

Typed Response Accommodation

Test administrators are responsible for

- maintaining the security of all computers used by students who receive an accommodation
- ensuring that students do not have access to the Internet or any files on the computer hard drive or network during testing as results may be invalidated for students who access the Internet or files during testing;
- ensuring that no response is edited by anyone other than the student and is done only during the test-taking period
- deleting all student responses that were temporarily saved on any local computer or computer disk after all student responses have been printed for submission with an answer booklet.
- **Student responses are secure and confidential and must not be accessible to unauthorized individuals.**

Information Required for Each Page of Student's Response

- student name
- student state identification number
- answer booklet serial number (the 10-digit number located on the lower right corner)
- subject
- question number
- for the ELA Writing Prompt only, page x of y, where x = the current page number and y = the last page number

Formatting Requirements

Formatting:

- Use plain white paper (8 ½" x 11").
- Use a font size between 8-point (minimum) and 12-point (maximum).
- Set margins to be one inch.
- Set line-spacing to be single-spaced.

Page limits:

For the ELA Writing Prompt:

- A maximum of four pages may be submitted. The typed response pages must be placed inside the front cover of the student's standard answer booklet without clips, tape, or staples. All information requested on the front cover and back cover of the student's answer booklet must be properly completed by the TA and TP. Immediately after testing, return **all** test materials to your BTC.

A student's response **to each test question** must be submitted entirely using one of the following methods:

- typed on paper and inserted inside the student's answer booklet;
- written by the student; or
- transcribed into the student's answer booklet

Example of How to Set Up a Typed Response

Student Name: Jonathan Ward

Student ID (state): 1012345678

Answer Booklet Serial Number*: 1234567890 *(located on the lower right-hand corner of the answer booklet front cover)*

Subject: English Language Arts

Question Number: 35

In this area, the student will type the response to the test question.