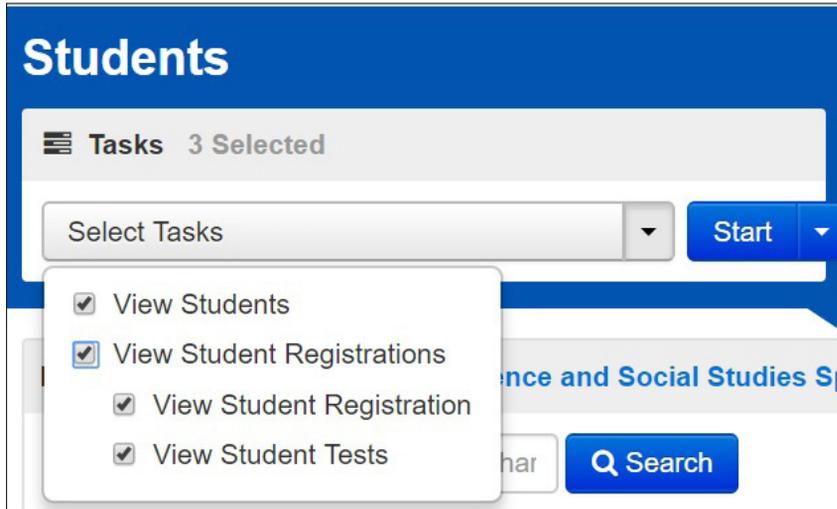




Appendix F: Paper and Braille Transcription for Grade 8

These steps will assign a Grade 8 Social Studies student to either the Paper Transcription or the Braille Transcription accommodated test session, depending on the student's need. Test Administrators with students taking a paper test should also follow these steps to transcribe the students' responses into the online form for scoring.

1. From *Setup > Students*, select the Select Tasks dropdown and click the checkboxes next to the appropriate task(s).





2. Select the View Student Tests tab. It is under this tab that you can make edits to a student's accommodations.

Main Test Session

American Sign Language ⓘ

Spanish ⓘ

Translation of Key Terms Language ⓘ

Text-to-Speech Text Only ⓘ Text-to-Speech Text and Graphics ⓘ

Paper Transcription Test Session

Paper-Pencil ⓘ

Braille Transcription Test Session

Braille ⓘ

Designated Embedded Supports

Alternate Mouse Pointer ⓘ

Magnification Percentage ⓘ

Non-Embedded Universal Supports

Familiar Test Administrator ⓘ Small Group ⓘ

Frequent Breaks ⓘ Specialized Equipment or Furniture ⓘ

Refocus ⓘ Specified Area/Preferential Seating ⓘ

Scratch/Blank Paper ⓘ Whiteboard/Assistive Devices ⓘ

Non-Embedded Designated Supports

Amplification/Assistive Listening Devices ⓘ Separate Setting ⓘ

Bilingual Dictionary ⓘ

DOE Approval Needed Supports

Large Print ⓘ Medical Supports ⓘ

Human Interpreter - Native Language ⓘ Scribe - Injury ⓘ

Human Interpreter - Visual Communication ⓘ Unique Accommodation ⓘ

Human Read Aloud ⓘ Human Scribe ⓘ

3. Remove the Text-to-Speech Text Only indicator and add Paper Transcription or Braille Transcription. To do this, uncheck the box next to “Text-to-Speech Text Only.”

Main Test Session

American Sign Language ⓘ

Spanish ⓘ

Translation of Key Terms Language ⓘ

Text-to-Speech Text Only ⓘ Text-to-Speech Text and Graphics ⓘ

4. Next, select the checkbox next to Paper-Pencil or Braille, in the appropriate section. Then select [Save].

Paper Transcription Test Session

Paper-Pencil ⓘ

Braille Transcription Test Session

Braille ⓘ



- You must now create the test session. The first thing to do is to remove the student from the session he or she is currently in. From *Testing > Students in Sessions*, select Remove Students from Sessions in the Select Tasks dropdown. Then select [Start].

Students in Sessions [Go to Sessions »](#)

Tasks 1 Selected

Select Tasks Start

- Student Test Statuses
 - Resume Student Tests
 - Undo Student Test Submissions
- Students
 - Add Students to Sessions
 - Remove Students from Sessions
 - Move Students between Sessions
- Student Tests
- View Student Tests

4 Sessions | [Clear](#)

9991-9991 - GR8 SS

[Resources](#) [Details](#) [Edit](#)

Ready

Find Students [In the selected session\(s\) above](#)

Search

Filters [Clear](#) [Hide](#) 26 Results

Organization

Select one or more

SSID

Starts with

<input type="checkbox"/>	SSID	Last Name	First Name
<input checked="" type="checkbox"/>	99911076	SSGrade8	UAT Student 76

6. Select the checkbox next to the student you wish to remove, and then select [Remove].

Tasks for Students in Sessions

Remove Students from Sessions

Remove Students from Sessions

<input type="checkbox"/>	STUDENT NAME (CODE)
<input checked="" type="checkbox"/>	SSGrade8, UAT Student 76 (99911076) i

* Required

Remove Reset

7. From *Testing* > *Sessions*, under the Select Tasks dropdown, select “Create/Edit Sessions” and then select [Start].

Sessions Go to Students in Sessions »

Tasks 1 Selected

Select Tasks **Start**

- Create / Edit Sessions
- Delete Sessions
- Add/Remove Students in Sessions

Show Students in Sessions & Control Sessions **Search**



8. You will see the session details. Under the Session Type dropdown, select either “Paper Transcription” or “Braille Transcription”. It is on this page that you can add a student to the session as well. Add the student(s) and then select [Create].

