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DEPARTMENT OF EDUCATION

Working Together for Student Success

TO: Superintendents, Principals, Corporation Test Coordinators, and Special Education Directors
FROM: Dr. Charity Flores, Director of Student Assessment
DATE: November 2, 2018
RE: Print-on-Demand Accommodation

The Indiana Department of Education (IDOE) defined guidelines for use of the Print-on-Demand accommodation available for ILEARN assessments.

Print-on-Demand Explained

The Print-on-Demand accommodation enables a student to request paper copies of individual online test items that might be difficult for the student to interpret in an online environment. Utilizing the print-on-demand functionality is not equivalent to a paper version due to its adaptive nature. A very small number of students may need this accommodation. Any student using this accommodation will need additional time to complete the assessment and must be tested individually. The student or Test Administrators must transcribe student responses for any items into the online system at the time of testing before the student may advance to the next item. This would include multiple choice, performance task items and mathematics equation/numeric response items.

Identifying Eligible Students

Print-on-Demand is an accommodation available **only** for students with an IEP or Section 504 Plan who normally participate in online assessments. The decision to allow students to use the Print-on-Demand accommodation must be made on an individual basis. A corporation or school must report this accommodation for the student in the Indiana IEP.

Ensuring Proper Use

The Office of Student Assessment will contact Corporation Test Coordinators (CTCs) at least 1 month prior to the test window with information relating to the required process and Fidelity Assurance Agreement. CTCs of schools reporting the Print-on-Demand accommodation for one or more students must sign a *Fidelity Assurance Agreement* acknowledging intent to follow the required procedures (outlined below) before, during and after testing.

Before Testing:

- The CTC and School Test Coordinator (STC) will develop test security management that includes:
 - Setting up a secure location of the printer. This must be a dedicated printer or one that is password protected.
 - Clarify local testing staff roles and responsibilities. A proctor or second TA must be assigned to the testing area. **The TA must never leave the testing room, even to access the printed content.**
- The CTC and STC must ensure that the student and Test Administrator (TA) rehearse this process before the actual test window.

During Testing:

Before the TA approves the student's request to print a test item (including stimulus or passage, if needed) the TA must ensure that the printer is on and is monitored by staff who have signed the Indiana Testing Security and Integrity Agreement and completed test security training.

1. The student sends a print request to the TA for an item.
2. The TA approves the student's print request and allows the item to print to a predetermined secure location.
3. Once printed, the proctor retrieves the printed item from the secure printer and provides the printed page to the student.
4. The student responds to the item on the printed page.
5. The student or TA transcribes the student's response into the online system.
6. The student proceeds to the next item in the assessment.
7. This process repeats for each item, as directed by the student.
8. The TA must collect the printed item after the student enters his or her response online and securely retain the printed item to check in to the STC according to the test schedule for a given day.

After Testing

All printed materials resulting from the student's print-on-demand test administration must be provided to the STC for secure storage (until the end of the day) immediately following the completion of the student's test session. The STC must collect the TA's signature and document the date, time, test segment, and content area of the printed test items upon the TA's submission of the items. The STC must securely destroy the print-on-demand test items at end of each testing day. Documentation of secure destruction must be kept on file (the signature of the STC and another school administrator serving as a witness confirming the date, time, and method of destruction will suffice). Printed test items, stimuli, and/or passages must not be kept for future test sessions. Any breach of this guidance will require submission of test security documentation to the Department.

Please contact the Office of Student Assessment (inassessments@doe.in.gov) with any questions about this accommodation.