Magnifier</td>
<td>Magnification Device (paper) (non-electronic)</td>
</tr>
<tr>
<td>Browser Zoom Magnification</td>
<td>Zoom</td>
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</table>
## Terminology Changes for 2021–2022

### Response

<table>
<thead>
<tr>
<th>Previous Name</th>
<th>Updated Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abacus</td>
<td>Abacus</td>
</tr>
<tr>
<td>Custom Masking (Answer Machine)</td>
<td>Answer/Custom Masking</td>
</tr>
<tr>
<td>Answer Eliminator</td>
<td>Answer Eliminator</td>
</tr>
<tr>
<td>Highlighter</td>
<td>Highlighter</td>
</tr>
<tr>
<td>Highlighter Tool</td>
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<tr>
<td>Scratch Paper</td>
<td>Scratch Paper</td>
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<tr>
<td>Calculator</td>
<td>Calculator</td>
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<tr>
<td>Electronic Spell Checker</td>
<td>Spell Checker (Electronic)</td>
</tr>
<tr>
<td>Respond in Test Booklet or on Separate Paper</td>
<td>Mark answers in test booklet (No Scantron)</td>
</tr>
<tr>
<td>Dictate Responses</td>
<td>Writer/Scribe to record responses</td>
</tr>
<tr>
<td>Keyboard or AAC + Local Print</td>
<td>Computer for writing section response (paper testing)</td>
</tr>
<tr>
<td>Mark Item for Review</td>
<td>Mark Item for Review</td>
</tr>
</tbody>
</table>

### Setting and Location

<table>
<thead>
<tr>
<th>Previous Name</th>
<th>Updated Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical/Motor Equipment</td>
<td>Assistive devices: furniture, AAC, switches, adaptive keyboard or mouse</td>
</tr>
<tr>
<td>Audio Environment</td>
<td>Auditory Amplification/FM System</td>
</tr>
<tr>
<td>Special Seating/Grouping</td>
<td>Preferential Seating</td>
</tr>
<tr>
<td>Individual Test Administration</td>
<td>One-to-one testing</td>
</tr>
<tr>
<td>Location for Movement</td>
<td>Permission to stand during testing</td>
</tr>
<tr>
<td>N/A</td>
<td>Food, Drink, and Medication for Individuals with Medical Need</td>
</tr>
<tr>
<td>Other Setting</td>
<td>Home/Hospital Testing</td>
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<tr>
<td>Home Administration</td>
<td></td>
</tr>
<tr>
<td>Test Location</td>
<td></td>
</tr>
</tbody>
</table>

### English Learner

<table>
<thead>
<tr>
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<th>Updated Name</th>
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<tbody>
<tr>
<td>Translated Test Directions</td>
<td>Translated test directions</td>
</tr>
<tr>
<td>Word-to-Word Dictionary, ACT-Authorized</td>
<td>Bilingual Word-to-Word Dictionary (ACT-Authorized)</td>
</tr>
</tbody>
</table>
TESTING WITH ACCESSIBILITY SUPPORTS

Types of Accessibility Supports

Accessibility supports permitted during testing are designed to remove barriers to examinee access to the test and honor the content the tests measure.

It is important to abide by all outlined requirements for administering supports.

Types of accessibility supports:

• Universal Supports
• Designated Supports
• English Learner (EL) Supports
• Accommodations

Universal Supports

For paper testing, universal supports are approved by the test coordinator. For online testing, universal supports are available to all students without requiring approval.

Examples of universal supports include, but are not limited to:

• Answer eliminator (online testing only)
• Sheet of scratch paper (online testing only)
• Left-handed desks
• Pencil Grip (paper testing only)

Designated Supports

Designated supports are available to any examinee for whom a need has been identified. Most require advance planning to deliver.

