



Complex Transcribing for STAAR

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®) and STAAR Spanish assessments. Complex Transcribing allows a test administrator, who serves as the scribe, to record into the online testing system or the Data Entry Interface (DEI) a student's dictated or signed responses to test questions that require the student to construct an answer (e.g., short and extended constructed responses, text entry questions) when a student with a disability is unable to accomplish this task independently.

Before transcribing a student's dictated or signed response, 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 an Oath of Test Security and Confidentiality.
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 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 handwritten notes or responses to test questions must be destroyed after testing. All voice recordings must be erased or destroyed after testing.
6. The role of the scribe is to enter into the student's online test or into DEI 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 test question or a student's response to the test question into another language (except sign language).
 - The scribe is not allowed to rephrase or elaborate on the test question.
 - 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 response.
 - The scribe is not allowed to give a student ideas about how to develop his or her response.
 - The scribe is not allowed to respond to the test question.

- The scribe is not allowed to discuss the test question 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 test question 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 by the end of the allowed time. The scribe may transfer a student's recorded or Speech-to-text captured responses from a word processor into the student's online test or DEI after the testing period has ended, if necessary. It is allowable for the student to review the transcription and make any edits within the test time allotted. However, if the test administrator transfers the student's final responses into the student's online test or into DEI after the testing period has ended, the student may not edit his or her response(s). It is recommended that the test administrator ensure that he or she can understand the student's intended responses prior to the student leaving the testing room.
2. Student responses cannot be scored unless they are entered into the student's online test or to DEI.
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 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 in the District Campus Coordinator Resources.
6. The *STAAR Non-Embedded Supports* field should be updated under the *Non-Embedded Supports* panel in TIDE prior to testing to indicate this support was made available to the student

Specific Procedures

1. The test administrator may transcribe a student's prewriting onto scratch paper prior to transcribing the final response into the student's online test or DEI. The scribe must indicate to the student the space allowed for his or her response to the test question so that it will fit into the space provided 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. When typing the response directly into the student's online test or into DEI, a character count is available for this purpose.
 - For STAAR, the extended constructed-response item character-count limit is 2,300 characters
 - Short constructed-response text boxes allow for 475 characters
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 initial 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 the allowed character count, the student can use this time to revise the response so that it fits into the online text box. The test administrator can remind the student of the number of characters that will be typed into the student's online test or DEI. 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 or 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. Documentation of the accommodation and who provided it should be kept locally as there is no way to indicate this specific support information in TIDE.