LAS Links Read Aloud Accommodation for the Reading Domain Guidelines

What is the LAS Links Read Aloud Accommodation for the Reading Domain?

This accommodation is **only** available for students who are dually identified as English learners/multilingual learners (ELs/MLs) with a finalized Individualized Education Program (IEP) or Section 504 Plan. Specifically, this accommodation is for a student who is blind or has a documented print disability and cannot access embedded text-to-speech (TTS) through the online test platform.

What is a Human Reader?

The trained, qualified text reader is an adult employed by the district who has read these guidelines and agreed to the security/confidentiality protocol prior to test administration.

This security protocol must be signed by the human reader and maintained locally.

A human reader is, as previously mentioned, trained and qualified to read the Reading Domain content to the eligible student in English in an individual setting.

The student depends on the test reader to read the test items in English accurately, pronounce words correctly, and speak in a clear voice throughout the test. The guiding principle in reading aloud is to ensure that the student has access to test content.

How does a teacher qualify to be a Human Reader for the LAS Links Reading Domain?

- The test reader should be an adult who is familiar with the student, and who is typically responsible for providing this support during educational instruction and assessments.
- Test readers must be trained in the administration of the assessment in accordance with district policy and familiar with the terminology specific to the test content and related conventions for standard oral communication.
- Test readers must be trained in LAS Links test administration and security policies and procedures.
- Test readers must read and sign a test security/confidentiality agreement prior to test administration.
- Test readers should be aware of and familiar with all additional accommodations provided to a student in accordance with the student's IEP or Section 504 plan.

How is the Read Aloud Accommodation for the LAS Links Reading Domain provided?
- The LAS Links Read Aloud Accommodation for the Reading Domain **must be** provided in a separate setting so as not to interfere with the instruction or assessment of other students.
- The reader will read each item exactly as written and as clearly as possible in English.
- Throughout the assessment, the reader will strive to communicate in a neutral tone and maintain a neutral facial expression and posture.
- The human reader will avoid gesturing, head movements, or any verbal or non-verbal emphasis on words not otherwise emphasized in text.
- The human reader will avoid conversing with the student about test items as this is a violation of test security; but will respond to the student's questions by repeating the item, words, or instructions verbatim as needed.
- When providing this accommodation, the human reader will not paraphrase, interpret, define, or translate any items, words, or instructions as these also a violation of test security.
- The human reader will adjust their reading speed and volume if requested by the student.
- The human reader must not discuss any portion of the test with others.

How does a Human Reader read passages?
- The reader will read the reading content from the student's computer screen in its entirety as punctuated (e.g., pauses at periods and commas; raised intonation for questions). Do not verbalize punctuation marks other than ellipses and quotation marks as noted below.
- If the student requires or asks for a specific section of the passage to be re-read with the punctuation indicated, the test reader should re-read those specific lines within the passage and indicate all punctuation found within those lines as many times as requested by the student.
- When a test item refers to particular lines of a passage, the reader will read the lines referenced as though they are part of the item.

How are conventions read?
- **Punctuation:** Read all text as punctuated, unless reading the text compromises the construct being measured.
- **Ellipses:** When an ellipsis is used to signify missing text in a sentence, pause briefly, and read as "dot, dot, dot."
- **Quotations:** Quotation marks should be verbalized as "quote" and "end quote" at the beginning and end of quoted material, respectively.
- **Emphasis**: When words are printed in boldface, italics, or capitals, tell the student that the words are printed that way. In order not to provide an unfair advantage to students receiving this support, test readers should be cautious not to emphasize words not already emphasized in print. Emphasis is appropriate when italics, underlining, or bold is used in the prompt, items, or answers.
- **Misspellings:** In some cases, a test item may present a word or phrase that is intentionally misspelled as part of the assessment. In these instances, the student is required to respond in a specific way. When presented with intentionally misspelled words test readers should not attempt to read the word(s) aloud as pronunciation is somewhat subjective.

How are images, diagrams, or graphics read?
- Before describing an image or graphic, the test reader should determine whether the details of the picture are necessary to understanding and responding to the item(s). In many cases, an image or graphic will be used to accompany a passage or reading excerpt as a piece of visual interest that is not essential in responding to the item. Typically, diagrams are imperative to student understanding and should be read in a logical order.
- Describe the image/graphic/diagram as concisely as possible following a logical progression. Focus on providing necessary information and ignoring the superfluous. Use grade-appropriate language when describing the image/graphic/diagram.
- Read the title or caption, if available.
- Any text that appears in the body of the image/graphic/diagram may be read to a student. Read text in images/graphics/diagrams in the order most suited for the student's needs. Typically, the reader should move top to bottom, left to right, in a clockwise direction, or general to specific in accordance with teaching practices.

How are tables read?
- Read the title.
- Describe the number of columns and rows.
- Read each column/row headings.
- Read cell values (only as directional language for the first one).

Example: How to read a table
Table: Results from School Walk-a-Thon

Number of Students	Number of Miles Walked
30	112
46	214
37	98
41	189

"The title of the table is Results from School Walk-a-Thon. The table has 2 columns and 4 rows. From left to right, the column headings read Number of Students, Number of Miles Walked. From left to right the first row reads thirty, one hundred twelve. The second row reads forty-six, two hundred fourteen. The third row reads thirty-seven, ninety-eight. The fourth row reads forty-one, one hundred eighty-nine.

Please provide this signed agreement below to the English Learner Assessment Coordinator (ELAC) for documentation purposes **prior** to testing. Signed forms should be maintained locally with the student's record.

LAS Links Read Aloud Accommodation: Security/Confidentiality Agreement

A human reader for the LAS Links Read Aloud Accommodation for the Reading Domain is a trained, qualified adult employed by the district who has read these guidelines and agreed to the security/confidentiality protocol prior to test administration. This security protocol must be signed by the human reader and maintained locally. The human reader reads the content of the Reading Domain to the eligible student in an individual setting. The student depends on the human reader to read the test items in English accurately, pronounce words correctly, and speak in a clear voice throughout the test session.

The guiding principle in the LAS Links Read Aloud Accommodation is to ensure that the student has access to test content.

Verification:
By signing my name below, I verify that I have read and understand my responsibilities as a test reader as described in the LAS Links Read Aloud Accommodation for the Reading Domain Guidelines.

Human Reader/Teacher
*Name:*_____   _____
                    (Please Print)   *Telephone Number:*
Human Reader/Teacher
Signature: _____   *Email:*_____

English Learner Assessment Coordinator (ELAC)
Name: _____   _____
                    (Please Print)   *Telephone Number:*
English Learner Assessment Coordinator (ELAC)
*Signature:*_____   *Email:*_____

Signed forms should be maintained locally with the student's record.