



# Complex Transcribing for STAAR and STAAR Spanish

Complex Transcribing is allowed only for students who have a TEA-approved Accommodation Request Form. This accommodation applies only to the written compositions in grade 4 writing, grade 7 writing, English I, English II, and English III.

Before transcribing a student's dictated or signed responses to the writing prompts, test administrators must be trained in the transcription procedures outlined in this document in order to understand the boundaries of the assistance being provided. These procedures must be followed every time complex transcription is required to ensure the accuracy and validity of the transcribed responses.

## Test Security

1. The district must maintain test security and confidentiality when using a complex transcribing for testing. All standard test security and confidentiality requirements must be followed. Refer to the *District and Campus Coordinator Resources*.
2. A complex scribe must be a trained test administrator who has signed an Oath of Test Security and Confidentiality.
3. Students who receive complex transcribing may need to be tested individually so that other students will not be disturbed or distracted and to ensure the confidentiality of the test. It is the responsibility of district and campus personnel to determine the most appropriate way to administer the writing test to students who are receiving complex transcribing.
4. Test administrators may answer questions about test directions or procedures. Test administrators are never allowed to answer any questions related to the content of the test itself. If a student asks a question that you are not permitted to answer, you may respond, for example, "I can't answer that for you; just do the best you can."
5. Secure test materials and associated student responses cannot be photocopied, scanned, or saved in order to use this designated support. Any typed or handwritten notes or responses to the writing prompts must be destroyed after testing. All voice recordings must be erased or destroyed after testing.
6. The role of the test administrator is to record on the answer document or enter into the student's online test exactly what the student has dictated. Test administrators may ask the student to repeat the dictated work in order to accurately record what the student intended. However, test administrators and campus personnel are not allowed to do the following:
  - translate the prompt or the student's responses to the writing prompt into another language (except sign language)
  - rephrase or elaborate on the prompt
  - give students opening and/or closing sentences
  - give students an outline for organizing their compositions
  - give students ideas about how to develop their compositions
  - respond to the writing prompt
  - discuss the prompt or the student's response with anyone before, during, or after testing

- provide nonverbal assistance
- edit or alter student responses in any way
- provide feedback regarding the effectiveness of the student's response
- make notes about the prompt or the student's response
- write notes in a test booklet or in the Notepad tool or in the Sticky Notes tool in the online test unless directed to do so by the student
- score student responses or discuss with students how they performed

## General Information

1. The student must be given the full time allotted to complete the test. All of the student's responses must be initially recorded (e.g., onto scratch paper, the student's test booklet, typed) by the end of the time limit. The test administrator may transfer the student's final responses onto the answer document or into the student's online test after the testing period has ended, if necessary.
2. Student responses cannot be scored unless they are recorded onto an answer document with a No. 2 pencil or entered into the student's online test.
3. If the test administrator uses a word processor to type the student's response as the student dictates, special functions such as spelling and grammar assistance must be disabled. The test administrator must follow the specific procedures on the next page.
4. The student may dictate responses into a recording device if this is the procedure used routinely in the classroom. The test administrator must then follow the specific procedures on the next page.
5. For additional information regarding the role of a test administrator who transcribes for a student who uses braille or large-print test materials, refer to the General Instructions for Administering Braille and Large-Print State Assessments document, located on the Accommodation Resources webpage.
6. For additional information regarding the role of a test administrator who transcribes for a student who is deaf or hard of hearing, refer to the General Instructions for Administering State Assessments to Students Who are Deaf or Hard of Hearing document, located on the Accommodation Resources webpage.
7. The test administrator or campus coordinator must indicate that the student received an accommodation by marking the DS bubble in the ACCOMM. field on the student's answer document or D in the Texas Assessment Management System for online administrations. If the student was eligible to receive any other accommodations, these should also be recorded according to the guidelines in the specific designated support policy document.

## Specific Procedures

1. The test administrator may transcribe a student's prewriting and draft(s) onto scratch paper or the applicable pages in the student's test booklet prior to transcribing the final response onto the answer document or into the student's online test. The test administrator must indicate to the student the space allowed for his or her response to the written composition so that it will fit into the space provided on the answer document or in the student's online test when transcribed. It may be helpful for the test administrator to be positioned so that the student can see the amount of space available as the test administrator is transcribing. If typing the response directly into the student's online test, a character count is available for this purpose.
  - The answer document contains a 26-line page for the written composition. When transcribing, the test administrator can use a piece of scratch paper with 26 lines or a sample lined page from the answer document located on the STAAR Resources webpage on the TEA website.
  - Twenty-six lines of handwritten text is approximately 1,750 typed characters (**NOT** including spaces). This number of characters is based on average-sized handwriting. This is the character limit in the composition screen in the student's online test.
2. The test administrator should transcribe exactly what the student dictates. Unless the student has indicated otherwise, the response should be transcribed in all lower-case letters and no punctuation should be included.
3. Once the student has completed his or her response, the test administrator should cover it or move so that he or she is positioned in such a way that the student cannot see the response. The test administrator must then ask the student how to spell one word from each line of text. The word should contain more than three letters. If a word of this length is not available on a line of text, then the test administrator can ask for any word in that line. Select a variety of words that are indicative of the student's spelling ability. The test administrator should replace his or her spelling with the student's dictated spelling of each word.
4. The student must then be given the opportunity to review and edit what the test administrator has recorded. At this time the student should indicate punctuation and capitalization. If the student's response was longer than 26 lines or 1,750 characters, they can use this time to revise the response so that it fits onto the answer document or into the student's online test. The test administrator can remind the student that only 26 lines of text will be recorded onto the answer document or 1,750 characters will be typed into the student's online test. The test administrator may not require the student to revise the response.
  - If the test administrator reads aloud the student's response (allowed if needed for students who are eligible for an Oral/Signed Administration), the test administrator must keep his or her voice inflection neutral, without indicating (e.g., by pauses or emphasis) where correct punctuation or capitalization should go or when a mistake (e.g., incorrect grammar, awkward sentence structure) has been made.

5. Once the student has finished editing the response, the test administrator must record it onto the answer document or into the student's online test if this has not already been done. When transcribing, the test administrator must use the student's spelling (see number 3), not the test administrator's spelling. Only 26 lines of text may be recorded onto the answer document or 1,750 characters may be recorded into the student's online test. If the student's final response is longer than this, the test administrator should stop transcribing after 26 lines or 1,750 characters.
6. For paper tests, the test administrator must indicate "Transcribed by (NAME) because student has been approved by TEA for Complex Transcribing" at the top of the answer document on the page where the student identification information is located. For online tests, documentation of the accommodation should be kept locally as there is no way to indicate this information in the Assessment Management System.