

## Chromebooks and the Kiosk Floating Accessibility Menu

### **Problem Statement: Kiosk Floating Accessibility Menu on Chromebooks During Testing**

Students in grades 8-11 with certain approved College Board SSD accommodations, such as text to speech, and who are taking one of the College Board's SAT Suite of Assessments on a school managed Chromebook must have the Kiosk floating accessibility menu as well as the Kiosk accessibility shortcuts enabled on their testing device. The kiosk floating accessibility menu is enabled in the Google Admin Console for devices in designated Organizational Units (OU). This is typically done by the IT department for an ISD, district, or school; it cannot happen at an individual device level if part of an OU. OUs are time-consuming and resource heavy to create and modify. Students with the kiosk accessibility floating menu on their device without an approved SSD accommodation can access accessibility features during College Board testing that may: a) create a distraction for other testing students, and/or b) impact the validity of their test. For Data Recognition Corporation (DRC) testing, accessibility is handled through the testing engine and if devices are shared between College Board and DRC testers, the students taking the M-STEP or MI-Access assessments may have the same issues.

### **Additional Information:**

By end of day Wednesday, March 20, College Board will email each primary school test coordinator and district test coordinator a file with the number of students who have an approved screen reader accommodation that will necessitate the need of the floating accessibility menu to help them plan for and prepare for testing these students without impacting other students who do not need the menu.

MDE has worked with College Board, DRC, and several districts to provide the following guidance and suggestions to help schools and districts manage this concern. We acknowledge the solutions implemented will vary by district and are not ideal for everyone.

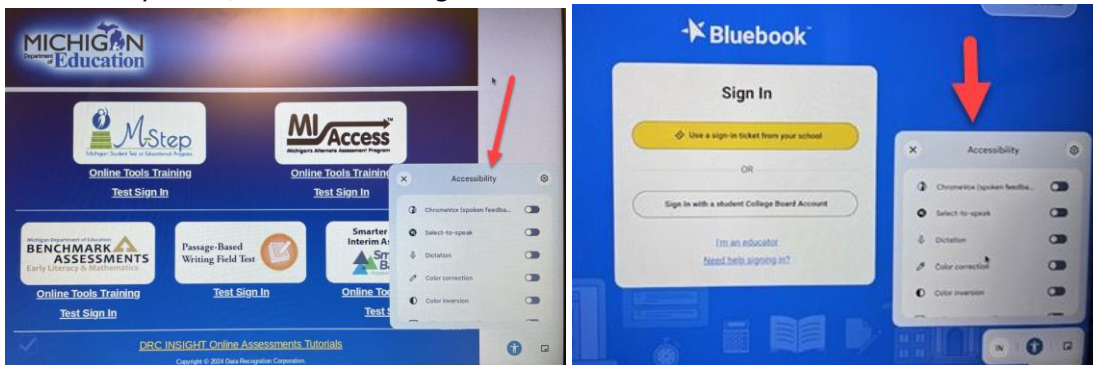
### **Technical Guidance and Suggestions:**

1. Follow College Board guidance posted on their website:  
<https://bluebook.collegeboard.org/technology/devices/chromebook/accessibility-kiosk-mode>  
which involves creating a Bluebook OU and then a separate accessibility OU.
2. Create an accessibility OU and assign just the devices that really need the kiosk floating accessibility menu for College Board testing.
3. If available, assign "extra" Chromebooks to a unique OU and reserve these Chromebooks for testing students who require accommodations. This will allow students to continue to use their assigned Chromebook for instructional purposes without impacting testing.
4. Limit potential problems in grades K-7 by setting OUs up by grade or buildings.
5. Turn off the Kiosk floating accessibility menu for all testing devices as soon as all College Board testing is completed.
6. If the testing schedule allows, designate select days in the College Board test administration window to administer the College Board assessments. Temporarily disable the Kiosk Floating Accessibility Menu to administer DRC assessments on the "free" days following the [Instructions for Temporarily Disabling the Kiosk Floating Accessibility Menu](#) (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/M-STEP/Instructions->

for-Temporarily-Disabling-Kiosk-Floating-Accessibility-Menu.pdf ). Please note, the menu can be disabled and enabled by switching between steps 6 and 8 in the instructions. The updates take effect immediately.

