



# Assistive Technology Test Administration Guidance

## Mathematics Assessments

### Version 1.2

The purpose of this document is to provide additional guidance for administering PARCC Mathematics assessments\* to students using assistive technology devices (Screen Reader and Non-Screen Reader).

Follow these steps for proper administration:

- Students should enter their response directly in the response box for items with a short fill in the blank response type. Students should review the response with their Assistive Technology to ensure the response was entered as intended.
- Math items that require a constructed response on an assistive technology accommodated form (Screen Reader and Non-Screen Reader) will be completed with a simple text editor.
- Students using screen readers, such as JAWS, will hear the following announcement on these items:  
“This part of the question requires you to show your work and/or explain your answer. Please complete your work on scratch paper and then read what you have written to the teacher. The teacher will help you enter your answer into the test on the computer.”
- After hearing the announcement, students should complete the math items on scratch paper (e.g., paper and pencil or Braille writer with Braille paper).
- After the student completes their math answer, they should read their answer to the scribe and the scribe should enter what the student dictates into the simple text editor, following the scribe guidelines.
  - For Visually Impaired students using a Screen Reader, only an eligible Test Administrator who is a certified Teacher of Students with Visual Impairment, including Blindness, or someone working under the direct supervision of an eligible Test Administrator who is a certified Teacher of Students with Visual Impairment, including Blindness may transcribe the student’s responses onto the paper or online form of the PARCC Assessments.
  - Refer to “Appendix C – Protocol for the Use of the Scribe Accommodation and for Transcribing Student Responses” available at: <http://avocet.pearson.com/PARCC/Home#10620>
- After the scribe has finished typing the student’s response into the simple text editor, the scribe should instruct the student to review the answer to make sure it reflects the student’s intended response.
- If the student wants to change anything that was entered, they can choose to change it themselves, or they can ask the scribe to change it for them.

\* For all other PARCC assessments follow the scribe protocol found in Appendix C – Protocol for the Use of the Scribe Accommodation and for Transcribing Student Responses of the *PARCC Accessibility Features and Accommodations Manual*.