NGSA Accommodations Checklist

Directions: Complete this checklist for each student who requires accommodations and/or other test supports and return to the person listed below.

RETURN TO: _____ **DUE DATE:** _____

Completed by: _____ Date: _____

Student: _____ SASID: _____

District/School: _____ Grade: _____

Does the student have an active IEP? *If yes, then accommodations in the IEP/504 and ALL Students columns may be considered provided that 1) the student's IEP contains that accommodation, 2) the student uses that accommodation daily to help them access instruction across content areas, and 3) diagnostic testing supports the use of that accommodation. If no, then only those test supports in the ALL Students column may be considered.*

Is the student a multilingual learner (MLL)? *If yes, then accommodations in the MLL column may be considered. If no, then only test supports in the ALL Students column may be considered.*

> **Definition of multilingual learner:** To be considered a multilingual learner (MLL), the student meets one of these conditions: The student is currently receiving instruction to learn English, the student has exited the MLL program and is in the monitoring process, or the student has been identified as MLL but is not in a program to learn English.

Is the student an MLL *and* do they have an active IEP? *If yes, then accommodations in the IEP/504 and the MLL columns may be considered provided that 1) the student's IEP contains the accommodation, 2) the student uses that accommodation daily to help them access instruction across content areas, and 3) diagnostic testing supports the use of that accommodation. If no, then only test supports in the ALL Students and MLL columns may be considered.*

Allowed for: ALL Students?	IEP or 504?	MLL?*	✓	TIMING
YES	YES	YES	☐	**EXTENDED TIME.** Student can keep testing as long as they are working productively.
YES	YES	YES	☐	**BREAKS.** Extra, longer, or as-needed breaks.

Allowed for: ALL Students?	IEP or 504?	MLL?*	✓	SETTING
YES	YES	YES	☐	**ADAPTIVE OR SPECIALIZED EQUIPMENT OR FURNITURE.** Including (but not limited to) special seating, fidget tools, noise-reducing headphones, adaptive keyboards, or lighting.
YES	YES	YES	☐	**PREFERENTIAL SEATING.** Student sits where they are most comfortable (e.g., study carrel) but must still be able to see materials, hear the administrator, and be monitored.
YES	YES	YES	☐	**FAMILIAR TEST ADMINISTRATOR.** A familiar adult other than the classroom teacher gives the test. They must meet all administrator requirements, sign security forms, and complete training.

*If an MLL student also has an IEP, then the student may also use any other accommodations designated as IEP or 504, provided they have a documented disability that requires that accommodation. See page 1 for definition of MLL student.

Allowed for: ALL Students?	IEP or 504?	MLL?*	✓	SETTING
YES	YES	YES	☐	**REDIRECT STUDENT'S ATTENTION TO THE TEST.** Administrator redirects an off-task student, in English or the student's home language. No coaching or help may be provided.
YES	YES	YES	☐	**PERMISSION TO TAKE MEDICATION.** Student may take medication, eat, or check blood sugar during testing. Phone glucose monitors: keep the phone in a clear Ziploc bag on the desk and allow breaks as needed. *See also BREAKS.*
YES	YES	YES	☐	**ABLE TO STAND, MOVE, PACE.** Student can move around in a space that does not distract others or expose their work.
YES	YES	YES	☐	**SMALL GROUP SETTING.** Group of 10 or fewer (ideal is 2-8) with the same or similar accommodations.
NO	YES	NO	☐	**OUTSIDE OF THE SCHOOL BUILDING (HOME OR HOSPITAL).** Test at home or in a hospital with supervision. Not for outplacement schools.
YES	YES	YES	☐	**INDIVIDUAL or ONE-TO-ONE SETTING.** Test one-on-one in a separate, distraction-free space.

