



Mathematics Scribe

A mathematics scribe is allowed only for students who have a TEA-approved Accommodation Request Form. This designated support allows a test administrator to record a student's dictated scratch work and computations when a disabling condition prevents the student from accomplishing this task independently.

Before serving as a mathematics scribe, test administrators must be trained on all of the information outlined in this document in order to understand the boundaries of the assistance being provided. These procedures must be followed to ensure the accuracy and validity of the student's test results.

Test Security

1. The district must maintain test security and confidentiality when using a mathematics scribe for testing. All standard test security and confidentiality requirements must be followed. Refer to the *District and Campus Coordinator Manual*.
2. A mathematics scribe must be a trained test administrator who has signed the Oath of Test Security and Confidentiality for Test Administrator document, including the additional section for test administrators who are authorized to view secure state assessments.
3. Students who receive mathematics scribe 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 mathematics test to students who are receiving mathematics scribe.
4. The scribe may answer questions about test directions or procedures. The scribe is never allowed to answer questions related to the content of the test itself. If a student asks a scribe question that they are not permitted to answer, they 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 support. Any scratch paper used to record the student's dictated scratch work and computations must be destroyed after testing.
6. The following actions are prohibited:
 - The scribe may not rephrase or elaborate on the test questions.
 - The scribe may not suggest how to begin the computations or how to answer test questions.
 - The scribe may not provide feedback, prompting, or reminders regarding the accuracy of the student's dictated scratch work and computations.
 - The scribe may not provide nonverbal assistance.
 - The scribe may not edit or alter the student's dictated scratch work and computations unless directed to do so by the student.
 - The scribe may not discuss the contents of the test with anyone.
 - The scribe may not make notes about the contents of the test or the student's dictated scratch work.
 - The scribe may not score student's work or discuss with the student how he or she 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) 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 recorded in the student's online test.
3. 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 in the Assessment Management System for online administrations. If the student was eligible to receive any other designated supports, these should also be recorded according to the guidelines in the specific designated support policy document.

Specific Procedures

1. The role of the mathematics scribe is to record the student's dictated scratch work and computations exactly as the student indicates. The student must independently direct the scribe regarding what to write. The scribe must not prompt the student in any way or assume that the student means anything other than what he or she has directed. The scribe must be aware of the differences between serving as a scribe during standardized testing and providing support during classroom instruction.
2. The test administrator may write the student's dictated scratch work and computations onto scratch paper, a chalkboard, a white board, or the space provided in the student's test booklet. This includes instances when a student uses a calculation device as allowable support or a required part of the test administration procedures. Any scratch paper must be destroyed after testing.
3. The student must direct the scribe in all steps necessary to solve a problem and must also be given the opportunity to observe and verify that the scribe has written exactly what the student has indicated. This includes but is not limited to the following examples:
 - The student indicates how to write the numbers, digit by digit.
 - The student indicates how to align the numbers.
 - The student indicates the precise steps for regrouping.
 - The student indicates each step to use when solving a multi-step problem.
 - The student indicates how/where to plot points on a graph.
 - The student indicates what to draw, circle, or mark on graphics provided with test questions.
4. The scribe may ask the student to repeat the dictated scratch work or computation in order to accurately record what the student intended.

5. When a calculation device is an allowable designated support or a required part of the test administration procedures, the student is encouraged to use the calculation device independently. If the student is eligible for the Manipulating Test Materials designated support and needs the scribe's assistance pressing the buttons on the calculation device, this is allowed as long as the guidelines below are followed.
- The student must indicate to the scribe the specific numbers and operations to enter into the calculation device. The student must be given the opportunity to observe and verify that the scribe enters into the calculation device exactly as the student has indicated.
 - The scribe must let the student view the solution on the screen when appropriate.
 - If the student needs the scribe to write a solution to an intermediate step in a multi-step problem, the scribe can write only what the student indicates.