

Clarification for Administration of Restricted Form of RCTs When Using the Test Accommodations “Test read” and “Allow student to record answers in exam booklet”

The following clarifications were obtained from Steven Katz, SED Office of Assessment
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Test Read

1-In cases when a student's IEP documents the accommodation “Test Read”, the principal may release a copy of the restricted examination booklet to the reader up to a maximum of one hour in advance of the test administration if the principal believes this to be necessary to allow the reader time to familiarize himself/herself with the test.

The principal must caution the reader as to the restricted status of the exam including the strict prohibition against copying, making notes about, or retaining these tests.

2- The reader may break the seal on the exam.

3- At the conclusion of the exam, the reader should return the exam to its envelope, seal the envelope, and sign the seal. They should also indicate on the envelope that it was a "Reader/Proctor copy".

Allow student to record answers in exam booklet

1-In cases when a student's IEP documents the accommodation “Allow student to record answers in exam booklet” the student writes on the test and does not use an answer sheet.

2-So that the student's test can be scored, a teacher designated by the principal should transcribe the student's answers from the restricted test booklet to a standard answer sheet. To do this, the designated teacher will need to break open the sealed envelope with the student's test booklet and reseal the envelope using tape as soon as the transcription is completed. The teacher should sign his/her name on the tape and should also include a handwritten explanation on the outside of the restricted examination envelope. This activity should be completed this week so that the student's test can be graded and the restricted exam booklet can be returned to the Department.