




## Guide for IEP/504 Teams Considering the Specialized Calculator (CAL) State Test Accommodation for Calculator-Allowed Items (Updated January 2, 2024)

This document contains guidelines for the specialized Calculator (CAL) state test accommodation and is organized into four sections: (I) general principles; (II) legal foundation; (III) critical considerations for teams; and (IV) decision guidance for teams. Sections I, II, and IV are provided in Appendix A.

The Calculator (CAL) state test accommodation is described as follows:

- It is only available to IEP or 504 students in **Grade 6 and above who take the Smarter Balanced (SB) math assessments**. It can only be used on **calculator-allowed** items.
- It allows for the provision of a specialized calculator to a student who is unable to use the online (digital) calculator that is available as a universal tool for select problems on the state test in mathematics.
- Examples of specialized calculators are: a large button/large display calculator, a calculator built into an assistive technology device, an adapted keyboard calculator for students with limited movement, a voice activated calculator, a talking calculator, or a braille calculator.
- This accommodation carries a **high risk** because students are prohibited from using the specialized CAL on calculator-prohibited items; therefore, it is essential that students are monitored during SB math testing to ensure that students do not use their specialized calculator on items for which no on-screen (digital) calculator is available. Items that allow the use of a calculator bear this symbol:  Calculator.
- **A proctor will need to monitor the student to ensure that the specialized calculator is only used on calculator-allowed items.** Test coordinators (TC) need to ensure that all proctors complete the two forms prior to live testing: 1) *Test Security Acknowledgement Form* and 2) *the Test Administrator and Proctor Acknowledgement of Security and Confidentiality Statement* form (both forms are available on the Smarter Balanced Portal via <https://smarterbalanced.alohahsap.org/resources/test-administration-forms>). **TCs should keep the completed forms on file at their school.**
- It is also available at the **designated support** level for the HSA Science and Biology End-Of-Course (EOC) tests.
- It is also available at the **designated support** level for the (optional) Algebra 1 and Algebra 2 EOC exams. Students will need to be monitored during testing to ensure that the appropriate specialized calculator will be used as described in the Algebra 1 and Algebra 2 EOC Exams Test Blueprints posted on the Resources page of the Hawai'i State EOCs Portal (<https://eoc.alohahsap.org/>).

### **Section III: Critical Considerations before Assigning the Specialized Calculator for Calculator-Allowed Items**

Decisions about assigning the CAL state test accommodation should be based on the general principles governing state test accommodations presented in Sections I and II and the specialized CAL guidelines found below.

#### Purpose of the Specialized Calculator (CAL)

The purpose of the CAL state test accommodation is to provide a specialized device to IEP/504 students who cannot use the [Desmos](#) (digital) calculator (Universal Tool) for select problems on the SB math assessments for Grades 6 – 8 and 11. For students with a disability that impacts their access to the online digital calculator, the CAL accommodation allows these students the use of an alternative - a specialized calculator on which to perform calculations - **only** on the same select items for which the onscreen calculator universal tool is available.

#### Construct Measured by the State Tests in Mathematics

A test construct is what a test measures. When deciding to recommend the specialized CAL accommodation for state testing, IEP/504 Plan Teams should consider the [Mathematics Shortened Summative Assessment Final Blueprint \(Claims 1 \(Concepts and Procedures\), 2 \(Problem Solving\), and 4 \(Modeling and Data Analysis\)\)](#). Use of the specialized CAL accommodation on state tests enhances the measurement of students' math fluency, problem-solving, and skills to interpret, model, and solve real-life problems. There are specific questions on this assessment that measures students' fluency in mathematics. For Grades 3 – 5, no calculator is provided for students. For Grades 6 – 8 and 11, a calculator is only available on select problems.

#### Documented Need for the Specialized Calculator (CAL) Test Accommodation

The specialized CAL testing accommodation should only be assigned when a student has a documented disability that prevents him/her from accessing the embedded on-screen digital calculator for **calculator-allowed** items on the SB math assessments for Grade 6 and above. To receive this accommodation, it is necessary to provide the following documented evidence:

1. The presence of a documented disability that impacts the student's ability to use the embedded on-screen [Desmos](#) calculator;
2. The ability of the student to independently use a specialized CAL for testing; and
3. The student's consistent use of a specialized CAL for classroom instruction and assessment.

#### Documented Familiarity with the Specialized Calculator (CAL) State Test Accommodation

If students are to use the specialized CAL testing accommodation for the **calculator-allowed items** on the SB assessments in mathematics in Grades 6-8 and 11, they must be familiar with their specialized calculator (refer to page 1 for examples of specialized calculators). In addition, students

should be able to operate it independently as no external assistance is allowed when this accommodation is used during the summative test.

