

# Guidelines for Using Assistive Technology (AT) Online Forms

With the transition to the new MCA-IV and Alt MCA assessments aligned to revised academic standards, MDE seeks to continuously improve the supports, tools, and accommodations available to students. Therefore, assistive technology (AT) online test forms are now available for the Reading and Science MCAs and the Reading and Science Alt MCAs. These guidelines help district and school staff determine if and how assistive technology (AT) devices and applications may be used by students for online testing.

The AT online forms are separate TestNav forms that allow AT to interact directly with the online test in order to maintain or improve access for a student with disabilities. There are two versions of the AT online forms: one for screen readers and one for non-screen reader devices. Prior to testing, it is important to ensure the AT will work with the online test. Because the AT online test forms require a secure environment, DACs need to create a sample test in the [PearsonAccess Next Training Center](#) in order for the teacher and student to verify the AT's compatibility with TestNav (Minnesota Assessment Hub > Technology > Online Testing Infrastructure Readiness). In addition, these sample tests consist of items used in the online Reading and Science MCA and Alt MCA Student Readiness Tools (SRTs) to allow students to practice interacting with items online using their AT.

Note: For students who are using other AT devices or applications that are not able to interact with TestNav (such as the use of an augmentative and alternate communication (AAC) device, a device for scratch paper, a device calculator, or an electronic notetaker for braille), regular online test forms are used. DACs should refer to Chapter 4 of the [Procedures Manual](#) (Minnesota Assessment Hub > Resources & Training > Policies and Procedures) for more information on the other AT devices (AT-O) accommodation.



## Overview of Assistive Technology Online Forms

The use of assistive technology when testing online is most beneficial for students who use AT during classroom instruction. Examples of AT include applications or third-party programs such as text-to-speech, word prediction, speech-to-text, screen readers, and screen magnification, and AT devices such as adaptive keyboards, mouse, monitors, and switch interfaces. Some examples of ways students might engage with the AT online forms include:

- Using screen readers to access information
- Giving responses with a head mouse or switch
- Using magnification
- Using refreshable braille devices

The AT online form for screen readers is for students using a screen reader or braille device. The non-screen reader AT form is used for any other AT device or third-party program that interacts with the online test form. For both the Reading and Science MCA/Alt MCA, students may use the braille test materials with either assistive technology form, as both forms contain the same content. Many students need the extra support of braille materials or tactile graphics, when applicable, for more complicated test content such as graphs, images, and charts.

Text-to-speech is not provided in these forms because of the content needed for screen readers to read the alternate text embedded in the online test. For the Reading and Science MCA, the script can be used with the online AT non-screen reader form if the student requires human reader support. The script is not applicable with the screen reader form as the screen reader is intended to provide the read aloud support. Note: For the new Reading MCA only, the use of the AT online form for screen readers and the use of the script with the AT non-screen reader form are new read-aloud accommodations where both the reading passages and test items are read to the student. The use of the read-aloud accommodation for Reading MCA must be approved by MDE. District Assessment Coordinators (DACs) should refer to Chapter 4 of the [Procedures Manual](#) (Minnesota Assessment Hub > Resources & Training > Policies and Procedures) for more information, including the eligibility requirements for these read-aloud accommodations.

The AT online forms also limit item types and online tools to those that are keyboard operable and, for the AT screen reader form, supported with screen readers.



## Assistive Technology Online Forms Set Up

If a student needs an AT online form, the DAC will need to indicate the applicable code prior to testing in MDE's Test WES system to ensure the form is available in TestNav when the student is ready to test. DACs should refer to Chapter 4 of the [Procedures Manual](#) (Minnesota Assessment Hub > Resources & Training > Policies and Procedures) for detailed guidance on indicating codes for online AT forms, including additional codes that may be required if students are using other test materials or supports. DACs may also refer to the [Pretest Editing User Guide](#) for instructions on adding codes in Test WES (MDE > Districts, Schools and Educators > Data Submissions > Test WES).

Any questions on the use of AT for a student, including a specific device or software, should be sent to MDE at [mde.testing@state.mn.us](mailto:mde.testing@state.mn.us). In the rare situation where a student may need to use a student-owned device, the district must also contact MDE to request approval. MDE will include guidance, as applicable, that must be followed for maintaining test security on a student-owned device. If MDE approves the use of a student-owned device, DACs must indicate the approved accommodation (AA) code in addition to the AT online form code (AT-N for non-screen readers or AT-S for screen readers) in Test WES.

