

**COLUMBUS STATE**

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ACCESSIBILITY AND TESTING

# Accommodated Placement Test(s) Training Guide

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Accessibility Services  
Eibling Hall, Room 101  
614-287-2570  
[disability@csc.edu](mailto:disability@csc.edu)

Process for CC+ Students with disabilities taking accommodated placement tests at the high schools:

1. Ten (10) business days in advance of testing date, high school contacts CSCC New Student Assessment to set up testing.
  - o CSCC New Student Assessment sends high school email confirming testing date along with Excel spreadsheet and Placement Test Accommodation Request Form. Accessibility Services related information is included in the body of the email, as well.
2. High School submits documentation (IEP or 504 and ETR, audiogram, etc.) to CSCC Accessibility Services to review along with completed Placement Test Accommodation Request Form (1 form per student).

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PLACEMENT TEST ACCOMMODATION REQUEST FORM

▲ Directions:

- Please complete the attached form, and submit it with the student's documentation (IEP and ETR, 504, etc.) to [disability@csc.edu](mailto:disability@csc.edu)
- After we receive the student's documentation, an Advocate will review it and determine appropriate accommodations for the placement test.
- The Advocate will notify the student, via their Columbus State email, to call and schedule their placement test.

Providing the student's documentation only means that they will be approved for accommodations on the placement test. It does not register the student with Accessibility Services at Columbus State. The student will meet with their Advocate later to complete the process of registering with Accessibility Services.

If you have any questions or concerns, please contact Accessibility Services at 614-287-2570.]

|  |                   |
|--|-------------------|
| Testing Date:                                | Testing Location: |
| Student Name:                                | Date of Birth:    |
| High School (currently attending):           |                   |
| Cougar ID:                                   |                   |
| Student Email (username) (@student.csc.edu): |                   |
| Student Personal Email:                      |                   |
| Student Phone #:                             |                   |
| Intervention Specialist Name & Contact info: |                   |
| Accommodations Requested:                    |                   |

3. Five (5) business days in advance of testing date, high school sends CSCC New Student Assessment completed Excel spreadsheet with ALL student tester information (including those requiring accommodations).



## Placement Test Approved Accommodations

| <b>Accommodation</b>                            | <b>Abbreviation</b> | <b>Test Specific?</b>                | <b>Comments/Additional Info.</b>  |
|---|---------------------|--------------------------------------|---|
| 2x Time   | 2x                  | ESL timed Writing Only               |   |
| Audio   | Audio               |                                      | Refers to Read&Write software; requires headphones  |
| Audio with equations                            | Audio+EQ            | Math only                            | Live Reader, requires private room  |
| Braille   | Braille             |                                      | AS will provide   |
| Calculator                                      | Calc                | Math only                            | Basic, 4-function calculator only   |
| CCTV  | CCTV                |                                      | Used to enlarge any paper materials, including scrap paper  |
| Color Overlay                                   | Overlay             |                                      | Refers to screen masking for computer based tests or physical color overlay for paper (ESL); Accuplacer features may satisfy for computer tests |
| Distraction-Reduced Testing Space               | DRTS                |                                      | Small group testing room  |
| Dragon Naturally speaking                       | Dragon              |                                      | Dictation software; Requires student to create a voice profile ahead of time; requires private room   |
| Food/drink in testing room                      | Food/drink          |                                      | Closed drink container, small snacks; all items checked for test integrity; requires private room   |
| Frequent Breaks                                 | Breaks              |                                      | Duration: less than 10 minutes per break; timer is NOT paused for timed exams   |
| Human Guide                                     | H guide             | Math only                            | Math faculty/adjuncts trained by AS; only approved for screen reader users, requires private room   |
| Height Adjustable Desk                          | Desk                |                                      |   |
| Keyboard  | Keyb                | Only applicable if paper/pencil test | Does not include spell check; use WordPad unless approved for spell check   |
| Large Print                                     | Large               | Only applicable if paper/pencil test | AS will provide   |
| Magnification software                          | Magnify             |                                      | Refers to ZoomText or Windows Magnifier; Accuplacer features may satisfy for Writing/Reading tests  |
| Medical Device/Item in Testing Space            | Medical Device/Item |                                      | Item/device must be pre-screened by AS  |
| Personal Care Attendant in Private Testing Room | PCA                 |                                      | PCA must be pre-approved by AS Advocate; requires private room  |
| Private Room                                    | Private Rm          |                                      | Single user distraction-free testing space  |

