



Scribing Protocol for Hawai'i Statewide Assessment Program

Updated February 23, 2018

A scribe is an adult who writes down what a student dictates via speech, American Sign Language, or an assistive communication device. The guiding principle in scribing is to ensure that the student has access to and is able to respond to test content.

Scribes are allowable on Smarter Balanced Assessments, Hawai'i State Science Assessments (HSA Science), and End-of-Course (EOC) Exams as a **documented designated support for non-writing items and an accommodation for writing items**.

Qualifications for Scribes

- Scribes must be DOE certificated employees who have Smarter Balanced test administrator certification.
- 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.
- Scribes must have demonstrated knowledge and experience in the subject for which scribing will be provided.
- Scribes should have extensive practice and training in accordance with the Hawai'i Statewide Assessment Program (HSAP) test administration and security policies and procedures as articulated in the administration manuals, guidelines, and related documentation for each assessment and exam.

Preparation

- Test coordinators must complete Appendix Q in the Smarter Balanced Summative Test Administration Manual ([TAM](#)) or Appendix Q in the HSA Science and EOC Exams [TAM](#) for each student that will receive the scribe designated support and/or accommodation and send the form to the Assessment Section prior to test administration.
- Scribes must read and sign the test security/confidentiality agreement (Appendix A) and send to the Assessment Section prior to test administration.
- Scribes are expected to familiarize themselves with the test format in advance of the scribing session. Having a working familiarity with the test environment will help facilitate the scribe's ability to record the student's answers.
- Scribes should be familiar with the Individualized Education Program (IEP) or 504 Plan if the student for whom they are scribing has a disability, so that there are plans in place for providing all needed designated supports and accommodations.
- Scribes should also have a strong working knowledge of the embedded and non-embedded accessibility and accommodations options and features available on HSAP assessments.
- Scribes should review the Scribing Protocol for HSAP assessments with the student at least one to two days prior to the administration of the first test session.

Scribing Protocol for HSAP Assessments



- Scribes should practice the scribing process with the student at least once prior to the first test session.

General Guidelines

- Scribing must be administered so that the interaction between a scribe and a student does not interrupt other test-takers, or inadvertently reveal the student's answers.
- If not in a separate setting, the scribe should be situated right next to the student to prevent their conversations from reaching other students in the room.
- For computer-based administrations, scribes must enter student responses directly into the test interface, making use of the available embedded and non-embedded tools available for a given item and student.
- Scribes are expected to comply with student requests regarding use of all available features within the test environment.
- Scribes may respond to procedural questions asked by the student (e.g., test directions, navigation within the test environment, etc.).
- Scribes may not respond to student questions about test items if their responses compromise validity of the test. The student must not be prompted, reminded, or otherwise assisted in formulating his or her response during or after the dictation to the scribe.
- Scribes may ask the student to restate words or parts as needed. Such requests must not be communicated in a manner suggesting that the student should make a change or correction.
- Scribes may not question or correct student choices, alert students to errors or mistakes, 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.
- Students 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.

Content-Area Specific Guidelines

English Language Arts, U.S. History	<p><u>Selected Response Items (Single and Multiple Answer)</u></p> <ul style="list-style-type: none">● The student must point to or otherwise indicate his/her selection(s) from the options provided● Scribes are expected to comply with student directions regarding screen and test navigation and use of test platform features available for a given item● The student will confirm the selected answer and indicate to the scribe when he/she is ready to move to the next item <p><u>Constructed Response Items (Short-Text)</u></p> <ul style="list-style-type: none">● The scribe will write verbatim student responses on paper or on screen in an area occluded from other students' view.● The scribe will correctly spell all words as dictated.
--	---

Scribing Protocol for HSAP Assessments



	<ul style="list-style-type: none"> ● The scribe will not capitalize words or punctuate text. ● The scribe will orally confirm spelling of homonyms and commonly confused homophones, e.g., <i>than</i> and <i>then</i>; <i>to</i>, <i>two</i>, and <i>too</i>; <i>there</i>, <i>their</i>, and <i>they're</i>. ● The student will proofread to add punctuation, capitalization, spacing, and make other edits. ● The scribe will make student requested changes, even if incorrect. ● The student will confirm the fidelity of the response. ● The student will indicate to the scribe when he/she is ready to move to the next item. <p><u>Long Essay (Full-Write) (ELA only)</u></p> <ul style="list-style-type: none"> ● The scribe will write verbatim student responses on paper or on screen in an area occluded from other students' view. ● The scribe will correctly spell all words as dictated. ● The scribe will not capitalize words or punctuate text. ● The scribe will orally confirm spelling of homonyms and commonly confused homophones, e.g., <i>than</i> and <i>then</i>; <i>to</i>, <i>two</i>, and <i>too</i>; <i>there</i>, <i>their</i>, and <i>they're</i>. ● The student will proofread to add punctuation, capitalization, spacing, and other edits. ● The scribe will make student requested changes, even if incorrect. ● The student will confirm the fidelity of the response. ● The student will indicate to the scribe when he/she is ready to move to the next item. ● Scribes 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.
<p>Mathematics, Algebra I, Algebra II, Biology I, and Science</p>	<p><u>Selected Response Items (Single and Multiple Answer)</u></p> <ul style="list-style-type: none"> ● The student must point to or otherwise indicate his/her selection from the options provided. ● The scribe will comply with student directions, including requests regarding screen and test navigation and use of test platform features available for the question. ● The student will confirm his/her selections and indicate to the scribe when he/she is ready to move to the next item. ● Scribes 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 edits what the scribe has written. <p><u>Constructed/Equation Response Items</u></p> <ul style="list-style-type: none"> ● The student must point or otherwise direct the scribe in developing his/her response. ● The scribe will input student work directly onscreen and in view of the student.