## Test Administration with Assistive Technology Online Forms

In order for TestNav to allow other programs or applications to run at the same time as the test, the AT online forms are published at a different security level. As a result, the test must be administered in an individual setting to ensure that the student is accessing only the assistive technology to complete testing. No other features or programs may be used. Failure to comply may result in the invalidation of the student's test.

If the device includes Bluetooth capabilities, the Test Administrator or Test Monitor must confirm that the audio is connected only to the testing device.

If the device has memory-storing functionality, it must be treated the same as memory-enabled calculators. Test Administrators or Test Monitors are required to check memory-enabled devices before the test and disable any stored programs and applications by either clearing the memory both before and after the test session or by using the temporary disabling feature. Test Administrators or Test Monitors must invoke the temporary disabling feature, if available, at the beginning of each test session, including monitoring to ensure it remains disabled, and can return it to normal functionality at the end of each test session. Note: Clearing the memory will delete stored programs or applications. Students should be told prior to test day to save all data and stored programs on another device that is not being used for the test.



The use of a device to record test content, including the name of the person deleting the test content, must be communicated to the District or School Assessment Coordinator, who will document it on the *Test Administration Report (TAR)*.

## Supported and Unsupported Assistive Technology in TestNav

Prior to administration, it is important to verify the student's assistive technology will work with TestNav and that it works as expected. Therefore, all AT should be tested by the school using the same device that will be used by the student during testing. There are three categories that AT may fall into for testing:

1. AT that is known to be compatible with TestNav and can be used on the same device used for online testing.
2. AT that may be compatible with TestNav but must be tested by the school prior to online MCA/Alt MCA testing to confirm that the technology is compatible and/or works as expected.
3. AT that is known to be incompatible with TestNav and therefore must be used on a separate device during testing. Note: This will require the DAC to indicate the AT-O code in Test WES.

The process for determining whether specific AT is compatible with TestNav must be performed prior to testing using the step-by-step directions listed in Appendix A. Note: It is strongly encouraged to provide the student with the opportunity to practice using their AT with TestNav and engage with the sample test items prior to online testing.

### Category One: Assistive technology compatible with TestNav

This category includes assistive technology used by the student that is known to be compatible with TestNav and can run on the same testing device while taking the online MCA/Alt MCA. If the AT appears on the list below, its compatibility has been confirmed for online testing with TestNav. However, new AT versions are released regularly, and any device/program updates need to be confirmed as compatible with TestNav. Even if a student is using an AT device with known TestNav compatibility, the device should still be tested to verify it works as expected, and to provide an opportunity for the student to practice using their AT with TestNav.

Note: If any of the assistive technologies listed below will be used by the student during testing, the appropriate assistive technology program(s) must be installed on the student's testing device (for example, laptop, desktop) by the district prior to testing.

Assistive Technology	Expected User Experience
Jaws 2022, 2023, 2024 and 2025 (screen reader)	Students able to use as expected.
NVDA 2020, 2022, 2023, 2024 and 2025 (screen reader)	Students able to use as expected.
Dragon Professional 14 and 15 (Windows 10) and 16 (Windows 11) (speech-to-text)	Students able to use as expected.
ZoomText 2021, 2022, 2023, 2024 and 2025 (screen magnification)	Student can use pre-set features during testing. Students cannot make adjustments during testing with the exception of magnification levels that can be increased using keyboard commands.
Fusion (Combination JAWS & ZoomText) 2020, 2022, 2024, 2025	Screen reader (JAWS) is able to be used as expected. ZoomText 2020 pre-set features can be used during testing. Students cannot make adjustments during testing with the exception of magnification levels that can be increased using keyboard commands.
Hardware-based technology (special equipment used with the testing device, such as alternate keyboards or mouse)	Assistive devices that are hardware-based should work with the TestNav app.



## **Category Two: Assistive technology that may be compatible with TestNav, but must be tested by the school to determine its compatibility**

This category includes assistive technology used by the student that is not listed in the table above but may be compatible with TestNav for online testing. Districts and schools must verify that the student's AT works as expected with TestNav prior to actual testing. In addition, the student should have the opportunity to practice using their AT with TestNav.

