

<p style="text-align: center;">Recovery</p> <ul style="list-style-type: none"> ➤ Must have passed the class but failed the SOL in a previous administration ➤ Reading & Math only ➤ 1st Time Test Takers CANNOT be Recovery ➤ HS-Coded on Failure Retakes --ONLY on student's <u>first attempt</u> —NOT on Expedited Retakes ➤ **Grades 3-8- recovery coded on both attempts-1st & Expedited Retake**** 	<p style="text-align: center;">First Time Test Taker</p> <ul style="list-style-type: none"> ➤ 1st Time Test Takers <u>CANNOT</u> be Recovery and <u>CANNOT</u> be Project Graduation ➤ 1st Time Test Taker is any student currently enrolled in the class, "Sitting In" the class ➤ Students who have failed a class and are "Repeating" the class are considered 1st Time Test Taker even if they have previously taken the SOL test and failed it
<p style="text-align: center;">Project Graduation—High School ONLY</p> <ul style="list-style-type: none"> ➤ Must have passed the class but failed the SOL in a previous administration ➤ 1st Time Test Takers CANNOT be Project Graduation ➤ At least 3 hours of Remediation--REQUIRED ➤ 12th grade can be PG for all subjects ➤ 11th grade can be PG for Reading, Writing, & Math ➤ 10th grade can be PG for Writing & Math ➤ 9th grade can be PG for Math ONLY 	<p style="text-align: center;">Transfers (all grade levels)</p> <ul style="list-style-type: none"> ➤ Transfer students are usually 1st time test takers ➤ Transfer students must have "Y" coded AND A, B, or C ➤ Code A enrolled in the same division previously ➤ Code B enrolled in Virginia school previously ➤ Code C enrolled outside of Virginia previously <p>Transfer students do NOT count against the school if they fail, but will count for the school if they pass</p>
<p style="text-align: center;">Failure Retest –High School ONLY</p> <ul style="list-style-type: none"> ➤ Failure Retester--Passed the class but failed the associated SOL during a previous administration. ➤ Failure Retester --Must be assigned the <u>Term Grad Context</u>, for students who are graduating the current year ➤ <u>Term Grads can have multiple attempts</u> 	<p style="text-align: center;">ALL Grade Levels</p> <ul style="list-style-type: none"> ➤ All Expedited Retakes must be coded as RETEST ➤ Assign the Expedited Retake Context <p style="text-align: center;">Grades 3-8</p> <ul style="list-style-type: none"> ➤ <u>Before students in grades 3-8 can take an expedited retake test, parents Must give "opt in" permission</u>
<p style="text-align: center;">Reminders</p> <ul style="list-style-type: none"> ➤ <u>All students enrolled in classes must be accounted for.</u> Create test sessions for absent students, medical, refused, cheating, or already passed SOL, Substitute Tests: (WorkKeys-1st Time, or WorkKeys-Failure Retake). ➤ HS ONLY—All seniors currently enrolled, "sitting in" EOC classes must be pulled out and placed in Term Grad sessions ➤ Only DDOT can create irregularity sessions with alternate forms—<u>DO NOT change the date, etc. on irregularity test session.</u> ➤ Check the "students not assigned to test session" each week and place in appropriate test sessions 	
<p style="text-align: center;">Security Reminders</p> <ul style="list-style-type: none"> ➤ Examiners/proctors must be mobile—walking around and monitoring students ➤ Students MUST NOT be left unattended for any length of time ➤ Allow students to go to the bathroom before testing, if a student needs a break during testing, they must be closely monitored by an examiner/proctor ➤ Electronic devices are not permitted in the testing environment—this includes cell phones, apple watches, etc. ➤ Students may NOT leave an unfinished test and return to finish the test unless closely monitored ➤ Examiners MUST make sure tests are successfully submitted before students leave the testing environment ➤ ERROR Message—Check to make sure "<u>resume-upload</u>" is not listed beside students' name on STC computer screen. ➤ Error Message—Unable to save response—DO NOT MOVE THE STUDENT TO ANOTHER COMPUTER-- MAKE SURE THE STUDENT'S COMPUTER HAS INTERNET ACCESS—RESTART THE COMPUTER—ALLOW THE STUDENT TO LOG BACK IN ON THE SAME COMPUTER 	