New Session

Session Name*
Paper

Test & Form

Test Assigned*
Grade 8 Social Studies

Proctor Reads Aloud

Session Type*

Main

Braille Transcription

Main

Paper Transcription

Organization*
05-PV-Test-School (05-0... x v)

Scheduling

Scheduled Start Date*
2020-02-13

Scheduled Start Time
01:00 AM EST

Lab Location

A pre-caching computer is required when there is one or more available.

Find by Name or ID v

Students

Add students to session

* Required

Create

Reset

9. Optional: A way to ensure that the student is in the correct session is to check the Form ID. For a list of all Form IDs, see Appendix G.

Find Students In the selected session(s) above v

Search v

Filters Clear Hide

Organization
Select one or more

SSID
Starts with

[Toggle secondary filters](#)

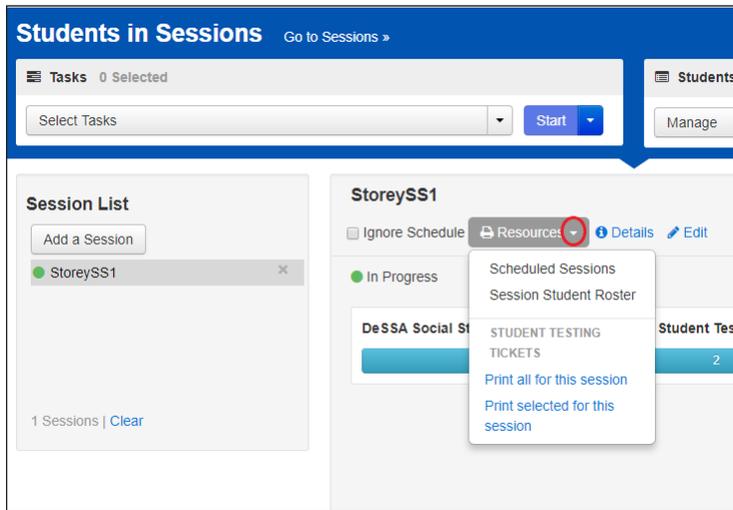
26 Results Displaying 25 Manage Columns -

SSID	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Session Type	Form
<input type="checkbox"/> 99911076	SciGrade5	UAT		99911076	9991-9991 - GR5 SCI (Grade 5 Science)	Ready	Main	Grade 5 Science - 19SC05ETSO01000001 (19SC05ETSO01000001)

10. Once the student has completed testing on paper or braille, review the student’s answers to be sure you understand how they responded to each question, and make sure responses to open-ended questions are legible. Ask the student to clarify which answer they intended to select if needed. Once all responses are clear, the Test Administrator will log in to TestNav 8 using the same credentials as the student. Student tests will then need to be transcribed into TestNav. Practice tests are available for the Test Administrator to practice transcribing information from the paper test to the online test.

For Social Studies Grade 8, you will enter responses into TestNav exactly as they appear in the student’s test book.

11. Find the students' login information through *Testing > Students in Sessions*. Under the Resources dropdown, you will print the Student Session Roster.



12. The Student Session Roster will have the Username and Password you will use to log in to TestNav 8.

!

Session Student Roster

Test Administration	Social Studies 2022-23	Precaching Computer
Session Status	In Progress	Scheduled Start Date
Session Name	9999-1000 - HS BIO	Scheduled Start Time
Organization	PA Control School 1 (9999-1000)	Actual Start Date
Test	Grade 8 Social Studies	Actual Start Time
Proctor Reads Aloud	No	Lab Location
Session Type	Main	
Password	A13919	

16 Results

Student Name	Student Code	Date of Birth	Status	Form/Form Group	Username	Signature
Test101, Test101 (ASL)	UAT3100	2019-02-06	Completed	High School Biology - 19BIHSEA001000000	3100	
Test103, Test103 (S)	UAT4102	2019-02-06	Marked Complete	High School Biology - 19BIHSSNA001000001	4102	



13. You will now log in to TestNav as the student.

Delaware

Sign In

Username

Password

[Sign In](#) [Test Audio](#)

14. Use the student's responses to answer each question. Be sure to transcribe the student's responses exactly as the student indicated.

15. After entering the student's responses, review each response on the Review screen.

Congratulations, you have finished!

End of Grade 8 Social Studies



All Questions Answered

Use the **Review** button above, or the list below, to go back and review your answers. When you are done, use the **Submit Final Answers** button below to submit your answers.

[Submit Final Answers](#)

[Question 1](#) [Question 2](#) [Question 3](#)

16. When you are satisfied that you have entered every answer as the student intended, submit the test.

