

## GUIDELINES FOR USE OF A SCRIBE

Scribes are defined as individuals who write or mark down student responses during classroom assignments, tests, or on state assessments when information is communicated by the student through speech, sign language, pointing, or by using an assistive communication device. 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 standardized 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 ELL 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 scribe, the student's IEP or 504 Team or a teacher working with the student should determine the student's preferred mode of dictation. If possible, Missouri's statewide standardized 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 should have the opportunity to become familiar with the directions and format of any Missouri state assessments, but especially the writing prompts included in some Grade-Level Assessments and End-of-Course Assessments. The scribe must produce legible text and the student's responses must accurately represent the student's own choices. 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.

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