

GUIDELINES FOR USE OF A SCRIBE

Scribes are individuals who write or mark down what a student dictates during classroom assignments, tests, or on state assessments. Scribing occurs when information is communicated by the student through speech, sign language, pointing, assistive communication device, etc. The guiding principle in scribing is only to assist the student in accessing the assignment or test and responding to it. The goal for scribing is to provide access to the assignment or assessment without penalizing the student or enhancing the student's response in any way.

Students with an individualized education program (IEP) or Section 504 plan should have this accommodation specified within the plan if it is to be used for classroom instruction, assignments and tests. For Missouri's statewide assessments, students with physical disabilities that may prevent them from responding themselves may dictate their responses to a scribe. Students who obtain a physical injury prior to testing that prevents them from responding may also dictate their responses to a scribe.

Scribes may be teachers, teacher aides, teacher assistants or other school personnel who are appropriately trained and qualified. Translators for EL students may also act as a scribe. Parents, school volunteers, peer tutors, and other students may NOT act as scribes on Missouri's statewide assessments. When using a scribe, the students IEP/504 Team or a teacher working with the student should determine if the student has preferred mode of dictation.

If possible, Missouri's statewide assessments, classroom testing, and classroom assignment completion should use the same method in order for the student and scribe to have practice and become comfortable and efficient in the particular method used. Some options for transcribing are:

- Into an audio recorder
- Into a speech-to-text converter (e.g., voice recognition software, etc.)
- Directly to a scribe

The scribe must produce legible text and the student's responses must accurately represent the student's own choices. During the process, the scribe can:

- Respond to procedural questions, such as test directions
- Confirm the spelling of homonyms
- Confirm the usage of common homophones such as than and then; to, too and two; there, their and they're
- Allow the student to add punctuation and capitalization
- Ask the student to re-state words or parts of the answer as needed
- Allow the student to review and edit what the scribe has written
- Read aloud the completed answer, upon student request

Scribes must be impartial and not give hints of any type. The scribe should NOT:

- Alert the student to mistakes during the test or during development of the writing composition
- Prompt the students in any way that would result in a better response
- Influence the student's response in any way
- Tell students to use certain strategies or clues prior to or during the test
- Say or do anything that would let a student know whether an answer is correct
- Suggest ideas, words, or concepts
- Ask students how they got an answer
- Tell students to redo or review any part of the test
- Inadvertently reveal the student's answers to other test-takers