



Documentation of Accommodations for English Language Learners (ELLs) for NH Statewide Assessment Systems

Participation of English Language Learning Students in Statewide Assessment

The School and/or District must have in place procedures to ensure the inclusion of all public elementary and secondary school students that are English Language Learners in the State's assessment system.

- Decisions about how to assess ELL students must be made by a student's Educational Team.
- The student's educational team must include a NH Certified ESOL Teacher.
- The team meeting should be held as early as possible each school year to determine whether a ELL student will participate in the general statewide assessment with or without accommodations.
- Evidence demonstrating the process of determining accommodations for a student must be kept on file at the school and made available during the assessment monitoring process.
- The accommodations are specific to the assessment system. Please refer to:
 - ***NH Assessment Policy & Procedures Manual*** for more detailed information on the statewide assessment systems and accommodations for ELL students.
 - ***NH SAS Designated Supports and Accommodations and Universal Tools Guide***
 - ***SAT Accommodations Guide***.

All of these are available at education.nh.gov or the [NH Department of Education Office of Assessment](#)

- English Language Learners that are in the first year attending a U.S. school are not required to take the statewide assessments NH SAS, DLM or SAT. This information is available in the i4see system and a special exemption form is not required.
- English Language Learners with disabilities must have a documented IEP or 504 plan and accommodations must be included in that plan. Team members and educators responsible for developing a student's IEP or 504 plans in addition to a certified ESOL teacher, must make decisions regarding the accommodations to provide, and list these in the plan of each student. Evidence of this decision making process must be maintained by the school and available during assessment monitoring.
- Accommodations need to be identified prior to assessment administration. Accommodations must be entered into TIDE. Any non-embedded accommodations (i.e., human reader, human scribe) must be acquired prior to testing.
- Spanish translated versions of the NH SAS mathematics and science assessments are available for English Language Learning students whose team has determined this would be an appropriate accommodation.

If you have any questions, please contact Wendy Perron, ESOL Education Consultant
Wendy.Perron@doe.nh.gov

School Day SAT

ELL students who use supports during SAT School Day will receive college reportable scores. College Board is offering testing supports for English learners (EL) during SAT School Day. EL students can use as many of our testing supports as they need.

Testing supports include:

- Translated test directions are available in 13 languages each for SAT School Day.
 - Albanian
 - Arabic
 - Bengali
 - Chinese
 - Gujarati
 - Haitian-Creole
 - Hindi
 - Portuguese
 - Polish
 - Spanish
 - Russian
 - Urdu
 - Vietnamese
- Download the translated directions on [SAT's website](#) and give them to students on test day. It is not necessary to request these in SSD Online.
- Use of bilingual word-to-word glossaries
 - The bilingual word-to-word glossaries students use on test day must be from the College Board's approved list, available on [SAT's website](#). Schools will provide the necessary glossaries to students on test day, collecting them when testing is complete. It is not necessary to request these in SSD Online.
- 50% extended testing time
 - To ensure that student scores are processed correctly and on time, SSD coordinators must go to SSD Online's EL Supports tool to request extended time. Follow the tool's instructions to submit requests.
 - Schools don't need to submit documentation, but the use of supports should be based on the students' documented need.
 - After requests are approved, students' names will be listed on the school's Nonstandard Administration Report (NAR) so that coordinators know the correct room assignments.
 - When EL students use 50% extended time on test day, time is added to each test section.
 - Students using 50% extended time for EL purposes will test in the same room(s), and use the same test materials, as all other students using 50% extended time for Reading.
 - Extended time for EL students can only be used on the test date for which it was requested. Unlike accommodations for students with disabilities, EL supports are temporary.

Eligible students who meet the following criteria at the time of testing can use EL supports:

- They are enrolled in an elementary or secondary school in the U.S. or U.S. territories.
- They are an English learner as defined by their state or by federal policy.
- They use the same supports in class or for other assessments.
- If a student requires an accommodation that is not on College Board's list of accommodations, please contact the Office of Assessment at the Dept. of Education, Michelle Gauthier 603-271-3582 or Michelle.Gauthier@doe.nh.gov so that we can create a plan for the student to be able to access the School Day SAT.

Districts can use the following sample form to document accommodations for ELL students or a district produced form. Evidence of the accommodations determination process must be kept on file at the school and be available during assessment monitoring.

Student Name_____	Date of Meeting_____
School Year_____	School_____
Grade_____	SASID_____
District_____	Assessment_____

The **parent** must be part of the decision-making process and must be notified of the features and accommodations the student will receive on the assessment.

Directions: Indicate below the **accessibility features and accommodations** that will be provided to this student.

Accessibility Feature or Accommodation Needed by the EL Student for Testing	Notes/Comments

[Signatures of Team Members Involved in the Assessment Decision-Making Process](#)

By signing below, team members verify that the Accommodations selected for the student were reviewed and determined to meet the criteria for participation in the assessment(s) identified above.

Printed Name/Signature:	Role/Position:

Please keep this form at the school site and make available for Assessment Monitoring.
DO NOT send this form to the New Hampshire Department of Education.