



Office of Research, Evaluation and Professional Learning

DeSSA-Smarter Designated Supports for General Education Students Receiving School Support

Accessibility Guidelines provided by the Delaware Department of Education and any guidance in the Test Administration Manual or state training should be followed at all times. Activities specified below are outlined to assist district staff with fulfilling state guidelines.

The Appendix provides useful tools for team and teacher to use when considering appropriate designated supports.

There is also an online training available in PDMS.

Activity	Timeline	Responsible Party
1. RTI team and PST discuss designated supports for each general education student receiving support (not SWD, 504, ELL). This would include Tier 2 and Tier 3 RTI students and students on the PST list. Also, consider the needs of students in EL monitoring status and EL students whose parents waived EL services. Refer to designated supports in TIDE from the prior year and consider what to remove and what to add.	At least once per year, prior to school interim tests (by January 15 th for summative testing); or as identified for RTI and PST	RTI and PST Teams
2. Complete designated supports selection form and submit form to your test coordinator. <i>*Access form from DOE's website</i>	At least once per year, prior to school optional interim tests (by January 15 th for summative test)	RTI and PST Leads
3. Use designated support regularly with classroom activities and assessments as applicable.	Year long	Classroom teacher
4. Enter/select designated supports in the various vendor sites (i.e. TIDE for Smarter ELA/Math, PAN for Pearson Sci/SS) Flag students as "GenEdWithSupports" in accordance with DOE procedure. Make sure to remove any designated supports that may have rolled over from the prior year if they are no longer applicable.	After overnight from prior step. By March 1	Test Coordinator
5. Confirm designated supports are available in the vendor system for each student. Schedule students for testing considering designated supports. If designated supports are not correct in the vendor system, make sure the teacher/test administrator does not test until they are corrected.	1 week before testing or 72 hours after changes are made	Test Coordinator
6. Confirm the student's embedded designated supports are properly listed in the testing system before approving the student for testing. Notify test coordinator if designated supports are not correct. Ensure non-embedded designated supports are provided (designated supports provided by school, not in the online test system; e.g. scribe).	Before approving test	Teacher/ Test Administrator
7. Report to issues with designated supports prior to (not in vendor system) or during testing (problems with availability or functionality).	As issues arise	Test Coordinator
8. Monitor solutions to issues. Act as a liaison and advocate between schools and DOE to issues resolved in a timely manner.	As issues arise	District Test Coordinator