

Teacher Tool 4: Logistics Planning Checklist

This checklist can be used in the planning and implementation of assessment accommodations for groups or individual students. Use the checklist by indicating Y (Yes), N (No), or NA (Not Applicable).

ACCOMMODATIONS THROUGHOUT THE ACADEMIC YEAR	Y	N	NA
Accommodations are documented in appropriate paperwork.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student uses accommodations regularly and evaluates use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A master accommodations plan/database listing assessment accommodation needs for all students tested is updated regularly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PREPARATIONS FOR TEST DAY	Y	N	NA
Special test versions are ordered for individual students based on information contained in master accommodations plan (e.g., braille, large print, LAT).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test administrators receive a list of accommodation needs for students they will supervise (list comes from master accommodations plan/database).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In addition to standard test administration training, test administrators receive training for specific test administration procedures or accommodations (e.g., LAT, oral/signed administration, dyslexia bundled accommodations).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trained test administrators and sign language interpreters are arranged for individual students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment is arranged and plans are made to repair or replace any equipment that is defective (e.g., calculator, tape recorder, word processor).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ACCOMMODATIONS ON THE DAY OF THE TEST	Y	N	NA
All students receive necessary allowable or approved accommodations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of accommodations is recorded on the scorable document by test administrator.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Necessary equipment is available in testing room.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responses not recorded onto a scorable document must be transcribed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CONSIDERATIONS AFTER THE DAY OF THE TEST	Y	N	NA
All equipment is returned to appropriate locations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students who take make-up tests or retests receive needed accommodations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effectiveness of accommodations use is evaluated by test administrators and students, and plans are made for improvement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>