**How to Scribe for tests:**

1. On lined paper, write everything the student dictates. Skip lines so you have room for corrections. (If you have access to a word processor and a printer, you can type what the student dictates rather than write, but you will still need to skip lines. Print the response once the student has finished dictating).
2. As he/she dictates, have the student tell you where punctuation/capitalization belongs. You may capitalize the first word in a sentence and use punctuation to end the sentence, but any other punctuation/capitalization must be dictated by the student. If the student is blind or has punctuation waived on their IEP, skip this step.
3. Have the student review what you have written. They can make changes to anything. Indicate a missed indent using the paragraph symbol and an arrow. NOTE: A scribe may read a student’s dictated responses back to the student IF the student is provided read aloud testing accommodations or if the student is blind or visually impaired.
4. If the student wants to change anything, draw a line clearly through what is being changed and write the new dictation above it.
5. Write the final copy into the test booklet. (If you used a word processor and the corrections are legible, you can skip this step. Staple the typed documents into the test booklet).
6. Have the student read and review the final copy.
7. Place the lined paper with the dictation in the back of the test booklet. Teachers should indicate in writing on the test booklet whether the student used a scribe, recording device, word processor, or speech-to-text software. If the student is participating in CBT, the student’s transcribed responses would need to be entered into the CBT platform to submit.
8. For students using scribes, recording devices, large type, or braille editions, responses must be transcribed onto regular test answer documents and test booklets (or entered into the computer-based testing platform) exactly as dictated or recorded.

Additionally, for math tests:

1. Ask the student to indicate exactly where the numbers need to be placed and lined up.
2. Record the operational sign as dictated by the student (addition sign, subtraction sign, etc).
3. When dictating numbers the student must indicate how the number is written and indicate place value. For example, if the student says one thousand thirty eight the student should specify how that is written: one, zero, three, eight.
4. The student must indicate to the scribe how they are computing a problem and should be specific as to what numbers to write down including carrying. For example, when adding 23 and 9 the student should indicate 9 plus 3 is 12, put down the 2 and carry the one above the 2.
5. The student does not have to provide spelling and punctuation in word responses.

<http://www.p12.nysed.gov/specialed/publications/documents/testing-accommodations-guide-february-2018.pdf>

Practice questions for Scribe training:

1. In one paragraph, please describe your favorite holiday and why it is your favorite.

2. What is the scariest movie you have ever seen? Give three reasons on why you found this movie to be so frightening!

3. Carl bought 3 bags of peanut butter cups and 2 bags of Kit Kat bars. Each bag contained 35 pieces of candy. After he and Kelly had their snack, Carl had 1/5 of the peanut butter cups and 1/3 of the Kit Kat bars left over. How many pieces of candy were left? Please show your work.

4. Kristen bought an inflatable kiddie pool at the Memorial Day weekend sale. The original price was $29.95, but the pool was on sale for 40% off. How much did Kristen pay for the pool? Please show your work.