



# Manipulating Test Materials

## Description of Accommodation

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

## Assessments

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

- STAAR
- STAAR Spanish
- TELPAS

## 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.

## Authority for Decision and Required Documentation

- 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 criterion and is documented according to district policies.
- For a student who is an ELL, the decision is made by the LPAC based on the eligibility criterion and is documented in the student's permanent record file.
- For a student receiving Section 504 services, the decision is made by the Section 504 committee based on the eligibility criterion and is documented in the student's IAP.
- For a student receiving special education services, the decision is made by the ARD committee based on the eligibility criterion 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 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, 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 policies.
6. LPACs may not recommend designated supports for an ELL whose parents have denied bilingual or ESL services.