Student Educational Equity Development Survey

(SEED Survey)

User Guide

2020–2021

CA

Cambium Assessment

Table of Contents

Introduction to the User Guide

This user guide supports District Testing Coordinators (DTCs) and Test Administrators (TAs) who manage sessions for students participating in the SEED Survey.

Organization of the User Guide

The guide includes the following sections:

- [Proctoring In-Person/Remote Survey Sessions](#)
- [How Students Sign in to Complete Surveys](#)

There is also an [Appendix](#) with additional information specific to student accessibility supports.

Key Differences within the OSAS Portal for the SEED Survey

The list below describes key differences between the SEED Survey administration and the Oregon Summative Assessment administration: The TA Test Selection window is redesigned to display the Student Educational Equity Development Survey (SEED Survey) option.

- The SEED Survey provides multiple administration options for either DTCs or TAs: In-person Proctored Administration, Remote Proctored Administration, or an Un-Proctored Assignment Administration.

    - **In-person Administration** requires a DTC or a TA to only complete Training Module 9. Students would log into the SEED Survey using the OSAS Secure Browser.
        - *Note: It is possible that in-person administration could also use a website URL address if either a Remote or Un-Proctored Session has been set-up for students.*

    - **Remote Administration** requires a DTC or a TA to complete Training Module 9 and the Remote Proctoring Certification Course. Students would log into the SEED Survey using a remote URL web address, which can be shared with students in lieu of using the OSAS Secure Browser.

    - **Un-Proctored Assignment Administration** requires a DTC or a TA to complete Training Module 9 and create an ongoing open session using the assignment function embedded in the TA interface. Students would log into the SEED Survey using an assignment remote URL web address.

Proctoring In-Person/Remote Survey Sessions

Administering surveys in the Online Testing System is a straightforward process and the basic workflow is as follows:

1. The TA selects surveys and starts a session in the TA Site.

2. Students sign in to the Student Testing Site and request approval for the survey.

3. The TA reviews students' requests and approves them for survey participation.

4. Students complete and submit their surveys.

5. The TA stops the survey session and logs out.

This section describes how DTCs or TAs perform the following tasks within the TA Site to successfully administer the SEED Survey:

- How to Select Surveys and Start a Session
- How to Approve Students for Survey Participation
- How to Monitor an Ongoing Session

Figure 1. TA Site During an Ongoing Session
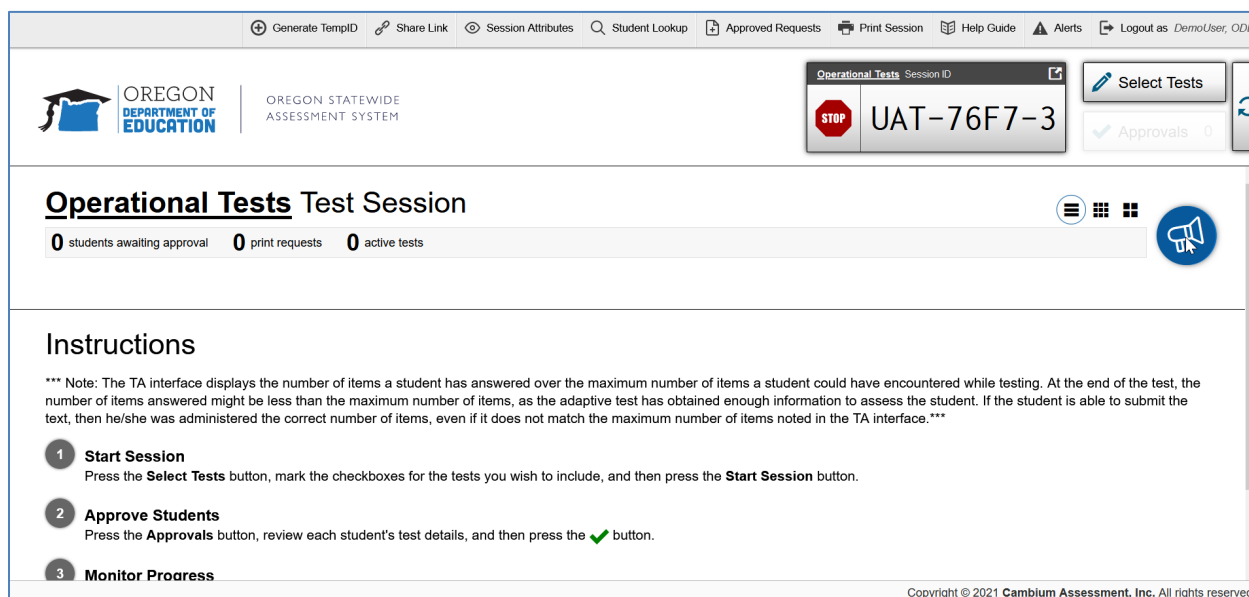
For information about the survey participation process from a student's perspective, see the section How Students Sign in to the Student Testing Site and Complete the SEED Survey.

How to Select Surveys and Start a Session

The first step in administering online survey is to select the survey that you wish to administer and start a session.

Please note that only the surveys that you select will be available to students who join your session. You may have only one session open at a time. You cannot reopen closed sessions, but students can resume a survey in a new session.

