

# Speech-to-Text Policies for Florida Standards Assessments

This guidance is intended for students who have speech-to-text as an accommodation on their Individual Education Plans (IEPs) or Section 504 Plans. For information on providing verbal or signed-response accommodations, see the Flexible Responding section of the [FSA Accommodations Guide](#).

## Test Administration

- Speech-to-text software cannot be used while the FSA Secure Browser is running. Therefore, students who will use a speech-to-text accommodation must test on paper.
- A student using speech-to-text must be tested in a separate setting so that other students are not disturbed and that the student's spoken answers are not heard by other students.
- ELA Writing responses may be printed and returned for scoring. For directions on how to return typed FSA ELA Writing responses, see the [FSA Accommodations Guide](#).
- If students use speech-to-text to provide responses for FSA ELA Reading, FSA Mathematics, or FSA EOC tests, the responses must be transcribed by a test administrator into a test and answer book.
- All electronic files containing student responses and/or planning must be deleted immediately after the test session.

## Allowable Functionalities

- FDOE does not provide a list of suggested programs to use for a speech-to-text accommodation. The program should be one that the student uses on a regular basis for classroom accommodations so that he or she is familiar with it.
- A student who has a text-to-speech accommodation, in addition to a speech-to-text accommodation, may use the text-to-speech functionality to read back his or her response(s).
- For ELA Writing, students who use speech-to-text devices must have the opportunity to plan their writing and view their planning notes using the device.
- Autocorrect spelling may be used; however, it is the student's responsibility to go back and edit his or her response and make sure that there were no mispronunciations.

## Prohibited Functionalities

- The software must be able to function without the use of the Internet and students must be monitored to ensure that they do not open any other programs during testing.
- If the software allows for macros, grammar autocorrect, or word prediction, those features must be turned off.