

Review of Accommodations Used During Testing Form Procedures

For whom does the *Review of Accommodations Used During Testing* form need to be completed?

The form is to be completed for all students requiring testing accommodations based on needs documented in their:

- current Individualized Education Program (IEP),
- current Section 504 Plan,
- current English Learner (EL) Plan, or
- current Transitory Impairment (TI) Documentation.

For which tests does the *Review of Accommodations Used During Testing* form need to be completed?

- One *Review of Accommodations Used During Testing* form must be completed for each state test for students requiring testing accommodations.
 - State tests requiring a *Review of Accommodations Used During Testing* form include the Beginning-of-Grade 3 Reading Test, all end-of-grade tests, all end-of-course tests, CTE post-assessments, the College and Career Readiness Alternate Assessment, the ACCESS for ELLs test, and the WIDA Alternate ACCESS test.
- The *Review of Accommodations Used During NCEXTEND1 Testing* form must be completed for all NCEXTEND1 tests.
- Additionally, the *Review of Accommodations Used During Testing* form should be completed for any state field test or special study.

What is the process for completing the *Review of Accommodations Used During Testing* form?

- One form is to be completed per test per student.
- The top of the form and Column 1 is to be completed at the student's IEP, Section 504, EL, and/or TI team meeting where testing accommodations decisions are discussed and documented. All appropriate individuals must be present at this meeting.
- The original form is kept with the student's accommodations documentation.
- A copy of the form is provided to the designated school employee to ensure the data is correctly entered into the electronic accommodations management system used by the school (ECATS, PowerSchool, third-party system).
- A copy of the form is provided to the test administrator on test day to be completed during the testing session. The test administrator must use the form to:
 - Indicate if the accommodation was provided to the student during testing,
 - Describe how the accommodation was provided to the student,
 - Record if the student used the accommodation, and
 - Explain how the accommodation was used.

What happens with the *Review of Accommodations Used During Testing* form after testing?

- The completed form is filed with the student's accommodations documentation.
- The form is reviewed by the team or committee during the next meeting when accommodation considerations and decisions are made.