

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.

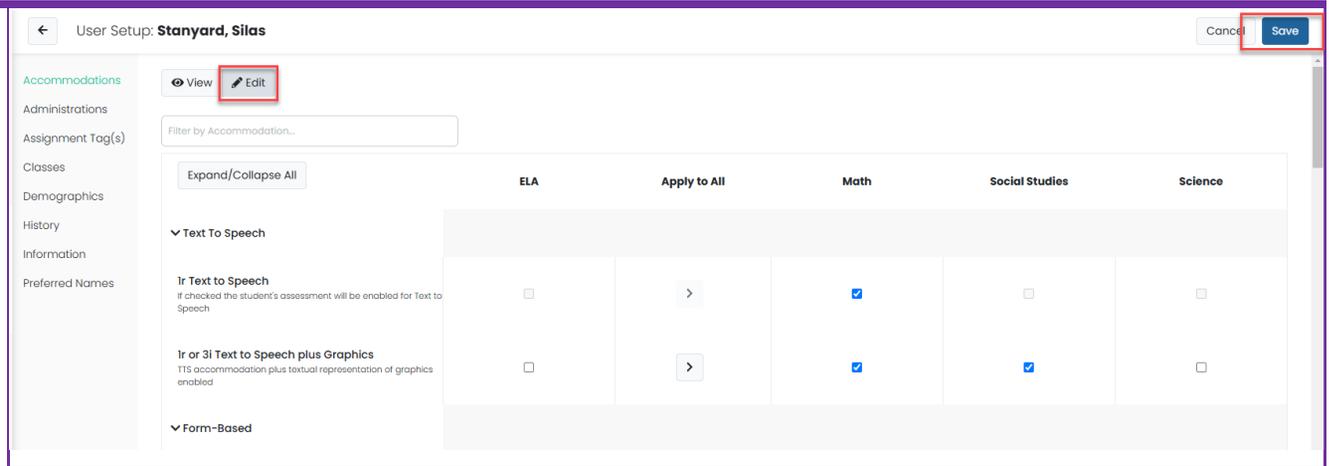
Updating PNP Data Before Student Begins Testing

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
<p>Update PNP Information</p> <ul style="list-style-type: none"> 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. 	<p>The top screenshot shows the 'User Config (844)' page. A search filter for 'Name or ID' is highlighted with a red box. Below it, a table lists users with columns for Last Name, First Name, Identifier, Role, Classes, Grades, Orgs, Last Login, and Actions. A pink arrow points to the 'Last Login' column.</p> <p>The bottom screenshot shows the 'User Setup: Stanyard, Silas' page. The 'Accommodations' tab is highlighted with a red box. A 'View' button is also highlighted with a red box. The page lists several accommodations: 'Ir Text to Speech', 'Ir or 3i Text to Speech plus Graphics', '3d or 3e Braille', and '3d or 3e Braille plus Tactile Graphics'.</p>

- 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
<p>Exit Test in TestNav</p> <ul style="list-style-type: none"> • 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. 	
<p>Contact your LAC and submit a form to report a Testing Irregularity.</p>	<p>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.</p>

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.

Maryland STATE DEPARTMENT OF EDUCATION

User Config (844)

Clear Search

Name or ID

Filter by Org...

Filter by role...

Role

User Status

User Status

Name or ID	Last Name	First Name	Identifier	Role	Classes	Grades	Orgs	Last Login	Actions
	Stanyard	Silas	600001097_pt	Student	09		Harborwoods Middle Sample School	Never	
	Craigie	Nata	600000187_pt	Student	01		Hickory Charter Sample School	Never	
	Oakden	Earvin	600001952_pt	Student	10		Harborwoods Sample High	Never	
	Roller	Andras	600002057_pt	Student	12		Harborwoods Sample High	Never	
	Scotland	Winfield	600001142_pt	Student	07		Einstein Middle Sample School	Never	
	Hayfield	Ruy	600002059_pt	Student	12		Harborwoods Sample High	Never	

User Setup: Stanyard, Silas

Accommodations

Administrations

Assignment Tag(s)

Classes

Demographics

History

Information

Preferred Names

View Edit

Accommodations

Ir Text to Speech

If checked the student's assessment will be enabled for Text to Speech

Math

Ir or 3i Text to Speech plus Graphics

TTS accommodation plus textual representation of graphics enabled

Math Social Studies

3d or 3e Braille

If checked the student will receive Braille assessment delivery

ELA Math Social Studies Science

3d or 3e Braille plus Tactile Graphics

If checked the student will have the Tactile Graphics accommodation

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

User Setup: Stanyard, Silas

Accommodations

Administrations

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Classes

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History

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Preferred Names

View Edit

Filter by Accommodation...

Expand/Collapse All

	ELA	Apply to All	Math	Social Studies	Science
Ir Text to Speech If checked the student's assessment will be enabled for Text to Speech	<input type="checkbox"/>	>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ir or 3i Text to Speech plus Graphics TTS accommodation plus textual representation of graphics enabled	<input type="checkbox"/>	>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Form-Based