Scribing Protocol for HSAP Assessments



	<ul style="list-style-type: none">● 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, spacing, and other edits.● The scribe will make student requested changes, even if incorrect.● The student will confirm the fidelity of the response.● The student will indicate to the scribe when he/she is ready to move to the next item.
--	---

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 each test session and deliver it to the Test Coordinator in accordance with HSAP state policies and procedures.

Scribing Protocol for HSAP Assessments



APPENDIX A:

STATE OF HAWAII

DEPARTMENT OF EDUCATION

Scribing Protocol for HSAP Assessments Security/Confidentiality Agreement

When a student has a documented significant motor or processing difficulty, or has a recent injury (such as a broken hand or arm), the student may be eligible to work with a scribe. Scribes are allowable on HSAP assessments and exams across all grades as a *designated support* for ELA non-writing items, Mathematics, Science, Algebra I, Algebra II, Biology I, and U.S. History. Scribes are allowable for ELA writing items as a *documented accommodation*. To assist state staff, test administrators, educators, and scribes in ensuring scribing is standardized, Smarter Balanced developed the *Scribing Protocol* that is applicable to all HSAP assessments and exams. This signed Security/Confidentiality Agreement is required of all scribes.

By signing below I acknowledge the following:

- I have read and understand the Scribing Protocol for HSAP Assessments.
I have read and understand the guidelines that pertain to the scribe designated support and accommodation in the *Smarter Balanced Usability, Accessibility, and Accommodations Guidelines* that also apply to the HSA Science Assessments and EOC Exams.
- I have read and understand the test administration policies and procedures that pertain to the scribe designated support and accommodation in the *Smarter Balanced Test Administration Manual (TAM)* and/or the *Hawai'i State Science Assessments and End-of-Course Exams Test Administration Manual (TAM)*.
- I have viewed the Scribe Training Module located at: alohahsap.org (Smarter Balanced Assessments only).

Scribe Signature	Scribe Name (print)	Date
-------------------------	------------------------------	------

Test Coordinator Signature	Test Coordinator Name (print)	Date
-----------------------------------	--	------

Complex	School	School Code
---------	--------	-------------

Fax this completed form to the Assessment Section at (808) 733-4483
or scan and e-mail to HSA/SAS/HIDOE@notes.k12.hi.us (the full Lotus Notes address is required).
School Test Coordinator should retain original form for documentation.

Scribing Protocol for HSAP Assessments



References

- California Department of Education. (2010, February). *California High School Exit Examination*. Retrieved from CAHSEE Accommodations and Modifications:
<http://www.cde.ca.gov/ta/tg/hs/documents/scribguidefeb10.doc>
- Delaware Department of Education. (2013, 06 14). *Guidelines for Inclusion of Students with Disabilities and English Language Learners*. Retrieved from DCAS Online:
http://de.portal.airast.org/wp-content/uploads/2013/06/Guidelines_for_Inclusion_2013-14_V2.pdf
- New England Common Assessment Program (NECAP). (2010, August). *New England Common Assessment Program Accommodations Guide*. Retrieved from
<http://www.maine.gov/portal/>:
https://www.maine.gov/education/necap/1011materials/accommodations_guide_final.pdf
- State of Washington Office of Superintendent of Public Instruction. (2013, September). *Access Supports and Accommodations Guidelines for State Assessments*. Retrieved from State of Washington Office of Superintendent of Public Instruction:
<http://www.k12.wa.us/assessment/statetesting/pubdocs/AccommodationManual.pdf>
- Utah State Office of Education. (2013). *Scribe Accommodation Guidelines*. Retrieved from
<http://www.schools.utah.gov/>:
<http://www.schools.utah.gov/sars/DOCS/assessment/usoescribeglines.aspx>
- West Virginia Department of Education . (December, 2013). *West Virginia Department of Education Office of Assessment and Accountability*. Retrieved from West Virginia Guidelines for Participation in State Assessments, 2013-2014: Guidance on Accommodations for Students with Disabilities and/or Limited English Proficiency in State and District-Wide Testing:
<http://wvde.state.wv.us/oaa/pdf/ParticipationGuidelines.pdf>

Scribing Protocol for HSAP Assessments



Revision Log

Updates to the *Scribing Protocol for HSAP Assessments* are captured in this Revision Log. Updates are based on requests that do not impact policy. The table below lists the changes that have been made to this document since its original publication.

Section	Page	Description of Change	Date	Version
Appendix A	5	Edited signature	2/22/2016	2
Qualifications for Scribe	1	Added DOE employee, TA certified qualification	3/14/2016	3
Preparation	1	Added Smarter TAM: Appendix AC requirement and HSA Science/EOC Exams TAM: Appendix L requirement.	3/14/2016	3
Preparation	1	Updated references to Smarter TAM and HSA/Science EOC Exams TAM appendices	12/20/16	4
Preparation	1	Updated references to Smarter TAM and HSA/Science EOC Exams TAM appendices.	02/23/18	4