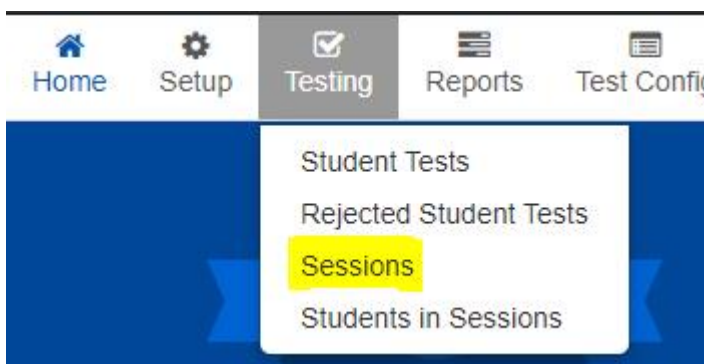# Form Override-Science (four forms) and Social Studies (eight forms) Only

In some instances, school staff may find that there are not enough accommodators available to provide an individual reader to each student. DACs and BACs may then group students into small groups of up to four. However, in rare instances when multiple forms of an assessment exist, even this proves too much for school staff to adequately provide reading accommodations in a timely manner. In these instances, the BAC or DAC (district policy should be followed) need to contact Jason Howard in the Office of Assessment and Accountability for approval to override the form numbers and place students manually into groups of four with the same form. Before contacting KDE, be certain to provide at least the following details: In addition to identifying the school and district affected, the total number of students needing a reader (sorted by grade level and Maximum number of staff available to provide reading accommodations) need to be provided. Also, include any extenuating circumstances (i.e. illness, natural disaster, etc…) that have possibly led to the lack of accommodators. A decision should be rendered within 48 hours (excluding weekends) by KDE.

Once the DAC/BAC receives approval from OAA (Office of Assessment and Accountability) to perform the form override for the Read Aloud accommodation, OAA will provide the DAC/BAC information to Pearson so the "role" can be added to the DAC/BAC user account. Pearson will email the DAC/BAC when the role has been added to their user account and will also provide these step-by-step instructions on how to override the form on a student's test record.
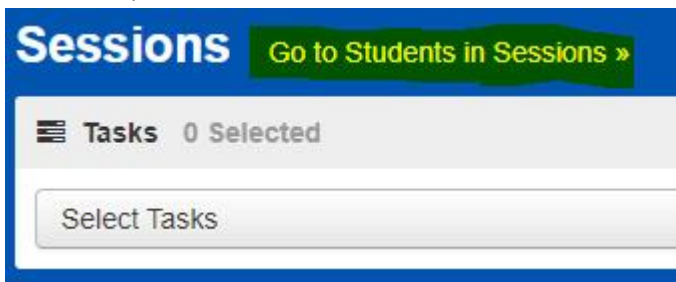
1. All students to have the form overridden on their student record will need to be in a session and the session must be prepared. The form number is not assigned to the student until a session is prepared. It will be the determination of the DAC/BAC as to how they want the sessions to be created. Examples are to name the session "Johnson Gr 4 Read Aloud"; "Patterson Gr 5 RA"; this is to the discretion of the DAC/BAC.

2. In order to "Prepare Session", click on the "Testing" tab and click on "Sessions":

3. Once in the sessions screen, check the box in front of the session that you will work with:

4. After that, click "Go to Students in Sessions" at the top left of the page:

5. The following page will appear:
   To the left is the session list, click on the session name, to the right is the "Prepare Session" button, down below is the list of your students, and to the far right on the student record is the "Form" column. Currently, the Form type is blank, click on "Prepare Session".

6. Once the session is prepared, the Form numbers will be visible to the right of the student record:

Form
Grade 7 Science - 21SC07SPONEN02000000 (21SC07SPONEN02000000)
Grade 7 Science - 21SC07SPONEN01000000 (21SC07SPONEN01000000)
Grade 7 Science - 21SC07SPONEN03000000 (21SC07SPONEN03000000)
Grade 7 Science - 21SC07SPONEN03000000 (21SC07SPONEN03000000)
Grade 7 Science - 21SC07SPONEN02000000 (21SC07SPONEN02000000)

7. To the left of the student record, click on the check box for the students that need a different form number:

8. At the top left, click the drop-down arrow on "Select Tasks", click the check box in front of "Form Override", and then click the "Start" button:

9. The screen below shows the student records that you can change. To the right is "New Form", click the dropdown to choose the new form you want all the student records to be. The form number is highlighted in the "Current Form" column. In the "Reason" box you can key in "Read Aloud". Once that is completed, click "Save", and click "Exit Tasks"; this will bring you back to the session screen.

Form Override

Save   Reset

Reason*

[   ]

☑ Use the same Reason for checked Students in Sessions

STUDENTS IN SESSIONS (5)	DETAILS				
☐ STUDENT NAME (CODE)	SESSION (STUDENT TEST)	STUDENT TEST STATUS	CURRENT FORM	NEW FORM*	REASON*
☐ SCMDANIELS, SCMFRANK (9811729556) ⓘ	● SCM GR 7 SCIENCE (Grade 7 Science) ⊙	Ready	Grade 7 Science - 21SC07SPONEN01000000	[⌄]	[ ]
☐ SCMEYEBALL, SCMRED (6843392057) ⓘ	● SCM GR 7 SCIENCE (Grade 7 Science) ⊙	Ready	Grade 7 Science - 21SC07SPONEN03000000	[⌄]	[ ]
☐ SCMFOUR, SCMTANGO (7856853823) ⓘ	● SCM GR 7 SCIENCE (Grade 7 Science) ⊙	Ready	Grade 7 Science - 21SC07SPONEN02000000	[⌄]	[ ]
☐ SCMGEORGE, SCMCOFFEE (3700084386) ⓘ	● SCM GR 7 SCIENCE (Grade 7 Science) ⊙	Ready	Grade 7 Science - 21SC07SPONEN03000000	[⌄]	[ ]
☐ SCMSERGIO, SCMPHYLLIS (2707039546) ⓘ	● SCM GR 7 SCIENCE (Grade 7 Science) ⊙	Ready	Grade 7 Science - 21SC07SPONEN02000000	[⌄]	[ ]