

Appendix F

Scribing and Transcribing Guidelines

Overview

When a student cannot write or enter responses to assessment items, the student may be eligible to work with a scribe. A scribe is an adult who writes down what a student dictates via speech, American Sign Language, or an assistive communication device. The scribe must be trained and qualified and must follow these guidelines. The guiding principle in scribing is to ensure that the student has access to and is able to respond to test content.

Scribes are allowable as identified in Tables 5, 6, and 8. Information on documentation requirements and decision-making criteria for use of scribes and all other supports can be found in this document.

Qualifications

- The scribe should be an adult who is familiar with and to the student, such as the teacher or teaching assistant who is typically responsible for scribing during educational instruction and assessments. Allowing a scribe for students who do not typically receive scribe services are allowed in cases such as a student breaking an arm immediately prior to testing.
- Scribes must have demonstrated knowledge and experience in the subject for which scribing will be provided.
- Scribes should have extensive practice and training in accordance with Consortium and state administration and security policies and procedures as articulated in Consortium and state administration manuals, Guidelines, and related documentation.

Preparation

- Scribes must read and sign a test security/confidentiality agreement prior to test administration.
- Scribes are expected to familiarize themselves with the test format in advance of the scribing session. Having a working familiarity with the practice and training test environment will help facilitate the scribe's ability to record the student's answers.
- Scribes should be familiar with the Individualized Education Program (IEP) or 504 Plan if the student for whom they are scribing has access to additional

designated supports and/or accommodations. This will ensure there are plans in place for providing all needed designated supports and accommodations.

- Scribes should also have a strong working knowledge of the embedded and non-embedded accessibility and accommodations options and features available on the assessments.
- In addition to a scribe, students may make use of other approved specialized tools or equipment during the test as appropriate and in accordance with these Guidelines. Scribes should be familiar with any assistive technology or approved supports the student requires.
- Scribes should have extensive practice in providing scribing support and must be familiar and comfortable with the process before working directly with a student.
- Scribes should review this Scribing Protocol for assessments with the student at least one to two days prior to the test event.
- Scribes should practice the scribing process with the student at least once prior to the scribing session.

General Guidelines Prior to and During Testing

- Scribing must be administered so that the interaction between a scribe and a student does not interrupt other test-takers. The scribe's support should ideally be provided in a separate setting.
- If not in a separate setting, the scribe should be situated near enough to the student to prevent their conversations from reaching other students in the room.
- For computer-based administrations, scribes must enter student responses directly into the test interface, making use of the available embedded and non-embedded tools available for a given item and student.
- For paper-pencil tests, the scribe will darken the answer choice (bubble) provided by the student. For constructed response items, the scribe will handwrite, type, or use a computer to record the student's work.
- A scribe may draw a graph, diagram, or picture for the student as described by the student. The scribe will ask the student to edit the drawing. The scribe will ask the student to indicate if there are any

changes they would like made.

- Scribes are expected to comply with student requests regarding use of all available features within the test environment.
- Scribes may respond to procedural questions asked by the student (e.g., test directions, navigation within the test environment, etc.).
- Scribes may not respond to student questions about test items if their responses compromise validity of the test. The student must not be prompted, reminded, or otherwise assisted in formulating his or her response during or after the dictation to the scribe.
- Scribes may ask the student to restate words or parts as needed. Such requests must not be communicated in a manner suggesting that the student should make a change or correction.
- Scribes may not question or correct student choices, alert students to errors or mistakes, prompt or influence students in any way that might compromise the integrity of student responses. A scribe may not edit or alter student work in any way, and must record exactly what the student has dictated.
- Students must be allowed to review and edit what the scribe has written.

For Reading, EOC Mathematics, and Science

- The scribe will use correct spelling and add punctuation and capital letters.

For Writing

- The scribe will not punctuate, capitalize, or make any edits; the student will proofread to add punctuation, capitalization, capital letters, and other edits. The scribe will make student requested changes, even if incorrect.
- The scribe will correctly spell below grade-level words dictated by the student. • Students may punctuate as they dictate. For example, when stating the sentence, "The cat ran," the student can say, "The cat ran period."
- The scribe will ask the student to spell aloud any words at or above grade level and the scribe will write the student's spelling.

