

Create Test Sessions for Keyword Translation or TTS and Graphics

If you have students who will receive the accommodations of Translation of Key Terms Language (for 4 languages) or Text-to-Speech Text and Graphics, they need to be moved into their own test sessions to receive the correct test form assignments, i.e., to actually receive the accommodations on the test. This guide will cover the steps needed to: 1) identify students in your school that need to be moved based on their accommodations, 2) create the separate test sessions, 3) remove students from the original sessions and add them to the new sessions, and 4) verify student information in the new sessions.

Prior to the test administration start date, Pearson moved all students with the PNP setting for either Translation of Key Terms Language or Text-to-Speech Text and Graphics to their own test session. Any students with a PNP change in the system after April 1, 2022 for these accommodations will require the school to move the student into their own test session prior to testing the student.

Note: A separate test session is not required for students with the Text-to-Speech Text Only support.

1. Identify Students with the Impacted Accommodations. In PearsonAccess Next, go to Reports > Operational Reports > Student Tests with Accommodations (Embedded and Non-Embedded). Select **Download Report** on the screen that comes up (shown below). You may have to first select Request Report Refresh if you ran this report previously.

Operational Reports

Student Tests with Accommodations (Embedded and Non-Embedded)

List of students and tests with Accommodations. This report includes Embedded and Non-Embedded Accommodation fields.

Execution Date

2022-03-24 08:42 AM

Organization

Delaware (0-0000)

Test Administration

Delaware > 2021 - 2022 > Science and Social Studies Spring 2022

Accommodations

ALL

[Download Report](#)

[Request Report Refresh](#)

From the Excel document downloaded, filter the appropriate columns for Translation of Key Terms Language (Column L) or Text-to-Speech Text and Graphics (Column N). If you find any students listed that have "Y" in either column but are still in a "Main" session type (found in Column H), these students must be moved to their own sessions.

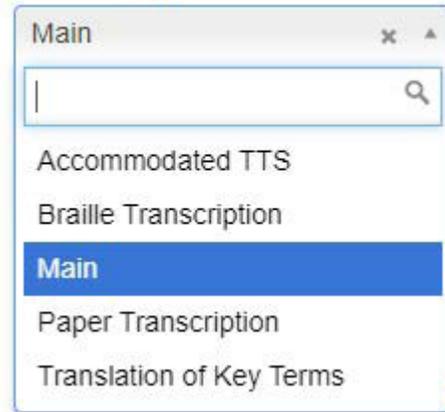
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Organizat	Delaware (0-0000)												
2	Test Admi	Delaware > 2021 - 2022 > Science and Social Studies Spring 2022												
3	Accommo	Text-to-Speech Text and Graphics												
4	Student I	Student N	Organizat	Organizat	Test Nam	Form Cod	Session N	Session T	Gen Ed	wi	American	Spanish	Translation of Key Terms Language	Text-to-Sp

The screenshot below shows an example of two Text-to-Speech Text and Graphics students (highlighted in Column N) on the report, one of whom has been moved into their own session, and one who has not been moved yet. Note that only the highlighted first row which shows the Accommodated TTS heading in Column H indicates a student that has been moved from the Main test session with the correct test assignment. Column G also shows a title for the new session based on session naming conventions provided by the DOE (referenced below).

	C	D	E	F	G	H	I	J	K	L	M	N
1	022 > Science a	Social Studies Sp	ing 2022									
7	PAN High School	9999-0003	Grade 11 Social S	22SS11ETC	9999-0003 Grade 11 Social Studies Accommodated TTS	Accommodated TTS	N	N	N	N	N	y
23	PAN High School	9999-0003	Grade 11 Social Studies (SS1	9999-0003 Grade 11 Social Studies		Main	N	N	N	N	N	y

2. Create Test Sessions. Refer to Section 6.2.2 in the Test Administration Manual for how to manually create test sessions. Please note that the bulleted list in the section does NOT include Translation of Key Terms Language and Text-to- Speech Text and Graphics as accommodation sessions that are needed. The screenshot on the right shows the full list of options that will appear under the Session Type dropdown on the Sessions screen. You will need to choose "Accommodated TTS" to create a session for students with Text-to-Speech Text and Graphics, or "Translation of Key Terms" to create a session for Translation of Key Terms Language. Please follow the session naming convention provided by the DOE for the new sessions:

Session Type*



District code-School code_Grade
 X_Subject_Accommodation_Teacher Name (if needed)

3. Remove Student from Old Test Session. Once the new accommodated session has been created, refer to Section 6.3 in the Test Administration Manual for how to remove students from the old test session and add them to the new session. Students with the same accommodation within the same subject and grade can be tested together (you do not need to create a separate session for each Keyword Translation language).

4. **Verification.** After the students have been moved to the appropriate accommodated session, select the session on the left of the Students in Sessions screen and then select **Prepare Session**. After the session is prepared, check the Session Type and Form columns for each student near the bottom of the screen. Refer to the screenshots on the right.

For the Translation of Key Terms Language session, the Session Type should show "Translation of Key Terms" and the letters in the middle of the Form number should show "ETRO" (note: the Form number is identical for all 4 languages).

For the Text-to-Speech Text and Graphics session, the Session Type should show "Accommodated TTS" and the letters in the middle of the Form number should show "ETGO".

Once you have verified all students have the correct testing information on the Students in Sessions screen, proceed to follow the same steps in Section 7 of the Test Administration Manual for starting the session and managing the session while students are testing.

Session Type	Form
Translation of Key Terms	Grade 4 Social Studies - 22SS04ETRO01000001 (22SS04ETRO01000001)
Translation of Key Terms	Grade 4 Social Studies - 22SS04ETRO01000001 (22SS04ETRO01000001)
Translation of Key Terms	Grade 4 Social Studies - 22SS04ETRO01000001 (22SS04ETRO01000001)
Translation of Key Terms	Grade 4 Social Studies - 22SS04ETRO01000001 (22SS04ETRO01000001)

Session Type	Form
Accommodated TTS	Grade 4 Social Studies - 19SS04ETGO01000001 (19SS04ETGO01000001)