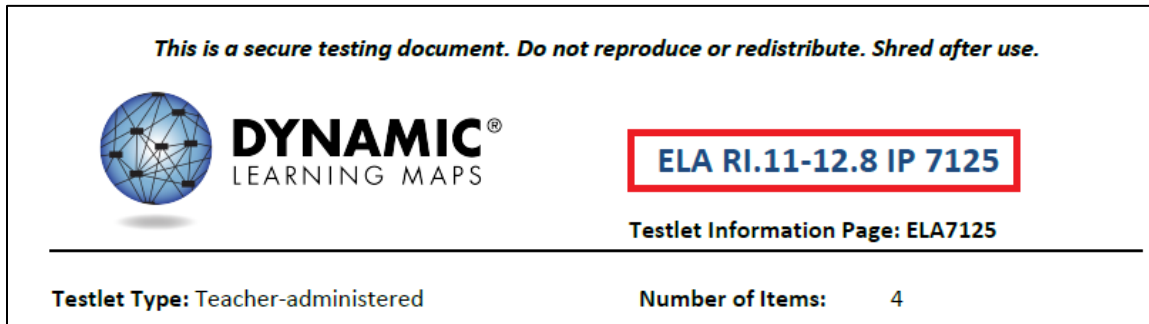Testlet Information Pages (TIPs) provide test administrators with information specific to each testlet. Test administrators receive a TIP after each testlet is assigned to a student, and they should review that TIP before beginning the student's assessment.

The procedure called Retrieve Testlet Information Page in the EDUCATOR PORTAL USER GUIDE describes how to access a TIP before testing.

The testlet form name is included on the TIP (outlined in red in this image).

The TIP states whether a testlet is computer-delivered or teacher-administered and indicates the number of items on the testlet. The TIP also provides the following information for each testlet:

- **Materials Needed**: This field contains a list of the materials needed to administer the testlet. A description of any necessary attributes of the materials will be provided as a part of the description. For example, three different small objects that are familiar to the student, each of which has a single word name (e.g., ball, pencil, bag).
- **Materials Use:** This field contains a description of how the materials are used to assess the skill in the testlet. For example, the student will be able to indicate a specific object when the object's name is used.
- **Suggested Substitute Materials**: Substitute materials are often allowed. This section indicates whether materials may be substituted and sometimes provides recommendations about key supports of substitute materials.
- **Accessibility supports NOT allowed**: Although a test administrator may normally use all Access Profile supports and take advantage of the flexibility described in the Allowable Practices section of the TEST ADMINISTRATION MANUAL, this area indicates when it is not appropriate to use a support on a specific testlet. This may include limits on the use of definitions, translation, read aloud, or other supports.
- **Other Comments**: If there are further unique instructions for a testlet, they will appear here.
- **Alternate Text**: For test administrators who will be delivering human read aloud that includes descriptions of graphics, alternate text descriptions of images are provided as additional pages after the main TIP.

TIPs for English language arts testlets also include:

- name of the text
- whether the text is informational or literature
- whether the text is familiar or unfamiliar
- name of the grade-level text that the DLM alternate assessment text is associated with

TIPs for mathematics testlets also include:

- any specific mathematics terminology used in the testlet
- whether calculator use is allowed for the testlet
  - "Yes" means a student should have the option to use a calculator if the student is accustomed to using a calculator for instruction. Some items in the testlet may not require a calculator, but the test administrator does not have to remove the calculator once it has been given for the testlet.
  - "No" means a student should not be allowed to use a calculator for any portion of the testlet.
  - "Not Applicable" means the items do not involve computation and a calculator does not need to be provided.

Some testlets require special setup before test administration to provide access for students who are blind or who have visual impairments. These testlets have additional pages of instructions.

See the TEST ADMINISTRATION MANUAL for more information about Testlet Information Pages.