



# **Vermont Comprehensive Assessment Program (VTCAP)**

# **Scribe Protocol**

## **Introduction**

A scribe is an adult who writes down what a student dictates in a variety of ways (e.g., speech, American Sign Language (ASL), Braille, assistive communication device). An adult who transfers student answers from a large print booklet to a standard print booklet is also acting as a scribe. The guiding principle in scribing is to ensure that the student can access and respond to test questions.

The scribe is used to support students who have documented significant motor or processing difficulties, or who have had a recent injury (such as a broken hand or arm) that make it difficult to produce responses, may need to dictate their responses to a human, who then records the students' responses verbatim. The use of this support may result in the student needing additional overall time to complete the assessment.

A scribe is allowable for ELA, math, and science as a documented accommodation in all grades.

## **Qualifications for Scribes**

- The scribe should be an adult who is familiar with the student, such as the teacher or teaching assistant who is typically responsible for scribing during educational instruction and assessments.
- The scribe must have demonstrated knowledge and experience in the subject for which scribing will be provided.

## **Preparation**

- The scribe is expected to familiarize themselves with the test environment and format in advance of the testing session (either online or paper). Having a working familiarity with the test environment and format will help scribing.
- The scribe should have a strong working knowledge of the embedded and non-embedded accessibility supports available on the assessments.
- The scribe should know about any additional designated supports and/or accommodations the student will need to use during the test. This will ensure there are plans in place for providing all needed designated supports and accommodations.
- In addition to a scribe, students may use any other approved specialized tools or equipment during the test as appropriate. The scribe should be made familiar with any assistive technology or approved supports the student requires.
- The scribe should review this Scribe Protocol with the student at least one to two days prior to the test event.
- The scribe should practice the scribing process with the student at least once prior to the scribing session.

## General Guidelines

- Scribing must be administered so that the interaction between the scribe and the student does not interrupt other test-takers. If not in a separate setting, the scribe should be situated near enough (adhering to local health and safety protocols) to the student to prevent their conversations from reaching other students in the room.
- For computer-based administrations, the scribe must enter student responses directly into the computer, making use of the embedded and non-embedded tools available for a given item and student.
- For computer-based administrations, the scribe will input student work directly on screen and in view of the student, but not visible to other test-takers.
- For paper-based administrations, the scribe will write student responses on paper in an area visible to the student they are working with, but not visible to other test-takers.
- The scribe is expected to comply with student requests regarding the use of all available features within the secure browser.
- The scribe may respond to procedural questions asked by the student (e.g., test directions, navigation within the secure browser, etc.).
- The scribe may not respond to student questions about test items if their responses compromise the validity of the test. Validity is defined as the extent to which a measurement tool measures what it is supposed to measure. Answers or clarifications to student questions that may prompt, cue, or indicate correct or incorrect answers would compromise the validity of that item. The student must not be prompted, reminded, or otherwise assisted in formulating his or her response during or after the dictation to the scribe.
- The scribe may ask the student to restate words or phrases as needed. Such requests must not be communicated in a manner suggesting that the student should make a change or correction.
- The scribe may not question or correct student choices, alert students to errors or mistakes, or 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.
- The student 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.

## Post-Administration

- The scribe will submit online or paper-based student responses and collect scratch paper, rough drafts, and login information immediately at the end of the testing session and deliver it to the test administrator in accordance with state policies and procedures.
- The scribe must not discuss any portion of the test or the student's performance on the test with anyone.

