Washington Office of Superintendent of
PUBLIC INSTRUCTION
Washington Comprehensive
Assessment Program

Try Out Speech-to-Text

Embedded Accommodation for Summative Tests

Table of Contents

Trying Out the Speech-to-Text Embedded Accommodation

What is the Speech-to-Text (STT) embedded accommodation tool?

It is a dictation tool available in short-text and full-write questions on the summative ELA, math, and science tests. Instead of typing phrases, sentences, or paragraphs to answer a test question, the student clicks on a button and then speaks their answer into the computer microphone. A file with their speech goes to the Google translate cloud and is transcribed into text. The transcription returns to the student test and fills the question response box for the student. (For test security, Google deletes the files after the text is returned to the student computer.)

Which summative tests have this accommodation available?

- Smarter Balanced English Language Arts (ELA) Performance Task (PT) in all grades
- Smarter Balanced ELA Computer Adaptive Test (CAT) in grades 6, 7, 8, and high school
- Smarter Balanced math PT in all grades
- Washington Comprehensive Assessment of Science (WCAS) in all grades

Who should try out this accommodation?

- students
- teachers of students with a 504 plan or individualized education program (IEP)
- test administrators
- special education staff at schools and districts
- assistive technology staff at schools and districts
- other members of 504 and IEP teams, including families

When should this try out happen?

- before a 504 plan or IEP is written or revised
- before student accommodation settings are recorded in the Test Engine Distribution Information (TIDE) system in preparation for summative testing
- before summative testing begins in March (for ELA and math) and April (for science)
- as part of training for members of 504 and IEP teams at schools and districts

How can I try out the Speech-to-Text (STT) embedded accommodation tool?

Follow the steps detailed in the next three sections of this document:

- Start a practice test session using the *TA Practice Interface* system.
- Start a guest test session on the student testing device (desktop, laptop, Chromebook, iPad) using the *Secure Browser*.
- Turn on the Speech-to-Text tool for the student test, as part of the approval process in the *TA Practice Interface*.
- Try out the tool with a few questions in a student practice test. Short-text questions are in the math PT, and the full-write is in the ELA PT. Short-text questions are also available in the WCAS training tests.

TIP: First get comfortable with the tool yourself, then try it with the student. Don't make the student go through the login process. Get the test ready and bring the student in at the audio/video checks (see page 11 step 1).
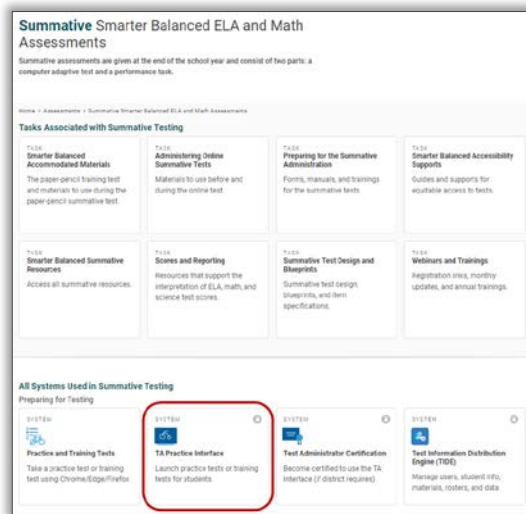
How to Start a Practice Test Session

Instructions for the TA Practice Interface

1. On the WCAP Portal homepage, select a test.
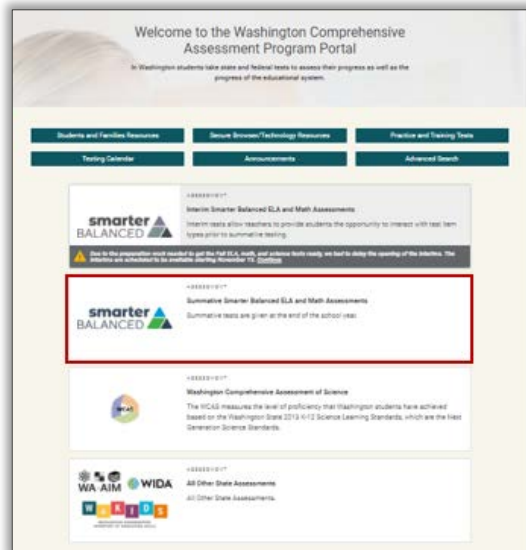
2. Under the **All Systems Used in Summative Testing – Preparing for Testing** section, select the **TA Practice Interface** card.


