

2020 | 2021

ACT[®] WorkKeys[®]

Accessibility Supports Guide

National Testing
State Testing

Online and Paper Testing

ACT[®] 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 2020–2021

Timing

Previous Name	Updated Name
Extra Time	Extra Testing Time
Breaks: Supervised within Each Day	Breaks as needed
Breaks: Securely Extend Session over Multiple Days	Testing over Multiple Days

Presentation and Formats

Previous Name	Updated Name
American Sign Language (ASL): Directions Only (English Text)	Interpreter: Sign language interpreter for oral instructions only
Signing Exact English (SEE): Directions Only (English Text)	Interpreter: Sign language interpreter for oral instructions only
Braille, Contracted, American Edition (EBAE) (Including Tactile Graphics)	Braille (EBAE, Contracted)
Tactile Graphics	Braille, Raised Line Drawings
Cued Speech	Cued speech
American Sign Language (ASL) Test Items (English Text)	Interpreter: Signing Exact English for entire test
Signing Exact English (SEE): Test Items (English Text)	Interpreter: Signing Exact English for entire test
Large Print	Large Print
Human Reader (English Audio)	Human reader in 1-1 setting that reads the entire test
Human Reader (English Audio + Orienting Description)	Human reader in 1-1 setting that reads the entire test
Text-to-speech (English Audio)	Text to Speech
Text-to-speech (English Audio + Orienting Description)	Text to Speech
Color Contrast	Change Background Color
Line Reader Mask	Tool to limit visible text (line reader, straight edge)
Magnifier	Zoom
Browser Zoom Magnification	Zoom

Response

Previous Name	Updated Name
Abacus	Abacus
Custom Masking (Answer Machine)	Answer/Custom Masking
Answer Eliminator	Answer Eliminator
Highlighter	Highlighter
Highlighter Tool	
Scratch Paper	Scratch Paper
Calculator	Calculator
Electronic Spell Checker	Spell Checker (Electronic)
Respond in Test Booklet or on Separate Paper	Mark answers in test booklet (No Scantron)
Dictate Responses	Writer/Scribe to record responses
Keyboard or AAC + Local Print	Computer for writing section response (paper-based testing) Examinee Responds in an Alternate Method
Mark Item for Review	Mark Item for Review

Setting and Location

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

English Learner

Previous Name	Updated Name
Translated Test Directions	Translated test directions
Word-to-Word Dictionary, ACT-Authorized	Bilingual Word-to-Word Dictionary (ACT-Authorized)

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**

Testing with Universal Supports

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

Testing with 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

Testing with English Learner (EL) Supports

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

EL supports are limited to:

- Bilingual Word-to-Word Dictionary
- Translated verbal instructions, provided locally

- Translated written test directions, provided by ACT
- One and one-half time
- Small group testing

Translated Written Test Directions

Available Translations		
Arabic	German	Somali
Chinese Simplified	Haitian Creole	Spanish
Chinese Traditional	Korean	Tagalog
French	Russian	Vietnamese

Testing with Accommodations

Accommodations are available only for examinees with disabilities as documented in an IEP, 504 Plan, or other accommodations/supports 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 , text-to-speech)
- Response supports (e.g., scribe to record responses)
- Sign language interpreter using a Reader’s Script for test items
- 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
- Scribe to mark responses or a large-print answer document
- 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
- Interpreter for test questions (using a Reader's Script for paper testing)
- 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
- Scribe to mark responses

Some options for examinees with physical disabilities:

- Scribe to mark 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.

- 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

Support	Type and Mode	Content Area	Product/Program
Abacus	<ul style="list-style-type: none"> Accommodation for Online Testing Accommodation for Paper Testing 	<ul style="list-style-type: none"> Available for math 	<ul style="list-style-type: none"> ACT WorkKeys
Accessible Calculator (not a standard calculator)	<ul style="list-style-type: none"> Accommodation for Online Testing Accommodation for Paper Testing 	<ul style="list-style-type: none"> Available for math 	<ul style="list-style-type: none"> ACT WorkKeys
Answer/Custom Masking	<ul style="list-style-type: none"> Universal Support for Online Testing Designated Support for Paper Testing 	<ul style="list-style-type: none"> Available for all tests 	<ul style="list-style-type: none"> ACT WorkKeys
Answer Eliminator	<ul style="list-style-type: none"> Universal Support for Online Testing Designated Support for Paper Testing 	<ul style="list-style-type: none"> Available for all tests 	<ul style="list-style-type: none"> ACT WorkKeys
Assistive Devices	<ul style="list-style-type: none"> Designated Support for Online Testing Designated Support for Paper Testing 	<ul style="list-style-type: none"> Available for all tests 	<ul style="list-style-type: none"> ACT WorkKeys
Audio Amplification/FM System	<ul style="list-style-type: none"> Designated Support for Online Testing Designated Support for Paper Testing 	<ul style="list-style-type: none"> Available for all tests 	<ul style="list-style-type: none"> ACT WorkKeys
Bilingual Word-to-Word Dictionary (ACT-Authorized)	<ul style="list-style-type: none"> Accommodation and English Learner Support for Online Testing Accommodation and English Learner Support for Paper Testing 	<ul style="list-style-type: none"> Available for all tests 	<ul style="list-style-type: none"> ACT WorkKeys
Braille, Raised Line Drawings	<ul style="list-style-type: none"> Braille is an Accommodation for Paper Testing Raised Line Drawings are an Accommodation for Online Testing Raised Line Drawings are an Accommodation for Paper Testing 	<ul style="list-style-type: none"> Braille is available for all tests Raised Line Drawings are available for math and science 	<ul style="list-style-type: none"> ACT WorkKeys
Breaks as Needed	<ul style="list-style-type: none"> Accommodation for Online Testing Accommodation for Paper Testing 	<ul style="list-style-type: none"> Available for all tests 	<ul style="list-style-type: none"> ACT WorkKeys
Color Contrast/Overlay	<ul style="list-style-type: none"> Universal Support for Online Testing Designated Support for Paper Testing 	<ul style="list-style-type: none"> Available for all tests 	<ul style="list-style-type: none"> ACT WorkKeys

