

Assessment Accommodations Setup for TestNav Quick Reference Card

Assessment Accommodations Setup for TestNav

Test administrators sometimes make assessment accommodations, such as a calculator or extra time, available so that students are assessed fairly when compared with their peers. Use Schoolnet to manage and track these accommodations. An individualized Personal Needs Profile (PNP) can be configured for each student. This profile is used to load appropriate accommodations for each student for administration of the assessment using TestNav. See also: [Administering Assessments with Accommodations in TestNav](#) and [User Permissions Concerning Assessments Quick Reference Cards](#).

This document explains:

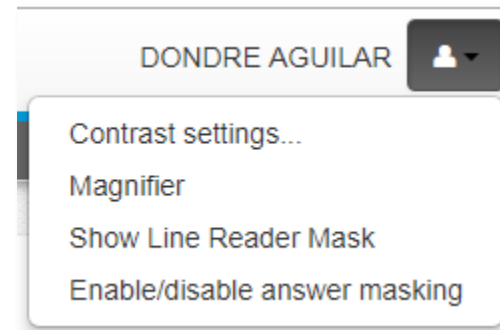
- Available accommodations
- Options for enabling accommodations per student
- Reporting on accommodations per test
- Text to speech capabilities

What Accommodations Can Be Enabled?

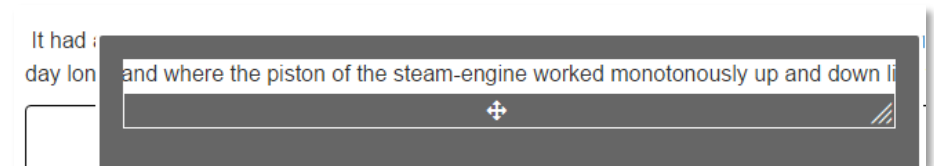
Accommodations are tracked per student per assessment. If a student is assigned to an accommodation, this will override any test or item settings. The following accommodations can be made to individual students:

- Color contrast/reverse contrast
- Answer masking
- Line reader mask*
- Magnifier*
- Extra testing time on timed tests
- Calculator*
- Text to speech* (details on next page)

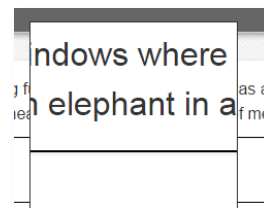
* These accommodations can be turned on for all students at the test level by the test creator.



When accommodations are granted at the test or student level, students will have the option to change the contrast setting, turn on the magnifier and show the line reader mask from the menu next to their name.



The line reader mask allows students to drag the viewer over one line at a time.




The magnifier lets students zoom in on item content.

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How Do Students Get Enabled for Accommodations?

There are two ways that students can be set up with a Personal Needs Profile (PNP):

- User with the System Operator role can bulk import PNPs. Specifications and a sample file are described in the *Assessment Admin: System Operator Guide* (Click  in your Schoolnet site header to access). For details, site administrators can contact their Schoolnet project manager or open a support ticket.
- Users with the 'Update TestNav PNP' user operation can modify PNP settings directly in a student profile. For details on how a site administrator can add this operation to specific user roles, see [User Management Overview](#) and [User Permissions Concerning Assessments](#).

The Student Profile should have the TestNav PNP tab turned on. If missing, a site administrator can go to System Admin > General Settings > Student Profile to enable.

To modify accommodations directly in a Student Profile:

1. Access a student profile, such as by searching by name in the Find a Student field in the top right of the page
2. Click the TestNav PNP tab
3. Select the accommodations that should be associated with the student
4. Click **Save**

This will override any previously uploaded settings.

Tracking Accommodations Per Test

View accommodations available to each student by viewing their student profile TestNav PNP tab. You can track the accommodations made available to each student once they have started the test.