Examples of designated supports include, but are not limited to:

• Testing in a small group or one-to-one
• Food, drink, or access to medication, for examinees with medical needs
• A written copy of the verbal instructions (provided locally)
• Using colored overlays
• Using a magnifier

English Learner (EL) Supports

English learner (EL) supports are available only for examinees who are not proficient in English.
EL supports are limited to:

- ACT-authorized word-to-word bilingual dictionary/glossary
- Translated verbal instructions, provided locally
- Translated written test directions, provided by ACT
- One and one-half time
- Small group testing

**Translated Written Test Directions**

<table>
<thead>
<tr>
<th>Available Translations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arabic</td>
</tr>
<tr>
<td>Chinese Simplified</td>
</tr>
<tr>
<td>Chinese Traditional</td>
</tr>
<tr>
<td>French</td>
</tr>
</tbody>
</table>

**Accommodations**

Accommodations are available only for examinees when documented in an IEP or 504 Plan. Examinees with accommodations must use the designated accommodations test materials. Accommodation test booklets have a circle symbol on the cover. Examinees with the same testing times may test together as a group unless an accommodation requires one-to-one testing.

Examples of accommodations include, but are not limited to:

- Timing/scheduling supports (e.g., extra testing time, testing over multiple days, breaks as needed)
- Audio supports (e.g., pre-recorded audio, human reader using a Reader’s Script)
- Response supports (e.g., writer/scribe to record responses)
- Signing Exact English for entire test
- Alternate formats (e.g., braille, large print)

**Modifications**

Modifications are alterations that are sometimes used during instruction. These change what a test is designed to measure and prevent meaningful interpretation of an examinee’s score. Modifications are not permitted for testing.

**IMPORTANT:** If a modification is made, the test might not be scored.
QUALIFICATION FOR ACCESSIBILITY SUPPORTS

Authorization

The test coordinator identifies examinees who qualify to test with:

- Accommodations—based on their Individualized Education Program (IEP), 504 plan, or other accommodations/supports plan
- English learner (EL) supports—based on limited English proficiency
- Designated supports—based on an identified need

Diagnostic documentation is not provided to ACT.

*Note: Keep written documentation securely on file for one year after testing.*
Determining Accessibility Supports Based on Need

Some options for examinees with visual impairments:
- Braille or large-print test form
- Human reader (using a Reader’s Script for paper testing), pre-recorded audio (USB), or text-to-speech
- Writer/scribe to record responses
- Extra testing time

Some options for examinees with hearing impairments:
- Interpreter for verbal instructions
- A copy of the verbal instructions for the examinee to read
- Signed Exact English for test items
- Extra testing time

Some options for examinees with learning disabilities:
- Human reader (using a Reader’s Script) Text-to-speech, or pre-recorded audio (USB)
- Extra testing time
- Writer/scribe to record responses or Mark Answers in Test Booklet (No Scantron)

Some options for examinees with physical disabilities:
- Writer/scribe to record responses
- Large-print answer document
- Extra testing time

Note: If the examinee responds in an alternate method, testing staff need to carefully transfer responses to be scored.
Administration Report for WorkKeys

The test coordinator lists all examinees testing in the room on an Administration Report. The report includes each examinee's authorized accommodations (e.g., assigned timing and any alternate test format). Use the Administration Report to schedule test sessions and staff and to organize materials for each examinee.

Ensure all examinees listed on an Administration Report are authorized for the same timing.
DESCRIPTIONS OF ACCESSIBILITY SUPPORTS

This section provides high-level overviews and detailed descriptions of accessibility supports. It is divided into two sections:

• Accessibility supports table, which includes the following high-level information:
  ~ Accessibility supports name
  ~ Designation for paper and online tests
  ~ Specific content areas for which it is available
  ~ Testing program

• Detailed descriptions of the accessibility supports, which includes:
  ~ Definition
  ~ Support Type
  ~ Recommended Usage
  ~ Personal Needs Profile Selection
  ~ Notes