The process for determining whether specific AT is compatible must be performed prior to testing using the step-by-step directions listed in Appendix A. School staff should conduct this check using the same device the student will use for testing. Once the AT is tested and found to be compatible, the student will be able to access and use their AT using the same testing device for online testing. If the AT is tested and found to be incompatible, refer to Category Three below for instructions on using the AT on a separate device.

## **Category Three: Assistive technology confirmed as requiring a separate device for testing**

This category includes assistive technology that cannot be used on the same testing device as the one used by the student to take the test (or cannot interact directly with TestNav). In this case, the other assistive technology (AT-O) code should then be indicated in Test WES to document the use of other AT devices and the student will be assigned a Main online test form.

The Test Monitor or Test Administrator must assist the student in transitioning between the external AT used by the student and the testing device used for the online, or, if applicable, paper test. All responses generated using an external AT device must be entered into the student's online test or the student's paper test book.

AT devices or programs that provide coaching or assistance to the student or allow a student to access the internet are prohibited for online MCA/Alt MCA testing. Any questions on the use of other assistive technology devices for a student, including a specific device or software, should be sent to MDE at [mde.testing@state.mn.us](mailto:mde.testing@state.mn.us). In addition, districts must contact MDE to request approval for the use of a student-owned device. If MDE approves the use of a student-owned device, districts must indicate the approved accommodation (AA) code in addition to the AT-O code.

AT that has been tested and confirmed as unable to interact directly with TestNav and requires the AT to be used on an external testing device are listed in the following table.

Assistive Technology	Expected User Experience
Chrome and other web extensions	No web extensions other than Read&Write are compatible with the TestNav application.
Other proprietary software not previously mentioned (for example, AAC or eye gaze technology)	Internal Pearson testing revealed other proprietary software program, applications, or extensions resulted in a negative or prohibitive user experience.

# Appendix A

## Guide for Checking the Compatibility and Functionality of Assistive Technology Prior to Online MCA/Alt MCA Testing

Prior to testing, confirm the student's AT is compatible with TestNav. The District or School Assessment Coordinator will need access to the [PearsonAccess Next Training Center](#). The Training Center is set up to mirror PearsonAccess Next, but it contains only sample student information. In the Training Center, DACs can create and add sample students to test sessions and provide a testing ticket to the teacher and student, who can then log in to TestNav and confirm the AT the student will use during testing is compatible with TestNav and/or works as expected.

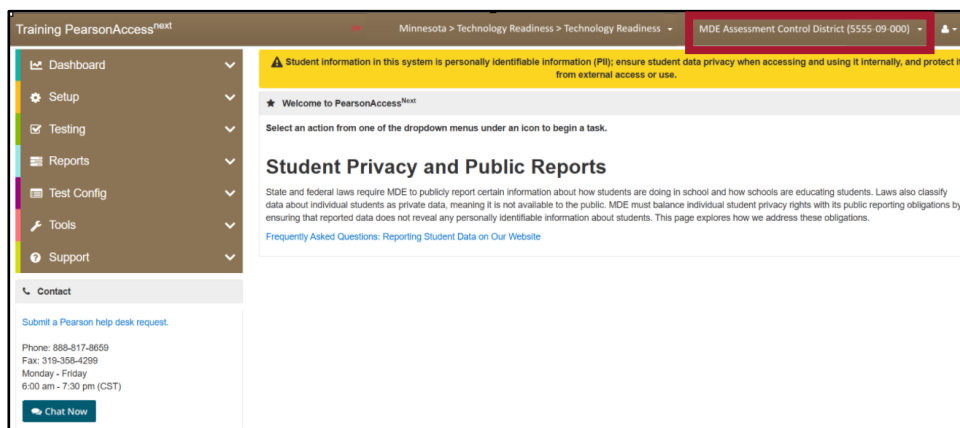
The following steps outline the process for DACs to create sample student testing tickets. Note: For teachers and students, skip to step 7 for information on logging in to TestNav.

### Sign in to the PearsonAccess Next Training Center

To sign in to the [PearsonAccess Next Training Center](#), complete the following steps:

1. Log in to the Training Center using the same username and password used to sign in to PearsonAccess Next.

Note: Pearson creates all DAC accounts for the Training Center. If additional user accounts are needed for the Training Center, DACs can refer to the [PearsonAccess Next User Accounts Guide](#) (Minnesota Assessment Hub > Resources & Training > User Guides) for instructions on creating and updating user accounts.