How to Create a New Session

1. **Log in to the TA Site.** The Session Dashboard window (see Figure 2a) opens automatically. Select the *Start a New Session Now* button to open the **Selection** window.
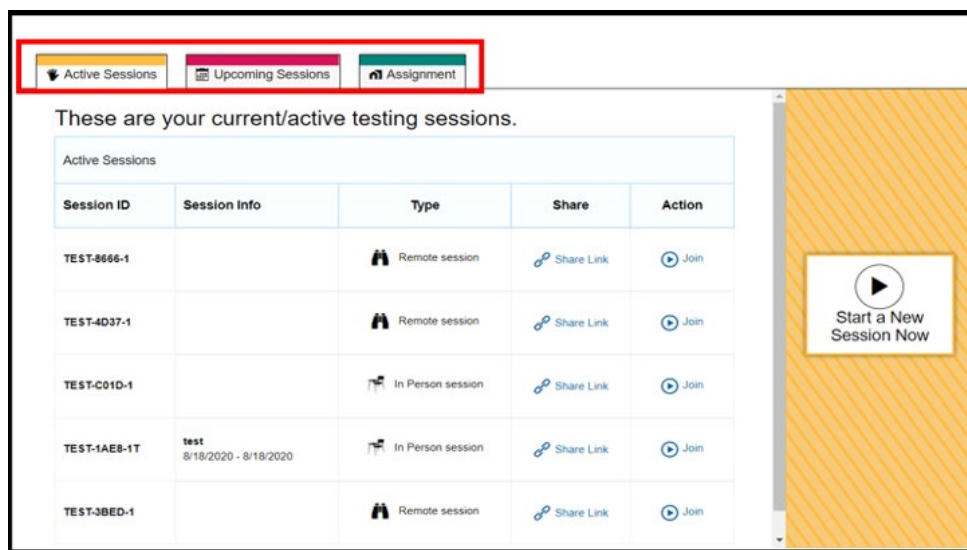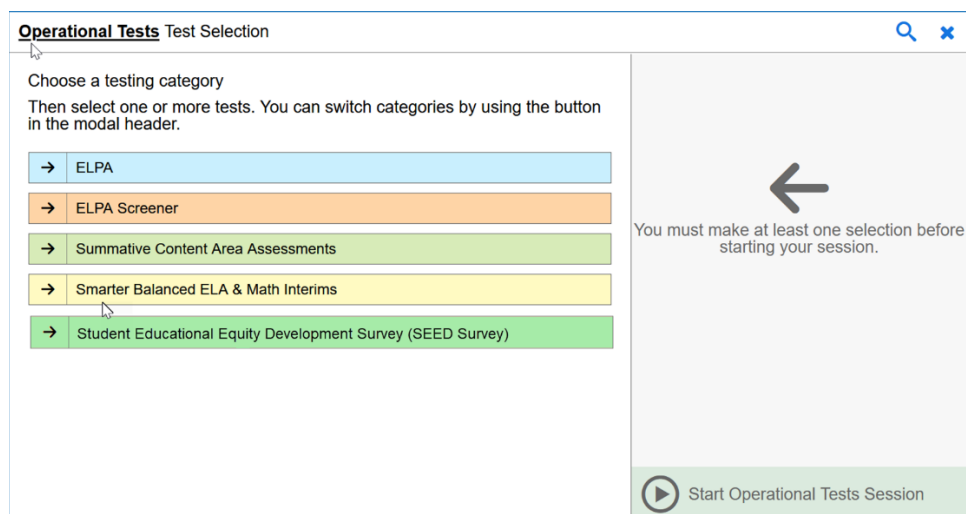
Figure 2a. Session Dashboard Window

Figure 3b. Selection Window

Online Testing System Test Administrator User Guide

2. **From the list of color-coded categories, select the category from which you wish to include.** This will display the options or option groups available for that category (see Figure 3).

Figure 4. Selection Window: Category Subgroups

Optional: Expand the SEED Survey group to view the constituent surveys. All groups and sub-groups appear collapsed by default and you may have to expand the group to view individual surveys.

– *To expand a survey group, select* ✚ *(or Expand All).*

– *To collapse an expanded survey group, select* ▬ *(or Collapse All).*

– *To expand or collapse all the groups within a category simultaneously, select* ⛶ *.*

3. **To select the survey you wish to administer, do one of the following**:

– To select individual surveys, mark the checkbox for each survey you want to include.

– To select all the surveys in a group, mark the checkbox for that group.

Once selected, surveys are displayed under their respective categories in the right-hand side panel of the ***Selection*** window (see Figure 3). If viewing on a smaller screen, the survey selection count is displayed at the bottom of the ***Test Selection*** window (see Figure 4). To expand the selected surveys section, select 🔼.

Optional: If you need to remove selected tests, do one of the following:

– *To remove an individual surveys, select* ✖ *for each test you want to remove.*

– *To remove all the selected surveys, select **Clear All**.*

4. **Using the radial button select the *Session Type* for the survey administration format** (see Figure 3)**:** In Person or Remote.

5. **Once the survey has been selected, select *Start Session***. The button becomes active after you have selected a survey.

6. **In-Person Administration:** The Session ID appears on the TA Site (see Figure 9a). Provide the Session ID to your students. Please remember to write down the Session ID in case you accidentally close the browser window and need to return to the active session.

Figure 5a. Session ID

Remote Administration: In addition to the Session ID, a remote URL web address will appear on the TA Site (see Figure 9b). Provide the URL link to your students.

Figure 6b. Session ID and Remote URL
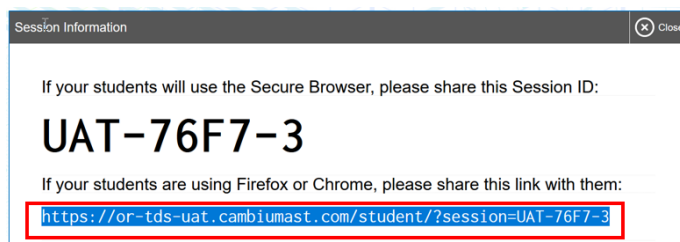
Approving Students for the SEED Survey

After students sign in to the Student Testing Site and select surveys, you must verify that their settings and accommodations are correct before approving them for participation.

Select **Approvals** next to the Session ID (see Figure 1). The ***Approvals and Student Settings*** window (see Figure 10) appears displaying a list of students grouped by the grade level survey.

Note, the **Approvals** button becomes active when students are awaiting approval and shows you how many students are awaiting approval. The **Approvals** notification updates regularly, but you can also select in the upper-right corner to update it manually.

Figure 10. Approvals and Student Settings Window

1. **To check a student's settings and accommodations, select ⊙ for that student.**
   The *Settings* window appears (see Figure 11) displaying the student's settings grouped by their area of need.

