

# Complex Transcribing

## Description of Accommodation

This accommodation allows a test administrator to record onto an answer document or in the Texas Assessment Management System for online tests a student's dictated or signed responses to the writing prompts when a student with a disability is unable to accomplish this task independently.

## Assessments

For a student who meets the eligibility criteria, this accommodation may be used on

- STAAR, STAAR Spanish, and STAAR A grades 4 and 7 writing
  - ✓ Complex Transcribing applies to the written compositions (including student prewriting).
  - ✗ Complex Transcribing does not apply to the multiple-choice revising and editing section.
- STAAR and STAAR A English I, English II, and English III
  - ✓ Complex Transcribing applies to the written compositions (including student prewriting).
  - ✗ Complex Transcribing does not apply to the multiple-choice reading questions, short-answer reading questions, or the multiple-choice writing questions.

## Student Eligibility Criteria

Submit an Accommodation Request Form to TEA if the student

- routinely and effectively uses this accommodation during classroom instruction and classroom testing,
- is unable to effectively use Basic Transcribing to address this need, and
- meets at least one of the following.
  - The student has an impairment in vision (e.g., uncorrected vision, nystagmus, qualifies for special education services with a Visual Impairment [VI]) that necessitates the use of braille or large-print test materials.
  - The student has a physically disabling condition (e.g., muscular dystrophy, cerebral palsy, arthritis) that prevents him or her from independently and effectively recording responses on the lined pages of the answer document or in the space provided in the Texas Assessment Management System for online tests.

## Authority for Decision and Required Documentation

- For a student receiving special education services, the decision is recommended by the ARD committee based on the eligibility criteria and is documented as "pending TEA approval" in the student's IEP.
- For a student receiving Section 504 services, the decision is recommended by the Section 504 committee based on the eligibility criteria and is documented as "pending TEA approval" in the student's IAP.
- For a student not receiving special education or Section 504 services, the decision is recommended by the appropriate team of people at the campus level (e.g., RTI team,

student assistance team) based on the eligibility criteria and is documented as “pending TEA approval” according to district policies.

- In the case of an ELL with a disability, the decision is recommended by the applicable group above in conjunction with the student’s LPAC. The decision is to be documented as “pending TEA approval” by the LPAC in the student’s permanent record file and by the other applicable group, as described above.
- After state testing, GA must be recorded in the ACCOMM. field on the student’s answer document or in the Texas Assessment Management System for online administrations. This indicates that an allowable general accommodation was made available to the student.

Accommodation Request Form IS required.



### Examples/Types

The test administrator may carry out Complex Transcribing **only** when the student dictates or signs his or her responses to the writing prompts for the test administrator to transcribe.

### Special Instructions/Considerations

1. Accommodation Request Forms must be received by TEA according to the posted deadlines. Late requests will **NOT** be processed unless circumstances involving the student change after the deadline (e.g., newly enrolled student, medical emergency, updated ARD committee decision). In these circumstances, the district testing coordinator should contact TEA’s Student Assessment Division at 512-463-9536 for further instructions.
2. A student who uses this accommodation may complete the test in a separate setting to eliminate distractions to other students and to ensure the confidentiality of the test.
3. TEA will provide, with any approved Accommodation Request Form, specific guidelines about how to transcribe the student’s responses to the writing prompts, including how to indicate the student’s spelling, punctuation, and capitalization. A test administrator who transcribes for a student must be trained in these guidelines so that he or she understands the boundaries of the assistance being provided.
4. Complex transcribing must be done by a trained test administrator who has signed the Oath of Test Security and Confidentiality for Test Administrator document. This includes the bottom section of the oath for test administrators who are authorized to view secure state assessments. Responding to test questions, making notes about test questions, and discussing the content of the test at any time are prohibited.
5. If a student needs assistance physically manipulating test materials or equipment, refer to the Manipulating Test Materials accommodation policy.
6. For information regarding the role of a test administrator who transcribes for a student who uses braille or large-print test materials, refer to the General Instructions for Administering Braille State Assessments document and the General Instructions for Administering Large-Print

State Assessments document, located on the TEA's Accommodations for Students with Disabilities webpage.

7. For information regarding the role of a test administrator who transcribes for a student who is deaf or hard of hearing, refer to the General Instructions for Administering State Assessments to Students Who are Deaf or Hard of Hearing document, located on the TEA's Accommodations for Students with Disabilities webpage.
8. STAAR A is an online testing program. However, in rare instances in which the use of an accommodation is not feasible or appropriate for an online administration, or if the administration of an online assessment is inappropriate due to a student's particular disability, a special request may be made to TEA for approval to administer a paper test booklet. The request for complex transcribing for a paper test booklet, along with the reasons this accommodation is needed for a student who meets the eligibility criteria in this document, should be included in the same email that is submitted to TEA when a paper administration is requested. Information about the paper request process for STAAR A can be found on the TEA's Coordinator Manual Resources webpage.