Accessibility Supports

For more information about each support in this table, see the next section for detailed descriptions.
## Accessibility Supports

<table>
<thead>
<tr>
<th>Support</th>
<th>Type and Mode</th>
<th>Content Area</th>
<th>Product/Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abacus</td>
<td>• Accommodation for Online Testing</td>
<td>Available for math</td>
<td>• ACT WorkKeys</td>
</tr>
<tr>
<td></td>
<td>• Accommodation for Paper Testing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accessible Calculator (not a standard calculator)</td>
<td>• Accommodation for Online Testing</td>
<td>Available for math</td>
<td>• ACT WorkKeys</td>
</tr>
<tr>
<td></td>
<td>• Accommodation for Paper Testing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Answer Masking</td>
<td>• Universal Support for Online Testing</td>
<td>Available for all tests</td>
<td>• ACT WorkKeys</td>
</tr>
<tr>
<td></td>
<td>• Designated Support for Paper Testing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Answer Eliminator</td>
<td>• Universal Support for Online Testing</td>
<td>Available for all tests</td>
<td>• ACT WorkKeys</td>
</tr>
<tr>
<td></td>
<td>• Designated Support for Paper Testing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistive Technology</td>
<td>• Designated Support for Online Testing</td>
<td>Available for all tests</td>
<td>• ACT WorkKeys</td>
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<tr>
<td></td>
<td>• Designated Support for Paper Testing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audio Amplification/FM System</td>
<td>• Designated Support for Online Testing</td>
<td>Available for all tests</td>
<td>• ACT WorkKeys</td>
</tr>
<tr>
<td></td>
<td>• Designated Support for Paper Testing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bilingual Word-to-Word Dictionary (from ACT-Authorized list)</td>
<td>• Accommodation and English Learner Support for Online Testing</td>
<td>Available for all tests</td>
<td>• ACT WorkKeys</td>
</tr>
<tr>
<td></td>
<td>• Accommodation and English Learner Support for Paper Testing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Braille</td>
<td>• Braille is an Accommodation for Paper Testing</td>
<td>Braille is available for all tests</td>
<td>• ACT WorkKeys</td>
</tr>
<tr>
<td></td>
<td>• Raised Line Drawings are an Accommodation for Online Testing</td>
<td>Raised line drawings are available for math and science tests</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Raised Line Drawings are an Accommodation for Paper Testing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breaks as Needed</td>
<td>• Accommodation for Online Testing</td>
<td>Available for all tests</td>
<td>• ACT WorkKeys</td>
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<tr>
<td></td>
<td>• Accommodation for Paper Testing</td>
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<td></td>
</tr>
<tr>
<td>Color Contrast/Overlay</td>
<td>• Universal Support for Online Testing</td>
<td>Available for all tests</td>
<td>• ACT WorkKeys</td>
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<tr>
<td></td>
<td>• Designated Support for Paper Testing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Support</td>
<td>Type and Mode</td>
<td>Content Area</td>
<td>Product/Program</td>
</tr>
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<td>-------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
<td>----------------------------</td>
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</tr>
<tr>
<td>Countdown Timer</td>
<td>• Universal Support for Online Testing • Designated Support for Paper Testing</td>
<td>Available for all tests</td>
<td>ACT WorkKeys</td>
</tr>
<tr>
<td>Examinee Responds in an Alternate Method</td>
<td>• Accommodation for Online Testing • Accommodation for Paper Testing</td>
<td>Available for all tests</td>
<td>ACT WorkKeys</td>
</tr>
<tr>
<td>Extra Testing Time</td>
<td>• Accommodation and English Learner Support for Online Testing • Accommodation and English Learner Support for Paper Testing</td>
<td>Available for all tests</td>
<td>ACT WorkKeys</td>
</tr>
<tr>
<td>Food, Drink, and Medication for Individuals with Medical Need</td>
<td>• Designated Support for Online Testing • Designated Support for Paper Testing</td>
<td>Available for all tests</td>
<td>ACT WorkKeys</td>
</tr>
<tr>
<td>Highlighter</td>
<td>• Universal Support for Online Testing • Designated Support for Paper Testing</td>
<td>Available for all tests</td>
<td>ACT WorkKeys</td>
</tr>
<tr>
<td>Home/Hospital Testing</td>
<td>• Designated Support for Online Testing • Designated Support for Paper Testing</td>
<td>Available for all tests</td>
<td>ACT WorkKeys</td>
</tr>
<tr>
<td>Human Reader</td>
<td>• Accommodation for Paper Testing</td>
<td>Available for all tests</td>
<td>ACT WorkKeys</td>
</tr>
<tr>
<td>Interpreter (Sign Language)</td>
<td>• Designated Support to Translate Verbal Instructions for Online Testing • Designated Support to Translate Verbal Instructions for Paper Testing • Accommodation to Translate Test Directions for Online Testing • Accommodation to Translate Test Directions for Paper Testing</td>
<td>Available for all tests</td>
<td>ACT WorkKeys</td>
</tr>
<tr>
<td>Large Print (18 pt font) Materials</td>
<td>• Accommodation for Paper Testing</td>
<td>Available for all tests</td>
<td>ACT WorkKeys</td>
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</table>
## Accessibility Supports (continued)

