



## Complex Transcribing for TELPAS Writing

TELPAS raters of students enrolled in grades 2–12 assemble student writing collections and base their ratings on the writing in the collections. Writing samples that are included in a collection must be taken from authentic classroom activities that are grounded in content-area TEKS and ELPS. It is important for the writing in collections to portray the overall English language proficiency of the students.

For more information regarding the types of writing samples to include in the collections please refer to the [TELPAS Rater Manual](#).

Since the writing samples included in a TELPAS writing collection come from authentic classroom activities, the same accommodations routinely used during classroom instruction are acceptable for the writing samples used in a TELPAS writing collection. This includes the use of complex transcribing as a designated support.

The use of complex transcribing is allowed only for students who regularly depend on this accommodation to complete written assignments and are unable to effectively use basic transcribing. Complex transcribing for TELPAS writing does NOT require TEA approval; therefore, districts don't need to submit an Accommodation Request Form. However, since these writing samples are being collected for TELPAS, the following guidelines must be adhered to in order to ensure the reliability and validity of the ratings for this domain.

### Transcribing Responses

The role of the transcriber is to record exactly what the student has dictated. Transcribing must not interfere with the student's natural production of English. Transcribers may ask the student to repeat the dictated response to accurately record what the student intended. However, transcribers are NOT allowed to do the following:

- translate the student's writing samples into English
- give students opening and/or closing sentences
- edit or alter student's language in any way
- write notes on the individual writing samples

If the test administrator uses a word processor to type the student's writing samples as the student dictates, special functions such as grammar assistance must not be used.

The student may dictate his/her responses into a recording device if this is the procedure used routinely in the classroom. Then the sample may be transcribed.