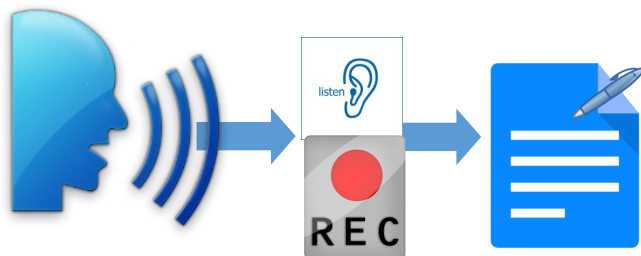


## Scribe Defined

A scribe is an individual that writes down what a student dictates with their voice or an assistive communication device, pointing, or by communicating via American Sign Language, etc.. The scribe for a student should be someone who is familiar with the student's accent or means of expressive language and will recognize the words a student is saying without writing down unusual phonetic spellings. The scribe may not edit or alter student work in any way, and must record **word-for-word** exactly what the student has dictated. A scribe must allow the student to review and edit what the scribe has written. **The role of the scribe is to write what is dictated, no more and no less.**



## Scribe and Technology

This process supports the student's ability to be more independent in their own written responses and to practice the use of language that they might find uncomfortable saying to an adult. This also gives the student the ability to see the text as it appears on the screen and to edit and/or change context as they review what is written. Learning to use speech to text opens up so many opportunities for individuals as they move through school and beyond. With the use of technology after a student graduates, they will have the ability to write and respond independently and won't have to wait for an individual to scribe. Also, consider that a personal scribe as an adult would be much less practical.

## Technology that gives immediate access to Speech to Text

Texthelp - Read&Write using "Talk&Type" located on the menu bar with headphone and microphone icon.



Microsoft Word and Outlook has "Voice Dictation". This is located on the Home ribbon.

Google Docs has "Voice Typing". This is located in the Tools pull down menu.

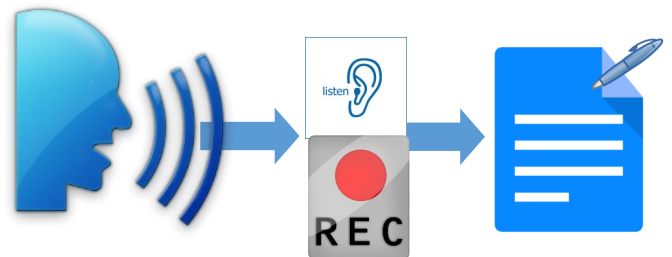


### The Role of a Scribe in the Classroom

- The scribe writes exactly what a student has dictated. He/She should never paraphrase, add or omit words, or providing editing.
- Scribing may take many forms: a student can dictate directly to a scribe, a student may respond into a recorder for later scribing, or use speech to text software if available for scribing.
- The student would spell each word and tell the scribe when to add punctuation and capitalization.
- Under no circumstances will the scribe prompt or guide a student toward the correct answer.
- The scribe may ask the student; “Are you finished?”, “Is there anything else you want to tell me?”, “Is there anything you want me to add or delete?”
- The scribe can answer procedural questions from the student such as, “Do I have to use the entire space to answer the question?”.
- The scribe may not give specific directions to the task, cannot tell the student if their response is correct or incorrect, and cannot answer questions related to the content.

### Scribing and Assessment

**When using a scribe for Assessment, all guidance must be followed per State Assessment Handbook and supplementary materials. Since Assessment accommodations should mirror daily accommodations, you would follow the same detailed procedures in the classroom as Assessment since the student must be familiar with the process and utilize routinely.**



### Division for Special Education Services and Supports



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#### Assistive Technology

Any item, piece of equipment or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve the functional capabilities of children with disabilities.

The term does not include a medical device that is surgically implanted, or the replacement of such device.

