

An aerial photograph of a city skyline, likely Austin, Texas, featuring a prominent skyscraper and a river in the foreground. The sky is blue with scattered clouds, and the city buildings are illuminated by the warm light of the sun.

# Technology Use Guidelines

2018-2019



# Basic Transcribing Designated Support Policy

**The test administrator may carry out Basic Transcribing to transfer an eligible student's responses onto the test booklet, answer document, or into the online testing platform in these situations only.**

- The student writes or circles responses in the test booklet for multiple-choice or griddable questions.
- The student points to responses in the test booklet or on the computer screen for multiple-choice questions.
- The student dictates or signs responses for multiple-choice and griddable questions.
- The student writes responses on another workspace (e.g., scratch paper, dry erase board) or **types responses on a word processor for multiple-choice questions, griddable questions, or the writing prompt.**
- The student uses **speech-to-text technology to indicate responses for multiple-choice questions, griddable questions, or the writing prompt.**
- The student dictates or signs information to be recorded in the margins of the test booklet or in the notes tool for online tests (does NOT apply to math calculations or responses to the written composition).



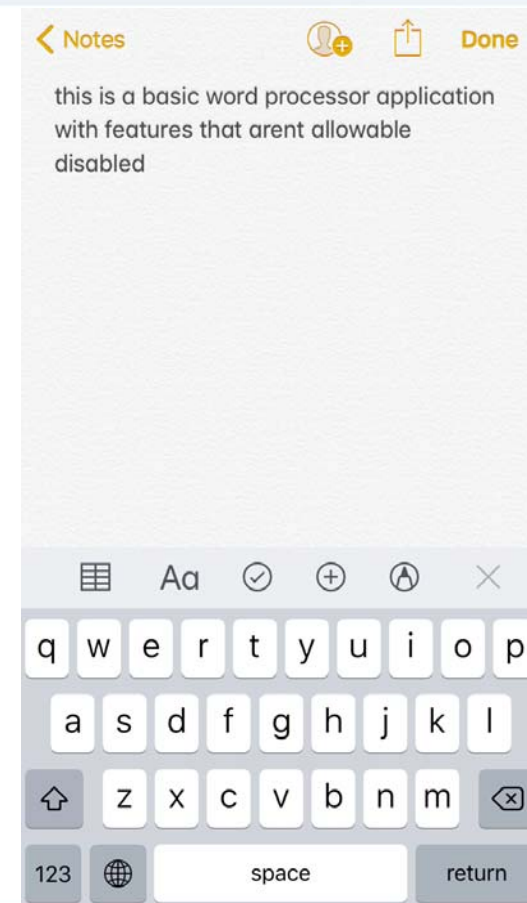
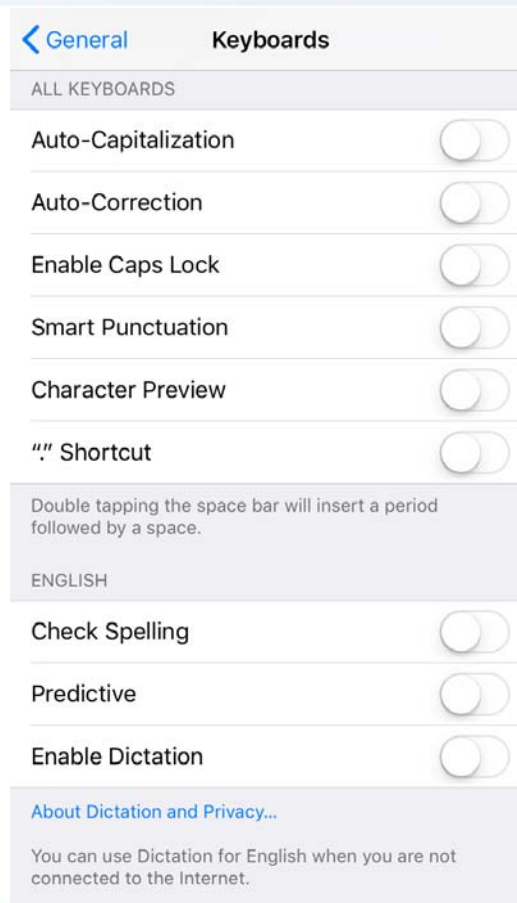
## Basic Transcribing Word Processor: Features NOT Allowed

