

# General Instructions for Administering Large-Print State Assessments

## Introduction

Large-print versions of State of Texas Assessments of Academic Readiness (STAAR®), STAAR Spanish, STAAR with Embedded Supports, STAAR Spanish with Embedded Supports, and Texas English Language Proficiency Assessment System (TELPAS) grades 2–12 reading tests are available to eligible students. The decision to provide a student with a large-print test booklet of STAAR or STAAR Spanish should be made in accordance with specific designated support policies available on the Accommodation Resources webpage. 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. However, STAAR with Embedded Supports and TELPAS grades 2–12 reading are administered online. In rare circumstances, a paper administration may be approved by the Texas Education Agency (TEA) for a student for whom technology-based accommodations are not appropriate. In these circumstances, a large-print version of these tests will be available if noted in the request.

## Test Materials

For STAAR and STAAR Spanish, large-print materials are shipped with the initial secure shipment for each administration. Districts can order large-print materials during the participation counts window.

For STAAR with Embedded Supports, STAAR Spanish with Embedded Supports, and TELPAS grades 2–12 reading tests, booklets are not included in the initial shipment. Once a paper request for these assessments is approved by TEA, the large-print materials will be shipped separately to the district.

## Photocopying Large-Print Materials

The STAAR and TELPAS large-print test booklets are spiral-bound. The dimensions of the STAAR booklets are 11 inches by 17 inches and the dimensions of the TELPAS booklets are 11 inches by 14 inches. For a student with a visual impairment who requires printed materials in a size larger than the state-supplied large-print materials, a campus may photocopy secure test materials without submitting an Accommodation Request Form to TEA. There is no need to indicate on the answer document that this procedure was used; however, the following guidelines must be adhered to:

- The district must maintain test security and confidentiality when photocopying test materials. All standard test security policies and procedures must be followed. Refer to the *District and Campus Coordinator Resources*.
- Photocopying must be done within the district by a trained test administrator who has signed a security oath. Information about this requirement and security oaths is available in the Security section of the *Coordinator Resources*.
- Photocopying a subject-area test must be done on the day of that test. Previewing of test content (i.e., photocopying) is **NOT** allowed prior to the day a test is administered.
- The test booklet may not be taken apart for photocopying.

- If the mathematics test is enlarged, the state-supplied ruler (as part of the reference materials) must also be enlarged to the same degree to ensure that graphics that require the use of a ruler result in the intended measurement.
- The memory on the copier must be cleared after photocopying secure test booklets.
- All photocopies must be returned with the nonscorable shipment.

Font and point sizes matrices for the non-braille and large-print assessments, as well as online assessments, are available on the Accommodation Resources webpage at <http://tea.texas.gov/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 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 all other tests.

## Student Response Procedures

The test administrator and the student should determine the best method for responding to the test questions based on what the student is most comfortable using. Review the Basic Transcribing designated support policy document for response mode options. Special consideration should be given to the type of paper that a student will need to generate a response for the written composition. The student's response in its entirety must fit onto the correct page on the answer document that contains 26 lines. Twenty-six lines of handwritten text is approximately 1,750 typed characters (not including spaces).

Students with a visual 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 accessibility feature. This information can be found on the Accommodation Resources webpage.

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 student to insert this sheet behind the page on which he or she is 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 grades 3–8 mathematics, Algebra I, and Algebra II
- STAAR grade 8 science
- STAAR Spanish grades 3–5 mathematics
- STAAR with Embedded Supports grades 3–8 mathematics and Algebra I
- STAAR with Embedded Supports grade 8 science
- STAAR Spanish with Embedded Supports grades 3–5 mathematics

A 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 Designated Supports**

All materials and equipment needed by the student, including designated supports, should be furnished before testing begins. Refer to each specific policy document for student eligibility criteria and special instructions.

If a student needs a support not described on the Accommodations Resources webpage, a request for an Other designated support may be submitted to TEA.

### **Students Requiring More Time to Complete Testing**

Students with visual impairments who take a large-print test may require considerably more time to complete the test than students without a visual impairment. If the student typically requires more time than is allotted for testing, refer to the Extra Time and Extra Day policy documents on the Accommodation Resources webpage.

### **Transcribing**

Student responses for all large-print tests must be transferred to the student's answer document or in the online testing system for TELPAS grades 2–12 reading tests. If this is not done, the student's test cannot be scored. Refer to the Basic Transcribing policy document on the Accommodation Resources webpage for more information. If the student has a TEA-approved request for Complex Transcribing, guidelines for this type of administration will be provided.

An answer document is provided with paper-based large-print tests. For STAAR, STAAR Spanish, STAAR with Embedded Supports, and STAAR Spanish with Embedded Supports paper administrations, student responses must be recorded on the paper answer document provided. The instructions for completing the student identification information and the FOR SCHOOL USE ONLY section of the answer document can be found in the appropriate test administrator manual.

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 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 TEA-allowed or TEA-approved technology-based accommodations (e.g., word processor, speech-to-text) are used by a student during testing, TEA guidelines on the use of this technology must be followed in order to maintain the security and validity of the assessment. Although some technology may be very useful during a daily academic setting, technology that has functionality that violates TEA guidelines cannot be used during a state assessment. The technology guidelines for state assessments can be found on the Accommodation Resources webpage.

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 designated supports (e.g., Basic Transcribing) 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 *Coordinator Resources*.

For TELPAS grades 2–12 reading paper administrations, the student's responses should be indicated in the test booklet. The test administrator must transcribe student responses into the online testing system and indicate that the student used the large-print designated support. If a student had access to other accommodations in addition to taking the large-print test, those should be indicated as well. For more information on completing these steps, see the appropriate administration guide or paper supplement.

### **Returning Materials**

All large-print materials, including handwritten or typed responses, must be returned to the district 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 typed or handwritten responses on scratch paper that include student notes, answers to multiple-choice questions, and responses to written compositions must be destroyed after testing. For additional information about what to return in the nonscorable shipment, refer to the *Coordinator Resources*.

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