

APPENDICES

Appendix A: Protocol for the Use of the Scribe Accommodation and for Transcribing Student Responses

Protocol for the Use of the Scribe Accommodation

Scribing a student's responses by an adult Test Proctor is a response accommodation that allows students to provide test responses to an adult Test Proctor who writes or types the responses directly onto the assessment for the student. Students receiving the scribe accommodation may respond to assessment items either:

verbally,
using a Speech-to-Text device or other augmentative/assistive communication device (e.g., picture/word board),
signing (e.g., American Sign Language, signed English, Cued Speech),
gesturing,
pointing, or
eye-gazing.

Note: Scribing may include “dragging and dropping” selected response items, as appropriate.

Qualifications of the Scribe

Individuals who provide the scribe accommodation to a student must: be trained by the school or district, as indicated for the *Test Administration and Proctoring Manual*; sign a Security Agreement Form; and be fluent in receptive and expressive American Sign Language (ASL), signed English, or other sign system, for students who are deaf or hard of hearing.

Preferably, the scribe will already be familiar with and have experience scribing for the student. If the scribe is unfamiliar with the student, then the scribe and student should have the opportunity to practice the scribing process together prior to taking the assessment.



Administering the Scribe Accommodation

A scribe may administer the scribe accommodation only to one student at a time during a test session. The student must be tested in a separate setting. The scribe must write legibly, if transcribing a student's response into a test book.

The scribe must transcribe responses verbatim from the student, and may not prompt or question the student, or correct a student's responses. The scribe may ask the student to restate (or sign) words or parts, as needed.

A student using a scribe must be given the same opportunity as other students to plan and draft a constructed response. The scribe may write an outline, plan, or draft exactly as directed by the student without any cueing and guidance to the student.

The scribe should be informed of the preferred method or format for recording the student's response before the date of the assessment. During testing, the student may dictate constructed responses either: Directly to a human scribe who records the responses at the time they are given (computer- and paper-based testing) or into a Speech-to-Text converter (e.g., voice recognition software), augmentative communication device, or assistive technology device to be transcribed by the scribe at a later time into the online testing platform or onto a paper-based book/answer document. A student must be given the opportunity to review and edit his or her responses before they are finalized into the online testing platform or paper-based test book/answer document.

When using a Speech-to-Text converter, augmentative communication device, or other assistive technology device, hard copies of the student's response must be printed out for transcription purposes unless the device being used does not have the capability to print. In cases where printing a response is not possible, scribing must take place as the student dictates or otherwise produces the response. All electronic files must be deleted immediately after the testing session.

The scribe must allow the student to review the scribed response in order to make edits. If requested by the student, the scribe may read the scribed response back to the student. The student may dictate changes or edits to the scribe, and the scribe must make those changes exactly as dictated by student, even if a change is incorrect. All changes must be made during the test session.

Capitalization and Punctuation

For the English language arts/literacy (ELA/L) Assessment—the student is responsible for all capitalization and punctuation. This can be accomplished either after testing or during testing using one or more of the following Rules for Punctuation:

- After dictation: The student can dictate the entire response at one time. The scribe will write/type the response without capitalization and punctuation. When the student is finished dictating, the scribe will show the response to the student. The student will tell the scribe which letters are to be capitalized and where punctuation should be added.
- During dictation: The student may add capitalization and punctuate as he/she dictates.
 - For example, when stating the sentence "The fox ran." The student will say, "Capital T, the fox ran, period"
 - If a sentence includes other punctuation, for example a comma, the student must indicate the comma. For example, when stating, "The boy bought apples, oranges, and bananas." The student will say, "Capital T, the boy bought apples, comma, oranges, comma, and bananas, period"

Students must be given the opportunity to proofread their responses, even if they provide capitalization and punctuation during dictation.

Rules for Capitalization

The *scribe can automatically capitalize in these cases:*

The scribe should capitalize the first letter of a sentence if the student has indicated the punctuation in the previous sentence and the first word in a new paragraph when students have indicated for the scribe to begin a new paragraph.

- For example, if the student said, “Capital T, the fox ran, period. The fox jumped, period.” The scribe would write “The fox ran. The fox jumped.”

The *student must specify capitalization in the following cases:*

The first letter of a sentence, if the student has not indicated punctuation in the previous sentence.

- For example, if the student said, “Capital T, the fox ran, the fox jumped, period.” The scribe would write “The fox ran the fox jumped.”

Other capitalization (e.g., capitalization of proper nouns, acronyms, etc.)

Scribe Parameters during the Assessment

The following scribing practices are acceptable:

The scribe may ask “Are you finished?” Or “Is there anything you want to add or delete?”

