



Spring 2024 BIE Science Assessment

ATTENTION: TEST ADMINISTRATORS

SPECIAL INSTRUCTIONS FOR STUDENTS USING BRAILLE TESTS

This Braille test material packet includes a Braille instructions sheet, a Braille test booklet and test administrator notes, a standard test booklet and a standard answer document for grades 5, 8, and 11. The Braille test material packet for Grade 11 also contains a Braille periodic table reference sheet. Please consider the following when administering the Braille test:

- Read the directions and scripts from the *Test Administrator's Manual (TAM)* the same way as for standard administration. You may make adjustments to the specific directions for administering a test as needed to ensure the students taking the Braille version of the test understand the testing procedures. For example, you should tell students they do not need to read or pay attention to the copyright notice that appears in the Braille version.
- Various materials (e.g., Braille writers, slates and styluses, Cranmer modified abacuses, and word processors without the aid of spelling or grammar checks) may be required by the students and must be furnished prior to the appropriate subtest. Additionally, you should have available Braille paper and placeholders.

Student Responses

All responses **must** be transcribed into an answer document prior to shipping. Consider the following options with the student to determine the best method for recording the student's responses. Students may use any combination of these options to answer test items.

- Students may record their responses using Braille on a separate Braille sheet of paper.
- Students may record their responses directly in the Braille version of the test booklet.
- Students may respond to the short-answer and open-ended questions using a word processor (without a spelling or grammar check) and respond to multiple-choice questions directly in the Braille version of the test booklet.
- Students may use a scribe to write oral responses or fill in bubbles for multiple-choice questions in the answer document.
- You must transcribe the student's Braille responses and all other responses in the Braille test booklet **verbatim** into the student's answer document at the end of each subtest or after testing is completed. **Only answers copied into the answer document will be scored and reported.**
- If typewritten responses to short-answer and open-ended questions are permitted as an accommodation, each sheet of paper must include the following information:
 - Student's first and last name
 - Student's state student ID number (which also appears on the student's ID label) or NASIS ID
 - Unique answer document number found on each page inside the student's answer document
 - District name
 - School name
 - Session name (e.g., Science Session 1)
 - Question number (e.g., #6)

At the end of testing, staple all sheets of paper containing typewritten responses from an individual student together once in the top left corner and provide them to the STC with the answer document at the end of testing. Never staple, tape or glue typed response pages into an answer document.