

Appendix E: Use of an Emergency Accommodation on an Illinois Science Assessment

Directions: This form is appropriate in cases where a student needs a new accommodation immediately prior to the assessment due to unforeseen circumstances. Cases could include students who have a recently-fractured limb (e.g., fingers, hand, arm, wrist, or shoulder); whose only pair of eyeglasses has broken; or a student returning from a serious or prolonged illness or injury. If the principal (or designee) determines that a student requires an emergency accommodation on the day of the test, this form must be completed and maintained in the student’s assessment file. ***The parent must be notified that an emergency accommodation was provided.*** Refer to **Appendix C** of the *Test Coordinator Manual* for ISBE requirements for approving emergency accommodations. ***Consult with your local district office for approval if required by ISBE.*** If appropriate, this form may also be submitted to the district assessment coordinator to be retained in the student’s central office file.

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| District Name: | Date: |
| School Name: | Telephone Number: |
| Student Name: | Grade: |
| Student ID #: | Date of Birth: |

Name and Title of Person Completing this Form:

_____ Title/Position
Staff Member's Name

Reason for needing an emergency test accommodation (attach documentation if needed):

Describe what the testing accommodation will be:

Who will administer the accommodation? _____

_____ Title/Position
Staff Member's Name

_____ Date
Principal Signature

_____ Date
Local Accountability Coordinator Signature (if appropriate or required)