

New York State Grades 3-8 Testing Speech-to-Text – Quick Reference Guide

Introduction:

For the Grades 3–8 English Language Arts (ELA) Computer-Based Tests (CBT), the Speech-to-Text (STT) Tool is available for those students who have been identified as needing the Speech-to-Text accommodation. Speech-to-Text is an accommodation that must be set in the Nextera Administration system (Nextera Admin) prior to printing login tickets for students to test. Additional information on setting accommodations can be found in Appendix Y of the 2023-2024 edition of the *School Administrator's Manual*. This accommodation will be available on all ELA constructed-response items.

When Speech-to-Text (STT) is enabled the student has the ability to transcribe their spoken response to text with the use of a headset and microphone. Once transcribed to text, the student can further edit their extended text response as needed.

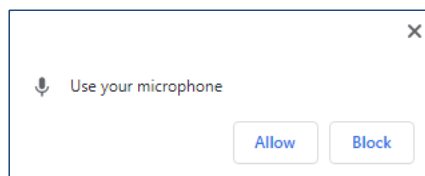
Required to use:

- Speech-to-Text requires a stable internet connection.
- The student's device must be set to allow access to the microphone and the device should be set to a suitable volume level.
- The student's device time (clock) must be set to the correct time zone and accurate.
- Confirm all devices are updated with the most recent Secure Browser.
- You must whitelist the following 2 addresses prior to using STT:
 - transcribestreaming.us-west-2.amazonaws.com
 - cognito-identity.us-west-2.amazonaws.com

First Time Use:

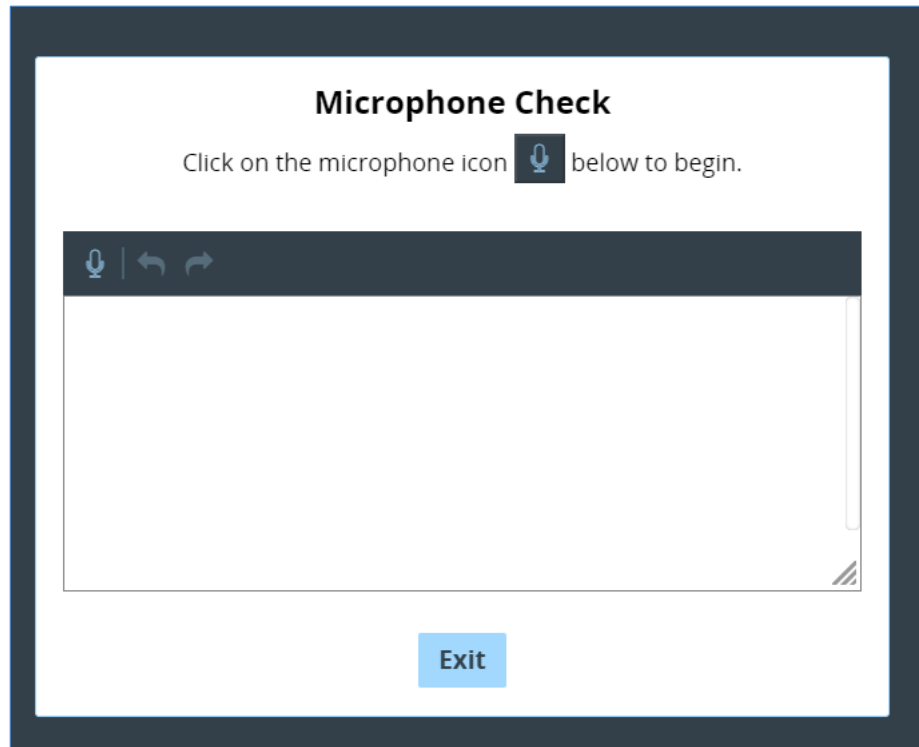
Allow use of microphone: If the microphone is not already set to **Allow** for the browser or the Secure Browser, the student or administrator will have to select **Allow** on first time use. This message will not appear again once **Allow** is selected.

If **Block** is selected the student cannot continue to take the test and someone will need to manually set to **Allow** in configurations on the student's device.

