



Online Testing Accessibility Planning Tool

Students taking Ohio’s state tests may use accessibility features, including administrative considerations, universal tools, designated supports and accommodations. This document is an optional planning tool to help district and school personnel identify available features, record student needs and prepare for online testing. It does not supersede a student’s individualized education program (IEP) or Section 504 Plan.

Consider the student’s experience with these features when deciding whether to offer them during testing. For additional information about these accessibility features, refer to [Ohio’s Accessibility Manual](#).

Districts should not submit this form to Cambium or to the Department. Districts may use the information from this form when planning for online tests.

District and school personnel **must**:

- Arrange resources before testing so students receive appropriate accessibility features as needed.
- Identify and turn on some online features in advance of testing as needed. District and school test coordinators can turn on the feature(s) by:
 - Uploading a student settings file in TIDE;
 - Individually marking the features in the student’s Pre-ID record in TIDE; or
 - Marking the feature(s) in the Test Administrator Interface when approving the student to test.

Directions: Use the student’s demographic information to complete Table 1. For Tables 2-7, mark the following:

- Y for Yes in the content area the tool is needed; and/or
- Leave blank if the student does not need the tool

Table 1 Student Information

| Demographics | District Response |
|-------------------------------------|--|
| Student’s Name | |
| SSID/Student ID | |
| Date of Birth | |
| Does the student have an IEP/504? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is the student and English Learner? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Enrolled Grade | |
| Is the student accelerated? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Accelerated Grade | |
| Prepared by | |
| Completed Date | |

Table 2 Administrative Considerations

| Administrative Considerations | ELA | Math | Science | Social Studies |
|------------------------------------|-----|------|---------|----------------|
| Adjustable lighting | | | | |
| Familiar test administrator | | | | |
| Frequent breaks | | | | |
| Separate or alternate location | | | | |
| Small group | | | | |
| Specialized equipment or furniture | | | | |
| Specified area or seating | | | | |
| Time of day | | | | |

Table 3 Universal Tools

These universal tools are available on the online tests for all content areas:

- Highlighter
- Line reader
- Mark for review
- Masking
- Notepad
- Strikethrough
- Test Clock
- Writing tools
- Zoom

| Universal Tools | ELA | Math | Science | Social Studies |
|--|-----|------|---------|----------------|
| Blank paper (Required for ELA. For math, science and social studies tests, blank paper must be available if requested) | Y | | | |
| General directions | | | | |
| Redirect Student to the Test | | | | |

Choices are **NOT** available in the table below. The table below lists all Universal tools which are offered, available and/or not available.

| Universal Tools | ELA | Math | Science | Social Studies |
|---|-----|------|---------|----------------|
| Calculator–Test Delivery System | N/A | Y | Y | N/A |
| Headphones (not required for testing UNLESS a student is using the Text-to-Speech feature in a Group Setting) | N/A | N/A | N/A | N/A |
| Paginated stimuli and reading mode | Y | Y | Y | Y |
| Spellcheck | N/A | N/A | N/A | N/A |
| Text-to-Speech (use headphones if not testing in 1:1 setting) | N/A | Y | Y | Y |

| Universal Tools | ELA | Math | Science | Social Studies |
|-------------------------|-----|------|---------|----------------|
| Text-to-Speech Tracking | N/A | Y | Y | Y |

Table 4 Embedded Designated Supports

The online Student Testing Site offers embedded designated supports, but districts must activate these features in advance of testing:

- By uploading a student settings file in TIDE;
- By marking the features under the “Test Settings” section of the student’s record manually in TIDE; and/or
- Test Administrators can select the feature(s) under “Test Settings” in the Test Administrator Interface when approving the student to test during the test session.

Districts must provide the non-embedded supports to students who need them. Alternatively, districts should disable embedded universal tools for students as needed.

Disable Universal Tool

Some students may benefit from fewer tools in the Test Delivery System when testing online. Mark any of the embedded universal tools that should be **disabled** for the student below.

| Disable Embedded Universal Tool | ELA | Math | Science | Social Studies |
|---------------------------------|-----|------|---------|----------------|
| Highlighter | | | | |
| Masking | | | | |
| Strikethrough | | | | |
| Test Clock | | | | |
| Line Reader | | | | |
| Text-to-Speech | | | | |

Background and Font Color Section

| Background and Font Color | ELA | Math | Science | Social Studies |
|---------------------------|-----|------|---------|----------------|
| Black on light yellow | | | | |
| Black on light blue | | | | |
| Black on light magenta | | | | |
| White on black (inverted) | | | | |
| White on navy blue | | | | |

Mouse pointer Size and Color

| Mouse Pointer size and color | ELA | Math | Science | Social Studies |
|------------------------------|-----|------|---------|----------------|
| Large black | | | | |
| Large green | | | | |
| Large red | | | | |
| Large yellow | | | | |
| Large white | | | | |
| Extra-large black | | | | |
| Extra-large green | | | | |
| Extra-large red | | | | |
| Extra-large yellow | | | | |
| Extra-large white | | | | |

