



## HSA-Alt Visual Descriptions Protocol

When a student cannot access charts or graphs shown within the HSA-Alt, the student may be eligible to work with a Visual Descriptions provider. A Visual Descriptions provider is an adult who provides an oral description of the assessment visual to an eligible student. The student depends on the Visual Descriptions provider to describe the test visuals accurately, pronounce descriptive words correctly, and speak in a clear voice throughout the visual description. The Visual Descriptions provider must be trained and qualified and must follow the HSA-Alt Visual Descriptions Protocol presented here. The guiding principle in providing visual description is to ensure that the student has access to test content. On the HSA-Alt, Visual Descriptions providers are allowable across all grades as an accommodation on all content area tests. For information on documentation requirements and decision-making criteria for use of Visual Descriptions providers please see pages 49-54 in the *HSA-Alt Summative Test Administration Manual*.

Visual Descriptions providers are allowable on HSA-Alt Assessments as a **documented accommodation** for all items.

### Qualifications for Visual Descriptions Readers

- Visual Descriptions providers must be DOE certificated employees who have HSA-Alt test administrator certification.
- Visual Descriptions providers must read the HSA-Alt Visual Descriptions Protocol, familiarize themselves with the policies and procedures found within, and prepare to administer the assessment following these guidelines.
- Visual Descriptions providers must be trained on the administration of the assessment in accordance with *HSA-Alt Summative Test Administration Manual* policies, and familiar with the terminology and symbols specific to the test content and related conventions for standard oral communication of information found in graphs, charts, and visuals.

### Preparation

- Visual Descriptions providers must read and sign the *HSA-Alt Test Security and Confidentiality Form* located in Appendix M of the *HSA-Alt Summative Test Administration Manual*, prior to test administration.
- Visual Descriptions providers are expected to familiarize themselves with the test environment and format in advance of the testing session. Having a working familiarity with the test environment and format will help facilitate describing test visuals.
- Visual Descriptions providers should be familiar with the Individualized Education Program (IEP) and 504 Plan (if applicable) of the student for whom they are providing this support to ensure that the student has access to any additional universal tools and/or accommodations that might be needed for testing.

## Visual Descriptions Guidelines

- In addition to a Visual Descriptions provider, students may make use of any other approved specialized tools or equipment during the test as appropriate and in accordance with the *HSA-Alt Summative Test Administration Manual*. Visual Descriptions providers should be familiar with any assistive technology or approved supports the student requires.
- Visual Descriptions providers should have extensive practice in providing visual description support and must be familiar and comfortable with the process before working directly with a student.
- The Visual Descriptions providers should be knowledgeable of procedures for describing visuals.

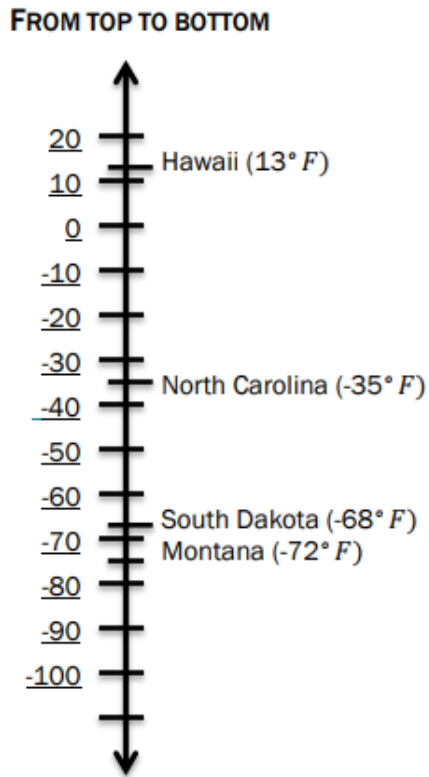
## General Guidelines

- The Visual Descriptions provider's support should ideally be provided in a separate setting so as not to interfere with the instruction or assessment of other students.
- Describe each visual exactly as it appears and as clearly as possible.
- Throughout the assessment, strive to communicate in a neutral tone and maintain a neutral facial expression and posture.
- Avoid gesturing, head movements, or any verbal or non-verbal emphasis on parts of the visual so as to prompt the student to the answer.
- Respond to the student's questions by repeating the visual description as needed.
- Do not interpret or define any parts of the visual.
- Adjust your visual description speed and volume if requested by the student.

