

# Maine Educational Assessment for Mathematics and English Language Arts/Literacy Grades 3-8 eMPower™ ME Tools and Accommodations

## Embedded Universal Tools

Students testing within the MEA kiosk will have access to a number of tools as described in the table below. These tools are available on all supported testing devices.

Universal tools are available to all students for all items, unless designated as item specific tools.

Tool	Description	All Items?
<b>Ruler</b>	The vector-based, partially translucent ruler is rotatable, draggable and resizable by the student.	No-item specific
<b>Protractor</b>	The vector-based, partially translucent protractor is rotatable, draggable and resizable by the student.	No-item specific
<b>Calculators</b>	Two calculator modes are available: 1) Basic, and 2) Scientific. <ul style="list-style-type: none"> <li>• The Basic calculator will be available for students Grades 3-6 taking the Mathematics test.</li> <li>• The Scientific calculator will be available for students Grades 7-8 taking the Mathematics tests.</li> </ul>	No-item specific
<b>Sketch and Highlight</b>	The sketch pad provides the following functionalities: <ul style="list-style-type: none"> <li>• Sketch or draw using black, red or blue brushes</li> <li>• Highlight using a semi-transparent yellow highlighter brush</li> <li>• Erase drawings and highlighting using the eraser brush.</li> </ul>	Yes
<b>Notepad</b>	A notepad is provided for students to write different notes for different items, meaning it uniquely persists per item. The notepad is resizable, draggable, and displays a timestamp for when its contents were last modified.* (more detail below)	Yes
<b>Answer Masking</b>	The student “crosses out” possible answer choices (for multiple choice items only).	Yes
<b>Guideline Tool</b>	The student uses an onscreen tool to assist in reading by raising and lowering the tool for each line of text onscreen. This can be moved anywhere within the item.	Yes
<b>Jump To Item</b>	Student can access list of item numbers in a session and jump to a specific item number.	Yes
<b>Customizable exhibit window</b>	Students are able to resize reference sheets that may be available for specific items in a session.	Yes
<b>Formatting Tools</b>	Students are able to cut, copy, paste, undo, redo, bold, italicize, underline.	Yes

Tool	Description	All Items?
<b>Bookmark/Star Item</b>	Student can bookmark or star ✨ an item as a reminder to return.	Yes
<p>*Notepad Details:</p> <ul style="list-style-type: none"> <li>• The notepad is retained per item. If the student writes notes on Item 1, navigates to Item 2, returns to Item 1, notes will still be there.</li> <li>• Notes on passages are not viewable for all items pertaining to the passage. They will only appear for the item that they were written on.</li> <li>• Notes remain if a test is paused.</li> <li>• Notes are NOT retained if a student submits a test session and then has state-approved reactivation.</li> </ul>		
<h2 style="color: #0056b3;">Embedded Tools/Accommodations Approved/Enabled for All</h2>		
<b>Custom Masking*</b> <b>Zoom*</b> <b>Reverse Contrast*</b> (see below)	The following features (accommodations) are pre-set default for all students as ON/ENABLED tools. They require a student action to activate the feature – e.g. Reverse Contrast enabled does not automatically set the screen as black with white letters, it simply gives the student the ability to switch back and forth. Likewise, Custom Masking and Zoom require a student action to activate the feature.	Yes
<b>Custom Masking*</b>	Provides the ability to mask certain parts of the test interface or question.	Yes
<b>Zoom*</b>	Students can magnify the entire screen up to 150 percent. This is a full vector zoom of the entire screen. Text can be enlarged in 5 increments: 100%, 112%, 125%, 137%, 150%.	Yes
<b>Reverse Contrast*</b>	Inverts all color values in the user interface.	Yes
<p>* Denotes a feature that will be automatically enabled for all students. If Universal Tools are disabled, these three tools remain ON/enabled.</p>		

## Non-Embedded Universal Tool

Tool	Description
<b>Scrap/Scratch Paper</b>	<p><b>BLANK</b> scrap/scratch paper available to students during testing sessions. NO pre-authored aids such as templates, graphic organizers, reference sheets, multiplication tables, etc.</p> <p><b>Scrap/Scratch Paper Protocol:</b> Following the conclusion of each test session, it is the School Test Coordinator’s (STC) responsibility to ensure that all scratch paper is collected, inventoried, and immediately shredded to maintain test security.</p>

## Embedded Accommodations – Enabled in System by DAC/ITC/STC

Users will assign accommodations to students within the Administration component.

Accommodations are entered and edited via the Student Profile by the District Assessment Coordinator (DAC), IT Coordinator (ITC) or the School Test Coordinator (STC) users.

### Embedded Accommodations Requiring IEP/504 Documentation

The following Accommodations are determined by an appropriate team, documented in an IEP and/or 504 Plan, and enabled in the testing system by a School Test Coordinator or District Assessment Coordinator. Embedded accommodations will be available to students testing using the MEA kiosk.

