



TRANSCRIPTION SUBMISSION FORM – WRITING

Student's NSSRS Number

From: Test Accommodations for Students with IEP or 504 Plan

- 25. Student uses computer, word processor, Braille Production Device, or specialized writing materials to respond to the NeSA-W test prompt. Test administrator transfers student response to the test booklet (Grade 4) or online system (Grades 8 and 11). The student response is to be transcribed exactly as it is written – i.e. with spelling, punctuation, and spacing replicated. The original student essay will be sent to DRC with returned testing materials.
- 26. Student responds orally to test items or writing prompt OR uses sign language to indicate response. Test administrator records student response. For NeSA-W test, students must indicate the placement of punctuation, capital letters, indentations, etc.

Student had emergency physical injury (e.g. broken arm)

Please contact the Assessment Office for approval.

Brief description of the process followed with this student:

Questions? Please contact the Statewide Assessment office at (402) 471-2495 or nde.stateassessment@nebraska.gov.

Test Administrator transcribed student paper into Writing booklet **OR** INSIGHT online system

- **Make a copy of the completed Writing booklet or online response.**
- Staple together this completed Transcription Submission Form, the original student generated paper, and the copy of the student's Writing booklet or online response as transcribed by the Test Administrator.
- Place in the red Transcription Envelope to be returned to DRC.

Signed: _____ Position: _____

District: _____ School: _____

Please **DO NOT** place original NeSA-Writing booklets (used or unused) in the red Transcription Envelope. Return them to DRC by following the procedures described in the 2014 NeSA-Writing Paper/Pencil Test Administration Manual. Questions? Contact DRC Customer Service: (866) 342-6280 or necustomerservice@datarecognitioncorp.com