Scribe Accommodation Guidelines

Scribe: A qualified person who writes down what a student dictates by using an assistive communication device, pointing, communication by the student via interpretation/transliteration (examples include; American Sign Language, signed English, and Cued Speech), or speech.

Qualifications for the Scribe

- It is preferable for the scribe to be a familiar person, such as the teacher or paraprofessional, who is typically responsible for scribing during regular instruction. If it is a new scribe to the student, give them time to work together during instruction prior to the assessment day.

- For students who are deaf, the scribe must be fluent in American Sign Language (ASL) and/or signed English.

Process for Scribe Accommodation

- A scribe accommodator may only administer the scribe accommodation to one student at a time during a testing session. This accommodation must be administered so that other students are not able to hear the accommodated student's response.

- Before the administration of the test, the assigned school testing coordinator should provide the scribe a copy of the test administration manual (TAM) prior to the start of testing to become familiar with the directions and format of the assessment.

- The scribe may hand write, or type, to record the student's work. For computer-based assessments, the scribe must enter student responses directly into the computer-based assessment.

- The student will dictate sentences or paragraphs in the same manner used during instruction on the assessment. The scribe should have the student proofread the dictation and the scribe may also read it aloud at student request. The student may dictate changes to the scribe, and the scribe will make those changes exactly as dictated by the student. Students may proofread to add punctuation, and may change any capitalization or spelling they wish, even if it is incorrect.

- The scribe may not question or correct student choices.

- The scribe may ask the student to restate (or sign) words or parts, as needed.

- The student is responsible for punctuation and may indicate punctuation in several ways.
    1. The student may punctuate as he/she dictates. For example, when stating the sentence "The dog ran", the student will say, "The dog ran period."
    2. The student may dictate more than one sentence at a time and add punctuation after the fact when given the scribed sentences to proofread.

- The scribe can automatically capitalize in these cases:
    1. The scribe should capitalize the first letter in the beginning of a sentence if the student has indicated punctuation ending the previous sentence. For example, if the student said

"The cat ran period. The cat jumped period. The scribe would write "The cat ran. The cat jumped."

2. The first word in any paragraph

- The student must specify capitalization in these cases:
  1. The first letter in the beginning of a sentence, if the student has not indicated punctuation ending the previous sentence. For example, if the student said, "The cat ran. The cat jumped."
  2. Other capitalization (e.g., capitalization of proper nouns, acronyms, etc.)

- The scribe must produce legible text.

- The scribe session may be recorded for accuracy.

Additional Parameters:

The following are a list of **acceptable parameters:**

1. The scribe may ask "Are you finished?", or, "Is there anything you want to insert or delete?"
2. The scribe may respond to procedural questions asked by the student such as, "Do I have to use the entire space to answer the question?" –the scribe can indicate "no".

The following are a list of **unacceptable parameters:**

1. The scribe cannot give the student specific directions, e.g. "First, set the equations equal to one another", or, "make sure that the equation is set equal to zero".
2. The scribe cannot tell the student if his/her answer is correct or incorrect.
3. The scribe cannot answer questions related to the content posed by the student, e.g., "Is this the right way to set up the problem?", or, "Can you tell me what this word means?"
4. The scribe cannot alert the student to mistakes made during testing.
5. The scribe cannot prompt the student in any way that would result in a better response or essay.
6. The scribe cannot influence the student's response in any way.

Special consideration when scribing for a student using ASL or cued speech:

- When ASL is being used during scribing, the scribe may ask clarifying questions regarding the use of classifiers.

- The scribe will make conceptual translations from ASL to English.

- The scribe will write exactly what is heard. Probing or clarifying questions are not allowed. Classifiers are permitted for students using ASL. Classifiers give descriptive information about a noun or verb such as: location, kind of action, size, shape and manner.

For clarification please contact the Utah State Office of Education.

If a scribe will be used on any statewide assessment, please notify:

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or

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