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A. Introduction

Students whose primary language is not English and who are of limited English proficiency represent a steadily increasing percentage of North Carolina’s school population and are enrolled at all grade levels in communities across the state. This publication contains policy guidelines and procedures for testing students who are identified as limited English proficient (LEP) in the North Carolina Testing Program.

State and federal laws require that all students participate in the statewide testing program. The local education agency (LEA)/charter school must ensure all students, including those identified as LEP who have the appropriate documentation, (1) participate in the standard administration of a North Carolina test and, if eligible, (2) receive appropriate accommodation(s) during the administration of the test. To ensure test results are valid, all school personnel must follow the appropriate procedures for use of accommodations by LEP students presented in this publication and any published supplements or updates.

LEP teams/committees, must review this publication before making decisions about testing accommodations for students identified as LEP who are participating in the North Carolina Testing Program at grades 3–12. Although this publication addresses the testing of students identified as LEP who are part of the regular education program, some students with disabilities are also identified as LEP. Additional information regarding the testing of students with disabilities who are also identified as LEP can be found in the Testing Students with Disabilities document at: http://www.ncpublicschools.org/accountability/policies/tswd/.

North Carolina LEA personnel, school personnel, parents, and students may duplicate or download the Guidelines for Testing Students Identified as Limited English Proficient publication for instructional and educational purposes only. Portions of this document may be duplicated and distributed to members of the school-based LEP team/committee so that informed decisions for testing students identified as LEP may be made. This publication is located on the North Carolina Department of Public Instruction (NCDPI) Division of Accountability Services website at: http://www.ncpublicschools.org/accountability/policies/slep/.

LEA/charter school test coordinators and LEP coordinators must train local staff on the material in this document and disseminate any subsequent published supplements or updates to this publication that provide additional information for decision making in testing students identified as LEP.
B. Limited English Proficient Testing Requirements

Students Identified as Limited English Proficient (LEP)

The WIDA-ACCESS Placement Test (W-APT™) is the assessment used in North Carolina for initial identification and placement of students identified as LEP. The assessment on the W-APT is based on results of the Home Language Survey (HLS) process (State Board policy GCS-K-000). The HLS process and the identification and subsequent placement of LEP students in English as a Second Language (ESL) services are guided at the state level by the NCDPI Curriculum and Instruction Division. Additional information can be found at http://eldnces.ncdpi.wikispaces.net/Home+%28ELD%29.

Once identified as LEP solely from the results of the W-APT, the student is required by state and federal law to be assessed annually with a state-identified English language proficiency test. The test currently used by North Carolina for annual assessment is the Assessing Comprehension and Communication in English State-to-State for English Language Learners, or the ACCESS for ELLs 2.0.® Eligible students may participate in the Alternate ACCESS for ELLs® in place of the ACCESS for ELLs 2.0.

Results from these tests for English language proficiency help determine eligibility for state-approved testing accommodations for tests within the North Carolina Testing Program, such as the end-of-grade (EOG) and end-of-course (EOC) assessments.

If a student scores below Level 5.0 Bridging on the reading subtest of the W-APT/ACCESS for ELLs 2.0®, the student is eligible to receive state-approved LEP testing accommodations on all state tests.

If the student scores Level 5.0 Bridging or above on the reading subtest of the W-APT/ACCESS for ELLs 2.0® or exits LEP identification, he/she must participate in all state tests without LEP accommodations.

A student remains identified as LEP until exit criteria are satisfied.

Alternate ACCESS for ELLs

The Alternate ACCESS for ELLs is an option to the administration of the ACCESS for ELLs 2.0 test to students in grades 1–12 who are classified as English language learners (ELLs) and have significant cognitive disabilities that prevent their meaningful participation in the ACCESS for ELLs 2.0 assessment. The Alternate ACCESS for ELLs is designed for only a small population of ELLs who meet the following eligibility criteria:

● The student has a current IEP.
● The student participates in the general education curriculum through the Extended Content Standards.
● The student has a significant cognitive disability (i.e., exhibits severe and pervasive delays in ALL areas of conceptual, linguistic, and academic
development and also in adaptive behavior areas, such as communication, daily living skills, and self-care).

- The student’s ACCESS for ELLs scores from the prior year yielded NA across any or all domains or yielded a composite score of less than 2.0. (If scores are 2.0 or above, the student does not qualify for the Alternate ACCESS for ELLs and must continue to take the regular ACCESS for ELLs.)

- If the student does not have ACCESS for ELLs testing for the prior year, the student’s WIDA ACCESS Placement test (W-APT) results must have a proficiency level of 1 in all applicable domains.

First Year Exclusion Eligibility and Annual Measurable Objectives (AMO)

Per State Board of Education (SBE) policy GCS-C-021, all students identified as limited English proficient must participate in the statewide testing program (i.e., standard test administration or standard test administration with accommodations) with the exception of students identified as limited English proficient who score below Level 4.0 Expanding on the reading subtest of the WIDA-ACCESS Placement Test (W-APT) and are in their first year in U.S. schools. (For the purpose of this determination, a school in Puerto Rico is not considered a U.S. school.) These students are exempt from being assessed on the Beginning-of-Grade 3 English Language Arts/Reading Test, the EOG English Language Arts/Reading Assessment, the EOC Assessment of English II, or any associated alternate assessments that measure reading comprehension and shall not be included in the Annual Measurable Objectives (AMOs). For purposes of determining participation for English language arts/reading, the annual administration of the ACCESS for ELLs 2.0 reading subtest will be used for the students identified in this section.

Exiting LEP Identification and the Comprehensive Objective Composite (COC)

Per SBE policy GCS-A-012, to exit LEP status, students must meet the Comprehensive Objective Composite (COC). Results from the ACCESS for ELLs 2.0, the annual test of English language proficiency, are used in determining whether a student may exit LEP identification. Students must meet the COC set by the state, which currently defines the attainment of English language proficiency as the student’s reaching an overall composite score of 4.8 or above with at least a 4.0 on the reading subtest and at least a 4.0 on the writing subtest of the annual proficiency test for kindergarten and tiers B and C in grades 1–12 on the paper/pencil version of the ACCESS for ELLs 2.0. The exit criteria for the adaptive online version of the ACCESS for ELLs 2.0 will have the same exit criteria as the paper/pencil version, but without tiers.

The establishment of the COC involves identifying the cut point at which English language proficiency no longer affects reading and mathematics performance on the state EOG and EOC tests. This method comprehensively takes into account the combination of two objective performance factors: the state EOG and EOC English language arts/reading and mathematics tests and the student’s English language proficiency.

Students who exit LEP identification are no longer assessed on the English
Students who have exited LEP identification must be monitored for two years. During these two years, students are referred to as Monitored Former LEP students (MFLEP).

Per SBE policy GCS-C-021, schools shall include students in the calculations for determining the status of the LEP subgroup for the AMOs only if the subgroup has already met the minimum number of 30 students required for a subgroup and did not meet the AMO before the inclusion of the MFLEP students.

If a student meets the COC on the annual assessment, the student exits LEP identification effective the next accountability year. For example, if he/she meets the COC in spring 2014, the student remains identified as LEP for the remainder of the 2014–15 school year. For the 2015–16 school year, his/her status would be “Exited LEP Identification, Year 1.” For the 2016–17 school year, the status would be “Exited LEP Identification, Year 2.”

The following chart outlines AMO inclusion for students who have exited LEP status.

**Student’s Status from 2014–15 through 2017–18**

<table>
<thead>
<tr>
<th>Year</th>
<th>LEP Identification</th>
<th>ACCESS for ELLs Testing</th>
<th>AMO Inclusion</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014–15</td>
<td>LEP</td>
<td>Tested on the ACCESS and met the COC</td>
<td>Included in the LEP subgroup</td>
</tr>
<tr>
<td>2015–16</td>
<td>Exited, Year 1</td>
<td>Not tested on the ACCESS</td>
<td>Eligible to be included as MFLEP*</td>
</tr>
<tr>
<td>2016–17</td>
<td>Exited, Year 2</td>
<td>Not tested on the ACCESS</td>
<td>Eligible to be included as MFLEP*</td>
</tr>
<tr>
<td>2017–18</td>
<td>Exited</td>
<td>Not tested on the ACCESS</td>
<td>Not included as MFLEP</td>
</tr>
</tbody>
</table>

*Note: Eligible only if the LEP subgroup met the minimum number of thirty (30) students and did not meet the AMOs before inclusion of the MFLEP students.

In the event a student identified as LEP transfers to another North Carolina school system, transfers out of North Carolina, or transfers within a school system, the student’s English language proficiency scores must be transferred with the student’s cumulative record to the new school. The school in which the student enrolls has up to thirty (30) calendar days at the beginning of the school year to transfer scores.
year or fourteen (14) calendar days if the student enrolls after the beginning of
the school year to obtain scores on the state-identified English language
proficiency test used for testing decisions. If scores are sent, the receiving school
must use those scores to determine the student’s LEP status. If scores are not
received, the receiving school must administer the state-identified English
language proficiency test. The results from the most recent administration of the
state-identified English language proficiency test will be used for program
services, instructional decisions, and eligibility for state testing
accommodations. (Scores received from the most recent assessment do not
change the student’s LEP identification.)
C. Responsibilities of LEA/Charter School Test Coordinators and LEP Coordinators

There must be communication and collaboration between LEA/charter school test coordinators and LEP coordinators to ensure appropriate training and support are offered to all test administrators and related personnel involved in all tests that are part of the North Carolina Testing Program. The LEA/charter school test coordinator and LEP coordinator must work collaboratively to provide information to school-based staff regarding policies and procedures for testing students identified as LEP. This information will demonstrate how to appropriately document a student’s participation in the statewide testing program, including whether the student will participate in

1. testing under standard conditions (i.e., without accommodations); or
2. testing with accommodations.

Local personnel must ensure any consequences resulting from the provision and/or use of an accommodation (e.g., procedures that invalidate test results) are explained in totality to parents or guardians and to those students who are 18 or older.

Document Information

LEA/charter school test coordinators and LEP coordinators are to distribute copies of this document, which contains SBE policies for testing students identified as LEP, to appropriate school personnel and members of the community so these designated individuals can review them and make informed decisions related to testing students identified as LEP.

This publication addresses the testing of students identified as LEP, but for students identified as LEP who also have disabilities, refer to the North Carolina Testing Program’s Testing Students with Disabilities document, which is available through the local school system or at http://www.ncpublicschools.org/accountability/policies/tswd/.

Joint Responsibility

LEAs should develop a local plan to designate responsibilities for the LEA/charter school test coordinator and LEP coordinator that will clearly define roles in the assessment of students identified as LEP. It is the joint responsibility of these coordinators to work collaboratively to ensure the following occur within a reasonable time frame:

1. All school test coordinators, school administrators, teachers, parent(s), guardian(s), and surrogate parent(s) are informed about the
   a. state testing requirements at each grade level (including the state-identified English language proficiency test and the National Assessment of Educational Progress [NAEP], if applicable); and
   b. guidelines governing the provision and use of testing accommodations.

2. A local monitoring system is established to ensure that only eligible students identified as LEP with appropriate documentation on current LEP plans are
provided testing accommodations during the administration of state tests and that all state policies are followed to assure valid test results.

3. The required documentation on the student’s LEP plan is on file in a secure location in compliance with the North Carolina Testing Program and with all federal requirements.

4. Any special scheduling or other provisions that may be required to accommodate the testing of students identified as LEP are arranged.

5. Each school’s implementation of state policies is monitored to ensure appropriate procedures are followed during the administration of state tests with accommodations. Appropriate accommodations are provided only to students identified as LEP who meet the eligibility requirements and have a documented need.

6. If a student is not provided a required (i.e., has a documented need) testing accommodation during a test administration, the result may be a misadministration. When a school does not provide a student with a required testing accommodation, (a) the parent/guardian must be notified immediately and (b) a Report of Testing Irregularity available through the Online Testing Irregularity Submission System (OTISS) must be completed. (c) If the parent/guardian signs a statement waiving the right to have the student retested with the required accommodation, the test results from the administration without the accommodation will be used for state and local accountability purposes and student performance placement. This statement waiving the right to retest must be signed before the parent/guardian is informed of the test results. (d) If the parent/guardian signs a statement indicating that the student must be retested with the required accommodation, the superintendent/LEA test coordinator declares a misadministration, and the affected student is administered another secure form of the test with the required accommodation. This statement of consent to retest must be signed before the parent/guardian is informed of the test results.