Figure 11. Settings Window for a Selected Student

a. *If any settings are incorrect, update them as required. Students should not begin a survey until their settings are correct.*
   - *Editable settings must be updated in this window, while read-only settings must be updated in TIDE.*

b. *Do one of the following:*
   - *To confirm the settings, select **Set**. You must still approve the student (see step [4]).*
   - *To confirm the settings and approve the student, select **Set & Approve**.*
   - *To return to the **Approvals and Student Settings** window without confirming settings, select **Cancel**.*

2. **Repeat step [1] for each student in the *Approvals and Student Settings* list.**
   Since the **Approvals and Student Settings** window does not automatically refresh, select **Refresh** at the top of the window to update the list of students awaiting approval.

3. **If you need to deny a student access to the survey, do the following (otherwise skip to step [4]):**
   a. Select ❌ for that student.
   b. *Optional:* In the window that appears, enter a brief reason for denying the student.
   c. Select **Deny**. The student receives a message explaining the reason for the denial and is logged out. The student can still request access to the survey again.

4. **If you wish to approve students directly from the *Approvals and Student Settings* window, do the following:**

   - To approve individual students, select ✔ for each student.
   - To approve all students for a given survey, select **Approve All Students** for that survey.

How to Monitor an Ongoing Session

After you approve students, you can monitor the progress for each student logged in to your session, approve a student's print request, and pause a student's survey if necessary.

How to Monitor Students' Progress

You can monitor the progress for each student logged in to your session from the table(s) displayed on the TA Site.

At the start of the survey, all the students in the session are listed in the **Tests without issues** table. If the Online Testing System detects that a student requires assistance, such as a student has a pending print request, or a student's survey has been paused, the **Tests with potential issues** table appears at the top listing the students who need intervention.

The table(s) refresh at regular intervals, but you can also refresh the table(s) manually by selecting 🔄 in the upper-right corner of the TA Site. You can also sort the tables by a given column by selecting ⬍ in that column's header.

How to Approve a Student's Print Request

Students using the print-on-request tool can request printouts of survey questions. You must view and approve these print requests. When students send print requests, the request notification appears in the **Tests with potential issues** table.

1. Select [printer icon] (see Figure 12) in the Actions column of the **Tests with potential issues** table for a student. The request notification appears for students who have sent print requests.

Figure 12. Print Request Notification

2. Review the request in the *Student Print Request* window and do one of the following:
    -   To approve the request, select [check]. A cover sheet appears in a new browser window.
    -   To deny the request, select [X]. In the window that appears, enter a brief reason for denying the request and select Deny. Do not proceed to step 3.

3. In the window displaying the cover sheet, select **Print** to open the printer dialog box.

4. Select **OK** to print the requested elements.
    a. *Please note the print request feature will send the print job to the printer associated with the TA and is therefore not a viable option during remote administration.*

How to Pause a Student's Survey

You can pause a student's survey if necessary.

1. In the Actions column of the table(s) for monitoring students' progress, select [pause] for the student whose survey you wish to pause.
2. Select **Yes** to confirm. The Online Testing System logs the student out.

How to Stop a Session

When students finish, you should stop the session. Stopping a session automatically logs out all the students in the session and pauses their surveys.

Once you stop a session, you cannot resume it. To resume, you must start a new session. Please note, the Online Testing System automatically logs you out after 20 minutes of both user and student inactivity in the session. This action automatically stops the session.

1. To stop a session, select [STOP] next to the Session ID (see Figure 1).
2. Next, select **OK** in the confirmation message that appears. The session stops.

How to Log Out of the TA Site

You should log out of the TA Site only after stopping a session to prevent stopping a session that is in progress. Please note that navigating away from the TA Site also logs you out. If you need to access another application while administering surveys, open it in a separate browser window.

1. Select in the upper-right corner of the TA Site (see Figure 1). A warning message appears.
2. In the warning message, select **Log Out**. The OSAS Portal appears.

Proctoring In-Person/Remote Survey Sessions

Creating a Survey Assignment

How to Create an Assignment and Select Surveys

The first step in administering an un-proctored survey using the assignment feature is to select the assignment tab on the Session Dashboard.

Please note that only the surveys that you select using the Create an Assignment will be available to students who join your session. If a TA would like to add additional grade level surveys they will be required to edit or modify previously created Survey Assignments.

How to Create an Assignment

1. **Log in to the TA Site.** The Session Dashboard window (see Figure 13a) opens automatically. Select the *Assignment* tab to open the **Selection** window (see Figure 13b).

Figure 13. Assignment Session Dashboard Window
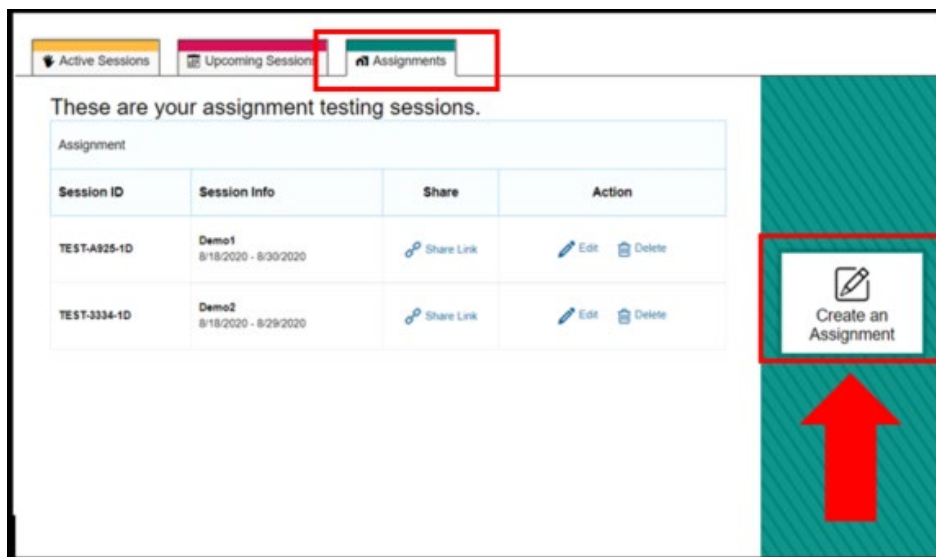
Figure 13b. Selection Window
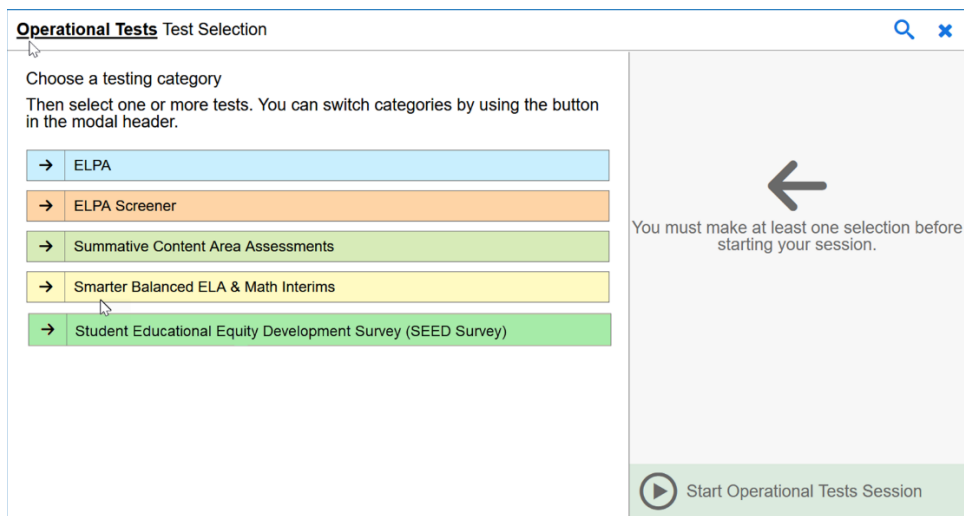
2. **From the list of color-coded categories, select the category from which you wish to include.** This will display the options or option groups available for that category (see Figure 14).

