

Nevada Summative and Science Assessments Student Response Transcription Guidelines

Nevada licensed educators authorized to transcribe student responses into the test engine must complete training in test security and test administration and sign the confidentiality agreement form prior to accessing secure online and paper testing materials including student responses.

BEFORE TESTING, ensure the appropriate accommodations are selected for the student in the DRC portal (Accommodations/Designated Supports).

Paper Administration: AFTER TESTING

After testing, student responses for Print on Demand/Paper (standard print), Large Print, and Braille must be transcribed into the INSIGHT Test Engine before the test window closes. It is recommended that transcription occur soon after the student completes an assessment (all parts/sessions). To transcribe responses, the test administrator, or school test coordinator will use a device that has INSIGHT installed and log in using the student's test ticket that indicates the accommodation for paper administration.

Speech-to-Text, non-embedded: DURING TESTING

During testing, a student may use their approved assistive technology (AT) device with voice recognition software to create text-based responses for open response items and writing items. The accommodation for speech-to-text must be selected in the DRC portal prior to testing. Delete responses and other test information from the student's AT device after transcribing.

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.

PAPER administration: Once you have finished transcribing all responses for the assessment, select End Test and Submit. Return all test materials to the School Test Coordinator. Test materials printed on site (Print on Demand) must be securely destroyed.

All secure test materials shipped to schools must be returned to DRC.