

**2012 Illinois Alternate
Assessment**

**Implementation
Manual**

**Testing Window
February 20 – March 16**

Illinois State Board of Education



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ILLINOIS STATE BOARD OF EDUCATION
Illinois Alternate Assessment Participation Guidance

Students must participate in the state assessment through one of the following:

- the regular state assessment for the student's grade, the Illinois Standards Achievement Test (ISAT) or the Prairie State Achievement Examination (PSAE), without accommodations,
- the regular state assessment for the student's grade, the ISAT or the PSAE, with accommodations, or
- the Illinois Alternate Assessment (IAA).

Who is eligible to take the IAA?

The alternate assessment is intended for students with the most significant cognitive disabilities. These students have intellectual functioning well below average (typically associated with an IQ below 55) that exists concurrently with impairments or deficits in adaptive functioning (i.e., communications, self-care, home living, social/interpersonal skills, use of community resources, self-directions, functional academic skills, work leisure, health and safety). The reference to "typically associated with an IQ of below 55" is to help distinguish between students with cognitive disabilities and significant cognitive disabilities from students with the most significant cognitive disabilities. This means that many students with cognitive disabilities will not qualify for the IAA. By default, they must take ISAT/PSAE with or without accommodations. The inclusion of the words "typically associated with" allows for some district/school flexibility. It is by no means an absolute requirement.

These students may be identified under a variety of educational categories, including cognitive disabilities (mental retardation), autism, multiple disabilities, and traumatic brain injury.

How IEP teams use the Participation Guidelines?

The participation criteria require the IEP team to review the classroom instruction of students with the most significant cognitive disabilities to see if it is linked to grade level content, but narrowed in scope and reduced in complexity; to see if it is reflective of the critical functions found in the Alternate Assessment Framework; and to determine if the student requires more frequent and intensive instruction presented in incremental steps in order to apply and transfer skills across settings. If the IEP team can answer yes and provide reasons for their responses for all criteria, the IAA is the most appropriate assessment for the student.

Who is not eligible for consideration to take the IAA?

Students who strictly have academic, language, social/emotional, physical or sensory disabilities without co-occurring intellectual functioning well below average.

ILLINOIS STATE BOARD OF EDUCATION

Illinois Alternate Assessment Participation Guidelines 2011-2012

As determined by the IEP, students with the most significant cognitive disabilities may take the IAA if participation in the state’s regular assessments – the ISAT or the PSAE – is not appropriate, even with accommodations, and they meet all of the criteria below.

Yes	No	Participation Criteria	Reason(s) for Yes or No Response
<input type="checkbox"/>	<input type="checkbox"/>	The student has intellectual functioning well below average that exists concurrently with impairments or deficits in adaptive functioning (i.e., communication, self-care, home living, social/interpersonal skills, use of community resources, self-direction, work, leisure, health, and safety).	
<input type="checkbox"/>	<input type="checkbox"/>	Due to the student’s significant cognitive disability, the student’s instruction is linked to grade level content, but is narrowed in scope and reduced in complexity. It is reflective of the critical functions found in the Alternate Assessment Framework.	
<input type="checkbox"/>	<input type="checkbox"/>	When compared to other students with disabilities, the student requires more frequent and intensive instruction presented in incremental steps in order to apply and transfer skills across settings.	

IMPORTANT NOTE: The IEP team’s decision that a student will take the IAA cannot be based on the following factors; however, the existence of one or more of these factors does not prevent a student from taking the IAA if they meet the other participation criteria:

- The student’s achievement is significantly below that of same-age peers, even when compared to other students with disabilities.
- The student has an IEP.
- The student has a certain special education eligibility label or receives certain services.
- The student has excessive or extensive absences.
- The student has social, cultural, or economic differences.
- The student may not perform well on the regular assessment, which may affect the Adequate Yearly Progress (AYP) status of the student’s home school and/or district.

Illinois Alternate Assessment 2011 – 2012

CALENDAR of EVENTS

October 24th – 28th, 2011:

ISAT and IAA Assessment Network username and passwords mailed for spring 2012 testing.

October 31st – December 21st, 2011:

Profile update window for Assessment Network (ONLY chance to update contact and shipping information before spring 2012 testing).

January 6th, 2012:

Last day for districts to update SIS with information to be included in pre-ID file to Pearson. This file will be used to drive initial shipment of materials to districts and student rosters in SchoolSuccess.

January 30th, 2012:

SchoolSuccess username and password is e-mailed to coordinators.

January 30th, 2012:

SchoolSuccess website opens to allow for teacher account creation and classroom set-up.

February 6th, 2012:

Delivery of IAA 2012 Reading, Mathematics & Science test materials.

February 6th – March 14th, 2012:

IAA Additional Order window available on Assessment Network website. *Return labels can be ordered through April 14th.*

February 20th – March 16th, 2012:

IAA Test Administration Window

March 16th, 2012:

SchoolSuccess Online Scoring System closes at 11:59 pm. No scores accepted after this time.

March 21st, 2012:

Pre-scheduled pick up via UPS from 9 a.m. – 4:30 p.m. of IAA spring 2012 test material. Materials picked up at the same location where delivered.

IMPORTANT INFORMATION FOR 2012

- IAA Testing Window: **February 20 – March 16, 2012.**
- **All student scores MUST be entered in SchoolSuccess: Online Scoring System by 11:59 p.m. on March 16, 2012.**
- There will be no writing assessment (grades 3, 5, 6, 8 and 11) for the Illinois Alternate Assessment (IAA) for 2012.
- For **ALL** tasks, the teacher will no longer repeat the primary task after an incorrect response (at Score Level 4). Review the rubric prior to test administration.
- For some Reading tasks, students without a read aloud accommodation will be instructed to read this passage. The teacher will pause for student to read before reading the question and answer options. For some Reading tasks, all students, regardless of read aloud accommodation, will have the passage read aloud. These tasks are identified on the Reading subject divider page (same as 2011).
- Refer to the Mathematics and Science divider pages prior to administration to identify tasks with materials lists that are required for administration.
- Reasons for Not Testing will be captured **ONLY** in the Student Information System (SIS) and **NOT** in SchoolSuccess. It will be the IAA Coordinator's and/or the teacher's responsibility to provide the SIS Administrator the Not Tested Reason to be entered into SIS. In SchoolSuccess, select "**Did Not Participate in the 2012 IAA Test Administration**" check box, and the student will be marked as complete. Refer to http://www.isbe.net/sis/pdf/not_testing.pdf for a list of Reasons for Not Testing.

