- it may be appropriate to disable certain universal features for a student to minimize distraction during the assessment;

- students may choose to use or disable these features based on individual preference; and

- the most appropriate use of these features is to encourage students to use those features that most closely align with the supports they use daily in the classroom setting in order to promote continuity between instruction and assessment.

Educators and test administrators should pay special attention to non-embedded universal features to ensure they are made available to students during the assessments.

If universal features have been made available for a specific content area assessment, these features are not considered to be modifications. Use of these features by any student in accordance with the guidelines established in this manual will support the administration of an assessment that conforms with accountability requirements outlined in ESSA guidelines for assessment and accountability.
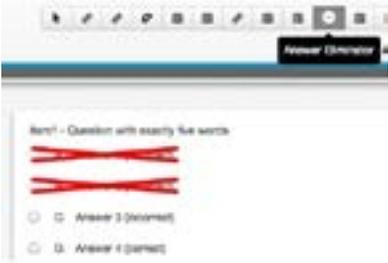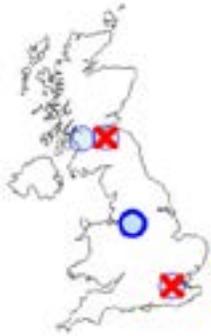
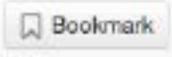| Table 1: Universal Features			
Online or Paper Indicator	**Universal Feature**	**Details**	**Embedded or Non-embedded**
	Amplification	The student raises or lowers the volume control, as needed. Volume may be adjusted using headphones or using the volume controls within TestNav's audio or video players.	Embedded
	Answer Eliminator Multiple-choice Hot Spot	The Answer Eliminator allows students to strike through or remove answer options they do not believe to be the correct answer for several item types. The student activates the Answer Eliminator by selecting the icon on the toolbar. The Answer Eliminator icon will only appear on item types that support the use of the Answer Eliminator. When the Answer Eliminator is used, a red X appears and "crosses out" the selected answer choice. If the student selects an eliminated choice when the tool is in use, the choice will be restored and the red X will be removed. The student disables this feature either by selecting the Pointer icon on the toolbar or by selecting the Answer Eliminator icon in the toolbar again. Students taking a paper test will eliminate answer options by drawing a line through or crossing out answer choices in the test book.	Embedded

Table 1: Universal Features			
Online or Paper Indicator	**Universal Feature**	**Details**	**Embedded or Non-embedded**
	Bookmark 	The Bookmark Tool allows students to bookmark or "flag" items for review during the assessment. The student activates the Bookmark tool by selecting the icon on the toolbar. The student will then be prompted to review the bookmarked items before leaving the session or the test. In addition, at any time during the assessment the student can open the review menu, which will identify all items that have been bookmarked for review.	Embedded
	Breaks	There is no limit on the number of breaks that a student might be given. The use of breaks during the assessment may result in the student needing additional overall time to complete the assessment.	Non-embedded

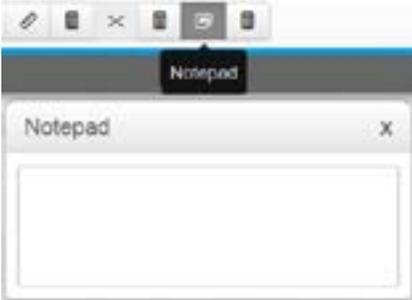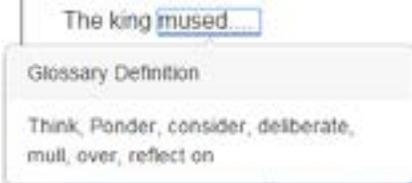| Table 1: Universal Features			
Online or Paper Indicator	**Universal Feature**	**Details**	**Embedded or Non-embedded**
	Calculator Grades 3–5 Basic Four-Function Grade 6 Four-Function with Percentage Key Grade 7–11 Scientific 	For the Mathematics and Science tests, students will be provided access to one of three Desmos Calculators within TestNav. The calculator provided will be appropriate for the grade level being assessed. Students taking a paper test may use an approved calculator on the Mathematics and Science tests. Students access the on-screen digital calculator by selecting the calculator icon from the toolbar. When the embedded calculator is not appropriate for the student, the student may use an alternative locally approved physical calculator or digital calculator. Any calculator with Computer Algebra System (CAS) capabilities or QWERTY format letter keys are not permitted for use on the Mathematics and Science tests.	Embedded Non-embedded (locally approved models)

