



# Photocopying Test Materials

## Description of Accommodation

This accommodation, or designated support, allows for test materials to be photocopied for a student whose disability prevents him or her from effectively using test materials provided by the state.

## Assessments

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

- STAAR
- STAAR Spanish
- TELPAS

## Student Eligibility Criteria

Submit an Accommodation Request Form to TEA if the student

- receives special education services,
- routinely receives this accommodation during classroom instruction and classroom testing,
- is unable to effectively use any accessibility features or locally approved designated supports to address this need, and
- meets at least one of the following.
  - The student has an impairment in vision (e.g., uncorrected vision, nystagmus, qualifies for special education services with a Visual Impairment [VI]) and requires test materials in a size larger than the state-supplied large-print test materials.
  - The student has a physical disability that prevents him or her from effectively manipulating test materials printed on both sides of the paper or turning the pages in a test booklet.

## 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.
- 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.

## Examples/Types

This accommodation may include **only**

- enlarging the printed test materials to a size larger than the state-supplied, large-print test materials
- photocopying the double-sided test materials into single-sided sheets

## Special Instructions/Considerations

1. Accommodation Request Forms must be received by TEA according to the posted deadlines. Late requests will **NOT** be processed unless circumstances involving the student change after the deadline (e.g., newly enrolled student, medical emergency, updated ARD committee decision). In these circumstances, the district testing coordinator should contact TEA's Student Assessment Division at 512-463-9536 for further instructions.
2. The district must maintain test security and confidentiality when photocopying tests. All standard test security and confidentiality requirements must be followed. Refer to the *District and Campus Coordinator Manual* for more information.
3. Photocopying must be done within the district 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.
4. The following documents may be photocopied or enlarged for a student to use during testing without submitting an Accommodation Request Form: test administration directions given verbally before or after testing; blank answer documents; the state-supplied mathematics graph paper; and the state-supplied reference materials for grade 8 mathematics and science as well as Algebra I and Algebra II. Because the state-supplied mathematics reference materials for grades 3–7 contain rulers that could be distorted when photocopied or enlarged, these materials may **NOT** be photocopied. However, reference materials without rulers can be printed from the STAAR Assessment Management System (under the Help tab).
5. If the student is unable to record his or her answers onto the answer document, refer to the eligibility criteria outlined in the Basic Transcribing or Complex Transcribing policies.
6. TEA will provide additional procedures specific to the requested accommodation with any approved Accommodation Request Form.
7. Technology-based accommodations for a student taking an online-only test (i.e., TELPAS, STAAR with content supports, STAAR with language and vocabulary supports) enable most students to test online. However, in rare instances a special request may be made to TEA for approval to administer a paper test booklet. The request to photocopy a paper test booklet should include the rationale for any designated supports requiring TEA approval needed for the student. The paper administration request document can be found on the TEA's Coordinator Manual Resources webpage.