Figure 14. Selection Window: Category Subgroups

Optional: Expand the SEED Survey group to view the constituent surveys. All groups and sub-groups appear collapsed by default and you may have to expand the group to view individual surveys.

– *To expand a survey group, select* ➕ *(or **Expand All**).*

– *To collapse an expanded survey group, select* ➖ *(or **Collapse All**).*

– *To expand or collapse all the groups within a category simultaneously, select* ⤢ *.*

3. **To select the survey you wish to administer, do one of the following**:

– To select individual surveys, mark the checkbox for each survey you want to include.

- To select all the surveys in a group, mark the checkbox for that group.

Once selected, surveys are displayed under their respective categories in the right-hand side panel of the **Selection** window. If viewing on a smaller screen, the survey selection count is displayed at the bottom of the **Test Selection** window. To expand the selected surveys section, select ⊙.

Optional: If you need to remove selected tests, do one of the following:

- *To remove an individual surveys, select ⊗ for each survey you want to remove.*
- *To remove all the selected surveys, select **Clear All**.*

4. **Using the radial button select the *Session Type* for the survey administration format:** In Person or Remote.

5. **Once the survey has been selected, select *Create an Assignment*.** The button becomes active after you have selected a survey.

6. **Assignment Administration:** In addition to the Session ID, a remote URL web address will appears on the TA Site (see Figure 15). Provide the URL link to your students.

Figure 15. Session ID and Remote URL
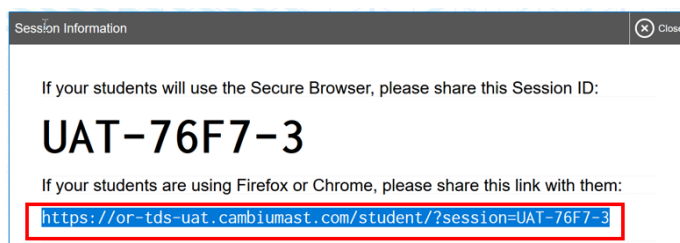
Approving Students for an Assignment Survey

Once the TA has created an Assignment the survey will become available for student access on the start date of the assignment window. Students will use the same sign in approach for accessing the Survey Assignment as they would for either in-person or remote participation. The assignment feature will automatically approve students to begin their survey once they have logged into the system.

- *It is important that the TA reviews any survey settings or accommodations for students prior to the start date of the Survey Assignment. Editable settings must be updated by the TA in TIDE.*

How Students Sign in to Complete Surveys

This section describes the student sign-in process for the Student Testing Site that students follow when starting a new survey or resuming a paused survey. It also describes how students can view stimuli, respond to questions, pause a survey, review previously answered questions, and submit a survey.

How Students Sign in and Select Surveys

In-Person Administration: For sessions created in the TA Interface for in-person administration, students sign in to the Student Testing Site on the Secure Browser.

Remote Administration: For sessions created in the TA Interface for remote administration, students sign in to the Student Testing Site using either the Secure Browser or using the remote URL web address.

How to Sign in to the Secure Browser or Remote URL

1. **For *In-Person Administration* launch the Secure Browser on the student's device. For *Remote Administration* students will enter or copy and paste the URL in the web browser address bar on the student's device.** The ***Student Sign-In*** page appears.

   NOTE: It is recommended students log into the remote URL using either a Firefox or Chrome browser.

2. **Next, students enter the following information:**
   a. In the *First Name* and *SSID* fields, students enter their first name and SSID as they appear in TIDE.
   b. In the *Session ID* field, students enter the Session ID as it appears on the TA Site.

Figure 16. Student Testing Site Student Sign-In Page

3. ***Optional***: Students can read or listen to page directions, such as how to sign in to the Student Testing Site, if available:

a. Students select ➕ to expand the Text-To-Speech card (see Figure 14), which appears on the **Student Sign-In** page and all consecutive pages prior to the survey item pages. The Text-To-Speech card expands to display instructions pertaining to the page (see Figure 15).

Figure 17. Text-to-Speech Card

b. Students can read the text or select 🔊 to hear the instructions.

Figure 18. Page Directions Message
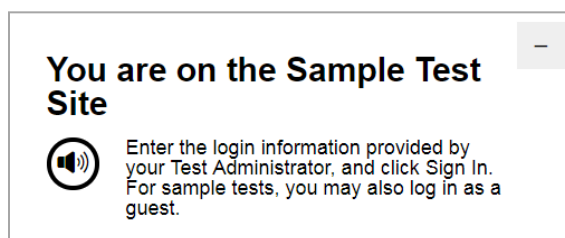
4. **Students select *Sign In*. The *Is This You?* page appears.**

Verifying Student Information

After signing in to the Student Testing Site, students must verify their personal information on the **Is This You?** page.

