

Supplemental Instructions for Braille Student Test Booklet Kits

The Braille versions of the achievement tests are intended for students whose IEP or 504 Plan specifies the use of Braille materials. The Braille Student Test Booklet consists of comb-bound, 11½-x-11-inch single-sided Braille pages. These materials are packaged by grade. Each kit contains the materials needed to administer the test to one student.

Materials Included in the Braille Kit:

- A comb-bound, Braille Student Test Booklet
- A general Form A Student Test Booklet (for grades 3 and 4 only)
- A scannable Answer Document (for grades 5–8 only)
- This sheet of supplemental instructions

Use of the General Form A Student Test Booklet

For grades 3 and 4, the test administrator must transcribe responses from the Braille Student Test Booklet into the general Form A Student Test Booklet enclosed in this kit.

Use of the Scannable Answer Document

For grades 5–8, the test administrator must transcribe responses from the Braille Student Test Booklet into the scannable Answer Document enclosed in this kit.

Administering a Test Using a Braille Kit

Because of the large-sized Braille test booklet and the likelihood that the student may require a scribe or an assistive device to record his or her responses, vision-impaired students may need to be tested in a separate test administration. This should be specified in the student's IEP or 504 Plan. Directions may differ slightly from those in the general Student Test Booklet.

After the Test Administration

Following the test administration, the student's multiple-choice and constructed responses must be transcribed verbatim into the general Form A Student Test Booklet (grades 3 and 4) or the scannable Answer Document (grades 5–8). This should be done by a licensed/certificated school or district employee. The general Form A Student Test Booklet (grades 3 and 4) or the scannable Answer Document (grades 5–8) into which the answers were transcribed must be returned to your STC along with other scorable test materials.

The student's pre-identification label must be placed on the general Form A Student Test Booklet (grades 3 and 4) or the scannable Answer Document (grades 5–8) — not on the Braille Student Test Booklet itself.

If the student does not have a pre-identification label, you must complete **all** of the information on the back cover of the general Form A Student Test Booklet (grades 3 and 4) or the scannable Answer Document (grades 5–8).

If the student has a pre-identification label, complete sections **I, J, and K** on the back cover of the general Form A Student Test Booklet (grades 3 and 4) or sections **I, J, K, and L** on the back cover of the scannable Answer Document (grades 5–8).

Reminder: For grades 3–8, only Form A may be used with special versions forms. At grades 5–8, Form A must be coded in Box L on the back cover of the Answer Document.

Please note: Separate sheets added to the general Form A Student Test Booklet (grades 3 and 4) or the scannable Answer Document (grades 5–8) will not be scored.

The Braille Student Test Booklet is nonscorable and should be returned to your STC with other nonscorable materials.