

## SCRIBING PROTOCOL, 2023-2024

A scribe is a test administrator who records what a student dictates. Dictation may occur in a variety of ways (e.g., speech, American Sign Language (ASL), Braille, assistive communication device, etc.). The guiding principle in scribing is to ensure that the student has access to and is able to respond to test content.

Scribes are allowable on Smarter Balanced and Science Assessments as a designated support for mathematics, science, and ELA items (except ELA performance task full writes). For more information on scribing, please see the *2023-2024 edition of the Usability, Accessibility, and Accommodations Guide (UAAG)*.

### QUALIFICATIONS FOR SCRIBES

- Scribes must have demonstrated knowledge and experience in the content area for which scribing will be provided.

### PREPARATION

- Scribes must be trained in accordance with Nevada Department of Education test security and administration procedures.
- Scribes must read and sign a Confidentiality Agreement prior to test administration.
- Scribes are expected to familiarize themselves with the test format in advance of the scribing session. Having a working familiarity with the test environment will help facilitate the scribe's ability to record the student's answers. Scribes may wish to review the **practice** test to become familiar with the assessment.
- Scribes should be familiar with the Individualized Education Program (IEP) or 504 Plan if the student for whom they are scribing has a disability, so that there are plans in place for providing all needed designated supports and accommodations.
- Scribes should also have a strong working knowledge of the embedded and non-embedded universal tools, designated supports, and accommodations available on Smarter Balanced and Science Assessments.
- Scribes should review *Scrubing Protocol, 2023-2024* with the student at least one to two days prior to the test event.
- Scribes should practice the scribing process with the student at least once prior to the scribing session.

### GENERAL GUIDELINES

- Scrubing must be administered so that the interaction between a scribe and a student does not interrupt other test-takers, or inadvertently reveal the student's answers.
- If not in a separate setting, the scribe should be situated near enough to the student to prevent their conversations from reaching other students in the room.
- Scribes must enter student responses directly into the INSIGHT system, making use of the embedded and non-embedded tools available for a given item and student.

- Scribes are expected to comply with student requests regarding use of all available features within the test environment.
- Scribes may respond to procedural questions asked by the student (e.g., test directions, navigation within the test environment, etc.).
- Scribes may not respond to student questions about test items if their responses compromise validity of the test. The student must not be prompted, reminded, or otherwise assisted in formulating his or her response during or after the dictation to the scribe.
- Scribes may ask the student to restate words or parts as needed. Such requests must not be communicated in a manner suggesting that the student should make a change or correction.
- Scribes may not question or correct student choices, alert students to errors or mistakes, prompt or influence students in any way that might compromise the integrity of student responses. A scribe may not edit or alter student work in any way, and must record exactly what the student has dictated.
- Students must be allowed to review and edit what the scribe has written. If necessary, the student can request the scribe to read aloud the completed text before final approval.

## ENGLISH LANGUAGE ARTS GUIDELINES

### Selected Response Items (Single and Multiple Answer)

- The student will point to or otherwise indicate his/her selection(s) from the options provided.
- Scribes are expected to comply with student directions regarding screen and test navigation and use of test platform features available for a given item.
- The student will confirm the selected answer and indicate to the scribe when he/she is ready to move to the next item.

### Constructed Response Items (Short-Text)

- The scribe will write verbatim student responses on paper or on screen in an area occluded from other students' view.
- The scribe will correctly spell all words as dictated.
- The scribe will not capitalize words or punctuate text.
- The scribe will orally confirm spelling of homonyms and commonly confused.