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Be sure to select the **TA Practice Interface** card as the **TA Interface** card is used to administer the summative assessments.
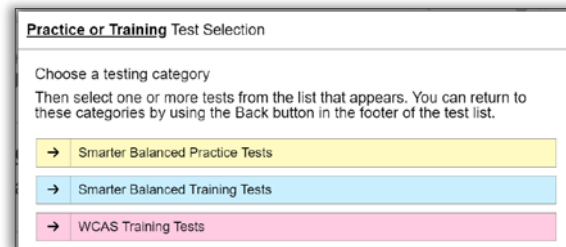
Giving students a summative test instead of a practice or training test is a test incident.
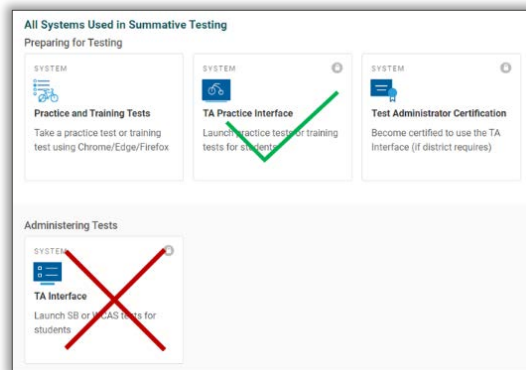
3. The **Login** page appears.
4. Enter your username and password. (Users with DC, DA, SC, or TA roles can log into the TA Practice Interface.)
5. Click the **Secure Login** button.
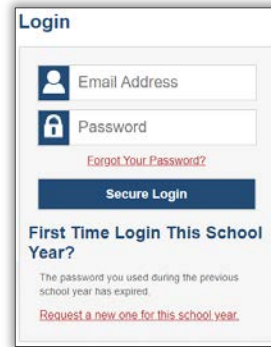
6. You should see the **Practice or Training Test Selection** screen.

7. Select a practice or training test by clicking on the plus sign (+) to drill down and check the box next to each test(s) you want to try Speech-to-Text with.

   The WCAS Training Tests have these questions, but the Math and ELA Practice Performance Tasks will get you to questions with the Speech-to-Text tool the fastest.
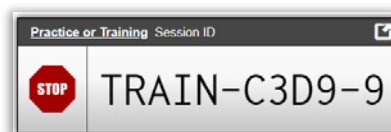
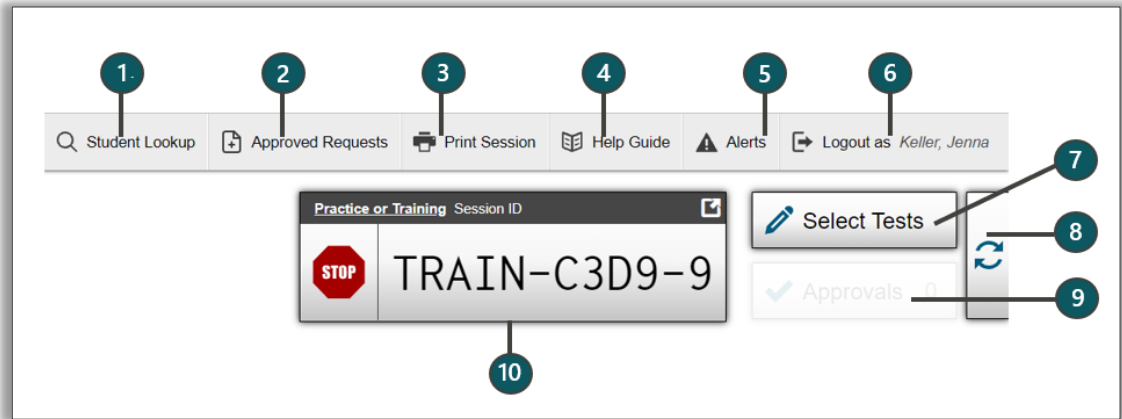   In this example the **Grade 4 ELA – Practice Performance Task** was selected.
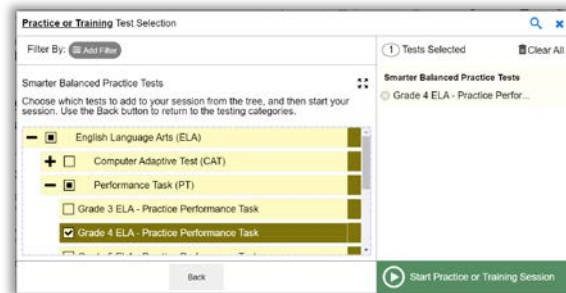
8. Click on the **Start Practice or Training Test Session** button to create a session ID.