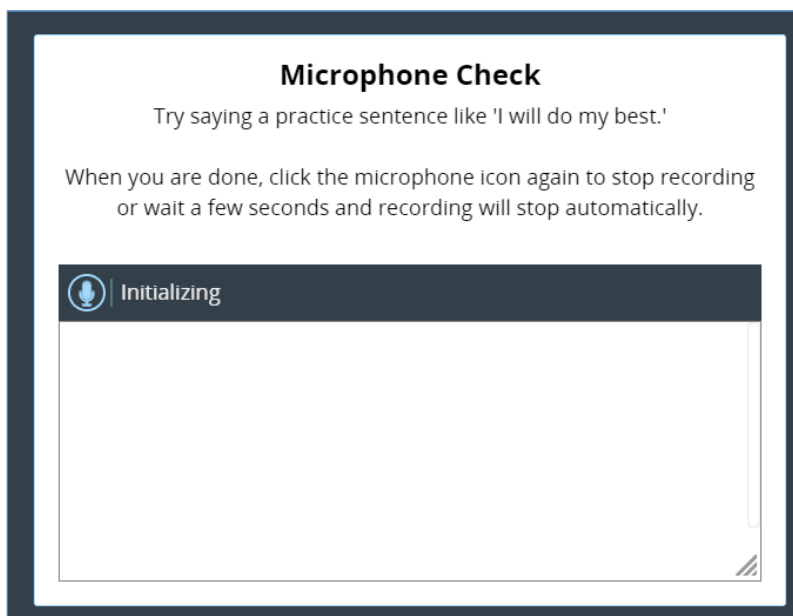


Using Speech-to-Text:

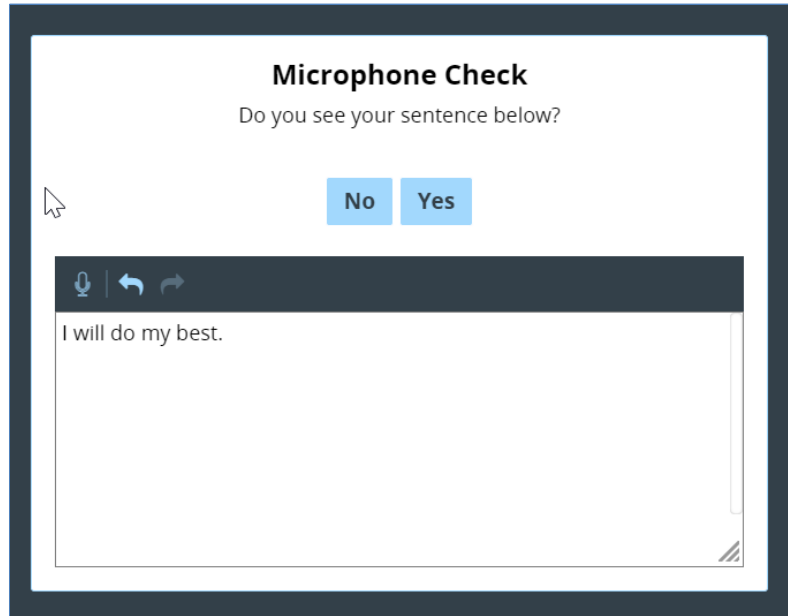
- 1) The system will prompt the student to run a microphone test.



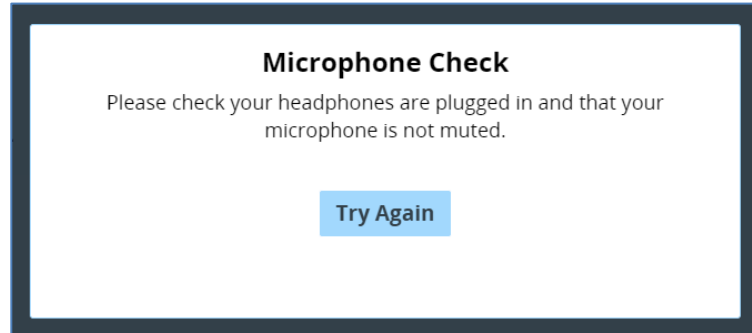
- 2) Select the **microphone** icon to practice transcribing a sentence.



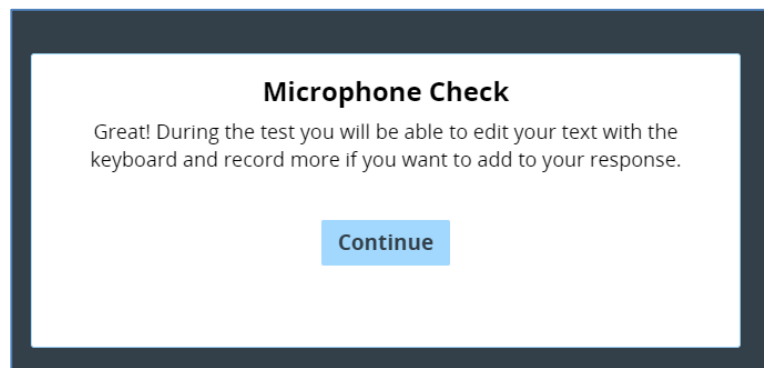
- 3) After speaking the practice sentence, the student confirms if they see their sentence below.



