



Complex Transcribing

Complex transcribing is allowed only for students who have a Texas Education Agency (TEA)-approved Accommodation Request Form. This designated support applies to all State of Texas Assessments of Academic Readiness (STAAR®), STAAR Spanish, and Texas English Language Proficiency Assessment System (TELPAS) assessments and allows a test administrator to record onto an answer document or into the online testing platform a student's dictated or signed responses to the writing prompts when a student with a disability is unable to accomplish this task independently. 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 response to the writing prompt, 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 to ensure the accuracy and validity of the student's test results.

Test Security

1. The district must maintain test security and confidentiality when providing complex transcribing during testing. All standard test security and confidentiality requirements must be followed. Refer to the Security section of the [District and Campus Coordinator Resources](#) for more information.
2. Any type of administration in which the test administrator has to view a secure state assessment requires that the test administrator sign a security oath.
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. Scribes may answer questions about test directions or test procedures. Scribes are never allowed to answer any questions related to the content of the test itself. If a student asks a scribe a question that he or she is not permitted to answer, the scribe 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 scribe is to record on the answer document or enter into the student's online test exactly what the student has dictated. Scribes may ask the student to repeat the dictated work in order to accurately record what the student intended. The following actions are prohibited:
 - The scribe is not allowed to translate the prompt or a student's response to the prompt into another language (except sign language).
 - The scribe is not allowed to rephrase or elaborate on the prompt.
 - The scribe is not allowed to give a student opening and/or closing sentences.
 - The scribe is not allowed to give a student an outline for organizing his or her compositions.
 - The scribe is not allowed to give a student ideas about how to develop his or her compositions.
 - The scribe is not allowed to respond to the prompt.

- The scribe is not allowed to discuss the prompt or a student's response with anyone before, during, or after testing.
- The scribe is not allowed to provide nonverbal assistance.
- The scribe is not allowed to edit or alter student responses in any way unless directed to do so by the student.
- The scribe is not allowed to provide feedback regarding the effectiveness of a student's response.
- The scribe is not allowed to make notes about the prompt or a student's response.
- The scribe is not allowed to 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 a student.
- The scribe is not allowed to score a student's response or discuss with a 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, typed) by the end of the time limit. The scribe 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 listed 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 listed 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, found 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, found on the Accommodation Resources webpage.
7. The test administrator or campus testing 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 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 scribe 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 scribe to be positioned so that the student can see the amount of space available as the scribe 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 found on the [STAAR Resources](#) webpage.
 - 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 by the scribe in all lower-case letters and no punctuation should be included.
3. Once the student has completed dictating 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.
 - 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.

NOTE: 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, the student 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. Use the student's spelling, as specified in number 3, when transcribing, 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.