

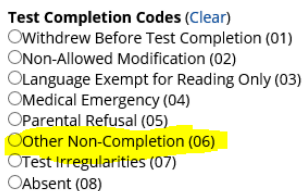
## MISSING STUDENT ACCOMMODATIONS OR INCORRECT LANGUAGE VERSION OF THE SPRING 2017 SBA SCIENCE CBT TEST

PED and Measured Progress have had reports of students beginning an SBA Science CBT test without his/her accommodations being present as well as students beginning an English version of the SBA Science CBT test when they were supposed to take the Spanish version of the test. Please see how to handle these situations below.

1. If the student has completed **one session or less** without the proper accommodations:  
**OR**

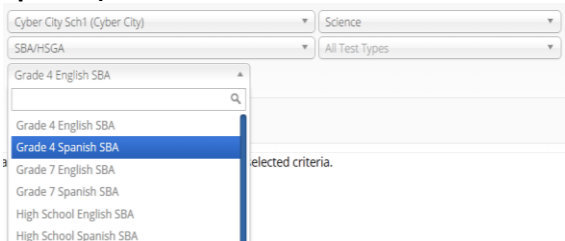
If the student has completed **one session or less** in the incorrect test language:

- a. Have student log out of the iTester and go back to class.
- b. In the SBA Admin Portal:
  - i. Find the Test Session and click **View Details/Student Logins**.
  - ii. Click **Test Report Codes** on the student's or students' row(s).
  - iii. Check **Other Non-Completion (06)** and then **Close**.



Close

- iv. Click Students and **Edit** on the student's or students' row(s).
- v. Click the **Accommodations** tab, click the **accommodation(s)** that were missing, click **Save**  
*{You will skip this step for the incorrect language issue}*
- vi. Create a new class with affected student(s)
- vii. Schedule a new test session selecting the **'correct' grade and language (English or Spanish)**



- c. Complete and submit a [Testing Irregularities Reporting Form](#)

2. If the student(s) took **more than one session** without the proper accommodations:  
**OR**

If the student took **more than one session** in the incorrect test language:

- a. Have the student complete the remainder of the test without the accommodation. **OR** have the student complete the remainder of the English test. *{In the case of incorrect language}*
- b. At the completion of testing, interview the student to determine whether the lack of the accommodation prevented student from performing to his/her true ability.
- c. Complete and submit a [Testing Irregularities Reporting Form](#), and be sure to include the recommendation from the district/school on whether or not to invalidate the test."