STATE OF CONNECTICUT

DEPARTMENT OF EDUCATION

TO: Directors of Special Education/Pupil Personnel Services

FROM: Anne Louise Thompson, Chief
Bureau of Special Education

DATE: July 5, 2011

SUBJECT: Use of Revised CMT/CAPT Test Accommodations Forms

Each year the Bureau of Student Assessment updates the CMT and CAPT Test Accommodations Forms to reflect changes made in the tests themselves or in the delivery model used for testing and accommodations. The latest such revision was finalized on May 2, 2011, and sent to District Test Coordinators and Planning and Placement Team (PPT) Chairs on May 6, 2011. It is important that each student's file includes a completed copy of the most recent revision as these forms are used to make entries on the Department's CAPT/CMT Accommodations Data Collection Web site.

A question has arisen as to whether it is necessary to hold a PPT meeting or to use the individualized education program (IEP) amendment process just to complete a revised Test Accommodation Form for a student for which there is no PPT meeting scheduled between the date of the revision and the beginning of the statewide testing window. If the types of accommodations to be provided to the student are not being changed, it is not necessary to convene a PPT meeting or amend the student's IEP to use the new form. Simply transfer the accommodation information from the old form to the revised form.

The types of accommodations given on the CMT and CAPT should reflect those provided to the student for classroom and districtwide assessments. These accommodations are specified in the state IEP form on the *Program Accommodations and Modifications* page (currently page 8) and the *State and District Testing and Accommodations* page (currently page 9). If testing accommodations deemed appropriate by the PPT are comprehensively documented in the state IEP form, the CMT or CAPT Test Accommodations Form simply specifies how the same accommodations will be provided on the statewide tests. If this concept is followed, a revised CMT or CAPT Test Accommodations Form represents a change in the format of information contained in the student's IEP as opposed to an actual change in the student's IEP.

If you have questions about the CMT/CAPT Test Accommodations Forms, please contact Joe Amenta at 860-713-6855, Janet Stuck at 860-713-6837, or Mike Smith at 860-713-6931.

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