

# MISSING STUDENT ACCOMMODATIONS OR INCORRECT LANGUAGE VERSION OF THE SPRING 2019 SCIENCE SBA CBT

PED and Measured Progress have had reports of students beginning the Science SBA CBT test without their accommodations being present as well as students beginning an English version of the Science SBA 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**.

The screenshot shows a 'Test Completion Codes' selection window. It contains a list of radio button options: 'Withdraw Before Test Completion (01)', 'Non-Allowed Modification (02)', 'Language Exempt for Reading Only (03)', 'Medical Emergency (04)', 'Parental Refusal (05)', 'Other Non-Completion (06)', 'Test Irregularities (07)', and 'Absent (08)'. The 'Other Non-Completion (06)' option is highlighted with a yellow background. Below the list is a 'Close' button.

- 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)**.

The screenshot shows a dropdown menu in the SBA Admin Portal. The menu is open, showing a search bar and a list of test sessions. The selected criteria are 'Cyber City Sch1 (Cyber City)', 'Science', 'SBA/HSGA', and 'All Test Types'. The dropdown list includes: 'Grade 4 English SBA', 'Grade 4 Spanish SBA', 'Grade 7 English SBA', 'Grade 7 Spanish SBA', 'High School English SBA', and 'High School Spanish SBA'. The 'Grade 4 Spanish SBA' option is highlighted in blue.

- c. Complete and submit a [Testing Irregularities Reporting Form](#) to PED.
- d. Click on the **"Invalidate"** flag. This will ensure that this test is 'voided' for the student.

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](#) to PED, and be sure to include the recommendation from the district/school on whether or not to invalidate the test."
- d. If PED approves the recommendation to "invalidate the test" make sure to go back to the portal and click on the **"Invalidate"** flag. This will ensure that this test is 'voided' for the student.