7. If a student is provided with a testing accommodation that is not required, (i.e., documented) (a) the parent/guardian must be notified immediately, (b) a Report of Testing Irregularity available through the OTISS is to be completed, and (c) an investigation must be conducted to determine if the provision of the accommodation does in fact result in a misadministration. (d) The superintendent/LEA test coordinator declares a misadministration if necessary, and (e) the affected student is administered another secure form of the test without the provision of the accommodation. If, after the investigation, a misadministration is not declared, the test results from the administration with the undocumented accommodation will be used for state and local accountability purposes and student performance placement.
8. A local system is implemented for (a) notifying parents/guardians and students before the actual test administration date about the approved accommodations the student will be provided during the actual test administration and (b) establishing procedures to use if a student declines to use an approved accommodation(s) during an actual test administration. This information must be documented in the LEA and school testing plans.

9. All appropriate staff receive training on the state-identified language proficiency test.

**Joint Training of Local Staff**

Early in the school year, school personnel must receive training on how to use accommodations during instruction. Before testing, training sessions on testing students identified as LEP must be conducted by the LEA/charter school for

- test administrators,
- proctors,
- ESL teachers, and
- any other appropriate school personnel who serve students with limited English proficiency on LEP teams/committees or who are otherwise involved in administering a state test or providing accommodations during the administration of a state test (with the exception of LEP testing accommodations on the state-identified English language proficiency test).

Training related to testing is primarily the responsibility of the LEA/charter school test coordinators. However, LEP coordinators and general curriculum specialists are strongly encouraged to participate and assist in developing training for personnel involved in testing students with limited English proficiency. In no case shall a test be administered by an individual who has not participated in training on administering state tests (including the state-identified English language proficiency test) or on the appropriate use of accommodations.

All school system personnel are to be made aware of the following when administering state tests with or without accommodations:

1. A trained proctor should be assigned to every teacher who is administering a state-mandated test regardless of the number of students tested, with the exception of certain state-identified English language proficiency test administrations. Refer to the state-identified English language proficiency test administrator’s manual and related materials for specific details.

2. Every attempt must be made to relieve students’ test anxiety.

3. The security of the test must be maintained at all times.
Training on testing students identified as LEP is to include

- information located in the *Guidelines for Testing Students Identified as Limited English Proficient* document (this publication) and the North Carolina *Testing Code of Ethics* (located in Appendix C); (The North Carolina *Testing Code of Ethics* includes information about maintaining test security and the sanctions for violations.)

- information about ordering test materials; (The superintendent/charter school director or the superintendent’s designee, usually the LEA/charter school test coordinator, is responsible for ensuring secure test materials are properly ordered.) and

- information about testing accommodations. *Additional information regarding accommodations is located in Sections D and E of this publication.*

To ensure valid test results, training before the administration of each state test must include the review of (a) the standard procedures for administering the tests, (b) the accommodation(s) that have been approved for the student to use with specific tests, and (c) the appropriate use of and procedures for the provision of approved accommodation(s).

A student may require accommodations for only one test (for example, English language arts/reading or mathematics), or a student may have approval for accommodations for several tests. In addition, a student may have approval for more than one accommodation per test because of his or her individual needs.

If appropriate, a small group of students in the same grade at the same school using the same accommodation (e.g., students using the accommodation *Test Administrator Reads Test Aloud* for a test that does not measure reading comprehension) in one testing site (e.g., classroom) may use the same form (i.e., same form letter and form number) of the test if the accommodation has been approved and documented by the LEP team/committee for each student before the test administration. This option pertains only to paper-and-pencil tests, as the online test forms are selected randomly for each student.

Unless the provision or use of the testing accommodation requires special handling, the test administrator must follow standard procedures for processing test materials. Procedures for storing or returning paper-and-pencil test materials used with accommodations are located in each assessment guide.

The test administrator must code all applicable bubbles on the student answer sheet for paper-and-pencil tests or complete the Accommodations Provided page in NCTest for online tests to identify the specific
accommodation(s) provided during the test administration. Coding/ completion must be accurate. This information is used for state and federal reporting purposes and for making determinations about the validity of test scores.

When a state test is administered with accommodations, students are to be provided with the following information on an individual basis before the test date:

- identity of the test administrator and/or proctor (For best practices, students should know and have worked with the test administrator and proctor before the test administration.)
- test date, time the test administration is scheduled to begin, and room location
- testing accommodations that are to be provided and how the accommodations will be provided

**Review of Recommendations**

The LEP coordinator, in collaboration with the LEA/charter school test coordinator, is to review the testing accommodations determined by the LEP teams/committees. This may include the review of individual student’s testing accommodations documentation in LEP plans/documentation and any available testing accommodations reports from CECAS, PowerSchool, or LEA-/charter school-approved accommodations management systems.
D. Procedures for Determining Participation in the Standard Test Administration or Testing with Accommodations

The following procedures are to be used when determining whether students identified as LEP will be administered state tests under standard conditions (i.e., without accommodations) or take them with accommodations.

**Notification of Testing**

According to SBE policy GCS-A-001, “LEAs shall, at the beginning of each school year, provide information to students and parents or guardians advising them of the district-wide and state-mandated tests that students will be required to take during the school year. In addition, LEAs shall provide information to the students and parents or guardians to advise them of the dates the tests will be administered and how the results from the tests will be used and the consequences thereof. Also, information provided to parents or guardians about the tests shall include whether the SBE or local board of education requires the test. LEAs shall report scores resulting from the administration of district-wide and state-mandated tests to students and parents or guardians along with available score interpretation information within thirty (30) days from the generation of the score at the LEA level or from the receipt of the score and interpretive documentation from the department.”

**General Local Procedures**

Decisions should be made by the school LEP team/committee, and not the individual ESL teacher, to ensure appropriate testing decisions are made for students identified as LEP. The team/committee should meet annually and may consist of the school principal, ESL teacher, regular education teacher, counselor, and parent/guardian. The parent/guardian or teacher may request a meeting of the team/committee if changes need to be made to the student’s accommodations.

Testing decisions for the use of accommodations must be made on a case-by-case basis for the individual student. Addressing one state test at a time enables the team/committee to focus on individual student needs for each test. Parents/guardians who cannot attend this meeting must be notified of the testing accommodations.

All valid test scores will remain in the student’s permanent record and will be used for student placement decisions into language-instruction educational programs designed for LEP students and for accountability purposes. Invalid test scores are not to be included in the student’s permanent record or be used for placement decisions or accountability purposes.

In the event the team/committee responsible for making decisions about assessment accommodations encounters procedures not specified in this document, the team/committee is to contact the LEA test coordinator and the LEP coordinator for clarification before documenting a final decision. The LEA test coordinator and LEP coordinator can provide the team/committee with information regarding the potential effect of the decision in regard to test validity.
and test security (e.g., test scheduling) in addition to state and federal mandates.

Note: The SBE determines standards for all North Carolina tests. Individuals responsible for making decisions about testing accommodations for students identified as LEP are not permitted to revise the standards established by the SBE in order to meet the unique needs of a student.

Instructional Accommodations

This document focuses on the North Carolina Testing Program and the testing accommodations that may be considered in establishing how a student will equitably participate in the state tests. It is important, however, to also recognize instructional accommodations. LEP teams/committees should always give their initial consideration to accommodations used during instruction and classroom assessments. These accommodations should enable the student to access information during instruction and generally are not held to the same restrictions as testing accommodations. A wide array of accommodations may be used during instruction. If there are questions regarding instructional accommodations, the student’s ESL teachers and/or school system LEP staff may be of assistance. Once the LEP team/committee determines the accommodations needed during instruction and classroom assessments, it should then address state testing. The accommodations for state tests are typically a subset of those needed during instruction.

North Carolina Testing Program

Each school year, the NCDPI Division of Accountability Services/North Carolina Testing Program publishes information regarding the current North Carolina Testing Program. Updated North Carolina Testing Program publications can be obtained by visiting the NCDPI Division of Accountability Services/North Carolina Testing Program website at: http://www.ncpublicschools.org/accountability/testing/.

Student Participation in the North Carolina Testing Program

Although the ACCESS for ELLs 2.0 is part of the North Carolina Testing Program, accommodations designed for LEP students are not permissible on this test. The ACCESS for ELLs 2.0 assesses the student’s ability to understand and use spoken and written English language and assists in determining which accommodations are appropriate for other state tests.

Table 1 provides a list of the state-mandated tests (by grade) administered statewide in the North Carolina Testing Program for the 2015–16 school year. In addition, field tests/special studies may be administered annually in selected subjects and grades.

The team/committee responsible for making decisions about assessment accommodations must be informed about the state testing requirements at each grade level and understand the guidelines governing the provision and use of the testing accommodations.
Table 1. State-Mandated Tests in the North Carolina Testing Program

<table>
<thead>
<tr>
<th>Grades</th>
<th>Tests</th>
</tr>
</thead>
<tbody>
<tr>
<td>K–2</td>
<td>1. ACCESS for ELLs 2.0®</td>
</tr>
</tbody>
</table>
| Grade 3| 1. Beginning-of-Grade 3 English Language Arts/Reading Test  
2. North Carolina End-of-Grade Assessment of English Language Arts/Reading  
3. North Carolina End-of-Grade Assessment of Mathematics  
4. ACCESS for ELLs 2.0 |
| Grade 4| 1. North Carolina End-of-Grade Assessment of English Language Arts/Reading  
2. North Carolina End-of-Grade Assessment of Mathematics  
3. NAEP  
4. ACCESS for ELLs 2.0  
5. North Carolina Final Exams² |
| Grade 5| 1. North Carolina End-of-Grade Assessment of English Language Arts/Reading  
2. North Carolina End-of-Grade Assessment of Mathematics  
3. North Carolina End-of-Grade Assessment of Science  
4. ACCESS for ELLs 2.0  
5. North Carolina Final Exams² |
| Grade 6| 1. North Carolina End-of-Grade Assessment of English Language Arts/Reading  
2. North Carolina End-of-Grade Assessment of Mathematics  
3. ACCESS for ELLs 2.0  
4. North Carolina Final Exams² |
| Grade 7| 1. North Carolina End-of-Grade Assessment of English Language Arts/Reading  
2. North Carolina End-of-Grade Assessment of Mathematics  
3. ACCESS for ELLs 2.0  
4. North Carolina Final Exams² |

¹Federal and state policies require all eligible students, including students identified as LEP and students with disabilities, be included in the statewide testing program in one of the following categories: standard test administration, standard test administration with accommodations, or state-designated alternate assessment.

²North Carolina Final Exams are administered at the end of the course (regardless of the grade level in which the course is offered) and the end of the year (grades 4–8). SBE policy GCS-A-016 states that “all eligible students shall participate in the administration of the assessments (standard administrations with or without accommodations).”
Grade 8
1. North Carolina End-of-Grade Assessment of English Language Arts/Reading
2. North Carolina End-of-Grade Assessment of Mathematics
3. North Carolina End-of-Grade Assessment of Science
4. ACT Aspire Periodic Assessments
5. NAEP
6. ACCESS for ELLs 2.0
7. North Carolina Final Exams

Grade 9
1. North Carolina End-of-Course Assessments
2. ACCESS for ELLs 2.0
3. North Carolina Final Exams

Grade 10
1. North Carolina End-of-Course Assessments
2. ACT Plan
3. ACCESS for ELLs 2.0
4. North Carolina Final Exams

Grade 11
1. North Carolina End-of-Course Assessments
2. The ACT
3. ACCESS for ELLs 2.0
4. North Carolina Final Exams

Grade 12
1. North Carolina End-of-Course Assessments
2. ACT WorkKeys
3. NAEP
4. ACCESS for ELLs 2.0
5. North Carolina Final Exams

3Students with disabilities (i.e., those with current IEPs or Section 504 Plans) and students with limited English proficiency may use accommodations on the ACT Aspire Periodic Assessments and the ACT Plan. Prior approval by ACT is not required for accommodations on these assessments. All accommodations are determined locally. Accommodations must be supported by the students’ IEPs, Section 504 Plans, and/or LEP plans/documentation on file at the school.

