Transcribing Responses from AT Device
Transcription of Paper/Print on Demand, Large Print, and Braille

Student responses generated on non-embedded Assistive Technology (AT) devices and responses for all paper test administrations including Print on Demand, Standard and Large Print, and Braille must be transcribed into the online testing platform and submitted before the administration window closes. It is recommended that transcription occur as soon after testing as possible. For students testing online and using their AT device for non-embedded speech-to-text, responses must be transcribed immediately after a student completes their response to a test item and before moving on to the next item.

Only the school test coordinator or test administrator may transcribe student responses. The transcriber must read and sign a test security & confidentiality agreement prior to test administration. Transcribers should be impartial and have no vested interest in student scores. Only authorized personnel who know braille should transcribe braille responses.

PAPER Administration: After testing, to transcribe the student's responses the test administrator or school test coordinator will log in to the online testing platform using the student's login ticket.

Transcribing Student Responses

Transcribe the student's responses as faithfully and as completely as possible following these guidelines:

- Do **not** transcribe erased or crossed out words or marks.
- If there is no response to an item, leave the entire item blank.
- If a student's response consists of incomprehensible squiggles, marks, etc., which clearly are not words or word fragments, leave the item blank.
- If a student's response is wholly or partly illegible, enter "ILLEGIBLE" for the entire response or for the part where applicable.
- If 50% or more of a student's response is written in any language other than English, note "WRITTEN IN ANOTHER LANGUAGE" where applicable.
- If part of a student's response **cannot** be entered into the online platform leave that part blank.
- If no part of a student's response can be entered, leave the entire item blank.
- Additional clarifying notes may be entered as needed if the item type allows text entry.

Maintain Test Security

- After Testing: Delete test responses from the AT device.
- Return all secure test materials, including scratch paper, to the school test coordinator.

Steps for Transcribing Student Responses into DRC INSIGHT

1. The student must be assigned the appropriate accommodation(s) BEFORE testing begins.

2. For paper administration, retain the test ticket rather than distributing it to the student.

3. Transcribe student responses:

   a. **Paper administration**: AFTER the student has completed the test (all parts of a subject) on paper and is dismissed from the testing session, the test administrator or test coordinator will use a device that has DRC INSIGHT installed and log in using the student's test ticket. Carefully match the online item number to the item on the paper test or paper answer sheet. Transcribe responses verbatim.

   b. **Online administration with Speech to Text "STTNE"**: If transcribing a student's responses from their AT device, confirm that the student has finished editing their response. Students must provide their own conventions and edits. Transcribe the response verbatim into the online platform before continuing to the next test item.

4. Once transcribing is completed: Paper > select End Test and Submit. Online > submit the item response and move to the next item.

5. School Test Coordinator: Return secure test materials to the district or vendor as directed.