Accommodation	Description
<b>Text-to-Speech (TTS)</b>	Students can play, pause, or stop audio. Items support default and on-demand load playback orders. Text-to-Speech is assigned by content area and designated allowable text (directions vs. test questions, vs. answer choices vs. passages). See accompanying chart which outlines allowable TTS. <i>NOTE: Speed of TTS is not adjustable.</i> <ul style="list-style-type: none"><li>• Text-to-Speech Math</li><li>• Text-to-Speech ELA</li></ul>
<b>Color Contrast</b>	Students have the ability to choose a text and background color from a set of 12 predefined color combinations.

### Embedded Accommodations Requiring Team Decisions (not IEP/504)

Accommodation	Description
<b>Turn off partial universal tools</b>	Selecting this accommodation will turn off the sketch and highlight tool, the guideline tool, and the answer masking tool. Selecting this will not turn off Custom Masking, Zoom, Reverse Contrast.

## Non-Embedded Accommodations – IEP/504 Approved

Users will assign accommodations to students within the Administration component however these accommodations require persons/items outside of the testing platform. The following Accommodations are determined by the appropriate team, are documented in an IEP and/or 504 Plan, and must be provided in the testing environment/session by a School Test Coordinator and/or Test Administrator.

Tool	Description
<b>Scribe</b>	The student may dictate answers to Test Administrator in an individual setting. Human scribe records verbatim what student dictates as documented in the IEP/504 plan. If a scribe is an approved accommodation in a student's plan, a scribe is allowed for the extended writing response/essay.
<b>Read Aloud</b>	Text is read aloud to student by Test Administrator human reader as documented in the IEP/504 plan. Read Aloud is restricted to designated content areas and text within item. See accompanying chart which outlines allowable TTS.
<b>American Sign Language</b>	Trained personnel may use sign language to administer the test for deaf or hearing impaired students as documented in the IEP/504 plan. **Sign language may only be used for content selected to match availability for Text-To-Speech. See accompanying chart which outlines allowable TTS.
<b>Braille</b>	Assessment provided via paper in the braille code (UEB, UEB with Nemeth and/or EBAE/Nemeth) in which the student is most proficient as documented in the IEP/504 plan.
<b>Distraction Reducing</b>	As documented in the IEP/504 plan (e.g. study carrel, noise buffer, etc.)
<b>Alternative/Assistive Aids &amp; Devices</b>	Visual, auditory and communication supports or aids used regularly for instruction as documented in the IEP/504 plan.
<b>External Calculator (for calculator-allowable items/sections ONLY)</b>	Non-embedded calculator for students needing a special calculator such as large display or talking calculator unavailable within the assessment platform. USE IN CALCULATOR ALLOWABLE ITEMS/SECTIONS ONLY.
<b>Bilingual Word Translation</b>	<b>MATH ONLY:</b> Word-to-word translation dictionary with NO definitions as determined by Language Acquisition Committee/Team.
<b>Color Overlays (added)</b>	Students may use personal color overlays to place on the computer screen if the 12 embedded Color Contrasts do not meet the student's needs.
<b>Individual Separate Setting</b>	Individual test setting to minimize distractions for students whose test is administered out of the classroom as documented in the IEP/504 plan.
<b>Small Group Separate Setting</b>	Small group testing to minimize distractions for students whose test is administered out of the classroom as documented in the IEP/504 plan.
<b>Extended Time</b>	Extended time beyond standard administration testing schedule as documented in the IEP/504 plan. Individual scheduling may be used for a student whose school performance is noticeably affected by the time of day or day of the week on which it is administered.
<b>Breaks</b>	Multiple or frequent breaks for attention, distractibility, physical and/or medical conditions as documented in the IEP/504 plan.

## Text-To-Speech / Read Aloud / American Sign Language Specifications

The following chart outlines the components of grade-level, content-level, and specific text that will be accessed within test platform system for Text-To-Speech (TTS). The same chart guidelines should follow for non-embedded accommodations being provided by a human reader (Read Aloud) and an interpreter (Sign Language). TTS and/or Read Aloud must be made available to all students who are blind/visually impaired who do not have braille reading skills.

<b>TTS/Read Aloud/ASL</b>			
<b>Content Area</b>	<b>Item</b>	<b>Gr. 3-5</b>	<b>Gr. 6-8</b>
ELA/Reading #1&2	Test Directions	Yes	Yes
ELA/Reading #1&2	Test Questions	No	No
ELA/Reading #1&2	Answer Choices	No	No
ELA/Reading #1&2	Reading Passages	No	No
Math #1&2	Test Directions	Yes	Yes
Math #1&2	Test Questions	Yes	Yes
Math #1&2	Answer Choices	Yes	Yes
Math #1&2	Passages	Yes	Yes
Writing #1&2	Test Directions	Yes	Yes
Writing #1&2	Test Questions	No	No
Writing #1&2	Answer Choices	No	No
Writing/ Reading # 3	Passages + Essay	No	No