E-MAIL AND TELEPHONE SUPPORT

ILLINOIS STATE BOARD OF EDUCATION:

If you have questions or concerns about the administration of the IAA test, contact:

Division of Student Assessment

Monday through Friday 8 am to 4 pm (CST)

Toll Free: 1-866-317-6034

Ask for Division of Student Assessment staff member

E-Mail: Jessica Dare- jdare@isbe.net



If you have questions or concerns about the SIS and/or student information, contact:

Student Information System (SIS) – HELP Desk

Monday through Friday 8:30 am to 5 pm (CST)

1-217-558-3600

PEARSON:

If you have questions or concerns about Pearson's Assessment Network, test material distribution, or Pearson's SchoolSuccess: Online Scoring System, please contact:

Illinois Customer Support Center

Monday through Friday 6 am to 7 pm (CST)

Toll Free: 1-888-705-9413

E-Mail: IAA_pearson@support.pearson.com

The Pearson logo, consisting of the word "PEARSON" in white capital letters on a dark blue rectangular background.

WEB SITE ADDRESSES

ASSESSMENT NETWORK:

www.pearsonaccess.com/il

This site should be used to update coordinator information, to confirm the shipping address for IAA materials, to order additional materials, and to track material shipments.

SCHOOLSUCCESS ONLINE SCORING SYSTEM:

www.IAapearson.com

Scores for the spring 2012 test must be entered online. Once you are on the site, you will need to log in by entering your username and password at the top of the screen. This site should be used to enter student scores. For help with SchoolSuccess, please refer to the Online Scoring Manual for Coordinators and/or Teachers found at www.isbe.net/assessment/iaa.htm or on the Resource page of the SchoolSuccess website.

ILLINOIS ALTERNATE ASSESSMENT:

www.isbe.net/assessment/iaa.htm

This site will have important information regarding the 2012 Illinois Alternate Assessment.

OVERVIEW OF THE ILLINOIS ALTERNATE ASSESSMENT

Number of Tasks by Content Area

Grade	Reading	Mathematics	Science	Writing
3	18	19	Not Tested	Not Tested*
4	18	19	19	Not Tested
5	18	19	Not Tested	Not Tested*
6	18	19	Not Tested	Not Tested*
7	18	19	20	Not Tested
8	18	19	Not Tested	Not Tested*
11	15	19	19	Not Tested*



TAKE A
LOOK!

There will be NO writing assessments (grades 3, 5, 6, 8 and 11) for the IAA for 2012.

WHO CAN ADMINISTER THE IAA

- Certified educator which includes, but is not limited to:
 - ✓ Teacher
 - ✓ Administrator
 - ✓ School psychologist
 - ✓ School social worker or counselor
 - ✓ Speech pathologist
- Paraprofessionals may present the performance-based tasks to the student; however, a certified educator must **observe** and **score** the performance-based tasks.

TEST SECURITY BEST PRACTICES

The primary goal of test security is to protect the integrity of the state tests. To ensure that trends in achievement results can be calculated across years, a certain number of items must be repeated from year to year. If these items are made public, the validity of the test may be compromised. The best way to ensure test security is to limit access to test booklets to those who must have access and to ensure that all who have access understand the crucial need for security.

Prohibitions: Actions that violate test security

Do not read, review, analyze, or copy secure test materials (including pilot or field test materials) at any time **before, during, or after** test administration.

There are two exceptions:

1. *Reviewing – Teachers administering the test should take some time to familiarize themselves with the format of the test and materials lists required and to provide an accommodation for a student with an Individualized Education Program (IEP) for test administration prior to the first testing session.*
2. *Copying/reproducing – Coordinators and Teachers may reproduce secure test materials, in whole or in part, if necessary to provide an accommodation for a student with an Individualized Education Program (IEP). All such copies are themselves secure and must be returned with the original test materials.*

Note: *No copies of test booklets may be made to make up for test booklet shortages. If additional test booklets are needed, place an additional order.*

Test materials should **never** be left unattended unless they are placed in a secure, locked area.

Do not use secure test items that are similar or altered versions of secure test items for practice or instruction.

Do not reveal, copy, or reproduce test booklets or test items. The only exceptions are to apply an accommodation.

DO NOT ACCEPT SAMPLE OR PRACTICE IAA MATERIALS FROM SOMEONE UNLESS YOU ARE SURE OF ITS SOURCE. The format of IAA sample items and items appearing on the actual test are identical to facilitate student's familiarity with test materials. Before you use any sample items verify that the items are indeed sample test items and not copies of previous IAA test booklets or IAA pilot test booklets. If you are uncertain of the origin of sample items you were given by a colleague, consult with your IAA Coordinator.

Prohibitions: Actions that must not occur during test administration

No off-grade testing is permitted, even as an accommodation. A state test should be given only to students enrolled at the grade level for which the test booklet is labeled.

Students must not participate in more than one battery of state tests or in portions of more than one battery of state tests. They participate in ISAT tests, PSAE tests, or IAA tests. For example, students should not take the ISAT mathematics and science tests and the IAA reading test.

Test administrators must not coach students, edit their work, respond to their questions, or give cues in any way during the testing session that would guide them to a correct answer or aid them in responding to any question. Coaching and cues include gestures, facial expressions, and encouragement to edit or change a response. Simply encourage students to do their best.

Test administrators must not allow test materials to be taken out of the testing area or off school or district grounds by students or unauthorized personnel.

Prohibitions: Actions that must be avoided when reporting test results

No person or organization should make a decision about a student or educator on the basis of a single test.

School administrators and staff must not knowingly make false, misleading, inappropriate, or unsubstantiated statements that lead to false or misleading conclusions about test results.

Students' demographic characteristics should not be altered to misrepresent demographic characteristics of students, the school, or the district.

School administrators and staff must not violate student confidentiality or provide information that publicly identifies an individual student's results.

SANCTIONS FOR TESTING IRREGULARITIES

School or district staff members ***must immediately*** report all incidents of cheating or other testing irregularities by students or staff to a Division of Student Assessment staff member (866-317-6034). The district superintendent and principal have the primary responsibility for ensuring that irregularities are reported, but all staff involved in testing have a corresponding responsibility. ***Unless otherwise directed by ISBE, scores of students involved in test irregularities should be entered in SchoolSuccess: Online Scoring System for normal processing.***

When a testing irregularity is alleged to have occurred, ISBE will require the school or district to conduct a thorough fact-finding investigation of the alleged irregularity and send a report of the investigation to ISBE as expeditiously as possible. A copy of the investigation procedure is available upon request.

