



# General Instructions for Administering Braille Versions of TELPAS Reading

## Introduction

Braille versions of the Texas English Language Proficiency Assessment System (TELPAS) reading assessments are now available to eligible students. This set of instructions provides general information about how to administer the braille version of TELPAS reading tests. District testing coordinators receive this document in the braille kits.

## Test Materials

Districts should order TELPAS braille materials during the additional materials order window indicated in the Calendar of Events. The braille test booklets have single-sided pages and single spacing of braille lines.

Both contracted and uncontracted braille test materials are available in Unified English Braille (UEB). Braille orders will default to UEB contracted braille, unless otherwise specified.

Uncontracted braille tests may be ordered only for students who use uncontracted braille materials routinely during classroom instruction. A corresponding ink-print test booklet will be included in each braille kit. If a student taking a braille test is eligible for an oral administration, the test administrator may use the ink-print test booklet included in the braille kit.

## Preparing Test Materials Prior to Administration

A district or campus is required to prepare any necessary materials to make TELPAS reading tests accessible to students with a visual impairment who otherwise cannot access the test content. The contents of a braille assessment may be previewed by the test administrator during the district-determined preview window. The preview may take place any school day prior to the reading test, during the testing week. Districts and campuses are responsible for keeping testing materials secure. When previewing the materials, consider the following:

- Designate a secure location (e.g., campus, room, office) to view test materials, including all materials in braille kits and specific braille instructions.
- Determine a time for the test administrator to preview materials to keep access limited.
- Using a Materials Control Form gives testing personnel the opportunity to track material check-in and check-out times and dates.
- Designate a location to securely store all test materials for the administration, including any supplemental materials needed for student accessibility.

## Photocopying of Ink-Print Test Booklet

A student may have a visual impairment that requires the use of two types of test materials. For example, a student may need to use a braille test booklet in conjunction with a test booklet. In this situation, the ink-print test booklet included in the braille kit will need to be photocopied. A campus may photocopy secure test material for a student who has a visual impairment without submitting an Accommodation Request Form to the Texas Education Agency (TEA). The contents of a braille assessment and the TELPAS reading test booklet may be previewed by the test administrator during the district-determined preview window. The preview may take place any school day prior to the reading test, during the testing week. Districts and campuses are responsible for keeping testing materials secure. 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 an Oath of Test Security and Confidentiality. Information about this requirement and security oaths is available in the Security section of the *Coordinator Resources*.
- The test booklet may not be taken apart for photocopying.
- The memory on the copier must be cleared after photocopying secure test booklets.
- All photocopies must be returned with the nonscorable shipment.

## Specific Braille Instructions

Specific braille instructions supplement the appropriate test administrator manual and are designed to help a test administrator understand and meet the needs of a student taking a braille test. Specific braille instructions are included in each braille kit. Unless otherwise stated in these instructions, the directions contained in the *TELPAS Test Administrator Manual* must be followed.

After the braille kit arrives, but prior to the day of testing, the test administrator should read the specific braille instructions to determine which materials or procedures a student may need for testing.

Specific braille instructions are divided into three sections.

- **General Information:** This section gives the test administrator information about the braille test booklet.
- **Specific Instructions:** This section provides information for the test administrator about how a particular braille test differs from the ink-print version. This includes related administration instructions and information about test questions that have been altered to ensure that the test is accessible to a student who reads braille. For example, test questions with a visual element that cannot be rendered in braille will include a description of what is depicted in the ink-print version of the test. Although such descriptions are provided in the braille booklet, the test administrator may read them aloud from the specific braille instructions at a student's request. This section also informs test administrators of any manipulatives that a student will need in order to complete the test.
- **Test Administration Directions:** This section includes general and specific information about the braille test that should be read to the students (e.g., whether special symbols or standard braille codes are used on the test). Any information that is on the Transcriber's Notes page in the braille test booklet is also provided in this section.

## Training

Districts should plan appropriately to ensure that individuals who are administering the braille version of TELPAS reading 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, including all applicable specific braille instructions, in time to prepare for testing, especially if additional accommodations are needed. Campus coordinators are also responsible for monitoring braille administrations to ensure that they are conducted, to the greatest extent possible, in the same manner as the administration of non-braille 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 found in the [Coordinator Resources](#) for response mode options. For example, “Student writes responses on another workspace” allows for the options of using an electronic notetaker, braille, scratch paper, dry-erase board, word processor, etc., for multiple-choice questions.

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.

Student responses for all TELPAS reading braille tests must be entered into the Data Entry Interface (DEI). Test administrators must log in to DEI to enter student information. Refer to the [DEI User Guide](#) for more information and specific instructions.

## Student Materials and Designated Supports

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

- The test administrator should have available braille paper, typing paper, bold-lined paper, raised-line paper, pens, crayons, pencils, 20/20 pens, markers, placeholders, and any manipulatives or reference materials required by the specific braille instructions. Special consideration should also be given to lighting conditions for students with low vision.
- Students who take the braille version of the tests at any grade level may use slates and styluses, electronic notetakers, word processors, or projection or low-vision devices (such as a closed-circuit television [CCTV]).

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

## Students Requiring More Time to Complete Testing

The TELPAS reading tests are untimed. Students should be given as much time as they need to finish the test, although they are required to finish the test the same day it is started. Students with visual impairments who take a braille 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 Day designated support policy document in the *Coordinator Resources*. If a student needs an extra day to test, an Accommodation Request Form does not need to be submitted to TEA for approval. The appropriate team of people at the local level can determine that a student taking a braille version of TELPAS reading needs an extra day to test; however, the following guidelines MUST be adhered to:

- The district must maintain test security and confidentiality throughout the extended testing period since the student will be taking a secure state assessment at a different time than other testers. All standard test security policies and procedures must be followed. Refer to the *Coordinator Resources*.
- When determining how a test should be divided into two days, you must adhere to these requirements.
  - On day two of testing, the student may not return to any selections or test questions viewed on day one.
  - All multiple-choice test questions accompanying a selection must be completed on the same day they were begun. A student should not begin reading a

selection unless the test administrator is certain that the student will have sufficient time to complete all the test questions that accompany the selection.

- It may be necessary to test the student in a different setting to maintain test security and confidentiality.
- It is recommended that the student's parents be notified regarding the altered testing schedule.

## Returning Materials

All braille materials, including handwritten, typed, or brailled responses, must be returned to the campus coordinator. The braille booklets, all ink-print test booklets, and specific braille instructions should be returned in the nonscorable shipment. Any brailled, typed, or handwritten responses on scratch paper that include student notes or answers to multiple-choice questions must be destroyed after testing. For additional information about what to return in the nonscorable shipment, refer to the [TELPAS Test Administrator Manual](#).

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

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