## Post-Administration

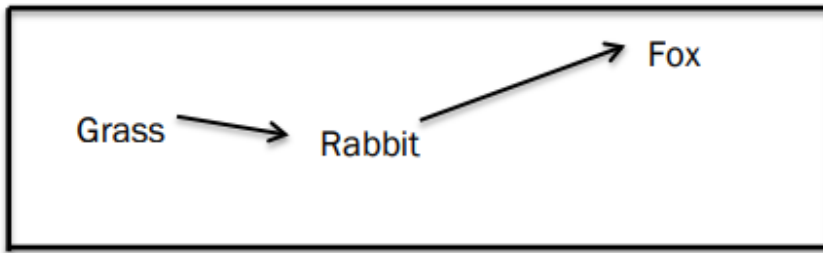
- The Visual Descriptions provider must not discuss any portion of the test with others.

## Examples of Images/Graphics/Diagrams/Tables



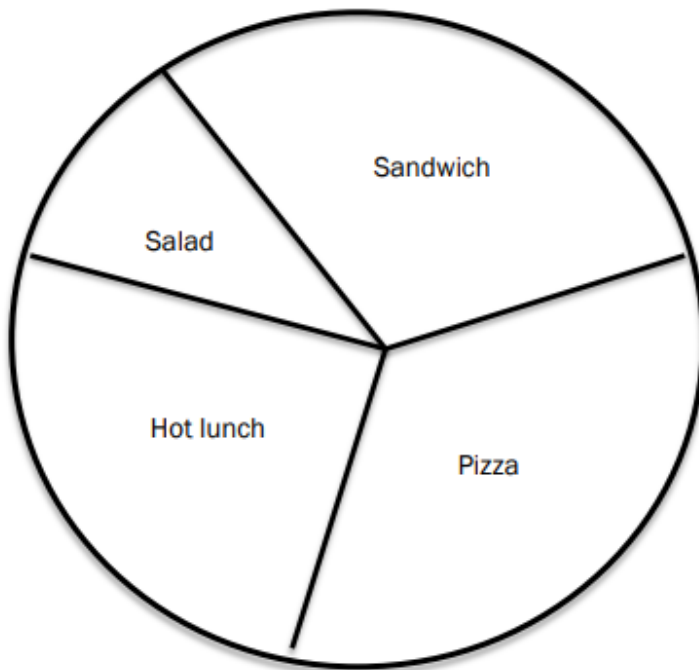
“From top to bottom the figure is labeled: Hawaii thirteen degrees Fahrenheit, North Carolina negative thirty-five degrees Fahrenheit, South Dakota negative sixty eight degrees Fahrenheit, Montana negative seventy two degrees Fahrenheit”

**FROM LEFT TO RIGHT**



"From left to right, the figure reads: Grass, Rabbit, Fox"

**CLOCKWISE (START WHEREVER MAKES SENSE.)**



"Clockwise from the top, the figure reads: Sandwich, Pizza, Hot lunch, Salad"

Results from School Walk-a-Thon

30	112
46	214
37	98
41	189

1. Read the title of the chart/table.
2. State how many rows and columns the table/chart has.
3. Read column/row headings.
4. Read cell values (only as directional language for the first one).

*Note: If there is a blank space within a row of data, say "Blank."*

**Description:**

"The title of the table is Results from School Walk-a-Thon. The table has 2 columns and 4 rows. From left to right, the column headings read Number of Students, Number of Miles Walked. From left to right the first row reads thirty, one hundred twelve. The second row reads forty-six, two hundred fourteen. The third row reads thirty-seven, ninety-eight. The fourth row reads forty-one, one hundred eighty-nine."