

APPENDIX J: Scribe Guidelines

A scribe is an adult who writes down what a student dictates in a variety of ways (e.g., speech, American Sign Language (ASL), braille, assistive communication device). The guiding principle in scribing is to ensure that the student has access to and is able to respond to test content.

Qualifications for Scribes

- The scribe should be familiar with the student, such as the teacher or teaching assistant who is typically responsible for scribing during educational instruction and assessments.
- Scribes must meet the criteria outlined in the Rhode Island Test Coordinator Handbook.
- Scribes must have completed all training for administering the test, including security policies and procedures outlined in the selected test's test administrator manual.

Preparation for Scribes

- 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 test.
- Scribes should review the guidelines and procedures they will use during testing 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 testing.

General Scribe Guidelines

- This accommodation should be administered in a separate location, in a one-on-one setting.
- Scribes should answer all procedural questions asked by the student (e.g., test directions, navigation within the test environment).
- Scribes are expected to comply with student requests regarding use of all available features within the test environment.
- For computer-based administrations, scribes must enter student responses directly into the test interface exactly as the student dictates.
- 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. Scribes may not suggest or hint or otherwise communicate to the student that they should make a change or correction to their answer.
- 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.
- For scribes working with students using ASL or other sign system, all ASL guidelines must be followed and the scribe must either be proficient in ASL or working with an ASL interpreter.

RICAS ELA Scribe Guidelines

A human scribe or speech-to-text are accommodations that allow students to provide their responses orally to a test administrator who will write or keyboard the responses directly onscreen (or into the student's test booklet). Students who receive this accommodation may respond to test questions either through:

- 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

Clarification on the **role of a scribe** for the ELA test:

- The test must be administered individually in a separate setting.
- The scribe may enter student responses either onscreen (computer-based test) or in the student's answer booklet (paper-based test) at the time of testing. Test administrators who review the test will be asked to sign non-disclosure agreements.
- The scribe must write exactly what the student dictates. The scribe may not edit or alter the student's dictation in any way. When scribing, the scribe may assume that each sentence begins with an upper-case letter and ends with a period. All other capitalization, punctuation, and paragraph breaks are the responsibility of the student.
- After the student has finished dictating his or her response(s), the scribe must ask the student to review the draft and make any necessary edits, including capitalization, punctuation, spelling, and paragraph breaks.
- The student may make edits independently or may direct the scribe to make the edits.
- The scribe must not assist the student in making decisions during the editing process.

Guidelines for Transcribing Student Responses

Circumstances may occur during test administration that may require a test administrator to **transcribe** a student's responses into a combined test and answer booklet, answer booklet, or onscreen. Transcribing responses by a test administrator may occur at any time until the end of the test window under secure conditions supervised by the principal (or designee). These situations may include:

- answers recorded in the wrong section of, or in an incorrect, combined test & answer booklet, answer booklet, or computer-based test.
- a student took the test using a special test format requiring that answers be transcribed; e.g., Braille, large print. (Braille responses must be transcribed by persons fluent in Braille.)
- a student uses speech-to-text software, or augmentative communication, or an assistive technology device and prints responses for transcription by a test administrator.
- A student recorded answers on blank paper, instead of in the required combined test & answer booklet, answer booklet of computer-based test, as an accommodation.
- The combined test & answer booklet or document becomes unusable; e.g., torn, wrinkled, or contaminated.

In cases where a student's responses must be transcribed *after* test administration is completed, the following steps must be followed:

- 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 a principal or designee.

- the student’s response must be transcribed verbatim into the combined test & answer booklet (or separate answer booklet for legacy tests) or computer-based test.
- the student’s original printed responses must either be securely shredded or returned with the school’s nonscorable materials.

NGSA Scribe Guidelines

For scribes working with students using Braille:

- In addition to the scribe guidance on page 102, the scribe should be proficient in reading (visually or tactually) braille in UEB and Nemeth.
- The scribe should enter the responses in the paper test booklet or online exactly as the student has brailled.
- 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.
- When the student has finished testing (the end of the test session), the scribe will immediately collect all scratch paper and rough drafts, and:
 - **(if online)** at the direction of the student, will submit the student’s responses through the TDS. The scribe will then collect the login ticket, and deliver all collected materials to the Test Administrator and confirm the student’s test has been submitted.
 - **(if paper booklet)** deliver the paper booklet and all other collected materials to the Test Administrator. The Test Administrator will then need to login to the Data Entry Interface (DEI) to transfer the student’s responses from the paper booklet exactly as indicated by the student into the DEI before the end of the testing window when the Test Coordinator ships all completed booklets. See Appendix C of the *RI NGSA Test Coordinator Manual* for guidance on using the DEI.

For scribes working with students taking the online test in Spanish:

- In addition to the general scribe qualifications, preparation, and guidelines above, the scribe should be proficient in reading, writing, and speaking Spanish.
- Students will need the following settings in the TIDE/TDS before testing: Spanish version (embedded), scribe (non-embedded), 1:1 administration (non-embedded).
- The scribe should enter the responses in the Test Delivery System (through the student’s login) exactly as the student indicates.
- When the student has finished testing (the end of the test session), at the direction of the student, the scribe will submit the student’s responses in the TDS. The scribe will then immediately collect all scratch paper and the login ticket and deliver those to the Test Administrator (or Test Coordinator, if the scribe is administering the test to this student).

For scribes working with students taking the test in Spanish using “print-on-demand” (i.e., paper edition Spanish version) in regular font size or large print:

- In addition to the general scribe qualifications, preparation, and guidelines above, the scribe (test administrator) should be proficient in reading, writing, and speaking Spanish.

- Students will need the following settings in the TIDE/TDS before testing: Print-On-Demand (embedded), Spanish version (embedded), Text magnification (if large print), scribe (non-embedded), 1:1 administration (non-embedded).
- **Technology needed:** separate computer for the Test Administrator to approve the print requests for each item (see the *RI NGSA Test Administrator Manual*, page 71); printer to print the items for the student. These are secure items so the printer must be in the same room as the test is administered.
- Once the student has logged into the TDS and begun testing, the student (or scribe/Test Administrator) will have the ability print items from the test. There are two ways: selecting the “Print Item” option from the Context menu for that item, or selecting “Print Page” and “Print Stimuli” from the Global Menu (see the *Guide to the Student Interface of the TDS*). Once the print request has been generated, the Test Administrator will need to approve the request in TIDE and submit the item to the printer (see the *RI NGSA Test Administrator Manual*, page 71).
- Printed items, like paper test booklets, are considered secure materials. As such, keep track of all printed items both for security purposes and to reduce duplicate prints if a student wants to return to a particular item in that session for review (e.g., use paper clips to combine stimuli with their items, organize in order of the test for easier reference).
- The scribe should enter the student’s responses into the TDS exactly as indicated by the student.
- When the student has finished testing (the end of the test session), at the direction of the student, the scribe will submit the student’s responses in the TDS. The scribe will then immediately collect all printed items, scratch paper, and the login ticket and deliver those to the Test Administrator (or Test Coordinator, if the scribe is administering the test to the student). Printed items must be shredded immediately as they are secure materials and will not be shipped with the paper test booklets.