

## 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 prescribed eyeglasses and need a large-print test booklet, or a student may have a broken arm and need responses transcribed into the Data Entry Interface (DEI). When considering how to meet a student's needs in these types of situations, ensuring student independence is a priority. Testing coordinators should follow these steps when an unexpected or emergency situations arise just prior to or on the day of the state assessment.

### STEP 1:

Districts should first consider if a student's needs can be met by any of the accessibility features available to any student and should make them available during testing. There is no need to contact the Texas Education Agency (TEA) for approval to use accessibility features. Information on these accessibility features available to any student can be found on the Accommodation Resources web page.

### 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 use independently (e.g., for the student who forgot prescribed eyeglasses, consider a projection device or a large-print test booklet over 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 the TEA 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 supports. Guidelines for approved designated supports 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 designated support prior to the administration of the state assessment, if time permits.

A student's use of a designated support must be recorded in the Test Information Distribution Engine (TIDE) after testing but before the end of the online testing window. For

online test takers, refer to the [TIDE User Guide](#). For instructions on how to enter designated supports for paper test takers, refer to the [Accommodations](#) policies. Districts must be aware that the allowance of a testing accommodation in an unexpected or emergency situations applies only to the current test administration and does not transfer to subsequent administrations. In addition, the use of a designated support should be taken into account when interpreting test results.

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