Upon receiving the fact-finding report, ISBE staff will determine whether the alleged testing irregularity occurred and, if so, whether it was severe enough to affect test results and at what level – student, school, and/or district. There will be no opportunity to retest. Students who cheated or students who were affected by a test irregularity on the IAA test will receive no results for that test.

Disciplinary measures for students are handled at the school or district level. ISBE's usual policy is to leave sanctions for school or district staff involved in testing irregularities to the local district. Districts must therefore have in place a local testing policy that includes sanctions and disciplinary measures that will be used if testing irregularities occur. However, in extreme cases, ISBE reserves the right to pursue its own sanctions for school or district testing irregularities.

IAA COORDINATOR INFORMATION

ROLES AND RESPONSIBILITIES

Collaboration

Collaboration between the IAA Coordinator and teacher is important for a smooth test administration. Collaboration between the IAA Coordinator and the student's home/serving school is also important for a smooth test administration.

Training for the IAA

The IAA Coordinator's responsibilities include receiving training each year they will coordinate the IAA and ensure teachers receive training each year they will administer the IAA.

Monitoring the Test Administration

The IAA Coordinator's responsibilities include ensuring the security and integrity of the tests and test administration activities throughout the entire testing cycle. The *IAA Coordinator Responsibilities Checklist* can be found on the next page. This checklist outlines the IAA Coordinator activities for before testing, during testing, and after testing.

Inventories

The IAA Coordinator also inventories and distributes the testing materials before testing and collects these materials after testing for return to Pearson.

SchoolSuccess: Online Scoring System

For SchoolSuccess, the IAA Coordinator maintains responsibility for creating test administrator accounts and the "classrooms," or student groups, under these accounts. The IAA Coordinator also assigns students who will be administered the IAA to these classrooms.

The IAA Coordinator is responsible for ensuring that all scores or the check box indicating **Student Did Not Participate in the 2012 IAA Test Administration** should be selected in SchoolSuccess: Online Scoring System by the close of the testing window. If that check box is selected, provide your SIS administrator the Reason for Not Testing that will be entered into SIS.

IAA COORDINATOR RESPONSIBILITIES CHECKLIST

- Before Testing
 - Receive test materials packaged by testing school, cooperative or CPS by **Monday, February 6, 2012.**
 - **SAVE the boxes your materials arrived in for return of test materials.**
 - Inventory test materials and, if needed, place an additional material order at least 72 hours prior to the start of the testing window.
 - Verify the Test Booklet Security Checklist to determine that the security barcodes on your Checklist match the security barcodes on the back of the test booklet.
 - View available IAA training modules. All training modules will be posted to the ISBE website at www.isbe.net/assessment/iaa.htm for unlimited viewing.
 - Encourage teachers to view the teacher training modules.
 - Distribute materials to schools, cooperatives and test administrators, using the Security Checklist to sign out each test booklet as soon as possible to allow teachers time to apply accommodations.
 - Encourage teachers to apply accommodations to the test booklets **prior** to the testing window.
 - Create all teacher accounts for online scoring. Once a teacher account is created, the teacher will receive an e-mail from accounts@schoolsucces.pearson.com with their account log-in information.
 - Create a classroom for each teacher account and assign all active students to a classroom for scoring.
 - Ensure test security throughout the testing cycle.

- During Testing
 - Monitor Reading, Mathematics and Science test administrations.

- After Testing
 - Collect IAA test booklets.
 - Consolidate secure test booklets into one shipment for return. Sort by grade level with the lowest grade on top and the highest grade on bottom.
 - Recycle or destroy the following: Implementation Manuals, memos, and any materials constructed for the student for test administration. **PLEASE do not return these materials to Pearson.**
 - Prepare test materials for shipping. Use the boxes your test materials arrived in from Pearson for return of test materials to Pearson.
 - **If any secure test booklet is missing, document this information on the Official Tracking Document and fax it to Pearson at 319-358-4255 (see pages 18 and 19 for more information).**
 - Have all test materials ready first thing in the morning on your scheduled pickup day.

TEST MATERIALS

SPRING 2012 IAA TEST MATERIALS ARE SCHEDULED FOR DELIVERY TO CHICAGO DISTRICT 299 SCHOOLS, ALL NON-CHICAGO DISTRICTS, SPECIAL EDUCATION COOPERATIVES, AND PRIVATE FACILITIES ON OR BEFORE **MONDAY, FEBRUARY 6, 2012**. MATERIALS ARE SENT BASED ON INFORMATION ENTERED INTO SIS.

IF THE IAA TEST MATERIALS DO NOT ARRIVE BY FEBRUARY 6, 2012,
CONTACT PEARSON AT 1-888-705-9413, 6 AM – 7 PM MON – FRI;
DO NOT CALL ISBE.

RECEIVING MATERIALS

When testing materials arrive, the IAA Coordinator should:

- Save all test material boxes to return test materials to Pearson.
- Inventory the materials for each school thoroughly. Box 1 will be district materials only, except for Chicago Public Schools. Districts and Cooperatives should have at least one box for each school administering the IAA.
- If you receive an incomplete shipment you can track the entire shipment by going to www.pearsonaccess.com/il.



PLEASE NOTE:

IT IS IMPORTANT THAT THE COORDINATOR DISTRIBUTES STUDENT TEST BOOKLETS TO THE TEACHERS UPON ARRIVAL, SO THAT THE TEACHERS HAVE TIME TO PREPARE ALL ASSOCIATED TEST MATERIALS PRIOR TO THE TESTING WINDOW.

WHAT YOU WILL RECEIVE

BOX 1 (COORDINATOR BOX)

- **Spring 2012 Coordinator Kit**
 - * IAA Implementation Manual – 1
 - * Blue Pearson Return Labels (see page 17 for example)
 - * UPS Return Labels (see page 17 for example)

REMAINING BOXES (1 PER LOCATION WITH IAA STUDENTS)

- **IAA Implementation Manual – 1 per school**
- **1 grade-appropriate test booklet per student****

** SHARING A TEST BOOKLET IS ALLOWED FOR STUDENTS WITHIN THE SAME GRADE, AS LONG AS THE STUDENT ONLY RECEIVES APPROPRIATE ACCOMMODATIONS ACCORDING TO THEIR IEP.

IF YOU ARE SHORT MATERIALS

Additional test material orders should be placed **NO LATER THAN THREE** business days (72 hours) prior to the first day of testing to ensure that you receive your additional test materials in time for testing.

