

# Transcribing Griddable Questions Training Document

## For STAAR, STAAR Spanish, STAAR with Embedded Supports, and STAAR Spanish with Embedded Supports

### Use and Purpose

- The Transcribing Griddable Questions Student Document must be provided to students who are eligible for the Basic Transcribing designated support and do not utilize the answer document, including (1) a student who uses large-print test materials and (2) a student who has a disabling condition that prevents him or her from independently and effectively recording responses in the bubbles on the answer document. Refer to the Basic Transcribing policy document for more information.
- The Transcribing Griddable Questions Student Document applies to grades 3–8 mathematics, Algebra I, Algebra II, and grade 8 science assessments that include griddable questions.
- The student must enter his or her response to each griddable question onto the Transcribing Griddable Questions Student Document. This document helps make the student aware of the maximum number of boxes available for an answer, and the placement of the decimal point (if applicable), for griddable questions.
- The test administrator or designated staff transcribes exactly what the student has entered for each griddable question from the student document onto the answer document. The numbers and decimal point (if applicable) must be entered onto the answer document in the same place as they appear on the student document.

### Design of Student Document

- Each subject/grade (or course) will have a unique student document with the applicable title. STAAR and STAAR Spanish are combined into one student document because the griddable questions are numbered the same across tests.
- Each student document will have the grids numbered to correspond to the griddable questions on the answer document.
- Full grids are provided (the top boxes to enter the numbers, as well as the bubbles to fill in underneath). The student may enter his or her answer into either the top boxes or the bubbles, or in both places if desired. If the student enters numbers into the top boxes but fills in different bubbles underneath, the test administrator should use the student's answer from the top boxes.

## District/Campus Testing Coordinator and Test Administrator Responsibilities

- Student documents are included with the large-print test materials shipped to districts.
- Additional student documents are available online at the STAAR Assessment Management System website at <http://TexasAssessment.com/STAAR/> approximately two weeks prior to each test administration. Districts are responsible for printing, photocopying, and further enlarging documents as needed for other students who receive the Basic Transcribing designated support.
- Districts and campuses must prepare prior to testing to ensure that the appropriate Transcribing Griddable Questions Student Documents are available to eligible students during testing. Note the applicable month of administration in the upper-right corner of each student document. All personnel who have access to secure test materials or who administer or assist in the administration of state assessments must be trained and sign a security oath. Information about this requirement and security oaths are available in the Security section of the *Coordinator Resources*.
- It is recommended that the test administrator ensure that he or she can read and understand the student's intended responses prior to the student leaving the testing room.
- Used and unused student documents must be destroyed after transcribing is complete.

## Sample Transcribing Griddable Questions Student Document

December 2018

 **December 2018**

**Transcribing Griddable Questions Student Document –  
STAAR Algebra I (Large Print)**

14      20      27

34      42

**SAMPLE**

130736-117969 • BT1018E25 • Printed in U.S.A.  
811225

