

Assessment Accommodations Checklist™

Assistance Prior to Administering the Test

1. Teach test-taking skills
2. Administer practice activities
3. Other _____

Motivational Accommodations

4. Provide treats, snacks, or prizes, as appropriate
5. Provide verbal encouragement of student's efforts
6. Encourage student who may be slow at starting to begin
7. Encourage student who may want to quit to sustain effort longer
8. Encourage student to remain on task
9. Other _____

Scheduling Accommodations

10. Provide extra testing time (indicate how much on student form)
11. Allow frequent or extended rest breaks
12. Schedule testing over extra days
13. Administer the test at a time most beneficial to the student
14. Other _____

Setting Accommodations

15. Provide distraction-free space or an alternative location for the student (e.g., study carrel, front of classroom)
16. Place the student in the room or part of the room where he/she is most comfortable
17. Conduct the testing in a special education classroom
18. Conduct the testing at home or at a hospital location
19. Provide for an individual test administration
20. Provide special lighting
21. Provide adaptive or special furniture
22. Provide special acoustics
23. Play soft, calming music to minimize distractions
24. Allow the student freedom to move, stand, or pace during an individualized administration of the test
25. Other _____

Assistance with Test Directions

26. Read directions to student
27. Reread directions for each subtask as needed
28. Simplify language in directions (paraphrase)
29. Clarify student questions regarding what to do by asking the student about what is written in the test booklet
30. Underline verbs in the test instructions
31. Circle or highlight the task in the directions
32. Have student reread and restate directions in his/her own words
33. Provide additional practice activities before administering the test
34. Use sign language or oral interpreters for directions and sample items
35. Color-code instructions to emphasize steps
36. Other _____

Assistance During the Assessment

37. Arrange for a special education teacher or other qualified person to administer test
38. Read questions and content to student
39. Sign questions and content to student
40. Restate the question with more appropriate vocabulary or define unknown vocabulary in the question
41. Turn pages for the student
42. Record student's response (in writing or by audio taping)
43. Assist the student in tracking the test items by pointing or by placing student's finger on the items
44. Provide spelling assistance, where appropriate
45. Have teacher sit near student
46. Other _____

Equipment or Assistive Technology

47. Text-talk converter
48. Speech synthesizer or electronic reader
49. Visual magnification devices
50. Auditory amplification devices
51. Masks or markers to maintain place
52. Tape recorder
53. Computer or word processor for recording responses
54. Braille writer for recording responses
55. Communications device to indicate responses
56. Calculator
57. Manipulatives
58. Ruler
59. Pencils adapted in size or grip
60. Device that transforms print into a tactile form
61. Arithmetic tables
62. Written list of necessary formulas
63. Noise buffers
64. Other _____

Test Format Accommodations

65. Use lined or grid paper for recording answers when only blank space was provided
66. Provide Braille or large-print editions of the test
67. Audio tape test questions
68. Change presentation format of written material (e.g., increase spacing between lines, reduce number of items per page, print one complete sentence per line)
69. Provide a copy or overhead transparency of diagram/tables needed for tasks so student does not have to flip back and forth in test booklet
70. Use large-print answer document
71. Use test form with vertically arranged multiple-choice items that have an answer circle to the left of each choice
72. Provide cues such as stop signs or arrows on the test form
73. Mark responses in test book rather than on separate answer document
74. Use a computer for task presentation
75. Other _____