4North Carolina End-of-Course Assessments are administered in three high school courses: English II, Math I, and Biology. SBE policy GCS-C-003 specifies that students who are enrolled for credit in courses in which end-of-course assessments are required shall take the appropriate end-of-course assessment at the completion of the course.

5Students with disabilities (i.e., those with current IEPs or Section 504 Plans) have two accommodations options for The ACT: (1) ACT-Approved accommodations and (2) State-Allowed accommodations. ACT-Approved accommodations are available based upon the documented disability or disorder and the history of the diagnosis. Scores from ACT-Approved accommodations administrations are fully reportable for colleges, scholarships, and other entities. Materials for State-Allowed accommodations, which do not require ACT approval, may be ordered online and utilized during The ACT assessment. The ACT scores from State-Allowed
accommodations administrations are not college reportable. Students identified as LEP only (nondisabled) may qualify only for State-Allowed accommodations on The ACT.

Students with disabilities (i.e., those with current IEPs or Section 504 Plans) may use accommodations listed in the ACT WorkKeys manual. All accommodations are determined locally. Accommodations must be supported by the students’ IEPs or Section 504 Plans on file at the school. Students identified as LEP only (nondisabled) may use a word-to-word foreign language dictionary as an accommodation on the ACT WorkKeys; they are not eligible for other accommodations.

**Special Studies/Field Tests**

Students identified as LEP who are administered a North Carolina-developed field test or special study are to participate (under standard conditions or with accommodations) in the same manner as the current LEP plan/documentation supports their participation in the operational version of the test (e.g., a sixth-grade student who is to receive approved accommodations for the operational end-of-grade mathematics test receives the same accommodations for an end-of-grade mathematics field test/special study). Contact the LEA/charter school test coordinator for the annually updated list of the North Carolina-developed field tests/special studies.

**Testing under Standard Conditions**

When appropriate, students identified as LEP should be administered state tests under standard conditions.

**Procedures for Discussing Testing with Accommodations**

The accommodations to be used during regular classroom instruction and assessments are to be discussed, finalized, and substantiated in the current LEP plan/documentation before the discussion and substantiation of accommodations to be used during a state-mandated test administration.

**Guiding Principles for Accommodations**

The following “Guiding Principles” for accommodations used during state-mandated administrations is located in a document published by the Council of Exceptional Children.¹ LEP teams/committees may want to consider these guidelines in making decisions for testing accommodations for LEP students.

a) “Do not make the assumption that all LEP students need testing accommodations.” Accommodations provided and used in state assessments should be used routinely in instruction and similar classroom assessments.

b) “Base accommodations on student need.” Accommodations must be based on the particular needs of the individual student. Do not base such decisions on educational program placement. While students with the same abilities may tend to need the same or similar kinds of accommodations, this is not a sound basis for making decisions.

c) “Be respectful of the student’s cultural and ethnic background.” When a testing accommodation is being discussed, make sure the student and the student’s family are comfortable with it. Additionally, the student’s ability to access the test from a language perspective must be taken into consideration when making testing decisions.

d) “Integrate assessment accommodations into classroom instruction.” Decisions regarding testing accommodations must be based on those accommodations the student requires to access instruction and similar classroom assessments. Thus, the instructional accommodations decision comes before the testing accommodations decision.

e) “Know which accommodations are approved for each assessment.” Although the ultimate authority for making decisions about which accommodations are appropriate rests with a team of school-based individuals, many states and districts have prepared a list of officially approved accommodations. These lists vary widely from district to district or state to state. Generally, there are different documentation procedures depending on whether the accommodation is or is not found on the state-approved/district-approved list. Practitioners and families should consider the state laws and district policies.

f) “Plan early for accommodations.” Because the need for accommodations should become evident during classroom instruction, the discussion concerning testing accommodations should take place well before the administrations of any assessments for which they are needed.

g) “Include students in decision making.” Whenever possible, the student should be included in deciding whether a testing accommodation is appropriate. The student can often express whether he/she feels there is a need for the accommodation and whether he/she is willing to use it. It is unlikely the student will use the accommodation if he/she is uncomfortable with it.

h) “Understand the purpose of the assessment.” It is important to know what construct is being tested so the chosen accommodations yield valid results. For instance, use of the Test Administrator Reads Test Aloud accommodation is a valid option for the North Carolina End-of-Grade Assessment in Mathematics, but it would invalidate the results from the North Carolina End-of-Grade Assessment in English Language Arts/Reading.

i) “Request only those accommodations that are truly needed.” The decision regarding testing accommodations must be based on the individual needs of the student. If the student does not need an accommodation in order to access the test, use of it may overwhelm or distract the student. For instance, if a student is provided the Test
Administrator Reads Test Aloud accommodation but does not need it in order to access the test, the distraction of someone reading the test may outweigh any benefits.

j) “Determine if the selected accommodation requires another accommodation.” There are some accommodations, such as the Test Administrator Reads Test Aloud, that require the student to also receive a special test environment accommodation.

k) “Provide practice opportunities for the student.” All students should have opportunities to practice sample questions in the same format that they will experience on the test. Practice opportunities may demonstrate that a specific testing accommodation is unnecessary for a student.

l) “Remember that accommodations in test-taking won’t necessarily eliminate frustration for the student.” Testing accommodations are not meant to provide a student with an unfair advantage, but rather an opportunity to demonstrate what he/she can do. Therefore, the use of testing accommodations does not guarantee a proficient score for the student or a reduction in test anxiety or other emotions caused by the testing situation.

### Accommodations for the National Assessment of Educational Progress (NAEP)

**Background Information about the National Assessment of Educational Progress (NAEP).** NAEP, also known as “the Nation’s Report Card,” is authorized by Congress and administered by the National Center for Education Statistics (NCES) in the U.S. Department of Education. NAEP is the largest nationally representative, continuing assessment of what America’s students know and can do in various subject areas. The National Assessment Governing Board (NAGB) sets policy for NAEP and is responsible for oversight of the development of frameworks and test specifications that serve as the blueprint for the assessments.

In accordance with the NCLB legislation, signed by President Bush on January 8, 2002, NAEP administrations in reading and mathematics (beginning in 2003) have been required at grades 4 and 8 every other year in all states. In North Carolina, SBE policy GCS-A-001 requires all selected schools to participate in NAEP; however, at the student level, participation in the NAEP is voluntary. NCLB allows students or parents to refuse to participate.

For each NAEP administration, a sample of students to participate is drawn from both public and nonpublic schools at grades 4, 8, and 12 (NCLB requires reading and mathematics assessments at grade 12 on a nationally representative basis be conducted at least as often as they were in the past, or every four years). In June, NCES notifies the NCDPI which schools have been selected for participation. The NCDPI notifies the districts; student selection from the participating schools is completed in late December.
The results for NAEP are reported in the aggregate for large groups; no student or school-level data are reported. Included in the reports are statistical information about student performance and factors related to educational performance for the nation and specific subgroups of the population. To ensure the data have integrity and are complete, every effort must be made to include each selected student in the NAEP assessment. The NCDPI recommends LEP teams/committees document the accommodation(s) to be used during the administration of NAEP in the event the student’s school and student are selected to participate in the NAEP assessments. Participation is required for students who can access the assessment; there are no consequences for the student or school based on student performance. Planning ahead allows students with disabilities to use accommodations approved by the test publisher, NCES, during the administration of an NAEP test.

**Procedure for the LEP Team/Committee.** The LEP team/committee should follow the steps below when determining a student’s NAEP accommodations.

**Step 1.** The LEP team/committee determines whether the student may be administered an NAEP test at the assigned grade by viewing the Schedule for the State and National Assessment of Educational Progress located at [http://nces.ed.gov/nationsreportcard/about/assessmentsched.asp](http://nces.ed.gov/nationsreportcard/about/assessmentsched.asp). If an NAEP test is not scheduled to be administered at the student’s assigned grade, the LEP team/committee is not to address NAEP in the LEP plan/documentation. If an NAEP test is scheduled to be administered at the student’s assigned grade level, the LEP team/committee continues with Step 2 below.

**Step 2.** The LEP team/committee determines first whether the student is to be administered the NAEP test under standard conditions (i.e., without accommodations). If the team or committee determines the student is to be provided accommodations during the administration of the NAEP test, it should then review the NAEP accommodation information included in this document and contact the LEA test coordinator if additional information is needed. The LEA test coordinator has the most recent list of approved accommodations designated by NAEP. Before excluding a student based on an accommodation need, the school test coordinator is to send an e-mail to Andrea.Faulkner@dpi.nc.gov. The e-mail should include the school name and contact information along with a summary of the student’s accommodation needs. Confidential student-identifying information should not be included in the e-mail. The NAEP State Coordinator will review the e-mail and respond with a follow-up e-mail or phone call to include comprehensive guidance.

**Accommodations for NAEP.** Students who participate in the North Carolina Testing Program with accommodations should receive those accommodations on the NAEP, unless those specific accommodations are not allowed by NAEP. For example, *Multiple Testing Sessions* over multiple days is a state-
approved testing accommodation, but it is not allowed by NAEP. Alternatively, there are some NAEP-approved testing accommodations that are not approved within North Carolina, and therefore would not be allowed for use on the NAEP. These include (1) directions read aloud in Spanish and (2) cuing the student to stay on task. Like North Carolina, NAEP does not allow a test administrator to read aloud a test that measures reading comprehension.

A required accommodation not on the approved NAEP list may be provided in the event the use of it does not interfere with the validity or reliability of the test. In the event the LEP team/committee determines that a student is to be provided an accommodation that is not located in this publication, approval of the use of the accommodation during the administration of an NAEP test must be received from the NAEP field staff before the assessment. An e-mail is to be sent to the NC NAEP State Coordinator at Andrea.Faulkner@dpi.nc.gov with the accommodation request.

The NCDPI is committed to including as many students as possible in NAEP. The NAEP results for North Carolina should represent the entire student population. The LEP team/committee should consider ways to offer accommodations for students to enable participation in NAEP, and every effort should be made to identify an accommodation that will facilitate students’ participation in NAEP. NAEP reports only showcase results at the state level; there are no high-stake consequences for individual students or schools.

### Accommodations for North Carolina-Developed Tests

Each member of the school-based LEP team/committee is to have access to the accommodation information located in Section E. Testing Accommodations for Limited English Proficient Students: Descriptions and Procedures, at the team meeting so specific procedures for a test administration can be discussed, determined, and documented. The team/committee is to discuss specific procedures located in Section D before any final decision so as to avoid anomalies and misadministrations. The team/committee has the responsibility of specifying, to the greatest degree possible, how the accommodation is to be provided during testing. For example, the team/committee is to address (a) the number of sessions needed when using the Multiple Testing Sessions accommodation, (b) the approximate amount of extra time to be given when providing the Scheduled Extended Time accommodation, and (c) whether the test administrator reads aloud all words or only words requested by the student when providing the Test Administrator Reads Test Aloud accommodation for tests that do not measure reading comprehension. Section D should guide the LEA/charter school test coordinator and the test administrator in providing accommodations to students during the actual test administration.

The following accommodations approved for use by the NCDPI Division of Accountability Services/North Carolina Testing Program will result in valid test scores for North Carolina-developed tests:
Guidelines for Testing Students Identified as Limited English Proficient  
North Carolina Testing Program  
Grades 3–12

- English/Native Language Word-to-Word Bilingual Dictionary/Electronic Translator
- Multiple Testing Sessions
- Scheduled Extended Time
- Testing in a Separate Room (includes individual or small group administration, study carrel, etc.)
- Student Reads Test Aloud to Self
- Test Administrator Reads Test Aloud in English (Use of this accommodation during the administration of a state test that measures reading comprehension invalidates the results from the test.)
- Computer Reads Test Aloud—Student Controlled (Use of this accommodation during the administration of a state test that measures reading comprehension invalidates the results from the test.)

