

Accommodations for AAPPL

LTI is committed to providing access for all students to ACTFL assessments by providing reasonable accommodations appropriate to each student's conditions and needs. LTI has 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 as early as possible. LTI's internal process takes approximately ten business days once the completed request has been received.

Accessibility options for all test takers

Many accessibility features are embedded in the AAPPL and are available without any additional set-up or permission required. No accommodation requests are needed for the embedded accessibilities listed here, which are available for all students:

- Screen reader compatibility with alt-descriptions for all images
- Keyboard navigation
- Color control
- Font size customization
- Magnification

Accommodations that Require a Formal Request

Several other accessibility features require prior approval and set-up within the test for approved students. These include:

- Closed captioning for the instructional videos and Interpersonal Listening & Speaking (ILS) video chat videos
- Unlimited viewing for the Interpersonal Listening & Speaking (ILS) video chat videos
- Extended Testing Time for the Interpersonal Listening & Speaking (ILS) component (either time and one-half or double time options are available)
- Other reasonable accommodations needed to support the student(s)

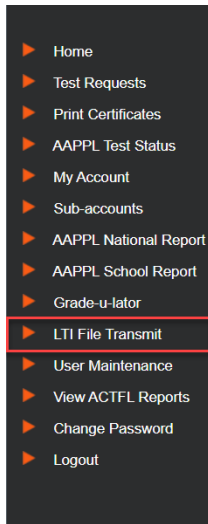
If an accommodations request is needed, please follow the steps outlined on the next page.

How to request accommodations

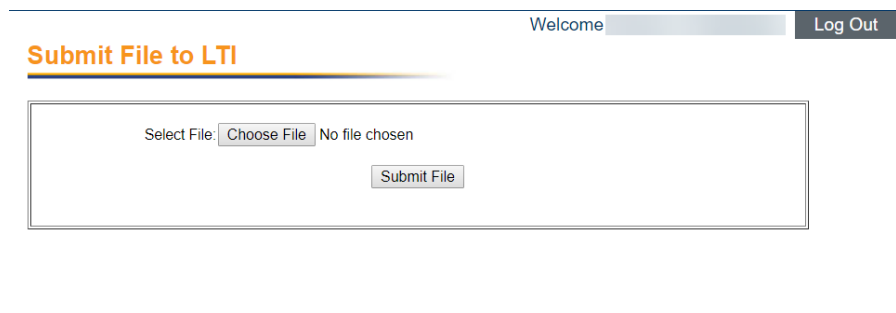
LEAs will need to access the accommodations request form through the AAPPL Central site (AAPPLCentral.com/Utah). This will come in the form of an Excel Spreadsheet and every required field must be completed before submitting. **Please note, the students' first and last names must match the names used to register for the AAPPL.**

	A	B	C	D	E	F	G	H	I	J
1	LEA Full Name	School Name	Student ID	Student Last Name	Student First Name	Language	Closed Caption	Extended Time (one-and-a-half time)	Extended Time (double time)	Unlimited Viewing
2	Susan Smith	ABC Elementary	123456	Sample Last Name	Sample First Name	Spanish	Yes	No	Yes	No
3										
4										
5										
6										
7										

To upload the completed request form through your client site account, click on the 'LTI File Transmit' module.

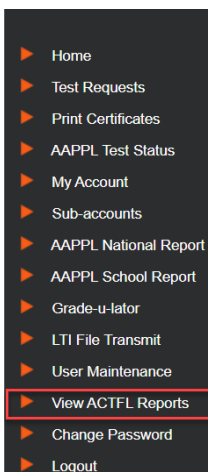


On the next page, click on 'Choose file'. Browse through your saved files and select the completed accommodations form. Once the file has been selected and you have returned to the 'LTI File Transmit' page, click on 'Submit File'.



Our accommodations team will review the request and make sure that the form is properly filled out. **Please note, the accommodations team will reach out to the LEA should they find an issue with the uploaded form.**

Once the information has been processed, our team will then upload the file back into the client site account so that the LEA has documentation and confirmation of the requests. To access and download the newly uploaded file, click on the 'View ACTFL Reports' module.



On the next page, click on the magnifying glass icon in the 'View' column. This will automatically download the file onto your system where you can view all of the accepted accommodations.

View ACTFL Reports

Here, you can see or print the last 25 reports which have been uploaded by ACTFL.

Here are your last 25 reports

Report Name	Report Date	Company	View
Utah Accom. Response	09/24/2019	VIJAY COMM	

Confidentiality

All documentation submitted to LTI is kept confidential and is used only to determine eligibility for test accommodations. ACTFL Score Reports do not include any specifics about the disability or accommodation provided.