

Manipulating Test Materials

Description of Accommodation

This accommodation allows the test administrator to physically manipulate test materials, online tools, and equipment for a student with a disability who is unable to do so independently.

Assessments

For a student who meets the eligibility criteria, this accommodation may be used on

- STAAR
- STAAR Spanish
- STAAR L
- STAAR A

Student Eligibility Criteria

A student may use this accommodation if he or she

- routinely and effectively uses this accommodation during classroom instruction and classroom testing, and
- has a disabling condition that interferes with the physical manipulation of test materials.

Authority for Decision and Required Documentation

- For a student receiving special education services, the decision is made by the ARD committee based on the eligibility criteria and is documented in the student's IEP.
- For a student receiving Section 504 services, the decision is made by the Section 504 committee based on the eligibility criteria and is documented in the student's IAP.
- For a student not receiving special education or Section 504 services, the decision is made by the appropriate team of people at the campus level (e.g., RTI team, student assistance team) based on the eligibility criteria and is documented according to district policies.
- In the case of an ELL with a disability, the decision is made by the applicable group above in conjunction with the student's LPAC. The decision is to be documented by the LPAC in the student's permanent record file and by the other applicable group, as described above.
- After state testing, GA must be recorded in the ACCOMM. field on the student's answer document or in the Texas Assessment Management System for online administrations. This indicates that an allowable general accommodation was made available to the student.

No Accommodation Request Form required.



Examples/Types

This accommodation includes but is not limited to

- turning test booklet pages per student directions
- positioning the ruler per student directions
- using the mouse to navigate the pages and operate the tools in an online administration per student directions
- operating technology per student directions
- highlighting per student directions
- positioning mathematics manipulatives per student directions

Special Instructions/Considerations

1. A student who uses this accommodation may complete the test in a separate setting to eliminate distractions to other students and to ensure the confidentiality of the test.
2. The student must give specific directions about how the test administrator should manipulate test materials, online tools, and equipment.
3. The test administrator may not provide feedback regarding the correctness of the student's directions.
4. Manipulating test materials must be done by a trained test administrator who has signed the Oath of Test Security and Confidentiality for Test Administrator document. This includes the bottom section of the oath for test administrators who are authorized to view secure state assessments. Responding to test questions, making notes about test questions, and discussing the content of the test at any time are prohibited.
5. If a student needs his or her responses to test questions (i.e., multiple choice, griddable, short answer, writing prompt) transcribed onto an answer document or into the Texas Assessment Management System for online administrations, refer to the Basic Transcribing or Complex Transcribing accommodation policies.