



State Test Accommodations Identification and Verification Request Process for Test Coordinators and School Assessment Teams (August 2022)

Update (2/7/23): All state test accommodation verification requests submitted after February 10, 2023, will be new accommodation verification requests. No carry over of prior verified state test accommodation(s) for use in SY 2022-2023 will be allowed. Refer to the February 6, 2023 [Assessment News](#) for more information.

Students with IEPs or 504 Plans, including English Learners (ELs) with disabilities, must be provided with appropriate accessibility supports and accommodations on state tests in order for their results to be considered valid.

A full listing of available supports, their definitions, suggestions for their use, and questions to guide school IEP/504 Team decision-making can be found in the various [Hawai'i State Test Accommodation Guides](#) and the [Guidance Brief: IEP/504 Teams Considering the Math Manipulatives \(MMs\) State Test Temporary Accommodations](#). Additional guidance is provided in the [Crosswalk of Accessibility Features Across State Assessments in Hawai'i 2022-2023 \(CAF\)](#) and the [Smarter Balanced Assessment Consortium: Usability, Accessibility, and Accommodations Guidelines 2022-2023 \(UAAG\)](#). All of these documents can be found in the [Accessibility and Accommodations](#) folder on the Resources page of the Smarter Balanced Assessments portal 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. The state tests include Smarter Balanced English Language Arts/Literacy and Mathematics Assessments, HSA Science (NGSS) Assessments, and Biology and (optional) Algebra End-Of-Course (EOC) exams. **Note:** *KĀ'EO accommodation verification requests will be filed via a separate form [here](#) (or <https://forms.gle/6nCQURJEH3heqaTf9>).*

The decisions to provide state test accommodations should be based on the evidence of need for state testing as documented in the student's IEP or Section 504 Plan, with the understanding that the provision of which will not invalidate the test score. Once those have been identified, Test Coordinators (TCs) will electronically submit the [SY 2022-2023 Hawai'i State Test Accommodation Verification Request Form](#) based on the "Important things to note" below.

Important things to note:

- Verified state test accommodations from SY 2021-2022, **except those provided due to hand and/or arm injuries**, will be carried over to SY 2022-2023. However, the school test coordinator or authorized school contact needs to submit the [SY 2022-2023 Hawai'i State Test Accommodation Verification Request Form](#) (or <https://www.surveymonkey.com/r/ACCOM2022-2023>) to retain or modify prior verified state test accommodation(s) for use in SY 2022-2023. If there is:

- **No Change or Keep the student's verified *Statewide Assessment* accommodation(s) in the IEP/504 Plan:** If the same set of verified state test accommodations from SY 2021-2022 will be used in SY 2022-2023, then the Test Coordinator or authorized school contact should select the "*No Change or Keep Verified Accommodation(s)*" box under question #10 of the test accommodation request form and submit the form.
- **Remove the student's verified *Statewide Assessment* accommodation(s) in the IEP/504 Plan:** To remove any prior verified state test accommodation that is no longer needed for state testing, the Test Coordinator or authorized school contact should select the "*Remove Verified Accommodation(s)*" box under question #10 of the test accommodation request form, name the accommodation(s) to be removed in the "*Additional Comments*" box (located at the end of the form), and submit the form.
- **Verify (add) new state test accommodation(s):** To request verification of new state test accommodation(s) for SY 2022-2023, check the "*Verify (add) New Accommodation(s)*" box under question #10 of the test accommodation form, select the new accommodation(s) for state testing from the list provided under question #11 of the form, and submit the form.
- Designated supports (DSs) can be set in the [Test Information Distribution Engine](#) (TIDE) at the school level by Teachers, Test Administrators, and Test Coordinators (TCs). Review Table 4 in the **CAF** for the list of DSs available by test content before submitting state test accommodation verification requests.
- The [SY 2022-2023 Hawai'i State Test Accommodation Verification Request Form](#) should be submitted one month prior to the opening of the test window.
- In all cases, state test accommodation requests should be submitted to the Assessment Section no later than **14** days prior to (interim or summative) testing.

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

1. TCs and SSC/SPED Department Heads (DHs) meet to review the range of accessibility supports (universal tools, designated supports, and state test accommodations) and identify accommodations for students with IEPs/504 Plans, including ELs with disabilities, to participate in statewide testing. ***To ensure compliance with the IDEA, the Assessment Section will verify the NEW state test accommodation(s) requested by the school IEP/504 Plan Teams.***
2. SSCs/SPED DHs work with the IEP/504 Plan Team's Care Coordinators to ensure that the evidence for supporting the need for the state test accommodations, laid out in the [Hawai'i State Test Accommodation Guides](#) and the [Guidance Brief: IEP/504 Teams Considering the Math Manipulatives \(MMs\) State Test Temporary Accommodations](#), are understood and documented in the student's IEP or 504 Plan. The Hawai'i State Test Accommodation Guides and the guiding questions therein are tools to assist the IEP/504 teams with state test accommodation decisions.

3. If the IEP/504 Team decides that state test accommodations are needed for a student in SY 2022-2023, the Team:
 - documents and records this decision,
 - updates the student's IEP/504 Plan in the electronic Comprehensive Student Support System (eCSSS) by following the [eCSSS Directions](#), and
 - transmits this decision to the SSC/DH and the TC.
4. TC completes and submits the [SY 2022-2023 Hawai'i State Test Accommodation Verification Request Form](#) electronically to the Assessment Section by the deadlines described above.
5. TC conducts regular checks of student's state test accommodation records in TIDE to be sure that they match those listed under the "*Statewide Assessment*" tab of the student's IEP/504 Plan (in eCSSS).

If there are any questions, please contact the Assessment Section by phone at 808-307-3636 or by email at hsa@k12.hi.us.