

## ***Review of Accommodations Used During Testing Form Procedures***

### **For whom does the *Review of Accommodations Used During Testing* form need to be completed?**

- The form is to be completed for all students who require testing accommodations based on needs documented in their:
  - Current Individualized Education Program (IEP),
  - Current Section 504 Plan,
  - Current Limited English Proficient (LEP) Documentation, or
  - Current Transitory Impairment (TI) Documentation.

### **For which tests does the *Review of Accommodations Used During Testing* form need to be completed?**

- One *Review of Accommodations Used During Testing* form must be completed for each state test for students who are required to receive testing accommodations.
- State tests requiring a *Review of Accommodations Used During Testing* form include the Beginning-of-Grade 3 English Language Arts/Reading Test, End-of-Grade Tests, End-of-Course Tests, CTE Post-Assessments, the ACCESS for ELLs Test, the NC Final Exams, and the College and Career Readiness Alternate Assessments.
- The *Review of Accommodations Used During NCEXTENDI* Testing form must be completed for all *NCEXTENDI* tests.
- In addition, the *Review of Accommodations Used During Testing* form must be completed for any state field test or special study.

### **What is the process for the completion of the *Review of Accommodations Used During Testing* form?**

- The top and left-hand column of the form (i.e., student-identifying information, required testing accommodations, signature line) are to be completed at the student's IEP/Section 504/LEP/TI team meeting where testing accommodations decisions are discussed and documented. All appropriate individuals must be present at this meeting.
- The original form is kept with the student's accommodations documentation.
- A copy of the form is provided to the designated school employee to ensure the data is correctly entered into the electronic accommodations management system being used by the school (CECAS, PowerSchool, third-party system).
- A copy of the form is provided to the test administrator on testing day to be completed during the testing session. The test administrator records the following information:
  - Whether or not testing accommodations are provided to the student,
  - Whether or not the student used the provided testing accommodations, as well as notes on how the accommodations were used, and
  - Any other relevant comments or recommendations for the team/committee to discuss while making accommodations decisions.

### **What happens with the *Review of Accommodations Used During Testing* form after testing?**

- The completed form is filed with the student's accommodations documentation.
- The form is reviewed by the team/committee during the next meeting where accommodations decisions are made