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|--------------------|-------------|--------------------------|--|
| Screen Reader      | Screen read |                          | Refers to JAWS/NVDA; requires headphones   |
| Scribe             | Scribe      |                          | Scribe to dictate verbatim what student says; scribe cannot read, clarify, or rephrase for student. Student is responsible for punctuation and spelling. Requires private room |
| Spell Check        | Spell       | Writing & ESL Essay Only | Be sure to follow steps in Writing Section of Administration binder so student only has access to spell check and not grammar check  |
| Talking Calculator | Talk calc   | Math only                | Typically more than a 4-function, talking calc; requires headphones if using in a group space  |

## [A Guide for Accommodated Testing](#)

When students are prevented from satisfying the requirements for a placement test because of a disability, it is appropriate for accommodations to be made.

**Please note:** Prior to receiving any accommodations on the placement test or in Columbus State CC+ courses, a student must first submit documentation to CSCC Accessibility Services for review. Students are only eligible for accommodations approved through CSCC Accessibility Services.

This section provides more detailed information about the following accommodations:

- Audio
- Live Reader
- Scribe
- Aide
- Keyboard
- Spell Check
- Distraction-Reduced Testing Space
- Private Room
- Medical Device/Item in Testing Space

Please contact Columbus State Accessibility Services (614-287-2570) should you have any questions regarding accommodation implementation.

## Guidelines for Audio

If a student has the approved accommodation "Audio" then the provision of an audio version of the test is approved.

If the school has software capable of reading the Accuplacer webpage (such as Read & Write), this should be utilized for the Reading, Writing, and ESL Reading placement tests. For students needing audio only for the written portions (that is, excluding the equations) of the Math placement test, software can be used to provide audio through the ALEKS website.

If the school does not have software OR the student requires audio for all portions of the Math placement test (including equations), then a Live Reader will be required. Please refer to the Guidelines for Live Readers for more details.

## Guidelines for Live Readers

If a student has the approved accommodation "Audio", this could mean that a **Live Reader** will be necessary.

A Live Reader should only be provided in the event that an audio format is unable to be prepared ahead of time and/or if assistive technology software is not compatible with the computer software program or platform being utilized.

The use of a Live Reader in such circumstances enables the student to demonstrate their knowledge and understanding of a topic. A Live Reader is not intended to compensate for lack of attainment and should not give any advantage to the student.

### A Live Reader **should**:

- Read whatever the student asks you to read, as often as they need to hear it
- Read only what is on the printed page/computer screen
- Sit quietly next to the student when not reading
- Read at normal speed

### A Live Reader **should not**:

- Interpret, define, explain, or reword questions
- Select passages to read without the student indicating this is desired
- Suggest when to move on to the next question
- Emphasize correct answers (or incorrect answers) in any way

- Comment on a student's answer, other than to verify their answer selection
- Provide the student with any additional information
- Serve as a scribe, unless the student is also approved for a Scribe as an accommodation

**Special arrangements that the High School should take into account:**

- Accommodation: a separate room with sufficient desk space to accommodate both the student and the Live Reader
- There should be clear identification on the cover sheet that a Live Reader has been used

**Guidelines for Scribes**

If a student has the approved accommodation "Scribe" then scribing arrangements will need to be made for the student's placement test.

The use of a Scribe in such circumstances enables the student to demonstrate their knowledge and understanding of a topic. A Scribe is not intended to compensate for lack of attainment and should not give any advantage to the student.

**A Scribe should:**

- Write legibly and allow the student to see what is being written
- Read scribed material, as often as requested
- Write down verbatim exactly what the student dictates
- Make alterations to what the student has written if the student dictates an amendment
- Allow the student to write for themselves if a request is made to do so and take over writing again at the student's request
- Remind the student that the scribe cannot answer questions about the exam
- Remind the student that punctuation is the student's responsibility
- Respect student confidentiality at all times

**A Scribe should not:**

- Re-word, re-structure, fill-out or in any way augment what is dictated by the student
- Organize, punctuate, or paraphrase the student's thoughts
- Act as a Live Reader, unless the student is also approved for Audio

**Scripting for the Math Placement Test**

Student must dictate where **ALL** numbers, math symbols, and information should be placed on the page. Do NOT use your own understanding of Mathematics to determine placement. Student must provide all directional information (i.e. under, over, next to, to the right of, etc.).