Allowed for: ALL Students?	IEP or 504?	MLL?*	✓	PRESENTATION
NO	YES	NO	☐	**AAC/AT DEVICES.** • *Select AT/AAC Devices from Non-Embedded Accommodations drop-down.* • *Turn Permissive Mode ON.*
YES	YES	YES	☐	**ANSWER MASKING.** Covers part of the screen to reduce distraction. • *Turn Answer Masking to ON.*
YES	YES	YES	☐	**STRIKETHROUGH.** Allows students to cross out answer options in multiple choice questions. If an answer option is an image the image will be grayed out. Default is ON for all students.
YES	YES	YES	☐	**STREAMLINE MODE.** Puts the passage above the question instead of side by side.
YES	YES	YES	☐	**EXPANDABLE PASSAGES.** Passage or question can be enlarged to fill more of the screen.
NO	YES	NO	☐	**MONITOR PLACEMENT OF RESPONSES.** Administrator checks the student is marking answers in the right place. They may not help the student choose an answer.
YES	YES	YES	☐	**ASSISTANCE WITH THE TEST PLATFORM.** Help with using the Test Delivery System (TDS) only, never with answers.
NO	NO	YES	☐	**BILINGUAL, WORD-TO-WORD DICTIONARY, OR GLOSSARY.** Word-to-word translation only. No definitions or pictures, and nothing electronic or online (e.g., Google Translate). Also available to Dual Language students. ☐ *Select Bilingual Word-to-Word Dictionary or Glossary from Non-Embedded Accommodations drop-down.*
NOTE TAKING				
YES	YES	YES	☐	**NOTEPAD.** Built-in notes tool.
YES	YES	YES	☐	**HIGHLIGHTER.** Built-in highlighting tool.
YES	YES	YES	☐	**SCRATCH PAPER.** Lined, unlined, graphing, or other blank paper may be provided.
LINE READER				
YES	YES	YES	☐	**LINE READER (computer-based tests).** Shows one line of text at a time.
YES	YES	YES	☐	**LINE READER (paper-based tests).** Card or blank sheet covers the other lines.

*If an MLL student also has an IEP, then the student may also use any other accommodations designated as IEP or 504, provided they have a documented disability that requires that accommodation. See page 1 for definition of MLL student.

