



Unique Accommodation: Guidance Document on Writer/Scribe ACCESS for ELLs: Writing Domain

The writer/scribe accommodation for the writing domain on the ACCESS for ELLs assessment is available to a very limited number of students who have a neurological¹ or orthopedic impairment which significantly limits or prevents the students' motor process of **writing**. There must be a direct connection between the student's disability and the ability to access the assessment. Students must have the writer/scribe accommodation in their IEP or 504 plan for instructional and assessment purposes. Only students who meet specific guidance criteria may use this accommodation on the ACCESS for ELLs assessment and receive a valid score.

The writer/scribe accommodation is not intended for students with illegible handwriting or poor writing skills (this includes students whose spelling and/or word choice may be below grade level or who may have a language-based disability), students with behavioral issues to avoid writing, or students who struggle with writing due to limited instruction. It is intended for students who have significant difficulties due to a neurological or orthopedic impairment that affects the student's motor process of writing.

Follow the instructions in Unique Accommodations Request form.

- Enter all the information on the Unique Accommodation Request (UAR) form for ACCESS for ELLs.
 - Complete Criterion 1.
 - Identify the most recent date of the student's IEP or 504 plan. The plan date must be within one year of the submission date. CDE will not review UAR requests with an "Expected implementation" of an IEP or 504 request.
 - In the "Request" area, indicate the type of scribe being requested for writer/scribe for ACCESS for ELLs:
 - If speech-to-text is selected, identify the name of the program used
 - Starting with Criterion 2, select the response that best answers the Criterion for the student. The Criterion indicates either "**STOP HERE**" or "**COMPLETE THE SUPPORTING DATA.**" If at any time the selected response indicates "**STOP HERE,**" the team should stop the checklist. "**STOP HERE**" is an indication that the student **does not** meet the requirements to receive a valid score when using the requested accommodation.
 - In Criterion 2, a summary of the impairment's impact on the student's ability to access the writing domain **must** be provided.
 - In Criterion 3, a summary of the fine motor evaluation **must** be provided.
 - All supporting evidence, documentation, and diagnostic assessments submitted **must** be completed within the current school year.

¹ Note: qualifying neurological impairments impede access to the motor process of writing. Neurodivergent disorders that do not impede access to the motor process of writing, such as dyslexia and ADHD, are not eligible for the writer/scribe accommodation.



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If all criteria are met, submit the UAR form with **supporting data from the current school year and IEP/504 section** to CSI for approval. A UAR submitted without complete information, including current documentation and data, will not be approved.

- In Criterion 4, submission data **must** be included. The Criterion 4 data attachment includes:
 - Scribe
 - The student’s writing sample (unsupported) *and* keyboarding sample (unsupported) with the time it took to complete the samples
 - If unable to provide a writing and keyboarding sample, submit an explanation of the student’s inability to provide the samples
 - Speech-to-text²
 - The student’s writing sample (unsupported) *and* keyboarding sample (unsupported) with the time it took to complete the samples
 - If unable to provide a writing and keyboarding sample, submit an explanation of the student’s inability to provide the samples
 - Only submissions with valid documentation will be considered for approval

The deadline for ACCESS for ELLs UAR submission to CSI is [November 22, 2024](#).

If the request is approved, the student may receive a valid score on the assessment when using this accommodation.

If the accommodation is not approved and the educational team provides the accommodation during the administration of the ACCESS for ELLs: Writing domain, CDE will instruct the district to indicate that a non-approved accommodation was used on the assessment. This will result in the ACCESS for ELLs: Writing domain being invalidated, and in addition to not receiving a Writing score, the student will not receive an Overall Composite Score or a Literacy Score.

² Note: The STT program must be approved by CDE. The SAC must submit the *School Use of Speech-to-Text and Word Prediction Security Agreement* to CSI before [December 6, 2024](#).