- Compile a list of the additional materials needed and place just ONE additional order.
- Additional orders are subject to approval by Pearson.
- Orders placed (and approved) by 1 p.m. (CST) will be shipped the same business day. Orders placed or approved after 1 p.m. will be shipped the following business day.
- Additional orders cannot be shipped to any location other than where the original shipment was sent, which is displayed on the Profile screen on Pearson's Assessment Network.
- Additional orders must be placed on Pearson's Assessment Network:
www.pearsonaccess.com/il (username and password required).
- Additional orders received in any other manner (via fax or e-mail), will not be processed.
- Last day to place an additional order is March 14, 2012. This is for rare cases when students move into the district during the testing window and sharing a test booklet is not feasible.

TEST BOOKLET SECURITY

It is the Coordinator's responsibility to account for all test booklets that are distributed to and returned from the schools. **While test materials are in the possession of district and school personnel, they should never be left unattended unless they are inside secure and locked facilities to which only authorized individuals have access.**

Each test booklet has a security barcode on the back cover specifically assigned to each school so the contractor can verify that all secure test booklets have been returned. Use only the first nine digits displayed.



A packing list is at the top of box 1.

This includes a Security Checklist, which is issued to each school. The Security Checklist should be used to record the test materials upon receipt, distribution to schools, and return of test materials. **Keep the Security Checklist for your records.**

SECURITY CHECKLIST SAMPLE

PEARSON		ILLINOIS ALTERNATE ASSESSMENT		
SPRING 2012 TEST MATERIALS				
READING/MATHEMATICS/SCIENCE				
DISTRICT & SCHOOL SECURITY CHECKLIST				
Deliver To:	RRCCDDDDTTSSSS District or CPS School Name Street Address City, State, Zip IAA COORDINATOR NAME Phone: (217) 7654321 Fax: (217) 1234567	Ship To:	RRCCDDDDTTSSSS District or CPS School Name Street Address City, State, Zip IAA COORDINATOR NAME Phone: (217) 7654321 Fax: (217) 1234567	
DIRECTIONS: The IAA Coordinator must sign this form when test booklets are issued to teachers and document the date of the exchange.				
The teacher should sign this form when test booklets are returned to the IAA Coordinator and document the date of the exchange.				
Retain this document for your records.				
For TB, IAA, GRD 3, FM 3, R-M, SEC				
Security Number(s)	Coordinator Signature	Date Test Book Issued	Teacher Signature	Date Test Book Returned
208010808				
208010809				
For TB, IAA, GRD 4, FM 2, R-M-S, SEC				
Security Number(s)	Coordinator Signature	Date Test Book Issued	Teacher Signature	Date Test Book Returned
208030956				

SORTING, PACKING, AND RETURNING TEST MATERIALS TO PEARSON

Gather all secure test materials (i.e., used and unused test booklets) and sort by grade.

- Recycle or destroy the following test materials
 - IAA Spring 2012 Implementation Manual
 - Coordinator memos
 - Packing lists
- **Consolidate test booklets for return shipment to Pearson into as few boxes as possible.**
- For all Non-CPS schools, return packaged test materials to your Home District or Cooperative office by March 20, 2012. **NOTE:** All shipping labels were sent in box 1 of the district shipment and will be applied by the IAA Coordinator.
- IAA Coordinators – affix **BOTH** a blue materials return label and a UPS return label to each package and number the blue labels sequentially.
 - Both types of return labels are located in your Coordinator kit (see examples on the following page)
- For CPS Schools, have all materials consolidated into as few packages as possible and apply both shipping labels to the outside of each box.
- Materials will be picked up from the same location that they were delivered.

PRE-SCHEDULED
UPS PICK-UP
MARCH 21, 2012

IF THE PRE-SCHEDULED MATERIAL PICK-UP IS MISSED

Please do not call the Regional Office of Education, ISBE, or UPS if, for some reason, your materials do not get picked up on March 21, 2012.

CALL PEARSON
IF THE MATERIAL PICK-UP WAS MISSED
1-888-705-9413

RETURN LABEL EXAMPLES

P-0001 S-00006

District Name RRCCDDDDTTSSSS

Address line 1
Address line 2
City, State, Zip

DISTRICT: Box _____ of _____

ILLINOIS IAA SPRING 2012
PEARSON
7405 IRISH DR. SW
CEDAR RAPIDS, IA 52404

SECURE TEST BOOKS



790-781-002 000123456789 SEC

Returning District/School Name should appear here.

All blue labels will indicate secure test books, as the only materials to return will be secure test books.



If additional labels are needed, go to Pearson's Assessment Network at www.pearsonaccess.com/il.

TEST COORDINATOR
SCHOOL
100 N FIRST ST
SPRINGFIELD IL 62777

1 LBS 1 OF 1

RS

SHIP TO: IAA MATERIALS 2012
(319) 841-4712
PEARSON
2510 NORTH DODGE ST
IOWA CITY IA 52245

 IA 522 0-10


UPS GROUND
TRACKING #: 1Z1Y3635900002928



BILLING: P/P
DESC: 790772
RETURN SERVICE
IAA MATERIALS 2012

SEQ NO: 00000
80U 10.2 24M + 18.5V 07/2011

TRACKING NUMBER: 1Z1Y3635900002928

TO RESCHEDULE PICKUP CALL PEARSON'S

ILLINOIS CUSTOMER SERVICE AT 888-705-9413

Returning District/School Name and Address will appear here.

Parcel tracking number will appear here.

OFFICIAL TRACKING DOCUMENT: UNRETURNED IAA TEST BOOKLETS

All IAA test booklets are secure and must be returned to Pearson upon completion of testing.

A tracking document entitled **OFFICIAL TRACKING DOCUMENT: *Unreturned IAA Test Booklets*** was packed within your IAA Test Coordinator Kits. If a test booklet(s) is not being returned for any reason, complete all requested information about the missing test material on this Official Tracking Document. As appropriate include the district RCTD code or school RCDTS code, as well as the grade level of the missing materials, the test booklet security barcode (if available), the code indicating the reason a test booklet(s) is not being returned, and a detailed explanation of why the test booklet(s) was not returned. (An example for the *Unreturned IAA Test Booklet* form can be found on the following page.)

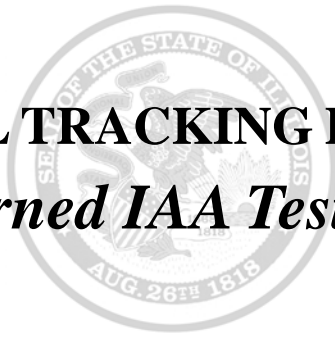
UNRETURNED TEST BOOKLET CODES

- **20 – District/School Lost Test Booklet(s)**
- **21 – District/School Destroyed Test Booklet(s)**
- **22 – District/School Never Received Test Booklet(s)**
- **23 – District/School Reported Test Booklet(s) Stolen**
- **24 – District/School Test Booklet(s) Being Held by the State**

DO NOT return this *Official Tracking Document* with your test material returns.

