Testing Accommodations and Accessibility Features FAQs

Accommodations Materials and Accessibility Features for Visual Impairment/Blindness

1. I have a student with visual impairment/blindness who needs to take a CASAS test. Where do I begin?
2. What materials does CASAS have for test takers with visual impairment/blindness?
3. Can the Supplemental Materials for Test Takers with Visual Impairment/Blindness also be used for other disabilities?
4. How are the Supplemental Materials for Test Takers with Visual Impairment/Blindness developed? Are these materials valid for visually impaired/blind learners?
5. Why does the tactile graphics booklet include only some of the test items on the test forms?
6. What is a screen reader and how does the test taker with visual impairment/blindness use it?
7. Which screen readers may I use with CASAS eTests and the Supplemental Materials for Test Takers with Visual Impairment/Blindness?
8. What is a reader/scribe?
9. Are audio versions of CASAS tests available?

Other Test Accommodations and Accessibility Features

1. What accessibility features are included in CASAS eTests?
2. How do I provide extended time or supervised breaks with CASAS eTests?
3. What accessibility features are available in paper tests?
4. Are audio versions of CASAS tests available?
5. Are talking calculators allowed for CASAS math tests?
6. Can a test proctor re-read the test directions to a test taker as an accommodation?
7. Can a test proctor translate CASAS test directions into a student's native language and read them as an accommodation?
8. Is extra test time allowed as an accommodation on CASAS tests for limited English proficiency students?
9. What accommodations are available on CASAS tests for students who are deaf or hearing impaired?
10. If a student has a documented disability that requires a reader, can I provide that on all CASAS tests?
11. What accommodations are available for dyslexic students?
12. What accommodations are available for those test takers with physical impairments?
13. What are the preset text sizes in CASAS eTests?

CASAS Products for Testing Accommodations

1. **What products does CASAS offer that supplement assessments we may already be using at our site?**
2. **What specialized assessments does CASAS offer for students with certain conditions or impairments?**

Accommodations Materials and Accessibility Features for Visual Impairment/Blindness

1. **I have a student with visual impairment/blindness who needs to take a CASAS test. Where do I begin?**
   Step 1. Contact the Disability Support Services office at your agency or district, if available, for more information on local procedures for testing accommodations.
   Step 2. Acquire documentation that supports the accommodations requested.
   Step 3. Go to www.casas.org for more information on testing accommodations resources and CASAS products. Contact CASAS with any questions about testing accommodations. And go to Testing Accommodations Step-by-Step
   Step 4. If the test taker needs a screen reader, testing staff should try out a CASAS eTests session with screen reader before administering a test to a student.

2. **What materials does CASAS have for test takers with visual impairment/blindness?**
   CASAS offers Supplemental Test Administration Manuals (TAMs) and Tactile Graphics/braille test booklet supplements for test takers with visual impairment/blindness for the following test series. These are not separate tests, they are materials that are supplemental to the regular series TAM (for the test proctor) and regular test booklets (for the test taker):

   - Math GOALS
   - Reading GOALS
   - Life and Work Reading, Levels B/C
   - Reading STEPS
   - Math GOALS 2

   Order materials here.

   Download updated screen reader documentation here.

   If you are administering CASAS eTests, these test series forms are compatible with screen readers. CASAS staff and APH (American Printing House for the Blind) staff tested using JAWS and Microsoft Narrator. If you are administering CASAS paper tests, the supplemental materials include a script for the human reader/proctor. These materials should remain secure at all times along with test booklets. Go to Accommodation Materials for Test Takers with Visual Impairment/Blindness

CASAS also offers:

- [Braille Reading Assessment](#), Level A/B, a customized life and work skills test for those who are proficient reading Grade 2 Braille (contractions, not alphabet)
- Large-Print Test Booklets and Answer Sheets for all CASAS test form (minimum 18-point text)
  Go to the [CASAS Catalog](#)

3. **Can the Supplemental Materials for Test Takers with Visual Impairment/Blindness also be used for other disabilities?**
   Yes, these materials can be used for test takers with a documented reading disability on an IEP or 504 Plan who require a human reader or use of a screen reader during assessments.

4. **How are the Supplemental Materials for Test Takers with Visual Impairment/Blindness developed? Are these materials valid for visually impaired/blind learners?**
   CASAS works with the American Printing House for the Blind (APH) https://www.aph.org/ to develop accommodation materials and accessibility features for vision impairment/blindness. APH staff write the alt text for the test displays and develop the tactile graphics booklets with braille. APH staff test the CASAS test forms in CASAS eTests, and CASAS programmers and test developers also test the assessments in CASAS eTests using a screen reader.

