These steps will assign a student to the ASL accommodated test session.

1. From Setup > Students, select the Select Tasks dropdown and click the checkboxes next to the appropriate task(s).
2. Select the View Student Tests tab. It is under this tab that you can make edits to a student's accommodations.
3. Remove the Text-to-Speech Text Only indicator and add ASL Video. To do this, uncheck the box next to “Text-to-Speech” and open the dropdown and select the blank space.

4. Next, select the checkbox next to American Sign Language. Then select [Save].
5. You must now create the test session. From Testing > Sessions, under the Select Tasks dropdown, select “Create/Edit Sessions” and then select [Start].

6. You will see the session details. Under the Session Type dropdown, select “Main.” It is on this page that you can add a student to the session as well. Add the student(s) and then select [Create].
7. Accommodation Indicators will be available in the Test Session, next to the SSID. Check that it says “ASL” next to the SSID to ensure that the student is now in the ASL Session.

8. Optional: Another way to ensure that the student is in the correct session is to check the Form ID. For a list of all Form IDs, see Appendix I.
Appendix D: Spanish
These steps will assign a student to the Spanish accommodated test session.

1. From Setup > Students, select the Select Tasks dropdown and click the checkboxes next to the appropriate task(s).

![Student Selection Diagram]

---

Appendix D

DeSSA Online Test Administration Manual 2019

APPENDICES

APPENDICES
2. Select the View Student Tests tab. It is under this tab that you can make edits to a student's accommodations.
3. Remove the Text-to-Speech Text Only indicator and add Spanish. To do this, uncheck the box next to “Text-to-Speech” and open the dropdown and select the blank space.

4. Next, select Spanish in the dropdown. Then select [Save].
5. You must now create the test session. From Testing > Sessions, under the Select Tasks dropdown, select “Create/Edit Sessions” and then select [Start].

6. You will see the session details. Under the Session Type dropdown, select “Main.” It is on this page that you can add a student to the session as well. Add the student(s) and then select [Create].
7. Accommodation Indicators will be available in the Test Session, next to the SSID. Check that it says “S” next to the SSID to ensure that the student is now in the Spanish session.

8. Optional: Another way to ensure that the student is in the correct session is to check the Form ID. For a list of all Form IDs, see Appendix I.
Appendix E: Text-To-Speech
These steps will assign a student to the Text-to-Speech accommodated test session.

1. From Setup > Students, select the Select Tasks dropdown and click the checkboxes next to the appropriate task(s).
2. Select the View Student Tests tab. It is under this tab that you can make edits to a student's accommodations.
3. This accommodation requires that you contact DOE for approval. DOE will then add/update the student test. Once DOE has updated the student test, you will see that the Text-to-Speech Text and Graphics option is available. Select that option and then click [Save].

4. You must now create the test session. The first thing to do is to remove the student from session he or she is currently in. From Testing > Students in Sessions, select Remove Students from Sessions in the Select Tasks dropdown. Then select [Start].
5. Select the checkbox next to the student you wish to remove, and then select [Remove].

![Tasks for Students in Sessions](image1)

6. From Testing > Sessions, under the Select Tasks dropdown, select “Create/Edit Sessions” and then select [Start].

![Sessions](image2)
7. You will see the session details. Under the Session Type dropdown, select “Accommodated TTS.” It is on this page that you can add a student to the session as well. Add the student(s) and then select [Create].

8. Accommodation Indicators will be available in the Test Session, next to the SSID. Check that it says “TTS” next to the SSID to ensure that the student is now in the Text-to-Speech session.

9. Optional: Another way to ensure that the student is in the correct session is to check the Form ID. For a list of all Form IDs, see Appendix I.
Appendix F: Translation of Key Terms
These steps will assign a student to the Translation of Key Terms accommodated test session.

1. From Setup > Students, select the Select Tasks dropdown and click the checkboxes next to the appropriate task(s).
2. Select the View Student Tests tab. It is under this tab that you can make edits to a student's accommodations.
3. Remove the Text-to-Speech Text Only indicator and add the needed language under the Translation of Key Terms Language dropdown. To do this, uncheck the box next to “Text-to-Speech” and open the dropdown and select the blank space.

4. Next, select the required language from the dropdown under Translation of Key Terms Language. Then select [Save].
4. You must now create the test session. The first thing to do is to remove the student from session he or she is currently in. From Testing > Students in Sessions, select Remove Students from Sessions in the Select Tasks dropdown. Then select [Start].
5. Select the checkbox next to the student you wish to remove, and then select [Remove].

![Tasks for Students in Sessions]

6. From Testing > Sessions, under the Select Tasks dropdown, select “Create/Edit Sessions” and then select [Start].
7. You will see the session details. Under the Session Type dropdown, select “Translation of Key Terms.” It is on this page that you can add a student to the session as well. Add the student(s) and then select [Create].

8. Optional: A way to ensure that the student is in the correct session is to check the Form ID. For a list of all Form IDs, see Appendix I.
Appendix G: Paper Transcription
These steps will assign a student to the Paper Transcription accommodated test session. Test Administrators with students taking a paper test should also follow these steps to transcribe the students’ responses into the online form for scoring.