Print Size

| Mouse Pointer size and color | ELA | Math | Science | Social Studies |
|-------------------------------|-----|------|---------|----------------|
| Level 0: 1x (default/no zoom) | | | | |
| Level 1: 1.5x | | | | |
| Level 2: 1.75x | | | | |
| Level 3: 2.5x | | | | |
| Level 4: 3x | | | | |

Table 5 Non-embedded Designated Supports

| Non-embedded Designated Supports | ELA | Math | Science | Social Studies |
|---|-----|------|---------|----------------|
| External magnification or enlargement device | | | | |
| Line reader tool - handheld | | | | |
| Music and white noise | | | | |
| Noise buffers | | | | |
| Specialized paper | | | | |
| Student reads test aloud to self (requires 1:1 setting) | | | | |
| Tactile fidgets/Fidget devices | | | | |
| Timer-external | | | | |
| Calculator or fact charts – handheld | N/A | | | N/A |

| Non-embedded Designated Supports | ELA | Math | Science | Social Studies |
|---|-----|------|---------|----------------|
| Rulers, angled-rulers, compasses, and protractors | N/A | | N/A | N/A |
| Spellchecker - handheld | N/A | | | |
| Mathematic Reference Sheet | | | | |

Table 6 Accommodations for Students with Disabilities

If a student uses an alternate response option, the test administrator must transcribe and submit the student's responses in the online testing site.

Additional Assistive Technology: please fill in Name of tool for this section.

| Presentation Accommodations | Name Type | ELA | Math | Science | Social Studies |
|---|-----------|-----|------|---------|----------------|
| Additional assistive technology used regularly in instruction | | | | | |
| Additional assistive technology used regularly in instruction | | | | | |

| Presentation Accommodations | ELA | Math | Science | Social Studies |
|---|-----|------|---------|----------------|
| Dual monitors | | | | |
| Human reader for online test. | | | | |
| Paper-based test instead of computer (Use paper-based test planning tool. Also includes large-print and braille.) | | | | |
| Screen reader mode (not available for grade 8 science, biology or physical science.) | | | | |
| Sign language interpreter (Student must meet criteria for the read-aloud accommodations to receive this feature on the English language arts test.) | | | | |

Only option available for this section is ELA for the following accommodations. Reading access guidance is found in the [Ohio's Accessibility Manual](#). Please mark if student needs.

| Presentation Accommodations | ELA |
|---|-----|
| Read-aloud on English language arts | |
| Text-to-speech English language arts (must use headphones if not tested in 1:1 setting) | |
| Text-to-speech tracking English language arts | |

If a student uses an alternate response option, the test administrator must transcribe and submit the student's responses in the online testing site. Please mark if student needs additional assistive technology.

| Accommodations | Name Type | ELA | Math | Science | Social Studies |
|---|-----------|-----|------|---------|----------------|
| Additional assistive technology regularly used in instruction | | | | | |

| Response Accommodations | ELA | Math | Science | Social Studies |
|---|-----|------|---------|----------------|
| Answers transcribed by test administrator | | | | |
| Speech-to-text | | NA | NA | NA |
| Braille notetaker | | | | |
| Braille writer | | | | |
| Calculator. Mathematics reference sheet or fact charts on non-calculator mathematics test or part of test | N/A | | N/A | N/A |

Allowable Tools Mathematical tools (**mathematics and science only**)

| Allowable tools for Math and Science | Math | Science |
|--|------|---------|
| 100s chart | | |
| Abacus/Rekenrek | | |
| Algebra Tiles | | |
| Base 10 blocks | | |
| Counters and counting chips | | |
| Cubes | | |
| Fraction tiles and pies without numerical labels | | |
| Square tiles | | |
| Two-colored chips | | |

| Response Accommodation | ELA | Math | Science | Social Studies |
|---------------------------------|-----|------|---------|----------------|
| Scribe | | | | |
| Speech-to-text | | NA | NA | NA |
| Word prediction external device | | | | |

| Timing Accommodations | ELA | Math | Science | Social Studies |
|---|-----|------|---------|----------------|
| Extended time (1.5X, 2X, but not to exceed one school day.) | | | | |

Table 7 Accommodations for English Learners

Only students designated as English learners qualify for these accommodations.

| Accommodations for English Learners | ELA | Math | Science | Social Studies |
|--|-----|------|---------|----------------|
| Dual monitors | | | | |
| Extended Time (e.g., 1.5X, 2X, but not to exceed one school day) | | | | |
| Word-to-word dictionary | | | | |

ELA is not a choice in this section. Please mark if student needs this tool in math, science, or social studies.

| Accommodations | Language? | Math | Science | Social Studies |
|------------------------------|-----------|------|---------|----------------|
| Oral Translation of the Test | | | | |

| Accommodations in the following content areas only (ELA is not a choice here) | Math | Science | Social Studies |
|---|------|---------|----------------|
| Human Reader (in English) for online test | | | |
| Scribe (in English) | | | |
| Bilingual Test Form (Spanish/English) | | | |
| Text-to-speech Spanish/English | | | |
| Text-to-speech Tracking Spanish and English | | | |

| Emergency Accommodations |
|---|
| Districts may use an optional form to document a temporary disabling condition (e.g., a broken arm). See Appendix E: Emergency Accommodation Form in Ohio's Accessibility Manual for further information. |