



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 2015 NeSA-Writing Paper/Pencil Test Administration Manual. Questions? Contact DRC Customer Service: (866) 342-6280 or necustomerservice@datarecognitioncorp.com