1. From Setup > Students, select the Select Tasks dropdown and click the checkboxes next to the appropriate task(s).
2. Select the View Student Tests tab. It is under this tab that you can make edits to a student's accommodations.
3. Remove the Text-to-Speech Text Only indicator and add Paper Transcription. To do this, uncheck the box next to “Text-to-Speech” and open the dropdown and select the blank space.

4. Next, select the checkbox next to Paper-Pencil. Then select [Save].
5. You must now create the test session. The first thing to do is to remove the student from session he or she is currently in. From Testing > Students in Sessions, select Remove Students from Sessions in the Select Tasks dropdown. Then select [Start].
6. Select the checkbox next to the student you wish to remove, and then select [Remove].

7. From Testing > Sessions, under the Select Tasks dropdown, select “Create/Edit Sessions” and then select [Start].
8. You will see the session details. Under the Session Type dropdown, select “Paper Transcription.” It is on this page that you can add a student to the session as well. Add the student(s) and then select [Create].

9. Optional: A way to ensure that the student is in the correct session is to check the Form ID. For a list of all Form IDs, see Appendix I.

10. Once the student has completed testing on paper, review the student’s answers to be sure you understand how they responded to each question, and make sure responses to open-ended questions are legible. Ask the student to clarify which answer they intended to select if needed. Once all responses are clear, the Test Administrator will log in to the test in TestNav 8 using the same credentials as the student. Student tests will then need to be transcribed into TestNav. Practice tests are available for the Test Administrator to practice transcribing information from the paper test to the online test.

For Social Studies, you will enter responses into TestNav exactly as they appear in the student's test book.

The Science online transcription form has Technology Enhanced Items (TEIs), which means that some items require the Test Administrator to interact with them. While the paper test the student completed has a very similar item, you will be responding to those items in different ways. For example, where a student might have drawn a line in the paper test, you might be dragging and dropping the line into the proper location using TestNav. You will need to manipulate the item to match what the student has done on paper. **It is critical that you do**
exact what the student has done on the paper test and that you call the help desk if you run into any problems.

11. Find the students’ log in information through Testing > Students in Sessions. Under the Resources dropdown, you will print the Student Testing Ticket. You can either select “Print all for this session,” or “Print selected for this session.”

12. The Student Testing Ticket will have the Username and Password you will use to log into TestNav 8.
13. You will now log into TestNav as the student.

14. Use the student's responses to answer to question. Be sure to transcribe the student's responses exactly as the student indicated.

15. After entering the student's responses, review each response on the Review screen.
16. When you are satisfied that you have entered every answer as the student intended, submit the test.
Appendix H: Braille Transcription
These steps will assign a student to the Braille Transcription accommodated test session. Test Administrators with students taking a Braille test should also follow these steps to transcribe the students' responses into the online form for scoring.

1. From Setup > Students, select the Select Tasks dropdown and click the checkboxes next to the appropriate task(s).
2. Select the View Student Tests tab. It is under this tab that you can make edits to a student's accommodations.
3. Remove the Text-to-Speech Text Only indicator and add Braille. To do this, uncheck the box next to “Text-to-Speech” and open the dropdown and select the blank space.

4. Next, select the checkbox next to Braille. Then select [Save].
5. You must now create the test session. The first thing to do is to remove the student from session he or she is currently in. From Testing > Students in Sessions, select Remove Students from Sessions in the Select Tasks dropdown. Then select [Start].
6. Select the checkbox next to the student you wish to remove, and then select [Remove].

7. From Testing > Sessions, under the Select Tasks dropdown, select “Create/Edit Sessions” and then select [Start].
8. You will see the session details. Under the Session Type dropdown, select “Paper Transcription.” It is on this page that you can add a student to the session as well. Add the student(s) and then select [Create].
9. Optional: A way to ensure that the student is in the correct session is to check the Form ID. For a list of all Form IDs, see Appendix I.

10. Once the student has completed testing on the braille form, review the student’s answers to be sure you understand how they responded to each question, and make sure responses to open-ended questions are legible. Ask the student to clarify which answer they intended to select if needed. Once all responses are clear, the Test Administrator will log in to the test in TestNav 8 using the same credentials as the student. Student tests will then need to be transcribed into TestNav. Practice tests are available for the Test Administrator to practice transcribing information from the braille form to the online test.

For Social Studies, you will enter responses into TestNav exactly as they appear in the student’s braille form.

The Science online transcription form has Technology Enhanced Items (TEIs), which means that some items require the Test Administrator to interact with them. While the braille form the student completed has a very similar item, you will be responding to those items in different ways. For example, where a student might have drawn a line in the paper test, you might be dragging and dropping the line into the proper location using Testnav. You will need to manipulate the item to match what the student has done on the braille form. It is critical that you do exactly what the student has done on the braille form and that you call the help desk if you run into any problems.
11. Find the students’ log in information through Testing > Students in Sessions. Under the Resources dropdown, you will print the Student Testing Ticket. You can either select “Print all for this session,” or “Print selected for this session.”

![Students in Sessions](image)

12. The Student Testing Ticket will have the Username and Password you will use to log into TestNav 8.

![Student Testing Ticket](image)
13. You will now log into TestNav as the student.

14. Use the student's responses to answer to question. Be sure to transcribe the student's responses exactly as the student indicated.

15. After entering the student's responses, review each response on the Review screen.
16. When you are satisfied that you have entered every answer as the student intended, submit the test.