

# Accommodations in Unexpected or Emergency Situations

Unexpected or emergency situations that necessitate the use of an accessibility feature or designated support may occur just prior to or on the day of the state assessment. For example, a student may arrive at school without his or her prescribed eyeglasses and need a large-print test booklet, or a student may have a broken arm and need his or her responses transcribed onto the answer document. When considering how to meet a student's needs in these types of situations, student independence should be a priority. Testing coordinators should follow these steps when an unexpected or emergency situation arises just prior to or on the day of the state assessment.

## STEP 1:

Consider accessibility features allowed for any student. This information can be found on TEA's Accommodation Resources webpage. If the student's needs can be met by an accessibility feature, it should be made available to the student during testing. There is no need to contact TEA.

## STEP 2:

If the student's needs cannot be met using an accessibility feature or the student requires additional support, review the Accommodation Resources webpage to see if a locally-approved designated support can meet the student's needs. Consideration should be given to designated supports that the student can independently use (e.g., for the student who does not have his/her prescribed eyeglasses, consider a projection device or a large-print test booklet prior to an oral administration by a test administrator). If the student's needs can be met by a locally-approved designated support, it should be made available to the student during testing. There is no need to contact TEA.

## STEP 3:

If the student's needs cannot be met with Step 1 or 2, review the designated supports requiring TEA approval. If this type of support will be needed, contact TEA's Accommodations Task Force for permission and additional instructions. Once approval has been granted, please follow the guidelines to administer the assessment with these designated supports. The Math Scribe, Extra Day, and Complex Transcribing guidelines can be found on the Accommodation Resources webpage.

In unexpected and emergency situations, there is no expectation that the student would have routinely received the accessibility feature or designated support during classroom instruction and classroom testing. However, it is recommended that the student (and test administrator, if applicable) be given the opportunity to practice using the feature or support prior to testing, if time permits.

After testing, if the student used a designated support, it should be recorded on the student's answer document or in the Assessment Management System for online administrations. In addition, the situation should be taken into consideration when interpreting test results. Be aware that the allowance of a testing accommodation in an unexpected or emergency situation applies to the current test administration only and does not transfer to subsequent test administrations.

For additional questions about testing accommodations in unexpected or emergency situations, contact a member of TEA's Accommodations Task Force at (512) 463-9536.