

# General Instructions for Transcribing the Griddable Questions Student Document

## Introduction

The Transcribing Griddable Questions Student Document must be provided to students who are eligible for the Basic Transcribing designated support and do not use the answer document. These students include (1) those who use large-print test materials and (2) those who have a disabling condition that prevents them from independently and effectively recording responses in the bubbles on the answer document.

Students taking State of Texas Assessments of Academic Readiness (STAAR®), STAAR Spanish, STAAR with Embedded Supports, and STAAR Spanish with Embedded Supports are eligible for this transcribing. The Transcribing Griddable Questions Student Document applies to grades 3–8 mathematics, Algebra I, and grade 8 science assessments, which include griddable questions. Refer to the Basic Transcribing designated support policy document in the [District and Campus Coordinator Resources](#) for more information.

## Document Use

The student must enter the response to each griddable question onto the Transcribing Griddable Questions Student Document. This document helps make the student aware of the maximum number of boxes available for an answer, and the placement of the decimal point (if applicable), for griddable questions.

The test administrator or designated staff transcribes exactly what the student has entered for each griddable question from the student document onto the answer document. The numbers and decimal point (if applicable) must be entered onto the answer document in the same place as they appear on the student document.

## Design of Student Document

Each grade/subject or course will have a unique student document with the applicable title. STAAR and STAAR Spanish are combined into one student document because the griddable questions are numbered the same across tests.

Each student document will have the grids numbered to correspond to the griddable questions on the answer document.

Full grids are provided (the top boxes to enter the numbers, as well as the bubbles to fill in underneath). Students may enter their answers into either the top boxes or the bubbles or in both places, if desired. If students enter numbers into the top boxes but fill in different bubbles underneath, the test administrator should use the numbers from the top boxes.

## District and Campus Testing Coordinator and Test Administrator Responsibilities

The Transcribing Griddable Questions Student Documents are included with the large-print test materials shipped to districts.

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Additional student documents are posted in the General Resources section of the [Test Information Distribution Engine \(TIDE\)](#) approximately two weeks prior to each test administration. Districts are responsible for printing, photocopying, and further enlarging documents as needed for other students who receive the Basic Transcribing designated support.

Districts and campuses must prepare prior to testing to ensure that the appropriate Transcribing Griddable Questions Student Documents are available to eligible students during testing. Note the applicable month of administration in the upper-right corner of each student document. All personnel who have access to secure test materials or who administer or assist in the administration of state assessments must be trained and sign an Oath of Test Security and Confidentiality. Information about this requirement and security oaths are available in the Security section of the *Coordinator Resources*.

It is recommended that the test administrator ensure that the student's intended responses can be read and understood prior to the student leaving the testing room.

Used and unused student documents must be destroyed after transcribing is complete.

### Sample Transcribing Griddable Questions Student Document

**STAR**  
State of Texas  
Assessments of  
Academic Readiness

May 2021

**Transcribing Griddable Questions Student Document —  
STAAR Grade 8 Mathematics (Large Print)**

9 0 1 2 3 4 5 6 7 8 9 .

26 0 1 2 3 4 5 6 7 8 9 .

32 0 1 2 3 4 5 6 7 8 9 .

40 0 1 2 3 4 5 6 7 8 9 .

44 0 1 2 3 4 5 6 7 8 9 .

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