

National Assessment Program – Literacy and Numeracy

SCRIBE RULES FOR THE WRITING TEST

NAPLAN Writing is a diagnostic test that gives information about specific aspects of student writing performance. It is important, when providing support in the form of a scribe, that a student is neither unfairly advantaged nor disadvantaged.

A scribe is permitted to assist a student to complete the Writing test where the student normally uses a scribe in the classroom. **Prior written permission must be obtained from BOSTES for the use of a scribe for the Writing test.**

A scribe may be provided for a student who:

- has difficulty with the physical act of writing (this does not refer to a student's difficulty processing what they want to write) or fine motor control due to a disability
- experiences excessive fatigue of hands or upper limbs due to a medical condition
- does not have fluency using alternative means of writing (e.g. computer use)
- is familiar, through regular classroom experience, with working with a scribe
- would be unable to access the Writing test by any of the other adjustments available.

All scribes must be provided with the NAPLAN scribe rules and the *Test Administration Handbook for Teachers*.

A scribe is to provide access to the test, not to improve the student's performance. To ensure the final text accurately reflects the student's own skills when measured against the marking criteria, the NAPLAN scribe rules must be adhered to in all cases. A print-friendly version of the scribe rules is attached.

SCRIBE RULES FOR THE WRITING TEST

The scribe may be a classroom teacher or a support teacher. The scribe cannot be another student or the parent of the student. The scribe should be experienced and have been briefed in the test administration procedures and the NAPLAN scribe rules. Test instructions should be given exactly as outlined in the *Test Administration Handbook for Teachers*.

An alternative test setting should be provided so that other students are not disturbed and additional time (up to five minutes) may be allocated if needed. Where a student is given extra time, this must be recorded in the *Participation and Registration (PAR)* website.

- After allowing the student time to reflect and consider, the scribe will write as the student dictates and must not suggest ideas or words to use nor prompt in any other way.
- As the student dictates, the scribe will write word for word to represent the student's own language, printing all words in lower case without any punctuation, except as dictated by the student.
- The student may request the scribe read the text back throughout the test for the purpose of maintaining continuity; however, the scribe should not lead the student to re-read the text.
- A spelling check must be performed before the student can be given the scribed text to proofread and edit. The scribe will select four (4) easy words, four (4) average words and four (4) difficult words that have been used in the text and ask the student to orally spell each one. The scribe will record the student's oral spelling of each word in **red pen** in 3 columns (easy, average and difficult) below the text.
- When completed, the scribe must cover the scribed text and show the student only the 12 spelling words. The scribe must ask the student to check these words and indicate any change that the scribe should make. When the test is over, the scribe will write the selected words in brackets next to each of the words spelt by the student to avoid any confusion during the marking process.
- During the editing time, the scribed text is given to the student to proofread and to indicate where punctuation is to be placed, if not indicated by the student in their original dictation. The scribe will then mark the capitals, full stops, paragraphs etc. in **red pen** as directed by the student.
- During this time the student may also indicate any changes or additions to the text, and the scribe will write these in **red pen** where indicated by the student.

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SCRIBE RULES FOR THE WRITING TEST (Print-friendly version)

The role of a scribe is to provide access to the test, not to improve the student's performance. To ensure the final text accurately reflects the student's own skills when measured against the marking criteria, the following rules must be adhered to.

The scribe:

- should be experienced and have been briefed in the test administration procedures.
- may allow up to five minutes extra time, if required. Where a student is given extra time, the NAPLAN coordinator must be advised.

During the writing time the scribe:

- must give the test instructions as outlined in the *Test Administration Handbook for Teachers*.
- must write as the student dictates and must not suggest ideas or words to use, nor prompt in any other way.
- must write to represent the student's own language as the student dictates, printing all words in lower case without any punctuation except as dictated by the student.
- may need to read the text back throughout the writing process to help the student maintain continuity until the text is complete.

During the editing time the scribe:

- must give the student the scribed text to proofread and to indicate where punctuation is needed. The scribe must mark the capitals, full stops, paragraphs etc. in **red pen** as directed by the student. During this time the student may also indicate any changes or additions to the text.
- must perform a spelling check. The scribe must select four (4) easy words, four (4) average words and four (4) difficult words that have been used in the text and ask the student to orally spell each one.
- must record the student's oral spelling of each word in **red pen** in 3 columns (easy, average and difficult) below the text.
- must cover the scribed text and show the student only the 12 spelling words. The student must check these words and indicate any change that the scribe should make.

When the test is over, the scribe must write the correct spelling of the selected words in brackets next to each of the words spelt by the student.