Oral/Signed Administration

Description of Accommodation

This accommodation allows test material to be read aloud to a student with a disability. All references to reading support during an oral administration also apply to signing during a signed administration.

Assessments

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

- STAAR, STAAR Spanish, and STAAR L mathematics (grades 3–8, Algebra I, and Algebra II)
  - ✓ Test questions, answer choices, required reference materials, and allowable accommodations (e.g., supplemental aid) may be read aloud to a student

- STAAR, STAAR Spanish, and STAAR L science (grades 5 and 8 and biology)
  - ✓ Test questions, answer choices, required reference materials, and allowable accommodations (e.g., supplemental aid) may be read aloud to a student

- STAAR and STAAR L social studies (grade 8 and U.S. history)
  - ✓ Test questions, answer choices, and allowable accommodations (e.g., supplemental aid) may be read aloud to a student

- STAAR and STAAR Spanish grades 3–8 reading
  - ✓ Test questions, answer choices, required reference materials, and allowable accommodations (i.e., dictionary) may be read aloud to a student
  - ✗ Reading selections may **NOT** be read aloud to a student

- STAAR and STAAR Spanish grade 4 writing
  - ✓ Allowable accommodations (e.g., supplemental aid) may be read aloud to a student
  - ✗ Revising and editing passages, test questions, and answer choices may **NOT** be read aloud to a student

- STAAR grade 7 writing
  - ✓ Required reference materials and allowable accommodations (e.g., supplemental aid) may be read aloud to a student
  - ✗ Revising and editing passages, test questions, and answer choices may **NOT** be read aloud to a student

- STAAR English I, English II, and English III
  - ✓ Reading section: test questions, answer choices, and required reference materials may be read aloud to a student
  - ✗ Reading section: reading selections may **NOT** be read aloud to a student
  - ✓ Writing section: required reference materials and allowable accommodations (e.g., supplemental aid) may be read aloud to a student
  - ✗ Writing section: revising and editing passages, test questions, and answer choices may **NOT** be read aloud to a student

  NOTE: Eligibility for an Oral Administration is not applicable to STAAR A and should **NOT** be determined or documented. For information about the text-to-speech function on STAAR A, refer to the test administration manuals.

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
- ☐ meets at least one of the following:
    - The student receives special education services and is identified with dyslexia or a related disorder per TEC §38.003.
    - The student receives special education services and has evidence of reading difficulties.
    - The student receives Section 504 services and is identified with dyslexia or a related disorder per TEC §38.003.
    - The student receives Section 504 services and has evidence of reading difficulties.
    - The student does not receive special education or Section 504 services but is identified with dyslexia or a related disorder per TEC §38.003.

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, OA must be recorded in the ACCOMM. field as available on the student's answer document or in the Texas Assessment Management System for online administrations.

No Accommodation Request Form required.

Examples/Types

Several types of oral administration are available, some of which require a decision about student eligibility.

Oral Administration of STAAR and STAAR Spanish Paper Tests, STAAR Braille Tests, and STAAR EOC Online Tests

All guidelines for oral administration apply to paper tests, braille tests, and EOC online tests. Oral administration of these tests should only be provided to an eligible student by a trained test administrator. Test administrators must be trained in the procedures specific to an oral administration. Guidelines for providing an oral administration can be found in the Oral/Signed Administration Guidelines document located on the Accommodation Resources webpage.

Oral administration can include different levels of reading support for each eligible student. The test administrator may

- read parts of the test questions and answer choices at student request
- read all test questions and answer choices throughout the test (not appropriate for standardized oral administration [SOA] or STAAR A)

It is the responsibility of the appropriate team of people at the campus level (e.g., ARD committee, ARD committee in conjunction with LPAC, Section 504 placement committee, RTI team, student assistance team) to determine eligibility and document the level of reading support the student needs in the appropriate student paperwork. A student can request a change to the level of reading support provided during testing only if this option is documented. Test administrators must be made aware of the level of reading support each student is to receive and whether the student can change the level of reading support during testing, based on the documentation in the student's paperwork.

STAAR SOA

The SOA for STAAR is offered statewide as an online option for oral administration.

All guidelines for oral administration apply to SOA. The online tool through which SOA is delivered allows a student to independently select and change his or her level of reading support during the test administration. SOA should only be administered to an eligible student for whom the appropriateness of this type of oral administration has been discussed and documented.

It is recommended that students complete the STAAR SOA online tutorial prior to test administration. This tutorial allows students to become familiar with the tools available to them during the online SOA test session. A link to the tutorial, along with specific information regarding setting up and managing SOA online test sessions, is available on the TEA's Standardized Oral Administration webpage.

Oral Administration of STAAR L

The embedded text-to-speech tool in STAAR L reads aloud individual words as a student clicks on them. If this type of reading support is sufficient, students who meet the eligibility requirements for STAAR L do not have to be eligible for an oral administration as well. However, because the purpose of the tool is to help students decode words in English, the tool does not read aloud numbers, symbols, equations, or multiple words at a time. Therefore, if a student needs all of the test questions and answer choices throughout the test read aloud, he or she must be eligible for oral administration as an accommodation. Specific information regarding the text-to-speech functionality of STAAR L, as well as instructions for test administrators can be found in the test administration manuals. It is important to note that a test administrator may provide a signed administration of STAAR L if needed. These same guidelines that describe when to determine eligibility for an oral/signed administration must be adhered to. It is recommended that students complete the applicable online tutorial prior to test administration. This tutorial allows students to become familiar with the tools available to them during the online STAAR L test session. A link to the STAAR L tutorial, along with specific information regarding setting up and managing online test sessions, is available at http://tea.texas.gov/student.assessment/ell/staarl/.

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. Any type of oral administration in which the test administrator has to view a secure state assessment requires that the test administrator sign 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.

3. It is the responsibility of the district/campus to determine the most appropriate way to group students in order to provide a proper test administration.

4. If providing an oral administration to a student taking a braille test, refer to the General Instructions for Administering Braille State Assessments document, located on the TEA's Accommodations for Students with Disabilities webpage.

5. If conducting a signed administration to students who are deaf or hard of hearing, test administrators should also read the specific guidelines for signing test content included in the General Instructions for Administering State Assessments to Students Who are Deaf or Hard of Hearing document, located on the TEA's Accommodation for Students With Disabilities webpage.