



Indiana Conference of Seventh-day Adventists

ADMINISTERING THE ITBS TO SPECIAL EDUCATION AND LIMITED ENGLISH PROFICIENCY STUDENTS

Teachers have two options when determining how to use the ITBS with students who have qualified for special education services:

Option 1: Test Special Ed Students but Exclude Results from Class Report

If a student has been identified as qualifying for special education, that student can take the ITBS/CogAT if the teacher feels the student can adequately handle the situation. Use code 9 in the Z column in the Test Administrator's Use Only box and place the answer sheet(s) on top of the other student answer folder sheets in that class with a post-it note stating "Special Ed." This student's scores will be reported to the student but will *not* be averaged into the class report.

Option 2: Do Not Test Special Ed Students

If a student has been identified as qualifying for special education, that student does not have to take the ITBS/CogAT if the teacher feels the student cannot adequately handle the situation. You must, however, obtain permission from the student's IEP team. If the student does not have an active IEP you must obtain permission from the conference Superintendent of Schools in advance.

Students who do not speak English should *not* be tested the first year they are enrolled in your school. During the second year that student is enrolled in your school, he/she should be tested but the scores should be suppressed (not included in the scores for the class). To do this, use code 9 in the Z column in the Test Administrator's Use Only box and place the answer sheet(s) on top of the other student answer folder sheets in that class with a post-it note stating "Limited English Proficiency."

Please identify in the space below any student who for any reason was exempted from the ITBS or who took the test but had his/her scores suppressed:

Student's Name	Grade	Reason			
		Option 1	Option 2	ESL	Other

School: _____ Principal's Signature: _____ Date: _____