SCRIBING PROTOCOL, 2026-2027

A scribe is a test administrator who records what a student dictates. Dictation may occur in a variety of ways (e.g., speech, American Sign Language (ASL), Braille, assistive communication device, etc.). The scribe must follow *Scribing Protocol, 2026-2027* presented here. The guiding principle in reading aloud is to ensure that the student has access to test content, equivalent to that of students without this accommodation.

Scribes are allowable on Smarter Balanced and Science Assessments as a ***designated support*** for mathematics, science, and ELA items (except ELA performance task full writes). Scribes are allowable as an ***accommodation*** on Smarter Balanced ELA performance task full writes. For more information on scribing, please see the 2026-2027 edition of the *Usability, Accessibility, and Accommodations Guide (UAAG).*

QUALIFICATIONS FOR SCRIBES

- Scribes must be licensed educators with demonstrated knowledge and experience in the content area for which scribing will be provided.

PREPARATION

- Scribes must be trained in accordance with Nevada Department of Education test security and administration procedures.
- Scribes must read and sign a Confidentiality Agreement 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 environment will help facilitate the scribe's ability to record the student's answers. Scribes may wish to review a ***practice*** test (https://wbte.drcedirect.com/NV/portals/nv/summ) to become familiar with the assessment.
- Scribes should be familiar with the Individualized Education Program (IEP) or 504 Plan if the student for whom they are scribing has a disability, so that there are plans in place for providing all needed designated supports and accommodations.
- Scribes should also have a strong working knowledge of the embedded and non-embedded universal tools, designated supports, and accommodations available on Smarter Balanced and Science Assessments.
- Scribes should review *Scribing Protocol, 2026-2027* with the student at least one to two days prior to the test event.
- Scribes should practice the scribing process with the student at least once prior to the scribing session.

GENERAL GUIDELINES

- Scribing must be administered in a setting that prevents the interaction between scribe and student from interrupting other test-takers, or inadvertently revealing test content or student answers to other test-takers.

- Scribes must enter student responses directly into the INSIGHT system, making use of the 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 their 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.

ENGLISH LANGUAGE ARTS GUIDELINES

Selected Response Items (Single and Multiple Answer)

- The student will point to or otherwise indicate their selection(s) from the options provided.
- Scribes are expected to comply with student directions regarding screen and test navigation and use of test 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.

Constructed Response Items (Short-Text)

- The scribe will write verbatim student responses on paper or on screen in an area occluded from other students' view.
- The scribe will correctly spell all words as dictated.
- The scribe will ***only*** capitalize words and punctuate text ***as indicated by the student***.
- The scribe will orally confirm spelling of homonyms and commonly confused words.