Reminders

- **Test schedules must be submitted to DDOT prior to testing.** If a change to testing dates or times is necessary, notify DDOT immediately.
- **If a test does not submit properly, the computer seems to lock up, or the student gets kicked out and cannot be resumed, DO NOT move the student to another computer.** Check the STC progress screen to see if the student has finished all of the questions. Check the ERROR MESSAGE handout. Responses will be saved on the hard drive of the computer the student used. If the computer loses internet access, check the blue cord and/or wireless button. Restart the same computer and have the student log back in.
- The **Pointer tool** is the only tool that can indicate an answer to a multiple-choice. If a student's test shows "unanswered questions" have them make sure they used the pointer tool instead of the dot tool.
- All **test sessions MUST be stopped by the end of the day, unless they are one of the elementary 2-day tests.** Students that have not taken the test or are in exited status cannot be left in READ ALOUD sessions with completed tests. Move all students to new sessions if that is the case and print new test tickets.
- Examiners **may NOT tell students to "flag for review"** certain questions
- Examiners **may NOT prompt students to go back** to questions marked as unanswered or flagged for review
- Examiners may **ONLY answer questions concerning the mechanics of testing**, such as how to exit/submit
- STCs should report possible testing **irregularities within 24 hours** of the occurrence—**BEFORE** investigating
- Security papers, school affidavit, and **digital recorders** must be turned in to the DDOT after test administration.

SOL adjustments/accommodations available to ALL students, do not require a code

Group Size--Students may be tested individually or in small groups with the group size determined by the STC.

Environmental modifications--type of lighting, **noise buffers**, and/or the use of a study carrel

Individualized Testing—IS available for any student without an accommodation code. If a student needs to read out loud to hear himself or herself read, the student can be tested individually. **Read out loud students CANNOT read to someone.** The examiner/proctor must stay in the background, far enough away from the student to ensure the examiner/proctor is not assisting or interfering with the student in anyway; verbally or nonverbally.

Testing Accommodations Available for the SOL *Non-Writing* Tests Which Require a Code

Code 1—Multiple test sessions—only for paper,)

Code 2—Dry Erase Board (refer to specific guidelines-TIM)

Code 3—Additional writing instruments (highlighters, colored pen)

Code 4—Visual Aids (Magnification, LCD projector-whiteboard)

Code 5—ASSISTIVE TECHNOLOGY—Auditory Trainer, Whisper Phone

Code 6—Large-Print Test (paper test only)

Code 7—Paper copy of test directions

Code 8—Enlarged Copy of Answer Document—ONLY for paper

Code 9—Braille Test (paper test only)

Code 10—Read Aloud -Math, Science, Social Studies, Writing- (Read Aloud on CAT must be individual—refer to guidelines-TIM)

Code 11—Audio for Math, Science, Social Studies, Writing Assessments ONLY

Code 12—Interpreting/Transliterating—Math, Science, Social Studies, Writing—ONLY for Hearing Impairment

Code 13—Communication Board, Choice Cards

Code 14—Read Aloud –Reading Assessments –(require reading criteria)

Code 15—Audio for Reading Assessments— require reading criteria)

Code 16—Interpreting/Transliterating—Reading—ONLY for Hearing Impairment

Code 18—Examiner Records Responses—refer to specific guidelines—TIM)

Code 19—Math Aids

Code 20—Verbal Prompts ("Please continue", "Keep working," "Keep going," "Focus," "Stay focused")

Code 21—Braille (paper test only)

Code 22—Augmentative Communication Device—refer to specific guidelines—TIM)

Code 23—Spelling Aids—ONLY on Writing short paper

Code 25—Dictation to a Scribe--—refer to specific guidelines—require WCPS criteria form

Code 26—Calculators and Arithmetic Tables—Grades 3-7 Math Assessments, on non-calculator sections

Code 28—Calculators with Additional Functions—Gr 4-8 Math, Gr 5, 8, EOC Science—(26 & 28-require calculator criteria form)

Code 29—English Dictionary —ONLY on ONLINE Writing short-paper

Code 30—Read Back Student Response—Writing short-paper

Code 31-- Flexible Schedule (Frequent breaks-allowed with supervision, time of day)

Code 32—Setting (alternate location, special lighting, special furniture)

Code A—Plain English Mathematics—Grades 3-8 and Algebra 1 ONLY

Code 27—VDOE Approved Special Accommodation Request--Accommodations not listed require special permission from VDOE for each individual student—IEP teams must fill out **Requesting a Special Assessment Accommodation** form and submit before deadline.