

# Standards Test Student Registration, Adaptations and Exemptions

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## Student Registration

- Mandatory for all students enrolled in the Grade 12 *Français langue première, 40S : Langue et communication* course:
  - in public schools and funded independent schools;
  - in institutional programs;
  - in adult learning centres;
  - in student exchange program where students are seeking Manitoba Grade 12 credits for official transcript purposes.
- Test administration adaptations and student exemptions may be granted.
- Time of registration: end of September (1<sup>st</sup> semester) and end of February (2<sup>nd</sup> semester).
- Schools register students using a web application.

## Test Administration Adaptations

- Requests for adaptations are made at the time of registration when entering student data using the web application.
- Adaptations must be requested separately for each student for each test.
- Adaptations requested should parallel, as much as possible, any school adaptations that are used on an ongoing basis to assist the student during instruction and assessment activities provided that such adaptations do not jeopardize the validity of the test or create inequities in test administration procedures.
- Adaptation requests made on behalf of a student must be made with the full knowledge of parents/legal guardians or the student if he/she has reached the age of majority.

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- All adaptation requests require departmental approval. Schools are informed of the Department's decision in writing, with the following information:
  - whether the request has been approved;
  - if approved, any implications for test administration and marking.

A student may be granted one or more of the following adaptations, provided that the adaptations do not affect the validity of the test.

## **Use of a computer or Braille writing device (Code 101)**

- The use of a computer may be granted under the following conditions:
  - spell check and/or grammar check are disabled
  - work is saved on a removable memory device at the end of each test session and left with the supervising teacher
  - work saved on the hard drive must be deleted
  - a printed copy of the students' answers must accompany the test booklets

## **Specially printed assessment instruments (Code 102)**

- Braille and large-print versions of the test can be provided by the Department upon request. Please identify the required format in the request.

## **Additional time (Code 103)**

- The total time should not exceed twice the scheduled time for any session.
- Continuous supervision is required during the extended periods.

## **Supervised breaks/increased number and shorter sessions (Code 104)**

- Each session must be continuously supervised.
- In addition, in school divisions where required, test booklets must be sent to the local marking site by 4:00 p.m. on the last day of the test.

## **Alternative settings outside the classroom with continuous supervision (Code 105)**

- A student may write the test in another location within the school.
- The student **must** be continuously supervised by a teacher or a paraprofessional who is familiar with all of the testing procedures.

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## American Sign Language (ASL) (Code 106)

- Certified American Sign Language interpreters should be used to assist students who rely upon ASL as a primary means of communication.
- In any situation involving an ASL interpreter, it is expected that
  - cross-cultural interpretation will not include asking leading questions
  - suggestions or explanations will not be provided to the student
  - spelling, punctuation and grammar will be the responsibility of the student

## Reading aloud outside the classroom (Code 108)

- This adaptation is available **only** to students with a **diagnosed** reading disorder or visual impairment that interferes with the ability to decode/read written text, and who routinely receive this adaptation in the classroom. When requesting this adaptation, indicate whether the diagnosis was made by a physician or clinician (e.g., reading clinician, psychologist).
- Students who are granted this adaptation **must be accommodated in another room**. The test instructions and/or test tasks and/or texts will be read aloud to the student by a supervising teacher or a paraprofessional. The supervisor will not be allowed to provide clarification, interpretation, rephrasing, or translation.

## Scribe (Code 109)

- This adaptation allows for writing assistance for a student
  - who experiences difficulty with fine motor coordination
  - who has other physical disabilities resulting in illegible handwriting
  - whose disability inhibits the physical ability of writing
- It is intended for students who normally require a scribe in the classroom or who have recently been incapacitated. Students who are granted this adaptation **must be accommodated in another room**.
- The scribe is allowed during all sections of the test. The scribe must write exactly what the student offers. The scribe may reread the student's response to the student. Only the student may edit or rephrase responses.
- **Please note the following implications for marking:** For the writing task, all components of the *Respect des règles de la langue* category with the exception of *grammaire* and *orthographe* will be assessed.

## Other adaptation (Code 199)

Please provide a detailed description of the adaptation and an explanation of why it is requested.

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## Student Exemptions

- Exemptions must be submitted at the time of student registration using the web application.
- Exemptions must be determined on an individual student basis and for each test separately. The decision to grant or request an exemption should be made with the full knowledge and signed consent of the student's parents/legal guardians, or the student if he/she has reached the age of majority.
- Documentation regarding exemptions should be kept in students' cumulative files and should be available to the Department upon request.

- Departmental approval is not required for exemptions under the two categories below:

**Emotional/psychological condition or circumstance** (Code 60)

Student has an emotional or psychological condition or there are circumstances causing emotional or psychological problems.

***Francisation – élève parlant peu ou pas français*** (Code 63)

Student is enrolled in *Francisation* and speaks little or no French.

- Departmental approval is required for all other exemptions under the category below:

**Other reason** (Code 69)

Other reasons specific to the standards test and based on special needs (e.g., auditory impairment, visual impairment, physical disability) for which an adaptation is not available for the standards test. The reason provided must be detailed enough for the Department to evaluate the request. Schools are informed of the Department's decision in writing.

Note: Standards tests do not apply to students in a 40M or 40L course; therefore, exemptions do not apply to these students.