

# New Hampshire Statewide Assessment System: Scribing Protocol

---

A scribe is an adult who writes down what a student dictates in a variety of ways (e.g., speech, American Sign Language (ASL), braille, assistive communication device, etc.). The guiding principle in scribing is to ensure that the student has access to and is able to respond to test content.

Scribes are allowable on the New Hampshire Statewide Assessment System as a documented accommodation for ELA writing segment, and a designated support for mathematics and ELA items (except for the ELA writing segment). For information on documentation requirements and decision-making criteria for use of scribes and all other NH SAS supports please see the Designated Supports, Accommodations, and Universal Tools guide located on the NH SAS portal.

## **Scribing Protocol**

**Step 1:** Student dictates response to appropriately trained test administrator (scribe) who is familiar with this procedure.

**Step 2:** Scribe takes down verbatim what student says

**Step 3:** Scribe reads oral response back to student at a steady pace without inflection or pausing, then inquires whether student wants to add, take out, or change anything.

**Step 4:** Scribe reads every word that is three or more letters long and has student dictate precise word spelling, recording exactly as student dictates. Scribe spells all one or two letter words as pronounced by student and does not probe these words.

**Step 5:** Scribe types (or prints or writes student-spelled copy into the answer space in the Student Answer Booklet when using a paper/pencil test) and omits conventions (capitalization, punctuation, etc.).

**Step 6:** Student reads his/her student copy in the answer space and edits for capitalization, punctuation, etc.

### **Alternate steps for students with visual impairment:**

**Step 5:** Scribe presents student-spelled copy in a form the student can see/read (e.g., large-print or Braille).

**Step 6:** Student adds or dictates punctuation and capitalization to scribe.

**Step 7:** Scribe copies student-edited version into answer space exactly as student dictates.