<table>
<thead>
<tr>
<th>Support</th>
<th>Type and Mode</th>
<th>Content Area</th>
<th>Product/Program</th>
</tr>
</thead>
</table>
| Late Start Testing                           | • Accommodation for Online Testing  
• Accommodation for Paper Testing | Available for all tests       | • ACT WorkKeys    |
| Magnification Device (paper) (non-electronic) | • Universal Support for Online Testing  
• Designated Support for Paper Testing | Available for all tests       | • ACT WorkKeys    |
| notification countdown timer                  | • Universal Support for Online Testing  
• Universal Support for Paper Testing | Available for all tests       | • ACT WorkKeys    |
| Pre-Recorded Audio (USB)                      | • Accommodation for Paper Testing | Available for all tests       | • ACT WorkKeys    |
| Preferential Seating                         | • Designated Support for Online Testing  
• Designated Support for Paper Testing | Available for all tests       | • ACT WorkKeys    |
| Printed Copy of Verbal Instructions, Provided Locally | • Designated Support for Online Testing  
• Designated Support for Paper Testing | Available for all tests       | • ACT WorkKeys    |
| Testing over Multiple Days                   | • Accommodation for Online Testing  
• Accommodation for Paper Testing | Available for all tests       | • ACT WorkKeys    |
| Text-to-Speech                               | • Accommodation for Online Testing  
• Accommodation for Paper Testing | Available for all tests       | • ACT WorkKeys    |
| Translated Verbal Instructions in Native Language, Delivered as a Printed Copy, Provided Locally | • English Language Support for Online Testing  
• English Language Support for Paper Testing | Available for all tests       | • ACT WorkKeys    |
| Translated Written Test Directions, Provided by ACT | • Accommodation and English Learner Support for Paper Testing | Available for all tests       | • ACT WorkKeys    |
## Accessibility Supports (continued)

<table>
<thead>
<tr>
<th>Support</th>
<th>Type and Mode</th>
<th>Content Area</th>
<th>Product/Program</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Visual Environment</strong></td>
<td>• Designated Support for Online Testing</td>
<td>Available for all tests</td>
<td>• ACT WorkKeys</td>
</tr>
<tr>
<td></td>
<td>• Designated Support for Paper Testing</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Wheelchair Accessibility</strong></td>
<td>• Designated Support for Online Testing</td>
<td>Available for all tests</td>
<td>• ACT WorkKeys</td>
</tr>
<tr>
<td></td>
<td>• Designated Support for Paper Testing</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Work on Scratch Paper</strong></td>
<td>• Universal Support to Use Sheets of Scratch Paper for Online Testing</td>
<td>Available for all tests</td>
<td>• ACT WorkKeys</td>
</tr>
<tr>
<td></td>
<td>• Designated Support to Use Sheets of Scratch Paper for Paper Testing</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Writer/Scribe to Record Responses</strong></td>
<td>• Accommodation for Online Testing</td>
<td>Available for all tests</td>
<td>• ACT WorkKeys</td>
</tr>
<tr>
<td></td>
<td>• Accommodation for Paper Testing</td>
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</tr>
</tbody>
</table>
Detailed Description of Supports