- If all the information on the **Is This You?** page is correct, the student selects **Yes** to proceed.
- If any of the information is incorrect, the student must select **No**.

You must notify the appropriate school personnel that the student's information is incorrect. Incorrect student demographic information must be updated before the student begins.

Figure 19. Is This You? Page

How to Select the Survey

Students can select their survey from the *Your Tests* page that appears after students verify their personal information. Students can only select surveys that are included in the session and still need to be completed.

1. From the *Your Tests Page* that lists a student's eligible options will appear for students to select.

    –

Figure 20. Your Tests Page
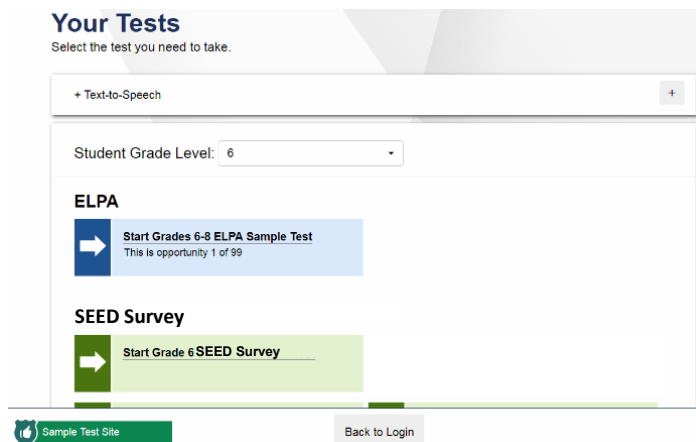
2. The student's request is sent to the TA for approval and the student is taken to the *Waiting for Approval* page. After you approve the student, the student can proceed to the next step:

    – If starting a new survey, a student must complete the login process before beginning.

    – If resuming a paused survey, the student will be directly taken to the survey page where the student stopped the survey based on the applicable pause rules.

Figure 21. Waiting for Approval Page
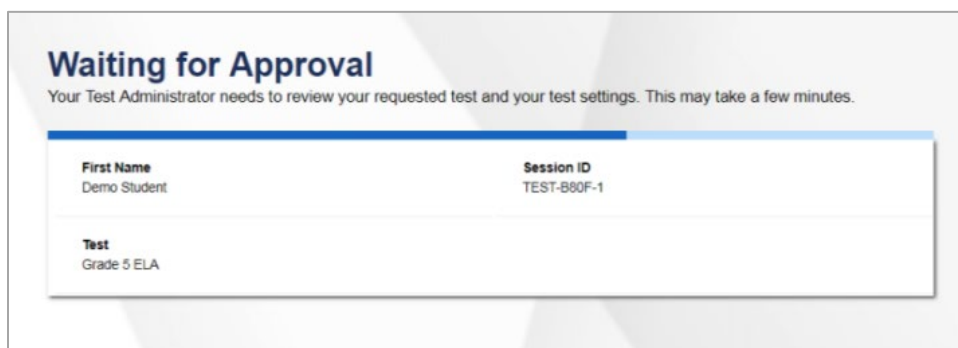
Please note that once the TA approves the survey, the survey content will be displayed to the student in the language specified for the student's survey.

How to Check Text-To-Speech Functionality

The *Text-to-Speech Sound Check* panel appears for all students as the text-to-speech (TTS) setting is available as the default support for the SEED Survey. Students can only use TTS within the Secure Browser, a supported Chrome or Firefox browser.

If TTS does not work, students should log out. You can work with students to adjust their audio or headset settings or move them to another device.
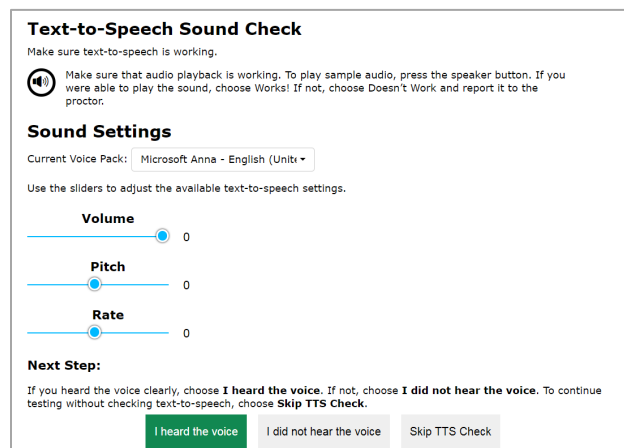
- From the *Text-to-Speech Sound Check* panel, students select 🔊 and listen to the audio.
  - If the voice is clearly audible, students select **I heard the voice**. A green check appears at the upper-right corner of the panel and students can proceed to the next functionality check.
  - If the voice is not clearly audible, students adjust the settings using the sliders and select 🔊 to listen to the audio again.

Figure 22. Text-to-Speech Sound Check Panel

Text-to-Speech Sound Check
Make sure text-to-speech is working.

🔊 Make sure that audio playback is working. To play sample audio, press the speaker button. If you were able to play the sound, choose Works! If not, choose Doesn't Work and report it to the proctor.

Sound Settings
Current Voice Pack: Microsoft Anna - English (Unite ▾

Use the sliders to adjust the available text-to-speech settings.

Volume ● 0

Pitch ● 0

Rate ● 0

Next Step:
If you heard the voice clearly, choose **I heard the voice**. If not, choose **I did not hear the voice**. To continue testing without checking text-to-speech, choose **Skip TTS Check**.

[I heard the voice] [I did not hear the voice] [Skip TTS Check]

  - If students still cannot hear the voice clearly, they select **I did not hear the voice** to open the *Audio Check* panel.
    - Students can select **Try Again** to return to the *Text-to-Speech Sound Check* panel and retry or log out 🔄 and ask for support from the TA.

