



Career Readiness  
Courseware &  
Credentials

# **WIN Wednesday Office Hours:**

## **Preview of Standard Tools and Accommodations**

November 19, 2025

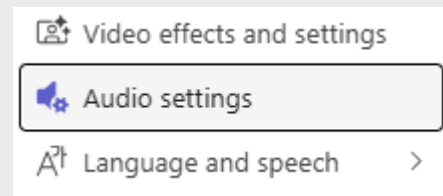
# Your Audio Settings

If you can't hear our presentation, check your audio setting:

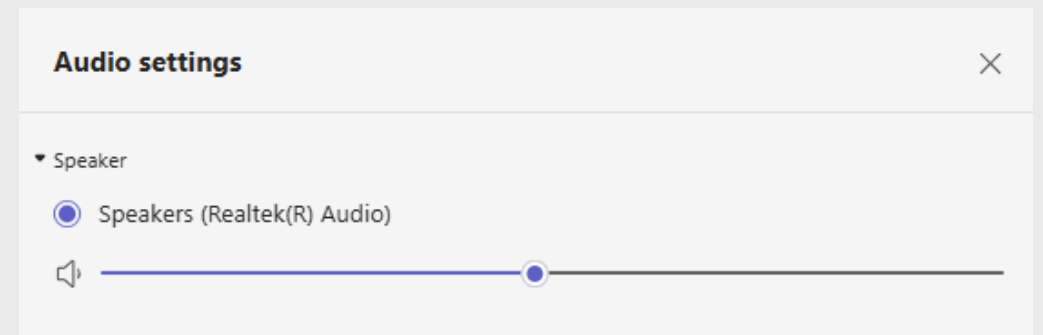
- ✓ Select the 3 dots at the upper right corner of your screen



- ✓ Select Audio Settings



- ✓ Be sure that the correct speaker is selected



# Agenda

- Assessment Info Reminders
- Standard Tools and Features Overview
- Allowable Accommodations Overview
- Online vs. Paper Testing
  - Standard Tools and Features
  - Accommodations
- Q + A
- Live Demo (How to Assign Accommodations)
- Contact Info



# What's the Difference?

## Standard Tools and Features

- All standard tools and features are **available to all students** testing online and are permitted for paper testing unless otherwise noted.

## Accommodations

- Accommodations are allowable to **students who qualify based on their IEP, 504 plan, or EL needs.** All accommodations are allowable for online and paper testing unless indicated otherwise.

\* There is no application process for accommodations with the WIN Work Readiness Assessments. \*

# Clarification

**WIN does not have a 'Universal Tools' or  
'Designated Support' category.**

They are called Standard Tools and Features.

# Standard Tools and Features

## Standard Tools/Features

- ✓ Online calculator (online only)
- ✓ Approved personal four-function calculators
- ✓ Color overlay
- ✓ Adjust color scheme (online only)
- ✓ Response masking (online only)
- ✓ Full screen (online only)
- ✓ Formula sheet
- ✓ Highlighting
- ✓ Computer-based timer (online only)
- ✓ Magnification
- ✓ Adjust font size (online only)
- ✓ Line reader (online only)
- ✓ Scratch paper
- ✓ Sticky note (online only)
- ✓ Repeated directions
- ✓ Individual administration

[WIN Assessment Standard Tools and Features](#)



# WIN Assessment Allowable Accommodations

Supplemental Materials	Setting	Timing	Scheduling	Presentation	Response Options
<ul style="list-style-type: none"> <li>✓ Amplification equipment</li> <li>✓ Braille writer, note-taking device (paper only)</li> <li>✓ Special adaptive/assistive device for screen enlargement (online only)</li> <li>✓ Specialized calculators</li> <li>✓ Bilingual word-to-word dictionary (EL)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Preferential seating</li> <li>✓ Adaptive or specific furniture</li> <li>✓ Small group administration</li> <li>✓ Individual administration</li> <li>✓ Separate rooms</li> </ul>	<ul style="list-style-type: none"> <li>✓ Frequent or extended breaks</li> <li>✓ Extended time</li> </ul>	<ul style="list-style-type: none"> <li>✓ Testing over multiple days</li> <li>✓ Multiple sessions</li> </ul>	<ul style="list-style-type: none"> <li>✓ Oral administration                             <ul style="list-style-type: none"> <li>• Paper – script required</li> <li>• Online – SpeechStream®</li> </ul> </li> <li>✓ Spanish (EL)                             <ul style="list-style-type: none"> <li>• Paper – script required</li> <li>• Online – translated form</li> </ul> </li> <li>✓ ASL                             <ul style="list-style-type: none"> <li>• Paper – script required</li> <li>• Online - ASL videos</li> </ul> </li> <li>✓ Interpreter/TA translating instructions only (EL)</li> <li>✓ Large print                             <ul style="list-style-type: none"> <li>• Paper – LP form</li> <li>• Online – Font adjustment</li> </ul> </li> <li>✓ Read to self</li> </ul>	<ul style="list-style-type: none"> <li>✓ Dictation of multiple-choice answers (requires individual administration)</li> <li>✓ Non-verbal indication of multiple-choice answers</li> <li>✓ Respond in Braille and large print test booklet (paper only)</li> </ul>

