



Nova Scotia Student Information System

# REQUEST FOR READ- ALoud ADAPTATION FOR NSE: ENGLISH 10 AND ENE : FRANÇAIS 10

## **Quick Reference Guide**

Revision Date:  
June 3, 2015

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## 1 REQUEST FOR READ-ALOUD ADAPTATION: PROCEDURE

A request can be made in TIENET on behalf of a student for a “reader”<sup>1</sup> for the Nova Scotia Examination: English 10 or the Examen de la Nouvelle-Écosse : Français 10. This request must be endorsed by the school principal.

**Deadlines to apply:** The Request for Read Aloud form must be finalized in TIENET by October 15 annually for the first semester examinations and by March 15 for second semester or full-year course examinations. Through TIENET, the Department of Education and Early Childhood Development will review the applications.

**Eligibility:** By finalizing the TIENET form, the principal (or designate) confirms that the student meets eligibility requirements and that there is TIENET documentation to support the following criteria:

- diagnosed learning disability in the area of literacy, supported by a psycho-educational assessment; or a diagnosis of Sensory Impairments/Vision-Hearing.
- program planning team meeting(s) documenting that the read-aloud adaptation was considered and its implementation as an assessment strategy was approved by the team for the current English or French course;
- documented adaptation confirming the read-aloud adaptation is in current use during the instructional and assessment activities of this English or French course;
- parent/guardian and student support for the request for read aloud adaptation.

**Communicating the decision:** After reviewing these criteria, the Nova Scotia Examination Reader Request Committee will communicate its decision to the school principal by November 15 for first semester examinations and by April 15 for second semester or full-year examinations.

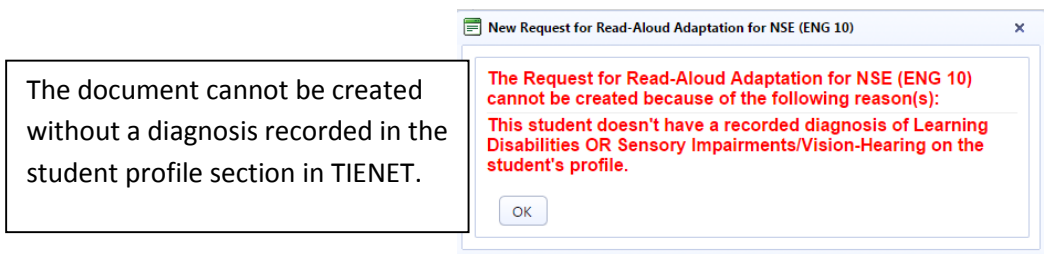
**Appeals:** An appeal of the committee’s decision can be made by the parent/guardian, student, or school administration within two weeks of the decision, to the Department of Education and Early Childhood Development. Grounds for appeal are limited to submission of new evidence related to the criteria above or identification of an error in the process outlined above. The decision of the Department is binding and final.

**For additional information, please contact your Board Assessment Coordinator.**

1 A “reader” is defined as either a person reading the examination to the student or the use of an audio version (CD), which replaces the act of reading on the part of the student.

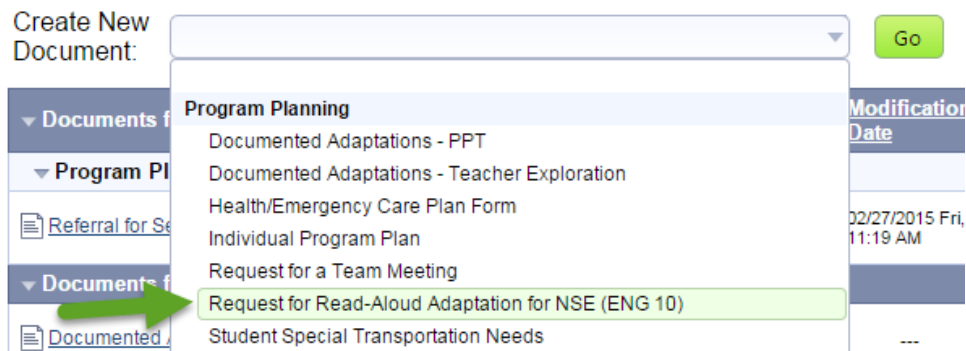
## 2 OVERVIEW

- ✚ The TIENET Request for Read-aloud adaptation for NSE: English 10 & ENE: Français 10 document must be completed for all students requiring a Read-Aloud adaptation for the English 10 and Français 10 examinations.
- ✚ This document in TIENET must be finalized by **October 15<sup>th</sup>** for first semester exams, and **March 15<sup>th</sup>** for second semester or full year exams.
- ✚ The document contains two sections:
  - Request for Read-Aloud Adaptation form
  - Procedure



## 3 CREATING A NEW READ-ALOUD REQUEST FORM IN TIENET

- ✚ Once in TIENET, go to the document library for the student for whom you wish to make the request.
- ✚ Select "Request for a Read-Aloud Adaptation" under program planning from the "Create New Document" drop down menu, and click GO.