If you have test booklets not being returned for any reason, complete the form and fax it to Pearson at 319-358-4255 - NO LATER THAN FRIDAY, MARCH 23, 2012.

Upon receipt of your test materials at Pearson, test materials will be checked in and compared to the original materials distribution file. Within 60 days of the last day of your test window District Superintendents, Chicago Principals, and District IAA Test Coordinators will be notified via e-mail of missing test booklets. If you receive such a notification, you will be asked to thoroughly search your district and/or schools for potentially misplaced/missing IAA test booklets, and respond to Pearson within 30 days.



OFFICIAL TRACKING DOCUMENT

Unreturned IAA Test Booklets

**IF YOU HAVE TEST BOOKLETS NOT BEING RETURNED FOR ANY REASON,
COMPLETE THIS FORM AND
FAX IT TO PEARSON AT 319-358-4255.
DO NOT RETURN IT WITH YOUR TEST MATERIALS!**

All test booklets sent to you are secure, must be accounted for before, during, and after the IAA test administration, and must be returned. If a test booklet is not being returned for whatever reason (*e.g., destroyed, lost, accidentally discarded, etc.*), complete this form and detail why the test booklet(s) is not being returned. Make every effort to locate any missing test booklets within your district or school before completing this form and faxing it to Pearson. Duplicate this form as needed.

REQUIRED INFORMATION

REMINDER – RCDTS codes are 15 digits in length and all 15 digits need to be provided at the Testing School level. RCDT codes are 11 digits in length.

District RCDT Code: _____

Complete District Name: _____

Testing School RCDTS Code: _____

Testing School Name: _____

UNRETURNED TEST BOOKLET CODES

- 20 – District/School Lost Test Booklet(s)
- 21 – District/School Destroyed Test Booklet(s)
- 22 – District/School Never Received Test Booklet(s)
- 23 – District/School Reported Test Booklet(s) Stolen
- 24 – District/School Test Booklet(s) Being Held by the State

GRADE LEVEL	SECURITY BARCODE NUMBER OF MISSING TEST BOOKLET	UNRETURNED TEST BOOKLET CODE (from above) OR DETAILED DESCRIPTION OF WHY THE TEST BOOKLET WAS NOT RETURNED

SCHOOLSUCCESS: ONLINE SCORING RESPONSIBILITIES

ONLINE SCORING AT www.IAAschoolsuccess.com

Teachers must submit scores online for the spring 2012 IAA test. Scores are submitted through SchoolSuccess: Online Scoring System.

Online Scoring User Guide is available to print at

www.IAAschoolsuccess.com

IAA Coordinators must...

- set up the teachers' online accounts prior to test administration (see page 21).
- create a classroom for each teacher account (see page 22).
- verify the student list(s) for their school(s).
- assign all students to a teacher's classroom for score entry (see page 23).
- create new students* (students that were not imported from SIS) (see page 24).

* **NOTE:** If the student is already imported into SchoolSuccess, but assigned to an inaccurate testing location, then the coordinator will not be able to create that student again. The coordinator will be required to

1. Have SIS updated with the appropriate testing location, and
2. Submit a Student Transfer request to Pearson via e-mail to have the student moved into the correct testing location.

INITIAL INSTRUCTIONS FOR SCHOOLSUCCESS: ONLINE SCORING SYSTEM

Coordinators will receive an e-mail containing their username and password on January 30, 2012. When you first log in, you will be prompted to change your password. Once you are in the system, you can print or review resources by clicking the **Resources** link.

Please note: The **Enter Scores** link will not work when you are logged in as a Test Coordinator. That functionality is only available to the Teacher accounts.

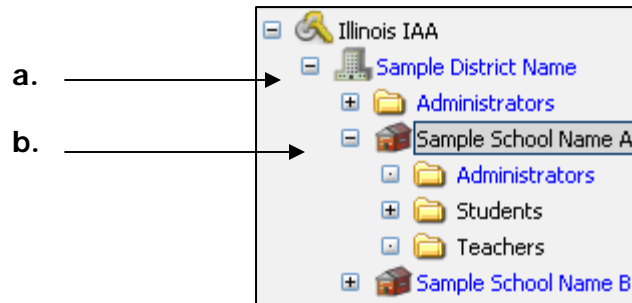
IMPORTANT: In order to begin setting up teacher accounts and classrooms, you **MUST** click the **Admin** link in the upper right-hand corner of your screen.



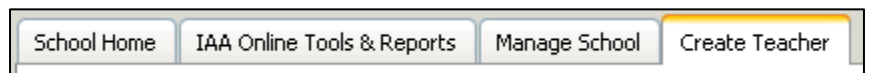
CREATING TEACHER ACCOUNTS

To add a teacher to your school:

1. Click on the name of the school in the left navigation tree to select it.
 - a. First click the **+** next to your District name to expand the tree.
 - b. Next, click the **+** next to the teacher's school name to expand the tree.



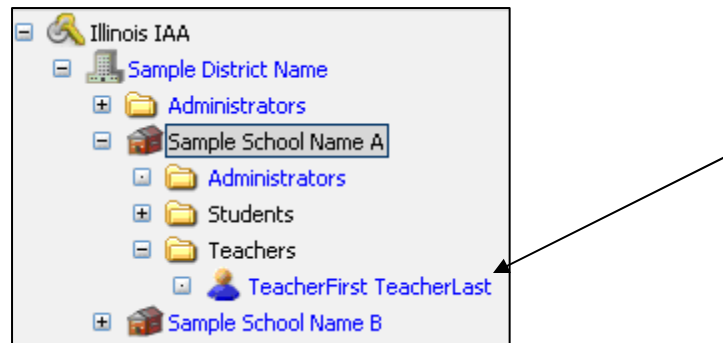
2. Click on the **Create Teacher** tab on the right.
3. Fill out the form with information about the new teacher.
4. Click on **Create** to save your changes and add the teacher to that school.



Usernames must be unique, so consider creating a common convention when assigning usernames (such as first initial and last name: bcarmichael).

An initial password will be e-mailed to the teacher, and they will be required to change it upon logging in for the first time. The e-mail will come from accounts@schoolsucccess.pearson.com.

Once you have successfully created a teacher account, you will see it appear in the left hand navigation tree.



Next you will need to create a classroom for each teacher account...

