

# Recommendations for Student Access to Structured Interview Sessions

## Intended Audience and Recommended Use

We designed the following recommendations to help school and district personnel collaborate with Marzano Research in structuring virtual engagement activities that capture student feedback for Smarter Balanced's strategic plan. Engagement activities will occur virtually using Zoom and GroupMap (a tool that helps students to anonymously share their thoughts). We will make printable worksheets available for students and teachers as needed. Marzano Research will also collaborate with local schools to provide any additional supports necessary to ensure all students can participate fully.

School staff should feel confident selecting participants from all students in grades 3–8, and high school students (where applicable), except for those students who have severe cognitive disabilities and qualify for alternate assessments.

Where possible, we have designed the engagement process to allow students to use the same tools, supports, and accommodations they use in the classroom. However, unlike accessibility guidelines for state tests, we intend these access recommendations only as suggestions and do not exclude other classroom practices that might help students voice their thoughts and opinions. Marzano Research will collaborate with schools to make any necessary adjustments to support maximum student participation.

## Recommendations for Virtual Student Engagement with Smarter Balanced Feedback

### 1. General Setup & Facilitation

- **On-Screen Prompts & Verbal Prompts:**
  - We will display all written prompts and instructions on the screen and facilitators will read them aloud to address different learning and communication needs.

### 2. Zoom Accessibility Features

- **Captions & Transcripts:**
  - The Zoom room includes a feature that will provide **automatic live captions** during the Zoom session. If needed, students or schools may request **transcripts** of the session after the session.
- **Chat Feature:**
  - The Zoom chat feature supports student **voice-to-text**, enabling students to dictate their responses instead of typing.
  - The chat feature works with **refreshable braille displays** for students who use braille.

- **Verbal Participation:**
  - Students can participate by verbally sharing their answers during the session, which facilitators will record.
  - Teachers can collect student responses during or after the session and send them to the facilitators if students prefer or need to work through a trusted adult.
- **Zoom Compatibility with Assistive Technology:**
  - Zoom works with **screen readers**, supports **high-contrast mode**, and allows **adjustments to text size** to suit individual preferences.
  - Zoom complies with **WCAG 2.1 AA Standards, Revised Section 508 Standards,** and **EN301549 Accessibility Requirements.**

### 3. Video Accessibility

- **Captions for Videos:**
  - Any videos shown during the session will include captions to ensure that students who are deaf or hard of hearing can follow along.

### 4. GroupMap Accessibility

- **Typing & Verbal Participation:**
  - Students can type their responses directly into GroupMap or verbally share their input, which Marzano Research facilitators can then enter into GroupMap on their behalf.
  - School staff can collect student responses during or after the session and send them to the facilitators if students prefer or need to work through a trusted adult.
- **Accessible Link Sharing:**
  - We will share links to GroupMap via the Zoom chat feature. If a student requires assistance with navigating the tool, Marzano Research facilitators and/or school staff can help input the student's responses.

### 5. Paper-Based Access

- **Printable Student Worksheets:**
  - For students who prefer or need paper-based participation, we will provide a **printable worksheet** ahead of the session. School staff can print these out for students to use.
  - We will provide **Spanish translations** of the student worksheets for any students who might benefit from them.
  - Students can fill out their answers on the worksheet and either verbally share their responses during the Zoom session or school staff may send the completed worksheets to Marzano Research facilitators.
  - School staff can collect student responses during or after the session and send them to Marzano Research facilitators if students prefer or need to work through a trusted adult.
- **Teacher Worksheets:**
  - School staff can collect student responses during or after the session and send them to the facilitators if students prefer or need to work through a trusted adult.

## 6. Additional Access Options

- **Collaboration with Schools:**

- Marzano Research will collaborate closely with each participating school site to identify any specific adjustments that students may need, including but not limited to:
  - Alternative formats for instructions and materials (e.g., large print, braille).
  - Extended time for completing responses.
  - Adjustments to the session format (e.g., one-on-one facilitation or additional breaks).
- Marzano Research will strive to make adjustments to the maximum extent possible to ensure that all students can fully participate.

We have designed these recommendations to create an inclusive virtual environment where every student can meaningfully engage. If any additional adjustments are needed, please contact Aurora Hymel ([aurora.hymel@marzanoresearch.com](mailto:aurora.hymel@marzanoresearch.com)) in advance to make arrangements.