**Special arrangements that the High School should take into account:**

- Accommodation: a separate room with sufficient desk space to accommodate both the student and the Scribe
- There should be clear identification on the cover sheet that a Scribe has been used

**Guidelines for Personal Care Attendants (PCA)**

If a student has the approved accommodation "Personal Care Attendant" then the presence of an attendant is approved for medical or redirection reasons.

The use of a PCA in such circumstances enables the student to demonstrate their knowledge and understanding of a topic while maintaining the student's health and safety. A PCA is not intended to compensate for lack of attainment and should not give any advantage to the student.

A Personal Care Attendant **may**:

- Monitor the student for medical purposes
- Provide appropriate medication
- Redirect the student to focus on the test
- Remind the student of the time
- Assist with the mouse, keyboard, paper materials, screen adjustment, etc.

A Personal Care Attendant **may not**:

- Act as Live Reader or Scribe unless the student is approved for "Audio" and/or "Scribe" **and** the Aide is familiar with appropriate procedures for these accommodations in the placement test setting
- Interpret, define, explain, or reword questions
- Provide the student with any additional information, including, but not limited to, giving reminders regarding the instructions or answering of test questions



**Special arrangements that the High School should take into account:**

- Accommodation: a separate room with sufficient space to accommodate the student, the Personal Care Attendant, and any other required staff.
- There should be clear identification on the cover sheet that an Personal Care Attendant has been used.

**Guidelines for Medical Device/Item in Testing Space**

If a student has the approved accommodation “Medical Device/Item in Testing Space” then the student has identified a need for at item that does not fit the traditional parameters of permitted materials or requires modification of established examination rules. Specialized items or any needs that require rule or environmental modification must be discussed in advance with Accessibility Staff. Examples include:

- A medical device that pairs with a cell phone or smart watch to provide instant safety alerts
- Specialized furniture or equipment needs (cushioned chair, footstool, whiteboard and markers instead of scrap paper, etc.)
- Environmental modifications such as dimmed lighting or white noise
- Requests for personal items (gloves, headwear, sunglasses, etc.) intended to reduce anxiety or distraction
- Circumstances that require modification of the 10-minute bathroom breaks policy.

**Guidelines for Keyboard**

If a student has the approved accommodation “Keyboard” then the provision of a keyboard for the student to type their responses to the test is approved. Keyboard will be listed as an approved accommodation only for ESL writing tests. A student approved for keyboard should type the ESL essay in WordPad (or another word processing program without any spelling or grammar check features).

**Guidelines for Spell Check**

If a student has the approved accommodation “Spell Check” then the provision of spell check software is approved. Students approved for Spell Check may have access to spell check *only* - not to grammar check. Students will begin the test in Accuplacer to obtain their writing prompt,

type their essay in another computer program, and then copy and paste the completed essay into Accuplacer for submission. (The proctor will have to log the student back in to the test when they are ready to submit the essay.)

Recommended method of providing Spell Check:  
(to be completed before student is at the computer)

1. Open Microsoft Word.
2. Open a blank document.
3. Go to File, then to Options (bottom left).
4. Go to Proofing (third on list on left).
5. Uncheck "Flag repeated words" under "When correcting spelling."
6. Uncheck "Mark grammar errors as you type," "Frequently confused words," and "Check grammar with spelling" under "When correcting spelling and grammar in Word."

Select the OK button on bottom right.

### Guidelines for Distraction-Reduced Testing Space

If a student has the approved accommodation "Distraction-Reduced Testing Space" then the provision of a *small group testing room* is approved. A Distraction-Reduced Testing Space consists of a quiet testing space outside the classroom within Accessibility Services or another Testing Center. If the course is embedded in the high school and the student is unable to travel to a CSCC Testing Center, every effort should be made to secure a space that has minimal distractions, if any. Certain high traffic areas, i.e. the front office, does not constitute a distraction-reduced testing environment.

### Guidelines for Private Room

If a student has the approved accommodation "Private Room" then the provision of a *distraction-free testing room* is approved. The student should be the only individual (other than the proctor and/or scribe/live reader, if also approved as an accommodation) present in the private testing room. The private room should also consist of walls that go from floor to ceiling and a door that can be closed to ensure that no external noises/distractions can be heard from within the testing environment.

## Questions? Consult with Accessibility Services Staff

Should you have any questions regarding the information found within this training document, or about accommodation implementation/ Accessibility Services at the higher education level in general, please contact our department as soon as possible. Inquiries can be directed to 614-287-2570 or [disability@csc.edu](mailto:disability@csc.edu).