



## HSA-Alt Scribing Protocol

For HSA-Alt assessments, a scribe is an adult, typically the student's Test Administrator (TA) who selects on-screen the student's chosen item response, when the student is unable to physically make their selection directly on-screen. The guiding principles in scribing are to ensure that the student has access to and is able to respond to test content and that the response that is input into the system is systematically selected and is an accurate representation of the student's intended response.

Scribes are allowable on HSA-Alt Assessments as a **documented accommodation** for all items.

### Qualifications for Scribes

- Scribes must be DOE certificated employees who have HSA-Alt test administrator certification.
- Scribes must read the HSA-Alt Scribing Protocol, familiarize themselves with the policies and procedures found within, and prepare to administer the assessment following these guidelines.
- Scribes should have extensive practice and training in accordance with the Hawaii Statewide Assessment Program (HSAP) test administration and security policies and procedures as articulated in the administration manuals, guidelines, and related documentation for each assessment and exam.

### Preparation

- Test coordinators must complete the *HSA-Alt Accommodation Verification Form* located in Appendix H in the *HSA-Alt Test Administration Manual* for each student that will receive the scribe accommodation and send the form to the Assessment Section prior to test administration.
- Test coordinators must receive a return email confirmation from the Assessment Section that the Scribe Accommodation has been verified for the student, prior to test administration.
- Scribes must read and sign the *HSA-Alt Test Security and Confidentiality Form* located in Appendix K of the *HSA-Alt Test Administration Manual*, prior to test administration.
- Scribes are expected to familiarize themselves with the test format in advance of the scribing session. Having a working familiarity with the test format will help facilitate the scribe's ability to record the student's answers.
- Scribes should have a strong working knowledge of the embedded and non-embedded accessibility and accommodations options and features available on HSAP assessments.
- Scribes should be familiar with the Individualized Education Program (IEP) and 504 Plan (if applicable) of the student for whom they are recording answers to ensure that the student has access to any additional universal tools and/or accommodations that might be needed for testing.
- In addition to a scribe, students may make use of any other approved specialized tools or equipment during the test as appropriate and in accordance with the *HSA-Alt Test Administration Manual*. Scribes should be familiar with any assistive technology or approved supports the student requires.

- Scribes should have extensive practice in providing scribe support and must be familiar and comfortable with the process before working directly with a student.
- Scribes should review this HSA-Alt Scribing Protocol with the student at least one to two days prior to the administration of the first test session.
- Scribes should practice the scribing process with the student at least once prior to the first test session using the HSA-Alt training tests.
- Scribes must determine prior to the first live test session what form of student response will be systematically selected for input into the testing interface; e.g., oral response, pointed response, eye gaze response. It is essential that this is determined in advance so that in the event of contradictory student response signals, one response is systematically selected.

### General Guidelines

- Scribing must be administered so that the interaction between a scribe and a student does not interrupt other test-takers, or inadvertently reveal the student’s answers.
- If not in a separate setting, the scribe should be situated right next to the student to prevent their conversations from reaching other students in the room.
- Scribes must enter student responses directly into the test interface, making use of the available embedded and non-embedded tools available for a given item and student.
- Scribes are expected to comply with student requests regarding use of all available features within the test environment.
- Scribes may respond to procedural questions asked by the student (e.g., test directions, navigation within the test environment, etc.).
- Scribes may not respond to student questions about test items if their responses compromise validity of the test. 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 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.
- Students must be allowed to review and change the response option scribe has selected.

### Content-Area Specific Guidelines

<b>HSA-Alt Assessments (all subject areas)</b>	<u>Selected Response Items (Single and Multiple Answer)</u> <ul style="list-style-type: none"> <li>• The student must point to or otherwise indicate his/her selection(s) from the options provided</li> <li>• Scribes are expected to comply with student directions regarding screen and test navigation and use of test platform features available for a given item</li> <li>• The student will confirm the selected answer and indicate to the scribe when he/she is ready to move to the next item</li> </ul>
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### Post-Administration

The scribe will submit online student responses and collect scratch paper and login information immediately at the end of each test session and deliver it to the Test Coordinator in accordance with HSAP state policies and procedures.