Role of Transcriber:

- A transcriber is different than a scribe in that a scribe creates a written document for a student and a transcriber enters a written response into the response document from the written or oral response created by the student.
 - A transcriber is a school employee with strong administrative skills who has been trained in test administration and test security protocols.
- Transcribing is a required activity when a student, unable to directly input responses to the paper or online assessment, uses an approved accommodation (e.g., braille, signing, large-print).
 - Prior to the student leaving the testing room, the TA and/or scribe must ensure that the student's responses are legible so that the transcriber will be able to reproduce the student's responses.
 - Transcribing must occur after the student concludes the test and before the school or district completes post-assessment material packaging for return shipment.
 - Request the transcribe to read aloud the completed text before final approval.
 - Secure test materials and associated student responses cannot be photocopied, scanned, or saved in order to use this accommodation. Any typed or handwritten responses that include student notes, answers to multiple-choice, or responses to constructed-response items or writing prompts must be destroyed after testing. All recordings must be erased or destroyed after testing.

Exception:

When the function of transcription is directly tied to the function of scribing for the student (i.e., the assisting individual will enter student responses directly into the appropriate response format), the individual assisting the student now acts as a scribe and should follow the protocols for scribing.

Content-Area Specific Guidelines

Content	Specific Guidelines
English Language Arts	<p>Selected Response Items (Single and Multiple Answer)</p> <ul style="list-style-type: none"> • The student must point to or otherwise indicate his/her selection(s) from the options provided • Scribes are expected to comply with student directions regarding screen and test navigation and use of test platform features available for a given item • The student will confirm the selected answer and indicate to the scribe when he/she is ready to move to the next item <p>Constructive Response Items (Short-Text)</p> <ul style="list-style-type: none"> • The scribe will write verbatim student responses on paper or on screen in an area occluded from other students' view. • The scribe will correctly spell all words as dictated. • The scribe will not capitalize words or punctuate text. • The scribe will orally confirm spelling of homonyms and commonly confused homophones, e.g., than and then; to, two, and too; there, their, and they're. • The student will proofread to add punctuation, capitalization, spacing, and make other edits. • The scribe will make student requested changes, even if incorrect. • The student will confirm his/her answer and indicate to the scribe when he/she is ready to move to the next item. <p>Long Essay (Full-Write)</p> <ul style="list-style-type: none"> • The scribe will write verbatim student responses on paper or on screen in an area occluded from other students' view. • The scribe will correctly spell all words as dictated. • The scribe will not capitalize words or punctuate text. • The scribe will orally confirm spelling of homonyms and commonly confused homophones, e.g., than and then; to, two, and too; there, their, and they're. • The student will proofread to add punctuation, capitalization, spacing, and other edits. • The scribe will make student requested changes, even if incorrect. • The student will confirm his/her answer and indicate to the scribe when he/she is ready to move to the next item. • Scribes should request clarification from the student about the use of capitalization, punctuation, and the spelling of words, and must allow the student to review and edit what the scribe has written.

Content	Specific Guidelines
Mathematics	<p>Selected Response Items (Single and Multiple Answer)</p> <ul style="list-style-type: none"> The student must point to or otherwise indicate his/her selection from the options provided. The scribe will comply with student directions, including requests regarding screen and test navigation and use of test platform features available for the question. The student will indicate to the scribe when he/she is ready to move to the next item. <p>Constructed/Equation Response Items</p> <ul style="list-style-type: none"> The student must point or otherwise direct the scribe in developing his/her response. The scribe will input student work directly onscreen and in view of the student. For responses requiring equations, the student must specify where to place figures and operands. For responses requiring text, the scribe will correctly spell all words as dictated and conform to standard writing conventions. For responses requiring text, the student will proofread to add punctuation, capitalization, spacing, and other edits. The scribe will make student requested changes, even if incorrect. The student will confirm his/her answer and indicate to the scribe when he/she is ready to move to the next item.

Considerations for students also using ASL

- The scribe should be proficient in ASL or the scribe should be working with an interpreter proficient in ASL, as determined by the member.
- When a constructed response is required, the interpreter/scribe should convey the meaning behind the student's indicated response.
- The interpreter/scribe should show the student the written response, but NOT sign the response to the student.
 - Probing or clarifying is allowed in the case of classifiers for students using ASL.
- Students may review the written or typed response on paper or on the computer screen and indicate any changes or revisions to the scribe.

Post-Administration

- The scribe will submit online or paper-based student responses and collect scratch paper, rough drafts, and login information immediately at the end of the testing session and deliver it to the TA in accordance with Consortium and state policies and procedures.
- The scribe must not discuss any portion of the test with others.

Refer to the resources on page 80-81.