

Accommodations Assignment Reference Guide

Audience: Special Populations Coordinators, LEA Test Coordinators and School Test Coordinators

When to Do: By March 1, 2024

Pre-requisite Reading (available in the [Pearson Support Portal](#)):

- DC CAPE Accessibilities Features & Accommodations Manual
- DC CAPE Accessibility Decision-Making Process Supplement
- Student Accommodation Upload - File Field Definitions Document

This document covers:

- Key Considerations
- Accommodations and printed materials
- Understanding the impact of assigning multiple accommodations
- How to bulk import accommodations via the Accommodations Registration File (ARF)
- How to modify accommodations for a single student

For students to receive the correct online or paper test, they must be tagged with the appropriate accommodations for the subject that matches the test. Accommodation assignments also impact what printed support material is needed, such as scripts. Accommodations that required paper materials (e.g., human reader, paper-based test, braille, large print) must be entered in ADAM by March 1 to ensure timely delivery of material. Accessibility features and accommodations that do **not** require paper materials must be entered in ADAM before submitting the School Test Security Plan to

OSSE. Accommodations can be assigned to students with a bulk upload feature or individually in ADAM.

Key Considerations

- **Do not assign competing accommodations**, e.g. human reader and text-to-speech (TTS)
- **Accommodations** must be listed on a student's IEP, 504 plan
- or EL plan to be used on assessments
- **Accessibility Features** may be assigned to any student who may require them (like color contrast)
- Those accommodations that require paper materials (human reader, paper-based test, braille, large print) must be entered by March 1
- Be sure to add accommodations for any new students as needed

Accommodations and Printed Materials

There are certain accessibility features and accommodations which require paper materials to be shipped. Counts for these materials are determined from accommodations assignments made in ADAM by March 1. After March 1, an additional order must be placed for any new accommodation assignments that require paper materials. Be sure test assignments and assigned accommodations reflect the materials being ordered. Students who will be testing on paper do not need to be put in a proctor group.

The following accommodations have associated paper material: Braille, Human Reader/Human Signer, Paper-Based Edition, Large Print Edition, Spanish Paper-Based Edition (math and science only)

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Accommodations and Online Forms

Some accommodations are associated with specific online forms.

Each student can only receive one online test form. This list indicates which version a student will get if more than one accommodation is assigned. The higher-listed accommodation on this list controls which form a student receives. For example, don't assign a student a student to TTS and Human Reader and expect to get a script – the student will get a TTS online test, but the human reader assignment will be ignored.

This is the hierarchy that controls which online test version a student will receive based on their accommodations:

1. Spanish*
2. Closed Captioning for Multimedia
3. Text-to-Speech (TTS)
4. Human Reader/Human Signer

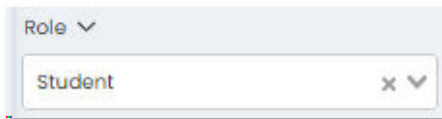
*Students assigned to Spanish and TTS will receive Spanish TTS.

How to Bulk Import Accommodations

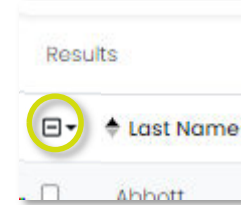
Rather than individually edit student accounts to indicate needed accommodations, you can modify and upload a file to ADAM for a selected group of students.

To upload an accommodations registration file:

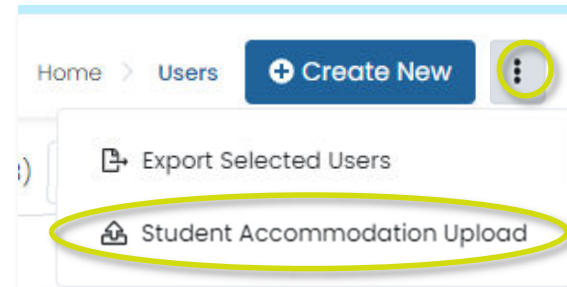
1. In the left navigation column, go to **Rostering > Users**
2. For Role, filter 'Students'



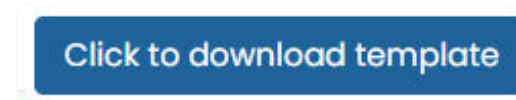
3. Depending on your user permissions, Org may default to one school or multiple; if multiple, you can filter to one school if desired or upload across schools
4. Select the students to be in the template; although you could individually select only the students who need an accommodation, it will be much faster to select all students here using the checkbox at the top



5. Click the ellipses in the upper right and select **Student Accommodation Upload**



6. Review the instructions on the 'Student Accommodation and Update Student via CSV' page
7. Click the blue button to download the template



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8. Open and save the file

Note: The SourcedID in the first column is computer-generated. It is used as a unique identifier in ADAM and should not be changed. **Do not edit any information in columns A-K** as any changes will be overwritten by the nightly student demographic information data feed.