Accessibility Supports (continued)

Support	Type and Mode	Content Area	Product/Program
Countdown Timer	<ul style="list-style-type: none"> • Universal Support for Online Testing • Designated Support for Paper Testing 	<ul style="list-style-type: none"> • Available for all tests 	<ul style="list-style-type: none"> • ACT WorkKeys
Dictate Responses to a Scribe	<ul style="list-style-type: none"> • Accommodation for Online Testing • Accommodation for Paper Testing 	<ul style="list-style-type: none"> • Available for all tests 	<ul style="list-style-type: none"> • ACT WorkKeys
Examinee Responds in an Alternate Method	<ul style="list-style-type: none"> • Accommodation for Online Testing • Accommodation for Paper Testing 	<ul style="list-style-type: none"> • Available for all tests 	<ul style="list-style-type: none"> • ACT WorkKeys
Extra Testing Time	<ul style="list-style-type: none"> • Accommodation and English Learner Support for Online Testing • Accommodation and English Learner Support for Paper Testing 	<ul style="list-style-type: none"> • Available for all tests 	<ul style="list-style-type: none"> • ACT WorkKeys
Food, Drink, and Medication for Individuals with Medical Need	<ul style="list-style-type: none"> • Designated Support for Online Testing • Designated Support for Paper Testing 	<ul style="list-style-type: none"> • Available for all tests 	<ul style="list-style-type: none"> • ACT WorkKeys
Highlighter	<ul style="list-style-type: none"> • Universal Support for Online Testing • Designated Support for Paper Testing 	<ul style="list-style-type: none"> • Available for all tests 	<ul style="list-style-type: none"> • ACT WorkKeys
Human Reader	<ul style="list-style-type: none"> • Accommodation for Paper Testing 	<ul style="list-style-type: none"> • Available for all tests 	<ul style="list-style-type: none"> • ACT WorkKeys
Interpreter	<ul style="list-style-type: none"> • Designated Support to Translate Verbal Instructions for Online Testing • Designated Support to Translate Verbal Instructions for Paper Testing • Accommodation to Translate Test Directions and Test Items for Online Testing • Accommodation to Translate Test Directions and Test Items for Paper Testing 	<ul style="list-style-type: none"> • Available for all tests 	<ul style="list-style-type: none"> • ACT WorkKeys
Keyboard Navigation	<ul style="list-style-type: none"> • Universal Support for Online Testing 	<ul style="list-style-type: none"> • Available for all tests 	<ul style="list-style-type: none"> • ACT WorkKeys
Large Print Materials	<ul style="list-style-type: none"> • Accommodation for Paper Testing 	<ul style="list-style-type: none"> • Available for all tests 	<ul style="list-style-type: none"> • ACT WorkKeys

Accessibility Supports (continued)

