



Paper-Based 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 districts and schools identify available features, record student needs and prepare for paper-based 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 the Department. Districts may use the information from this form when planning for paper-based tests.

District and school personnel **must**:

- Arrange resources before testing so students receive appropriate accessibility features as needed.
- Confirm that district test coordinators or district administrators order paper-pencil, braille and large-print tests for students who need them.
- Confirm that district test coordinators or district administrators order additional test booklets for test administrators who have students taking paper-based tests who will receive a human read-aloud or language translation administration.

Directions: Use the student’s demographic information to complete Table 1. For Tables 2-15, 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				

Administrative Considerations	ELA	Math	Science	Social Studies
Frequent breaks				
Separate or alternate location				
Small group				
Specialized equipment or furniture				
Specified area or seating				
Time of day				

Table 3 Universal Tools

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				
Strikethrough				
Writing tools such as underlined words or bullets (student strategy)				

Table 4 Designated Supports

Districts may provide the features below to any student who needs them and must plan for their use in advance of testing.

Designated Supports	ELA	Math	Science	Social Studies
Color overlays				
Calculator or fact charts – handheld				
External magnification or enlargement device				
Highlighting tool				
Human reader				
Line-reader tool				
Mark for review				
Masking				
Music and white noise				
Noise buffers				
Rulers, angled-rulers, compasses and protractors				
Specialized paper				
Spellchecker – handheld device				
Student reads test aloud to self (requires 1:1 setting)				
Tactile fidgets/Fidget devices				

Mathematics Reference Sheets				
Timer				

Table 5 Accommodations for Students with Disabilities

Note that the test vendor will provide braille and large-print test booklets, but the district test coordinator must order them in TIDE. District test coordinators or district administrators must also order additional test booklets for test administrators who have students taking paper-based tests and who will receive a human read-aloud or language translation administration.

In table below, please provide the **name or type** of additional technology used in instruction and in what content area.

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

Table 6 Presentation Accommodations and Special Versions

Presentation Accommodations and Special Versions	ELA	Math	Science	Social Studies
Braille Test				
Online test instead of paper (Use online test planning tool.)				
Large-print Test Booklet				
Sign language interpreter (Student must meet criteria for the reading access accommodation to receive this feature on the English language arts test.)				
Human Reader	(see below)			

Table 7 Presentation Accommodations and Special Versions

The only choice is ELA for this tool. Please mark if student needs this tool in ELA.

Presentation Accommodations	ELA
Human reader English language arts test (Student must meet criteria for the reading access accommodation to receive this feature.)	

Table 8 Presentation Accommodations and Special Versions

In the table below, please provide the **name or type** of additional technology used in instruction and in what content area.

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

Table 9 Response Accommodations

Response Accommodations	ELA	Math	Science	Social Studies
Answers recorded in test booklet and transcribed into scorable documents				
Braille notetaker				
Braille writer				
Monitor test response				
Scribe				
Speech-to-text		N/A	N/A	N/A
Word prediction device				

Table 10 Response Accommodations

Response Accommodations	Math	Science
100s chart		
Abacus/Rekenrek		
Base 10 block		
Counters and counting chips		
Cubes		
Fraction tiles and pies without numerical labels		
Square tiles		
Two-colored chips		

Table 11 Response Accommodations

Response Accommodations	Math
Calculator or fact charts on non-calculator mathematics test or part of test	
Mathematics Reference Sheet	

Table 12 Response Accommodations

Response Accommodations	Math	Science
Specialized calculation device		

Table 13 Timing Accommodations

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

Table 14 Accommodations for English Learners

Only students designated as English learners qualify for these accommodations.

Accommodations for English Learners	ELA	Math	Science	Social Studies
Extended time (e.g., 1.5X, 2X, but not to exceed one school day)				
Word-to-word dictionary				
Scribe (in English)	N/A			

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				

Table 15 Emergency Accommodations

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.