

Unapproved Calculator Guidance Document KDE Calculator Use Policy (Grades 3-8)

In order to create a test administration that provides every student with a fair and equitable assessment opportunity, KDE has developed a calculator policy. Following this policy will ensure that all students have a measure of their academic achievement that is comparable to all students across the state.

The KDE calculator policy applies to all state assessments (e.g., K-PREP Grades 3-8). The ACT calculator policy applies to the ACT assessment. The End-of-Course calculator policy is included in the EOC manuals. Both of these policies apply to all students, including those who receive test accommodations with an Individualized Education Program (IEP) or 504 Plan. As defined in 703 KAR 5:070, accommodations for many students may be considered transitional strategies and should be faded as appropriate and as the student gains the skills necessary for an independent level of academic performance.¹

Calculators Permitted with Modification

In some rare instances, a student with an IEP or a 504 Plan might use a device not listed on the approved calculator list. To receive approval for a device currently on the “unapproved list”, the District Assessment Coordinator (DAC) must submit a written request to the Office of Assessment and Accountability (OAA) requesting permission for a student to use a specified device. OAA will consider the request, which will include IEP or 504 Plan Review to determine if the device is part of the plan and a description of the device to determine if it would provide an unfair advantage on state assessments.

Applying to Request Unapproved Calculator Use on State Assessments

In order for the use of any non-approved calculator to be allowed during the state-required assessments, the Admissions and Release Committee (ARC) must have documentation of the disability’s impact on the use of the provided online calculator, or on mathematics calculation/reasoning. The use of assistive technology² shall not inappropriately impact the validity of the state-required assessment and shall in no way lead the student to the correct answer. In order for a non-approved device, or assistive technology to be allowed during the state-required assessments, the ARC shall have considered the specific conditions in which a student will use the specified technology on a routine basis during instruction and assessments. Data shall support the need for the types of calculators or technology not currently permitted on the state assessments and must be documented by the ARC.

KDE recommends documenting individual accommodations³ in the conference summary and on the IEP and 504 Plan. The ARC should document and specify the type of calculator the student

¹ KDE highly recommends that all students continue to have adequate opportunities with the online practice tests and provided online calculator, even with approval of an unapproved calculator.

² “An assistive technology device, as defined by (20 U.S.C. § 1401(1), is any item, piece of equipment or product system whether acquired commercially, off the shelf, modified, or customized that is used to increase or improve functional capabilities of individuals with disabilities.”

³ Accommodations shall be based on the individual needs of the student and not on a disability category (e.g., emotional-behavior disabilities, specific learning disabilities, multiple disabilities, other health impairment, etc.) as defined by 703 KAR 5:070.

requires in the Accommodations for Administration of State Assessments and Assessments in the Classroom section of the IEP. Please see IEP documentation below for example.

Accommodations for Administration of State Assessments and Assessments in the Classroom	
<input type="checkbox"/> ARC determined no accommodations needed.	
In order to justify appropriateness of accommodations for any state mandated tests, the testing accommodations must be used consistently as part of the routine instruction and classroom assessment as well as meet all additional requirements established by the <i>Inclusion of Special Populations in the State-Required Assessment and Accountability Programs, KAR 5:070</i> document.	
NOTE: <i>The Kentucky Administrative Regulations regarding accommodations on state testing dictate whether a student may use a particular accommodation during the administration of state tests. Any IEP test accommodation that the regulations determine will invalidate a particular test of type of test <u>shall not</u> be utilized in administration of such tests to the student.</i>	
<input type="checkbox"/> Readers	<input type="checkbox"/> Scribes
<input type="checkbox"/> Paraphrasing	<input checked="" type="checkbox"/> Calculator
<input type="checkbox"/> Reinforcement and behavior modification strategies	<input type="checkbox"/> Use of technology
<input type="checkbox"/> Manipulatives	<input type="checkbox"/> Braille
<input type="checkbox"/> Interpreters	<input type="checkbox"/> Extended time
<input checked="" type="checkbox"/> Other, specify: speech output calculator; hand held calculator	<input type="checkbox"/> Time and a Half <input type="checkbox"/> Double Time

Examples of calculators not automatically approved for assessments, may include, but are not limited to the following:

- Talking calculators, speech output functions
- Speech to text software or device including communication device with calculator
- Cranmer Abacus
- Braille or tactile display calculator
- Braille note taker
- Amplified equipment with talking calculator
- Large button display calculators
- Adjustable display calculators
- Speech output calculator with headphones to assist users with mild to moderate hearing loss
- Switch or joy stick operated calculator

These devices may be allowed with proper documentation provided on the application.

