



## Testing Accommodations and Accessibility Features FAQs

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### CASAS Products for Testing Accommodations

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## Accommodations Materials and Accessibility Features for Visual Impairment/Blindness

- **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](http://www.casas.org) for more information on testing accommodations resources and CASAS product. Contact CASAS with any questions about testing accommodations.

Go to [Testing Accommodations Step-by-Step](#)

- **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:

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

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. 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
  - Large-Print Test Booklets and Answer Sheets for all CASAS test forms (minimum 18-point font)
- Go to the [CASAS Catalog](#)

- **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.

- **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.

- **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.

- **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. When the screen reader is activated at the beginning of a CASAS eTests testing 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, with the help of a human reader/scribe if needed. See the Disability Support Services office or technical support at the agency or district to learn more about downloading JAWS or NVDA onto a testing computer.
- **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/>. NVDA <https://www.nvaccess.org/> can also be used. 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 where needed.
- **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. The Supplemental Test Administration Manuals include specific instructions and a description of the reader/scribe role during both paper-based testing and computer-based testing using a screen reader.
- **Can Closed Circuit TV (CCTV) be used with CASAS tests?**  
No. Closed-circuit TV is typically used for instructional materials and formative classroom assessments. CCTV also presents test security issues. Those using paper tests can use a simple hand-held or stand-alone magnifier. CCTVs that transfer the images onto a computer are not permissible. If a test taker needs text larger than 18-point text size (CASAS large-print test booklets and answer sheets text size), a CASAS eTests test session is recommended the better recommendation. CASAS eTests accessibility features include custom text-size settings.
- **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

- **What accessibility features are included in CASAS eTests?**
  - 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 supervised breaks as prescribed by their accommodation.
  - Test administrators can customize the CASAS eTests background color and customize the default size of the Toolbar – "Normal" "Large" or "Very Large" on the Edit Session Details screen.
  - Before clicking on "Take a Test," the test taker (with help from the proctor, as needed) has the ability to access the Test Session Accommodations Settings screen via the "gear" icon in the upper-right corner of the CASAS eTests screen. There are options for default text size of test questions and answers: "Normal" "Large" or "Very Large." Text can be enlarged from that default size. In addition, the test taker can select a preferred background color for that test session.
  - CASAS eTests allows manual enlarging capability 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. Depending on the default size selected before the session, pixel size can be enlarged up to 700 percent for those with visual impairment.
  - CASAS eTests is compatible with screen reader software (JAWS, NVDA) for Reading GOALS, Math GOALS, and Life and Work Reading Levels B/C.
  - The test taker has full audio control during the listening tests in CASAS eTests.
- **How do I provide extended time or supervised breaks with CASAS eTests?**

### **Before a testing session**

To allow for more time during a testing session, the test administrator can edit the session in CASAS eTests. Each test level has its own independent timer setting.

1. Edit your testing session- On the Modalities tab, click the Edit button for the modality you want to change.
2. Change the Level A setting to 120 minutes (or to 90 for time-and a-half) and change the other Level B-D limits to 150. Each level has its own default and maximum times. These settings are for double time, which is the max available.
3. Click the OK button and click the Save button.
4. Repeat this procedure in any other modalities if a test taker requires additional time.

CASAS recommends creating a separate session solely for accommodations. This makes it clearer to the proctor and it is simpler to start and stop as needed. CASAS can also provide some default sessions set up this way if requested. Call Technical Support at 1-800-255-1036 ext. 2 or email [techsupport@casas.org](mailto:techsupport@casas.org).

For supervised breaks, the test administrator can pause the test session and restart using Control + E in CASAS eTests.

- **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](#).

- **Can Closed Circuit TV (CCTV) be used with CASAS tests?**  
No. Closed-circuit TV is typically used for instructional materials and formative classroom assessments. CCTV also presents test security issues. Those using paper tests can use a simple hand-held or stand-alone magnifier. CCTVs that transfer the images onto a computer are not allowed permissible. If a test taker needs text larger than 18-point text size (CASAS large-print test booklets and answer sheets text size), a CASAS eTests test session the better recommendation. CASAS eTests accessibility features include custom text-size settings.
- **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.
- **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. If this is included in a student’s documentation for testing, it is allowed on CASAS Math GOALS tests.
- **Can a test proctor re-read the test directions to a test taker as an accommodation?**  
Documentation is not required to re-read the test directions to any student. Rewording directions is not allowed, but re-reading test directions as needed is permissible.
- **Can a test proctor translate CASAS test directions into a student’s native language and read them as an accommodation?**  
Documentation is not required to translate test directions for any student. Rewording and then translating directions is not allowed, but directly translating test directions in a student’s native language is permissible.
- **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.

## [CASAS Products for Testing Accommodations](#)

- **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](#)
- **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](#)