Figure 23. Audio Check Panel

Audio Check
Make sure your device is not muted, and try adjusting the available text-to-speech settings. If this does not fix the issue, please tell your Test Administrator that text-to-speech is not working on your device.

Next Step:
To check your text-to-speech settings again, choose **Try Again**. If your Test Administrator tells you to log out, choose **Log Out**. To continue testing without checking text-to-speech, choose **Continue**.

[Try Again] [Continue]

    - Students can select **Continue** to skip verifying the text-to-speech functionality. Students can also do this from the *Text-to-Speech Sound Check* panel by selecting **Skip TTS Check**.

How Students Navigate the Student Site

A survey page can include the following sections:

How to Navigate between Items

- Some survey pages may have only one question and others may have more or may consist of multiple parts that students must answer.
    - After students respond to all the questions on a page, they select **Next** in the upper-left corner to proceed to the next page.
    - To navigate to a previous question in a survey, students select **Back**.

Figure 24. Navigation Buttons
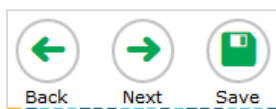
How to Pause Surveys

Students can pause the survey at any time. Pausing a survey logs the student out. To resume, students must repeat the sign-in process.

- To pause a survey, students select **Pause** in the global menu and then select **Yes** in the confirmation message that appears.

If students are working on Chromebooks, please ensure that they pause the survey before closing the lid of the Chromebook. If the lid is closed before the survey pauses, whoever opens the Chromebook next will be able to see the last question that the student was viewing (and any response they entered).

How to Use the Text-To-Speech Tool

Students with TTS can listen to questions, and answer options using the TTS options available in the selected element's context menu. A survey may include text that is not permissible to be read aloud. This text will be skipped when using TTS. Students may also listen to their responses to constructed-response items.

If a student is using Text-to-Speech Tracking, the words become highlighted as they are read aloud. TTS is only available when using the Secure Browser or a supported Chrome or Firefox browser.

Figure 25. TTS Options for Questions
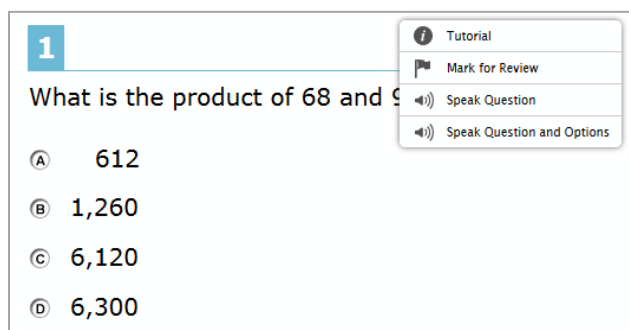
How Students Complete a Survey

After students have completed their survey, they need to submit their survey.

How to Submit a Survey

To complete the survey process, students must submit their surveys when they are done answering questions.

Please note that once students submit their surveys, they cannot return to the survey or modify answers.

1. Students select **End Test** in the upper-left corner, which appears after students respond to the last question. A confirmation message appears.

Figure 26. Global Menu with End Test Button

2. Students select **Yes**. The *End Test* page appears, allowing students to review answers and submit the survey.

   – A flag 🚩 icon appears for any questions marked for review. A warning 🔺 icon appears for any unanswered questions.

Figure 27. End Test Page
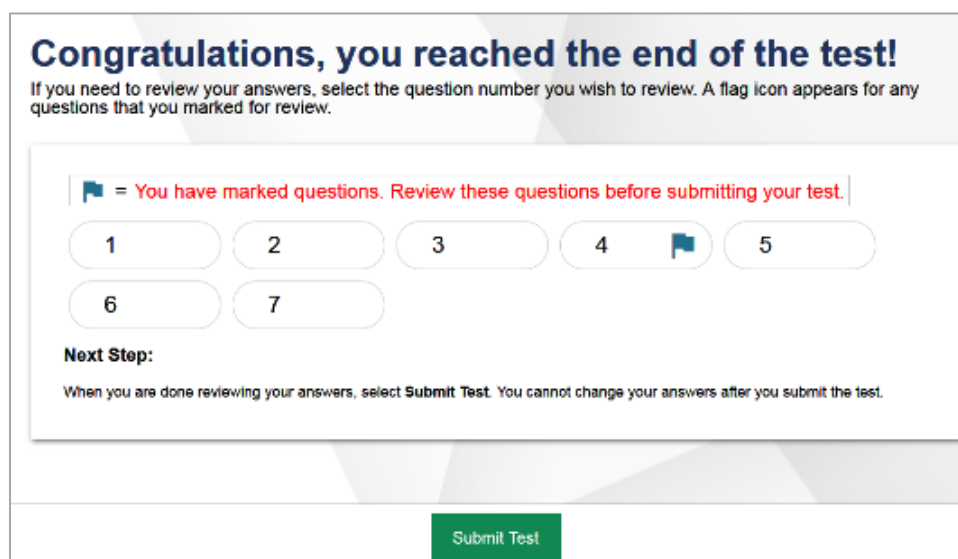
3. *Optional*: To review previous answers, students select a question number. Students can also select a cover page icon to navigate to a specific cover page. When done reviewing, they can return to the *End Test* page by selecting **End Test** again.

4. To submit the survey, students select **Submit Test**, then select **Yes** in the confirmation message that

appears. The *Your Results* page appears displaying the student's name, the survey name, and the completion date.