# Content Area Guidelines

## English Language Arts

- Selected Response Items (Single and Multiple Answer)
  - The student must point to or otherwise indicate their selection(s) from the options provided.
  - The scribe is expected to comply with student directions regarding screen and test navigation and use of the secure browser features available for a given item.
  - The student will confirm the selected answer and indicate to the scribe when they are 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 where the student's answers will not be accessible to others.
  - The scribe will correctly spell all words as dictated.
  - The scribe will not capitalize words or punctuate the text.
  - The scribe will orally confirm the spelling of homonyms and commonly confused homophones, e.g., than and then; to, two, and too; there, their, and they're.
  - The student will proofread to add punctuation, capitalization, and formatting, and make other edits.
  - The scribe will make student-requested changes, even if incorrect.
  - The student will confirm the correctness of the response.
  - The student will indicate to the scribe when they are ready to move to the next item.
- Essay
  - The scribe will write verbatim student responses on paper or on screen in an area where the student's answers will not be accessible to others
  - The scribe will correctly spell all words as dictated.
  - The scribe will not capitalize words or punctuate the text.
  - The scribe will orally confirm the spelling of homonyms and commonly confused homophones, e.g., than and then; to, two, and too; there, their, and they're.
  - The scribe should request clarification from the student about the use of capitalization, punctuation, and the spelling of words, and must allow the student to review and edit what the scribe has written.
  - The student will proofread to add punctuation, capitalization, formatting, and other edits.
  - The scribe will make student-requested changes, even if incorrect.
  - The student will confirm the response accurately reflects their desired response.
  - The student will indicate to the scribe when they are ready to submit their full writing response and end their essay.

## Mathematics

- Selected Response Items (Single and Multiple Answer)
  - The student must point to or otherwise indicate their selection from the options provided.
  - The scribe will comply with student directions, including requests regarding screen and test navigation and use of the secure browser features available for the question.
  - The student will confirm their selections and indicate to the scribe when they are ready to move to the next item.
- Constructed/Equation Response Items
  - The student must point or otherwise direct the scribe in developing their response.
  - For responses requiring equations, the student must specify where to place figures and operands.
  - For responses requiring text, the scribe will correctly spell all words as dictated and conform to standard writing conventions.
  - For responses requiring text, the student will proofread to add punctuation, capitalization, formatting, and other edits.
  - The scribe will make student-requested changes, even if incorrect.
  - The student will confirm the correctness of the response.
  - The student will indicate to the scribe when they are ready to move to the next item.

## Science

- Selected Response Items (Single and Multiple Answer)
  - The student must point to or otherwise indicate their selection from the options provided.
  - The scribe will comply with student directions, including requests regarding screen and test navigation and use of the secure browser features available for the question.
  - The student will confirm their selections and indicate to the scribe when they are ready to move to the next item.
- Technology Enhanced Items
  - The student must point to the screen to indicate where the scribe should move the cursor or objects on the screen to complete their answer.
  - The scribe will comply with student directions, including requests regarding screen and test navigation and use of the secure browser features available for the question.
  - The student will confirm their selections and indicate to the scribe when they are ready to move to the next item.
- Constructed Response Items
  - The student must point or otherwise direct the scribe in developing their response.
  - For responses requiring text, the scribe will correctly spell all words as dictated and conform to standard writing conventions.
  - For responses requiring text, the student will proofread to add punctuation, capitalization, formatting, and other edits.
  - The scribe will make student-requested changes, even if incorrect.
  - The student will confirm the correctness of the response.
  - The student will indicate to the scribe when they are ready to move to the next item.

## **Considerations for Students Also Using ASL**

- The scribe should be proficient in the sign system utilized (e.g., ASL) or the scribe should be working with an interpreter proficient in the sign system.
- When a constructed response is required, the interpreter/scribe should convey the meaning behind the student's indicated response.
- The interpreter/scribe should show the student the written response, but NOT sign the response to the student. Probing or clarifying is allowed in the case of classifiers for students using ASL or other sign systems.
- Students may review the written or typed response on paper or on the computer screen and indicate any changes or revisions to the scribe.

## **Considerations for Students Using Braille**

- The scribe should be proficient in reading (visually or tactually) braille in all braille codes used by the student.
- The scribe should enter the responses on paper or online exactly as the student has brailled. In addition to following the content-specific guidelines above, errors in braille code should not be corrected.
- The scribe may ask for the student to read back brailled responses for clarification if the brailled response is difficult to read due to student corrections.
- Students may review the written or typed response on paper or on the computer screen by either using the scribe to read back the entered response or using assistive technology. Students may indicate any changes or revisions to the scribe.