

Career Technical Education (CTE) Accommodations and Accessibility Exams Guidance

USBE in partnership with YouScience is committed to assisting Local Education Agencies to provide access for all students to skills certification exams by providing reasonable accommodations appropriate to each student's conditions and needs as outlined in the student's educational plan (i.e., IEP, 504 Plan, Plan for Student Learning English). USBE and YouScience have established protocols regarding accommodation arrangements. Test accommodations are individualized and handled on a case-by-case basis.

It is suggested that accommodation requests be submitted to USBE by an LEA as early as possible, but at least **4 weeks prior to testing**.

Accessibility options for all test takers

YouScience offers minimal accessibility features that are embedded and are available without any additional set-up or permission required. No official accommodation requests are needed for the embedded accessibility features listed here, which are available for all students:

- Visual Timer
- Calculator
- Bookmark item for review

Accommodations for students with IEPs, 504, or EL Plans

The following accommodations can be set on site and do not require additional permission for YouScience test takers. These are listed here:

- Ability to reread directions
- Alternate location
- Audio amplification
- Scratch Paper
- Special seating/grouping
- Minimized distractions
- Adaptive equipment/furniture
- Changing the order of components being tested (turn off randomization)
- Minimizing of distractions
- Scratch paper and graph paper (blank)
- Zoom percentage (- 100%, 110%, 120%, 150%, 175%, and 200%)
- Medical aides/devices

Accommodations that Require a Formal Request

USBE can assist with several other accommodations, but require prior approval and state level set-up within the test for eligible students. Please submit requests forms at least **4 weeks prior to testing**. These include:

- Braille + Tactile Graphics
- Breaks (Only if you need assistance with set-up)
- Extended time (Only if you need assistance with set-up)
- Screen reader
- Assistive Technology (e.g., speech-to-text, Zoom software, communications software, alternative computer input)
- Print/paper copies
- Sign-language interpretation
- Human Reader
- Human Scribe
- Language other than English
- Other reasonable accommodations needed to support student

Accommodations Support for YouScience

For live support, please contact us at 801-653-9356 or 800-470-1215 Monday through Friday between 7 a.m. and 7:00 p.m., Eastern. Or by email at support@youscience.com.

How to request accommodations

Fill out a CTE accommodation request form and follow instructions for submission, located [Special Education Accessibility, Accommodations, and Assessment](#). The accommodation team will reach out to the LEA to follow-up with requests. The intent of accommodation requests is to be sure all students can access the YouScience exams with appropriate accommodations and accessibility as outlined in student IEPs, 504 plans and EL plans. You can also reach out directly to:

- Greg Richens, CTE Skill Certification Education Specialist, (greg.richens@schools.utah.gov) or
- Jessica Wilhelm, Special Education Secondary Assessment Specialist, (Jessica.Wilhelm@schools.utah.gov)

Confidentiality

All documentation submitted is kept confidential and is used only to determine eligibility for test accommodations.