Note: Tests in the North Carolina Testing Program that measure reading comprehension include the (a) Beginning-of-Grade 3 English Language Arts/Reading Test; (b) the End-of-Grade English Language Arts/Reading Assessments; (c) the End-of-Course English II assessment; and (d) the English I, English III, and English IV NCFEs.

**Documentation of Accommodations**

If the LEP team/committee determines testing with accommodations is appropriate, documentation must substantiate this in the student’s current LEP plan/documentation. Moreover, the documented accommodations must be used routinely during (a) classroom instruction and (b) similar classroom assessments that measure the same construct.

LEAs must ensure the language recorded in their testing accommodation documentation (e.g., LEP plans/documentation) aligns with state-approved language, regardless of the type of plan or documentation under which a student requires a testing accommodation. The state-approved language must be used to document both the testing accommodations and the guidelines for providing them. Because some accommodations require details as to how the accommodation must be provided (e.g., the amount of Scheduled Extended Time), it is also essential that accommodations documentation include designated areas to record the required details of how to provide these accommodations.

The NCDPI has provided optional Testing Accommodations Charts to assist in maintaining alignment and consistency in accommodations documentation. For example, an LEP team/committee could complete the LEP Testing Accommodations Chart and include it in the LEP plan/documentation as substantiation for testing accommodations. These charts are available at [http://www.ncpublicschools.org/accountability/policies/accom](http://www.ncpublicschools.org/accountability/policies/accom).
Accommodations Documentation for Students with More Than One Area of Identification

When a student has more than one area of identification (e.g., a student with an IEP who is also identified as LEP), appropriate team members should complete a record of testing accommodations that addresses all of the student’s needs. To do so, LEAs should use the following prioritization for documenting testing accommodations:

1. Individualized Education Program (IEP)
2. Section 504 Plan
3. Limited English Proficiency (LEP) plan/documentation
4. Transitory impairment documentation

There are some students with disabilities who are also identified as LEP. According to the ordering of accommodations documentation, all testing accommodations (including those related to a student’s LEP needs) must be recorded in the IEP or Section 504 Plan. The testing accommodations related to the LEP needs of such students should also be maintained in their LEP plans/documentation along with the other pertinent information required within their plans. These students are required to participate in the state testing program.

LEP students in their first year in U.S. schools (not including Puerto Rico) scoring below Level 4.0 Expanding on the reading subtest of the WIDA ACCESS Placement Test (W-APTTM) are not eligible to be assessed on the state-mandated tests of English language arts (i.e., Beginning-of-Grade 3 English Language Arts/Reading Test; End-of-Grade English Language Arts/Reading Assessments; End-of-Course English II assessment; English I, English III, and English IV NCFEs). These students, however, are required to participate in the administration of all other state-mandated tests.

Students with disabilities who are also identified as LEP are eligible for all of the state-approved testing accommodations for students with disabilities. They are also eligible for the state-approved testing accommodations for LEP students if they meet specific criteria as outlined in SBE policy GCS-A-011. All of the LEP testing accommodations overlap with those approved for students with disabilities, with the exception of the Word-to-Word Bilingual Dictionary/Electronic Translator accommodation.

Changes in Accommodations before Testing

In order for a student identified as LEP to be eligible to receive a testing accommodation, it must be documented in his/her LEP plan/documentation, and the accommodation must be used routinely during instruction and similar classroom assessments. Instructional accommodations can and should be used/changed as appropriate in order to meet the needs of the student; however, to allow sufficient time for the testing accommodations to be considered “routinely used,” additions/changes should not be made to the testing accommodations in the LEP plan/documentation just before testing unless the student’s eligibility status has changed (e.g., the student exits LEP identification). This policy ensures the student has experience using the accommodations during instruction and similar classroom assessments before testing.
If a student does not have at least thirty (30) calendar days before the test date to use the accommodation, then its use cannot be considered “routinely used” during instruction or similar classroom assessments. The use of testing accommodations that have not been used routinely during instruction or similar classroom assessments may result in a misadministration and invalid test scores.

More Than One Accommodation

A student may have approval for more than one testing accommodation because of his or her individual needs.

Notifying Students about Testing Accommodations

Notifying students before the actual test administration date about the accommodations they will be provided allows students to know what to expect in advance of testing. For example, if a student will be provided the Test Administrator Reads Test Aloud accommodation during the administration of a mathematics test, the LEP team/committee may have agreed and documented that the test administrator is only to read aloud upon student request. On the other hand, the team/committee may have specified that the test administrator is to read all words aloud to the student. Knowing such details beforehand assists the student in preparing for the test administration.

Notifying the student ahead of time gives school personnel the opportunity to address any student concerns before the actual test administration date. For example, when the student is notified about the accommodation before the test date, he/she may state that he or she does not want to use the accommodation documented on the LEP plan/documentation. This prior knowledge allows the school time to work with the student, parent/guardian, and the LEP team/committee to resolve the issue beforehand.

Note: Accommodations documented on the LEP plan/documentation must be provided during the test administration regardless of whether a student wants to use them.

Discussing Procedures to Follow When a Student Declines the Use of a Testing Accommodation

Once the LEP team/committee determines which accommodation(s) the student will be provided during the test administration, the procedures to be followed in the event the student declines to use the accommodation(s) during the actual test administration must be discussed. This discussion must be documented in the current LEP plan/documentation. Every effort must be made to ensure LEP plan/documentation requirements are followed, including the use of accommodation(s) when documented in the current LEP plan/documentation.

Step 1. At the annual review of the LEP plan/documentation, the LEP team/committee determines and documents the testing accommodations for which a student demonstrates need. Before the test administration date, the student will be notified of which accommodation(s) he or she will be provided during the actual test administration. Documentation of notification should be maintained at the school. The student will also be reminded of the accommodation(s) on the day of testing before the actual test administration. (The team/committee must discuss the procedures to be followed in the event the student declines the use of the
accommodation(s) during the actual test administration.) Steps 2–5 below may be unnecessary during the actual test administration if the student uses the documented accommodation(s).

Step 2. On the day of the test administration, it is the school’s responsibility to ensure all documented accommodations are provided to a student. If the student declines the use of an accommodation, his/her decision is discussed thoroughly with him/her to ensure he or she understands the reasons for the accommodation(s) and the potential consequences of not using them. This can be handled by the test administrator, principal, or principal’s designee. If the student agrees to use the accommodation(s), the testing session continues.

Step 3. If the student continues to decline the use of the accommodation(s), the test is administered without the accommodation(s). The incident must be reported immediately to the school test coordinator to allow any needed changes to the student’s testing time and location. Documentation is made on the state accommodations monitoring form (i.e., Review of Accommodations Used During Testing) indicating the student did not use the accommodation(s). The school test coordinator will notify the LEP contact and the LEA test coordinator at the conclusion of testing.

Step 4. Immediately upon completion of testing, on the same day, the parent/guardian is notified by telephone with a follow-up in writing that the accommodation was provided/attempted at the start of the test administration, but the student declined the use of the accommodation. Telephone and written follow-up are to be completed by the student’s LEP contact, who manages the development of LEP plan/documentation.

Step 5. If the parent/guardian wishes to have the student retested, then this must be documented in writing with the parent’s/guardian’s signature. This documentation must be completed before the parent/guardian knows the test results. A Report of Testing Irregularity must be completed in the OTISS, and the student must be retested using another secure form of the test.

Step 6. The LEP team/committee reconvenes to readdress the recommendations for accommodation(s) and the student’s concerns. The LEP team/committee may elect to invite the student to attend the meeting. The Review of Accommodations Used During Testing form (see Appendix A) completed during the test administration should be reviewed at this meeting to inform testing accommodations decisions.

Invalid Test Results

Invalid test results must not be included in the student’s permanent record or be used for placement decisions. In addition, invalid test scores will not be used in the READY Accountability Model AMO determinations.
E. Testing Accommodations for Limited English Proficient Students: Descriptions and Procedures

Accommodations designated for state-mandated tests should be consistent with accommodations used routinely during classroom instruction and similar classroom assessments. It is vital for LEP students to receive accommodations on state-mandated tests that allow them to demonstrate their true abilities; however, students must not receive unnecessary, inappropriate, or unfamiliar accommodations.

Accommodations must be assigned selectively and thoughtfully, according to individual student needs and LEP team/committee input. The team/committee of school-based individuals who make testing accommodations decisions for students identified as LEP should take the following specific student background characteristics into consideration when determining accommodations:

- the student’s current level of English proficiency
- the level of previous schooling in the student’s home language
- the amount of schooling and instruction the student has received in U.S. schools

Accommodations decision-making teams/committees for individual students are to select, for each assessment, only those accommodations that do not invalidate the test score. Accommodations that alter the content of the test, interfere with the measurement of the construct, or provide inappropriate assistance to the student within the context of the test also invalidate the results of the test. Moreover, provision of accommodations for North Carolina tests that are not specified in this publication may invalidate the results of a given test.

The information contained on the following pages includes the state-approved testing accommodations and appropriate administrative procedures for typical accommodations accessed by LEP students. These accommodations may be utilized during the administration of state-mandated tests in the North Carolina Testing Program at grades 3–12.
Word-to-Word Bilingual (English/Native Language) Dictionary/Electronic Translator

Because of their level of language proficiency, some LEP students use a word-to-word English/native language dictionary or a word-to-word English/native language electronic translator during classroom instruction and tests. This accommodation is allowed for all North Carolina-developed tests. It is not approved for the state-mandated W-APT/ACCESS for ELLs 2.0 English language proficiency tests.

Note: For The ACT, the use of a word-to-word bilingual (English/native language) dictionary/electronic translator is a State-Allowed-only accommodation for LEP students. State-Allowed accommodations result in ACT scores that are not college reportable.

Description

Word-to-word English/native language dictionaries or English/native language electronic translators may be used to assist LEP students in translating an unknown word. As with all accommodations for North Carolina tests, (1) the use must be documented in the current LEP plan/documentation and (2) the accommodation must be used routinely during instruction and similar classroom assessments.

An English/native language dictionary or an English/native language electronic translator may be used during state-mandated testing, provided the following requirements have been met:

1. The dictionary or translator is a word-to-word or word-to-phrase English/native language dictionary or electronic translator that does not contain definitions. Word-to-phrase means that the English word may translate into a group of words in the student’s native language.
2. The dictionary may not contain diagrams, written notes, formulas, etc.
3. The dictionary must be a published document, not a teacher-made or student-made dictionary.
4. The dictionary or electronic translator must have been approved by designated personnel in the school system. This approval means that the dictionary or electronic translator meets all required specifications for use.
5. The dictionary or electronic translator must be provided to students during the time of state testing. Designated personnel in the school system must check the dictionary or electronic translator before testing to make sure that requirements 1–3 are met.

The NCDPI does not compile a recommended list of dictionaries/electronic translators to be used for this testing accommodation.

It is recommended that students be able to read and write in their native language in order to have access to this accommodation.
Considerations and Instructions

This accommodation may be appropriate for students at any level of English reading proficiency, although the student must use the accommodation on a regular basis and have been taught how to use the dictionary to clarify the meaning of key words, which requires practice and teacher support.

Note: Because of its limited database, the electronic translator may give inappropriate language-to-language translations. Additionally, use of a dictionary or electronic translator that is not approved must be submitted as a testing irregularity and may result in a misadministration.

As the purpose of providing a word-to-word English/native language dictionary/electronic translator is to decrease the language barrier, it is inappropriate to also provide a regular English dictionary, which includes definitions and may provide students with an advantage. Moreover, English dictionaries do not provide translations. Use of one during state-mandated testing results in a misadministration.
## Multiple Testing Sessions

The *Multiple Testing Sessions* accommodation is allowed for all North Carolina-developed tests. It is not approved for the state-mandated W-APT/ACCESS for ELLs 2.0 English language proficiency tests unless it is noted in the IEP or Section 504 Plan of an LEP student with disabilities. The use of testing accommodations should be consistent with those accommodations used routinely during instruction and classroom tests.