5. To exit the Student Testing Site, students select **Log Out,** and then close the Secure Browser.

Appendix

SEED Survey Accesibility Guide

Embedded Universal Supports

Accessibility Supports for SEED Survey	
Universal Tool	**Description**
Digital notepad	This tool is used for making notes about an item. The digital notepad is item-specific and is available through the end of the session. Notes are not saved when the student takes a break of more than 20 minutes.
Highlighter	A digital tool for marking desired text, item questions, item answers, or parts of these with a color. Highlighted text remains available throughout each session.
Keyboard navigation	Navigation throughout text can be accomplished by using a keyboard instead of a mouse.
Line reader	Students with attention difficulties or reading disabilities may need assistance with tracking where they are reading. The student uses this onscreen tool to assist in reading by raising and lowering the tool for each line of text on the screen. Allows a student to highlight an individual line of text in a passage or question while applying dark shading to the background.
Mark for review	Allows students to flag items for future review during the Survey. Markings are not saved after a break of more than 20 minutes. Note: students must still choose a response for each item (even if that response is "Skip Item" before moving on to the next.
Mouse Pointer	Sets the mouse pointer at a slightly larger size to provide enhanced visibility. Students who are visually impaired and need additional enlargement or a mouse in a different color to more readily find their mouse pointer on the screen will benefit from the Mouse Pointer support. Students who have visual perception challenges will also find this beneficial. Students should have ample opportunity to practice during daily instruction with the size and color to determine student preference.
Response Recovery	Allows student to view and restore responses they previously entered for an open-response question during the same session. Previous versions do not persist across logout/resume, even within the 20 minute pause rule period.
Strikethrough	Allows users to cross out answer options.

Accessibility Supports for SEED Survey	
Universal Tool	**Description**
Text-to-Speech (TTS)	Text is read aloud to the student via embedded text-to-speech technology, including the student's written responses to text response items. The student is able to control the speed as well as raise or lower the volume of the voice via a volume control.
TTS Tracking	When TTS is turned on, the words are highlighted as they are read aloud.
Zoom	A tool for making text or other graphics in a window or frame appear larger on the screen. The default font size for all is 14 pt. The student can make text and graphics larger by clicking the *Zoom In* button. The student can click the *Zoom Out* button to return to the default or smaller print size. When using the zoom feature, the student only changes the size of text and graphics on the current screen. The use of this Universal Tool may result in the student needing additional overall time to complete the Survey.

Non-embedded Universal Tools

Accessibility Supports for SEED Survey	
Universal Tool	**Description**
Auditory amplification devices, hearing aids, external speakers, noise buffers	The student adjusts the volume control beyond the computer's built in settings using headphones or other non-embedded devices. Students may use amplification assistive technology (e.g., headphones, FM System, noise buffers, white noise machines) to increase the volume provided in the Survey platform. Use of this resource may require a separate setting.
Breaks	Sometimes students are allowed to take breaks when individually needed to reduce cognitive fatigue when they experience heavy cognitive demands. The use of this universal tool may result in the student needing additional overall time to complete the Survey.
Highlighter	A tool for marking desired text, item questions, item answers, or parts of these on a printed stimulus or item with a color.
Marker, pen, and pencil	Any support items that students use to identify critical information or record notes are allowed.
Response aids (e.g., adaptive pencils, key guards, and skins)	A tool for use on printed items.

Accessibility Supports for SEED Survey	
Universal Tool	**Description**
Scratch paper	Scratch paper (any color and blank) to make notes, write computations, or record responses may be made available. A whiteboard with marker may be used as scratch paper. Assistive technology devices, including low-tech assistive technology (Math Window), are permitted to make notes. The assistive technology device needs to be consistent with the child's IEP or 504 plan. Access to internet must be disabled on assistive technology devices.

Embedded Designated Supports

Accessibility Supports for SEED Survey		
Designated Support	**Description**	**Recommendations for Use**
Color choices	This is the color combination applied to a student's Survey. This setting is designed to help students who experience difficulties that are associated with the contrast or lighting of the screen. The color option that will work best is specific to each student. Color choices available for the SEED Survey include: Black on Blue, Reverse Contrast, Black on Rose, Black on Yellow, and Medium Gray on Light Gray.	Students with attention difficulties, visual impairments or other print disabilities, (including learning disabilities), may need this support for viewing Survey content. Choice of colors should be informed by evidence that color selections meet the student's needs.
Masking	Masking involves blocking off content that is not of immediate need or that may be distracting to the student, including individual answer options and navigational buttons and menus. Masking helps students to focus their attention on a specific part of a Survey item.	Students with attention difficulties may need to mask content not of immediate need or that may be distracting during the Survey. This support also may be needed by students with print disabilities (including learning disabilities) or visual impairments.
Print on request	Paper copies of Survey items are printed for students, with the Black and White color choice only. Survey content of online items may be printed with different colors of paper. Choice of colors should be informed by evidence of those colors that meet the student's needs.	Some students with disabilities, including visual impairments or other print disabilities, may need paper copies of their Survey content. A very small percentage of students should need this support. The use of this support may result in the student needing additional time to complete the Survey.

Accessibility Supports for SEED Survey		
Designated Support	**Description**	**Recommendations for Use**
Print size	To increase the default print size of the entire Survey, the print size must be set for the student in the Test Information Distribution Engine (TIDE) or set by the Survey administrator **prior to the start of the Survey**.	For students with visual impairments.
Presentation (Toggled Spanish/ English Translation)	Toggled translations are a support that provide a full translation of each English item into Spanish with the touch of a button on the student interface. All navigation and embedded tool controls are presented in Spanish.	For students whose primary language is Spanish and who use dual language supports in the classroom, use of the dual language translation may be appropriate. Students participate in the Survey regardless of the language. This support will increase reading load and cognitive load. The use of this support may result in the student needing additional overall time to complete the Survey.

Non-Embedded Designated Supports

Accessibility Supports for SEED Survey		
Designated Support	**Description**	**Recommendations for Use**
Color overlays	Color transparencies are placed over printed Survey materials.	Students with attention difficulties, visual impairments, or other print disabilities (including learning disabilities), may need this support to view Survey content. Choice of color should be informed by evidence of those colors that meet the student's needs.

Appendix

Accessibility Supports for SEED Survey		
Designated Support	**Description**	**Recommendations for Use**
Human-based read aloud	Survey and response choices are read aloud to the student by a human reader.	Students who are struggling readers may need assistance accessing the Survey by having all or portions of the Survey read aloud. Students with reading-related disabilities, or students who are blind and do not yet have adequate Braille skills may also need this support. A student should have the option of asking a reader to slow down or repeat text. The use of this support may result in the student needing additional overall time to complete the Survey and/or the use of a separate setting.
Medical device	Students may have access to an electronic device for medical purposes (e.g., Glucose Monitor). The device may include a cell phone or smart watch, and should only support the student during administration for medical reasons.	Educators should follow local policies regarding medical devices and ensure students' health is the highest priority.
Scribe	Students dictate their responses to a human who records verbatim what the student dictates.	Students who have documented significant motor or processing difficulties, or who have had a recent injury (such as a broken hand or arm) that make it difficult to produce responses may need to dictate their responses to a human, who then records the students' responses verbatim. The use of this support may result in the student needing additional overall time to complete the Survey.

