Basic Transcribing

Description of Accommodation

This accommodation allows a test administrator to transfer student responses onto an answer document when a student with a disability is unable to accomplish this task independently.

Assessments

For a student who meets the eligibility criteria, this accommodation may be used on

• STAAR
• STAAR Spanish
• STAAR Modified

For information about this accommodation for TELPAS or STAAR L, see the “Special Instructions/Considerations” section.

Student Eligibility Criteria

A student may use this accommodation if he or she

☐ routinely and effectively uses this accommodation during classroom instruction and testing, and
☐ meets at least one of the following.

• The student has an impairment in vision that necessitates the use of braille or large-print test materials.
• The student has a disabling condition (e.g., severe fine motor deficits, visual tracking difficulties, difficulty with letter formation) that prevents him or her from independently and effectively recording responses in the bubbles or on the lined pages of the answer document despite multiple unsuccessful attempts to indicate responses on a format similar to an answer document.

Authority for Decision and Required Documentation

• For a student receiving special education services, the decision is made by the ARD committee based on the eligibility criteria and is documented in the student’s IEP.
• For a student receiving Section 504 services, the decision is made by the placement committee based on the eligibility criteria and is documented in the student’s IAP.
• For a student not receiving special education or Section 504 services, the decision is made by the appropriate team of people at the campus level (e.g., RTI team, student assistance team) based on the eligibility criteria and is documented according to district policies.
• In the case of an ELL with a disability, the decision should be made by the applicable group above in conjunction with the student’s LPAC. The decision is to be documented by the LPAC in the student’s permanent record file and by the other applicable group, as described above.
• After statewide testing, the accommodation type must be recorded in the ACCOMMODATIONS field on the student’s answer document or in the Assessment Management System for online administrations, if applicable. The accommodation type is indicated in the triangle at the top of this document.
No Accommodation Request Form required.

**Examples/Types**

The test administrator may carry out Basic Transcribing to transfer student responses onto the answer document in these situations **ONLY**

- The student writes, circles, or points to responses in the test booklet for multiple-choice and/or griddable questions for the test administrator to transfer onto the answer document.
- The student dictates or signs responses for multiple-choice questions, griddable questions, and/or short-answer reading questions for the test administrator to transfer onto the answer document.
- The student writes responses on scratch paper or another workspace or types responses on a word processor for multiple-choice questions, griddable questions, short-answer reading questions, and/or the writing prompts for the test administrator to transfer onto the answer document.
- The student uses speech-to-text software to indicate responses for multiple-choice questions, griddable questions, short-answer reading questions, and/or the writing prompts. After printing the text, the test administrator transfers it onto the answer document.

**Special Instructions/Considerations**

1. A student who uses this accommodation may need to complete the test in a separate setting to eliminate distractions to other students and to ensure the confidentiality of the test. Testing in a separate setting for this purpose is not considered the Individual or Small-Group accommodation.

2. Student responses cannot be scored unless they are recorded on an answer document.

3. A test administrator who transcribes for a student should be trained in all transcription procedures and understand the boundaries of the assistance being provided.

4. Basic transcribing must be done by a trained test administrator who has signed the “Oath of Test Security and Confidentiality for Test Administrator.” This includes the bottom section of the oath for test administrators who are authorized to view secure statewide assessments. Responding to test questions, making notes about test questions, and discussing the content of the test at any time are prohibited.

5. Transcription must be done in No. 2 pencil.

6. The role of the test administrator is to record on the answer document exactly what the student has indicated. The test administrator may not edit or alter student responses in any way and may not provide feedback regarding the correctness of the student’s response.
7. When transcribing a student’s responses to griddable questions, the “Transcribing Griddable Questions” student document must be printed and provided to each student who does not use his or her answer document so that the student is aware of the maximum number of boxes available for an answer to a griddable question. Blank “Transcribing Griddable Questions” student documents are available online two weeks prior to testing at http://www.TexasAssessment.com. This separate sheet must be used by the test administrator who transfers the student’s responses onto the answer document. District/campus testing coordinators must print the applicable student documents prior to testing and destroy them after transcription is complete.

8. When transcribing a student’s dictated or signed responses to short-answer reading questions, the test administrator is not required to ask for clarification from the student about the intended use of capitalization, punctuation, and spelling since these conventions are not part of the scoring rubric used to assess student responses to short-answer reading questions.

9. The test administrator must indicate to the student the space allowed for his or her written compositions and/or short-answer reading responses so that they will fit into the spaces provided on the answer document when transcribed. The answer document contains a 26-line page for each written composition, while 10 lines are provided for each short-answer reading question. A sample of these lined pages can be found on the STAAR Resources and STAAR Modified Resources webpages.

10. The student must be given the full time allotted to complete the entire test. If necessary, the test administrator may transfer the student’s final responses onto the answer document after the testing period has ended. In this situation, the test administrator must ensure that he or she can read and understand the student’s intended responses. Any interaction with the student regarding the intended responses is prohibited after the testing period has ended.

11. When the student is indicating responses by writing or typing, it is recommended that the test administrator ensure that the student is recording the responses clearly and completely. This must be done before the student leaves the testing room.

12. The test administrator should write “Transcribed by (NAME) because student is eligible for this accommodation” at the top of the answer document where the student identification information is located.

13. Secure test materials and associated student responses cannot be photocopied, scanned, or saved in order to use this accommodation. Any typed or handwritten responses that include student notes, answers to multiple-choice or griddable questions, or responses to short-answer reading questions or the writing prompts must be destroyed after testing. All voice recordings must be erased or destroyed after testing.

14. If a student needs the test administrator to write for other reasons (e.g., make notes in the test booklet), refer to the Other accommodation policy.

15. For information about the test administrator transcribing a student’s dictated or signed responses to the writing prompts, refer to the Complex Transcribing accommodation policy. For information about the test administrator recording a student’s dictated math scratch work, refer to the Mathematics Scribe accommodation policy.
16. TELPAS reading tests for grades 2–12 and STAAR L are administered as online testing programs. However, for students for whom a paper administration of TELPAS or STAAR L has been approved by TEA, Basic Transcribing is available. For information about assisting students taking the online test, refer to the Manipulating Test Materials accommodation policy regarding assistance these students may need when indicating their responses and using the online tools.

17. For information regarding the role of a test administrator who transcribes for a student who uses braille or large-print test materials, refer to the document titled “General Instructions for Administering Braille and Large-Print Statewide Assessments,” located on the Accommodations for Students with Disabilities webpage.

18. For information regarding the role of a test administrator who transcribes for a student who is deaf or hard of hearing, refer to the document titled “General Instructions for Administering Statewide Assessments to Students Who are Deaf or Hard of Hearing,” located on the Accommodations for Students with Disabilities webpage.

19. Unexpected or emergency situations may occur just prior to or on the day of the statewide assessment that require the use of Basic Transcribing. For example, a student may have a broken arm and need his or her responses transcribed onto the answer document. If Basic Transcribing can be used to meet a student’s needs in an unexpected or emergency situation, it is not necessary to contact TEA.

20. Internet access must be disabled when a student uses technology-based methods (e.g., word processor, speech-to-text software) to indicate responses.

21. Spell check, word predictor, and all other special features must be disabled when a student types responses to the writing prompts on a word processor, unless the student meets the eligibility criteria outlined in the Spelling Assistance accommodation policy.