This accommodation is recommended for LEP students who have difficulty concentrating for long periods of time because of their level of English language proficiency or have anxiety about testing in English or rely heavily on the *Word-to-Word Bilingual (English/Native Language) Dictionary/Electronic Translator* accommodation.

<table>
<thead>
<tr>
<th><strong>Description</strong></th>
<th>The <em>Multiple Testing Sessions</em> accommodation allows the total test administration time to be divided into minisessions as determined by the individual needs of the student. As with all accommodations for North Carolina tests, (1) the use must be substantiated in the current LEP plan/documentation, and (2) the accommodation must be used routinely during instruction and similar classroom assessments.</th>
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<tbody>
<tr>
<td><strong>Considerations and Instructions</strong></td>
<td><strong>Scheduling.</strong> For students who are required to take only one assessment (e.g., Biology EOC) during a designated testing window, the multiple testing sessions must begin on the same day as the general test administration but may continue beyond the school’s schedule for the regular test administration if the LEP plan/documentation designates that sessions are to stretch across multiple days. For students who are required to take more than one assessment (e.g., EOG English Language Arts/Reading and Mathematics) during a designated testing window, the multiple testing sessions for the first assessment must begin on the same day as the general assessment but may continue beyond the school’s schedule for the regular test administration if the LEP plan/documentation designates the sessions are to stretch across multiple days. If the student requires additional days to finish the first assessment, the student may continue to work on consecutive school days until the assessment is completed. Once the assessment is completed, the multiple testing sessions may begin for the next assessment. For example, if the student begins mathematics on Day 1 and needs additional days to complete the test, he/she may continue working on the mathematics test on Day 2. If the student completes the mathematics test on Day 2, the student may begin the English language arts/reading test on Day 3. Please note that every effort must be made to complete the test administration as close to the school’s test schedule as possible in order to maintain test security.</td>
</tr>
<tr>
<td><strong>Instructions</strong></td>
<td><strong>Scheduling.</strong> For students who are required to take only one assessment (e.g., Biology EOC) during a designated testing window, the multiple testing sessions must begin on the same day as the general test administration but may continue beyond the school’s schedule for the regular test administration if the LEP plan/documentation designates that sessions are to stretch across multiple days. For students who are required to take more than one assessment (e.g., EOG English Language Arts/Reading and Mathematics) during a designated testing window, the multiple testing sessions for the first assessment must begin on the same day as the general assessment but may continue beyond the school’s schedule for the regular test administration if the LEP plan/documentation designates the sessions are to stretch across multiple days. If the student requires additional days to finish the first assessment, the student may continue to work on consecutive school days until the assessment is completed. Once the assessment is completed, the multiple testing sessions may begin for the next assessment. For example, if the student begins mathematics on Day 1 and needs additional days to complete the test, he/she may continue working on the mathematics test on Day 2. If the student completes the mathematics test on Day 2, the student may begin the English language arts/reading test on Day 3. Please note that every effort must be made to complete the test administration as close to the school’s test schedule as possible in order to maintain test security.</td>
</tr>
</tbody>
</table>
End-of-Grade (EOG) Tests. When scheduling multiple testing sessions for the EOG tests, the school and/or LEA should consider scheduling the mathematics test first, followed by the English language arts/reading test because most students who use the Multiple Testing Sessions accommodation over multiple days use it on tests that measure reading comprehension. In this way, those who do not need additional days to complete the mathematics test can begin the English language arts/reading test on the same day as the general test administration.

Specific Procedures during the Test Administration and the Role of LEP Team/Committee. There are several ways in which this accommodation may be provided. The LEP team/committee makes the determination and documents the specifics in the LEP plan/documentation before the test administration. The decision must be based on the individual needs of the student. For example, it may be appropriate for the student

1. to begin the test on the same day as the general administration and complete the test on a subsequent, consecutive school day(s);

2. to begin the test on the same day as the general administration and complete the test on a makeup day;

3. to test for a specified time period (e.g., 15 minutes), then take a break (e.g., five minutes), and then test again for a specified time period, etc.;

4. to complete a predetermined number of test items (e.g., 10 items), then take a break (e.g., three minutes), and then complete the next predetermined set of test items, etc.; and/or

5. to use the Testing in a Separate Room accommodation so as not to disturb other students.

Information from the student’s LEP plan/documentation regarding specific procedures for the provision of the Multiple Testing Sessions accommodation must be available for the test administrator on the day of testing.

When reading the instructions for the regular test administration from the assessment guide, the test administrator must omit any information regarding time limits. Otherwise, the standard instructions located in the guide must be followed.

If the student requires additional time beyond the total time designated in the assessment guide, the LEP team/committee should consider the
provision of the *Scheduled Extended Time* accommodation. If the student is not also provided the *Scheduled Extended Time* accommodation, he/she is expected to complete the test within the total test administration time designated in the assessment guide. For the *Multiple Testing Sessions* accommodation, this total test administration time is divided into minisessions based on the decision and documentation of the LEP team/committee.

Students with the *Multiple Testing Sessions* accommodation whose testing breaks differ from those designated in the assessment guide must also be provided the *Testing in a Separate Room* (one-on-one or small group) accommodation. Consideration must be taken so that only students with the same *Multiple Testing Sessions* comprise the small groups using *Testing in a Separate Room* (small group) accommodation.

In cases in which students have an extended break in the same day, perhaps during lunch or when continuing the test on a subsequent day, the test administrator must alert the students they have five minutes remaining before the break. For paper-and-pencil administrations, students must be told that the test administrator will paper clip test books so that students cannot go back to previously attempted questions. Pages that contain reading selections students will need cannot be paper clipped; therefore, students should complete the reading selection they are working on and the selection’s questions before the extended break/lunch. For online administrations, students will have access to previously completed items when they return from their extended break. Test administrators must monitor these students carefully to ensure they do not return to previous items.

For both paper-and-pencil and online administrations, students must not be allowed to discuss specific test questions or information contained within the tests during an extended break/lunch. Test administrators must inform students of these policies before students leave the testing area. *All test materials must remain secure.*

If the student is taking short breaks and will not have the opportunity to communicate with peers during the breaks, the student may review and change responses in the portion of the test already completed.

**Note:** For the EOG and EOC mathematics tests, students may not go back and work on calculator inactive items if they received their calculator and were working on the calculator active items at the time of the break/lunch. For such cases, students may only check items that were already completed in the calculator active portion of the test.
**North Carolina Online Tests.** Students who will be provided the *Multiple Testing Sessions* accommodation during an online test administration must have this option enabled through the student interface questions (SIQ), which are to be verified and/or edited in NC Education before the day of the test.

During all breaks, the PAUSE button must be clicked to prevent the online test items from being visible on the computer monitor. Each time the PAUSE button is clicked, the student has sixty (60) minutes to continue the assessment. If the break is longer than sixty (60) minutes or if the student has completed testing for the day, the test administrator must click Exit to end that particular test session. The student’s responses to test items will be saved. The test administrator must log back into NCTest and launch the test again to allow the student to continue working on the assessment during the next scheduled test session.

**Questions for the LEP Team/Committee**

The LEP team/committee may wish to address the following questions when determining whether the *Multiple Testing Sessions* accommodation is appropriate for the student:

1. Does the student typically require extra time over several days to complete classroom assignments and similar classroom assessments?

2. Does the student need additional time to complete the test in addition to more frequent breaks or being given the test over multiple days? If so, the LEP team/committee should discuss whether *Scheduled Extended Time* should also be documented as an appropriate accommodation.

3. Can the student finish the test within the given time constraints but with more frequent breaks or over multiple days? If so, *Scheduled Extended Time* should not be documented as an appropriate accommodation.

4. Does the student use the *Multiple Testing Sessions* accommodation during regular classroom instruction and similar classroom assessments?

5. Is the student using another accommodation during the administration of the state test that may require the provision of the *Multiple Testing Sessions* accommodation?

6. Should the student be provided the *Testing in a Separate Room* accommodation?
7. Has there been discussion as to how the *Multiple Testing Sessions* accommodation will be provided to the student during the administration of the state test?
Scheduled Extended Time

The *Scheduled Extended Time* accommodation is allowed for all North Carolina-developed tests. It is not approved for the state-mandated W-APT/ACCESS for ELLs 2.0 English language proficiency tests unless it is noted in the IEP or Section 504 Plan of an LEP student with disabilities. The use of testing accommodations should be consistent with those accommodations used routinely during instruction and classroom tests.

Note: Students who are provided the *Scheduled Extended Time* accommodation may not begin the test administration before the school’s scheduled start of the regular test administration.

If a student typically requires more time beyond his/her peers during classroom assignments and assessments, the LEP team/committee may want to address *Scheduled Extended Time* as a possible testing accommodation.

### Description

This accommodation allows the test to be administered during a scheduled period of time extended beyond the time designated in the assessment guide. As with all accommodations for North Carolina tests, (1) the use must be documented in the current LEP plan/documentation, and (2) the accommodation must be used routinely during instruction and similar classroom assessments.

### Considerations and Instructions

**Role of the LEP Team/Committee.** *Scheduled Extended Time* may be an appropriate testing accommodation if the LEP team/committee determines that, because of the student’s limited language proficiency, he/she will need additional time to complete the test beyond the time designated in the assessment guide. The LEP team/committee determines how this accommodation will be provided and documents the specifics in the LEP plan/documentation before the test administration.

Note: The assessment guides for the Beginning-of-Grade 3 English Language Arts/Reading Test, EOG tests, and EOC tests specify (1) an estimated test administration time and (2) a maximum testing time allowed. For students requiring the *Scheduled Extended Time* accommodation on these tests, the amount of additional time should be specified based on the maximum testing time allowed.

**Scheduling.** Students with the *Scheduled Extended Time* accommodation must be allowed as much time as they need to complete the test on the scheduled test day. An estimate of the maximum amount of extended time should be documented, to the extent possible, in the student’s current LEP plan/documentation. This may be in terms of a multiple of the designated administration time (e.g., 1.5 times the designated administration time) or as a specified amount of time (e.g., 1 hour beyond the designated administration time). The LEP team/committee must review the local policy and document the final decision. Students being provided the *Scheduled Extended Time* accommodation without the additional
accommodation of *Multiple Testing Sessions* should have the ability to complete the test in one day and are limited to one school day.

Any extension of time shall occur at the end of or immediately following the planned testing session during the scheduled testing day. Special arrangements may be needed to accommodate extensions to the general test administration schedule. For instance, if the student is still testing at his/her regularly scheduled lunchtime, arrangements must be made to ensure the student has the opportunity to eat lunch. (The student should not be able to communicate with peers during this time.) Also, if the student is still testing shortly before school dismissal time, the test administration must end with enough time for the student to be dismissed in his/her regular manner.

**Procedures during Actual Test Administration.** When reading the instructions for the regular test administration from the assessment guide, the test administrator must omit information regarding time limits.

In cases in which students have an extended break in the same day, or during lunch, the test administrator must alert the students they have five minutes remaining before the break/lunch. For paper-and-pencil administrations, students must be told that the test administrator will paper clip test books so that students cannot go back to previously attempted questions. Pages that contain reading selections that students will need cannot be paper clipped; therefore, students should complete the reading selection they are working on and the selection’s questions before the break/lunch. For online administrations, students will have access to previously completed items when they return from their extended break/lunch. Test administrators must monitor these students carefully to ensure they do not return to previous items.

For paper-and-pencil and online administrations, during the extended break/lunch students must not be allowed to discuss specific test questions or information contained within the tests. Test administrators must inform students of these policies before students leave the testing area. *All test materials must remain secure.*

If the student is taking breaks as designated in the assessment guide and will not have the opportunity to communicate with peers during the breaks, he/she may review and change responses in the portion of the test already completed.

**Note:** For the EOG and EOC mathematics tests, students may not go back and work on calculator inactive items if they have received their calculator and were working on the calculator active items at the time of the break/lunch. Students may only check on items that were already completed in the calculator active portion of the test.
Questions for the LEP Team/Committee

The LEP team/committee may wish to address the following questions when determining whether the Scheduled Extended Time accommodation is appropriate for the student.