[WIN Assessment Allowable Accommodations](#)



# Standard Tools and Features - Online Testing

- ✓ Online calculator (Work Ready Math only)
- ✓ Approved personal four-function calculators
- ✓ Color overlay
- ✓ Adjust color scheme
- ✓ Response masking
- ✓ Full screen
- ✓ Formula sheet (Work Ready Math Only)
- ✓ Highlighting
- ✓ Computer-based timer
- ✓ Magnification (Zoom in + Zoom out)
- ✓ Adjust font size (75%, 100%, 125%, 150%, 175%)
- ✓ Line reader
- ✓ Scratch paper
- ✓ Sticky note
- ✓ Repeated directions
- ✓ Individual administration

# Standard Tools and Features - Paper Testing

- ✓ Four-function calculators (Math only)\*
- ✓ Color overlay
- ✓ Formula sheet (Available in WIN Test Booklet)
- ✓ Highlighting
- ✓ Magnification
- ✓ Scratch paper (Provided by school, collected and shredded after testing)
- ✓ Repeated directions
- ✓ Individual administration

*\* Any Standard, 4 Function Calculator is Needed. (Make sure to clear calculators BEFORE and AFTER testing.)\**



# Allowable Accommodations - Online Testing

- **Extended time**
  - Time and a Half (1.5 factor or 30 mins)
  - OR
  - Double Time (2 factor or 60 mins)
- **American Sign Language (ASL)**
  - Embedded videos in testing session
- **SpeechStream®**- Text-to-speech tool that reads test to students online
  - (Example screenshots in following slides)
- **Spanish**
  - Online Form of Assessment Available
  - Assessment Tutorial Available in Spanish

# Online Accommodation - SpeechStream®

Essential Soft Skills Practice (Test MeTest) Submit

8 of 10 ⌚ 02:04 / 25:00

The company where you work has just started a new dress code policy. This policy states that all shirts must be heavily starched. Many employees are concerned about the

Which is the BEST way to handle the situation?

Item 1	ⓘ
Item 2	↕



Students can move the SpeechStream® controls by clicking on the far-right grey directional icon.

# Online Accommodation - SpeechStream®



**Settings**

Speech

Voice Speed:  Slow  Medium  Fast

Text Highlight:  a  a  a  a

Speech Mode:  click  hover



Cancel

Powered by: texthelp

# Online Accommodation - American Sign Language

1 of 11 01:36 / 55:00


Welcome



Resources

ASL Video

ASL Tutorial



Item 1

Item 2

Item 3

Item 4

Item 5

Item 6

Item 7

Item 8

# Allowable Accommodations - Paper Testing

- **Oral Administration**

- Oral administration guide available
- Oral script available (secure document)

- **Spanish, Braille, Large Print** - Available for Paper Testing.

- Braille Forms Available: Contracted and Uncontracted
- Large Print Size: Font Size 20
- PBT Training: February 25<sup>th</sup> (more information regarding ordering material)

- **ASL, Oral Admin, Scribe, Bilingual Glossary, Alternate Response:**

- Will be bubbled on answer document by District Coordinator or Building Coordinator

# Allowable Accommodations - Paper Testing

- **ASL** - Interpreters may be used for all content areas
- **Bilingual Glossary** - Available for all content areas. Must be paper-based glossary.
  - There is not a pre-approved bilingual glossary list.
- **Alternate Response** - Available for all content areas. A scribe or transcription may be necessary depending on the individual situation.

# Questions So Far...

Are there questions  
on what we've  
covered so far?



# Live Demo



# Contact Info

## **OEAA Support:**

For assistance with assessment issues, call **877-560-8378** and **select option 2** for WIN Work Readiness testing, then **select option 3**.

Or email: [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov)

## **WIN Support:**

For technical assistance with the WIN Work Readiness Assessments email:

[support@winlearning.com](mailto:support@winlearning.com)