Support	Type and Mode	Content Area	Product/Program
Magnification Device/ Zoom	<ul style="list-style-type: none"> • Universal Support for Online Testing • Designated Support for Paper Testing 	<ul style="list-style-type: none"> • Available for all tests 	<ul style="list-style-type: none"> • ACT WorkKeys
Mark Item for Review	<ul style="list-style-type: none"> • Universal Support for Online Testing • Universal Support for Paper Testing 	<ul style="list-style-type: none"> • Available for all tests 	<ul style="list-style-type: none"> • ACT WorkKeys
Notification of Time Remaining alternative method to verbal notification countdown timer	<ul style="list-style-type: none"> • Designated Support for Online Testing • Designated Support for Paper Testing 	<ul style="list-style-type: none"> • Available for all tests 	<ul style="list-style-type: none"> • ACT WorkKeys
Pre-Recorded Audio	<ul style="list-style-type: none"> • Accommodation for Paper Testing 	<ul style="list-style-type: none"> • Available for all tests 	<ul style="list-style-type: none"> • ACT WorkKeys
Printed Copy of Verbal Instructions, Provided Locally	<ul style="list-style-type: none"> • Designated Support for Online Testing • Designated Support for Paper Testing 	<ul style="list-style-type: none"> • Available for all tests 	<ul style="list-style-type: none"> • ACT WorkKeys
Seating/Grouping	<ul style="list-style-type: none"> • Designated Support and English Learner Support for Online Testing • Designated Support and English Learner Support for Paper Testing 	<ul style="list-style-type: none"> • Available for all tests 	<ul style="list-style-type: none"> • ACT WorkKeys
Testing at Optimum Time	<ul style="list-style-type: none"> • Accommodation for Online Testing • Accommodation for Paper Testing 	<ul style="list-style-type: none"> • Available for all tests 	<ul style="list-style-type: none"> • ACT WorkKeys
Testing over Multiple Days	<ul style="list-style-type: none"> • Accommodation for Online Testing • Accommodation for Paper Testing 	<ul style="list-style-type: none"> • Available for all tests 	<ul style="list-style-type: none"> • ACT WorkKeys
Test Location: Administration at Home or Care Facility	<ul style="list-style-type: none"> • Designated Support for Online Testing • Designated Support for Paper Testing 	<ul style="list-style-type: none"> • Available for all tests 	<ul style="list-style-type: none"> • ACT WorkKeys
Text-to-Speech	<ul style="list-style-type: none"> • Accommodation for Online Testing • Accommodation for Paper Testing 	<ul style="list-style-type: none"> • Available for all tests 	<ul style="list-style-type: none"> • ACT WorkKeys
Translated Verbal Instructions in Native Language, Delivered Verbally or as a Printed Copy, Provided Locally	<ul style="list-style-type: none"> • English Learner Support for Online Testing • English Learner Support for Paper Testing 	<ul style="list-style-type: none"> • Available for all tests 	<ul style="list-style-type: none"> • ACT WorkKeys

Accessibility Supports (continued)

Support	Type and Mode	Content Area	Product/Program
Translated Written Test Directions, Provided by ACT	<ul style="list-style-type: none"> • Accommodation and English Learner Support for Paper Testing 	<ul style="list-style-type: none"> • Available for all tests 	<ul style="list-style-type: none"> • ACT WorkKeys
Visual Environment	<ul style="list-style-type: none"> • Designated Support for Online Testing • Designated Support for Paper Testing 	<ul style="list-style-type: none"> • Available for all tests 	<ul style="list-style-type: none"> • ACT WorkKeys
Wheelchair Accessible Room	<ul style="list-style-type: none"> • Designated Support for Online Testing • Designated Support for Paper Testing 	<ul style="list-style-type: none"> • Available for all tests 	<ul style="list-style-type: none"> • ACT WorkKeys
Work on Scratch Paper	<ul style="list-style-type: none"> • Universal Support to Use Sheets of Scratch Paper for Online Testing • Designated Support to Use Sheets of Scratch Paper for Paper Testing • Universal Support to Use the Test Booklet as Scratch Paper for Paper Testing 	<ul style="list-style-type: none"> • Available for all tests 	<ul style="list-style-type: none"> • ACT WorkKeys

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. Calculators may only be used on the mathematics test.

Answer/Custom 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/Custom 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

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.

Assistive Devices

Definition: Assistive devices 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

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

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

Notes: 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>

Braille, Raised Line Drawings

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

Countdown Timer

Definition: A timing device which shows the time allowed for the test and counts down 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

Dictate Responses to a Scribe

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.

Examinee Responds in an Alternate Method

Definition: Examinee indicates answers on paper or in the test booklet. Responses are transcribed in to 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

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 time to process

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

Definition: Snacks, drinks, and/or medication allowed in the testing environment when it otherwise would not be allowed

Type: Designated Support

Recommended Usage: Examinees with medical conditions who require access to food, drinks, or medication

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.

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 also be 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. Requires the human reader to sign an agreement on test day. The examinee must be tested one-to-one.

Interpreter

Definition: A qualified individual who orally (or visually) translates 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 Signing 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

Keyboard Navigation

Definition: Ability to move to different areas on the screen through keyboard buttons (e.g., tab, arrow keys)

Type: Universal Support

Recommended Usage: Examinees who have difficulty manipulating a mouse, or who use a switch to navigate on a computer

Large Print

Definition: Test booklets and answer documents printed in 18-point font, instead of the standard 10-point font

Type: Accommodation

Recommended Usage: Examinees with visual impairments

Notes: Requires time for shipment of materials.

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.

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

Definition: Recording of the Reader's Script provided on USB

Type: Accommodation

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.

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

Seating/Grouping

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

Testing at Optimum Time

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.

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.

Test Location

Definition: Allowing examinees to test in a secure location other than the usual test environment

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.

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

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 Accessible Room

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:

- Designated Support to Use Sheets of Scratch Paper for Paper Testing
- Universal Support to Use the Test Booklet as Scratch Paper for Paper Testing
- Universal Support to Use Sheets of Scratch Paper for Online Testing

Recommended Usage: Examinees who use similar strategies during instruction

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