



Complex Transcribing for TELPAS Writing

The 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 students' ability to communicate in writing in English. The collection of writing samples must be compiled 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 TELPAS writing samples are 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 complex transcribing as a designated support. Refer to number 8 in the Special Instructions/Considerations section of the Complex Transcribing policy document for more information.

Complex transcribing is allowed only for students who regularly depend on this designated support to complete written assignments and cannot use basic transcribing effectively. Complex transcribing for TELPAS writing does NOT require Texas Education Agency (TEA) approval; therefore, districts do not have to submit an Accommodation Request Form. However, to ensure the reliability and validity of the ratings for this domain, the guidelines listed in the TELPAS Rater Manual must be followed when collecting these writing samples.

Transcribing Responses

The transcriber's role is to record what the student has dictated exactly. Transcribing must not interfere with the student's natural production of English. Transcribers may ask the student to repeat the dictated response to record what the student intended accurately. 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. After the responses are recorded, the transcriber can transcribe them.