The following detailed description of supports topics contain definitions, type, recommended usage, and requirements for using specific supports.

**Abacus**
Definition: An instrument for performing calculations by sliding counters along rods or in grooves
Type: Accommodation
Recommended Usage: Examinees with visual impairments
Notes: This accommodation may only be used for the mathematics test.

**Accessible Calculator**
Definition: A calculator with features that make it usable for examinees with visual impairments, such as large key, braille, or talking. This is not the same as a standard calculator.
Type: Accommodation
Recommended Usage: Examinees with visual impairments
Notes: Examinees using talking calculators may test in a group if they have headphones. If headphones are not used, examinees must test individually. If the keys or screen are larger than 1 inch, the examinee must be seated so other examinees can not view the calculator (e.g. in the back row). Calculators may only be used on the mathematics test.

**Answer Masking**
Definition:
- Answer Masking—online testing: Multiple-choice answers are covered. The examinee uncovers choices when ready.
- Custom Masking—online testing: Sections of the screen are covered by a box which varies in size and location.
- Answer Masking—paper testing: Blank paper or cards are used to cover portions of the test booklet and/or answer document.
Type:
- Universal Support for Online Testing
- Designated Support for Paper Testing
Recommended Usage: Examinees who have difficulty with visual clutter
Notes: All extra paper must be examined at the end of each test section to ensure there are no marks or notes. Paper with writing of any type must be collected and not returned to the examinee. Replacing with blank paper is allowed.

**Answer Eliminator**
Definition: Crossing out multiple-choice answers to help determine the correct response
Type:
- Universal Support for Online Testing
- Designated Support for Paper Testing

Recommended Usage: Examinees who use similar strategies during instruction

Notes: Examinees use a system tool to cross out answers for online testing. Examinees cross out responses in the test booklet for paper testing; however, only answers on their answer sheet will be scored.

**Assistive Technology (as requested by student)**

Definition: Assistive technologies are specialized tools which allow access to the test. These include adaptive keyboards, mouse, specialized seating, Augmentative Alternative Communication (AAC) devices, switches, or other assistive devices.

Type:
- Designated Support for Online Testing
- Designated Support for Paper Testing

Recommended Usage: Examinees with physical impairments, examinees with motor control difficulties, examinees with difficulties producing speech

Notes: Local printing of examinee responses and/or transcription of responses may be required for scoring depending on the assistive technology used. No test materials may be copied or downloaded onto the assistive device. If using digital projection, this requires one-to-one testing. Extra testing time may also be authorized based on the support provided.

**Audio Amplification/FM System**

Definition:
- Audio amplification–online testing: Examinees wear headphones and raise or lower volume, as needed.
- FM system–online and paper testing: The room supervisor wears a microphone that wirelessly transmits directly to examinee's hearing device.

Type:
- Designated Support for Online Testing
- Designated Support for Paper Testing

Recommended Usage: Examinees with hearing impairments who wear hearing aids, have cochlear implants, or who use an FM system

Notes: Examinee's hearing aids do not require authorization for use during testing. If examinees are unable to use headphones with audio amplification, they must test one-to-one. ACT does not promote or provide guidelines for Bluetooth usage.

