



National Center and State Collaborative

NCSC Writing Frequently Asked Questions 4-20-15

1. My student will type her writing permanent product directly on the response template in the NCSC Assessment System. Do I also need to capture this response on a webcam and upload?

Response

No. If a student types the response using the response template in the NCSC Assessment System, the student's permanent product is captured when the Test Administrator (TA) submits the ELA test for the student.

References

Test Administration Manual (TAM)

"The CR writing item requires students to produce a permanent product in response to a writing prompt. The student, or a scribe . . . will record the response to the writing prompt on either the response template that is in the online NCSC Assessment System or on the paper response template that is included in the writing DTA." (p. 12)

"Please note: If the TA determines that a student can enter an online response using a keyboard, a printed response template does not need to be used during the administration." (p. 13)

NCSC Assessment System User Guide for Test Administrators

". . . students may enter their writing product into the response template in the system." (p. 48)

2. My student has the scribe accommodation. When I scribe the student's response for the writing CR item, do I ask the student to spell every word?

Response

No, the scribe will not ask the student to spell the words the student dictates. The scribe will correctly spell all the words that the student dictates; spelling is not scored. (TAM, p. 37)

3. What procedures must a scribe follow for the constructed-response writing?

Response

The procedures that a scribe must follow are included in the TAM, Appendix B. NCSC Scribe Accommodation: Protocols for All Selected Response Items and Constructed-Response Writing (pp. 36 – 37). A scribe must review these protocols before providing a scribe accommodation to a student.

4. If a student has a scribe accommodation and the TA/scribe records the student's response to the CR Writing item on paper, what does the TA/scribe do next?

Response

If a student has a scribe accommodation and the TA/scribe records the student's response to the Constructed-Response Writing item on paper, the TA/scribe must next transcribe (type) the student's response directly into the online template before uploading the evidence as directed in the ELA Directions for Test Administration (DTA): Writing.

5. If the student records a response to the CR Writing item on paper, what does the TA/scribe do next?

Response

If the student did not type the response into the NCSC Assessment system, the TA/scribe must capture an image and upload the response template, including student revisions and TA annotations, into the NCSC Assessment System using one of the allowed file types (.PNG, .JPG, or .JPEG). Then, the TA/scribe must transcribe the student's response, including student revisions and TA annotations, into the text box area of the NCSC Assessment System.

6. What must the TA do after uploading a student's written response to the CR Writing item?

Response

After uploading the student's response to the CR writing item, and before submitting the ELA test, TAs should review the uploaded response to ensure it is readable. For additional information, refer to the NCSC Assessment System User Guide for Test Administrators.

7. I must test several students who do not use a pencil, pen, etc. How can these students provide a response to the writing constructed-response item?

Response

There are several ways that a student may provide a response to the writing constructed-response item if they are not able use a pencil or pen.

- The student may use a scribe if that accommodation is included in the student's IEP. (TAM, pp. 36 - 37)
- The TA may use the student's existing augmentative and alternative communication (AAC) system or device. (TAM, pp. 38 – 42)
- If the student is blind, deaf, or deaf-blind, review the suggestions for writing constructed-response items on pp. 12 - 13 in *Procedures for Assessing Students Who Are Blind, Deaf, or Deaf-Blind: Additional Directions for Test Administration* available by contacting Janet Stuck at janet.stuck@ct.gov or Joe Amenta at joseph.amenta@ct.gov .