Assessment Accommodations with TestNav Quick Reference Card

Assessment Accommodations with TestNav

Test administrators sometimes make assessment accommodations, such as a calculator or extra time, so that students are assessed fairly when compared with their peers. Use Schoolnet to track these accommodations. An individualized Personal Needs Profile (PNP) can be configured for each student. This profile is used to load appropriate accommodations for each student for administration of the assessment using TestNav.

This document explains:

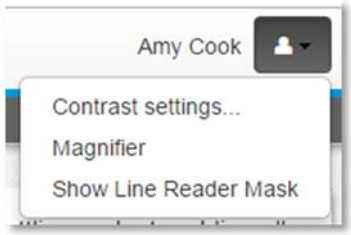
- Available accommodations
- Options for enabling accommodations per student
- Reporting on accommodations per test
- Text to speech capabilities

What Accommodations Can Be Enabled?

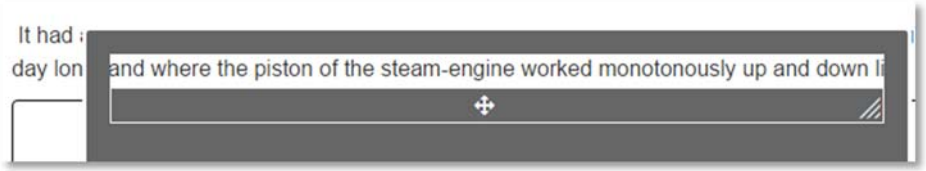
Accommodations are tracked per student per assessment. If a student is assigned to an accommodation, this will override any test or item settings. The following accommodations are available:

- Color contrast/reverse contrast
- Answer masking
- Line reader mask
- Magnifier
- Extra testing time on timed tests
- 4 Function calculator
- 5 Function calculator
- Scientific calculator
- Text to speech (details on next page)

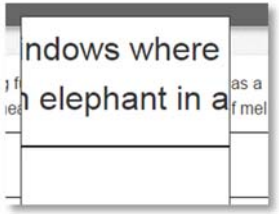
Individual tests can be configured to use the magnifier and/or line reader mask accommodations. The settings are part of the test settings section. If selected, it will make the accommodation available for all students taking that test.



When made available at the test or student level, students will have the option to change the contrast setting, turn on the magnifier and show the line reader mask.



The line reader mask allows students to drag the viewer over one line at a time.



The magnifier lets students zoom in on item content.

How Do Students Get Enabled for Accommodations?

There are two ways that students can be set up with a Personal Needs Profile (PNP). User with the System Operator role can bulk import PNPs. Specifications and a sample file are available on Community Connections and described in the *Assessment Admin: System Operator Guide.*

Users with the Update TestNav PNP user operation can modify PNP settings in a student profile.

To add accommodations per student:

1. Access a student profile, such as by searching by name in the Find a Student field in the top right of the page
2. Click the TestNav PNP tab
3. Select the accommodations that should be associated with the student
4. Click **Save**

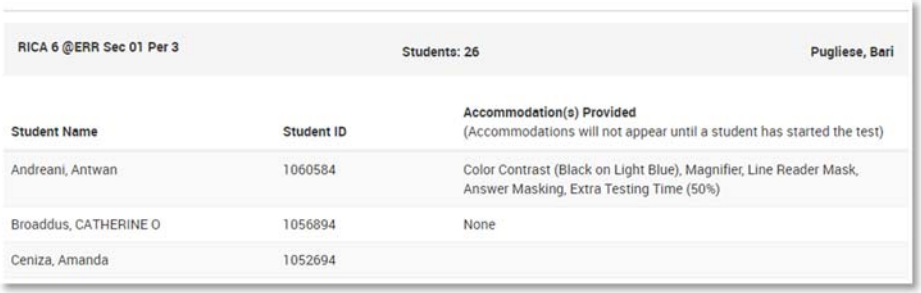
Tracking Accommodations Per Test

View accommodations available to each student by viewing their student profile TestNav PNP tab. You can track the accommodations made available to each student on a specific test.

To view a list by student for a test:

1. Navigate to the test detail page, for example by selecting Assessment Dashboard in the Assessments menu and then searching for and clicking the test name
2. Under Test Actions, click **Track Accommodations**
3. Filter on the desired class section
4. The name of each student, their Student ID and any accommodations provided appears

   Note that the last column is blank until the student has started the test.



RICA 6 @ERR Sec 01 Per 3 | Students: 26 | Pugliese, Bari

Student Name	Student ID	Accommodation(s) Provided (Accommodations will not appear until a student has started the test)
Andreani, Antwan	1060584	Color Contrast (Black on Light Blue), Magnifier, Line Reader Mask, Answer Masking, Extra Testing Time (50%)
Broaddus, CATHERINE O	1056894	None
Ceniza, Amanda	1052694	

Sample Accommodations list from the Test Detail

Supporting Text to Speech

The TestNav Text to Speech (TTS) accommodation allows students to have the computer read item content aloud. Text to speech is supported for test instructions, item content, passages, tasks and image labels. If the question language is set to Spanish, the content will be read with a Spanish accent. All other languages will be read with an American English accent.

Enabling Text to Speech on a Test

Tests can be flagged to generate text to speech content so that the content can be read both during test preview and to students with the appropriate setting during test-taking.

Text to speech must be enabled in both Test Properties and a student's Personal Needs Profile (PNP) to be available for a student.

You can enable text to speech when creating a new test or edit the test properties on an existing test.

