

Table 1: Questions to Guide IEP/504 Team Decision about the Need for the SCRIBE (SC) State Test Accommodation for the ELA Long-Write Essay

The purpose of this table is to guide the IEP/504 team discussions about student test accommodation need and help generate appropriate decisions and recommendations regarding the SC state test accommodation. *The completion of this table is optional.*

Questions	Team Response	Evidence/ Comments
1. Is there evaluative information indicating that the student’s disability severely limits the student’s ability to produce a typed essay response?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Does the student have a documented motor or processing disability, resulting in the student being unable to produce a typed essay response?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Does the student have a recent physical injury (e.g., broken arm or hand, or have become blind through an injury and have not had sufficient time to learn braille) resulting in the student being unable to produce a typed essay response? Is a doctor’s note available to support the student’s condition and need?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Is the student able to use speech-to-text software to produce a typed essay response?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Does the student always use the Scribe (SC) accommodation during classroom assessments of writing?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6. Is there evidence that the student’s composition improves when a human scribe is used to record the student’s spoken, signed, or communicated words?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7. Is there an expectation that the student will need the SC accommodation when pursuing post-secondary career opportunities and/or higher education?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
8. Has the student provided input or stated a preference for having a scribe assigned to them during classroom assessments of writing?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9. Are there additional considerations for recommending the SC state test accommodation for this student, specific to his/her unique disability-related needs or condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Select the IEP/504 team recommendation that is decided to be most appropriate for this student.

Print on Demand (POD) state test accommodation should be recommended for this student to receive paper copies of test items.

More information is needed before making this decision.

Please list the names and titles of the IEP/504 team and other persons who were part of the state test accommodation decision-making team for the student.

Name	Title	Date

Follow-up on this decision-making meeting by documenting any selected state test accommodations in the student’s IEP or 504 record, which is stored in the [electronic Comprehensive Student Support System](#) (eCSSS). Refer to the [eCSSS Directions](#) for documenting evidence to support the need for state test accommodations.

If the IEP/504 team makes the decision to recommend the SC state test accommodation for a student, then the School Testing Coordinator (TC) should consult the “Hawaii State Test Accommodations Identification and Request Process for Test Coordinators and School Assessment Teams” document available on the [Accessibility and Accommodations resources page](#) on the [AlohaHSAP.org](#) portal website for guidance to submit state test accommodation requests.

In addition to the documented evidence in the IEPs/504 plans and the consultations with the Exceptional Support Branch and the Office of Curriculum and Instructional Design, the Assessment Section verifies state test accommodations in accordance with the *Individuals with Disabilities Education Act* (IDEA). As stated in 34 CFR §300.160(b)(2):

The State’s guidelines must identify only those accommodations for each assessment that do not invalidate the score; and instruct IEP teams to select, for each assessment, only those accommodations that do not invalidate the score.

The Assessment Section recommends that [test accommodation verification requests](#) be submitted one month prior to the opening of the test window. In all cases, state test accommodation requests should be submitted to the Assessment Section no later than 14 days prior to state (interim or summative) testing.

If you have any questions, please email Elaine Lee at Elaine.Lee@k12.hi.us or call the HIDOE Assessment Section at (808) 307-3636.