

Appendix C: Procedures for Scribing and Transcribing Student Responses

The human scribe (A10.1, SA3.1, EL4.1) and speech-to-text (A10.2, SA3.2, EL4.2) accommodations allow students to produce responses orally to a test administrator who will type the responses (or write in the student’s test & answer booklet) or into a speech recognition device. Students who receive one of these accommodations may respond to test questions through one of the following:

- verbal dictation to a human scribe
- a speech-to-text device or other augmentative/assistive communication device (e.g., picture/word board)
- signing (e.g., American Sign Language, signed English, Cued Speech)
- gesturing or pointing
- eye-gazing

Guidelines for Administering the Human Scribe Accommodation (A10.1, SA3.1, EL4.1)

- A scribe may administer this accommodation only to **one student at a time** during a test session. The student must be tested in a separate setting.
- If scribing responses into a paper-based booklet, the scribe must produce legible text. For computer-based tests, the scribe will type directly into the student’s computer-based test.
- The scribe must transcribe the student’s responses verbatim and may not prompt, correct, or question the student regarding the content of the responses. The scribe may request that the student restate (or sign) words, phrases, or sentences, as needed. The scribe may not edit or alter the student’s dictated response in any way.
- A student using a scribe must be given the same opportunities as other students to plan and draft a written response. The scribe may write an outline, plan, or draft as directed by the student, and must record the draft response or outline exactly as dictated.

Additional Guidance on Scribing for ELA (SA3.1)

- The scribe will spell all words correctly.
- The scribe will assume all sentences begin with a capital and end with a period. Other than that, at the beginning of a sentence the scribe should request clarification from the student about the use of capitalization and punctuation. The scribe must also allow the student to review and edit what the scribe has written.
- 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*.
- After the student has finished dictating their response(s), the scribe must do the following:
 - ask the student to review the draft and make any necessary edits, including capitalization, punctuation, and paragraph breaks
 - either allow the student to make edits independently or have the student direct the scribe to make the edits
 - not assist the student in making decisions during the editing process
- The scribe will make the student’s requested changes, even if incorrect.
- The student will confirm the correctness of the response.

Guidelines for Transcribing Student Responses

Circumstances may occur during test administration that may require a test administrator to **transcribe** a student's responses onscreen or in their test & answer booklet. These situations may include the following:

- Answers were recorded in the wrong section or an incorrectly assigned computer-based test or test & answer booklet.
- A student took the test using a special test format requiring that answers be transcribed; e.g., Braille or large-print. (Braille responses must be transcribed by persons fluent in Braille.)
- A student used speech-to-text software, or augmentative communication, or an assistive technology device **that is not compatible with the MCAS Student Kiosk** and printed their responses for transcription by a test administrator.
- A student recorded answers on blank paper as an accommodation, instead of in the computer-based test or test & answer booklet.
- The test & answer booklet or document became unusable (e.g., torn, wrinkled, or contaminated).

Transcribing responses by a test administrator may occur at any time until the end of the testing window under secure conditions supervised by the principal (or designee). In cases where a student's responses must be transcribed *after* test administration is completed but before the end of the testing window, the following conditions apply:

- At least two persons must be present during any transcription of a student's responses. At least one of the individuals must be an authorized test administrator; the other may be a principal or designee.
- The student's response must be transcribed verbatim into the booklet or computer-based test.
- The student's original printed responses must either be securely shredded or placed in the school's return shipment.