



State Test Accommodations Identification and Request Process for Test Coordinators and School Assessment Teams

Students with IEPs and/or 504 plans, including English Learners (ELs) with IEPs, must be provided with appropriate supports on state tests in order for their results to be considered valid. The process for identifying those supports and communicating them to the Assessment Section has changed this year.

A full listing of available supports, their definitions, suggestions for their use, and questions to guide school IEP team decision-making can be found on the various Hawaii'i State Test Accommodation Guides. Additional guidance can be found in the Smarter Balanced Usability, Accessibility, and Accommodations Guidelines (UAAG) and Crosswalk of Accessibility Features Across State Assessments in Hawaii'i (CAF). All of these documents can be found under the [Accessibility and Accommodations Resources](#) page on alohahsap.org.

IEP Teams should use these guides to engage in a thoughtful process of identifying appropriate accommodations on state tests for students with IEPs/504 Plans. These decisions should be based on individual student characteristics and needs. Once those have been identified, Test Coordinators (TCs) will electronically submit the Accommodations Request Form to the Assessment Section. Designated supports can be set in TIDE at the school level by Teachers, Test Administrators, and Test Coordinators (TCs).

Several important things to note:

- Verified state test accommodations from SY 2019-20 will be carried over for use in SY 2020-21 (this currently applies only to SY 2020-21). Test Coordinators do not need to resubmit requests for this school year if the IEP/504 Team decides that the same verified accommodations are needed for a student in SY 2020-21. If there have been changes to a student's IEP, the Test Coordinator should contact the Assessment Section.
- TCs should submit any new state test accommodation requests by *Monday, November 2, 2020*, for Fall 2020 testing and by *Friday, January 15, 2021*, for Spring 2021 testing.
- In all cases, accommodation requests should be submitted to the Assessment Section no later than 10 days prior to testing.

Steps for Testing Coordinators (TCs) to Request State Test Accommodations

1. TCs and SSC/SPED Department Heads (DHs) meet to review the processes and procedures for identifying designated supports and accommodations for students with IEPs/504 Plans, including ELs with disabilities. Keep in mind that these accommodations are determined by the IEP teams.

2. SSCs/SPED DHs work with the Care Coordinators and IEP teams to ensure that the criteria, processes, and procedures for identifying accommodations on state tests, laid out in the Hawai'i State Test Accommodation Guides, are understood and followed.
3. IEP/504 Team meets to determine student need for state test accommodations. The Hawai'i State Test Accommodation Guides are tools used to make test accommodation decisions.
4. If the IEP/504 Team decides state test accommodations are needed for a student, the Team documents and records this decision in "Table (1 or 2): Questions to Guide IEP/504 Team Decision..", updates the student's IEP/504 record, and then transmits a copy of the completed Table to the SSC/DH and the TC.
5. TC completes and submits the State Test Accommodation Request Form electronically by the deadlines described above.

If there are any questions, please email Elaine Lee at Elaine.Lee@k12.hi.us or Susan Forbes at Susan.Forbes@k12.hi.us or call the Assessment Section at 808-307-3636.