

Scribing Protocol for Maine Through Year and Maine Science Assessments

A scribe is an adult who writes down 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 assessment content. Scribes are required to sign the MEA Security and Data Privacy Agreement, found in Appendix A of the [Assessment Security Handbook](#).

NOTE:

- There are NO short-answer or constructed response questions on the Maine Through Year Reading Assessment.
- The Maine Through Year Mathematics Assessment may require entering or writing a number in response to some questions.
- The Maine Science Assessment may have constructed response questions.

Qualifications for Scribes

- The scribe must be an adult who is familiar with the student, such as the teacher or educational technician who is typically responsible for scribing during classroom instruction and assessments.
- Scribes must have demonstrated knowledge and experience in the subject for which scribing will be provided.

Preparation

- Scribes must read and sign the MEA Security and Data Privacy Agreement prior to the assessment administration.
- Scribes are expected to familiarize themselves with the assessment format in advance of the scribing session. Having a working familiarity with the assessment environment will help facilitate the scribe's ability to record the student's answers.
- Scribes should have a working knowledge of the embedded and non-embedded accessibility features available on assessments.
- In addition to a scribe, students may make use of any other approved supports and accommodations during the assessment as appropriate and in accordance with the *Accessibility Guide*. Scribes should be familiar with all supports and accommodations assigned to the student for whom they are scribing.
- Scribes should practice the scribing process with no capitalization or punctuation with the student at least once prior to the scribing session on practice test/sample items to become familiar and comfortable with the process. A suggested scribing script is included at the end of this protocol.

General Guidelines

- Scribing must be administered so that the interaction between a scribe and a student does not interrupt other students 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.
- For computer-based administrations, scribes must enter student responses directly into the secure browser.
- Scribes may respond to procedural questions asked by the student (e.g., assessment directions, navigation within the secure browser, etc.).
- Scribes may not respond to student questions about assessment items if their responses compromise validity of the assessment. 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 students 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.

Content-Area Specific Guidelines

Mathematics	<p><u>Selected Response Items</u></p> <ul style="list-style-type: none"> ● The student must point to or otherwise indicate their selection(s) from the options provided. ● The scribe will comply with student directions regarding screen navigation and use of assessment 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. <p><u>Short Answer Items</u></p> <ul style="list-style-type: none"> ● The student must direct the scribe in developing their response. ● The scribe will 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 will make student requested changes, even if incorrect. ● The student will confirm the fidelity of the response. ● The student will indicate to the scribe when they are ready to move to the next item.
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<p>Reading</p>	<p><u>Selected Response Items</u></p> <ul style="list-style-type: none"> ● The student must point to or otherwise indicate his/her selection(s) from the options provided. ● The scribe will comply with student directions regarding screen navigation and use of assessment 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.
<p>Science</p>	<p><u>Selected Response Items</u></p> <ul style="list-style-type: none"> ● The student must point to or otherwise indicate their selection from the options provided. ● The scribe will comply with student directions regarding screen navigation and use of assessment platform features available for a given item. ● The student will confirm their selections and indicate to the scribe when they are ready to move to the next item. <p><u>Constructed Response Items</u></p> <ul style="list-style-type: none"> ● The student must point or otherwise direct the scribe in developing his/her response. ● The scribe will 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. ● For responses requiring text, the scribe will correctly spell all words as dictated and conform to standard writing conventions. ● The student will proofread to add punctuation, capitalization, and other edits. ● The scribe will make student requested changes, even if incorrect. ● The student will confirm the fidelity of the response. ● The student will indicate to the scribe when he/she is ready to move to the next item.

Post-Administration

- The scribe will submit online student responses within the secure browser. The scribe will collect scratch paper, rough drafts, hand-written scribed responses, and login information immediately at the end of the assessment session and deliver it to the School Assessment Coordinator for appropriate disposal procedures.

Suggested Scribe Script
(to be used with the student in advance of the testing day)

I'm the person who will be scribing your answers when you take your assessment next week in [math/reading/science]. I want to let you know how we'll work together. When I'm scribing your responses, I will have to follow certain rules.

- I cannot help you with any answers.
- I will enter answers for you.
- I will not use any capitalization or punctuation. You will have the opportunity to proofread the answer and tell me where to add capitalization and punctuation.
- I can still help you with your [any assistive technology that the student may require].
- You can ask me to pause my scribing if you need a break.
- If you ask me a question about the test, all I will say is, "Do your best work. I cannot help you with that."
- Do you have any questions for me about how we will work together during the test?