9. Set the accommodation values, noting the following:

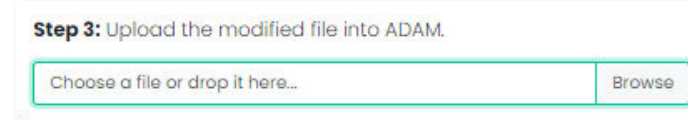
- For details about specific features, refer to the *Accessibility Features & Accommodations Manual*
- Add a '1' to any accommodation cell to enable that accommodation for that student and subject
- Any cell with 'NA' does not apply and should not be changed; any changes made to the values in those columns will be ignored in the upload
- Remove the '1' from any accommodation cell to disable an existing accommodation
- Tip: To quickly make all column header text visible, select all text (CTRL + A or Command + A), and then double-click any boundary between two column headings

	K	L	M	
3	profileName	Frequent Breaks	Small Group Testing	Br
7	ELA/L	1		
7	Mathematics			
7	Science	1		

Note that each student has a row per subject

10. Save the completed file; the format defaults to CSV; do not change to Excel

11. On the Student Accommodation Upload page in ADAM, click inside the outlined green area to open the file selector



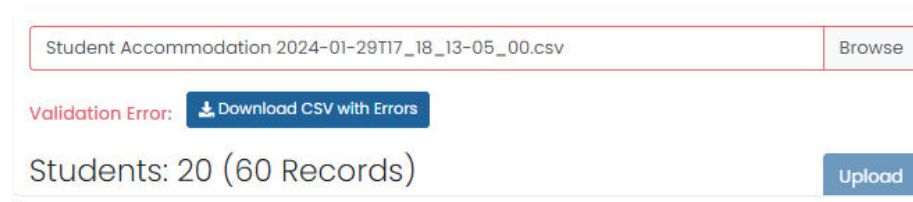
12. Navigate to the file you created and open it

13. Click **Upload**

A temporary message will appear in the bottom right of the screen to confirm success uploading.

Troubleshooting

If the upload fails, no students are modified. Click the blue button, **Download CSV with Errors**, to see a copy of the file with an extra column that explains the issue(s). You can fix this version, delete the Errors column and upload again.



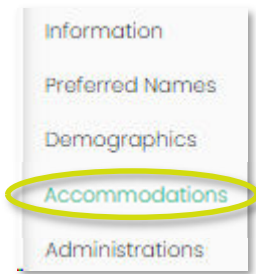
How to Modify Accommodations for a Single Student

If you need to make changes for only one or a few students, it will be faster to edit individual student accounts. Do not make any changes to fields other than for accommodations.

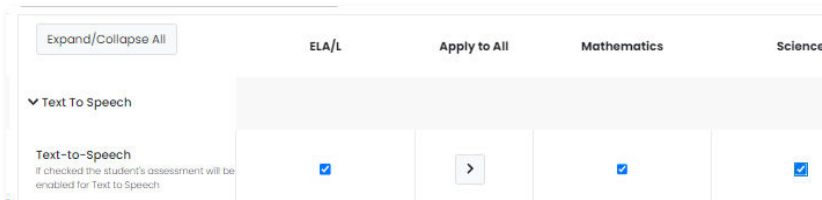
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To add or remove accommodations for one student:

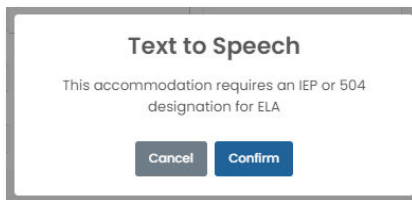
1. Navigate to **Rostering > Users**
2. Search for a student by first or last name
3. In the Action column click the **Edit** (✎) icon for the student
4. Click **Accommodations**



5. Select each accommodation to apply to a student under the appropriate subject(s)



If adding a Unique or Temporary accommodation, enter a '1' in the textbox. For some accommodations you will receive a pop-up message to confirm.



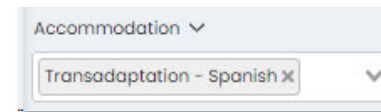
6. Scroll down and click **Save**
7. Click **Back to Users**

Confirm Counts or Export a List of Students

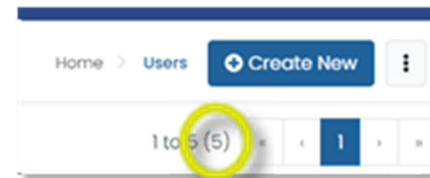
To confirm that accommodations are assigned correctly, you can filter on all students who have a specific accommodation. If you know how many students need a Spanish test, for example, you can use this feature to confirm the number matches in ADAM.

To search by accommodation:

1. Navigate to **Rostering > Users**
2. Select an Accommodation



3. This number indicates how many matching students appear in the list



4. You can export the list of users meeting the filter criteria