CREATING TEACHER CLASSROOMS

Once you have created a teacher account, you will need to create a classroom for that teacher, in order to assign students to their classroom for scoring.

To create a classroom:

1. Click the name of the teacher in the left navigation tree to select it.



2. Click the **Create Class** tab on the right side of the screen.
3. Complete the form.
4. Click **Create**.



Once you have successfully created the teacher's classroom, you will see it appear in the left hand navigation tree.

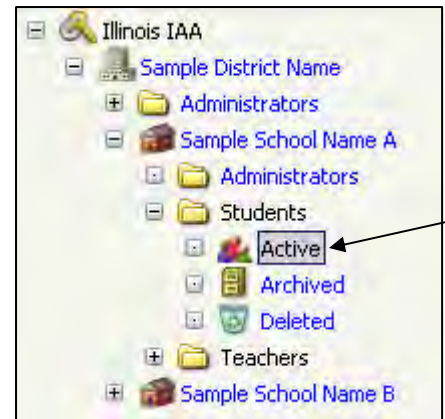


Next you will need to assign students to the classroom(s) you have created...

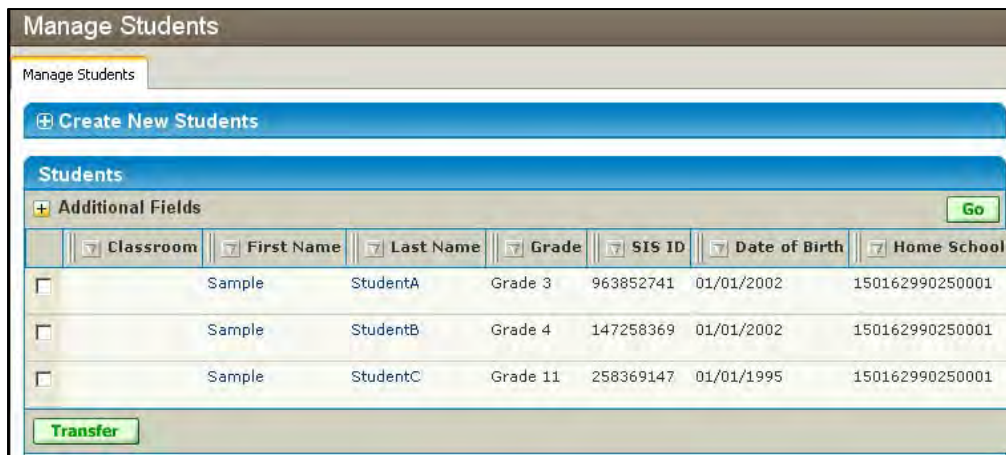
ASSIGNING STUDENTS TO A TEACHER CLASSROOM

Upon logging in, the District Coordinator or Chicago School Coordinator can view all students that are assigned to a particular school by clicking on the **Active Students** folder within that school.

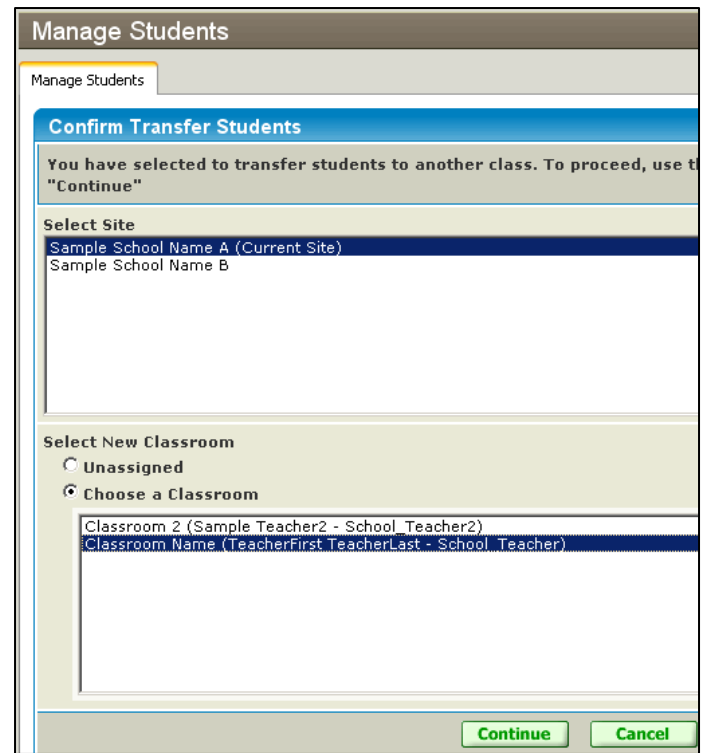
After creating a teacher account and classroom, you will need to assign students (located in the **Active Students** folder) to a classroom.



1. Select the student by clicking on the box to the left of the student's name. You can select multiple students at a time.
2. Click the **Transfer** button.



3. A Confirm Transfer Students page will appear (see image to the right.)
4. Select the site from the list underneath **Select Site**. This is a list of all of the available schools that you can transfer the student to.
5. Below that, you can select to transfer the student:
 - a. to the **Active Students** folder by selecting the **Unassigned** radio button.
 - b. to a specific classroom in that school by selecting the name of the classroom from the list of values.
6. Click **Continue** to initiate the transfer. When the transfer is completed, you will be returned to the Manage Student page.



When you have completed this activity, the teacher will now be able to score all students that are assigned to their classroom.

CREATING NEW STUDENTS

Pearson will import all IAA students into SchoolSuccess based on the data in SIS as of January 6, 2012. If you have a student that was not coded as IAA or if the student was not listed in a valid testing grade (3-8 or 11), then the Coordinator will need to create that student in SchoolSuccess.

If you can't locate a student, you can use the **Search Feature** which may or may not return a result. Follow the directions below to create and assign one or more students to a teacher's classroom.

1. From within the **Navigation Pane**, expand the "Teachers" folder and then expand the teacher and classroom for the student being created.
2. Once the classroom is selected, from within the **Viewing Pane**, select the **Manage Students** tab.
3. At the top of the **Manage Students** tab, expand the header "Create New Student."
4. To create the student, fill out the "Create New Student" form and select the "Add" button. If all fields are filled out appropriately, the student will be created unless he or she already exists in SchoolSuccess.