### Documentation of Designated Supports and State Test Accommodations for IDEA and Section 504 Students

IDEA, Section 504, and English Learner (EL) students with disabilities who may have certain characteristics and access needs that require accessibility supports on statewide assessments must document those supports in their IEPs/504 Plans. The IEPs/504 Plans are stored in the [electronic Comprehensive Student Support System](#) (eCSSS).

Test Coordinators (TCs) and/or school authorized contacts must provide documentation of their students' use of designated supports and state test accommodations either under the "*Present Levels of Educational Performance*" (PLEP), "*Services,*" or "*Accommodations and Related Services*" tab of their students' IEPs/504 Plans (refer to **slides 130-131** of the [Webinar: 2023-2024 Accessibility and Accommodations Training \[PowerPoint\] \(Updated January 2, 2024\)](#)).

Designated supports are provided to any student based on their school's testing policies. Test Coordinators (TCs) and/or authorized school contacts must set/record designated supports in the [Test Information Distribution Engine](#) (TIDE) for all students who are assigned designated supports for state testing. In addition, for those students with IEPs/504 Plans, Test Coordinators and/or authorized school contacts must document evidence of designated supports in their students' IEPs/504 Plans (refer to **slides 130-131**) and ensure the documentation represents their students' designated support settings in TIDE.

In accordance with the [IDEA, Sec. 300.160 \(b\)](#), School IEP and Section 504 Teams are instructed to select only those state test accommodations that do not invalidate test scores. If directed by their school Teams, Test Coordinators are to submit state test accommodation verification forms to the Assessment Section (refer to the "*Guidelines for Verifying Accommodations on Statewide Assessments*" below and **slides 138-157**). The Assessment Section will verify state test accommodations based on the IDEA, Sec. 300.160 (b) and documentation in the students' IEPs/504 Plans (refer to **slides 128-129, 130-131**). Upon verification, the state test accommodations will be set/recorded in TIDE by the Assessment Section. Further, Test Coordinators and/or authorized school contacts should follow *established* procedures to ensure the state test accommodations listed under the "Statewide Assessment" tab of their students' IEPs/504 Plans represent their *verified* state test accommodation settings in the TIDE.

### Guidelines for Verifying Accommodations on Statewide Assessments

The guidance on and deadlines for submitting the SY 2023-2024 Hawai'i State Test Accommodation Verification Request Form ("Form") for IEP/504 students are as follows:

- School IEP/504 Team meets to review the following resources on accessibility supports before instructing their school Test Coordinator (TC) to submit the Form:

1. The Universal Tools and Designated Supports that are available for state testing without verification are provided on Table 1 and Table 4 of the [Crosswalk of Accessibility Features Across State Assessments in Hawai'i 2023-2024](#) ("Crosswalk"), respectively;
  2. The range of accommodations that are available for state testing with verification, including the applicability of accommodations to selected section(s) of the tests, are described on Tables 7-9 of the [Crosswalk](#); and
  3. Critical considerations and documented evidence to support the need for state test accommodations are provided in the [State Test Accommodation Guides 2023-2024](#).
- As announced in the [July 14, 2023 DOE memo](#), only American Sign Language (ASL), Braille (includes Audio Transcriptions and Emboss), and Closed Captioning (CC) accommodations will be carried over for use in SY 2023-2024.
  - School TCs are to submit the Form by logging in to the Test Information Distribution Engine (TIDE) (<https://www.hitide.org>) and under *Preparing for Testing*, select *Submit Test Administration Forms > Submit a Form > State Test Accommodations Verification Request*.
  - The Form should be submitted one month before the opening of the test window. In all cases, it should be submitted no later than *14* days before interim or summative testing of a student.
  - The Assessment Section will review the submitted Form, email its decision to the TC (via TIDE and/or [hsa@k12.hi.us](mailto:hsa@k12.hi.us)), and set/record the student's state test accommodation in TIDE if it is verified. *TCs should ensure that records of verified state test accommodations in eCSSS (IEPs/504 Plans) match those in TIDE; if these records are inconsistent, then TCs will need to follow established procedures to update the eCSSS records.*
  - Do not submit a Form for IEP/504 students who will take the HSA-Alternate Assessments.

Additional Resources in the [Accessibility and Accommodations](#) folder on [alohahsap.org](http://alohahsap.org)

- [Hawai'i State Test Accommodation Guides](#)
- [Crosswalk of Accessibility Features Across State Assessments in Hawai'i \(CAF\)](#)
- [Smarter Balanced Assessment Consortium: Usability, Accessibility, and Accommodations Guidelines 2023-2024 \(UAAG\)](#)
- [Assistive Technology Manual and Braille Resources SY 2023-2024](#)

If there are any questions, please contact Dr. Elaine Lee in the Assessment Section by email at [elaine.lee@k12.hi.us](mailto:elaine.lee@k12.hi.us) or by phone at 808-307-3636.