

# 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 student's scheduled 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 the [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 the Texas Education Agency (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 or 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 through Step 1 or 2, review the designated supports requiring TEA approval. If this type of support will be needed, contact a member of TEA's Accommodations Task Force for permission and additional instructions. Once approval has been granted, please follow the guidelines to administer the assessment with the approved designated support(s). The Complex Transcribing, Extra Day, Math Scribe, and Other 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. For instructions on how to enter designated supports for paper test takers, see the [District and Campus Coordinator Resources](#). For online test takers, see the [STAAR Assessment Management System User's Guide](#). Designated supports must be entered before the end of the online testing window. 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.