1. Does the student typically require extra time to complete classroom assignments and similar classroom assessments?

2. Does the student use the Scheduled Extended Time accommodation during regular classroom instruction and similar classroom assessments?

3. Is the student provided another accommodation during the administration of the state test that may require the provision of the Scheduled Extended Time accommodation?

4. Can the student complete the state test with extended time on one day? If not, the Multiple Testing Sessions accommodation should be discussed. Should the student be provided the Testing in a Separate Room accommodation?

5. Has there been discussion as to how the Scheduled Extended Time accommodation will be provided to the student during the administration of the state test?
Testing in a Separate Room
(One-on-One or Small Group Test Administration)

The Testing in a Separate Room accommodation is allowed for all North Carolina-developed tests. It is not approved for the state-mandated W-APT/ACCESS for ELLs 2.0 English language proficiency tests unless it is noted in the IEP or Section 504 Plan of an LEP student with disabilities. The use of testing accommodations should be consistent with those accommodations used routinely during instruction and classroom tests.

Because of their level of language proficiency, some LEP students need to use much greater concentration for longer periods of time for testing, or they may need to access other state testing accommodations. This may require testing in a separate setting.

**Description**

The Testing in a Separate Room accommodation allows a student to take a test in a separate room in a one-on-one or small group administration. As with all accommodations for North Carolina tests, (1) the use must be documented in the current LEP plan/documentation, and (2) the accommodation must be used routinely during instruction and similar classroom assessments.

**Considerations and Instructions**

Role of the LEP Team/Committee and Providing One-on-One or Small Group Test Administration. The LEP team/committee must indicate in the current LEP plan/documentation whether the Testing in a Separate Room accommodation is to be provided in a one-on-one setting or a small group setting. Specifics regarding the procedure must be documented before the test administration. If the team/committee specifies the test administration is to be one-on-one, the student must receive the Testing in a Separate Room accommodation on a one-on-one basis as part of the regular classroom instruction and similar classroom assessments. If the team/committee specifies the test administration is to occur in a small group, the team must review the local policy for the definition of a small group. The maximum number of students for a small group test administration is determined at the local level but must be documented in the student’s current LEP plan/documentation. If the team/committee has specific concerns regarding the number of students in a particular small group test administration, it should document these concerns in the LEP plan/documentation.

The LEP team/committee must consider whether other accommodations the student will be provided during testing require the Testing in a Separate Room accommodation (e.g., Test Administrator Reads Test Aloud, Multiple Testing Sessions with more frequent breaks than designated in the assessment guide). If the other accommodations the student will be provided do require the Testing in a Separate Room accommodation, they too must be documented in the student’s LEP plan/documentation.
**Scheduling.** It is inappropriate to provide certain accommodations to a small group unless all the students in the group are receiving the same accommodations. For example, students who are to have the test read aloud must not be tested in the same room as students who should not have the test read aloud.

The principal or his/her designee, usually the school test coordinator, shall assist in locating a separate room for the test administration.

The LEP team/committee may wish to address the following questions when determining whether the *Testing in a Separate Room* accommodation is appropriate for the student.

1. Does the student typically require a separate room to complete classroom assignments and similar classroom assessments?

2. Is the student being provided another accommodation during the administration of the state test that may require the provision of the *Testing in a Separate Room* accommodation?

3. Will the student receive this accommodation during the state test administration on an individual basis or in a small group? Has a maximum number or range for the small group been specified?
Student Reads Test Aloud to Self

The Student Reads Test Aloud to Self accommodation is allowed for all North Carolina-developed tests. It is not approved for the state-mandated W-APT/ACCESS for ELLs 2.0 English language proficiency tests unless it is noted in the IEP or Section 504 Plan of an LEP student with disabilities. The use of testing accommodations should be consistent with those accommodations used routinely during instruction and classroom tests.

This accommodation is recommended for students who, because of their level of language proficiency, need to read printed/computer-based tests and classroom materials aloud to themselves.

<table>
<thead>
<tr>
<th>Description</th>
<th>The Student Reads Test Aloud to Self accommodation permits the student to read the test aloud to him/herself during the test administration. As with all accommodations for North Carolina tests, (1) the use must be documented in the student’s current LEP plan/documentation and (2) the accommodation must be used routinely during classroom instruction and similar classroom assessments.</th>
</tr>
</thead>
</table>
| Considerations and Instructions | Note: To ensure the validity of the test, students provided the Student Reads Test Aloud to Self accommodation must also be provided the Testing in a Separate Room (one-on-one) accommodation. No other students are to be present in the room during the test administration.  

The Student Reads Test Aloud to Self accommodation also applies to students who routinely use a device that allows them to hear themselves read, such as a PVC elbow pipe or other device that directs the sound towards the students’ ears. These students may use such a device, but they must follow the same guidelines as other students receiving this accommodation (i.e., Testing in a Separate Room, one-on-one).  

A test administrator or proctor may not (1) correct the student as he/she reads aloud or (2) read all or any part of the test to the student unless the student also has the Test Administrator Reads Test Aloud accommodation. If the test administrator or proctor corrects or reads all or any part of a test that measures reading comprehension to the student, the test results are invalid. North Carolina tests that measure reading comprehension are listed below:  

1. Beginning-of-Grade 3 English Language Arts/Reading Test  
2. North Carolina End-of-Grade Assessments of English Language Arts/Reading (Grades 3–8)  
3. North Carolina End-of-Course Assessment of English II  
Questions for the LEP Team/Committee

The LEP team/committee may wish to address the following questions when determining whether the *Student Reads Test Aloud to Self* accommodation is appropriate for the student.

1. Does the student use the *Student Reads Test Aloud to Self* accommodation during regular classroom instruction and similar classroom assessments?

2. Will the student use a device (e.g., PVC elbow pipe) while reading the test that allows the student to hear him/herself read?

3. If the student will be provided this accommodation, has the *Testing in a Separate Room* accommodation been discussed?
Test Administrator Reads Test Aloud (in English)

The Test Administrator Reads Test Aloud (in English) accommodation is allowed for all North Carolina-developed tests. It is not approved for the state-mandated W-APT/ACCESS for ELLs 2.0 English language proficiency tests unless it is noted in the IEP or Section 504 Plan of an LEP student with disabilities. The use of testing accommodations should be consistent with those accommodations used routinely during instruction and classroom tests.

North Carolina English Language Arts/Reading Tests: If the Test Administrator Reads Test Aloud (in English) accommodation is provided during the administration of North Carolina tests that measure reading comprehension (i.e., selections/passages, sample questions, test questions, and/or answer choices are read aloud to the student), the test results are invalid. North Carolina tests that measure reading comprehension are listed below:

1. Beginning-of-Grade 3 English Language Arts/Reading Test
2. North Carolina End-of-Grade Assessments of English Language Arts/Reading (Grades 3–8)
3. North Carolina End-of-Course Assessment of English II

Description

The Test Administrator Reads Test Aloud (in English) accommodation permits the test administrator to read aloud the test directions and content to a student during the test administration of state tests that do not measure reading comprehension. As with all accommodations for North Carolina tests, (1) the use must be documented in the current LEP plan/documentation, and (2) the accommodation must be used routinely during classroom instruction and similar classroom assessments.

Considerations and Instructions

Note: To ensure the validity of the test, students provided the Test Administrator Reads Test Aloud (in English) accommodation must also be provided the Testing in a Separate Room accommodation (small group or one-on-one).

Procedures during Actual Test Administration and the Role of LEP Team/Committee. LEP students are to be as independent as possible. During instruction in the regular classroom, the administration of classroom assessments, and the administration of state tests that do not measure reading comprehension, the teacher/test administrator must read aloud only those tests or parts of tests the student needs read aloud based on individual needs.

The LEP team/committee must specify the details of how the student is to be provided the Test Administrator Reads Test Aloud (in English) accommodation during the administration of state tests that do not measure reading comprehension. Some examples of these details are as follows:
• Student is to have every word (including words on maps, tables, graphs, charts, computer screen, etc.) read aloud during the test administration.

• Student is only to have words read aloud upon his or her request.

• Student does not require numbers in mathematics tests to be read aloud.

• Student only requires this accommodation when there is greater content than usual or unknown vocabulary words on a test but does not need the accommodation for tests with shorter sentences.

Note: This decision is not to be made by the test administrator or other school personnel. The LEP team/committee determines and documents this decision.

Information from the student’s LEP plan/documentation regarding specific procedures for the provision of the Test Administrator Reads Test Aloud (in English) accommodation must be available for the test administrator on the day of testing.

The test administrator must review the regular test administration procedures in the assessment guide before the test administration day and should omit reading aloud general directions that are not applicable for this accommodation.

The test administrator may repeat in English the instructions, sample questions, test questions, and answer choices for state tests that do not measure reading comprehension as many times as necessary for the student to understand and respond. At no time may the test administrator paraphrase or translate the test instructions or items because these actions will result in a misadministration.

For paper-and-pencil administrations, the test administrator must have a copy of the test in order to read the instructions and questions to the student.

For online test administrations, the test administrator can either read the instructions and questions to the student from the student’s computer screen, or the test administrator can use an extra computer monitor set up as a duplicate of the student’s monitor. If an extra computer monitor is used, it must be set as a duplicate of the student’s monitor and not as a desktop extension.
When reading the test aloud, the test administrator must adhere to the following guidelines:

- If reading the entire test aloud, the test administrator must read one test item and its corresponding answer choices and then allow the student to choose an answer before moving on to the next item.
- The test administrator must read each test item and its answer choices in a consistent manner so as not to provide any hints of the correct answer.
- If reading a test item on request, the test administrator should say the item number before reading the item and its answer choices.

**Frames.** When necessary, introductory statements for selections, referred to as frames, are included in test books and online for some tests of reading comprehension. A frame is included to provide background information about the selection. An example of a necessary frame is one that cites an historical time period for the setting of a selection or additional relevant information not included in the selection. In the event the test administrator reads aloud frames to students during the administration of North Carolina tests that measure reading comprehension, the test results are invalid because the frames provide some information regarding the selection/passage.

**North Carolina Mathematics Tests.** The test administrator is to read aloud fractions, greater/less-than signs, equal signs, exponents, etc., in the same manner they are read aloud when used routinely during classroom instruction and similar classroom assessments. The test administrator must not read aloud information that will provide the student with the answer. For example, a test question asks: Which digit is in the hundreds place in the number 2,345? The test administrator would read the number aloud as “two—comma—three—four—five” instead of “two thousand three hundred forty-five.”

**Questions for the LEP Team/Committee**

The LEP team/committee may wish to address the following questions when determining whether the Test Administrator Reads Test Aloud (in English) accommodation is appropriate for the student.

1. Does the student use the Test Administrator Reads Test Aloud (in English) accommodation during regular classroom instruction and similar classroom assessments?

2. Would the student’s functioning reading level affect his or her performance on a state test that does not measure reading comprehension?
3. Has there been discussion regarding the specific manner in which the student will be provided this accommodation during the administration of the state test?

4. When test items are read aloud for classroom assessments, is every item read aloud or only items requested by the student?

5. Would the student be comfortable requesting test items be read aloud?

6. If the student will be provided this accommodation, has the Testing in a Separate Room accommodation been discussed?

7. How does the student feel about being tested in a separate room?

8. If the Testing in a Separate Room accommodation will be provided, will the test administration be one-on-one or in a small group?

9. Should the student be provided the Scheduled Extended Time or Multiple Testing Sessions accommodation?

10. Does the test administrator require a special setup of an extra computer monitor or other visual device to read the test aloud to the student?

11. If the LEP team/committee is considering the provision of the Test Administrator Reads Test Aloud (in English) accommodation during the administration of a state test that measures reading comprehension, has there been discussion about the test results not being valid?
Computer Reads Test Aloud—Student Controlled

The Computer Reads Test Aloud—Student Controlled accommodation is available for all North Carolina-developed online tests. It is not approved for the state-mandated W-APT/ACCESS for ELLs 2.0 English language proficiency tests unless it is noted in an IEP or Section 504 Plan of an LEP student with disabilities. The use of testing accommodations should be consistent with those accommodations used routinely during instruction and classroom tests.