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 may indicate “no.”

If the student requests that the scribe read a response that was already dictated, the scribe must read what the student dictated previously in an even voice, being careful not to cue the student to errors.

The following scribing practices are unacceptable:

The scribe cannot influence the student’s response in any way.

The scribe cannot give the student specific directions, clues, or prompts; e.g., “First, set the equations equal to one another;” or “Make sure that the equation is set equal to zero.”

The scribe cannot tell the student if his/her answer is correct or incorrect.

The scribe cannot answer a student’s questions related to the content; e.g., “Is this the right way to set up the problem?” Or “Can you tell me what this word means?”

The scribe cannot alert the student to mistakes he/she made during testing.

Special Considerations When Scribing for a Student Who Uses Sign Language or Cued Speech

The scribe for a student who signs their responses must be fluent in ASL, signed English, or other sign systems the student uses.

When responses are dictated by a student using American Sign Language (or other signed system), the scribe may ask clarifying questions regarding the use of classifiers. Classifiers give descriptive information about a noun or verb such as location and kind.

The scribe will write the student's responses in English. The transcription of ASL will not be done in a word-to-word format, but instead will be written in English without changing or enhancing the meaning of the content, adding information, or explaining concepts unknown to the student (e.g., student signs "HOUSE WHITE LIVE THERE ME." Scribe writes "I live in the white house.")

Scribe must follow all other acceptable scribing practices.

Use of Speech-to-Text/Voice-Recognition Software/Devices

Speech-to-Text conversion, or voice recognition, software allows students to dictate responses into their computer microphone and have the responses converted to printed text. For this accommodation, students will use their own assistive technology devices at a separate computer station equipped with Speech-to-Text/voice recognition software in order to respond to multiple-choice, open-ended items, and extended responses on the IAR/ISA. Students who use voice recognition software routinely, and for whom this accommodation is listed in their IEP may use Speech-to-Text/voice recognition software as an accommodation on the IAR/ISA. Students must become familiar with the software and must have opportunities to practice using it prior to testing. It is also important that students who use Speech-to-Text devices be given the opportunity to develop planning notes using Speech-to-Text, and to view what they produce via Speech-to-Text. Upon completion of a test, the student's responses should be printed out and the protocol for transcribing student responses followed.

Protocol for Transcribing Paper-Based and Computer-Based Tests



Transcribing IAR and ISA Paper-Based Tests to Avoid Transcription Fee

IMPORTANT: The following bulleted list describes the instances where a Transcriber must transcribe a paper test into an answer document or transcribe a paper test into TestNav to be scored and to avoid a \$200 transcription fee.

- IAR ELA/L and Mathematics Braille tests must be transcribed into the paper test booklet or answer document that comes with each kit and returned with scorable materials.
- IAR ELA/L and Mathematics Large Print tests must be transcribed into the paper test booklet or answer document that comes with each kit and returned with scorable materials.
- IAR ELA/L Spanish Mathematics Large Print tests must be transcribed into the paper test booklet or answer document that comes with each kit and returned with scorable materials.
- All ISA paper-based tests, including the science paper tests, large print tests, Spanish paper tests, Spanish large print tests, and braille tests must be transcribed directly into TestNav.



Paper Based Tests for ELA/L and Mathematics

Certain situations involving scribing of responses during administration of the IAR/ISA may require a Test Proctor to transcribe a student's response in a standard, scorable test booklet or answer document. These situations may include:

- Answers were recorded in the wrong section of a Test Booklet or Answer Document, or in an incorrect Test Booklet or Answer Document.

- A student takes the test using a special test format that requires answers to be transcribed (e.g., large print or braille).
- A student uses a Speech-to-Text converter, augmentative communication device, or assistive technology device to be transcribed by the scribe at a later time.
- As an accommodation, a student records answers in a test booklet, answer document, or on blank paper, instead of in the required Test Booklet or Answer Document.
- A Test Booklet or Answer Document becomes unusable (e.g., torn, wrinkled).

If a student's responses must be transcribed after test administration is completed, the following steps must be followed:

- 1) At least two people must be present during any transcription of student responses. One of these people will be the transcriber, and the other will be an observer confirming the accuracy of the transcription. It is highly recommended that one of the individuals be an authorized District Test Coordinator or School Test Coordinator.
- 2) The student's response must be transcribed verbatim into the Answer Document or Test Booklet. The student's original response in an Answer Document/Test Booklet should be returned with secure test materials. The District Test Coordinator or School Test Coordinator should write "DO NOT SCORE" or draw an "X" in large font on the front of the original Answer Document/Test Booklet. Do not cover the barcode. Return them with nonscorable test materials.
- 3) Braille transcription: Only an eligible Test Proctor who is a certified Teacher of Students with Visual Impairment, including Blindness, or someone working under the direct supervision of an eligible Test Proctor who is a certified Teacher of Students with Visual Impairment, including Blindness may transcribe the student's responses onto the paper form of the IAR/ISA.
- 4) Any original student responses that were printed from an assistive technology device or recorded separately on blank paper (or on other external devices) must be securely shredded.