To view a list of available accommodations by student for a test:

1. Navigate to the test detail page, for example by selecting Assessment Dashboard in the Assessments menu and then searching for and clicking the test name
2. In the test banner Actions menu, select **Track Accommodations**



3. Filter on the desired class section
4. The name of each student, their Student ID and any accommodations provided appears

RICA 6 @ERR Sec 01 Per 3		Students: 26	Pugliese, Bari
Student Name	Student ID	Accommodation(s) Provided (Accommodations will not appear until a student has started the test)	
Andreani, Antwan	1060584	Color Contrast (Black on Light Blue), Magnifier, Line Reader Mask, Answer Masking, Extra Testing Time (50%)	
Broaddus, CATHERINE O	1056894	None	
Ceniza, Amanda	1052694		

Sample Accommodations list linked from the Test Detail

Supporting Text to Speech

The TestNav Text to Speech (TTS) accommodation allows students to have the computer read item content aloud. Text to speech is supported for test instructions, item content, passages, tasks and image labels. If the question language is set to Spanish, the content will be read with a Spanish accent. All other languages will be read with an American English accent. Be sure to plan for headsets.

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Unlike for other test accommodations, in order for the audio feature to be available, **both** the student Personal Needs Profile (PNP) **and** the test must be enabled for Text to Speech.

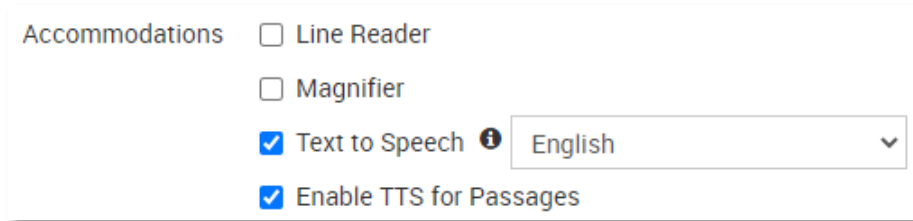
See also: Online Help, *Administering Assessments with Accommodations in TestNav Quick Reference Card*

Enabling Text to Speech on a Test

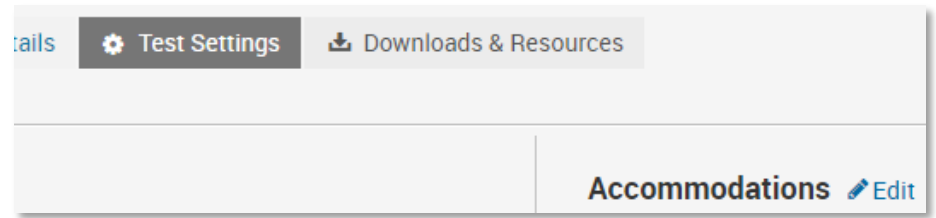
Tests can be flagged to generate text to speech content so that the content can be read both during test preview and to students with the appropriate setting during test-taking. Text to speech must be enabled in both the test and a student's Personal Needs Profile (PNP) to be available for a student. You can enable text to speech when creating a new test or edit the test properties on an existing test.

By default, text to speech is available for passages as well as items, but the passage option may be deselected so that only item content is read.

If the test content is in Spanish, change the language in order for the audio to read aloud in a Spanish accent. The test-level setting overrides the item-level Question Language. All other languages will be read with an American English accent.



On the Create Test page under Test Settings is a section for enabling accommodations.



On an existing test, on the test detail page under Test Settings, click **Edit** next to Accommodations to access the options.

Text to Speech: Replacement/Alternate Text

Because the spelling of English words is not a precise guide to pronunciation, the text to speech accommodation will not always pronounce words correctly. To correct or enhance the pronunciation of words on a test item, you can enter alternate text with phonetic word spellings as well as commas, hyphens and apostrophes. The replacement word will be read instead of the original word.

Replacement word or phrases can be provided for a word that is part of the test instructions, question, answer and passage content. Alternate text can be entered for math equations, images, audio files and tables. For tables, alternate text can be entered for content within the table or the entire table (in Table Properties). If alternate text is entered for both, only the alternate text for the entire table will be read. A phonetic guide is included on the Replacement/Alternate text dialog giving phonetic suggestions. Refer to the online help section *Phonetic Guide for Text to Speech* for additional details.