Allowed for: ALL Students?	IEP or 504?	MLL?*	✓	PRESENTATION
AUDIO AIDS				
YES	**YES**	**YES**	☐	**AMPLIFICATION AND/OR NOISE BUFFERS.** Volume control, FM system, or noise-cancelling headphones. No smartphones, no music. • *Select Amplification and/or Noise Buffers from the Non-Embedded Accessibility Features drop down.*
PAPER EDITIONS in ENGLISH • Order all paper test editions through TIDE beginning March 1, 2027. • **TRANSCRIPTION:** all responses from the large-print answer booklet must be transcribed into the Data Entry Interface (DEI) or they will not be scored. See *Appendix C: Instructions for Paper Tests* in the NGSA Test Coordinator Manual posted on the NGSA Portal.				
NO	**YES**	**NO**	☐	**PAPER EDITION (ENGLISH).** For students who cannot use a computer because of a disability. English only. Responses must be entered in the Data Entry Interface (DEI) or they will not be scored.
NO	**YES**	**NO**	☐	**LARGE PRINT EDITION.** The large print edition of the NGSA test is 16.8-point font on 12x18-inch paper. Students record their answers in the large print answer booklet. *See note above.*
NO	**YES**	**NO**	☐	**BRAILLE EDITION.** Only UEB with UEB Technical math is available. *See note above.* ☐ *Select Braille from the Embedded Accommodations drop-down in TIDE*
NO	**YES**	NO	☐	**REFRESHABLE BRAILLE.** UEB with UEB Technical. Tactile graphics print with Print On Demand and an embosser or braille printer. *Select Braille from the Embedded Accommodations drop-down in TIDE.*
PAPER EDITIONS in SPANISH • Use the *Print On Demand* feature to print test items. • **TRANSCRIPTIONS:** all responses must be transcribed directly into the *computer-based test* in the Test Delivery System to be scored. Responses must be transcribed before the end of that testing session.				
NO	**NO**	**YES**	☐	**SPANISH EDITION (SPANISH).** Pre-printed paper editions are not available for the Spanish version of the science test. *See note above.* Also available to Dual Language students receiving science instruction in Spanish. • *Select Print on Demand Passages&items from the drop-down in TIDE.* • *Select Spanish from the Embedded Accommodations drop-down in TIDE.*
NO	**YES, if also MLL**	**NO**	☐	**LARGE PRINT SPANISH TESTS.** Large print paper editions are not available for the Spanish version of the science test. Set the Magnifier Tool to the proper size and use Print on Demand to print the passages and test items. *See note above.* • *Select Print on Demand Passages&items from the drop-down in TIDE.* • *Select Spanish from the Embedded Accommodations drop-down in TIDE.*
VISUAL AIDS, MAGNIFICATION				
YES	**YES**	**YES**	☐	**MOUSE POINTER.** Larger pointer. Select the size from the Magnification drop-down in TIDE. ☐1X (default) ☐1.5X ☐1.75X ☐2.5X ☐3X ☐5X ☐10X ☐15X ☐20X
YES	**YES**	**YES**	☐	**MAGNIFICATION.** Enlarges screen text from 1X to 20X. Select the size in TIDE. ☐1X (default) ☐1.5X ☐1.75X ☐2.5X ☐3X ☐5X ☐10X ☐15X ☐20X **NOTE:** Streamline Mode turns on automatically at levels 5x-20x.
NO	**YES**	**NO**	☐	**MAGNIFICATION DEVICE.** CCTV or hand-held magnifier. No internet or recording is allowed. *Select Magnification from the Embedded Accessibility Features drop-down.*
NO	**YES**	**NO**	☐	**NON-ELECTRONIC MAGNIFICATION DEVICE.** Hand-held magnification devices.
NO	**YES**	**NO**	☐	**AT/AAC DEVICE.** BigKeys, switches, adaptive mouse, etc., must have *Permissive Mode* selected in TIDE for it to function properly. ☐ *Turn Permissive Mode to ON.*
COLOR CONTRAST OPTIONS				

*If an MLL student also has an IEP, then the student may also use any other accommodations designated as IEP or 504, provided they have a documented disability that requires that accommodation. See page 1 for definition of MLL student.