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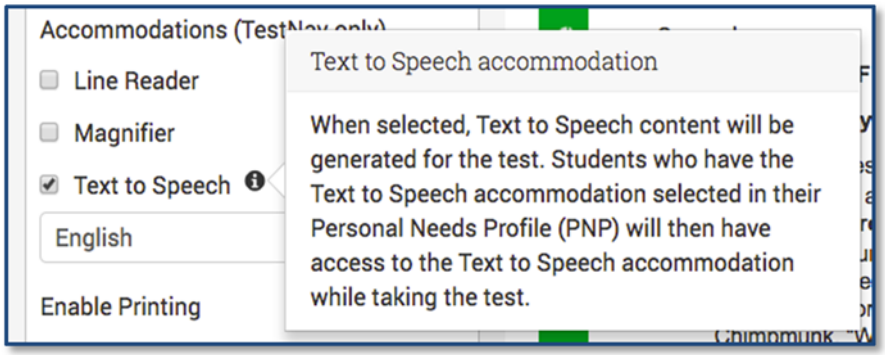


*On the test detail page under Test Properties, click **Edit Properties** to access the option to enable text to speech and select the language*

Text to Speech: Replacement/Alternate Text

Because the spelling of English words is not a precise guide to pronunciation, the text to speech accommodation will not always pronounce words correctly. To correct or enhance the pronunciation of words on a test item, you can enter alternate text with phonetic word spellings as well as commas, hyphens and apostrophes. The replacement word will be read instead of the original word.

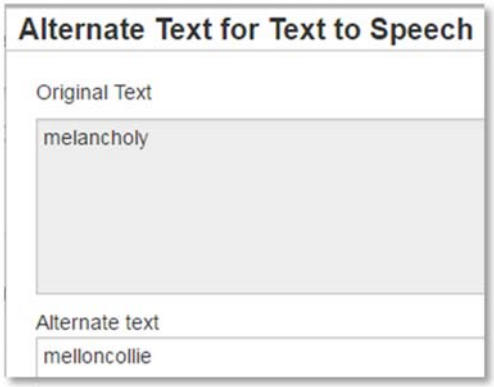
Replacement word or phrases can be provided for a word that is part of the test instructions, question, answer and passage content. Alternate text can be entered for math equations, images, audio files and tables. For tables, alternate text can be entered for content within the table or the entire table (in Table Properties). If alternate text is entered for both, only the alternate text for the entire table will be read.

A phonetic guide is included on the Replacement/Alternate text dialog giving phonetic suggestions. Refer to the online help section *Phonetic Guide for Text to Speech* for additional details.

To replace a word with alternate text:

1. Highlight the content to be replaced in the text editor
2. Click the alternate text icon

3. Enter alternate text



4. Click **Ok**

   An orange dotted border will highlight words, images, equations, and tables that have replacement/alternate text provided.

5. To view the replacement text, mouse over the bordered content

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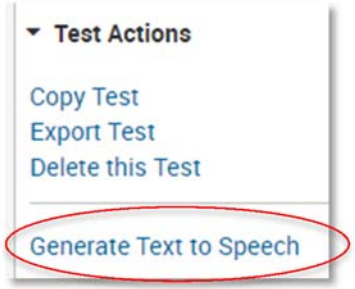
Text to Speech: Generate and Preview

Always preview text to speech to ensure accuracy before scheduling.

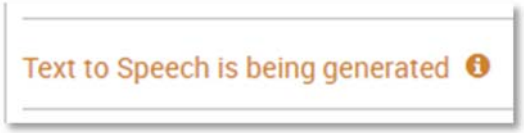
Before previewing a test that includes text to speech, you must generate a background task to create the content.

To generate text to speech a preview and test:

1. After adding any needed alternate text, click **Generate Text to Speech**



You will see a message that the content is being generated.

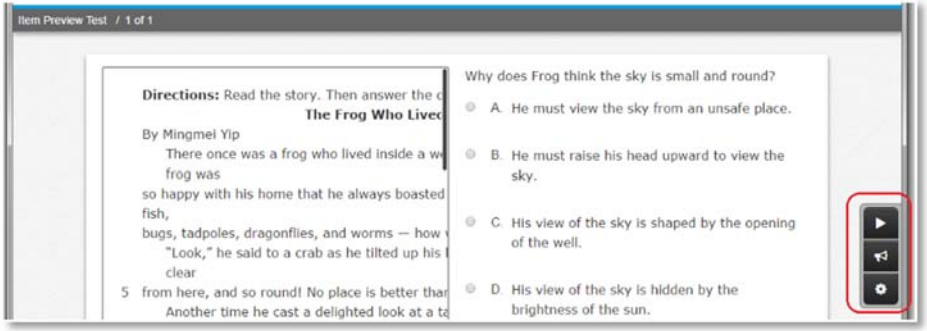


2. When you see the message change to 'Text to Speech content is ready'
3. Under Text Actions, click **Preview in Test Nav**
4. Click **Start Test Now**
5. Use the arrows to navigate through the test
6. On each item, click the play button to listen to the content
7. After previewing all content, close the preview window
8. Make any needed edits and click **Generate Text to Speech**

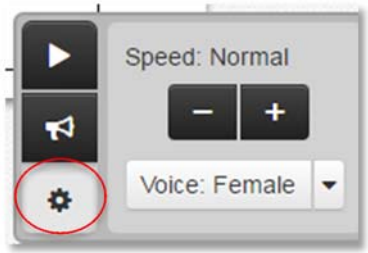
If the test content has not changed, the text to speech content will not need to be re-generated. The Generate Text to Speech option is disabled if the test in the Scheduled or In Progress state. Republishing the test will regenerate TTS content.

Text to Speech: Student Test Taking

Students who have text to speech enabled in their Personal Needs Profile can click the play button to start listening to the item content. The Click to Hear (middle) button allows students to select a specific line of text. Words are highlighted in blue as content is being read.



Students can adjust the voice speed (slow, medium, and fast) and voice type (male or female).



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