

General Instructions for Administering Large-Print State Assessments

Introduction

This set of instructions provides general information about how to administer the large-print version of the state assessments. District testing coordinators receive these instructions in the large-print kits.

Large-print versions of the following assessments are available to eligible students: STAAR®, STAAR® Spanish, STAAR® Modified, TAKS, and TAKS (Accommodated). Refer to the *2014 District and Campus Coordinator Manual* for information about the process for requesting a large-print STAAR® L or TELPAS reading test booklet for a student for whom technology-based accommodations are not appropriate

The decision to provide a student with a large-print test booklet should be made in accordance with specific accommodation policies available on the Accommodation Resources webpage at <http://www.tea.state.tx.us/student.assessment/accommodations>.

Test Materials

Large-print materials are shipped with the initial secure shipment for each administration. However, large-print STAAR L and TELPAS reading test booklets are not included in the initial shipment. STAAR L and the TELPAS grades 2–12 reading tests are administered online. Refer to the *2014 District and Campus Coordinator Manual* for information about the process for requesting a large-print STAAR L or TELPAS reading test booklet for a student for whom technology-based accommodations are not appropriate.

Only districts that have identified eligible students during the enrollment process will receive large-print materials. The large-print test booklets are spiral bound, and the dimensions of the booklets are 11 inches by 14 inches. As with a regular-print test booklet, each subject-area test of a large-print booklet is sealed.

For a student with a visual impairment who requires printed materials in a size larger than the state-supplied large-print materials, refer to the Photocopying Test Materials accommodation policy.

Font and point sizes matrices for the regular- and large-print assessments, as well as online assessments, are available on the Accommodation Resources webpage at <http://www.tea.state.tx.us/student.assessment/accommodations>.

Training

Districts should plan appropriately to ensure that individuals who are administering the large-print version of the assessments have received training in these procedures and special instructions prior to testing.

Campus testing coordinators are responsible for issuing the test materials to the appropriate test administrators. It is important that test administrators be given their test administration materials in time to prepare for testing, especially if additional accommodations are needed. Campus testing coordinators are also responsible for monitoring large-print test administrations to ensure that they are conducted, to the greatest extent possible, in the same manner as the administration of regular-print tests.

Student Response Procedures

The test administrator and the student should determine the best method for the student to respond to the test questions. Review the Basic Transcribing accommodation policy for response mode options. Special consideration may also need to be given to the type of paper that a student may need to generate a response for the written composition and open-ended items. The student's response in its entirety must fit onto the lined pages and/or spaces for each written composition and/or short answer reading question on the answer document. STAAR and STAAR Modified answer documents contain a 26-line page for each written composition and (for STAAR only) 10 lines for each short-answer.

- 26 lines of handwritten text is approximately 1,750 typed characters (including spaces)
- 10 lines of handwritten text is approximately 675 typed characters (including spaces)

Students who have a vision impairment may need to test in a separate setting in cases where their methods of response might distract other students. Any student responding verbally must receive an individual administration, which is an allowable test administration procedure per the *2014 District and Campus Coordinator Manual*.

In the large-print test booklets, the printing on a page is faintly visible through the page that precedes it. To reduce this show-through effect, a large colored sheet is provided with each large-print test. The test administrator should instruct the students to insert this sheet behind the page on which they are working. If a student chooses to mark answers on the large-print test, it is essential that the marks do not bleed through to such a degree that the student is unable to respond to subsequent test items.

For students taking a large-print mathematics or science assessment, a separate sheet for students to record their answers to griddable questions is included with large-print materials. The "Transcribing Griddable Questions" student document applies to:

- STAAR, STAAR L, and STAAR Modified grades 3–8 mathematics and Algebra I;
- STAAR and STAAR L grades 5 and 8 science tests;
- STAAR Spanish grades 3–5 mathematics and grade 5 science tests;
- TAKS and TAKS (Accommodated) exit level mathematics and science tests.

The “Transcribing Griddable Questions” student document must be provided to each student who does not use his or her answer document so that the student is aware of the maximum number of boxes available for an answer to a griddable question. This separate sheet must be used when the test administrator transcribes the student’s responses onto the answer document. The sheet must be destroyed after testing.

Student Materials and Accommodations

Any materials and equipment needed by the student, including allowable testing accommodations, should be furnished before testing begins. Refer to each specific accommodation policy for student eligibility criteria and special instructions.

If a student needs an accommodation not described on the Accommodations for Students with Disabilities webpage, contact TEA’s Accommodations Task Force at 512-463-9536.

Students Requiring More Time to Complete Testing

Students with a vision impairment who take a large-print test may require considerably more time to complete the test than students without a vision impairment. If the student typically requires more time than is allotted for testing, refer to the accommodation policies that address Extra Time (for STAAR), Extra Day (for TELPAS and STAAR) or Extended Time (for TAKS).

Transcribing

Student responses for all large-print tests must be transferred to the student’s answer document. If this is not done, the student’s test cannot be scored. Refer to the accommodation policies that address Basic Transcribing and/or Complex Transcribing (for STAAR and TELPAS) or Other Methods of Response/Transcribing (for TAKS).

An answer document is provided with each large-print test. The instructions for completing the student identification information and the FOR SCHOOL USE ONLY section of the answer document can be found in the test administrator manuals.

Transcribing may be done by the test administrator during or after testing. The student’s responses should be transcribed as follows:

- Transcribe the student’s responses onto the regular-print answer document exactly as indicated by the student.
- Write “Transcribed by (NAME) because student used the large-print version” at the top of the answer document on the page where the student identification information is located.
- All transcriptions must be done in No. 2 pencil.

If a student uses a word processor to generate a written response (e.g., written composition or short answer), the document may be saved periodically while the student is completing the response. However, the response must be deleted after the test administrator has transcribed it onto an answer document. All special features (e.g., spell check, word predictor) must be disabled

unless the student meets the eligibility criteria outlined in the Spelling Assistance accommodation policy.

For STAAR, the large-print (LP) bubble must be marked in the ACCOMM. field on the student's answer document. If a student had access to other accommodations in addition to taking the large-print test, the corresponding bubble(s) should also be marked in this field. This information can be found in the *2014 District and Campus Coordinator Manual*. For STAAR L and TELPAS large-print tests, the Type 1 accommodation must be selected on the Student Test Details page.

For TAKS, mark the large-print (LP) bubble in the ACCOMMODATIONS (FOR ALL PROGRAMS) field on the student's answer document. Other accommodations should be marked as "P" (Presentation), "R" (Response), "S" (Setting), or "T" (Timing and Scheduling). Refer to the *2014 Directions for District Coordinators, Campus Coordinators, and Test Administrators - TAKS and TAKS (Accommodated)* for more information about recording accommodation use on the TAKS answer documents.

Returning Materials

All large-print materials, including handwritten or typewritten responses, must be returned to the district testing coordinator. All answer documents onto which students' responses have been transcribed should be returned in the shipment of scorable materials. The answer documents for students taking the large-print versions of the tests will be processed in the same manner as all other answer documents.

The large-print booklets should be returned in the nonscorable shipment. Any typewritten or handwritten responses on scratch paper that include student notes, answers to multiple-choice questions, written compositions, or responses to short-answer reading questions must be destroyed after testing. For additional information about what to return in the nonscorable shipment, refer to the *2014 District and Campus Coordinator Manual*.

Contact TEA's Student Assessment Division at 512-463-9536 if you have any questions regarding the administration of large-print tests.