



Matrix One: Universal Tools, Designated Supports, and Accommodations for the California Assessment of Student Performance and Progress for 2016–17

(Revised October 2016)

This document should be used in conjunction with the [Smarter Balanced Consortium: Usability, Accessibility, and Accommodations Guidelines](#), and [California Code of Regulations](#), Title 5 (5 CCR), sections 850 through 868 of the California Assessment of Student Performance and Progress (CAASPP) regulations, to determine the use of resources for individual students. The appropriate use of universal tools, designated supports, and/or accommodations on CAASPP tests is restricted to only those identified in this document.

Matrix One displays the universal tools, designated supports, and accommodations (embedded and non-embedded) allowed as part of the CAASPP System for 2016–17*.

- **Universal tools** are available to *all* students on the basis of student preference and selection.
- **Designated supports** are available to *all* students when determined for use by an educator or team of educators (with parent/guardian and student input, as appropriate) or specified in the student's individualized education program (IEP) or Section 504 plan.
- **Accommodations** must be permitted on CAASPP tests to all eligible students if specified in the student's IEP or Section 504 plan.

Instructional supports and resources for the California Alternate Assessments (CAAs) can be found in Part 3, page 9. Information about requesting the use of unlisted resources is provided in Part 4, which begins on page 10. A list of identified unlisted resources that have been determined to change the construct being tested is provided on page 11.

*Some embedded universal tools, designated supports, or accommodations are available only for specific items (i.e., test questions) for which they are allowed. If a non-embedded tool is shown to be available for "allowed items," it may be used only for the specific items for which the embedded version of the tool is available. Please note that the resources shown for the 2017 science pilot test will be expanded for the operational administration.

Part 1. Embedded Resources

Embedded resources are digitally delivered **universal tools (U)**, **designated supports (D)**, or **accommodations (A)** available as part of the technology platform for the computer-administered CAASPP tests. Embedded resources do not change or alter the construct being measured.

Embedded Resource	English Language Arts (ELA)			Mathematics	2017 Science Pilot ¹	Primary Language Standards Test in Spanish (STS for Reading/ Language Arts)
	Reading	Writing	Listening			
American Sign Language	–	–	A	A	A	–
Braille	A	A	A	A	A	–
Breaks	U	U	U	U	U	–
Calculator	–	–	–	U (grades 6–8 and grade 11; for specific items)	U (four-function calculator for grade 5 and a scientific calculator for grade 8 and high school)	–
Closed captioning	–	–	A	–	–	–
Color contrast	D	D	D	D	–	–
Digital notepad	U	U	U	U	U	–
English dictionary	–	U (for ELA full write performance tasks, not short paragraph responses)	–	–	–	–
English glossary	U	U	U	U	–	–
Expandable passages	U	U	U	U	–	–

¹ The accessibility resources listed here are for this pilot test only. They will be expanded for the operational administration.

Embedded Resource	English Language Arts (ELA)			Mathematics	2017 Science Pilot ¹	Primary Language Standards Test in Spanish (STS for Reading/ Language Arts)
	Reading	Writing	Listening			
Global notes	–	U (for ELA full write performance tasks, not short paragraph responses)	–	–	–	–
Highlighter	U	U	U	U	U	–
Keyboard navigation	U	U	U	U	U	–
Mark for review	U	U	U	U	U	–
Masking	D	D	D	D	–	–
Math tools (i.e., embedded ruler, embedded protractor)	–	–	–	U (for specific items)	U	–
Science charts (i.e., calendar, periodic table of the elements, conversion charts)	–	–	–	–	U	–
Science tools (i.e., analog clock, laboratory equipment)	–	–	–	–	U	–
Spell check	–	U (for specific items)	–	–	U	–
Streamline	A	A	A	A	–	–
Strikethrough	U	U	U	U	U	–

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Embedded Resource	English Language Arts (ELA)			Mathematics	2017 Science Pilot ¹	Primary Language Standards Test in Spanish (STS for Reading/ Language Arts)
	Reading	Writing	Listening			
Text-to-speech	D (for ELA items, not passages)	D	D	D	D	–
	A (for ELA reading passages)					
Translated test directions	–	–	–	D (w/ Spanish stacked translation only)	–	–
Translations See the Embedded Designated Support Glossaries .	–	–	–	D	–	–
Translations (Spanish stacked)	–	–	–	D	–	–
Turn off any universal tool	D	D	D	D	D	–
Writing tools for student-generated responses (i.e., bold, italic, bullets, undo/redo)	U (for specific items)	U (for specific items)	U (for specific items)	U (for specific items)	U	–
Zoom (in/out)	U	U	U	U	U	–

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Part 2. Non-Embedded Resources

Non-embedded resources are universal tools (U), designated supports (D), or accommodations (A) available, when provided by the local educational agency (LEA), for either computer-administered or paper-pencil CAASPP tests. These supports are not part of the technology platform for the computer-administered CAASPP tests and do not change or alter the construct being measured.