9. A **Practice or Training Session ID** will be generated, in this case **TRAIN-C3D9-9**.

The top of the screen in the TA Practice Interface contains the following parts:

1. **Student Lookup** – allows you to search for student information.
2. **Approved Requests** – displays a list of requests you approved for print during the current session.
3. **Print Session** – prints a snapshot of your current screen for records.
4. **Help Guide** – displays the online help guide for this system.
5. **Alerts** – displays alert messages from OSPI.
6. **Log out** – logs you out of the Practice and Training Test site.
7. **Select Tests** – opens the Test Selection window so you can add additional tests to your session.
8. **Refresh button** – updates on-screen information.
9. **Approvals** – opens the Approvals and Student Test Settings window.
10. **Session ID** – unique ID generated for this test session.

How to Start the Student Version of the Practice Test Session

Instructions for a Guest Test in the Secure Browser

1. Make sure that the audio on the student device is turned on. If a headset will be used, plug it into the device and test the microphone. Close all other programs or apps on the device.
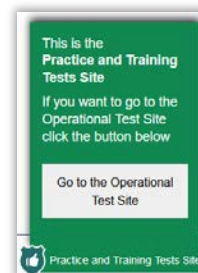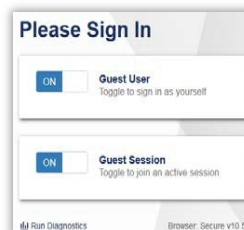
2. Click on the **WA Secure Browser** icon on the student device (laptop, Chromebook, iPad, etc.).


3. Click the **Go to the Practice and Training Tests Site** button in the bottom left-hand corner of the screen.
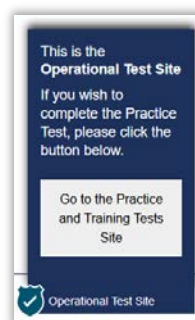

4. You should see the **Please Sign In** page. In the bottom left-hand corner of the screen, it should say *This is the Practice and Training Tests Site* in a green box.


5. Leave the **Guest User** button as is.

   Click on the **ON** next to **Guest Session** to change the slider to the **OFF** position.

   Enter the **Practice or Training Session ID** in the box that appears. Then click the green **Sign In** button at the bottom of the page.
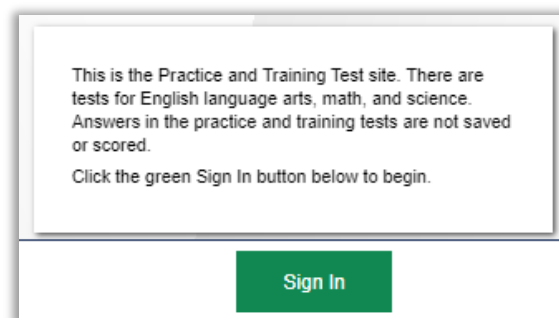
6. You should see **Your Tests** page. Select the grade of the Practice Performance Task you selected in the *TA Practice Interface* system.
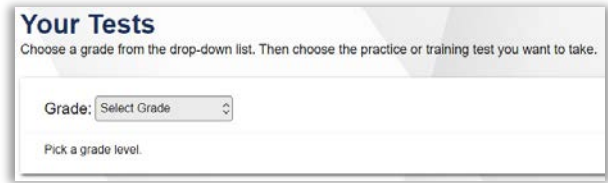
7. The screen will refresh and display the Practice Performance Task(s). Select the test you want to try Speech-to-Text with.
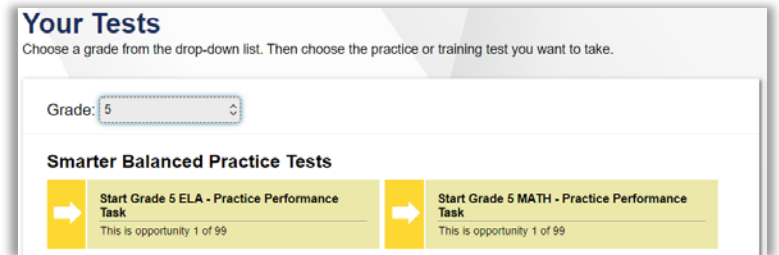

8. You should see the **Waiting for Approval** page and a spinning arrow.

How to Turn on Speech-to-Text for the Guest Student

Instructions for the TA Practice Interface, part 2

When guest test in the *Secure Browser* is **Waiting for Approval**, the **Approvals** [✔ Approvals 1] box in the upper-right corner of the *TA Practice Interface* appears. Do the following to turn on Speech-to-Text for this practice test:

