

Criteria for Scribing and Assistive Technology (AT) on Standardized Assessments

#	Question		Result and Reasoning	Other Considerations
1	Does the student have a disability under either Section 504 or Special Education	No	Scribing is not allowed on standardized assessments.	Consider using strategies allowed for and provided to all students
		Yes	Go to question 2	
2	Has the IEP or 504 team determined that the student has a physical impairment?	No	Scribing is not allowed as a standard accommodation on standardized assessments. For state tests, a non-standard accommodation form would need to be completed for students with other disabilities.	Consider using Assistive Technology appropriate for the disability such as word processors, Dragon Dictate, Co-writer and other programs available in schools.
		Yes	Go to question 3	
3	Does student have significant motor impairment that interferes with writing or exhibit extreme motor/physical fatigue as a result of the physical impairment?	No	Scribing is not a standard accommodation for disabilities other than PD on standardized assessments. For state tests, in order to use scribing, a non-standard accommodation form would need to be completed for students with other disabilities.	Consider using other Assistive Technology appropriate for the disability such as a word processor, Dragon Dictate, Co-writer and other programs available in schools.
		Yes	Go to question 4	
4	Do the Accommodations written in the IEP include Scribe and Assistive Technology in the instruction section AND the standardized test section of the IEP or 504?	No	Both Scribing and AT must be in the IEP, since the goal is to help students gain independence. Once updated, continue on to question 5.	When updating the IEP through the IEP review process make sure both scribing and AT are in the IEP, and start working with the student on using the appropriate accommodations.
		Yes	Go to question 5	
5	Has assistive technology been introduced to the student?	No	This must happen before scribing can be used as a standard or non-standard accommodation. If the student has not been introduced to AT, scribing cannot be used as an accommodation on a standardized assessment.	Work with your building IT person and/or Special Ed Teacher on the AT available in your building.
		Yes	Go to question 6	
6	Has the AT been administered with fidelity?	No	AT requires time to train on the software for the student become familiar and independent using it.	Set times and activities for the student to practice using the AT.
		Yes	Go to question 7	
7	Is the student able to use the AT program on their own? Are they able to manipulate the program as needed to produce results? (i.e., on a test, they would be able to respond/answer questions without assistance.)	Not Yet	This student qualifies for scribing as a standard accommodation.	Continue working with the student on the AT, so that they will become proficient and independent with it and less reliant on scribing.
		Yes	This student should be using the assistive technology in instruction and on standardized assessments.	