Non-Embedded Resource	English Language Arts (ELA)			Mathematics	2017 Science Pilot ¹	Primary Language Standards Test in Spanish (STS) (STS for Reading/ Language Arts)
	Reading	Writing	Listening			
100s number table *	–	–	–	A (beginning in grade 4)	A	–
Abacus	–	–	–	A	A	–
Alternate response options (i.e., adapted keyboards, large keyboards, StickyKeys, MouseKeys, FilterKeys, adapted mouse, touch screen, head wand, and switches)	A	A	A	A	–	–
American Sign Language	--	–	–	–	–	–
Bilingual dictionary	–	D (for ELA full write performance tasks, not short paragraph responses)	–	–	–	–
Braille (paper-pencil tests)	A	A	A	A	–	A
Breaks	U	U	U	U	U	U

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*New resource(s) added for use starting with the 2016–17 school year.

Non-Embedded Resource	English Language Arts (ELA)			Mathematics	2017 Science Pilot ¹	Primary Language Standards Test in Spanish (STS) (STS for Reading/ Language Arts)
	Reading	Writing	Listening			
Calculator	–	–	–	A (for allowed items, grades 6–8 and grade 11)	A (four-function calculator for grade 5; scientific calculator for grade 8 and high school)	–
Color contrast	D	D	D	D	–	–
Color overlay	D	D	D	D	D	U
English dictionary	–	U (for ELA full write performance tasks, not short paragraph responses)	–	–	–	–
Large-print versions of a paper-pencil test (as available)	A	A	A	A	–	A
Magnification	D	D	D	D	D	D
Math tools (i.e., embedded ruler, embedded protractor)	–	–	–	–	A	–
Multiplication table	–	–	–	A (beginning in grade 4)	A	–

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Non-Embedded Resource	English Language Arts (ELA)			Mathematics	2017 Science Pilot (for this pilot test only)	Primary Language Standards Test in Spanish (STS) (STS for Reading/ Language Arts)
	Reading	Writing	Listening			
Noise buffers (e.g., individual carrel or study enclosure or noise-cancelling headphones)	D	D	D	D	D	D
Print on demand (To set, e-mail caltac@ets.org .)	A	A	A	A	A	–
Read aloud (See Read Aloud Guidelines .)	D (for items, not passages)	D	D	D (For Spanish stacked translation, see Read Aloud Spanish Guidelines .)	D	A
	A (for ELA reading passages)					
Science charts (State-approved only; i.e., calendar, Periodic Table of the Elements, conversion charts.)	–	–	–	–	U	–
Science tools (i.e., ruler, analog clock, laboratory equipment)	–	–	–	–	–	–
Scratch paper (blank, lined, graph, white board, electronic assistive devices without Internet as allowed)	U	U	U	U	U	U
Scribe (See Scribing Protocol .)	D	A	D	D	D	A
Separate setting (i.e., most beneficial time, special lighting or acoustics, adaptive furniture)	D	D	D	D	D	D
Simplified test direction* (See Simplified Test Directions Guidelines .)	D	D	D	D	D	D
Speech-to-text	A	A	A	A	A	A

¹The accessibility resources listed here are for this pilot test only. They will be expanded for the operational administration.

*New resource(s) added for use starting with the 2016–17 school year.

Non-Embedded Resource	English Language Arts (ELA)			Mathematics	2017 Science Pilot (for this pilot test only)	Primary Language Standards Test in Spanish (STS) (STS for Reading/ Language Arts)
	Reading	Writing	Listening			
Thesaurus	–	U (for ELA full write performance tasks, not short paragraph responses)	–	–	–	–
Translated test directions	D (Consortium-provided PDFs for online test)	D (Consortium-provided PDFs for online test)	D (Consortium-provided PDFs for online test)	D (Consortium-provided PDFs for online test)	–	D
Translations (glossary)	–	–	–	D (Consortium-provided PDFs for paper-pencil tests only)	–	D
Unlisted resources	The LEA CAASPP coordinator or CAASPP test site coordinator may submit a request through the Test Operations Management System (TOMS) for an unlisted resource. Requests must be received at least ten business days before the student’s first day of CAASPP testing. For more information about the unlisted resources and a list of the pre-identified unlisted resources, please refer to Part 4 on page 10.					