5. **Why does the tactile graphics booklet include only some of the test items on the test forms?**
   Some test items are not fully accessible to a person with visual impairment/blindness without a tactile graphic. Tactile graphics are images that use raised surfaces so that a test taker with visual impairment/blindness can feel them. They convey non-textual information such as maps, graphs, and diagrams. The Supplemental Test Administration Manuals provide alt text for those items that do not require tactile support. This alt text describes the visual display in text format and is part of the script. It is also read by the screen reader with the use of CASAS eTests.

6. **What is a screen reader and how does the test taker with visual impairment/blindness use it?**
   Screen reader software is downloaded onto the testing computer, or in the case of Microsoft Narrator, it's already included if using Microsoft on testing computers. When the screen reader is activated at the beginning of a CASAS eTests session, the test-taker can listen as the screen reader "reads" a description of the display prompt, test question, and answer options. The test taker can also navigate the test by selecting an answer using a short-cut key on the keyboard and advance to the next test question. See the Disability Support Services office or technical support at the agency or district to learn more about downloading the JAWS screen reader onto a testing computer or accessing the Microsoft Narrator screen reader. Narrator does not need to be downloaded as it is included with the Microsoft suite of applications.

7. **Which screen readers may I use with CASAS eTests and the Supplemental Materials for Test Takers with Visual Impairment/Blindness?**
The CASAS development team tests primarily using JAWS because it is a product with more users and is updated regularly https://www.freedomscientific.com/products/software/jaws/.

Microsoft Narrator is a newer product with fewer users, but it is being updated continuously. CASAS supplemental materials provide a script for the proctor. Because there can be gaps using a screen reader of any type, the script allows the proctor to follow along and provide support if needed. This does not need to be downloaded as it is included with the Microsoft suite of applications.

8. **What is a reader/scribe?**
A reader/scribe is the person who will be proctoring and providing specific support to the test taker with visual impairment/blindness or other disabilities. This person reads the test script and records the student's response to test questions. The Supplemental Test Administration Manuals for Test Takers with Visual Impairment/Blindness include specific instructions and a description of the reader/scribe role during both paper-based testing and computer-based testing using a screen reader.

9. **Are audio versions of CASAS tests available?**
No. CASAS tests have many contextual graphics (making audiotaping difficult), and the majority of test takers with visual impairment/blindness use screen reader software.

Other Test Accommodations and Accessibility Features

1. **What accessibility features are included in CASAS eTests on a desktop or laptop computer using the secure Take a Test?**
   - Test administrators can set up CASAS eTests sessions that allow for extra time (double time or time-and-a-half). In addition, test takers can take breaks as prescribed by their accommodation.
   - Test administrators can customize the CASAS eTests default text size – "Normal" "Large" or "Very Large" as well as background and text color in the Management Console in the Accessibility tab.
   - Before clicking on "Take a Test," the test taker (with help from the proctor, as needed) has the ability to access the Accessibility Toolkit via the "gear" icon in the upper-right corner of the CASAS eTests screen. The Accessibility Toolkit includes the ability to select and preview text size as well as high contrast background/text color combinations before starting the test.
   - CASAS eTests allows for manual magnification on each test display and test question. Test takers can use icons to zoom in or out on test displays as well as the test questions and answer options.
   - CASAS eTests is currently compatible with screen reader software (JAWS and Microsoft Narrator) for Reading GOALS, Math GOALS, and Life and Work Reading Levels B/C and Reading and Listening STEPS and Math GOALS 2.
   - The test taker has full audio control during the listening tests in CASAS eTests.
   - Screen masking- the ability to hide the toolbar including the timer

2. **How do I provide extended time or supervised breaks with CASAS eTests?**
   Before a testing session: To allow for extended time according to a student's accommodation documentation, the test administrator can select an Accommodations Testing Session. Using these default sessions will ensure the appropriate modality timing for locators, appraisals, and test forms.

Template Name	Session Name
filter ▼	Accommodations ✕ ▼
ABE/ASE	LAB:??? - Accommodations: Double Time
ABE/ASE	LAB:??? - Accommodations: Time + One Half
ABE/ASE	LAB:??? - Accommodations: Untimed
ESL/ELL	LAB:??? - Accommodations: Double Time
ESL/ELL	LAB:??? - Accommodations: Time + One Half
ESL/ELL	LAB:??? - Accommodations: Untimed

Call Technical Support at 1-800-255-1036 ext. 2 or email at techsupport@casas.org.