- You will need to add a comment in the Label/Comment field. Type “Semester 1” or “Semester 2” to indicate the desired exam.

- The form will then appear. It consists of a student profile and a series of checkboxes. If any of the required boxes are not filled in, a warning message will appear when you try to save. Click on the green “**Save, Done Editing**” button when done. Create a separate document for each Semester, if needed.

To complete this section, fill out the form below and click save above.

**Berwick and District School**  
 220 Veteran's Drive  
 Berwick, Ns B0P 1E0  
 902-538-4720  
 Annapolis Valley Regional School Board



**Request for the Read-Aloud Adaptation for Nova Scotia Examination: English 10 & Français 10**

Student Profile	
Name:	Student ID Number:
Date of Birth:	School: Berwick and District School
Principal:	School Phone Number: 902-538-4720
School Contact, Position (if other than Principal):	
School Year: 2014-15	

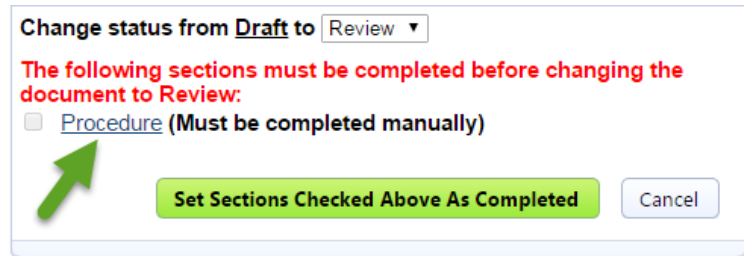
Read-Aloud Request for Examination Session	
Check all that apply	
<input type="checkbox"/> Nova Scotia Examination: English 10, January	<input type="checkbox"/> Examen de la Nouvelle-Écosse: Français 10, Janvier
<input type="checkbox"/> Nova Scotia Examination: English 10 & English 10 Plus, June	<input type="checkbox"/> Examen de la Nouvelle-Écosse: Français 10, Juin

Reason for Request for Read-Aloud Adaptation	
Check all that apply	
<input type="checkbox"/> Learning Disability in the area of reading literacy: A psycho-educational assessment has been completed indicating the LD diagnosis.	
<input type="checkbox"/> Visual and/or Perceptual impairment: A visual and/or perceptual impairment documented diagnosis is available.	

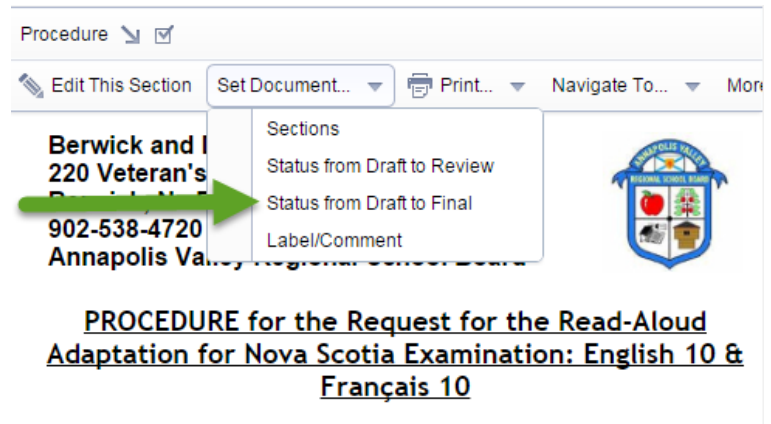
Supporting Documentation	
Confirm all	
<input type="checkbox"/> Program Planning meeting during which the student's need for the read-aloud adaptation was considered and its implementation for assessment activities was confirmed for the current English/French course.	
<input type="checkbox"/> Documented Adaptation in TIENET that confirms that the read-aloud adaptation is in current use during the instructional and assessment activities of this English/French course.	
Parent or guardian and student are aware of and in support of this request for the read-aloud adaptation for the examination indicated above.	

Deadline	
Completed forms must be submitted and finalized in TIENET by:	- October 15th for first semester examinations
	- March 15th for second semester (or full year course) examinations
	<b>Note:</b> You must complete and finalize a separate document for each Semester.

- ✚ After saving, set the document from Draft to Review. You must open, read and save the Procedure.



- ✚ You must **finalize** the document in TIENET by October 15<sup>th</sup> for first semester exams, and March 15<sup>th</sup> for second semester exam or full year courses.



- ✚ A decision will be communicated to the principal by November 15 for first semester and April 15 for second semester (or full year) courses.