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# Matrix One: Universal Tools, Designated Supports, and Accommodations for the California Assessment of Student Performance and Progress for 2015–16

(Revised December 2015)

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This document should be used in conjunction with the *Smarter Balanced Consortium: Usability, Accessibility, and Accommodations Guidelines*, available at <http://www.cde.ca.gov/ta/tg/sa/access.asp>, and *California Code of Regulations*, Title 5 (5 CCR) sections 850 through 868 of the emergency regulations, available at <http://www.cde.ca.gov/re/lr/rr/caaspp.asp>, to determine the use of resources for individual students. The appropriate use of universal tools, designated supports, and/or accommodations on CAASPP tests is restricted to only those identified in this document.

Matrix One displays the universal tools, designated supports, and accommodations (embedded and non-embedded) allowed as part of the California Assessment of Student Performance and Progress (CAASPP) System for 2015–16.

**Universal tools (U)** are available to *all* students on the basis of student preference and selection.

**Designated supports (D)** are available to *all* students when determined for use by an educator or team of educators (with parent/guardian and student input, as appropriate) or specified in the student's IEP or Section 504 plan.

**Accommodations (A)** must be permitted on CAASPP tests to all eligible students if specified in the student's IEP or Section 504 plan.

Instructional supports and resources for the California Alternate Assessments (CAAs) can be found in Part 3, on page 7. Information about requesting the use of unlisted resources is provided in Part 4, which begins on page 8. A list of identified, unlisted resources that have been determined to change the construct being tested is provided on page 9.

## Part 1. Embedded Resources

**Embedded resources** are digitally delivered features or settings available as part of the technology platform for the computer-administered CAASPP tests. Embedded supports do not change or alter the construct being measured.

Embedded Resources	English Language Arts			Mathematics
	Reading	Writing	Listening	
American Sign Language	–	–	A	A
Breaks	U	U	U	U
Braille	A	A	A	A
Calculator (grades 6–8 , 11)	–	–	–	U (for specific items)
Closed captioning	–	–	A	–
Color contrast	D	D	D	D
Digital notepad	U	U	U	U
English dictionary	–	U (for ELA full write performance tasks, not short paragraph responses)	–	–
English glossary	U	U	U	U
Expandable passages	U	U	U	U
Global notes	–	U (for ELA full write performance tasks, not short paragraph responses)	–	–
Highlighter	U	U	U	U
Keyboard navigation	U	U	U	U
Mark for review	U	U	U	U
Masking	D	D	D	D
Math tools (i.e., embedded ruler, embedded protractor)	–	–	–	U (for specific items)
Spell check	–	U (for specific items)	–	–

Embedded Resources	English Language Arts			Mathematics
	Reading	Writing	Listening	
Streamlining	A	A	A	A
Strikethrough	U	U	U	U
Text-to-speech	D (for items, not passages) A (for ELA passages)	D	D	D
Translated test directions	–	–	–	D (with Spanish stacked translation only)
Translations (glossary)	–	–	–	D
Translations (stacked)	–	–	–	D
Turn off any universal tool	D	D	D	D
Writing tools (i.e., bold, italic, bullets, undo/redo)	–	U (for specific items)	–	–
Zoom (in/out)	U	U	U	U

## Part 2. Non-Embedded Resources

**Non-embedded resources** are available, when provided by the local educational agency (LEA), for either computer-administered or paper-pencil CAASPP tests. These supports are not part of the technology platform for the computer-administered CAASPP tests and do not change or alter the construct being measured.

Non-Embedded Resources	English Language Arts			Mathematics	Science	Primary Language
	Reading	Writing	Listening			
Abacus	–	–	–	A	A	–
Alternate response options, which include adapted keyboards, large keyboards, StickyKeys, MouseKeys, FilterKeys, adapted mouse, touch screen, head wand, and switches	A	A	A	A	–	–
American Sign Language	--	–	–	–	A	–
Bilingual dictionary	–	D (for ELA full write performance tasks, not short paragraph responses)	–	–	–	–
Breaks	U	U	U	U	U	U
Braille (paper-pencil tests)	A	A	A	A	A	A
Calculator	–	–	–	A (for allowed items, grades 6–8 , 11)	–	–
Color contrast	D	D	D	D	–	–
Color overlay	D	D	D	D	U	U
English dictionary	–	U (for ELA full write performance tasks, not short paragraph responses)	–	–	–	–

Non-Embedded Resources	English Language Arts			Mathematics	Science	Primary Language
	Reading	Writing	Listening			
Large-print versions of a paper-pencil test (as available)	A	A	A	A	A	A
Magnification	D	D	D	D	D	D
Multiplication table	–	–	–	A (beginning in grade 4)	–	–
Noise buffers (e.g., individual carrel or study enclosure or noise-cancelling headphones)	D	D	D	D	D	D
Print on demand	A	A	A	A	–	–
Read aloud	D (for items, not passages)	D	D	D (also for Spanish stacked translation)	A	A
	A (for ELA reading passages)					
Scratch paper	U	U	U	U	U	U
Scribe	D	A	D	D	A	A
Separate setting (i.e., most beneficial time, special lighting or acoustics, adaptive furniture)	D	D	D	D	D	D
Speech-to-text	A	A	A	A	A	A
Thesaurus	–	U (for ELA full write performance tasks, not short paragraph responses)	–	–	–	–
Translated test directions	D (consortium-provided PDFs for online test)	D (consortium-provided PDFs for online test)	D (consortium-provided PDFs for online test)	D (consortium-provided PDFs for online test)	D	D