- Once signed in, confirm the correct organization is displayed in the brown menu bar along the top. To change the organization, select the dropdown menu and select the correct organization.

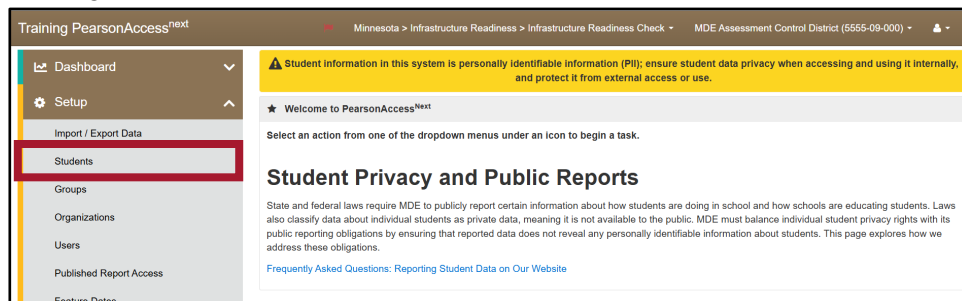


Note: There is a single test administration in the Training Center: **Technology Readiness**. This test administration includes sample Assistive Technology tests (AT-S and AT-N) for Reading and Science MCA and Reading and Science Alt MCA.

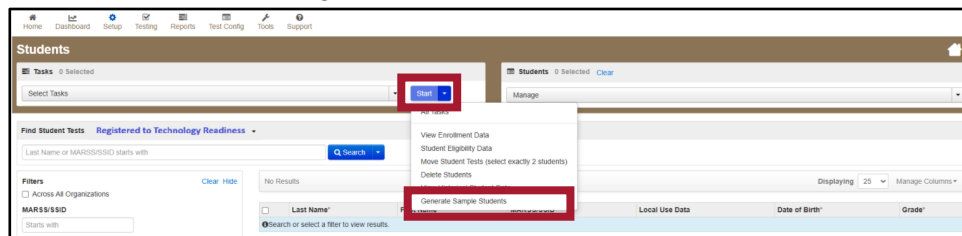
## Create a Sample Student(s) and Assign a Test

Note: Sample students may already exist in the Training Center for your organization. If using a sample student already created, skip to the *Indicate the Assistive Technology (AT) Accommodation* section below.

1. From the Home page, under **Setup**, select **Students**.



2. Select the dropdown menu to the right of the **Start** button and select **Generate Sample Students**.



3. On the Generate Sample Students page, enter the required information as indicated by the asterisks (\*).

- Organization\*
- Existing Group Name: Optional
- Grade\*: Select 03, 04, 05, 06, 07, 08, 09, 10, 11, or 12
- Test\*
  - For Science MCA, select Science MCA AT-S Technology Readiness Trial or Science MCA AT-N Technology Readiness Trial
  - For Reading MCA, select Grade 3-5 Reading MCA AT-S Technology Readiness Trial, Grade 3-5 Reading MCA AT-N Technology Readiness Trial, Grade 6-10 Reading MCA AT-S Technology Readiness Trial, or Grade 6-10 Reading MCA AT-N Technology Readiness Trial
  - For Science Alt MCA, select Science Alternate MCA AT-S Technology Readiness Trial or Science Alternate MCA AT-N Technology Readiness Trial
  - For Reading Alt MCA, select Reading Alternate MCA AT-S Technology Readiness Trial or Reading Alternate MCA AT-N Technology Readiness Trial



- Type\*: Select Online
  - Number of Students\*: Enter between 1 and 99
4. Select **Generate**. Once Save is selected, a “Success, X Students Generated successfully” message will appear in a green bar near the top of the screen.

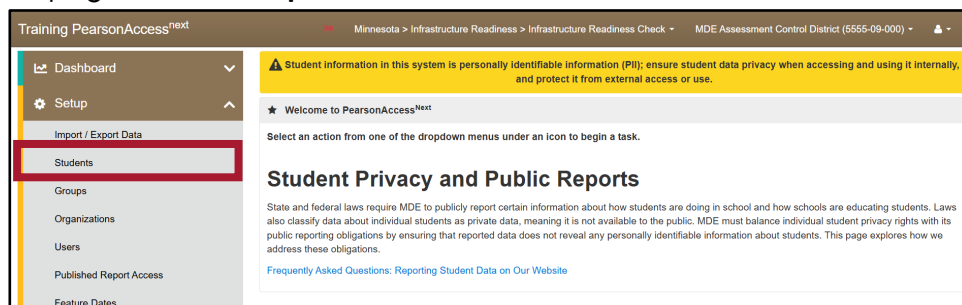
Note: All manually generated students will share the same name, "Student, New."

