



Complex Transcribing for TELPAS Writing

Texas English Language Proficiency Assessment System (TELPAS) ratings of writing collections for students enrolled in grades 2–12 are based on the writing samples in the collections. Teachers are responsible for assembling writing collections that accurately depict the ability of the students to communicate in writing in English. Writing samples included in a collection must be taken from authentic classroom activities grounded in content-area Texas Essential Knowledge and Skills (TEKS) and English Language Proficiency Standards (ELPS).

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

Since the writing samples included in a TELPAS writing collection come from authentic classroom activities, the same accommodations, or designated supports, 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. For more information, refer to bullet 8 in the Special Instructions/Considerations section of the [Complex Transcribing](#) policy document.

The use of complex transcribing is allowed only for students who regularly depend on this designated support to complete written assignments and for whom basic transcribing cannot be used effectively. 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 guidelines listed in the TELPAS Rater Manual must be followed 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 the student opening or closing sentences
- edit or alter the student's language in any way
- write notes on the individual writing samples

If the transcriber 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 responses into a recording device if this is the procedure used routinely in the classroom. Then the sample may be transcribed.