

## Accommodation Request

In rare cases, a student with a disability may require the use of an accommodation to access state tests that is not specified in the *Testing Students with Disabilities Handbook*. In such cases, the following procedure is in place for schools to submit an *Accommodation Request* to the North Carolina Department of Public Instruction Office of Accountability and Testing:

### Directions for Charter School Test Coordinators

1. Complete the electronic version of the *Accommodation Request* form located in NCTest Admin and submit it for review.
2. The submission must be received by the Office of Accountability and Testing as soon as possible after the Individualized Education Program (IEP) team or Section 504 committee meeting.

### Directions for School Test Coordinators

1. Complete a copy of the *Accommodation Request* form available from the public school unit test coordinator or at <https://www.dpi.nc.gov/districts-schools/testing-and-school-accountability/testing-policy-and-operations/testing-accommodations>. Include all requested information and be as specific as possible. When submitting the request to the public school unit test coordinator, additional pages may be attached to substantiate the request.
2. Submit the request to the public school unit test coordinator using a secure method (e.g., encrypted file via email, courier service, hand delivery).

### Directions for Public School Unit Test Coordinators

1. Screen the request to ensure it is valid and all necessary details and information are included.
2. If the request is deemed invalid, provide feedback to the school test coordinator, and if necessary, ask that the request be resubmitted.
3. If the request is valid, complete the electronic version of the *Accommodation Request* form located in NCTest Admin and submit it for review.
4. The form must be received by the Office of Accountability and Testing as soon as possible after the IEP team or Section 504 committee meeting.

### Annual Testing Program Review and Response

1. The Office of Accountability and Testing will review the submitted request and notify the public school unit via written response whether the use of the accommodation request is approved or denied.

Accommodations used during the administration of North Carolina tests must be used routinely during classroom instruction and similar classroom tests. The use of certain accommodations may invalidate test results. Invalid test results must not be included in the student's permanent record or be used for accountability purposes.

Accommodation Request		
School code (six digits)		
School name:		
Student name:		
Student ID number:		
Assigned grade level:		
Testing accommodation documentation:	<input type="checkbox"/> Section 504 Plan <input type="checkbox"/> Individualized Education Program (IEP)	
Name of state test(s):	<input type="checkbox"/> BOG3 <input type="checkbox"/> Read to Achieve <input type="checkbox"/> Grade 3 Student Reading Portfolio <input type="checkbox"/> EOG Reading <input type="checkbox"/> EOG Mathematics <input type="checkbox"/> EOG Science  <input type="checkbox"/> EOC English II <input type="checkbox"/> EOC Biology <input type="checkbox"/> EOC NC Math 1 <input type="checkbox"/> EOC NC Math 3  <input type="checkbox"/> WIDA Screener <input type="checkbox"/> WIDA ACCESS  <input type="checkbox"/> CCRAA <input type="checkbox"/> NCEXTEND1 <input type="checkbox"/> WIDA Alternate ACCESS	<input type="checkbox"/> Reading NC Check-Ins 2.0 A <input type="checkbox"/> Reading NC Check-Ins 2.0 B <input type="checkbox"/> Reading NC Check-Ins 2.0 C <input type="checkbox"/> Mathematics NC Check-Ins 2.0 A <input type="checkbox"/> Mathematics NC Check-Ins 2.0 B <input type="checkbox"/> Mathematics NC Check-Ins 2.0 C <input type="checkbox"/> Science NC Check-Ins 2.0 (Earth) <input type="checkbox"/> Science NC Check-Ins 2.0 (Life) <input type="checkbox"/> Science NC Check-Ins 2.0 (Physical) <input type="checkbox"/> English II NC Check-Ins 2.0 A <input type="checkbox"/> English II NC Check-Ins 2.0 B <input type="checkbox"/> NC Math 1 Check-Ins 2.0 A <input type="checkbox"/> NC Math 1 Check-Ins 2.0 B <input type="checkbox"/> NC Math 3 Check-Ins 2.0 A <input type="checkbox"/> NC Math 3 Check-Ins 2.0 B <input type="checkbox"/> Biology NC Check-Ins 2.0 (Heredity) <input type="checkbox"/> Biology NC Check-Ins 2.0 (Ecosystems) <input type="checkbox"/> Biology NC Check-Ins 2.0 (Biological Evolution) <input type="checkbox"/> Biology NC Check-Ins 2.0 (From Molecular to Structures)

Test date for each test <i>mm/dd/yyyy</i>	
Specify the accommodation (2–3 words):	
Describe <u>in detail</u> how the accommodation will be used during the test administration.	
Explain <u>in detail</u> the reason(s) the accommodations available in the state accommodations publications are not appropriate for the student.	
Explain <u>in detail</u> the reason(s) that the student requires the use of the accommodation. Documentation must be on file to verify that the student has routinely used this accommodation during classroom instruction and similar classroom assessments this school year.	
<p style="text-align: center;"><b>Enter Braille Options Here</b></p> <p> <input type="checkbox"/> EBAE                      <input type="checkbox"/> Uncontracted                      <input type="checkbox"/> Embedded with Nemeth  <input type="checkbox"/> UEB                      <input type="checkbox"/> Contracted  <input type="checkbox"/> Other (Other Braille editions not specified above, list specifications here): </p> <div style="border: 1px solid black; height: 30px; width: 100%; margin-top: 5px;"></div>	

Exceptional Children Teacher's Signature

Date

Principal's Signature

Date

Public School Unit Test Coordinator's Signature

Date