To replace a word with alternate text:

1. Highlight the content to be replaced in the text editor
2. Click the alternate text icon



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3. Enter alternate text

Alternate Text for Text to Speech

Original Text
melancholy

Alternate text
melloncollie

4. Click **Ok**

An orange dotted border will highlight words, images, equations, and tables that have replacement/alternate text provided.

5. To view the replacement text, mouse over the bordered content

there was a rattling and a trem state of melancholy madness.

Troubleshooting Issues Generating Text to Speech

If you are having trouble generating text to speech, here are a few things to look out for:

- Honorifics such as Mr., Mrs., Dr. without a space: for example Mr.Smith, Mrs.Jones, Dr.Rodgers. These will all generate an error. There must be a space for the system to interpret correctly. Mr. Smith, Mrs. Jones, Dr. Rodgers.

- Conjunctions without the apostrophe such as didnt, wouldnt will generate an error. Sometimes, test creator may purposefully want one of these to be in question or answer choice. In this case, add Alt-Text.

Multiple Choice

Review the passage and choose the best way to complete the paragraph.

- A 3) not rang
- B 3) didnt ring
- ✓ C 3) didn't ring
- D 3) didn't rang

Item B will generate a text to speech error.

Preview and Generate Text to Speech

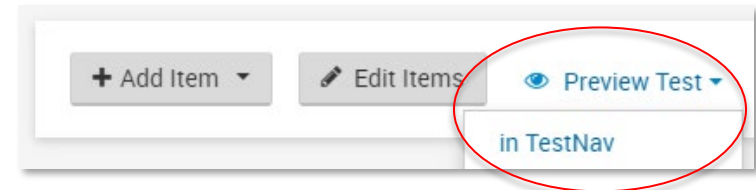
Once items are complete, preview and generate text to speech.

1. On the test detail, click **Generate Text to Speech**

To preview **Text to Speech** content, it must be generated

Generate Text to Speech

2. Once you see the message that text to speech is ready, preview text to speech in TestNav to ensure accuracy before scheduling



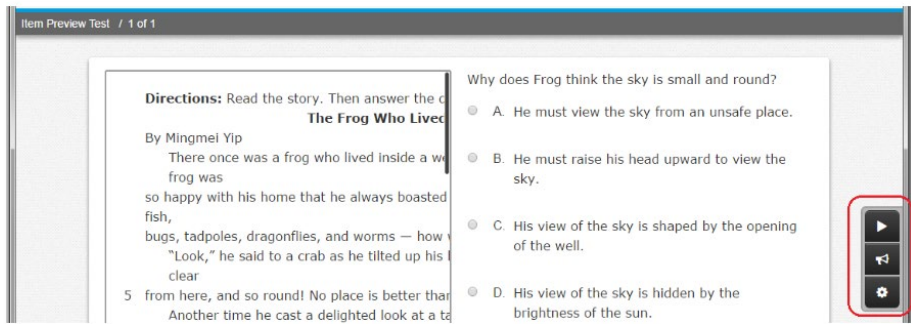
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3. Click **Start Test Now**
4. Use the arrows to navigate through the test
5. On each item, click the play button to listen to the content
6. After previewing all content, close the preview window
7. Make any needed edits and click **Generate Text to Speech**

If the test content has not changed, the text to speech content will not need to be re-generated. The Generate Text to Speech option is disabled if the test is in the Scheduled or In Progress state. Republishing the test will regenerate TTS content.

Text to Speech: Student Test Taking

Students who have text to speech enabled in their Personal Needs Profile can click the **Play** button to start listening to the item content. The **Click to Hear** (middle) button allows students to select a specific line of text. Words are highlighted in blue as content is being read.



Students can adjust the voice speed and gender.

