Appendix G
Speech-to-Text (Dictation) Guidelines

What is the speech-to-text (dictation) assessment feature?

Speech-to-text (STT) is an accessibility feature allowing students to use their voices to speak into a test delivery system (TDS) to dictate a response to test questions. The STT feature can capture up to five minutes of speech before turning off and needing to be reengaged. Students may continue to use their own assistive technology instead of the embedded STT feature (see *Appendix D: Assistive Technology Guidance*). The embedded STT feature only supports dictation of student responses to test questions and text in the Notes tool. The embedded STT feature does not support verbal system commands such as "back" or "next". For dictation of student responses and verbal system command support, students should use a non-embedded speech-to-text device.

Speech-to-text as an assessment accommodation for English Language Arts:

Students with disabilities who have an Individualized Education Program (IEP) or Section 504 Plan and testers who exited high school with a valid IEP or 504 Plan can use speech-to-text as an assessment accommodation. Districts only can enable this accommodation **with permission from the Department** for the English language arts OST, Ohio English Language Proficiency Screener (OELPS) and the Ohio English Language Proficiency Assessment (OELPA).

Students who qualify to use STT are students with disabilities who have motor or processing disabilities or who have had a recent injury (such as a broken hand or arm) that make it difficult to type text using computer keys (see *Appendix E: Emergency Accommodation Form*). Students may benefit from having alternative ways to input their written responses or notes (see *Appendix C: Scribe Accommodation*).

Important Reminders:

1. The administration of a state assessment should **never** be the first occasion in which the student uses STT. The student should be familiar with STT from use during instruction and should be provided opportunities to use STT with online test items in the Student Practice Site in a proctored session. A Practice Test Guidance Document, practice test items, released items and scoring guides are available in the Student Practice Resources folder in the test portal.

2. When students have STT turned on, districts must administer the test in a one-on-one setting or in a setting in which the student is distanced from other students so that students cannot hear each other and do not disturb one another.

3. For the English language arts OST, OELPS and OELPA, STT-generated text may be auto-punctuated. It is the student's responsibility to ensure the accuracy of the transcription, including grammar and punctuation; thus, prior experience with this accommodation is essential.

How to request permission to use STT as an assessment accommodation:

The district test coordinator (DTC) must contact the Ohio Help Desk at 1-877-231-7809 or OHHelpDesk@cambiumassessment.com to submit a request for the student to use STT during operational testing. The Ohio Help Desk will send requests to Department staff for review and approval. If approved, the Ohio Help Desk will turn on STT for the student and notify the DTC. Please allow 48-72 hours for the Ohio Help Desk to enable STT for the student.

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