2024 KEYSTONE/PSSA
UNIQUE ACCOMMODATION ASSURANCE

Some students may require the use of a unique accommodation to access the Keystone Exams and/or PSSA tests. Per the [Accommodations Guidelines](#), this accommodation is intended for those students with a disability that precludes them from accessing and responding to assessment materials through typical means, such as the hard copy test booklet or embedded accessibility features of the online assessment.

Members of the Bureau of Curriculum, Assessment, and Instruction and the Bureau of Special Education have updated the process for unique accommodations requests starting with the 2022-23 school year.

Schools are no longer required to email a 'request' form to the RA Account. Rather, if a student requires a unique accommodation as outlined in the Accommodations Guidelines, the school must provide responses to the questions below to PDE via this survey link: https://www.surveymonkey.com/r/Unique-Acc-23-24 **New for 2024:** The submitter will receive the Survey Monkey responses to keep for records, which can be used for documentation instead of completing the form below. The submitter will receive responses within 3 business days of submission.

The LEA or Service Provider must provide assurance that the unique accommodation will be carried out according to the parameters outlined in the Accommodations Guidelines to ensure test administration fidelity and security are maintained. The assurance is provided via an online platform and responses must be submitted to PDE no later than **6 WEEKS** prior to the start of the testing window to allow for PDE/BSE review. Exceptions to the timeline will be made for scribing requests due to student injury.

Documentation of this submission and required signatures must be maintained by the LEA and may be subject to additional review by PDE/BSE.

Note: This submission is only required for 'unique' accommodations as outlined in Table A of the Accommodations Guidelines. The LEA will only receive a response from PDE if additional information is required.

District/Charter School/Service Provider Name: _____

School Name: _____

Student PA Secure ID: _____

Student Grade: _____

Name/Title of Person Completing Request: _____

Phone Number: _____

Email Address:_____

1.Does the student receive special education services through an IEP? ☐yes   ☐no
2.Does the student receive services through a Section 504 Plan? ☐yes   ☐no
3.Does the student receive this accommodation regularly in classroom instruction? ☐yes   ☐no
4.Is this accommodation documented in Section IV of the student's IEP or 504 Plan? ☐yes   ☐no
(If no, please explain: _____

(If yes – the accommodation must be documented in the 504 Plan or in section IV of the IEP and reflected in other areas of the IEP such as the present educational levels and specially designed instruction. Documentation may be requested by PDE/BSE to ensure the accommodation is documented appropriately.

This accommodation is needed for the following test(s):

☐PSSA ELA   ☐PSSA Science   ☐Keystone Literature

☐PSSA Mathematics   ☐Keystone Algebra I   ☐Keystone Biology

The assessment format will be:

☐Paper/pencil   ☐Online   ☐Mixed Mode

The unique accommodation needed for the student is:

☐AAC (Augmentative or Alternative Communication) device

☐Calculator apps on devices (e.g., iPad calculator)

☐CAT (Computer Assistive Technology)

☐DAF/FAF – Delayed Auditory Feedback/Pitch Shifting Frequency/Altered Auditory Feedback

☐Read-Aloud of full ELA PSSA/Literature Keystone for recent visual impairment where student is not yet able to use Braille ONLY. (Read-aloud of TDA and Standards of Conventional English items only, and Read-aloud of the full Science and Math PSSAs, Algebra I and Biology Keystones do NOT require a Unique Accommodation Assurance.)

> o   By checking this box, the LEA assures the following: This accommodation is only used for students with a recent visual impairment who are not yet able to use Braille.   A read-aloud of the ELA/Literature test for any other purpose may violate the construct of the test. Accommodations Guidelines – pg. 45. All LEA/school scribes must follow the Pennsylvania Read-aloud and Scribing Guidelines for Operational Assessments (pa.gov)

☐Voice to Text/ Voice recognition software/device (e.g., Co-Writer, Google Read and Write, built-in dictation on an iPad or Chromebook)

> o   By checking this box, the LEA assures **Supplemental Guidelines for Voice-to-text accommodations** will be followed. Accommodations Guidelines for PSSA and Keystones (pa.gov)- pg. 56.

