

## Appendix N: DC Science Transcription Instructions

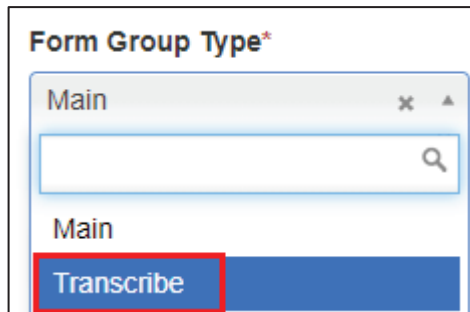
### DC Science Transcription Instructions

All DC Science paper tests must be transcribed verbatim into the TestNav 8 system within 48 hours of student completion. At least two authorized staff members must be present during any transcription of student responses. One will serve as the transcriber, and the other will be an observer confirming the accuracy of the transcription. It is highly recommended that one of the individuals be an authorized LEA Test Coordinator or School Test Coordinator. Please refer to section 5.2.2 of the Test Coordinator Manual for further instruction. **Failure to transcribe a student's test responses into the TestNav 8 system in these situations will result in the student NOT receiving a score.**

Those students requiring transcription need to be added into Transcribe test sessions in order to receive the correct form. Test sessions should be set up as normal, with the Form Group Type set to Transcribe.

To do so please follow the steps listed below.

1. From Testing, select Sessions.
2. Click Start and select Create / Edit Test Sessions.
3. Type/select the required details.
4. Click Create.
5. Form Group Type should be selected as Transcribe.



Test Administrators will create a "Transcribe" test session to add the students into and log into their test in TestNav to transcribe responses. Should the transcriber see that an incorrect test has been assigned, please contact OSSE Assessment.