3. **What accessibility features are available in paper tests?**
   CASAS develops large-print versions of all test forms and answer sheets. The minimum text size is 18 point. Go to the CASAS Catalog.

4. **Are audio versions of CASAS tests available?**
   No. The majority of our test-takers use screen readers. In addition, CASAS provides scripts of the test forms for a reader/scribe to read.

5. **Are talking calculators allowed for CASAS math tests?**
   A talking calculator has a built-in speech synthesizer that reads aloud each numeral, symbol, operation key and answer to a calculation. Since calculators are allowed on Math GOALS and Math GOALS 2, the use of a talking calculator can also be used to support a test taker's testing needs.

6. **Can a test proctor reread the test directions to a test taker as an accommodation?**
   Rewording directions is not allowed, but re-reading test directions as needed is permissible.

7. **Can a test proctor translate CASAS test directions into a student's native language and read them as an accommodation?**
   Rewording and then translating directions is not allowed, but directly translating test directions in a student's native language is permissible.

8. **Is extra test time allowed as an accommodation on CASAS tests for limited English proficiency (LEP) students?**
   No. LEP is not a designation that warrants accommodations such as extra test time.

10. **What accommodations are available on CASAS tests for students who are deaf or hearing impaired?**

Common test accommodations for students who are deaf or hearing impaired include the following: extended time, a separate room for administration of the test, and signed test directions.

11. **If a student has a documented disability that requires a read aloud, can I provide that on all CASAS tests?**

If the documented testing accommodation for testing on an IEP or 504 Plan is for visual impairment/blindness you may provide a human reader for the entire CASAS reading test as well as math. Order the Accommodations Materials for Test Takers with Visual Impairment/Blindness https://www.casas.org/product-overviews/assessments/visual-impairment-blindness that include test form scripts including descriptions of test displays and images and tactile graphics provided by the American Printing House for the Blind. If the documented testing accommodation is for a disability other than visual impairment/blindness, the test proctor may read only the test directions on a CASAS reading test aloud to the test taker. No other parts of the CASAS reading tests will be read aloud. The reader may read the entirety of a math test aloud.

12. **What accommodations are available for dyslexic students?**

Common testing accommodations for students with dyslexia include extended test time, a distraction-free testing environment, one-on-one test administration, and preferred background and text color.

13. **What accommodations are available for those test takers with physical impairments?**

Use of any adaptive input device for mouse/keyboard is permitted. CASAS eTests can also be downloaded on a touch screen device.

For keyboard only navigation in CASAS eTests:

- On the screen with the student name: Press **Tab** key. Pressing the**Tab** key will cycle through the following fields: First Name, Middle Name, Last Name, Next Arrow, Page element, Exit button. You can see where the current focus is by looking carefully for a very thin blue tint/glow when an item is under focus. Press **Enter** key to select.

- On test question screens, use **Tab** to cycle through the elements on the test screen. Press **Space** key to a) select answer, and b) advance to the next screen (blue arrow).

14. What are the preset text sizes in CASAS eTests?
Large and Very Large text sizes can be set in the Accessibility Toolkit before starting a test session. For the Large setting, the question is 32 pixels and the answer options are 20 pixels. For the Very Large setting, the question is 36 pixels and the answer options are 24 pixels. These are only default settings and can be enlarged by the test taker as needed using the magnification function.

CASAS Products for Testing Accommodations

1. **What products does CASAS offer that supplement CASAS assessments we may already be using at our site? Go to Testing Accommodations Step-by-Step**

   Accommodations Materials for Test Takers with Visual Impairment/Blindness, including CASAS eTests with screen reader compatibility
   Go to CASAS Catalog
   Go to Accommodation Materials for Test Takers with Visual Impairment/Blindness

   Large-print test booklets and answer sheets
   Go to CASAS Catalog

2. **What specialized assessments does CASAS offer for students with certain conditions or impairments? Go to Testing Accommodations Step-by-Step**

   Braille Reading Assessment – Beginning Literacy and beginning basic skills
   Go to CASAS Assessments for Special Needs

   The POWER Series – targeted toward adults with intellectual disabilities
   Go to CASAS Assessments for Special Needs

   The CASAS Adult Life Skills Series – monitor progress of those with intellectual disabilities and other beginning literacy needs
   Go to CASAS Assessments for Special Needs