

HSC minimum standards tests

Typist instructions for the writing test

These instructions are for students and their typist to read before starting the HSC minimum standard writing test.

The typist's role

The typist must only type what the student dictates because the writing test assesses the student's spelling, punctuation and paragraphing skills. The typist may log into the test for the student if required.

Typist rules

The typist must ensure the student has read and understands the typist rules.

The typist must type the following sentence at the beginning of the document: *This student has approval for a typist. The student understands and agrees to the rules for using a typist.*

The typist:

- will type as the student dictates and must neither suggest ideas or words to use, nor prompt the student in any way
- will type without inserting any punctuation (including capital letters, commas, full stops, new paragraphs), except as and where dictated by the student
- must type all words in lower case except as and where dictated by the student
- must type all sentences in a block without inserting paragraph breaks, except as and where dictated by the student
- must re-read the text to the student on request, but not lead the student to do so.

The student:

- must dictate all punctuation (including capital letters, commas, full stops, new paragraphs) and paragraph breaks
- may request that the typist read the text back at any time.

In order for spelling to be assessed, the typist must do as follows:

1. Select 10 words from the student's dictated response, each with 5 letters or more.
2. Write them on a piece of paper which the student can't see.
3. Scroll down in the response field so the student can't see the response.
4. Read aloud each of the 10 words and ask the student to spell each word in that order.
5. Type each word into the response field, as spelt by the student.
6. Allow the student to check each word's spelling by viewing them on the screen.

Once the student has finished dictating their response, the typist must ask the student to

review their response and correct any punctuation and grammar. The typist will make corrections as directed by the student. The student may also add to or change their response.

The response will be submitted when the allocated time has expired or the students tells the typist to click '*Finish and submit*'.

*When a student is approved a typist, they **should also be approved sufficient extra time** to allow for compliance with the rules above.*

If NESA finds that the typist rules have not be followed, the test results will be cancelled and the student will be required to re-sit the test.