Table 1: Universal Features			
Online or Paper Indicator	**Universal Feature**	**Details**	**Embedded or Non-embedded**
	Extended time	The ISASP is not a timed test. Testing is scheduled to take place at specified times during the school day. Students who are not able to complete the assessment during the scheduled time must be provided additional time during the testing window to the complete the assessments.	Non-embedded
	Equation Editor	For items that require students to make mathematical computations or build mathematical equations, TestNav offers an embedded equation editor. There are three standard configurations of the equation editor designed specifically for elementary, intermediate, and high school level students. Each template provides the appropriate grade-level math equation elements for the student to select.	Embedded
	Exhibits/Reference Sheets	For the Mathematics test, students in grades 6-8 and grades 9-11 will be provided access to the formula sheets through a pop-up window on the screen. The student activates the Exhibit window by selecting the Exhibit icon. Students taking the paper test will be provided a perforated formula sheet in the test book.	Embedded
	Highlighter	In the online system, the highlighter feature allows the student to highlight a word or group of words. The student has the option to remove highlighting and select from two highlight color options that change depending on the color contrast option selected. Students who are taking the paper form may be provided a physical highlighter.	Embedded and Non-embedded

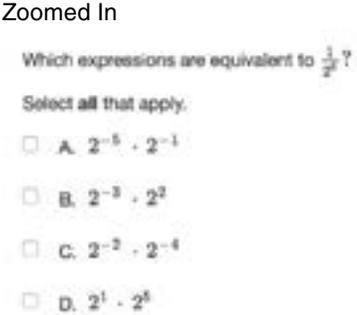| Table 1: Universal Features			
Online or Paper Indicator	**Universal Feature**	**Details**	**Embedded or Non-embedded**
	Keyboard Navigation	The student can navigate through the test and interact with and respond to item types using the keyboard. To navigate through the test, the student will use the Tab key to move to each focusable element, then use the arrow keys to move through the options in the menu system or test question. Students will make a selection using the Spacebar or Enter key.	Embedded
	Line Reader Mask/General Answer Masking 	This feature supports students in reading text content by masking surrounding content. To access the tool, the student selects Show Line Reader Mask in the user drop-down menu. The student can position this tool anywhere on the screen and resize the tool. The student can then raise and lower the tool for each line of text on-screen. The Line Reader can be resized and the size of the reader window can be adjusted. To disable the tool, the student can select Hide Line Reader Mask in the user drop-down menu or select the pointer tool on the toolbar. The Line Reader can also be used as a general masking tool. The box can be resized by the student to cover content on the screen. The Line Reader Mask box color will change depending on the color contrast option selected. Students taking the paper test may use a straight edge, blank sheet of paper, or other appropriate tool as a line reader.	Embedded
	Noise Buffer	The student uses approved noise buffers to minimize distraction or filter external noise during testing.	Non-embedded

Table 1: Universal Features			
Online or Paper Indicator	**Universal Feature**	**Details**	**Embedded or Non-embedded**
	Notepad	This feature allows students to take notes or make calculations to help with answering a question. Student notes entered into the notepad are retained until the student leaves the section.	Embedded
	Pop-Up Glossary	The Pop-Up Glossary provides a grade and content-area specific definition (in English) of specific words within a passage, test question, or answer option. Definitions are only provided for specific construct-irrelevant terms that have been identified in advance. Items for which a definition has been added to the Pop-Up Glossary are marked with a visual indicator. To access the definition, students click on or tap the word to access the glossary pop-up. The glossary pop-up closes when the student clicks on or taps on another spot on the screen.	Embedded
	Text Editor	When completing open-ended or essay items, the student will be provided a text editor to enter responses. A character will indicate how many characters or words have been entered in the response area as the student types a response.	Embedded

Table 1: Universal Features			
Online or Paper Indicator	Universal Feature	Details	Embedded or Non-embedded
	Scratch Paper	Students may be supplied with scratch paper or an individual erasable whiteboard to make notes or calculations or record responses. The student will receive one sheet (and supplied additional sheets as needed) of lined or unlined paper or graphing paper, as appropriate. A pencil, pen, or marker will also be provided, when needed. Students with visual impairments may use braille paper, raised line paper, bold line paper, raised line graph paper, bold line graph paper, an abacus or other assistive technology tools that serve the purpose of scratch paper. Students who use other approved types of assistive technology devices in the classroom to take notes instead of using scratch paper may have access to these devices. Students are required to write their names on scratch paper and all scratch paper must be collected by the test administrator after testing is complete. Test administrators are responsible for ensuring that scratch paper is securely destroyed and that any notes taken on approved assistive technology devices are deleted.	Non-embedded

Table 1: Universal Features			
Online or Paper Indicator	Universal Feature	Details	Embedded or Non-embedded
	Zoom Full Screen Zoomed In 	Students may zoom or enlarge content in the TestNav Application: ■ TestNav Desktop In Windows • Press Ctrl + to zoom in. • Press Ctrl - to zoom out. • Press Ctrl 0 to reset to default zoom. ■ TestNav Desktop In OS X or MacOS • Press Cmd + to zoom in. • Press Cmd - to zoom out. • Press Cmd 0 to reset to default zoom. ■ TestNav on Chrome OS • Press Ctrl + to zoom in. • Press Ctrl - to zoom out. • Press Ctrl 0 to reset to default zoom. ■ TestNav on Android and iOS • To zoom, use two fingers on the screen and: • Pinch out to zoom in. • Pinch in to zoom out.	Embedded