Supplemental Aids for STAAR: What’s Allowed and What’s Not?

TEA’s Student Assessment Division

Fall 2019
Supplemental Aids

Description of Designated Support

This designated support allows a student to use paper-based resources that assist in recalling information.

Assessments

For a student who meets the eligibility criteria, this designated support may be used on
- STAAR
- STAAR Spanish
A student may use this designated support if

- he or she routinely, independently, and effectively uses it
during classroom instruction and classroom testing.

**Note:** Supplemental aids are intended for students who are approved to use them based on the decisions of an ARD committee, 504 committee, LPAC committee in conjunction with an ARD or 504 committee, RTI or student assistance team. The RTI or student assistance teams that make the decisions are formed to address a student’s consistent academic struggles. Supplemental aids should not be confused with common study aids used by students who are not struggling academically.
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 receiving Section 504 services, the decision is made by the Section 504 committee based on the eligibility criteria 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 criteria and is documented in the student’s IEP.

- In the case of an EL 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 applicable group above.
Authority for Decision and Required Documentation

- After state testing, DS must be recorded in the ACCOMM. field on the student’s answer document or D in the Texas Assessment Management System for online administrations. This indicates that an allowable designated support was made available to the student.

TEA approval is NOT required
- **ONLY** the supplemental aids described in the Supplemental Aids policy document are allowed for eligible students.

- Examples of allowable supplemental aids with different formats are provided on the following slides. Other formats are allowed as long as they follow the description of the aid in the Supplemental Aids policy document.
A mnemonic device is a learning technique that assists with memory. Only mnemonic devices that are acronyms or phrases based on an acronym may be used.

**PEMDAS**

or

**Please Excuse My Dear Aunt Sally**

**DMSB**

or

**Dad Mother Sister Brother**

**KPCOFGS**

or

**King Phillip Came Over For Good Spaghetti**
The subject-specific words that the mnemonic represents are **NOT** allowed.

- Parentheses (P)
- Exponents (E)
- Multiplication (M)
- Division (D)
- Addition (A)
- Subtraction (S)

- Divide (D)
- Multiply (M)
- Subtract (S)
- Bring down (B)

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El Rey es un filósofo de mucha clase que ordena para su familia géneros de buena especie.
Blank graphic organizers may be used.
Blank graphic organizers may NOT contain titles, words, labels, colors used as labels, pictures, acronyms, mnemonics, numbers, symbols, or variables.
✓ A number chart (e.g., 100 chart) may be used, however all number charts **MUST** be in sequential order.

× Indicating special numbers (e.g., highlighting or circling prime numbers) within the body of the chart is **NOT** allowed.
A number chart with a sequence of numbers is allowable as a supplemental aid. However, number charts that identify and/or illustrate a calculation function (e.g., +, x) are NOT allowable as supplemental aids. A student MUST meet eligibility for the Calculation Aids policy to use these types of charts on an assessment. For more information please see the Calculation Aids Policy on the Accommodation Resources webpage or in the District and Campus Coordinator Resources.

Below are examples of charts that are considered calculation aids.

**REMEMBER:** Multiplication and addition charts are considered calculation aids.
A grade-appropriate place value chart may be used. The chart may contain commas and decimals in the appropriate places; however, it may **NOT** contain place value labels (i.e., words) or numbers as specific examples.
Pictorial models of fraction bars or fraction circles MAY be used.
The models should **NOT** contain labels and they should **NOT** show equivalencies (e.g., $1/2 = 2/4 = 0.5 = 50\%$) or a cumulative sequence (e.g., $1/4$, $2/4$, $3/4$, $4/4$).

<table>
<thead>
<tr>
<th></th>
<th>$1/2$</th>
<th>$2/2$</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1/3$</td>
<td>$2/3$</td>
<td>$3/3$</td>
</tr>
<tr>
<td>$1/4$</td>
<td>$2/4$</td>
<td>$3/4$</td>
</tr>
</tbody>
</table>

- $1/3$  
- $2/6$  
- $3/4$  
- $6/8$
Pictorial models of one-, two-, and three-dimensional geometric figures may be used; however, the figures must be grade- or course-appropriate.
A pictorial model of a geometric figure **MAY** be provided in either three-dimensional (3-D) forms **OR** two-dimensional (2-D) forms.