**Bilingual Word-to-Word Dictionary**

Definition: A reference source in print containing words in English, and the equivalent word in another language

Type: English Learner Support

Recommended Usage: Examinees who are not proficient in English, but have sufficient English to use the support effectively

Notes: Extra time may also be authorized. Only ACT-authorized dictionaries may be used: [https://www.act.org/content/dam/act/unsecured/documents/ACT-ApprovedBilingualDictionariesList.pdf](https://www.act.org/content/dam/act/unsecured/documents/ACT-ApprovedBilingualDictionariesList.pdf)
Braille

Definition: Braille is a form of written language in which characters are represented by patterns of raised dots that are felt with the fingertips.

English Braille American Edition (EBAE) was used as the braille code until Unified English Braille (UEB) was adopted. UEB is used internationally for English braille.

Nemeth is a code developed in the United States for mathematics and science notation. EBAE is used in conjunction with Nemeth. UEB has its own mathematics and science notation, but may also be used in conjunction with Nemeth.

Graphics for braille are called raised line drawings. Charts, graphs, maps, diagrams, models, and symbols are translated into raised line drawings using multiple line heights, dashes, and textures to be felt by the fingertips. Raised line drawings often use labels to assist in understanding the tactile representation.

Raised line drawings are used in conjunction with:

- text-to-speech for online testing
- pre-recorded audio or a human reader for paper testing

Type: Accommodation

Recommended Usage: Examinees with visual impairments, including blindness, who are proficient in reading braille

Notes: It is important that the test coordinator provide the correct braille format for the examinee. Transcription of responses in braille must be translated and transcribed to be scored, entered exactly as provided by the examinee. Examinees authorized for braille should be provided triple time.

Breaks as Needed

Definition: Breaks with the test time paused, in addition to breaks scheduled for all examinees.

Type: Accommodation

Recommended Usage: Examinees with medical conditions which require immediate response, examinees with behavioral concerns which require sensory breaks for calming

Notes: Examinees indicate when they need to take a break, and when they are ready to resume testing. Examinees may not interact with other examinees when taking a break. There may be a time limit for breaks as needed listed in the administration manual. Breaks may not be overnight.

Color Contrast/Overlay

Definition: Ability to adjust the contrast between the background and text

- Examinees may select from preset text and background combinations.
- Examinees may use color overlays to adjust the contrast in the test booklet.

Type:

- Universal Support for Online Testing
- Designated Support for Paper Testing

Recommended Usage: Examinees with visual impairments or examinees who experience eye fatigue when reading black text on a white background

Notes: Overlays provided by examinee must be inspected prior to testing and post testing to ensure there is no writing on the overlay.
Countdown Timer
Definition: A timing device which shows the time allowed for the test and counts down to no time remaining when the administration starts
Type:
• Universal Support for Online Testing
• Designated Support for Paper Testing
Recommended Usage: Examinees who require a visual representation of time remaining in a test session, such as examinees who are deaf

Examinee Responds in an Alternate Method
Definition: Examinee indicates answers on paper or in the test booklet. This includes but is not limited to eye gaze, braille responses, pointing with a finger/arm, and circling response in the test booklet. Responses are transcribed in the testing platform to be scored for online testing. Responses are transcribed on the answer document to be scored for paper testing.
Type: Designated Support for Paper Testing
Recommended Usage: Examinees with visual impairments, examinees with fine motor control concerns, examinees with a broken hand or arm who do not use a scribe
Notes: Examinee responses must be transcribed at school in order to be scored.

Extra Testing Time
Definition: Additional time to complete testing—one and one-half time, double time, or triple time
Type: Accommodation
Recommended Usage: Examinees with a learning disability who require additional processing time
Notes: Using extra time is a skill, and should not be provided without prior instruction on time management. Timing is part of test standardization. Providing extra time to examinees who do not require it to access the test may result in scores which are not representative of the examinee’s skills.