There are three methods in which a student may have an online test read aloud: (1) the traditional Test Administrator Reads Test Aloud (in English) accommodation, (2) the Computer Reads Test Aloud—Student Controlled accommodation, or (3) a combination of the two methods. This section will describe the Computer Reads Test Aloud—Student Controlled accommodation.

North Carolina English Language Arts/Reading Tests: The Computer Reads Test Aloud—Student Controlled accommodation is not available for the North Carolina online assessments that measure reading comprehension as this accommodation invalidates the results from those tests. North Carolina online tests that measure reading comprehension are listed below:

1. North Carolina End-of-Grade Assessments of English Language Arts/Reading (Grade 7 and 8)
2. North Carolina End-of-Course Assessment of English II

Description

The Computer Reads Test Aloud—Student Controlled accommodation permits the student to control which portions of the online test are read aloud by clicking a button beside the desired block of text. As with all accommodations for North Carolina tests, (1) the use must be documented in the current LEP plan/documentation, and (2) the accommodation must be used routinely during classroom instruction and similar classroom assessments.

Considerations and Instructions

Note: To ensure the validity of the test, students receiving the Computer Reads Test Aloud—Student Controlled accommodation must also receive the Testing in a Separate Room accommodation (one-on-one) unless using headphones.

The LEP team/committee determines if the student will need the online test read aloud and, if so, in what manner it will be read aloud. This decision must be documented in the student’s LEP plan/documentation.

Limitations: It is important to note that this option is limited in the functionality of which text on the screen can be read. Unlike screen-reading software, this option is not designed to read all parts of the computer screen. Audio files are only available for test questions and answer choices, most of which can be read aloud by the computer. Those that cannot be read aloud by the computer have an audio button that, when
pressed, indicates a read aloud is not available. There are no audio files within the test environment for the following:

- graphics, graphs, or tables included in a test item;
- drag-and-drop item answer choices;
- application content, such as menus, embedded tools (e.g., Reset, Flag), error messages, or warning/reminder messages;
- section summaries.

If a student requires any of these components to be read aloud, it may be appropriate for the student to receive a combination of both the **Test Administrator Reads Test Aloud (in English)** and **Computer Reads Test Aloud—Student Controlled** accommodations.

The audio files for the **Computer Reads Test Aloud—Student Controlled** accommodation are human vocalizations and not computer-generated modulations. A number of different human voices were used to record the audio files, and therefore the human voice and the volume level might differ from item to item within a single test form. If a student is sensitive to either of these conditions, it may be appropriate for the student to receive instead the **Test Administrator Reads Test Aloud (in English)** accommodation.

**Note:** The above decision is not to be made by the test administrator or other school personnel. The LEP team/committee makes and documents this decision.

**Specific Procedures before the Test Administration.** Students whose LEP plans/documentation indicate they are to be provided the **Computer Reads Test Aloud—Student Controlled** accommodation alone or in conjunction with the **Test Administrator Reads Test Aloud (in English)** accommodation must have this option enabled through the student interface questions (SIQ), which are to be verified and/or edited in NC Education before the day of the test.

Before the testing session begins, the test administrator must set the computer’s volume to the appropriate level. The volume cannot be modified through the computer once the NCTest Chrome App has been launched unless there is a volume control feature on the headphones themselves. Volume controls are available on the NCTest iPad App.

**Specific Procedures during the Test Administration.** To activate the read aloud option, the student must click a speaker button. Speaker buttons are located adjacent to every block of text for which there are audio files available. Each speaker button activates an audio file for that particular block of text. The files are streaming MP3 audio files delivered from the host server when the student clicks the speaker button.

**Scheduling.** This accommodation increases the stress on bandwidth and network connectivity at both the school and LEA level. Significant use of
this option may affect LEAs’ and/or schools’ network performance. Therefore, it is imperative that caution be used when considering this option and making final decisions on the number of students testing and when those students will test within the window. Additional information about this accommodation, including technical requirements, may be found at http://center.ncsu.edu/nct.

Questions for the LEP Team/Committee

The LEP team/committee may wish to address the following questions when determining whether the Computer Reads Test Aloud—Student Controlled accommodation is appropriate for the student.

1. Does the student have information read aloud by the computer during regular classroom instruction and similar classroom assessments?

2. Would the student’s functioning reading level affect his or her performance on a state test that does not measure reading comprehension?

3. Has the team reviewed the limitations of this accommodation?

4. If the student uses this accommodation, will he or she be using headphones? If not, the student must receive the Testing in a Separate Room (one-on-one) accommodation.

5. If the student is not using headphones, how does he/she feel about being tested in a separate room?
F. Monitoring Accommodations

Introduction

The U.S. Department of Education (USED) requires North Carolina to submit evidence of a system for monitoring the implementation and effectiveness of testing accommodations. This system must include the documentation of testing accommodations required, provided, and used. The purpose of this monitoring is to ensure required testing accommodations are provided during test administrations and to document the usage of these accommodations by students during testing.

In October 2009, the USED approved North Carolina’s comprehensive plan for monitoring the use of testing accommodations in local school systems. The NCDPI Division of Accountability Services is responsible for conducting all monitoring activities, with assistance and participation from the Divisions of Exceptional Children and K–12 Curriculum and Instruction along with other staff from Academic Services and Instructional Support. North Carolina’s Plan for Monitoring State Testing Accommodations is available at the following URL: http://www.ncpublicschools.org/accountability/policies/accom.

Review of Accommodations Used During Testing Form

In order to meet the accommodations monitoring requirements of the USED, the NCDPI developed the Review of Accommodations Used During Testing form, available in Appendix A and found online at http://www.ncpublicschools.org/accountability/policies/accom. This form must be completed for each student who requires testing accommodations. One form must be completed for each state test for which the student requires testing accommodations, including the regular test administration and any state field tests or special studies.

A portion of the Review of Accommodations Used During Testing form is completed before testing during the team/committee meeting at which a student’s testing accommodations are determined. At this meeting, the testing accommodations documented on the student’s LEP plan/documentation should be recorded on the form. During the actual test administration, the remainder of the form is completed to document the testing accommodations provided to the student and to record whether and how the student used the accommodations. A copy of the Review of Accommodations Used During Testing form is to be filed with the student’s accommodations documentation for at least one year to assist the LEP team/committee during the next meeting where accommodations decisions will be made.
### Tracking Required Testing Accommodations and Planning for Test Administrations

In order to electronically track and monitor required testing accommodations, schools must enter testing accommodations data into an accommodations management system (i.e., PowerSchool, CECAS, or an LEA-/charter-approved third-party application). The NCDPI will extract testing accommodations data monthly from each system as well as on the first day of fall testing (FDF) and the first day of spring testing (FDS). The data must be current for extraction from all systems by 5:00 p.m. on the first working Monday of each month, FDF, and FDS. The Testing Accommodations Collection Schedule, which provides additional information about the purpose of each data extraction, is available to test coordinators through the Testing News Network (TNN) and can be found online at [http://www.ncpublicschools.org/accountability/policies/accom](http://www.ncpublicschools.org/accountability/policies/accom).

The NCDPI will use the submitted data to monitor testing accommodations and provide feedback to LEAs/charter schools throughout the school year. Student data entered into accommodations management systems will also be used for ordering special print versions of tests (e.g., Braille, Large Print, and One Test Item Per Page Editions). In addition, reports available from these systems may be useful to school and school system test coordinators for local monitoring and for planning and scheduling accommodation testing sessions.

Reports from the accommodations management systems can be used before testing to verify that the proper testing accommodations have been scheduled for each student. This verification will help ensure the accommodations provided during the test administration mirror what is documented in the student’s LEP plan/documentation. Once the testing accommodations have been verified, the school test coordinator can use this information to plan the small group administrations and to ensure proper special print editions have been ordered, if applicable.

### Documentation of Accommodations Provided

After completing testing, the test administrator is to record the accommodations provided to a student either on the student’s answer sheet (for paper-and-pencil tests) or in NC Education (for online tests).

**Paper-and-Pencil Tests.** After testing, the test administrator or principal’s designee is to complete the TO BE COMPLETED BY THE TEST ADMINISTRATOR OR PRINCIPAL’S DESIGNEE AFTER TESTING section of the answer sheet. If a student is provided a testing accommodation during the test administration, the appropriate bubble must be filled. If the test consists of more than one subject (e.g., EOG tests of English language arts/reading and mathematics), there may be more than one bubble beside each accommodation. In the case of the EOG tests, there are two bubbles, one with an “R” printed inside of it for English language arts/reading and one with an “M” printed inside of it for mathematics. The
respondent must code the accommodation(s) provided for each test, as they may be different.

**Online Tests.** In NC Education, test administrators must complete the Accommodations Provided data screen following the online test administration for all students marked in the SIQ as requiring accommodations (i.e., *Multiple Testing Sessions*, *Computer Reads Test Aloud—Student Controlled*, Other Required Accommodations). Test records for students marked as requiring an accommodation will not be submitted for scoring until the test administrator completes the Accommodations Provided screen for the student.

**Procedures to Follow When Required Testing Accommodations Have Not Been Provided**

If a student is not provided a required testing accommodation during a test administration, the result may be a misadministration. When a school does not provide a student with a required testing accommodation, (a) the parent/guardian must be notified immediately and (b) a Report of Testing Irregularity available through the OTISS is to be completed. (c) If the parent guardian signs a statement waiving the right to have the student retested with the required accommodation, the test results from the administration without the accommodation will be used for state and local accountability purposes and student performance placement. This statement waiving the right to retest must be signed before the parent/guardian is informed of the test results. (d) If the parent/guardian signs a statement indicating that the student must be retested with the required accommodation, the superintendent/LEA test coordinator declares a misadministration, and the affected student is administered another secure form of the test with the required accommodation. This statement of consent to retest must be signed before the parent/guardian is informed of the test results.

**Procedures to Follow When Testing Accommodations Are Provided That Are Not Required**

If a student is provided a testing accommodation that is not required based on the student’s current LEP plan/documentation, the result may be a misadministration. When a student is provided with a testing accommodation that is not required (a) the parent/guardian must be notified immediately; (b) a Report of Testing Irregularity available through the OTISS is to be completed, and (c) an investigation must be conducted to determine if the provision of the accommodation does in fact result in a misadministration. (d) The superintendent/LEA test coordinator declares a misadministration, if necessary; and (e) the affected student is administered another secure form of the test without the provision of the accommodation. If after the investigation a misadministration is not declared, the test results from the administration with the undocumented accommodation will be used for state and local accountability purposes and student performance placement.
Appendices
Appendix A

Review of Accommodations Used During Testing

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<thead>
<tr>
<th>Student Name</th>
<th>PowerSchool ID</th>
<th>Case Manager</th>
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</tr>
</tbody>
</table>

Choose one of the following plans (according to order of accommodation documentation):

- IEP
- Section 504 Plan
- LEP Plan
- Transitory Impairment Documentation

Dates of Plan:

Start Date:

End Date:

Test:

- BOG3
- BOG
- RTA3
- EOC
- NCFE
- CCRAA
- CTE
- ACCESS for ELs

Subject/Subjext:

