Personal Needs Profile Process

The purpose of this document is to provide guidance for managing and updating Personal Needs Profile data in ADAM after the registration process has been completed. This guidance assists in correcting PNP data after test registration and a student is identified as not having the appropriate accessibility features or accommodations indicated.

Form Supported Accommodations:

- ASL Video
- Assistive Technology – Screen Reader
- Assistive Technology – Non-Screen Reader
- Closed Captioning for ELA/L, Science & Social Studies Assessments
- Text-to-Speech
- Translation of the Mathematics, Science & Social Studies Assessments
- Human Reader or Human Signer

To ensure students have the correct accessibility features and accommodations before test administration begins, the process below should be followed:

1. Students are registered for testing and accommodations/accessibility features are populated using the Accommodations import or User Interface. There are several ways to make sure students are identified correctly with the appropriate accessibility features and accommodations.
2. Verify accommodations/accessibility features by viewing the student dashboard in the administration or exporting students from the administration.
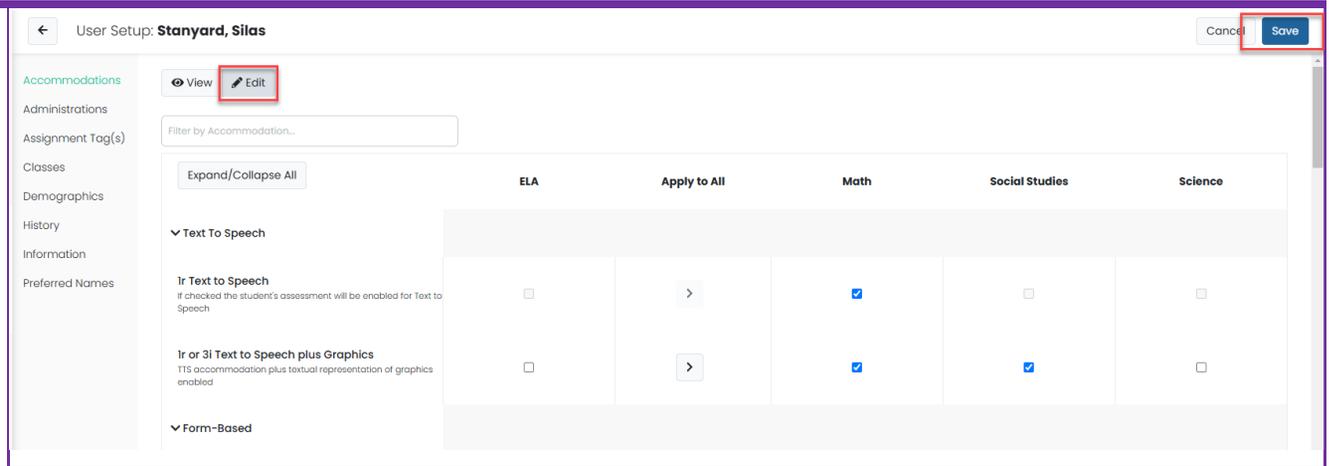
Updating PNP Data Before Student Begins Testing

The purpose of this section is to provide guidance for updating PNP data in ADAM before a student begins testing. These steps should be performed if the student has been assigned an incorrect form driven accommodation.

For computer-based testing, once the PNP is updated the student will receive the correct test form with the accessibility features or accommodations identified in the student profile.

Steps	Screen Shot
Update PNP Information • Identify any students who need to have accommodations/accessibility features added/edits. • Rostering > Users • Search by Name/SASID • On the User Setup select Accommodations on the left. • View Accommodations.	

• To update accommodations/accessibility features select Edit. • Save	

Updating PNP Data After Student Begins Testing

The purpose of this section is to provide guidance for updating PNP data in ADAM after a student begins testing. If the accommodation is supported by a specific form, (e.g., ASL, Closed Captioning, Spanish, Text-To-Speech, Screen Reader or Assistive Technology) the steps in the table below should be followed.

Steps	Screen Shot
Exit Test in TestNav • The student must click the gray button next to their name in the upper right corner of the screen. • Click **Sign Out of TestNav**. • Click **Save and Return Later**.	
Contact your LAC and submit a form to report a Testing Irregularity.	**The LAC will determine the next steps. For the accommodation to be tested the LAC will need to apply an accountability code. STCs do not have access to this task.**

Update PNP Information
- Identify any students who need to have accommodations/accessibility features added/edits.
- Rostering > Users
- Search by Name/SASID
- On the User Setup select Accommodations on the left.
- View Accommodations.

Note: Once the student has been voided, they will appear in the administration. They can be placed in a proctor group at this time.

- To update accommodations/accessibility features select Edit.
- Save