Food, Drink, and Medication for Individuals with Medical Needs
Definition: Snacks, drinks, and/or medication allowed in the testing environment when it otherwise would not be allowed
Type
• Designated Support for Online Testing
• Designated Support for Paper Testing
Recommended Usage: Examinees with medical conditions who require access to food, drinks, or medication. Care must be taken so damage to the computer or test booklet does not occur.

Highlighter
Definition: Examinees may draw attention to sections of text by marking them with a color
Type:
• Universal Support for Online Testing
• Designated Support for Paper Testing
Recommended Usage: Examinees with visual or reading impairments who benefit from using a controlled color method for focusing, in everyday or academic settings
Notes: Highlighters may not be used on the answer document, as it may interfere with the scoring equipment.

Home/Hospital Testing
Definition: Allowing examinees to test in a secure location other than the usual test environment such as their home or a hospital
Type: Designated Support
Recommended Usage: Examinees with medical concerns, anxiety, or other conditions who are unable to test with other examinees, or examinees who are not allowed in the standard test environment
Note: A written chain of custody must be maintained for the test materials.

Human Reader
Definition: The room supervisor reads aloud to one examinee using the provided Reader’s Script in English.
Type: Accommodation
Recommended Usage: Examinees with a learning disability in reading decoding or comprehension
Notes: Recommend examinees authorized for a human reader are also assigned triple time (extra testing time), as that is the length of time required to orally present the test. Requires time for shipment of materials. The human reader must sign an agreement on test day. The examinee must be tested one-to-one.

Interpreter (Sign Language)
Definition: A qualified individual who translates spoken language into a visual (sign) language for the examinee
Type:
• Designated Support when orally (or visually) translating the verbal instructions using American Sign Language (ASL), Signing Exact English (SEE), and cued speech
• English Learner Support when translating the verbal instructions into the examinee’s native language
• Accommodation when translating the test directions and test items using Signed Exact English (SEE) and cued speech following the Reader’s Script
Recommended Usage:
• Examinees with a hearing impairment who use sign language as their primary mode of communication
• Examinees identified as English learners

Large Print
Definition: Test booklets and answer documents printed in 18-point font, instead of the standard 10-point font
Type: Accommodation for paper based testing.
Recommended Usage: Examinees with visual impairments
Late Start Testing
Definition: Testing does not need to begin first thing in the morning
Type: Accommodation
Recommended Usage: Examinees who take medication which affects their ability to stay focused or causes drowsiness
Note: Examinees should be reminded not to share test content with peers who are on a different test schedule to minimize exposure to secure test content.

Magnification Device/Zoom
Definition:
• Browser Zoom: Enlarging what is displayed on screen using keyboard shortcuts (e.g., Ctrl +)
• Magnification: Embedded tool to enlarge a section of the screen
• CCTV: Technology to enlarge the test booklet
• Magnifier: A hand-held device (e.g., a magnifying glass or full page magnifier) to enlarge printed text and graphics
Type:
• Universal Support for online testing
• Designated Support for paper testing
Recommended Usage: Examinees with visual impairments
Notes: When using browser zoom, examinees may need to scroll to view all text and graphics. A larger screen will provide more visual real estate for enlarged text. Examinees should be seated so other examinees in test room cannot see the enlarged text or screen.

Mark Item for Review
Definition: Flag items to return to them later
Type:
• Universal Support for online testing
• Designated Support for paper testing
Recommended Usage: Examinees who want to go back to a question and verify their answer choice

Notification of Time Remaining
Definition: Alternate notification of time remaining, such as note cards
Type: Designated Support
Recommended Usage: Examinees with a hearing impairment, including examinees who are deaf
Notes: The method of notification of time remaining should be determined in advance with the examinee.
Pre-Recorded Audio (USB)
Definition: Recording of the Reader's Script provided on USB
Type: Accommodation for paper testing
Recommended Usage: Examinees with a learning disability in reading decoding or comprehension
Notes: Pre-recorded audio may be used in a group setting if each examinee has headphones and can advance through the test independently.

