DIRECTIONS FOR SCRIBING

With the increase in the number of assessments (which now contain more performance components) the role of a scribe has become more complex. No longer does a scribe simply "fill in the bubble" for a student. The scribe must take dictation and, make sure that the student's knowledge of all assessed skills are demonstrated in the student's answer. On a content area test, the scribe may write from dictation. On the New York State English Language Arts (ELA) test, the student must demonstrate a knowledge of grammar, spelling and punctuation while dictating an extended response to a scribe.

The following can be considered a "Scribing Protocol". Please remember that if a student's Individualized Education Program (IEP) indicates use of a scribe for exams, **a scribe must be used for all classroom exams, NOT JUST FOR STANDARDIZED EXAMS.** The IEP should also indicate the need for special location and extended time.

It is strongly suggested that qualified, trained and experienced scribes be used for standardized assessment whenever possible. Scribes and students should be familiar with each other and should have experience in using scribe techniques together prior to the standardized exam. A scribe can be a certified teacher, paraprofessional, supervisor or auxiliary school staff member. The scribe should NOT be the test proctor. A certified teacher must be the test proctor and should remain with the student and scribe throughout the examination.

As a general rule, 81/2" x 11" regular ruled paper is recommended for this process.

1. The scribe will record word for word what the student dictates, leaving out punctuation and capitalization. The scribe is to circle all words that are difficult to spell (those words at that grade level or higher).

2. The scribe will skip lines.

3. Once the dictation is completed, but prior to showing the text to the student, the scribe asks the student to spell all circled words. The scribe writes the student's spelling of the circled word above it on the skipped line.

4. The scribe then shows the student his/her response and asks the student where to place capitalization, punctuation and paragraphing. Scribe may use standard editing notations.

5. Student then reads the completed dictation and if any further changes are to be made, they should be scribed on the skipped line.

6. The scribe then transfers the student's completed response into the test booklet. The student's dictation should be stapled into the test booklet, and the test booklet is then scored with the other students' tests. The student's test booklet along with the scribe's work remains in the student's school for one year.

PLEASE REMEMBER:

1. A scribe may not make editing suggestions or ask students to clarify their answers.

2. Scribing does not imply special location or extended time. These modifications must be delineated on a student's IEP.

3. Do not erase a student response. Cross out and write on skipped line.

4. Whenever possible, the student should have the same scribe for standardized exams as well as classroom exams.