Paper-Based Tests for Science

IMPORTANT: All science tests must be transcribed into TestNav by the end of the testing window. For Spring 2026, the end of the testing window is April 30. Paper-based science tests are **NOT** scored. Paper-based tests must be transcribed into computer-based equivalent tests in TestNav in order to be scored.

The following steps must be followed to transcribe paper science tests into TestNav.

- 1) At least two people must be present during any transcription of student responses. One of these people will be the transcriber, and the other will be an observer confirming the accuracy of the transcription. It is highly recommended that one of the individuals be an authorized District Test Coordinator or School Test Coordinator.

- 2) Each paper, large print, braille, and Spanish test has a computer-based version in TestNav for transcribers to enter student answers. Test Coordinators use the student's testing ticket from the paper test to log in and transcribe responses exactly as given.
- 3) Paper testers generally do not use their student testing tickets, but their student testing tickets are generated because they are assigned paper accommodations in the Illinois Administration Platform. All tests assigned in the Illinois Administration Platform are associated with a student testing ticket.
- 4) After the student has completed paper testing, the transcriber will use the student's testing ticket and log into the test as the student. The student login will take the transcriber to the computer-based equivalent of the paper-based test the student completed. The transcriber will transcribe the paper test responses directly into TestNav.
- 5) At least two people must be present during any transcription of student responses. One of these people will be the transcriber, and the other will be an observer confirming the accuracy of the transcription. It is highly recommended that one of the individuals be an authorized District Test Coordinator or School Test Coordinator.
- 6) The student's responses must be transcribed verbatim into TestNav. Once all items have been transcribed, the transcriber will submit the test.
- 7) The student's original response in an Answer Document/Test Booklet should be returned with secure test materials. The District Test Coordinator or School Test Coordinator should write "DO NOT SCORE" or draw an "X" in large font on the front of the original Answer Document/Test Booklet. Do not cover the barcode. Return them with nonscorable test materials.

Computer-Based Tests for ELA/L, Mathematics, and Science



Selected Response and Technology Enhanced Items

For selected response and technology enhanced items, student responses must be entered into TestNav during the test session by the Test Proctor. Once the student reaches the end of the test with all Selected Response and Technology Enhanced Items completed, the student can submit the test section. If the test session needs to be completed at a later date, the Test Proctor should then go to the Proctor Dashboard and Exit the student from the test section. By exiting the student from the test section, the student's work is preserved and the test can be logged back into at a later time.



Constructed Response Items

Students receiving the scribe accommodation during administration of the computer-based IAR/ISA, will need constructed responses transcribed into TestNav before the online testing window closes. Students may record their answers verbally, using a Speech-to-Text device or other

augmentative/assistive communication device (e.g., picture/word board), signing (e.g., American Sign Language, signed English, Cued Speech), gesturing, pointing, or eye-gazing. In these situations, the following steps must be followed.

- 1) The Test Proctor will follow the [Protocol for the Use of the Scribe Accommodation](#) and collect the student's constructed responses following the protocol.
- 2) The student will begin the testing section and answer questions independently until reaching the first constructed response item. The Test Proctor takes dictation as the Human Scribe or the student dictates a response using a device. The student continues testing independently and dictating constructed responses outside of TestNav until the testing section is complete.
- 3) The Test Proctor should then go to the Proctor Dashboard and Exit the student from the test section. By exiting the student from the test section, the student's work is preserved and the test can be logged back into at a later time for transcribing.
- 4) The transcriber will use the student's testing ticket and log into the test as the student. The transcriber must log in to TestNav as the student and navigate to the items for transcription.
- 5) At least two people must be present during any transcription of student responses. One of these people will be the transcriber, and the other will be an observer confirming the accuracy of the transcription. It is highly recommended that one of the individuals be an authorized District Test Coordinator or School Test Coordinator.
- 6) The student's responses must be transcribed verbatim into TestNav. Once all items have been transcribed, the transcriber will submit the test.
- 7) After transcription is complete, all original student responses that were printed from an assistive technology device or otherwise captured, should be securely shredded.