Wisconsin Forward Exam Scribing Guidelines

A scribe is an adult who writes down or enters into the computer 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 without compromising the validity of the test.

Scribes are allowable on the Forward Exam as a documented designated support for ELA, mathematics, science, and social studies. Translators who scribe student responses from a native language to English should translate word-for-word to the extent possible for all content areas except Text Dependent Analysis (TDAs) items. For information on documentation requirements and decision-making criteria for use of scribes and all other supports please see the Accessibility Guide.

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.
- 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 administration of the Forward Exam including accessibility policies, security policies and procedures as articulated in test administration manuals, guidelines, and related documentation.

Preparation

- Scribes must read and sign a test security/confidentiality agreement prior to test administration.
- Scribes should familiarize themselves with the test format (via the Online Tools Training – OTT) 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 have a strong working knowledge of the embedded and non-embedded accessibility options available on the Forward Exam.
- 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 review these Scribing Guidelines for the Forward Exam with the student at least one to two days prior to the test event.
- Scribes should practice the scribing process with the student at least once prior to the scribing session using the OTT.

During Administration

Scribes must:

- Administer the test so that the interaction between a scribe and a student does not interrupt other test-takers, or inadvertently reveal the student's answers (i.e. separate setting).
- Enter student responses directly into the test interface in view of the student, making use of the embedded and non-embedded tools available to the student for a given item.
- Enter or write the answer into the test interface exactly as the student has dictated.
- Make student requested changes, even if incorrect.
- Comply with student directions, including requests regarding screen and test navigation and use of all available features within the test environment that are available for the question.
- Allow the student 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.

Scribes are NOT allowed to:

- Respond to student questions about test items if their responses compromise validity of the test.
- Prompt, remind, or otherwise assist the student in formulating his or her response during or after the dictation to the scribe.
- 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.
- Edit or alter student work in any way.

Scribes are allowed to:

- Respond to procedural questions asked by the student (e.g., test directions, navigation within the test environment, etc.).
- Ask the student to restate words or parts of their answer if needed to understand the students' response. Note that such requests must not be communicated in a manner suggesting that the student should make a change or correction.

Students must:

- Point to or otherwise indicate his/her answer or selection(s) from the options provided (applies to all test items other than the TDA).
- Confirm his/her selections or answer(s) and indicate to the scribe when he/she is ready to move to the next item.
- Specify where to place figures and operands for responses requiring equations.

Specific Instructions for the TDA:

The TDA measures composition, grammar, punctuation, and capitalization, as well as citing evidence and the use of textual support. Therefore, a student must dictate their response exactly as it is to be written. The TDA must be communicated to the scribe in English by the student, and scribed in English.

- The scribe will write/type verbatim the students' response on paper or on screen.
- The student must dictate their response exactly as it is to be written.
- The scribe will not capitalize words or punctuate text without the student's direction.

- Scribes should request clarification from the student about the use of capitalization and punctuation, and must allow the student to review and edit what the scribe has written.
- 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.

Once the student has dictated their response, the scribe must show the student the draft response. The student may then instruct the scribe to make desired changes.

Post Administration

The scribe will submit online student responses and collect any paper-based test materials, including scratch paper, rough drafts, and test tickets immediately at the end of the testing session and deliver it to the test administrator in accordance with DPI policies and procedures.