5. Select **Exit Tasks** at the top right to return to the Students screen.

## Indicate the Assistive Technology (AT) Accommodation

Note: For the purposes of this Technology Readiness check, you will manually update the Assistive Technology (AT) accommodations in the Training Center. During the test administration, all accommodations must be updated in Test WES. Updates are sent nightly and loaded into PearsonAccess Next.

1. From the Home page, under **Setup**, select **Students**.



2. Search for the student(s) created:

Note: If completing this step right after generating the sample student(s), the student(s) is already selected. Skip to step 4.

- To view all students, select the dropdown next to **Search** and select the checkbox next to **Show all results**.

The screenshot shows the 'Students' page with a search bar and a dropdown menu. The dropdown menu is open, showing 'Show all results' as the selected option. The page also displays a table of students with columns for Last Name, First Name, MARSS/SSID, Local Use Data, Date of Birth, and Grade.

3. Select the checkbox next to the student's name.

<input type="checkbox"/>	Last Name*	First Name*	MARSS/SSID*	Local Use Data	Date of Birth*	Grade*
<input checked="" type="checkbox"/>	STUDENT	A	4031000659519		10/16/1995	03
<input checked="" type="checkbox"/>	STUDENT	A	4031000659595		04/20/1995	03
<input checked="" type="checkbox"/>	STUDENT	A	4031000659541		04/21/1997	03

4. Select the dropdown menu to the right of the **Start** button and select **Student Eligibility Data**.

The screenshot shows the 'Students' page with the 'Start' button dropdown menu open. The dropdown menu is open, showing 'Student Eligibility Data' as the selected option. The page also displays a table of students with columns for Last Name, First Name, MARSS/SSID, Local Use Data, Date of Birth, and Grade.

5. Select **View Student Tests** in the gray bar along the top. The student(s) and assigned test(s) are displayed on the panel on the left.

The screenshot shows the 'Tasks for Students' page with the 'View Student Tests' tab selected. The page displays a list of student tests on the left and a 'New Student Test' form on the right. The list of student tests includes columns for Student, Test, and Assigned status.



- Under **Universal Supports and Accommodations**, indicate one of the AT accommodations:

**Assistive Technology online form – screen reader (AT-S)**

☐ Assistive Technology online form – non-screen reader (AT-N)

- For the Assistive Technology online form – screen reader (AT-S), select **Yes** from the dropdown menu.
- For the Assistive Technology online form – non-screen reader (AT-N), select the checkbox next to the accommodation.

Note: Only select one AT accommodation. Students cannot test with both accommodations selected.

- Select **Save**. Once Save is selected, a “Success, Changes saved” message will appear in a green bar near the top of the screen.

Note: If you selected multiple sample students, complete these steps for each student.

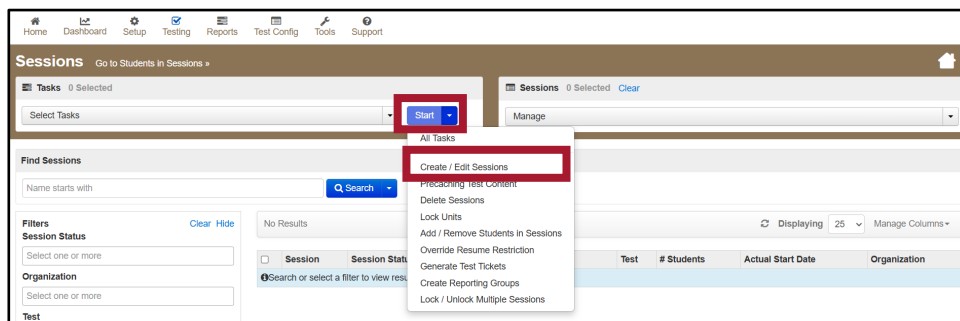
- Select **Exit Tasks** at the top right to return to the Students screen.

