# PARCC LOCAL EDUCATOR PLANNING TOOL TO POPULATE THE PERSONAL NEEDS PROFILE (PNP)
## PNP Template for Computer-Based Testing (CBT)
### ***Optional***

In order to individualize the testing experience and enhance access to the PARCC assessment for all students, a Personal Needs Profile (PNP) of each student's testing needs or materials will be completed before PARCC assessments are administered. The PNP will identify the accessibility features and accommodations each student will be provided during the assessment. Selected accessibility features and accommodations should be generally consistent with those used during routine instruction or that increase access during computer-based instruction and assessment throughout the school year.

This planning tool is intended to assist schools and districts with gathering information on accommodations and pre-determined accessibility features that will later be entered into a student's online Personal Needs Profile. The planning tool should be completed by a designated staff member who has access to the required information. For students with disabilities, information on accommodations comes from the student's IEP or 504 plan. Information on accessibility features may come from the IEP, the student's case manager or teachers. This document only addresses accessibility features that must be identified in advance. Please refer to the *PARCC Accessibility Features and Accommodations Manual* for a more detailed list of accessibility features available to all students during testing.

**Note:** The PNP does not include the wide range of accessibility features embedded in the test platform that can be selected by any students on an item-by-item basis during the PARCC Assessments. Please refer to the *PARCC Accessibility Features and Accommodations Manual* for additional information available at http://parcconline.org/parcc-accessibility-features-and-accommodations-manual

*Please complete the information below and **CHECK** all applicable boxes.*

Student Name: _____ DOB: _____ Sex: _____ Student ID Number: _____

State: _____ District: _____ Grade Level and/or Course(s): _____Date: _____

| Student has an IEP or 504 plan | | Student is an English learner (EL) | |
| --- | --- | --- | --- |
| Student has an IEP or 504 plan **and** is EL | | Student does **not** have an IEP/504 plan and is **not** EL | |

Signature: _____

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| ADMINISTRATIVE CONSIDERATIONS  FOR **ALL** STUDENTS | | | | | |
| --- | --- | --- | --- | --- | --- |
| *Optional: Considerations do not need to be identified in advance but may impact scheduling/administration of certain accommodations.* | | | | | |
| Frequent Breaks | | Separate/Alternate Location | | Small Testing Group | |
| Specialized Equipment or Furniture | | Specified Area or Seating | | Time of Day | |

| ACCESSIBILITY FEATURES IDENTIFIED IN ADVANCE FOR **ALL** STUDENTS | | | | | |
| --- | --- | --- | --- | --- | --- |
| Answer Masking | | Color Contrast *(circle option & check)* <br> Abc Black on Cream <br> Abc Black on Light Blue <br> Abc Black on Light Magenta <br> Abc White on Black <br> Abc Light Blue on Dark Blue <br> Abc Gray on Green (Low Contrast) | | Text-to-Speech for Mathematics | |
| Human Reader or Human Signer for Mathematics *(circle option & check)* | | | | | |

| ACCOMMODATIONS: FOR STUDENTS WITH DISABILITIES IDENTIFIED IN AN IEP OR 504 PLAN | | ELA/L | MATH |
|---|---|---|---|
| **Presentation Accommodations** | ASL Video<br>*check Manual for selection guidelines* | | |
| | Assistive Technology (AT) Screen Reader Application *(circle option & check for content)*<br>• JAWS<br>• NVDA<br>• WindowsEyes<br>*check Manual for selection guidelines* | | |
| | Closed-Captioning for ELA/Literacy | | |
| | Human Reader or Human Signer for ELA/Literacy* *(circle option & check)*<br>• Human Reader<br>• Human Signer<br>*check Manual for selection guidelines* | | |
| | Refreshable Braille Display for ELA/Literacy *(must also check AT Screen Reader)* | | |
| | Tactile Graphics | | |
| | Text-to-Speech for ELA/Literacy *<br>*check Manual for selection guidelines* | | |
| | Hard Copy Braille Edition *(identified in Student Registration File, not PNP)* | | |
| | Large Print Edition *(identified in Student Registration File, not PNP)* | | |
| | Paper-Based Edition *(identified in Student Registration File, not PNP)* | | |
| | Human Signer for Test Directions *(not currently in the PNP)* | | |
| | Student Reads Assessment Aloud to Themselves *(not currently in the PNP)* | | |
| | | | |
| **Response Accommodations** | Answers Recorded in Test Book | | |
| | Braille Response: *(circle option & check)*<br>• Braille Writer<br>• Braille Notetaker | | |
| | Calculation Device and/or Mathematical Tools *(note that this is for non-calculator sections)*<br>*check Manual for selection guidelines* | | |
| | ELA/Literacy Constructed Response: *(circle option & check)*<br>• Speech-to-Text<br>• Human Scribe<br>• Human Signer<br>• External AT Device<br>*check Manual for selection guidelines* | | |
| | ELA/Literacy Selected Response: *(circle option & check)*<br>• Speech-to-Text<br>• Human Scribe<br>• Human Signer<br>• External AT Device | | |
| | Mathematics Response: *(circle option & check)*<br>• Speech-to-Text<br>• Human Scribe<br>• Human Signer<br>• External AT Device | | |
| | Word Prediction External Device | | |
| | | | |
| **Timing and Scheduling Accommodations** | Extended Time | | |

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| ACCOMMODATIONS: **FOR ENGLISH LEARNERS** | ELA/L | MATH |
|---|---|---|
| Extended Time | | |
| Word-to-Word Dictionary (English/Native Language) | | |
| General Administration Directions Clarified in Student's Native Language (by test administrator) | | |
| General Administration Directions Read Aloud and Repeated as Needed in Student's Native Language (by test administrator of hard copy scripts).<br><br>• *Highest incidence languages include (circle & check box): (1) Spanish; (2) Arabic; (3) Navajo; (4) Chinese Mandarin; (5) Vietnamese; (6) Portuguese; (7) Haitian Creole; (8) Polish; (9) Somali; (10) Marshallese; (11): Other: _____* | | |
| Mathematics Response: *(circle option & check)*<br><br>• Speech-to-Text<br>• Human Scribe | | |
| Online Translation of the Mathematics Assessment in Spanish | | |
| Text-to-Speech Translation of the Mathematics Assessment in Spanish | | |
| Human Reader Translation of the Mathematics Assessment in Spanish | | |
| Paper-Based Edition of Mathematics Assessment in Spanish *(identified in Student Registration File, not PNP)* | | |
| Large Print Edition of Mathematics Assessment in Spanish *(identified in Student Registration File, not PNP)* | | |