



Guidelines for Simplified Test Directions

(This document is based upon the Smarter Balanced Guidelines for Simplified Test Directions, September 30, 2016. Simplified Test Directions is a designated support that is being added for the HSA Science and End-of-Course exams as part of aligning accessibility resources across the Hawai'i Assessment System and ensuring that each and every student has the appropriate universal tools, designated supports, and accommodations when needed.)

Simplified Test Directions is a designated support allowable across the Smarter Balanced and HSA Science assessments as well as the End-of-Course exams. Students who need additional support understanding the test directions may benefit from this designated support. This could include students with difficulties in auditory processing, short-term memory, attention, or decoding. This designated support may require testing in a separate setting to avoid distracting other test takers. For further information on decision-making criteria for use of Simplified Test Directions please see the *Smarter Balanced Usability, Accessibility, and Accommodations Guidelines*.

A test administrator who provides the Simplified Test Directions designated support simplifies the script within the SAY boxes in the Read the Directions for Administration section of the *Hawai'i State Science Assessment and End-of-Course Exams Test Administration Manual* pages 29 and 30. Test administrators should not deviate from the test directions found in the TAM in ways that impact the content being measured. The student depends on the test administrator to read the script in the TAM accurately, pronounce words correctly, and speak in a clear voice. When a student needs additional support understanding the test directions found in the TAM, the test administrator may simplify or paraphrase the language in the script and verify the student's understanding. Simplifying the test directions should be consistent with classroom instruction and includes repeating or rephrasing. This may include breaking TAM directions into parts or segments or using similar words or phrases, but it should exclude defining words or concepts. The test administrator must ensure that the student understands the directions in the TAM. Only the script in the TAM may be simplified. Test content, including test items, words from items, or instructions for individual items may **NOT** be simplified or paraphrased.

Qualifications for Test Administrators Who Simplify Test Directions

- The test administrator who simplifies test directions should be an adult who is familiar with the student, and who is typically responsible for providing this support during instruction and assessments.
- Test administrators must be trained on the administration of the assessment and be familiar with the terminology and symbols specific to the directions.
- Test administrators must be trained in accordance with Smarter Balanced and member administration and security policies and procedures as articulated in the TAM and the Member Procedures Manual.
- Test administrators must be familiar with the vocabulary used in the TAM directions and be able to speak clearly and at a normal pace with clear pronunciation.
- Test administrators must be willing to be patient and repeat test directions.



Prior to Test Administration

Prior to test administration, test administrators who simplify test directions should:

- Be trained in administering the assessment.
- Familiarize themselves with the testing environment and format in advance of the testing session.
- Have a strong working knowledge of the embedded and non-embedded universal tools, designated supports, and accommodations available on HSAP assessments.
- Have extensive practice in simplifying test directions and be familiar and comfortable with the process before working directly with the student.
- Be familiar with the student's needs, including any IEP or 504 plan if the student for whom they are reading has access to additional designated supports and/or accommodations. This will ensure that there are plans in place for providing all needed designated supports and accommodations.
- Be familiar with any assistive technology or approved supports the student requires. In addition to the simplified test directions support, students may make use of any other approved accessibility resource during the test as appropriate.
- It is recommended that the same test administrator be assigned to students for each day of testing.

Day of Test Administration

On the day of test administration, test administrators who simplify test directions should:

- Be prepared to restate the language in the script.
- Read the directions aloud in paraphrased, clarified, or simplified form, rather than reading the script verbatim.
- Follow the TAM guidelines for assisting the student with taking the test.
- Not prompt the student in any way that would result in a different response to a test item.
- Not influence the student's response in any way.
- Spell any words in the script if requested by the student.
- Adjust their reading speed and volume if requested by the student.
- Not paraphrase, interpret, define, or translate any aspect beyond the script provided in the TAM. They should **NOT** read aloud any parts of the test content, including items, words, or instructions as this would be a violation of test security.
- **ONLY** if the student is registered for the read aloud designated support in conjunction with the simplified test directions designated support, should the test reader follow the *Guidelines for Read Aloud*.