1. Click the **Approvals** button to view the list of students awaiting approval.

2. Your Student Name will be listed as "Guest."
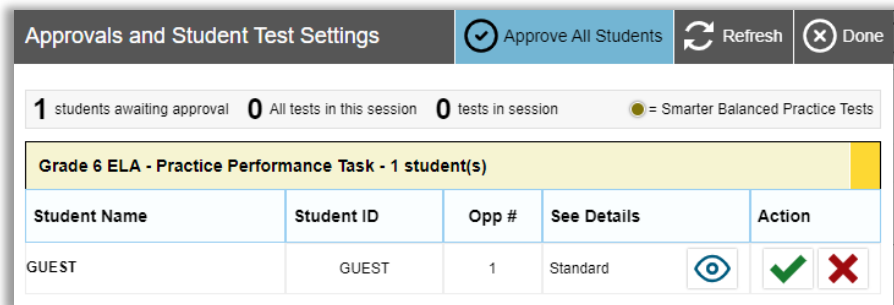
3. Click the **Eye** [👁] button in the See Details column.

4. The Test Settings window for the Guest will open. Scroll down to the Embedded Accommodations section.
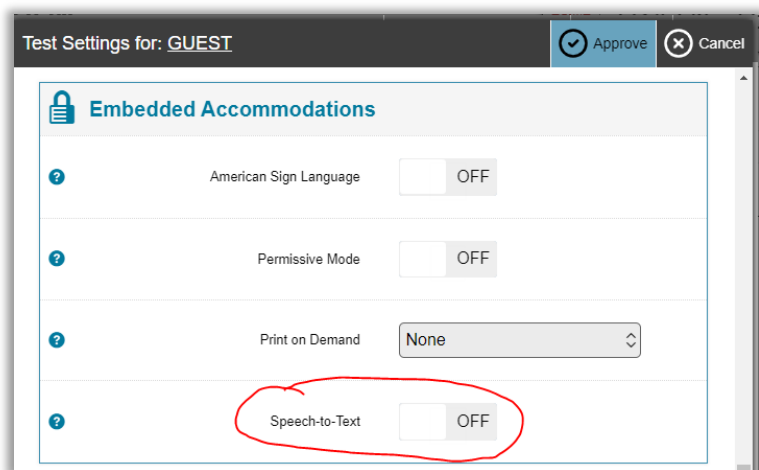
5. Click on the **OFF** next to Speech-to-Text to change the setting to **ON**.

6. Click the **Approve** button at the top of the window.
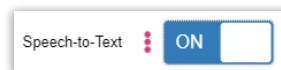
How to Finish the Guest Login Process and Try Speech-to-Text

Instructions for a Guest Test in the Secure Browser, part 2

If you are trying this tool out with a student, bring the student into the process at this time.

1. After the test is approved in the *TA Practice Interface*, you should see the **Audio/Video Checks** page on the student device.

2. Follow the directions on the screen to complete the Audio Playback Check and the Recording Device Check.

3. When you click **I heard my recording**, the test should move to the **You Are Almost Ready to Begin Your Test** page. Click **Begin Test Now** at the bottom of the screen.

4. Look through the response area for questions on the screen. The short-text questions have a response box with a bar at the top that looks like the following:

   ELA example:

   Math example:

   Science example:

   The ELA full-write looks like this:

5. Click the cursor into the response box. Then click the microphone icon and start talking/dictating an answer to the question. Click the microphone icon when you are done to turn off the tool in this response box. (The transcription may start appearing as you are talking and may continue for a bit after you finish.)

   The maximum recording time is 5 minutes (from turning on to turning off one time). The tool can be turned on and off as many times as needed in the same question.

6. Go back through all the generated text to edit the transcription, including adding punctuation. (This tool cannot be trained to the student voice.)

7. When you have finished trying the tool, end the Practice Test in the Secure Browser, and stop the test session in the TA Practice Interface.

Final Steps

The Student Likes the Tool

If the student likes the tool, and thinks this will help them show what they know on the summative test, do the following:

- At a separate time, set up another secure practice test. In step 4 on page 10, adjust the settings to include all the Designated Supports and Accommodations planned for the student.

- If the student still likes how the Embedded Speech-to-Text works, add the use of this embedded tool to the student's testing plan in their 504 plan or IEP, as required by your school district.

- Then follow your school or district procedure for adding the accommodation Embedded Speech-to Text in the student's test settings in TIDE before the student begins summative testing.

The Student Does Not Like the Tool

If the student does not like the tool, consider using another accommodation such as a human scribe. See pages 30 and 37 of the *Guidelines on Tools Supports and Accommodations for State Assessment* document (GTSA) for details.