Conditions that may indicate alternative calculator use:

Some examples of particular cases in which a calculator alternative is indicated include the following: students with visual impairments; students with limited hand or arm use; students with cerebral palsy or other orthopedic impairments who need specific positioning, students that may require a large button calculator; students with fine motor challenges that prevent them from accessing a computer or swiping an iPad; or students with significant eye and hand coordination challenges.

Sufficient individualized data supported documentation must be provided in the application to request an unapproved calculator for any state assessment.

Field Test Policy:

KDE highly recommends that all students have adequate opportunities with the online practice EOC tests and provided online calculator to determine if more supports or accommodations are needed to complete the tests.⁴ If practice opportunities indicate that the online supports are insufficient for the student to respond to the test items, then other accommodations and supports should be considered with practice opportunities. The ARC shall have considered under the specific conditions a student will use the specified technology on a routine basis during instruction and assessments. Data shall support the need for types of calculators or technology not permitted on the state assessments and must be documented by the ARC. KDE recommends documenting individual accommodations in the conference summary and on the IEP and 504 Plan. The ARC should document and specify the type of calculator the student requires in the Accommodations for Administration of State Assessments and Assessments in the Classroom section of the IEP (see IEP example above).

Prohibited Computer Applications, Programs and Documents

During test administration, all applications, programs or documents built-in, created or downloaded on calculators are prohibited for use on state assessments. This includes all applications and programs with a computer algebra system (CAS)⁵. Some permitted calculators have suppression functions, such as Press to Test, that disable applications and use of documents for testing purposes. If available, the suppression function may be used on permitted calculators to deactivate prohibited applications and programs⁶; however, all stored documents must be removed.

Prohibited Calculators

The following types of calculators are **prohibited**:

- calculators with built-in or downloaded computer algebra system functionality Prohibited calculators in this category include:
 - Texas Instruments: All model numbers that begin with **TI-89** or **TI-92** and the **TI- Nspire CAS**—Note: The TI-Nspire (non-CAS) is permitted.
 - Hewlett-Packard: HP Prime, HP 48GII and all model numbers that begin with HP 40G, HP 49G, or HP 50G
 - Casio: fx-CP400 (ClassPad 400), Algebra fx 2.0, ClassPad 300 and ClassPad 330, and all model numbers that begin with CFX-9970G

⁴ The use of technology shall be the first accommodation considered before adult accommodation (e.g., reader, scribe, calculator), if feasible. A shortage of workstations, software, physical space, or training shall not be used as a reason for failing to provide assistive technology as an accommodation. 703 KAR 5:070

⁵ Calculators with a Computer Algebra System (CAS) are capable of producing symbolic results. These calculators can manipulate algebraic expressions, performing operations such as factor, expand and simplify. In addition, calculators with CAS can give answers in exact form without numerical approximations (Wikipedia). Some examples of applications with CAS functionalities: all versions of Zoom-Math, APP4MATH, F2K, Allmath and Polynomials All in One.

⁶ Knowledgeable school staff may need to assist students in reinstalling or reactivating suppressed applications after testing is complete.

- handheld, tablet, or laptop computers, including PDAs
- electronic writing pads or pen-input devices—Note: The Sharp EL 9600 is permitted.
- calculators built into cell phones or any other electronic communication devices
- calculators with a keypad (letter keys in QWERTY format)—Note: Letter keys not in QWERTY format are permitted.

The following types of calculators are **permitted, but only after they are modified as noted:**

- calculators that can hold programs or documents—Remove all documents and remove all programs that have computer algebra system functionality
- calculators with paper tape—Remove the tape
- calculators that make noise—Turn off the sound
- calculators with an infrared data port—Completely cover the infrared data port with heavy opaque material such as duct tape or electrician's tape (includes Hewlett-Packard HP 38G series, HP 39G series and HP 48G)
- calculators that have power cords—Remove all power/electrical cords

Permitted Calculators

Students may use any four-function, scientific, or graphing calculator, as long as:

- It is not on the list of **Prohibited Calculators**.
- All applications, programs and documents have been removed or deactivated as described in the **Prohibited Computer Applications, Programs and Documents section**.
- Proctors have made necessary modifications based on the **Calculators Permitted with Modification section**.