

## Request for Special Format Assessment

Special Assessments (braille, large print, or dual media) are provided to students who meet the criteria for designation as a student with a Visual Impairment as outlined in *Special Education Services: A Manual of Policy, Procedures and Guidelines*.



**Foundation Skills Assessment (FSA) Administration Dates: October 1, 2024 – November 8, 2024**

Return the completed form to [educ.fsascore@gov.bc.ca](mailto:educ.fsascore@gov.bc.ca) by **June 7, 2024**.

**TSVI Name:** \_\_\_\_\_

**TSVI Email:** \_\_\_\_\_

**Student's primary Inclusive Education Category designation:**  
**Student is registered with the Provincial Resource Centre for the Visually Impaired (PRCVI) and receives direct service from a qualified TSVI.**

**Student's Legal First Name:**  
\_\_\_\_\_

**Student's Legal Last Name:**  
\_\_\_\_\_

**Current Grade:**  
\_\_\_\_\_

**Personal Education Number (PEN):**  
\_\_\_\_\_

**School Name for Next Year:**  
\_\_\_\_\_

**8-Digit School Ministry Number**  
\_\_\_\_\_

**School Contact Name:**  
\_\_\_\_\_

**School Contact Email:**  
\_\_\_\_\_

Note: If adjustments such as adding or removing students need to be made after you submit this form, please send any additions or cancellations by September 6, 2024.

**Is the student enrolled in the Programme francophone?**  
(Note: If "yes" is checked, a French booklet will be supplied)

**Alternate Format Selection**

Please select **ONE** of the available alternate format options below:  
Detailed descriptions of each format are located at the end of this document.  
(Note: Large Print and Dual Media options require font style and size selections)

UEB BRAILLE VERSION ONLY

LARGE PRINT VERSION

Font Style:	Arial	BC Sans	Verdana	
Font Size:	20 point	22 point	24 point	26 point

DUAL MEDIA - UEB BRAILLE VERSION AND LARGE PRINT VERSION

Font Style:	Arial	BC Sans	Verdana	
Font Size:	20 point	22 point	24 point	26 point

TSVI Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Alternate Format Descriptions**

- 1) **UEB BRAILLE VERSION ONLY** - For a student provided a braille question booklet, the school assumes responsibility for transcribing braille responses into print, and for listing on paper the student's choices made in response to online questions. All such responses must be correctly identified by the appropriate question numbers.  
If the student has written responses on a computer independent of the e-Assessment System (EAS), the school is responsible for ensuring each written answer and online question's response is identified with the appropriate question number on the printout.
- 2) **LARGE PRINT VERSION** - For a student provided with a Large Print student response booklet, the student may enter written responses directly in their regular printed response booklet, and respond to online questions online in the EAS (with on-screen font size enlargement possible), or the school may assign a scribe to transfer the student's written responses to the regular printed student response booklet and input the student's online responses in EAS. The school will ensure the student's work is marked and results reported following instructions provided by the Ministry of Education and Child Care.  
All printed test materials containing the student's responses must be identified with the correct 9-digit Personal Education Number.
- 3) **DUAL MEDIA - UEB BRAILLE VERSION AND LARGE PRINT VERSION** - Intended for students using both print and braille. A fully contracted UEB version of the print content of the FSA is provided along with an enlarged print supplement of all graphics and diagrams (tactile graphics are not provided - see UEB Braille version). If the student notes their responses in braille, the school assumes responsibility for transcribing braille written responses into print, per UEB Braille Version instructions listed above. If the student notes their responses in print, the school will follow the same procedure as outlined for the Large Print version (see above). Please note: Braille component of Dual Media Version is only available in fully contracted UEB.