Allowed for: ALL Students?	IEP or 504?	MLL?*	✓	PRESENTATION
YES	YES	YES	☐	**COLOR CONTRAST.** Select in the TIDE Color Contrast drop-down: ☐ black text on white background (default) ☐ black text on rose background ☐ gray text on green background ☐ medium gray text on light gray background ☐ red text on white background ☐ white text on navy background ☐ white text on red background ☐ yellow text on black background ☐ yellow text on blue background ☐ reverse contrast (white text on black background)
YES	YES	YES	☐	**MOUSE POINTER (color contrast options).** Color can be changed for students with visual impairments or those who are using a color contrast option. Select the size and color option from the *Mouse Pointer* drop-down in TIDE before testing. ☐ *Large* ☐ *Extra Large* ☐ *Black* ☐ *Green* ☐ *Red* ☐ *White* ☐ *Yellow*
YES	YES	YES	☐	**COLOR OVERLAY.** Students can use a color overlay of their choice. *This version of the color contrast is provided for paper testing/computer screen overlay and is captured in TIDE under the Non-Embedded Accessibility Features drop-down list.*
READ ALOUD OPTIONS FOR TEST DIRECTIONS				
NO	YES	YES	☐	**SIMPLIFIED TEST DIRECTIONS.** Administrator simplifies the script directions only (Appendix L), never test items. • *Select Simplified Test Directions from the Non-Embedded Accommodations.*
YES	YES	YES	☐	**READ ALOUD, REPEAT, CLARIFY GENERAL TEST DIRECTIONS.** Administrator reads, repeats, or clarifies general directions in English. **NOTE:** Directions only, not items, answer options, or passages.
NO	NO	YES	☐	**READ ALOUD OR TRANSLATE GENERAL TEST DIRECTIONS IN STUDENT'S NATIVE LANGUAGE.** Administrator fluent in the student's language reads or translates general directions only. Also available to Dual Language students. **NOTE:** Directions only, not items, answer options, or passages.
TEXT-TO-SPEECH and HUMAN READ ALOUD OF THE TEST: Students identified as MLL or students who have a PLP (Personal Literacy Plan) receiving a tier 2 or tier 3 reading intervention may benefit from text-to-speech (TTS) for the science English or Spanish science tests. *Spanish tests are bilingual, and students can toggle between English and Spanish.*				
YES	YES	YES	☐	**READ ALOUD TO SELF.** Student reads quietly aloud. Separate setting unless using a whisper phone.
YES	YES	YES	☐	**READ ALOUD SELECTED WORDS.** Administrator reads selected words aloud. Student points to the word or phrase and the test administrator quietly reads aloud the selected word to the student. Any group size.
YES, if student has PLP	YES	YES	☐	**TEXT-TO-SPEECH (ENGLISH & SPANISH).** Computer reads the test aloud in English or Spanish, including answer options in drop-down lists. • *Select Spanish **or** English from the Presentation drop-down.* • *Select Passages&items from the Text-To-Speech drop-down.*
YES, if student has PLP	YES	YES	☐	**HUMAN READ ALOUD (ENGLISH).** Adult reads the test aloud in a separate setting (Appendix K). Computer-based tests are individual; English paper tests may use a group of 2-5. See the TIDE User Guide. • *Select English from the Presentation drop-down in TIDE.* • *Select Read Aloud in English from the Non-Embedded Accommodations drop-down.*
NO	YES, if also MLL	YES	☐	**HUMAN READ ALOUD (SPANISH).** Administrator reads the test aloud in Spanish, individually in a separate setting (Appendix K). Must meet all test administrator requirements and training. See the TIDE User Guide. • *Select Spanish from the Presentation drop-down.*
SIGN LANGUAGE: *Use guidelines found in Appendix G of the Accommodations and Accessibility Features Manual (2026-27).*				
NO	YES	NO	☐	**SIGN LANGUAGE INTERPRETER FOR GENERAL TEST DIRECTIONS, TEST QUESTIONS**. *See note.*
NO	YES	NO	☐	**HUMAN SIGNER.** *See note.*

*If an MLL student also has an IEP, then the student may also use any other accommodations designated as IEP or 504, provided they have a documented disability that requires that accommodation. See page 1 for definition of MLL student.

Allowed for: ALL Students?	IEP or 504?	MLL?*	✓	PRESENTATION
				• *Select English from the Presentation drop-down.* • *Select Read Aloud in English from the Non-Embedded Accommodations drop-down.*
YES	YES	YES	☐	**SIGN SELECTED WORDS.** Student points to the word or phrase and administrator signs selected words. Any group size.
CALCULATORS & MATHEMATICS TOOLS: *Accessibility Feature*				
YES	YES	YES	☐	**DESMOS CALCULATOR.** Built into the test system for items that need a calculator.
YES	YES	YES	☐	**HAND-HELD CALCULATOR.** Scientific, four-function, or graphing calculators provided by the school.
YES	YES	YES	☐	**MATHEMATICS TOOLS.** Arithmetic tables, an abacus, or other manipulatives. No formula sheets are allowed.
YES	YES	YES	☐	**REFERENCE SHEET: PERIODIC TABLE.** Grades 8 and 11 use the approved periodic table in the test system or on paper. Spanish computer-based tests need a paper copy (download from TIDE or the RIDE Assessment Manuals page).