Accessibility Supports for SEED Survey		
Designated Support	**Description**	**Recommendations for Use**
Separate setting	Students who are easily distracted (or may distract others) in the presence of other students, for example, may need an alternate location to be able to take the Survey (for instance, administer at time of day most beneficial to student, student needs to read aloud or sub-vocalize text, student retells reading passage in own words before responding to items).	The separate setting may be in a different room that allows them to work individually or among a smaller group, or in the same room but in a specific location (for example, away from windows, doors, or pencil sharpeners, in a study carrel, near the teacher's desk, or in the front of a classroom). Some students may benefit from being in an environment that allows for movement, such as being able to walk around. In some instances, students may need to interact with instructional or Survey content outside of school, such as in a hospital or their home. Separate setting covers all environmental modifications, not just the physical location of administration. For example, a student may need the emotional support of a comfort object, such as a stuffed animal or blanket.
Student retells stimulus or items in their own words before responding	Students may retell a story or Survey item to a trained staff member.	When a student vocalizes to a listener, the listener is to remain neutral and may provide no feedback or indication or correctness or incorrectness on the student's part. Survey administrators and others supporting a student's Survey taking must be neutral in responding to the student during the Survey administration.

Accessibility Supports for SEED Survey		
Designated Support	**Description**	**Recommendations for Use**
Support physical position of student (e.g., preferential seating, special lighting, increase/decrease opportunity for movement, provide position assistance, provide adaptive equipment/furniture)	A student who needs physical support to access the computer monitor, keyboard or Survey materials may be supported using appropriate devices as used in the classroom (preferential seating, special lighting, increase/decrease opportunity for movement, provide position assistance, provide adaptive equipment/furniture. These examples do not constitute an exhaustive list. If additional physical supports and strategies are written into the student's IEP, they may also be incorporated into the Survey in keeping with guidance provided here.	If additional physical supports and strategies are written into the student's IEP, they may also be incorporated into the Survey in keeping with guidance provided here.
Transcribe symbols or numerals	The Survey administrator may write symbols and/or numerals as they appear in the SEED Survey in order to enlarge them and make them visually accessible. The entire formula or statement should be duplicated so that the context remains intact.	The entire formula or statement should be duplicated so that the context remains intact.
Use of projection devices	Use of projection device to enlarge image of item by projecting it onto a wall or screen.	This designated support is consistent with the existing allowance for visual magnification devices.
Use of sensory supports or interventions to allow students to attend to task	Sensory technique should reflect the student's typical sensory routines. Sensory techniques (such as weight belts) are to be used as an overall support for a student's interaction with the Survey as a whole. If additional sensory techniques are written into the student's IEP and used during instruction, they may also be incorporated in keeping with guidance provided here.	

Accessibility Supports for SEED Survey		
Designated Support	**Description**	**Recommendations for Use**
Visual magnification devices or software	A student may use any visual magnification device for the SEED Survey.	This use is intended to allow access to functions specific to the enlargement of text and/or to ensure access to text by altering color or contrast features. ODE will not make application changes based on specific local software or hardware requirements.

Embedded Accommodations

Accessibility Supports for SEED Survey		
Accommodation	**Description**	**Recommendations for Use**
Accommodations Flag	All accommodations must be turned on in TIDE prior to the start of the Survey. This field records the use of any embedded or non-embedded accommodation during a session, as prescribed in the IEP or 504 plan.	
American Sign Language (ASL)	Allows students to view a video with a signed translation of the passage or question. Available for all items on the SEED Survey.	Students whose IEP or 504 Plan designates ASL for assessment should receive this support.
Braille	The SEED Survey is available to students who use embossed Braille or refreshable Braille displays.	For students receiving an Online Braille accommodation, Survey administrators and Survey-readers should consult the student's IEP team for additional guidance. DTC's manage the Braille administration in conjunction with the Itinerant Teachers for students with visual impairments. TA's who will administer through the Braille Interface must receive additional specialized training from ODE or its designee. Districts should contact the Teacher of the Visually Impaired assigned to that student if they have questions regarding the administration of the online Braille Interface, or contact the OSAS Helpdesk at

		osashelpdesk@cambiumassessment.com or 1-866-509-6257.
Emboss	Only available when Presentation is set to Braille. This setting gives the option to have the item sent to the TA to be embossed. Not available on the section break pages on the SEED Survey.	
Emboss Request Type	Only available when Presentation is set to Braille. This setting manages whether emboss print requests should be sent manually item by item, or whether the emboss print requests should be sent automatically by the system for every item on the Survey.	
Permissive Mode	Permissive mode is an accessibility support option that allows students to use accessibility software while using the secure browser.	
Streamlined Interface Mode	Allows the student to view the Survey page content vertically.	This layout makes the Survey page more accessible for students using screen readers or other assistive devices. This is the default layout when Presentation is Braille.

Non-embedded Accommodations

Accessibility Supports for Science Survey		
Accommodation	**Description**	**Recommendations for Use**
Alternate response options (Requires "Permissive Mode" to be enabled via TIDE)	Alternate response options include but are not limited to adapted keyboards, large keyboards, StickyKeys, MouseKeys, FilterKeys, adapted mouse, touch screen, head wand, and switches. Students may use any assistive technology device that serves as their primary verbal or written communication mode (e.g., word processing, typewriter, adaptive keyboard, or other assistive technology).	Technology assisted writing is an accommodation if the following features are disengaged: • Formatting • Grammar check • Word prediction A student may use any technology device that serves as their primary mode of written communication.

Appendix

Signed interpretation	Directions that are not linked to a specific item, items, stimuli, and response choices may be signed* (by a qualified signed Survey interpreter) to the student using the sign modality that is most familiar to the student. *Cf. Appendix A: Guidelines for Signed Interpretation Support	