☐Human Scribe (A Unique Accommodations Assurance is needed for the TDA Responses for Grade 4-8 ELA PSSA ONLY.)

> o   By checking this box, the LEA assures the following: Scribe must sign Test Security Certification form (located in the Handbook for Assessment Coordinators). All LEA/school scribes must follow the Pennsylvania Read-aloud and Scribing Guidelines for Operational Assessments (pa.gov)

☐Glucose/Medical Monitoring with Smartphone/Smartwatch

> o   By checking this box, the LEA assures the following: All guidelines in the Accommodations Guidelines for retaining a smartphone for medical monitoring will be followed. Accommodations Guidelines – pg.46.

☐Other Accommodation not outlined above: (explain): _____

Answer the following questions for all unique accommodations selected above for this student:

Describe the procedures to implement this accommodation:

_____
_____
_____
_____

What considerations will be made for the implementation of this accommodation (e.g., extra staff needed to implement, technology needs, testing in a separate room)?

_____
_____
_____
_____

Will a laptop, iPad, or separate device be used for this accommodation?

☐yes   ☐no

If yes, how will the computer/software/device be 'locked down' to comply with test security measures? (Please see the Supplemental Guidelines for Device Lockdown on page 63 of the Accommodations Guidelines for PSSA and Keystones (pa.gov)

☐ iPad in Guided Access Mode

☐Chromebook in Kiosk Mode

☐ Other (explain):_____

By submitting this form to the PDE, the LEA provides the following assurances:

- This one-time exception applies only to the above referenced student.
- This accommodation is documented in the student's IEP/504 Plan.
- The IEP/504 team has met and has considered all standard (allowable) accommodations prior to proposing this unique accommodation.
- Parent(s)/guardian(s) and student were provided an opportunity to participate in the decision-making process for this accommodation.
- The proposed accommodation is used for routine class instruction and assessment.
- Test administrator must monitor all test sessions.
- This exception is based on the student's inability to produce a written response by any other means.
- The use of this accommodation will not change the construct of what is being measured on the test.

If a device is being used:

- NO internet, grammar, punctuation, spell-check, dictionary, thesaurus, content-specific word prediction lists, apps or formulas may be turned on or used for the student responses.
- The camera, email, text-to-speech, references, formulas, other calculating functions, iCloud, Google Drive, synchronization and connection to other devices, internet functions, and all help functions must be disabled on the device.
- The test administrator deletes all files from the <u>device</u> that will give student access to any assistance in answering the PSSA and/or Keystone test items. This includes all formulas, problem solving steps, algebraic principles, examples, models, and <u>any other material, files, links, or other sites</u> that may assist the student in choosing the correct answer.
- The text-to-speech feature must be disabled.
- The test administrator may not "correct" the electronic response due to an incorrect term or word choice by the student or software program.
- The test administrator may not interfere with the student's response in any way.
- When the student is finished with the exam and exits the managed guest session, the session is wiped from the device.
- Therefore, NO printed or electronic copy/version of the PSSA and/or Keystone test documents may be saved, forwarded, emailed, or otherwise kept or distributed by or to any person whatsoever.
- All electronic or printed copies of student responses must be completely deleted and/or destroyed by the assessment coordinator.
- At completion of each test, the entire PSSA and/or Keystone exam must be completely removed from the computer's hardware and/or other data storage device by the assessment coordinator.
- Accurate documentation of this accommodation must be kept in the student's file.

District Assessment Coordinator/School Assessment Coordinator and Special Education Coordinator must sign the **Unique Accommodation Confidentiality Agreement** located in the Accommodations Guidelines. The signed agreement must be kept on file at the LEA with this form.

District Test Coordinator: _____

School Assessment Coordinator: _____

Special Education Coordinator: _____