The screenshot shows the SchoolSuccess interface. On the left is a navigation pane with a tree structure: Illinois IAA, Demo District, Administrators, IAA_Demo_School 1, Administrators, Students, Teachers, IAA_Demo Teacher, IAA Demo Classroom, IAA_Demo_School 2, and IAA_Demo_School 3. The main area is titled 'Classroom: IAA Demo Classroom - IAA_DEMO_TEACHER' and has tabs for 'View Class Info', 'Edit Class Info', 'Manage Class', 'Manage Students', and 'IAA Online Tools & Reports'. The 'Manage Students' tab is active, showing a 'Create New Student' form. The form has a header 'Fields marked with [*] are required'. The fields and their values are: First Name (Demo), MI (empty), Last Name (Student-H), Grade (Grade 3), SIS ID (245814575), Date of Birth (02/09/2009), Home School RCDTS (99999999012039), and Home School Name (SAMPLE ELEMENTARY A). An 'Add' button is at the bottom right.

NOTE: If the following message appears at the top of the screen after you click the "Add" button, a student with the SIS ID you just entered is currently in SchoolSuccess.

SIS ID must be unique. A record with SIS ID of XXXXXXXX already exists in the system.

Please make sure to verify the SIS ID and search for the student. If you are a IAA Coordinator and the search returns zero results; you will need to follow the "Student Transfer Request Process" to have them assigned to your location.

TEACHER INFORMATION

ROLES AND RESPONSIBILITIES

All trainings will be held via Webinar and posted to the IAA webpage for additional viewing.

The IAA is administered to students with the most significant cognitive disabilities in a one-on-one setting. Therefore, teachers must schedule times to administer the tasks during the 4-week testing window.

Teachers must prepare the environment for the administration of the IAA. Do and say whatever is typically done or said to engage the student in performance-based tasks. Administer each task using the student's primary mode of communication. The student may respond using his/her primary mode of communication, or any other mode of communication appropriate at the time of testing. To administer the assessment tasks, use the resources in the test booklets (i.e., task content, art). If the student cannot access those resources, accommodations or adaptations may be needed.

Teachers also ensure that the scores and accommodation information is entered for each student in their SchoolSuccess classroom. Teachers should access SchoolSuccess using the username and password generated from accounts@schoolsucccess.pearson.com. Any questions should be directed to the IAA Coordinator for your district.

Teachers should report any security breaches that occur during administration to their IAA Coordinator. Security breaches include, but are not limited to, misplacing secure testing materials, leaving materials in an unsecured location and e-mailing any part of the content of tasks. Teachers must notify the IAA Coordinator immediately when a security breach occurs.

TEST PREPARATION FOR STUDENTS

Administrators, curriculum directors, and teachers should rely on the Illinois Learning Standards as a primary resource for curriculum development and instruction, thus providing students the opportunity to learn the content covered by the IAA. The Illinois Alternate Assessment Framework Priorities outlines what may be tested at each grade (available online at http://www.isbe.net/assessment/htmls/iaa_framework.htm).

Ensure that students are familiar with the test and answer formats. ISBE provides sample tasks (available online at <http://www.isbe.net/assessment/iaa.htm>).

PROHIBITED ADMINISTRATION ACTIVITIES

- Changing the content of the tasks or varying from the teacher script
- Re-administering a task after a student has already supplied a response
- Leading a student to the correct answer (voice inflection, placement of response options, incentives, etc.)
- Providing feedback to student that a response is correct or incorrect

RESPONSIBILITIES PRIOR TO ADMINISTRATION

- Advise IAA Coordinator if additional test booklets are needed, at least 72 hours prior to the start of the testing window. Check on the online scoring for classroom set-up and students in the classroom.
- Apply accommodations to the test booklet

PRE-TEST INSTRUCTIONS FOR SCHOOLSUCCESS: ONLINE SCORING SYSTEM

Your IAA Test Coordinator is responsible for creating your teacher account. When an account is created, you will automatically receive an e-mail from accounts@schoolsucces.pearson.com with your username and temporary password.

Once you are in the system, you can print or review resources by clicking the **Resources** link.

Prior to the test administration window, you should complete several steps to ensure you are set up for online scoring.

- a.) Have your IAA Test Coordinator create a teacher account for you.
- b.) Log in with the username and password, and verify your class list, by clicking **Enter Scores**.
- c.) If all of your students are listed, continue to the next step. If you are missing one or more students, contact your IAA Test Coordinator to have those students assigned to your classroom.
- d.) Fill out Pre-Test information for each student (i.e., Teacher Name, Phone Number and IEP Accommodations.)

Welcome to IAA

Click on a link below or the heading name above to:

- [Enter Scores](#) to enter scores for students.
- [Resources](#) to review materials regarding IAA.
- [Edit Your Profile](#) if you need to update your contact information.
- [Change Your Password](#) if you need to change your password.

Once you have completed these necessary steps, you have completed all Pre-Test activities for SchoolSuccess.

Instructions on how to enter scores will be covered in the “Responsibilities After Administration” section of the manual. As a reminder, you are not allowed to test the student or enter scores prior to the specified testing window, which is **February 20 – March 16**.

RESPONSIBILITIES DURING ADMINISTRATION

Administer the IAA Reading, Mathematics and Science tasks during the assigned 4-week window. Record student scores and comparison to typical performance on paper score sheet in preparation of online score entry. Also record student’s IEP assessment accommodations and what was actually used on the assessment on the score sheet.

RESPONSIBILITIES AFTER ADMINISTRATION

Once administration is complete, return **ALL** IAA secure test booklets to the IAA Coordinator by March 20, 2012. Enter all student scores and accommodations into the online scoring system **by 11:59 pm on March 16, 2012.**

POST-TEST INSTRUCTIONS FOR SCHOOLSUCCESS: ONLINE SCORING SYSTEM

Once testing is complete, you should have a paper score sheet for each student that took the test. All of the information that you will need to enter scores will be on the score sheet.

Log back into the online scoring system, and click on the **Enter Scores** link. If you did not previously enter your student's Accommodations on IEP, you will do so now.

When you have entered all of the required information and clicked the **SAVE** button at the bottom of the page, you will be re-directed to the classroom page. If everything has been entered correctly, you will see a green check mark for each tested subject.

Student Name	Student Grade	Scoring	
		Reading	Math
StudentA, Sample	Grade 3		

If you did not enter all of the scores for a particular subject, and you save the record, you will see a yellow exclamation mark indicating that the scoring is not complete.

Student Name	Student Grade	Scoring Status		
		Reading	Math	Science
StudentA, Sample	Grade 3			N/A
StudentB, Sample	Grade 4			

SCORE ENTRY DEADLINE

ALL SCORES MUST BE ENTERED BY THE DEADLINE OF
MARCH 16, 2012, AT 11:59 PM.