**A pictorial model of a geometric figure **MAY NOT** be provided in both three-dimensional (3-D) **AND** two-dimensional (2-D) forms either on the same page or a different page.
Mathematics: Pictorial Models of Geometric Figures

The figures may **NOT** contain titles, words, labels, colors used as labels, acronyms, mnemonics, numbers, symbols, or variables.

![Diagram with symbols indicating not allowed features]
Providing a pictorial model of a geometric figure in one form (e.g., net) and a manipulative of the same figure in another form (e.g., three-dimensional solid) is **NOT** allowed.

**Pictorial Model**

**Manipulative**

OR

(NOT both)
A list of grade-appropriate grammar and mechanics rules may be used. The list may NOT contain any specific examples.

**Things I Want to Remember:**
- **Capitalization:**
  - First word in a sentence
  - Names- person, city, state
  - Quote- first word at the beginning of a sentence in dialogue
- **Example:** "The girl is good at volleyball."

<table>
<thead>
<tr>
<th>Type/ Symbol</th>
<th>Rule</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colon [:]</td>
<td>Introduce a list of three or more items</td>
<td>There are three things I want to do before I die: go on a cruise, go skydiving, and surf.</td>
</tr>
<tr>
<td>Colon [:]</td>
<td>Introduce an explanation (what follow “explains” or “answers” what precedes)</td>
<td>You know what they say about real estate: Location is everything.</td>
</tr>
</tbody>
</table>
Graphics of scientific concepts may be used.
The graphics may **NOT** contain titles, words, labels, colors used as labels, acronyms, mnemonics, numbers, symbols, or variables.
Formula triangles representing relationships between variables may be used. Only formulas that appear on the appropriate state-supplied reference materials may be represented. The triangles may only include variables; for example, a triangle showing the relationship between mass, density, and volume can contain only the variables m, D, and V. Symbols for mathematical operations (e.g., $\times$, $\div$) are NOT allowed.
Blank maps may be used. Blank maps should **NOT** contain titles, words, labels, colors used as labels, pictures, acronyms, mnemonics, numbers, symbols, or variables. In addition, unlabeled maps that represent historic events may be used (e.g., an unlabeled map that represents the stages of U.S. territorial expansion). A student could use **BOTH** physical and political world or U.S. blank maps.
Timelines may be used if they contain only dates.
Labeling (e.g., color, letters, numbers, words) the events connected with those dates in any way is **NOT** allowed.
1. A student who uses this designated support may complete the test in a separate setting to eliminate distractions to other students and to ensure the confidentiality of the test.

2. Supplemental aids can be provided in the language that is most appropriate for the student.

3. Colors may be used in a supplemental aid to enhance readability or improve tracking but may **NOT** be used as a label.

4. Pictures may be used in pictorial models of geometric figures and graphics of scientific concepts but not in other supplemental aids.
5. Using a supplemental aid as an accommodation during classroom instruction and classroom testing should not replace the teaching of subject-specific skills as outlined in the TEKS. The student must be able to understand the information that the supplemental aid provides and simply need assistance recalling the concepts.

6. Supplemental aids should be individualized for each student. Students have different strengths and needs, so it is not appropriate to provide all students the exact same set of supplemental aids.

7. The test administrator may not remind the student to use the supplemental aid or explain to the student the information included on the supplemental aid.
8. An instructional environment should be maintained during testing windows. It is not necessary to conceal or remove instructional or reference materials in the testing area, the classroom, or hallways unless they could assist a student with answering questions on the subject-area assessment being administered. This policy is different from the Supplemental Aids designated support policy, because supplemental aids are intended for students requiring individualized support and should be made available specifically to them.

9. The supplemental aid must be error-free, concise, and well organized so that a student can easily access the information. The supplemental aid must not contain numerous pages, as this may be more cumbersome than helpful when used during the state assessment.

10. If a student writes on the supplemental aid while taking the state assessment, the supplemental aid must be destroyed after testing.
These slides have been prepared and approved by the Student Assessment Division of the Texas Education Agency.

If any of the slides are changed for local use, or regional trainings, please remove any TEA logos. (You may need to edit the Master slide.)
TEA Resources and Contact Information

For More Information About Accessibility Policy go to:
2019-2020 Accommodation Resources Webpage
District and Campus Coordinator Resources

Contacts for the Office of School Programs:
Division of Student Assessment: 512-463-9536
Curriculum Standards and Student Support: 512-463-9581
Special Student Populations (Dyslexia, Special Education, ESL): 512-463-9414

Student Assessment Special Populations Mailbox:
assessment.specialpopulations@tea.texas.gov