Preferential Seating
Definition: Specific seat location (e.g., sitting in the front to see sign-language interpreter), or testing in a small group or one-to-one
Type: Designated Support
Recommended Usage: Examinees with sensory concerns, examinees who are easily distracted, examinees with behaviors that may distract others

Printed Copy of the Verbal Instructions
Definition: Examinees may be provided a printed copy of the verbal instructions (the instructions that are included in the administration manual that the room supervisor reads aloud to examinees when administering the test).
Type: Designated Support
Recommended Usage: Examinees who have difficulty following the verbal instructions and examinees with a hearing impairment who need to follow along with what is being said by the room supervisor

Testing over Multiple Days
Definition: Tests are administered on more than one day
Type: Accommodation
Recommended Usage: Examinees with medical conditions which affect stamina
Notes: Each test must be completed in one sitting (one day). One or more tests may be administered in a day. Tests do not need to be administered over consecutive days. Examinees should be reminded not to share test content with peers who are on a different test schedule to minimize exposure to secure test content.

Text-to-Speech
Definition: Converts on-screen test directions and test items into spoken voice output. Orienting descriptions tell examinees where they are on the screen.
Type: Accommodation for online testing
Recommended Usage: Examinees with a learning disability in reading comprehension or decoding, or examinees with a visual impairment
Notes: When administered in a small group, each examinee must have their own headphones. Text-to-speech is available in English.
Translated Verbal Instructions
Definition: Verbal instructions (the instructions that are included in the administration manual that the room supervisor reads aloud to examinees when administering the test) are translated into the examinee's native language for all examinees in the test room, delivered verbally or as a printed copy.
Type: English Learner Support
Recommended Usage: Examinees who are not proficient in listening and comprehending verbal instructions in English.
Notes: Translators (interpreters) may not be related to the examinees in the room. The printed copy of translated verbal instructions, provided locally, must be based as precisely as possible on the English instructions.

Translated Written Test Directions
Definition: Copy of the test directions (the directions found in the test booklet that the examinee reads when taking the test), which are translated into languages other than English.
Type: Accommodations and English Learner Support
Recommended Usage: Examinees who are not proficient in English, and are literate in their native language.
Notes: Translated test directions are provided by ACT in a limited number of languages. Local translations of test directions may not be used during testing.

Visual Environment
Definition: The test environment is adjusted based on identified examinee need. This may include, but is not limited to minimizing visual clutter, brighter or dimmer lighting, or seating to minimize glare or increase natural light.
Type: Designated Support
Recommended Usage: Examinees with visual impairments, examinees with migraines.
Notes: The environment should be adjusted in addition to the general preparation of a test room to remove academic material.

Wheelchair Accessibility
Definition: Examinees who use a wheelchair must be able to enter and exit the test facility and room. Table heights may need to be adjusted to accommodate the examinee. If the test environment is not on the main level, access to elevators or ramps must be available.
Type: Designated Support
Recommended Usage: Examinees for whom walking is difficult or impossible due to illness, injury, or disability.

Work on Scratch Paper
Definition: Calculating, writing, or drawing to help determine an answer.
Type:
- Universal Support to Use Sheets of Scratch Paper for Online Testing
Recommended Usage: Examinees who use similar strategies during instruction.
Writer/Scribe to Record Responses

Definition: A qualified individual marks responses for the examinee, during testing

Type: Accommodation

Recommended Usage: Examinees with motor disabilities which impede their ability to independently write

Personal Needs Profile Selection: Dictate Responses

Notes: Requires the scribe to sign an agreement on test day. The scribe must be proficient in English. A scribe should not be used based solely on difficulty in marking responses. Use of a scribe is a skill that is developed over time, and should not be used for the first time during testing, unless it is due to an unforeseeable circumstance, such as a broken hand or arm. This must be a one-to-one administration. Use of a scribe will require authorization of extra testing time.