### Administration Guidance and Suggestions:

1. Actively monitor students during the initial login process. If the Kiosk Floating Accessibility Menu is activated it will appear on the Bluebook Sign In page or on the Test Selection page in DRC INSIGHT. If present, contact your Technology Coordinator to determine if a technical solution exists locally. If not, utilize the strategies listed below.



2. To allow proctors/test administrators to quickly “hear” if a student has turned on text to speech:
  - a. For College Board testing – do not issue headphones unless the student is approved for an accommodation that requires their use.
  - b. For M-STEP testing – instruct students to remove or disconnect headphones as soon as they complete the test directions. (Note: students taking an ELA test require headphones for ELA listening passages and are optional for the Passage-based writing passage. In addition, students may be assigned TTS as an accommodation or designated support on any M-STEP assessment.)
3. For College Board testing – make sure the volume on the device is turned down/off for all students except for those with a documented need.
4. Where appropriate, schedule students who require TTS or other accessibility features in separate testing rooms/sessions and monitor for unallowed access to accessibility features in the room(s) with no required accessibility features.
5. Stagger testing with a focus on the College Board assessments early in the testing windows and as soon as that testing is complete request the IT team to disable the kiosk floating accessibility menu and initiate DRC testing. If OUs are set up by grade, M-STEP testing in grades 3-7 could proceed concurrently with PSAT/SAT testing in grades 8 to 11.
6. If **Select to Speak** (Chrome’s built in version of Text to Speech (TTS)) is enabled on the floating accessibility menu accidentally or intentionally, it may be turned off by pressing **Ctrl** or the **Search/Launcher** key while it is reading. You can also select **Stop** in the Navigation Controller.

If **ChromeVox** (Chrome's built in screen reader) is enabled, it may be turned off by pressing **Ctrl + Alt + z**.

[College Board's Accommodations and Assistive Technology/Chromebook page](https://bluebook.collegeboard.org/students/accommodations-assistive-technology/chromebook)

(<https://bluebook.collegeboard.org/students/accommodations-assistive-technology/chromebook>) provides details on how different accessibility features can be turned on and off from the floating accessibility menu by staff and students.

7. For College Board testing, file an Irregularity Report through Test Day Took Kit to request a retest if a student has text to speech enabled for more than one test question when the student is not approved for text to speech, or if other students are disrupted for over one minute. Scores for students who do not retest will not be invalidated.
8. For DRC testing, if requesting a test regeneration file an Incident Report in the OEAA Secure Site as follows:
  - a. Select:
    - Grade: Select grade
    - Content Area: Select content area test(s) to be regenerated
    - Testing Mode: Online
    - Incident Category: Other
    - Incident Subcategory: Other (students not required)
  - b. Then in the **Students Involved or Impacted section** answer “Yes” to “Were specific students involved or impacted by the incident?”
    - Select the “Add or Remove Students” button to add students to the incident report
    - In the MDE Action Request table, select “Regenerate Online Test” for each impacted student
  - c. In the **Incident Description** include:
    - Floating accessibility menu was available to student(s) during testing
9. In order for MDE to gauge the scope of the impact the Chromebook Kiosk Floating Accessibility Menu has had on districts and to better prepare for next year’s testing, if your district is affected, complete the [Chromebook Kiosk Floating Accessibility Menu Survey](https://bit.ly/ChromebookKiosk) (<https://bit.ly/ChromebookKiosk>) no later than May 24, 2024. The survey will ask the following:
  - a. District name and code
  - b. Grades impacted
  - c. Number of impacted students taking a College Board assessment
  - d. Number of impacted students taking a DRC-delivered assessment