¹ The accessibility resources listed here are for this pilot test only. They will be expanded for the operational administration.

Part 3. Instructional Supports and Resources on the California Alternate Assessments (CAAs)

Most universal tools, designated supports, and accommodations listed in Parts 1 and 2 are available for the CAAs through the online testing interface. However, because the CAAs are administered to students one-on-one by a test examiner and because they may also be administered in the “language of instruction,” the following resources are not provided for the CAAs:

- Braille (either by means of an embosser or a refreshable display)*
- Closed captioning
- Text-to-speech
- American Sign Language videos (The test examiner is allowed to sign to the student as the language of instruction.)
- Translation glossaries
- Spanish stacked translation and test directions

The “language of instruction” may include instructional or physical supports needed for communication and instruction. Some test practices (e.g., hand-over-hand), as noted in the *Test Administration Manual*, are inappropriate and not allowed. Examples of permissible instructional and physical supports include:

- **Instructional supports**

- Alternate text to describe illustrations as needed
- Allowing the student to use an augmentative communication device (e.g., Audiovox, switch)
- Allowing nonverbal students to respond with gestures, movements, or vocalization in place of speech
- Accepting eye gaze as a way of indicating a response
- Accepting a change in muscle tone or a change in facial expression as an observed behavior
- Allowing students to direct another person (aide or test examiner) in performing physical tasks
- Allowing use of the student’s calculator, 100s number table, or other instructional supports instead of the embedded supports provided through the testing platform as long as those supports do not impact the test construct

- **Physical supports**

- Structuring the test environment to eliminate distractions for students who are particularly distractible
- Positioning and stabilizing the student to allow for the most controlled movement possible

*The test examiner can request print-on-demand functionality to produce such documents. For a handful of ELA items in grades three and four that have decoding as part of the construct, support and guidance will be available to LEAs for brailing the appropriate text.

Part 4. Unlisted Resources

Unlisted resources are not universal tools, designated supports, or accommodations. Unlisted resources shall be made available if specified in the eligible student’s individualized education program (IEP) or Section 504 plan and **only on approval by the California Department of Education (CDE)**.

To request the use of an unlisted resource, the local educational agency (LEA) California Assessment of Student Performance and Progress (CAASPP) coordinator or CAASPP test site coordinator may submit a request through the Test Operations Management System (TOMS) a minimum of ten business days before the student’s first day of testing. The CDE will reply to the request within four business days.

Approval of an unlisted resource that has not been previously identified (see p. 11) will be granted by the CDE on the basis of the IEP team’s and/or Section 504 plan’s designation and if the unlisted resource does not compromise the test’s security. The CDE shall make a determination of whether the requested unlisted resource changes the construct being measured after testing has been completed.

IEP teams should be made aware of the following regulation, although teams should not allow the impact of an LEA’s accountability to outweigh the needs of the student in making decisions related to accessibility supports: “If the CDE determines the unlisted resource changes the construct being measured, the unlisted resource will not be approved but may still be used by the pupil and the pupil will receive an individual score report. The pupil will not be counted as participating in statewide testing, which will impact the accountability participation rate indicator for the LEA.” (5 CCR Section 854.9)

The CDE and/or the Smarter Balanced Assessment Consortium has identified, on the following page, non-embedded unlisted resources for English language arts, mathematics, science, and primary language that change the construct being tested. The LEA may use the CAASPP Unlisted Resources Request form, available in TOMS, to request the use of these identified and other unlisted resources required by a student’s IEP or Section 504 plan.

Identified Non-Embedded Unlisted Resources That Change the Construct Being Measured					
	English Language Arts (ELA)			Mathematics	Primary Language Standards Test in Spanish (STS) (STS for Reading/ Language Arts)
	Reading	Writing	Listening		
American Sign Language	X	X	X	X	
100s number table				X (grade 3)	
Bilingual dictionary	X			X	X
Calculator (used on non-allowed items)				X (grades 6–8 and grade 11)	
Calculator				X (grades 3–5)	
English dictionary	X		X	X	X
Math tools (i.e., non-embedded ruler, non-embedded protractor)				X	
Multiplication table				X (grade 3)	
Signed Exact English	X	X	X	X	X (for reading passages)
Thesaurus	X		X	X	X
Translations (Not provided by Smarter Balanced.)	X	X	X	X	
Translated word lists	X	X	X	X	