READ-ALOUD ACCOMMODATION / KCA AUDIO VOICE Policy

Read-Aloud Accommodation Policy

Student Need

1. A student who needs a read-aloud accommodation is one whose ability to convey knowledge of the subject / content area is **severely** limited by his/her inability to read the assessment materials. The student cannot or would not be successful in the classroom without the read aloud accommodation.

2. In order to use the read-aloud accommodation on the state assessment, the student must have the read-aloud accommodation provided in the classroom on a regular basis (i.e., as an on-going practice for both classroom instruction and classroom assessments/tests.

    a. Just because a student is an ELL student does not mean they can automatically receive this accommodation.
    b. Just because the student is a SPED student does not mean they can automatically receive this accommodation.
    c. Just because the student is a Title 1 student does not mean they can automatically receive this accommodation.
    d. For any Gen. Ed students – who receive this accommodation — "*the need must be so severe".*

3. A student's need for the read-aloud accommodation must be documented on one of the following plans:
    a. Pre-intervention plan (student improvement plan)
    b. ELL plan
    c. 504 plan
    d. IEP

4. The read-aloud accommodation is for a student who needs the entire assessment (except the reading passage) read to him. The read-aloud accommodation does not refer to an adult reading an occasional word, an occasional distracter, an occasional stem, or an occasional question to the student.

Documentation

A copy of the student's plan or a summary sheet must be kept on file with the District Test Coordinator. KSDE will be monitoring 5-10% of assessment administrations this year and may ask to see documentation for the need of paper/pencil and read-aloud accommodations.

Read-Aloud for Groups of Students

1. Best practice is to provide the read-aloud accommodation to individual students. However, it is possible to provide the read-aloud accommodation to small groups of two or three students.
2. A group is defined as two or three students who receive exactly the same read-aloud accommodation at the same time. The students will all have the same form, and the reading will be directed to all of these students at the same time and in the same place using KSDE prepared scripts.
3. Groups of two or three students may only receive the read-aloud accommodation in conjunction with the paper / pencil accommodation.
4. A group is NOT a number of students in a particular room who are taking different forms of the assessment and who are raising their hands at various times to have a word or a distracter pronounced or an item stem read.

The Reading Assessment

Absolutely nothing from a reading passage may be read or pronounced, including single words. If reading passages to a student on the state reading assessment is allowed on the student's plan, the student will then be counted as not participating.

Allowable Practices

Practices such as pronouncing an occasional word, an occasional distracter, an occasional stem, or an occasional question should be considered acceptable assessment, practice requiring no special documentation and no special coding of the answer sheet. The teacher should use professional discretion regarding the number of times a student may request assistance.

Reading Assessment Questions and Answer Choices to Students

There are two options for students who need to have extensive portions of the tests read to them: the read-aloud accommodation using readers or using the KCA audio voice software. Use of the KCA audio voice and use of the read-aloud accommodation given to an individual student is coded as a test order type. To use the read-aloud accommodation with a group of two or three students, the proper test order type must be coded in KIDS.. KSDE will monitor the use of all accommodations via reports from CETE as well as monitor visits.

Readers administering the read-aloud accommodation must have annual staff development on reading an assessment to a student. . At a minimum, this staff development must consist of a review of this document, the Read Aloud Accommodation / KCA Voice Policy (A), as well as the Read Aloud Guidelines (B) and the Read Aloud Training Document (C) posted on the www.ksde.org website under the Assessment Documents and Resources heading; http://www.ksde.org/Default.aspx?tabid=420.

Read-aloud Accommodation and Scripts

- Guidelines for the read-aloud accommodation may be found on the Assessment /Testing page at the KSDE website (http://www.ksde.org/Default.aspx?tabid=420).
- For the Reading Assessment, the reading passage may not be read to the students. Only the question stems and answer choices may be read aloud.

- Scripts for the general assessment as well as for the KAMM have been prepared for readers to follow for the mathematics, reading, and science assessments. They include all text and labels that may be read aloud.
- The scripts must be used for the read-aloud accommodation.
- Scripts are not to be distributed to readers more than 24 hours prior to the assessments.
- The reader may read the test to ensure that they are able to pronounce all words.
- The reader must return the script to testing coordinator or building principal once they have read the script for purposes of becoming familiar with the material that will be read.
- The read-aloud scripts should never be taken out of the building.
- Scripts will be available in Spring, 2011. No scripts will be available for Fall OTL testing.
- Store test materials (*copies of the assessments, scripts, and tickets) in a secure, locked area* (**before, between and after testing**).
- Distribute test materials immediately before the testing session. Collect test materials immediately following the testing session.
- Numbering scripts/tests – easy way to keep track that you have all of the materials
- Accessibility to (pdf) copies of the test for the paper/pencil accommodation and to read-aloud scripts must be determined by the district office.
- No more than one person per school may have access to the CETE site that houses scripts and *pdf files.*

Options for Administering the Read-Aloud Accommodation to Individuals

There are three options for administering the read-aloud accommodation to an individual:

- KCA administration, KCA audio voice
- KCA administration, adult reader
- Paper / pencil accommodation, adult reader

A student may take the test via KCA and have an adult reader if the reader uses the prepared read-aloud script.

Options for Administering the Read-Aloud Accommodation to Groups

There are two options for administering the read-aloud accommodation to a group of students

- Paper / pencil accommodation, adult reader
- Small group KCA administration (no more than 3 students), adult reader
- Receiving and Distributing Read-aloud Scripts
- During the testing window, a *pdf* copy of the read-aloud script will be available at the CETE website.
- Accessibility of *pdf* copy can be gained in one of two ways:
    - District may choose for only a test coordinator to be able to manage *pdf* copies.
    - District may choose for not more than one person per building to be able to manage *pdf* copies.
- The following management tasks are required:

- Download the *pdf* file from the CETE website.
- Make paper copies of read-aloud script for building(s) by printing the *pdf* file.
- Delete from any computer the *pdf* file used to create the paper copies.
- Maintain security of the read-aloud scripts by not delivering the copies to the readers more than 36 hours before the tests are to be administered. The scripts may not be copied nor taken out of the building.
- Deliver the read-aloud scripts to appropriate people (either to building test coordinators if the manager is the district test coordinator or to the readers if the manager is the building test coordinator).
- Shred all paper copies of the read-aloud scripts after they have been used. No copies may be retained at either the building or the district level.
- Maintain documentation of test security.

Obtaining the KCA Audio Voice

- The cost of the license is $7.50 per computer. Multiple students can use the same license as long as they use the same computer. A license will need to be requested and purchased for each computer that will have the voice downloaded on it.
- **A license is purchased only once**. It will remain installed on the computer and can be used each year only by KCA software.
- To obtain the KCA audio voice, do the following.
  - Go to the **CETE** main page and click on the link for ***2009 Registration***.
  - Click on the link titled *KCA* ***Audio Order Form***.
  - Order one license for each computer that will need the audio software (the KCA audio voice).
  - Fill in the contact and billing information.
- The contact person will receive an invoice from CETE for the audio licenses and email with a link to a web page that will have instructions for downloading the software.