## Create a Test Session and Add Students

- From the Home page, under **Testing**, select **Sessions**.



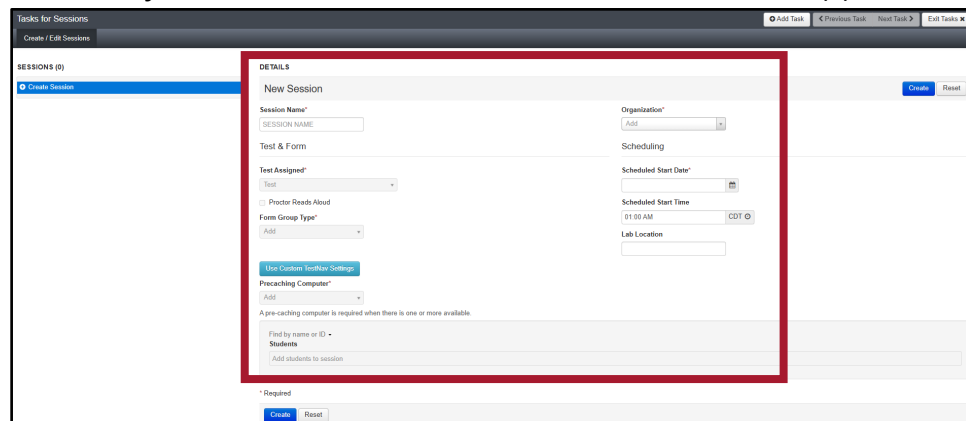
- Select the dropdown menu to the right of the **Start** button and select **Create/Edit Sessions**.



- On the New Session screen, enter the required information as indicated by the asterisks (\*).

- Session Name\*
- Organization\*
- Test Assigned\*

- For Science MCA, select Science MCA AT-S Technology Readiness Trial or Science MCA AT-N Technology Readiness Trial
- For Reading MCA, select Grade 3-5 Reading MCA AT-S Technology Readiness Trial, Grade 3-5 Reading MCA AT-N Technology Readiness Trial, Grade 6-10 Reading MCA AT-S Technology Readiness Trial, or Grade 6-10 Reading MCA AT-N Technology Readiness Trial
- For Science Alt MCA, select Science Alternate MCA AT-S Technology Readiness Trial or Science Alternate MCA AT-N Technology Readiness Trial
- For Reading Alt MCA, select Reading Alternate MCA AT-S Technology Readiness Trial or Reading Alternate MCA AT-N Technology Readiness Trial
- Proctor Reads Aloud: Not used
- Form Group Type\*
  - AT Screen Reader or AT Non-Screen Reader is automatically selected after selecting the applicable test above.
  - Scheduled Start Date\*: For planning purposes only; the test session will start only when the Start button is selected.
  - Precaching Testing device\*: Leave blank if no precaching testing device identified in TestNav Configuration.
  - Scheduled Start Time and Lab Location: Optional
  - Students: In the text box, enter the name or MARSS number of the sample student to add to the test session. Only students with the correct accommodation will appear.



4. Select **Create**. A “Success, Changes Saved” message will appear in a green bar near the top of the screen. Once the test session is created, it will appear on the left under Create Session.  
Note: If creating multiple test sessions, repeat the steps above.