THERE ARE NO EXCEPTIONS TO THIS; THINGS LIKE LOSS OF INTERNET
CONNECTION, POWER FAILURE, OR LACK OF ACCOUNT ACCESS ARE NOT
ACCEPTED AS REASONS FOR AN EXCEPTION.

DO NOT WAIT UNTIL THE LAST MINUTE TO ENTER SCORES.

STUDENT DID NOT TEST OR DID NOT COMPLETE THE TEST

Did Not Complete the Test: If the student does not complete the test by the end of the testing window, you should enter scores for all of the tasks that were completed, and leave the rest blank. The classroom page will show either a yellow exclamation point, indicating that the subject is not complete, or a red "X" indicating that there are no scores for that content area. All of the scores that were entered will be processed accordingly.

In this situation, you will not mark the student as "**Did Not Participate in the 2012 IAA Test Administration.**" That selection will only be used if the student did not participate in ANY portion of the test.

Did Not Take the Test: If the student was not present for any of the content areas, and was not administered even one IAA task, then you should mark the box indicating "**Please check this box if the student did not participate in the 2012 IAA Test Administration.**" This selection simply marks the student as "Complete" in SchoolSuccess so that the IAA Test Coordinator does not receive notifications that there are students that are not scored. The Not Tested Reason will still need to be entered into SIS during the Assessment Correction window, to show WHY the student did not participate. The checkbox in SchoolSuccess is simply to indicate that the student will not test and does not need to have any scores entered.

STATE-APPROVED ACCOMMODATIONS FOR IAA

Environment (e.g., special lighting, adaptive or special furniture such as study carrel or carrel desk, noise buffers, special setting)

Opportunity to stand, move, and/or pace during the test session

Tactile Stimulus (e.g., Braille or raised images, manipulatives)

Large Print

Visual Assistance (e.g., templates, rulers, or other devices used to help students keep their place in the test booklets, abacus, color overlays, colored pictures or clipart, magnifiers)

Signing of test items

Assistive, adaptive, or augmentative technology devices (e.g., amplifiers, communication boards, voice-output devices)

Calculators

Read Aloud for reading content area items if the following criteria are met:

1. The student has a specific disability that severely limits or prevents him or her from decoding text, or from comprehending decoded text, even after varied and repeated attempts to teach the student to do so (i.e., the student is a virtual non-reader, not simply reading below grade level).

AND

2. The student has access to printed materials through a human reader or assistive technology device during routine classroom instruction and classroom assessments.

Other (Any accommodations that are not addressed in the preceding section may be implemented IF they do not invalidate the assessment and are appropriate methods for increasing access for the student with disabilities to demonstrate ability and knowledge. Use of any accommodation during testing should be familiar to the student because the accommodation has been utilized in the student's instructional program.)

None

DO NOT RETURN THIS SCORE SHEET TO PEARSON FOR PROCESSING.

All scores must be submitted through Pearson's online system by 11:59 pm on March 16th, 2012.

2012 IAA STUDENT SCORE SHEET

SECTION A: STUDENT INFORMATION

Name (Last, First, M.I.) : _____

Grade Level: 3 4 5 6 7 8 11

ACCOMMODATIONS ON IEP- Teacher Instructions:

Prior to administering the test, please indicate which accommodations are specified in the student's IEP. Select all that apply. Please see the *2012 IAA Implementation Manual* for full descriptions.

Accommodations listed in the student's IEP:	READING	MATH	SCIENCE
Environment...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opportunity to stand, move, and/or pace...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tactile stimulus...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large print	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visual assistance...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signing test items...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assistive, adaptive, augmentative technology devices...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Calculator	N/A	<input type="checkbox"/>	N/A
Read Aloud...	<input type="checkbox"/>	N/A	N/A
Other...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION B: STUDENT ASSESSMENT INFORMATION

TEACHER FAMILIARITY WITH STUDENT PERFORMANCE- Teacher Instructions:

Please indicate familiarity with student performance. This applies to the person administering the test.

Very Familiar <input type="checkbox"/>	Familiar <input type="checkbox"/>	Somewhat Familiar <input type="checkbox"/>	Not At All <input type="checkbox"/>
--	---	--	---

COMPARISON TO TYPICAL PERFORMANCE- Teacher Instructions:

How did the student perform on this test, compared to his/her typical classroom performance on similar tasks? (Please answer to the best of your ability.)

	READING	MATHEMATICS	SCIENCE
Much better than average	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Better than average	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Average	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Worse than average	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Much worse than average	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prefer not to answer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Teacher Name (Last, First, M.I.) : _____

Teacher Phone Number: _____

Continue →

DO NOT RETURN THIS SCORE SHEET TO PEARSON FOR PROCESSING.

All scores must be submitted through Pearson’s online system by 11:59 pm on March 16th, 2012.

SECTION B: STUDENT ASSESSMENT INFORMATION (CONTINUED)

Test Form Number: 1 2 3 4 5 6 7

RECORDING SCORES- Teacher Instructions:

Put the score that the student received in the box next to the corresponding task number.

READING	
Task 1	
Task 2	
Task 3	
Task 4	
Task 5	
Task 6	
Task 7	
Task 8	
Task 9	
Task 10	
Task 11	
Task 12	
Task 13	
Task 14	
Task 15	
*Tasks 16-18 apply to Grades 3-8 ONLY	
Task 16*	
Task 17*	
Task 18*	

MATHEMATICS	
Task 1	
Task 2	
Task 3	
Task 4	
Task 5	
Task 6	
Task 7	
Task 8	
Task 9	
Task 10	
Task 11	
Task 12	
Task 13	
Task 14	
Task 15	
Task 16	
Task 17	
Task 18	
Task 19	

SCIENCE	
Task 1	
Task 2	
Task 3	
Task 4	
Task 5	
Task 6	
Task 7	
Task 8	
Task 9	
Task 10	
Task 11	
Task 12	
Task 13	
Task 14	
Task 15	
Task 16	
Task 17	
Task 18	
Task 19	
*Task 20 applies to Grade 7 ONLY	
Task 20*	

ACCOMMODATIONS USED DURING TESTING- Teacher Instructions:

For each subject tested, please indicate which accommodations were used to administer the test to the student. Select all that apply. Please see the 2012 IAA Implementation Manual for full descriptions.

Accommodations listed in the student’s IEP:	READING	MATH	SCIENCE
Environment...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opportunity to stand, move, and/or pace...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tactile stimulus...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large print	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visual assistance...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signing test items...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assistive, adaptive, augmentative technology devices...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Calculator	N/A	<input type="checkbox"/>	N/A
Read Aloud...	<input type="checkbox"/>	N/A	N/A
Other...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