<table>
<thead>
<tr>
<th>Column 1: To Be Completed Before Testing</th>
<th>Column 2: To Be Completed during/after Testing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check the required accommodations documented on the student’s IEP/Section 504 Plan/LEP Plan/Transitory Impairment Documentation.</td>
<td>Describe the specific details of how this accommodation was provided to the student.</td>
</tr>
<tr>
<td>Specify:</td>
<td>Example: Yes</td>
</tr>
<tr>
<td>Test Administrator Reads Test Aloud (in English)</td>
<td>Example: Test administrator read the entire test aloud. Student followed along while the test administrator read aloud.</td>
</tr>
<tr>
<td>Specify:</td>
<td></td>
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<tr>
<td>Braille Edition</td>
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<tr>
<td>Large Print Edition</td>
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<tr>
<td>One Test Item Per Page Edition</td>
<td></td>
</tr>
<tr>
<td>Assistive Technology Devices</td>
<td></td>
</tr>
<tr>
<td>Specify:</td>
<td></td>
</tr>
<tr>
<td>Braille/Writing Aid and Stylus (and Braille Paper)</td>
<td></td>
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<tr>
<td>Crammer Abacus</td>
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<tr>
<td>Distraction to aisor</td>
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<tr>
<td>Interpreter/Translator Signaling Test</td>
<td></td>
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<tr>
<td>Magnification Devices</td>
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<tr>
<td>Specify:</td>
<td></td>
</tr>
<tr>
<td>World-to-Word Bilingual (English/Literate Language) Dictionary/Electronic Translator (LEP only)</td>
<td></td>
</tr>
<tr>
<td>Student Marks Answers in Test Book</td>
<td></td>
</tr>
<tr>
<td>Student Reads Test Aloud to Self</td>
<td></td>
</tr>
<tr>
<td>Test Administrator Reads Test Aloud (in English)</td>
<td></td>
</tr>
<tr>
<td>Specify:</td>
<td></td>
</tr>
<tr>
<td>Read by Student Request</td>
<td></td>
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<tr>
<td>Read Everything</td>
<td></td>
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<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Computer Reads Test Aloud – Student Controlled</td>
<td></td>
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<tr>
<td>Multiple Testing Sessions</td>
<td></td>
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<tr>
<td>Specify:</td>
<td></td>
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<tr>
<td>Scheduled Extended Time</td>
<td></td>
</tr>
<tr>
<td>Specify:</td>
<td></td>
</tr>
<tr>
<td>Testing in a Separate Room</td>
<td></td>
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<tr>
<td>Specify:</td>
<td></td>
</tr>
<tr>
<td>Special NC/LEP-Approved Accommodation(s)</td>
<td></td>
</tr>
<tr>
<td>Specify:</td>
<td></td>
</tr>
</tbody>
</table>

Printed name of person completing this portion of form:

Signature of person completing this portion of form:

Comments/considerations for next IEP/504/LEP/Transitory Impairment team meeting:

This form is available in electronic format at http://www.ncpublicschools.org/accountability/policies/scc.htm.
Appendix B

North Carolina State Board of Education Policies Related to LEP Students

The following list includes State Board of Education (SBE) policies related to students identified as limited English proficient as referenced on the SBE website.

GCS-A-009
Title: Policy regarding rules, guidelines, and procedures governing the NC testing program

GCS-A-011
Title: Policy outlining the use of limited English proficient testing accommodations and eligibility for participation in the state-designated alternate assessment

GCS-A-012
Title: Annual Measurable Achievement Objectives for NCLB Title III (Limited English Proficient)

GCS-C-021
Title: Annual performance standards under the READY Accountability Model
http://sbepolicy.dpi.state.nc.us/Policies/GCS-C-021.asp?Acr=GCS&Cat=C&Pol=021

GCS-K-000
Title: Policy establishing guidelines for Limited English Proficient Programs
http://sbepolicy.dpi.state.nc.us/policies/GCS-K-000.asp?pri=01&cat=K&pol=000&acr=GCS
Appendix C

Testing Code of Ethics

Introduction

In North Carolina, standardized testing is an integral part of the educational experience of all students. When properly administered and interpreted, test results provide an independent, uniform source of reliable and valid information, which enables:

- **students** to know the extent to which they have mastered expected knowledge and skills and how they compare to others;
- **parents** to know if their children are acquiring the knowledge and skills needed to succeed in a highly competitive job market;
- **teachers** to know if their students have mastered grade-/course-level knowledge and skills in the curriculum and, if not, what weaknesses need to be addressed;
- **community leaders and lawmakers** to know if students in North Carolina schools are improving their performance over time and how the students compare with students from other states or the nation; and
- **citizens** to assess the performance of the public schools.

Testing should be conducted in a fair and ethical manner, which includes:

**Security**
- assuring adequate security of the testing materials before, during, and after testing and during scoring
- assuring student confidentiality

**Preparation**
- teaching the tested curriculum and test-preparation skills
- training staff in appropriate testing practices and procedures
- providing an appropriate atmosphere

**Administration**
- developing a local policy for the implementation of fair and ethical testing practices and for resolving questions concerning those practices
- assuring all students who should be tested are tested
- utilizing tests which are developmentally appropriate
- utilizing tests only for the purposes for which they were designed

**Scoring, Analysis, and Reporting**
- interpreting test results to the appropriate audience
- providing adequate data analyses to guide curriculum implementation and improvement

Standardized test scores are only one of the many indicators of how well the student is achieving. Such information should be used in conjunction with all other available information known about a student to assist in improving student learning. The administration of tests required by applicable statutes and the use of student data for personnel/program decisions shall comply with the Testing Code of Ethics (SBE policy GCS-A-010), which is printed on the following pages.
Testing Code of Ethics

(a) This Rule sets out the administrative testing procedures and testing code of ethics and shall apply to all public school employees, including charter school and regional school employees, who are involved in the state testing program.

(b) The superintendent/charter school director or superintendent's/charter school director’s designee shall develop local policies and procedures to ensure maximum test security in coordination with the policies and procedures developed by the test publisher.

(c) The superintendent/charter school director or superintendent's/charter school director’s designee shall instruct personnel who are responsible for the testing program in testing administration procedures. This instruction shall include test administrations that require testing accommodations and shall emphasize the need to follow the directions outlined by the test publisher.

(d) The superintendent/charter school director or superintendent's/charter school director’s designee shall designate the personnel who are authorized to have access to secure test materials. “Access” to test materials by school personnel means handling the materials but does not include reviewing tests or analyzing test items.
   (1) Persons who have access to secure test materials shall not use those materials for personal gain.
   (2) No person may copy, reproduce, or paraphrase in any manner or for any reason the test materials without the express written consent of the test publisher.

(e) The principal shall ensure test security within the school building.
   (1) The principal shall store test materials in a secure, locked facility. The principal shall allow test materials to be distributed immediately before the test administration.

(f) Any breach of security, loss of materials, failure to account for materials, or any other deviation from required security procedures shall be reported immediately to the principal, school test coordinator, school system (LEA) test coordinator, superintendent/charter school director, and regional accountability coordinator.

(g) Preparation for testing.
   (1) The superintendent/charter school director shall ensure that school system (LEA) test coordinators:
      (A) secure necessary materials;
      (B) plan and implement training for school test coordinators, test administrators, and proctors;
      (C) ensure each school test coordinator and test administrator is trained before each test administration on the policies and procedures for conducting a proper test administration and for processing and returning test materials; and
      (D) in conjunction with program administrators, ensure the need for test accommodations is documented and that accommodations are limited to the specific need.
   (2) The principal or the principal’s designee shall serve as school test coordinator.
   (3) The principal shall ensure the school test coordinator:
      (A) maintains test security and accountability of test materials;
         (1) Before each test administration, the school test coordinator shall accurately count and distribute test materials.
         (2) Immediately after each test administration, the school test coordinator shall collect, count, and return all test materials to the secure, locked storage facility.
      (B) establishes any needed school policies and procedures to assure all eligible students are tested fairly;
      (C) identifies and trains personnel, proctors, and backup personnel for test administrations; and
(D) encourages a positive atmosphere for testing.
(4) Test administrators shall be school personnel who have professional training in education and the state testing program.
(5) Teachers shall provide instruction that meets or exceeds the state-adopted curriculum standards to meet the needs of the specific students in the class. Teachers may help students improve test-taking skills by:
   (A) helping students become familiar with test formats using curricular content;
   (B) teaching students test-taking strategies and providing practice sessions;
   (C) helping students learn ways of preparing to take tests; and
   (D) using resource materials such as test questions from test item banks and linking documents in instruction and test preparation.

(h) Test administration.
   (1) The superintendent/charter school director or superintendent's/charter school director’s designee shall:
      (A) assure each school establishes procedures to ensure all test administrators comply with test publisher guidelines;
      (B) inform the local board of education of any breach of this code of ethics; and
      (C) inform school system (LEA) test coordinators and principals of their responsibilities.
   (2) The school test coordinator shall:
      (A) assure school personnel know the content of state and local testing policies;
      (B) implement the school system and local testing policies and procedures to assure all eligible students are tested fairly;
      (C) ensure trained proctors are assigned to test administrations by the principal; and
      (D) ensure all testing irregularities are reported to the school system (LEA) test coordinator.
   (3) Test administrators shall:
      (A) administer tests according to the directions in the assessment guide and any subsequent updates developed by the test publisher;
      (B) administer tests to all eligible students;
      (C) report all testing irregularities to the school test coordinator; and
      (D) provide a positive test-taking environment.
   (4) Proctors shall serve as additional monitors to help the test administrator assure that testing occurs fairly.

(i) Scoring. The school system test coordinator shall:
   (1) ensure each test is scored according to the procedures and guidelines defined for the test by the test publisher;
   (2) maintain quality control during the entire scoring process, which consists of handling and editing documents, scanning answer documents, and producing electronic files and reports. Quality control shall address at a minimum accuracy and scoring consistency.
   (3) maintain security of tests and data files at all times, including:
      (A) protecting the confidentiality of students at all times when publicizing test results; and
      (B) maintaining test security of answer keys and item-specific scoring rubrics.

(j) Analysis and reporting. Educators shall use test scores appropriately. This means that the educator recognizes that a test score is only one piece of information and must be interpreted together with other scores and indicators. Test data help educators understand educational patterns and practices. The superintendent shall ensure that school personnel analyze and report test data ethically and within the limitations described in this paragraph.
   (1) Educators shall maintain the confidentiality of individual students. Publicizing test scores or
any written material containing personally identifiable information from the student’s educational records shall not be disseminated or otherwise made available to the public by any member of the State Board of Education, any employee of the State Board of Education, the State Superintendent of Public Instruction, any employee of the North Carolina Department of Public Instruction, any member of a local board of education, any employee of a local board of education, or any other person, except as permitted under the provisions of the Family Educational Rights and Privacy Act of 1974, 20 U.S.C.§1232g.

(2) Educators shall release test scores to students, parents, legal guardians, teachers, and the media with interpretive materials as needed.

(3) Staff development relating to testing must enable school personnel to respond knowledgeably to questions related to testing, including the tests, scores, scoring procedures, and other interpretive materials.

(4) Items and associated materials on a secure test shall not be in the public domain. Only items that are within the public domain may be used for item analysis.

(5) Data analysis of test scores for decision-making purposes shall be based upon:
   (A) disaggregation of data based upon student demographics and other collected variables;
   (B) examination of grading practices in relation to test scores; and
   (C) examination of growth trends and goal summary reports for state-mandated tests.

(k) Unethical testing practices include, but are not limited to, the following practices:
   (1) encouraging students to be absent the day of testing;
   (2) encouraging students not to do their best;
   (3) using secure test items or modified secure test items for instruction;
   (4) changing student responses at any time;
   (5) interpreting, explaining, or paraphrasing the test directions or the test items;
   (6) reclassifying students solely for the purpose of avoiding state testing;
   (7) not testing all eligible students;
   (8) failing to provide required accommodations during testing;
   (9) modifying scoring programs including answer keys, equating files, and lookup tables;
   (10) modifying student records solely for the purpose of raising test scores;
   (11) using a single test score to make individual decisions; and
   (12) misleading the public concerning the results and interpretations of test data.

(l) In the event of a violation of this Rule, the State Board of Education may, in accordance with the contested case provisions of Chapter 150B of the General Statutes, impose any one or more of the following sanctions:
   (1) withhold any applicable monetary incentive awards;
   (2) file a civil action against the person or persons responsible for the violation for copyright infringement or for any other available cause of action;
   (3) seek criminal prosecution of the person or persons responsible for the violation; and
   (4) in accordance with the provisions of 16 NCAC 6C .0312, suspend or revoke the professional license of the person or persons responsible for the violation.

History Note: Authority G.S. 115C-12(9)c.; 115C-81(b)(4);
Eff. November 1, 1997;