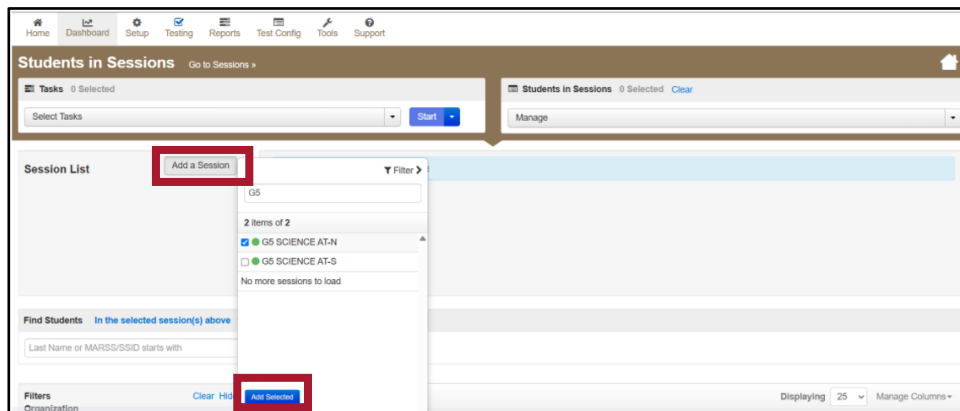


## Start the Test Session and Access Student Testing Tickets

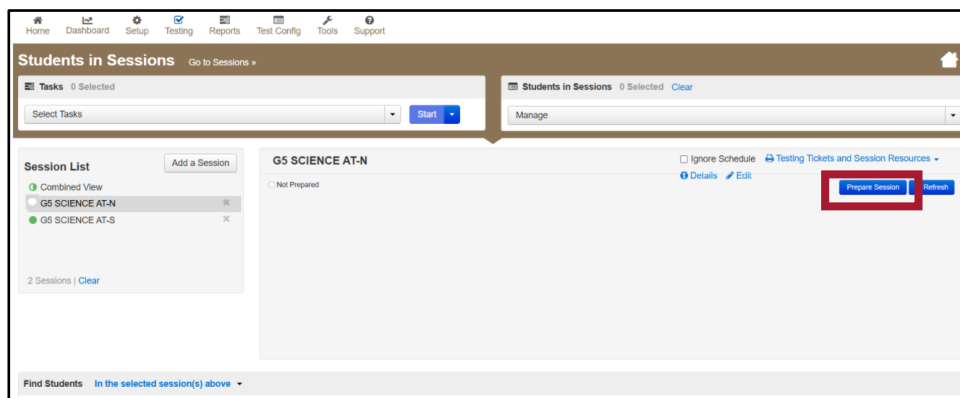
1. From the Home page, under **Testing**, select **Students in Sessions**.



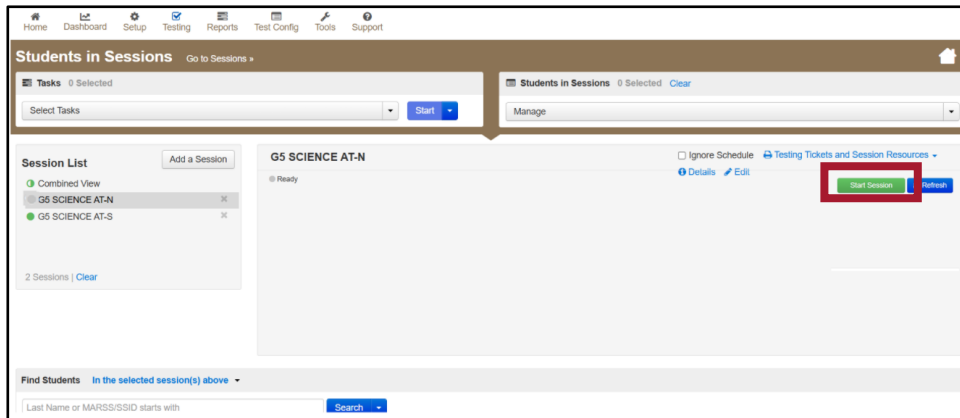
2. Under Session List, select **Add a Session**. Enter the session name and select the checkbox to the left of the session name. Select **Add Selected**.