Non-Embedded Resources	English Language Arts			Mathematics	Science	Primary Language
	Reading	Writing	Listening			
Translations (glossary)	–	–	–	D (consortium-provided PDFs for paper-pencil tests only)	D	D
The use of additional <b>unlisted resources</b> (previously known as “individualized aids”) can be requested.	The LEA CAASPP coordinator or CAASPP test site coordinator may submit a request in the Test Operations Management System (TOMS) for an unlisted resource at least ten business days prior to the student’s first day of CAASPP testing.					

### Part 3. Instructional Supports and Resources on the California Alternate Assessments (CAAs)

Universal tools, designated supports, and accommodations (with the few exceptions noted below) are available for the CAAs through the online testing interface. Students taking the CAAs may also need instructional supports, including the administration of the CAAs in the language of instruction and physical supports, in addition to the resources documented in the student's IEP or Section 504 plan. Examples of instructional and physical supports include:

#### Instructional supports:

- Alternate text to describe illustrations as needed
- Allowing the student to use an augmentative communication device (e.g., Audiovox, switch)
- Allowing nonverbal students to respond with gestures, movements, or vocalization in place of speech
- Accepting eye gaze as a way of indicating a response
- Accepting a change in muscle tone or a change in facial expression as an observed behavior
- Allowing students to direct another person (aide or test examiner) in performing physical tasks

#### Physical supports:

- Structuring the test environment to eliminate distractions for students who are particularly distractible
- Positioning and stabilizing the student to allow for the most controlled movement possible

The following designated supports and accommodations are **not available** for use on the CAAs through the online testing interface because the CAAs are administered to students one-to-one by a test examiner and may also be administered in the language of instruction by the test examiner:

- Braille (either by means of an embosser or a refreshable display)\*
- Closed captioning
- Text-to-speech
- American Sign Language videos (the test examiner is allowed to sign to the student as the language of instruction)
- Translation glossaries
- Spanish stacked translation and test directions

Some test practices (e.g., hand-over-hand), as noted in the *Test Administration Manual*, are inappropriate and not allowed.

\*The test examiner can request print-on-demand functionality to produce such documents. For a handful of ELA items in grades three and four that have decoding as part of the construct, support and guidance will be available to LEAs for brailing the appropriate text.

## Part 4. Unlisted Resources

Unlisted resources are not universal tools, designated supports, or accommodations. Unlisted resources shall be made available if specified in the eligible student’s IEP or Section 504 plan and only upon CDE approval.

To request the use of an unlisted resource, the LEA CAASPP coordinator or CAASPP test site coordinator may submit a request in the Test Operations Management Systems (TOMS) to request the use of the unlisted resource a minimum of ten business days before the student’s first day of testing. The CDE will reply to the request within four business days.

Approval will be granted by the CDE for use of the requested unidentified unlisted resource on the basis of the IEP team’s and/or Section 504 plan’s designation and if the unlisted resource does not compromise the test’s security. The CDE shall make a determination of whether the requested unlisted resource changes the construct being measured after testing has been completed.

IEP teams should be made aware of the following regulation, although teams should not allow the impact of an LEA’s accountability to outweigh the needs of the student in making decisions related to accessibility supports: “If the CDE determines the unlisted resource changes the construct being measured, the unlisted resource will not be approved but may still be used by the pupil and the pupil will receive an individual score report. The pupil will not be counted as participating in statewide testing, which will impact the accountability participation rate indicator for the LEA.” (5 CCR Section 835.8)

The CDE and/or the Smarter Balanced Assessment Consortium have identified, on the following page, non-embedded unlisted resources for English language arts, mathematics, science, and primary language that change the construct being tested. The LEA may use the CAASPP Unlisted Resources Request form available in TOMS to request the use of these identified and other unlisted resources required by a student’s IEP or 504 plan.



<b>Identified Non-embedded Unlisted Resources that Change the Construct Being Measured:</b>						
	<b>English Language Arts</b>			<b>Mathematics</b>	<b>Science (CST and CMA)</b>	<b>Primary Language Test (STS for Reading/ Language Arts)</b>
	<b>Reading</b>	<b>Writing</b>	<b>Listening</b>			
Signed Exact English	X	X	X	X	X	X (for reading passages)
Bilingual dictionary	X		X	X	X	X
Calculator used on non-allowed items				X	X	
Calculator (grades 3–5)				X		
English dictionary	X		X	X	X	X
Math tools (i.e., non-embedded ruler, non-embedded protractor)				X		
Multiplication table (grade 3)				X		
Thesaurus	X		X	X		X
Translations (not provided by Smarter Balanced)	X	X	X	X		
Translated word lists	X	X	X	X		