**If the eligible student is taking an online test, a separate desktop or laptop may be necessary or the online test will need to be paused so the student can use the software. Features that must be disabled or made unavailable as outlined in the [Technology Guidelines](#) for eligible students receiving this designated support include:**

- internet capabilities (If a word processing software requires an internet connection to function, it should be set in a mode that prevents the student from accessing an internet browser or accessing any other aids beyond the allowed supports.);
- any feature that will allow the ability to access other programs/features not allowed on the device;
- any feature that will edit or aid a student's response (e.g., spell-check, word predictor, auto-correct for punctuation, capitalization, etc.);
- saving capabilities (If a word processing software requires a student's response to be temporarily saved, the district must ensure the file is permanently deleted after the administration.); and
- any feature that will allow the ability to share/email a response.



- This is an example of a tablet's keyboard settings which allow you to disable features that are NOT allowed.
- For assistance on how to disable features on your specific application, perform a web search or contact your district's IT department or region service center's assistive technology representative.



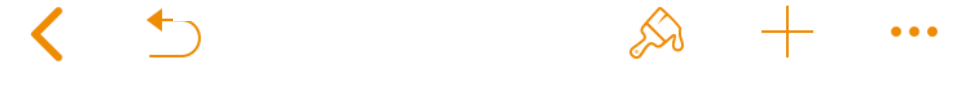
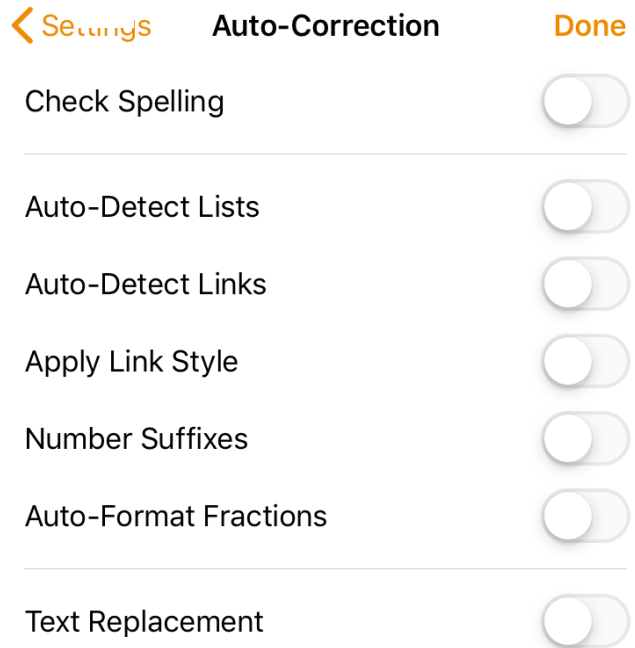


# Basic Transcribing Speech-to-Text: Features NOT Allowed

**An eligible student may use speech-to-text technology outside of the testing platform if he or she routinely uses this support during instruction. This may be in the form of an application on a tablet or software on a desktop or laptop. Features that must be disabled or made unavailable as outlined in the technology guidelines for eligible students receiving this designated support include:**

- any feature that will edit or aid a student's response, such as, but not limited to:
  - grammar check (i.e., automatic underline that indicates to student a correction is needed); and
  - automatic capitalization and punctuation;
- any feature that will save a typed response (If a speech-to-text application requires a student's response to be temporarily saved, the district must ensure the file is permanently deleted after the administration.);
- any feature that will allow the ability to share/e-mail a response;
- internet capabilities (If a speech-to-text application requires an internet connection to function, it should be set in a mode that prevents the student from accessing an internet browser or accessing any other aids beyond the allowed supports.);
- translation services; and
- any feature that will allow the ability to access other programs/features not allowed on the device.

# Basic Transcribing Speech-to-Text: Disabling Features that are NOT Allowed



all features that will edit or aid a students response such as but not limited to grammar check word predictor automatic capitalization and punctuation have been disabled

- **This is an example of a speech-to-text application's settings, which allow you to disable features that are NOT allowed.**
- **For assistance on how to disable features on your specific application, perform a web search or contact your district's IT department or region service center's assistive technology representative.**