

2023 Nevada Summative and Science Assessments Transcription Guidelines

After testing, student responses for Print on Demand/Paper, Large Print, and Braille must be transcribed into the INSIGHT Test Engine. It is recommended that transcription is completed soon after the student finishes an assessment (all parts or sessions). All transcription must be completed prior to the end of the state testing window.

Transcription of student responses is to be performed by a licensed, trained Test Administrator. The Test Administrator will need access to a computer with the INSIGHT Test Engine installed and access to the student's test ticket.

Prior to student testing, the following steps are required:

1. In Test Setup, ensure the student has been assigned the appropriate accommodation:
 - a. Print on Demand/Paper
 - b. Braille
 - c. Large Print
2. In Test Setup, assign the student to a test session and print his or her test ticket. Retain the test ticket for transcription rather than distributing it to the student.

The Test Administrator must follow these steps to transcribe student answers:

1. After the student has completed the test on paper, the Test Administrator will log in to the INSIGHT Test Engine using the student's test ticket.
2. Transcribe the student's responses as faithfully and as completely as possible using the following guidelines:
 - Transcribe punctuation, capitalization, and other conventions only as provided by the student.
 - Do **not** transcribe erased or crossed out words or marks.
 - If a student's response consists of incomprehensible squiggles, marks, etc., which clearly are not words or word fragments, leave the item blank.
 - If a student's response is wholly or partly illegible, enter "ILLEGIBLE" for the entire response or for the part where applicable.
 - If 50% or more of a student's response is written in any language other than English, note "WRITTEN IN ANOTHER LANGUAGE" where applicable.
 - If part of a student's response **cannot** be entered into the INSIGHT Test Engine, leave that part blank.
 - If no part of a student's response can be entered, leave the entire item blank.
 - Additional clarifying notes may be entered as needed if the item type allows text entry.

Once transcription is complete, the Test Administrator must select End Test and Submit. The Test Administrator must return all Print on Demand test materials to the School Test Coordinator for secure destruction. **All secure test materials shipped to districts/schools must be returned to DRC.**