

Scribing Protocol for OSAS Science Assessment

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). 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 OSAS Science Assessment as a designated support for all items. For information on documentation requirements and decision making for use of scribes and allow other OSAS Science Assessment supports, please see the Oregon Accessibility Manual (OAM).

Qualifications for Scribes

- The scribe must 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 must have extensive practice and training in accordance with OSAS Assessment administration and security policies and procedures as articulated in the Test Assessment Manual (TAM). To ensure consistent and valid administration of the statewide assessments, districts must use the ODE-provided training modules posted to the [Assessment Training Materials](#) webpage for the current school year when training TAs.

Preparation

- Scribes must read and sign the Test Administrator Assurance of Test Security located in the Test Administration Manual prior to test administration.
- Scribes must 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 may wish to review the practice test to become familiar with the assessment.
- Scribes must 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 must have a strong working knowledge of the embedded and non-embedded universal tools, designated supports, and accommodations available on OSAS Assessments.
- Scribes must review the Scribing Protocol for OSAS Science Assessment with the student at least one to two days prior to the test event.
- Scribes must 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 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 near enough to the student to prevent their conversations from reaching other students in the room.
- Scribes must enter student responses directly into the test interface, making use of the embedded and non-embedded tools available for a given item and student.

- Scribes must 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. 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 student 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.

Guidelines for the Science Assessment Item Types

Selected Response Items (Single and Multiple Answer), Match item, Editing Task Choice Item

- The student must point to or otherwise indicate their selection(s) from the options provided.
- Scribes must 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 they are ready to move to the next item.

Hot Text

- The student must point to or otherwise indicate the text to be selected, dragged, and/or rearranged within the text provided.
- Scribes must 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 text answer and indicate to the scribe when they are ready to move to the next item.

Simulation Item

- The student must point to or otherwise indicate their selections from the options provided.
- Scribes must confirm selections before clicking 'run test' as some simulations can only be run one time.
- Scribes must comply with student directions regarding screen and test navigation and use of test platform features available for a given item.
- Once data is generated, the student may have the ability to delete lines of data, select new simulation selections, and otherwise manipulate data.
- The student will confirm the selected answer and indicate to the scribe when they are ready to move to the next item.

Grid

- The student must point to or otherwise direct the scribe in developing their response.
- The scribe must input student work directly onscreen and in view of the student.
- The scribe must make student requested changes, even if incorrect.
- The student must confirm the fidelity of the response.

- 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 must confirm the answer and indicate to the scribe when they are ready to move to the next item.

Table Item and Equation Response

- The student must point or otherwise direct the scribe in developing their response.
- The scribe must input student work directly onscreen and in view of the student.
- For responses requiring equations, the student must specify where to place figures and operands.
- The scribe must make student requested changes, even if incorrect.
- The student must confirm the fidelity of the response.
- Scribes must comply with student directions regarding screen and test navigation and use of test platform features available for a given item.
- The student must confirm the selected answer and indicate to the scribe when they are ready to move to the next item.

Considerations for Students Also Using ASL or Other Sign System

- The scribe must be proficient in the sign system utilized (e.g., ASL) or the scribe should be working with an interpreter proficient in the sign system.
- The interpreter/scribe must show the student the 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 system.
- 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 must be proficient in reading (visually or tactually) braille in all braille codes used by the student.
- The scribe must 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 must 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.

Post-Administration

- The scribe must submit student responses and collect scratch paper and login information immediately at the end of the testing session and deliver it to the test administrator.