



## New Hampshire Statewide Assessment Program Documentation of Accommodations for English Learners (ELs)

### Participation of English Learners in the Statewide Assessments

The school and/or district must have in place procedures to ensure the inclusion of all public elementary and secondary school students who are identified English Learners in the statewide assessment program.

- Decisions about how to assess EL students must be made by a student’s educational team.
- The student’s educational team must include a New Hampshire certified ESOL teacher.
- The team meeting should be held as early as possible each school year to determine whether an EL 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 be made available, upon request of the NHED, during assessment monitoring.
- Accommodations are unique for each statewide assessment. Please refer to the following:
  - [NHED Assessment Policy and Procedures Manual](#) for detailed information on the statewide assessment program and accommodations for EL students.
  - [NH SAS Accommodations, Designated Supports and Universal Tools Guide](#)
  - [College Board Accommodations and Supports Handbook](#)
  - [WIDA Accessibility and Accommodations Manual](#)

These documents are available at the [NHED Office of Assessment webpage](#).

- English learners who have disabilities must have a documented IEP or 504 plan with accommodations included in that plan.
- Determination of student accommodations is the responsibility of a team of educators (at the school), to include a certified New Hampshire ESOL teacher.
- Accommodations must be identified prior to assessment administration.
- Accommodations must be entered into the online assessment management systems (i.e., TIDE, College Board and/or WIDA DRC). 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 EL students whose team has determined this would be an appropriate accommodation.

Identified English learners, based on WIDA Screener, enrolled in a US school for less than 12 months are exempt from one administration of the reading or English language arts (ELA) assessment. This exemption applies to all statewide assessments.

Newcomers are required to take the mathematics portion and science portion (if applicable) of the statewide assessments, but those scores will not be included for accountability purposes. **Students who qualify for this exemption are identified in the Assessment Roster in the i4see system. A special exemption form is not required.**

If you have any questions, please contact Wendy Perron, ESOL Education Consultant at [Wendy.L.Perron@doe.nh.gov](mailto:Wendy.L.Perron@doe.nh.gov)

## Digital SAT School Day

English learner students who will use supports for the SAT School Day will receive college reportable scores. College Board offers testing supports for EL students.

Testing supports include:

- Translated test directions are available in 13 languages for the SAT School Day:
  - Albanian
  - Arabic
  - Bengali
  - Chinese
  - Gujarati
  - Haitian-Creole
  - Hindi
  - Portuguese
  - Polish
  - Spanish
  - Russian
  - Urdu
  - Vietnamese
- Download translated directions at [College Board SAT Suite of Assessments](#) and provide to students on test day.
- It is not necessary to request these in Services for Students with Disabilities (SDD) Online.
- Use of bilingual word-to-word glossaries
  - Students must use bilingual word-to-word glossaries from the CollegeBoard’s approved list, available at [College Board SAT Suite of Assessments](#). Schools provide the necessary glossaries to students on test day, collecting them at the end of testing.
  - It is not necessary to request these in SSD Online.
- 50% extended time
  - SSD coordinators must use the SSD online to request extended time.
  - Schools do not need to submit documentation; however, use of supports should be based on the documented need of the student.
  - After requests are approved by College Board, students' names will be listed on the Nonstandard Administration Report (NAR). The NAR provides coordinators with approved student accommodations and supports, classroom assignments and number of test days.
  - When EL students use 50% extended time on test day, time is added to each test section.
  - EL students using 50% extended time will test in the same room(s) and use the same test materials, as all other students using 50% extended time for Reading.
  - 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:

- Enrolled in an elementary or secondary school in the U.S. or U.S. territories.
- An English learner as defined by their state or by federal policy.
- Use the same supports in class or for local assessments.
- If a student requires an accommodation that is not on College Board’s list of accommodations, please contact the Bureau of Assessment and Accountability at [Assessment@doe.nh.gov](mailto:Assessment@doe.nh.gov) in order for NHED to create a plan for the student to be able to access the SAT School Day.



School districts can use this sample form to document accommodations for EL students or use a district form. Evidence demonstrating the process of determining accommodations for a student must be kept on file at the school and be made available, upon request of the NHED, during assessment monitoring.

<b>Student Name:</b>	<b>Date of Meeting:</b>
<b>Grade:</b>	<b>Student SASID:</b>
<b>District:</b>	<b>School:</b>
<b>School Year:</b>	<b>Statewide Assessment(s):</b>

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.

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

**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.

<b>Printed Name/Signature:</b>	<b>Role/Position:</b>

Please keep this form at the school site and make available, upon request of the NHED, during Assessment Monitoring.

DO NOT send this form to the NHED.