Manipulating Test Materials

**Description of Accommodation**
This accommodation allows the test administrator to physically manipulate materials and equipment for a student with a disability who is unable to do so independently.

**Assessments**
For a student who meets the eligibility criteria, this accommodation may be used on
- STAAR
- STAAR Spanish
- STAAR L
- STAAR Modified
- TELPAS grades 2–12 reading tests

**Student Eligibility Criteria**
A student may use this accommodation if he or she
- routinely and effectively uses this accommodation during classroom instruction and testing, and
- has a disabling condition that interferes with the physical manipulation of test materials.

**Authority for Decision and Required Documentation**
- 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.
- For a student receiving Section 504 services, the decision is made by the placement committee based on the eligibility criteria and is documented in the student’s IAP.
- 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.
- In the case of an ELL with a disability, the decision should be 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 statewide testing, the accommodation type must be recorded in the ACCOMMODATIONS field on the student’s answer document or in the Assessment Management System for online administrations, if applicable. The accommodation type is indicated in the triangle at the top of this document.

No Accommodation Request Form required.
Examples/Types

This accommodation may include but is not limited to

- turning test booklet pages per student directions
- positioning the ruler per student directions
- using the mouse to navigate an online administration per student directions
- operating technology per student directions
- highlighting per student directions
- positioning mathematics manipulatives per student directions

Special Instructions/Considerations

1. A student who uses this accommodation may need to complete the test in a separate setting to eliminate distractions to other students and to ensure the confidentiality of the test. Testing in a separate setting for this purpose is not considered the Individual or Small-Group Administration accommodation.

2. The student must give specific directions about how the test administrator should manipulate test materials and equipment.

3. The test administrator may not provide feedback regarding the correctness of the student’s directions.

4. Manipulating test materials must be done by a trained test administrator who has signed the “Oath of Test Security and Confidentiality for Test Administrator.” This includes the bottom section of the oath for test administrators who are authorized to view secure statewide assessments. Responding to test questions, making notes about test questions, and discussing the content of the test at any time are prohibited.