Oral/Signed Administration

Description of Designated Support

This designated support allows test material to be read aloud to a student. All references to reading support during an oral administration also apply to signing during a signed administration. In addition, an online oral administration is administered via text-to-speech.

Assessments

For a student who meets the eligibility criteria, this designated support may be used on

Paper Tests

- STAAR and STAAR Spanish mathematics, science, and social studies
  - ✓ Test questions, answer choices, required reference materials (where applicable), and allowable designated supports may be read aloud to a student.
- STAAR and STAAR Spanish reading
  - ✓ Test questions, answer choices, required reference materials (where applicable), and allowable designated supports may be read aloud to a student.
  - ✗ Reading selections may **NOT** be read aloud to a student.
- STAAR and STAAR Spanish writing
  - ✓ Required reference materials (where applicable) and allowable designated supports may be read aloud to a student.
  - ✗ Revising and editing passages, test questions, and answer choices may **NOT** be read aloud to a student.
- STAAR English I, English II, and English III
  - ✓ Reading section: test questions, answer choices, and required reference materials may be read aloud to a student.
  - ✗ Reading section: reading selections may **NOT** be read aloud to a student.
  - ✓ Writing section: required reference materials and allowable designated supports may be read aloud to a student.
  - ✗ Writing section: revising and editing passages, test questions, and answer choices may **NOT** be read aloud to a student.

Online Tests

- STAAR mathematics, science, and social studies
  - ✓ Test questions, answer choices, and embedded supports can be read aloud to a student by text-to-speech (TTS).
  - ✓ Required reference materials (where applicable) and allowable designated supports may be read aloud to a student by a test administrator.

- STAAR reading
    - ✓ Test questions, answer choices, and embedded supports can be read aloud to a student by TTS.
    - ✓ Required reference materials (where applicable) and allowable designated supports may be read aloud to a student by a test administrator.
    - ✗ Reading selections **CANNOT** be read aloud to a student by TTS or a test administrator.

- STAAR writing
    - ✓ Revising passages, revising test questions and answer choices, and embedded supports can be read aloud to a student by TTS.
    - ✓ Required reference materials (where applicable) and allowable designated supports may be read aloud to a student by a test administrator.
    - ✗ Editing passages, test questions, and answer choices **CANNOT** be read aloud to a student by TTS or a test administrator.

- STAAR English I, English II, and English III
    - ✓ Reading test questions and answer choices, revising passages, revising test questions and answer choices, and embedded supports can be read aloud to a student by TTS.
    - ✓ Required reference materials and allowable designated supports may be read aloud to a student by a test administrator.
    - ✗ Reading selections, editing passages, and editing test questions and answer choices **CANNOT** be read aloud to a student by TTS or a test administrator.

Student Eligibility Criteria

A student may use this designated support if he or she

- ☐ routinely and effectively uses it during classroom instruction and classroom testing, and
- ☐ meets at least one of the following:
    - The student is a current ELL.
    - The student is identified with dyslexia or a related disorder per TEC §38.003.
    - The student has documented evidence of reading difficulties.

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 criteria and is documented according to district policies.
- For a student who is an ELL, the decision is made by the LPAC based on the eligibility criteria and is documented in the student's permanent record file.
- 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 ELL 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 other applicable group, as described above.

- After state testing, DS must be recorded in the ACCOMM. field on the student's answer document. This indicates that an allowable designated support was made available to the student. This embedded support is automatically recorded in the STAAR Assessment Management System.

Examples/Types

Several types of oral administration are available.

Oral Administration of STAAR and STAAR Spanish Paper Tests and STAAR Braille Tests

All guidelines for oral administration apply to paper tests, braille tests, and online tests. Oral administration of these tests should only be provided to an eligible student by a trained test administrator. Test administrators must be trained in the procedures specific to an oral administration. Guidelines for providing an oral administration can be found in the Oral/Signed Administration Guidelines document located on the Accommodation Resources webpage.

Oral administration can include different levels of reading support for each eligible student. The test administrator may

- read parts of the test questions and answer choices at student request
- read all test questions and answer choices throughout the test

It is the responsibility of the appropriate team of people at the campus level (e.g., ARD committee, ARD committee in conjunction with LPAC, Section 504 placement committee, RTI team, student assistance team) to determine eligibility and document the level of reading support the student needs in the appropriate student paperwork. A student can request a change to the level of reading support provided during testing if this option is documented. Test administrators must be made aware of the level of reading support each student is to receive and whether the student can change the level of reading support during testing, based on the documentation in the student's paperwork.

Text-to-Speech (TTS) on STAAR Online Tests

Text-to-Speech (TTS) is offered statewide as an online option for oral administration. All guidelines for oral administration apply to TTS. The TTS tool allows a student to independently select and change his or her level of reading support during the test administration.

It is recommended that students complete the STAAR online tutorial as well as practice using the release tests prior to test administration. These resources allow students to become familiar with the functionality of online tests. The tutorial and release tests are available through the STAAR Online Testing Platform. Specific information regarding setting up and managing online test sessions is available at http://www.TexasAssessment.com/technology.

Special Instructions/Considerations

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. Any type of oral administration in which the test administrator has to view a secure state assessment requires that the test administrator sign the Oath of Test Security and Confidentiality for Test Administrator document. This includes the bottom section of the oath for test administrators who are authorized to view secure state assessments. Responding to test questions, making notes about test questions, and discussing the content of the test at any time are prohibited.

3. It is the responsibility of the district/campus to determine the most appropriate way to group students in order to provide a proper test administration.

4. If providing an oral administration to a student taking a braille test, refer to the General Instructions for Administering Braille State Assessments document, located on the TEA's Accommodation Resources webpage.

5. If conducting a signed administration to students who are deaf or hard of hearing, test administrators should also read the specific guidelines for signing test content included in the General Instructions for Administering State Assessments to Students Who are Deaf or Hard of Hearing document, located on the TEA's Accommodation Resources webpage. Proctor codes will be available to district testing coordinators and assistants approximately one week prior to testing in the STAAR Assessment Management System to download and distribute to test administrators providing a signed administration of an online STAAR test.

6. Information about setting up online test sessions for students who are eligible for an oral administration (i.e., TTS) can be found in the *STAAR Assessment Management System User's Guide* at http://www.TexasAssessment.com/technology.

7. LPACs may not recommend designated supports for an ELL whose parents have denied bilingual or ESL services.

8. Students for whom the LPAC recommends the use of this support for any reading or writing assessment may not be considered for exit at the end of the school year.