# Scribing Protocol

## June 30, 2020

A scribe is a certified adult who writes down what a student dictates in a variety of ways (e.g., speech, American Sign Language (ASL), braille, an assistive communication device, etc.). 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 a **documented accommodation** for ELA, math, and science.

### Qualifications for Scribes

- The scribe should be an adult who is familiar with the student, the certified teacher who is typically responsible for scribing during educational instruction and assessments.

- 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 the state administration and security policies and procedures as articulated in the test administration manuals, guidelines, and related documentation.

### Preparation

- Scribes should 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 test environment will help facilitate the scribe's ability to record the student's answers. Scribes may wish to review the practice test to become familiar with the assessment.

- Scribes should be familiar with the Individualized Education Program (IEP) or 504 plan if the student for whom they are scribing has a disability, so that 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 universal tools, designated supports, and accommodations available on the state assessments.

- Scribes should review the *Scribing Protocol* 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

- Scribing must be administered so that the interaction between a scribe and a student does not interrupt other test-takers, or inadvertently reveal the student's answers.

  - If not in a separate setting, the scribe should be situated near enough (adhering to local health and safety protocol) 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 embedded and non-embedded tools available for a given item and student.

- 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. If necessary, the student can request the scribe to read aloud the completed text before final approval.

## Content-Area Specific Guidelines

| Content Area | Guidelines |
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| English Language Arts | **Selected Response Items (Single and Multiple Answer)**<br><br>● The student must point to or otherwise indicate his/her selection(s) from the options provided<br>● Scribes are expected to comply with student directions regarding screen and test navigation and use of test platform features available for a given item<br>● The student will confirm the selected answer and indicate to the scribe when he/she is ready to move to the next item<br><br><br>**Constructed Response Items (Short-Text)** |

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| | <ul><li>The scribe will write verbatim student responses on paper or on screen in an area occluded from other students' view.</li><li>The scribe will correctly spell all words as dictated.</li><li>The scribe will **not** capitalize words or punctuate text.</li><li>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*.</li><li>The student will proofread to add punctuation, capitalization, spacing, and make other edits.</li><li>The scribe will make student requested changes, even if incorrect.</li><li>The student will confirm the fidelity of the response.</li><li>The student will indicate to the scribe when he/she is ready to move to the next item.</li></ul><u>Long Essay (Full-Write)</u><ul><li>The scribe will write verbatim student responses on paper or on screen in an area where the student's answers will not be accessible to other students.</li><li>The scribe will correctly spell all words as dictated.</li><li>The scribe will **not** capitalize words or punctuate text.</li><li>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*.</li><li>The student will proofread to add punctuation, capitalization, spacing, and other edits.</li><li>The scribe will make student requested changes, even if incorrect.</li><li>The student will confirm the fidelity of the response.</li><li>The student will indicate to the scribe when he/she is ready to move to the next item.</li><li>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.</li></ul> |
| Mathematics/ Science | <u>Selected Response Items (Single and Multiple Answer)</u><ul><li>The student must point to or otherwise indicate his/her selection from the options provided.</li><li>The scribe will comply with student directions, including requests regarding screen and test navigation and use of test platform features available for the question.</li><li>The student will confirm his/her selections and indicate to the scribe when he/she is ready to move to the next item.</li></ul><u>Constructed/Equation Response Items</u><ul><li>The student must point or otherwise direct the scribe in developing his/her response.</li><li>The scribe will input student work directly onscreen and in view of the student.</li></ul> |

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| | ● For responses requiring equations, the student must specify where to place figures and operands.<br>● For responses requiring text, the scribe will correctly spell all words as dictated and conform to standard writing conventions.<br>● For responses requiring text, the student will proofread to add punctuation, capitalization, spacing, and other edits.<br>● The scribe will make student requested changes, even if incorrect.<br>● The student will confirm the fidelity of the response.<br>● The student will indicate to the scribe when he/she is ready to move to the next item. |

### Considerations for students also using ASL or other Sign System

- The scribe should be proficient in the sign system utilized (e.g., ASL) or the scribe should be working with an interpreter proficient in the sign system.
- 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.
  - o Probing or clarifying is allowed in the case of classifiers for students using ASL or other sign systems.
- Students may review the written or typed response on paper or on the computer screen and indicate any changes or revisions to the scribe.

### Considerations for Student Using Braille

- The scribe should be proficient in reading (visually or tactually) braille in all braille codes used by the student.
- The scribe should enter the responses on paper or online exactly as the student has brailled. In addition to following the content specific guidelines above, errors in braille code should not be corrected.
- The scribe may ask for the student to read back brailled responses for clarification if the brailled response is difficult to read due to student corrections.
- Students may review the written or typed response on paper or on the computer screen by either using the scribe to read back the entered response or using assistive technology. Students may 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 test administrator in accordance with state policies and procedures.