

# SCRIBE SPECIAL DOCUMENTED ACCOMMODATIONS PROTOCOL FOR SMARTER BALANCED AND NEXT GENERATION SCIENCE STANDARDS ASSESSMENTS

## WHAT ARE SPECIAL DOCUMENTED ACCOMMODATIONS?

In exceptional circumstances, there may be a student whose disabilities are such that the allowable embedded and non-embedded accommodations described in [CSDE Assessment Guidelines](#) provide insufficient access to the Smarter Balanced and/or the Next Generation Science Standards (NGSS) Assessments. In this case, non-standard accommodations may be determined by the Planning and Placement Team (PPT)/Section 504 Team for students with an identified need based on evidence documented in relevant sections of the Individualized Education Program (IEP)/Section 504 Plan (e.g., Present Levels of Performance, Goals and Objectives). These accommodations typically align to those used by the student during instruction and in other learning environments. If appropriate, the team should select applicable accommodations in the Statewide Testing module in CT-SEDS. Once plans are fully implemented, accommodations will sync with the student's TIDE (Test Information Distribution Engine) test settings/accommodations dashboard used for state testing.

## WHAT IS A SCRIBE?

A scribe is an educator who writes/types responses provided by a student verbally or in a variety of ways (e.g., 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. Scribes are allowable on Smarter Balanced and NGSS Assessments as a Connecticut special documented accommodation (per the student's implemented IEP or Section 504 Plan) for open-ended items, and/or multiple-choice items. **Scribes must administer the assessment in an individual test setting.**

## WHO IS ELIGIBLE TO USE A SCRIBE ON SMARTER BALANCED AND NEXT GENERATION SCIENCE STANDARDS ASSESSMENTS?

A scribe may be selected for students using this accommodation in daily instruction to support written/typed communication as indicated in their IEP or Section 504 Plan in CT-SEDS. Students eligible for this special documented accommodation are typically identified as students with physical, motor, or visual disabilities and are unable to have their communication needs met using speech to text or other forms of assistive technology.

## QUALIFICATIONS OF A SCRIBE

- The scribe should be a certified educator, or an educator employed by the district under supervision of a certified staff member who is familiar with the student, such as the teacher or teaching assistant 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 Smarter Balanced and NGSS test administration, as well as security policies and procedures as articulated in the associated [Smarter Balanced Test Administration Manual](#) and the [NGSS Test Administration Manual](#).

### Preparation

- Scribes must review this document at least one to two days prior to the test administration as they need to understand the procedures and protocol.
- Scribes must read and sign the test security/confidentiality agreement (included in [Appendix A](#)) 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 aware of, familiar with, and provide all additional designated supports and accommodations (if applicable) to a student in accordance with the student's IEP or Section 504 Plan.
- Scribes should also have a strong working knowledge of the embedded and non-embedded universal tools, designated supports, and accommodations available on Smarter Balanced and NGSS Assessments.
- Scribes should practice the scribing process with the student at least once prior to the scribing session.
- Scribing must be administered individually so that the interaction between a scribe and a student does not interrupt other test takers, or inadvertently reveal the student's answers.

- For computer-based administrations, scribes must enter student responses directly into the test interface.
- 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 the validity of the test. The student must not be prompted, reminded, or otherwise assisted in formulating their 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 the student's responses. A scribe may not edit or alter student work in any way and must record exactly what the student has dictated/responded.
- Students must be allowed to review and edit what the scribe has written/typed. If necessary, the student can request that the scribe read aloud the completed text before final approval.

## Content Area Specific Guidelines

### Content Area Guidelines English Language Arts (ELA)

#### *Selected Response Items (Single and Multiple Answers)*

- The student must point to or otherwise indicate their 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 they are ready to move to the next item.

### *Constructed Response Items (Short-Text)*

- The scribe will correctly spell all words as dictated (this might be applicable on the Writing subtest).
- The scribe will not capitalize words or punctuate text (unless indicated by the student).
- 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, formatting, and make other edits.
- The scribe will make student-requested changes, even if incorrect.
- The student will confirm the fidelity of the response.
- The student will indicate to the scribe when they are ready to move to the next item.

### *Long Essay (Full Write, Available on the Connecticut Optional Interim Assessments)*

- 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, formatting, and other edits.
- The scribe will make student-requested changes, even if incorrect.
- The student will confirm the fidelity of the response.
- The student will indicate to the scribe when they are 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 Area Guidelines for Mathematics and Science**

### *Selected Response Items (Single and Multiple Answer)*

- The student must point to or otherwise indicate their 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 confirm their selections and indicate to the scribe when they are ready to move to the next item.

### *Constructed/Equation Response Items (Math only)*

- The student must point or otherwise direct the scribe in developing their 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, formatting, and other edits.
- The scribe will make student-requested changes, even if incorrect.
- The student will confirm the fidelity of the response.
- The student will indicate to the scribe when they are ready to move to the next item.

### **Considerations for Students Also Using ASL or Other Sign Systems**

- 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. 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 Students 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, student 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 test administration policies and procedures.



## Appendix A. Smarter Balanced and Next Generation Science Standards (NGSS) Assessments Scribe Security/Confidentiality Agreement

The scribe is a certified educator, or an educator employed by the district under supervision of a certified staff member who writes down/types and enters exactly what a student communicates through speech, American Sign Language, or an assistive communication device. The guiding principle in scribing is to ensure that the student has access and is able to respond to test content.

Scribes are allowable on Smarter Balanced and NGSS Assessments as a Connecticut **special documented accommodation** for ELA, mathematics, and science items for students with an identified need per an IEP or Section 504 Plan.

**Verification:** By signing my name below, I verify that I have read and understand my responsibilities as a scribe as described in this document. Please provide a copy of this signed form to the District Administrator (DA in TIDE) for testing. This form should be filed and maintained locally at the school or district.

Educator	
<b>Name:</b> (Please Print)	<b>Telephone Number:</b>
	<b>Email:</b>
<b>Educator Signature:</b>	<b>Date Signed:</b>
District Administrator (DA in TIDE)	
<b>Name:</b> (Please Print)	<b>Telephone Number:</b>
	<b>Email:</b>
<b>District Administrator (DA in TIDE) Signature:</b>	<b>Date Signed:</b>