Allowed for: ALL Students?	IEP or 504?	MLL?*	✓	RESPONSE
NO	YES	NO	☐	**AAC DEVICE:** BigKeys, switches, adaptive mouse, etc. Must have *Permissive Mode* selected in TIDE for device to function properly. • *Select AT/AAC Devices from Non-Embedded Accommodations drop-down.* • *Turn Permissive Mode to ON.*
NO	YES	NO	☐	**BRAILLE WRITER:** All questions must be transcribed into the Test Delivery System. • *Set Presentation to Braille in TIDE.* • *Select AT/AAC Devices from Non-Embedded Accommodations drop-down.* • *Turn Permissive Mode to ON.*
NO	YES	NO	☐	**MONITOR PLACEMENT OF RESPONSES**
YES	YES	YES	☐	**MARK for REVIEW:** Students can mark items for review and return to them later.
SPEECH-TO-TEXT and SCRIBE OPTIONS:** *There are no constructed response items on the NGSA.*				
NO	YES	NO	☐	**SPEECH-TO-TEXT (STT).** Student dictates to software. Rarely needed here because there are no written-response items. ☐ *Turn Permissive Mode to ON if using Google Read:Write; Dragon Naturally Speaking, etc.*
NO	YES	NO	☐	**WORD PREDICTION.** May be in the IEP or 504 plan but is rarely needed here because there are no written-response items.
NO	YES	NO	☐	**HUMAN SCRIBE**.** Adult enters answers exactly as dictated, into the DEI (English paper) or the Test Delivery System (computer-based and Spanish). • *Select Scribe in Non-Embedded Accommodations in TIDE.*
NO	YES	NO	☐	**STUDENT RECORDS RESPONSES INTO EXTERNAL AUDIO RECORDING DEVICE/AAC DEVICE****. The student uses an external augmentative communications device (other than a smartphone) to dictate or generate responses under the direct supervision of a test administrator.
NO	YES	NO	☐	**STUDENT RECORDS RESPONSES INTO EXTERNAL RECORDING OR VIDEO DEVICE**.** A student who is deaf or hard-of-hearing uses a video to record their responses.
NO	YES	NO	☐	**STUDENT RECORDS RESPONSES INTO TEST BOOKLET INSTEAD OF ANSWER BOOKLET**.**

** Student responses must be typed verbatim into either the Data Entry Interface (English paper editions) or into the Test Delivery System (English computer-based tests and all Spanish editions). See TIDE User Guide for more information.

*If an MLL student also has an IEP, then the student may also use any other accommodations designated as IEP or 504, provided they have a documented disability that requires that accommodation. See page 1 for definition of MLL student.

Allowed for: ALL Students?	IEP or 504?	MLL?*	✓	EMERGENCY ACCOMMODATIONS
YES	YES	YES	☐	**EMERGENCY ACCOMMODATION.** Use when a student suddenly needs a support, such as a broken arm or broken glasses. *If a student's IEP is missing an accommodation, follow the IEP amendment process for adding the accommodation to the student's IEP or 504 Plan.* **Common emergency accommodations:** • Text-to-speech or human read aloud • Speech-to-text or scribe • Magnification or large print paper edition **Administration Considerations:** • Make sure the student is comfortable using the accommodation *before* testing. If the student is not comfortable using the suggested emergency accommodation, please find a suitable alternative. Complete the *Emergency Accommodation Form* in the Accommodations and Accessibility Features Manual in Appendix E or you can download at www.ride.ri.gov/accommodations.

Resources

***Accommodations and Accessibility Features Manual (2026-27)*:**

- Appendix G: Providing the Sign Language Accommodation
- Appendix J: Scribe Guidelines (see the NGSA Scribe Guidelines section)
- Appendix K: RICAS and NGSA Read Aloud (Human Reader) Guidelines
- Appendix L: NGSA Simplified Test Directions Guidelines

TIDE User Guide: Information on entering accommodations and accessibility support into TIDE and how to use the Data Entry Interface to record student responses for English paper editions.

NGSA Assistive Technology Manual

NGSA Practice Test Resources: https://ri.portal.cambiumast.com/teachers.html

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