3. Select **Prepare Session**.

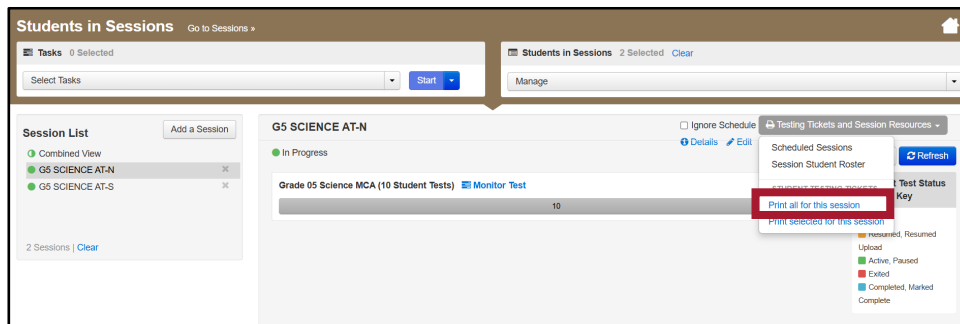


4. Once prepared, select **Start Session**.

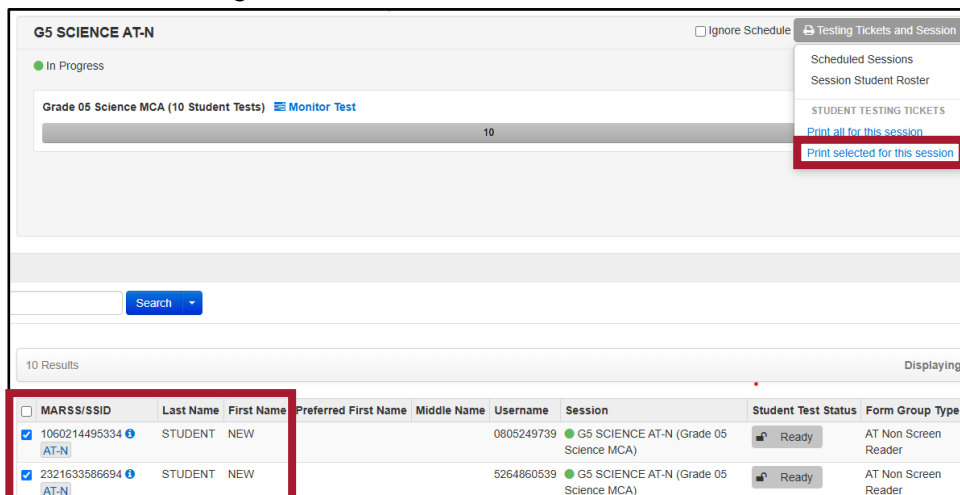


5. Print student testing tickets.

- To print testing tickets for all students in the test session, select **Testing Tickets and Session Resources**. From the dropdown menu, under Student Testing Tickets, select **Print all for this session**.



- To print testing tickets for individual students in the test session, select the checkbox next to the student's name. Then, select **Testing Tickets and Session Resources**. From the dropdown menu, under Student Testing Tickets, select **Print selected for this session**.





6. Print the testing ticket using your browser's functionality. Provide the testing ticket to the teacher. The testing ticket contains the username and password needed to log in to TestNav on the student's testing device.

## Process for Educators and Students to log in to TestNav

### Confirm the TestNav App is Installed and Updated on the Student's Testing Device

Contact your DAC or Technology Staff if the app is not installed or needs updating. Refer to the [Download TestNav](#) page on the TestNav Support website for more information (TestNav 8 Online Support > Set up and use TestNav > Download TestNav).

### Log in to TestNav on the Student's Testing Device

1. Launch TestNav, depending on device:
  - On tablets: Select the TestNav icon on the Home screen.
  - On Chromebooks: Select the TestNav app from the Apps menu on the lower left side of the screen.
  - On desktops or laptops: Select the TestNav icon on the desktop screen of a desktop or laptop.
2. Enter the username and password provided on the sample testing ticket and select **Sign In**.

- If unable to sign in to TestNav:
  - Confirm the username and password were entered correctly.
  - Confirm **Minnesota** is displayed on the TestNav sign-in screen. If not, select the user dropdown menu in the top right and select **Choose a different customer**. Select **Minnesota**.





- Contact your DAC to confirm you have the correct testing ticket, the test session is started, the test is in Ready or Resumed status, and/or the test is unlocked.
- 3. Navigate through the test and enter answer responses using the student's AT to determine whether the AT works as expected within the TestNav app.
  - If you experience issues during this process:
    - Confirm the student is familiar with the AT being used. The AT used during testing should also be used by the student during regular classroom instruction.
    - Refer to the information above under the *Supported and Unsupported Assistive Technology Devices* in TestNav section for more information about the types of AT that may or may not be compatible with TestNav.
    - Contact the DAC and confirm the sample testing ticket has the correct AT accommodation indicated in the Training Center and that the test session is set up correctly. Refer to the [MCA Online Testing User Guide](#) (Minnesota Assessment Hub > Resources & Training > User Guides) or [MTAS/Alt MCA Data Entry and Online Testing User Guide](#) (Minnesota Assessment Hub > Resources & Training > Test Administration Resources) for more information (Note: While these guides are specific to PearsonAccess Next, the information is also applicable to the Training Center).
    - Contact your Technology Staff with questions on TestNav system requirements or TestNav set up on an individual device.
    - For all other questions, contact Pearson at (888) 817-8659 or [submit a Pearson help desk request](#).