4) If the student does not see their sentence below, the following message will display:



If the student does see their sentence below, the following message will display:



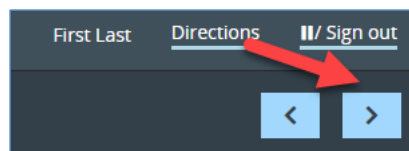
5) The student will then select **continue** and begin the test. Students with the Speech-to-Text accommodation will see the microphone icon in the extended text entry items. Select the **microphone** icon to transcribe a constructed-response. Select the **microphone** icon again to stop recording.



- 6) The **backward** and **forward** arrows allow students to undo or redo transcribed words. The answer may also be edited using a keyboard by clicking inside the text entry box and using the keyboard to type.

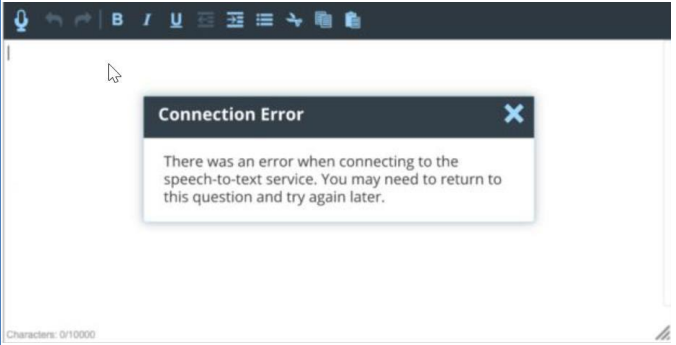
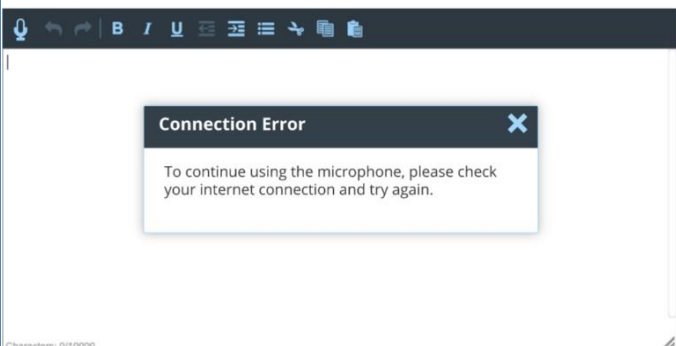
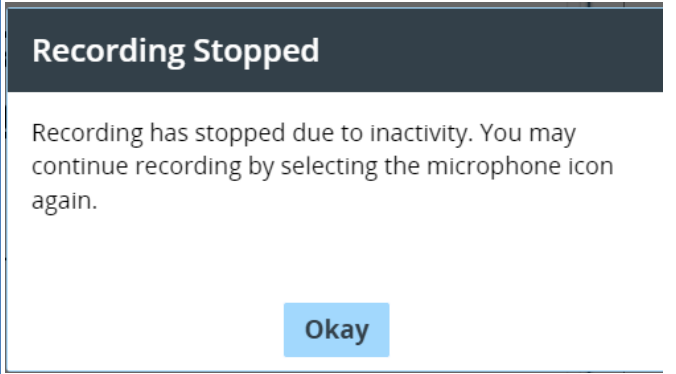


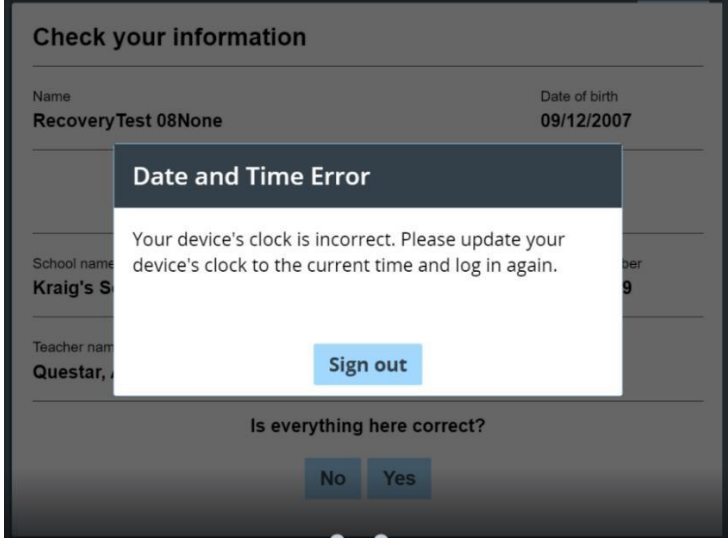
- 7) When the student has finished transcribing their response, select the arrow in the upper right of the screen to move to the next question.



Possible Error Messages During Testing

The following table will review possible error message students may encounter during testing, the potential causes for the error message, and action to take to correct the error.

Name of Error	Error Message	Potential Cause(s)	Corrective Action(s)
Connection Error		<p>Message appears if there is a connection error with the Speech-to-Text (STT) service.</p> <p>Note: this is in reference to the service <i>AWS Transcribe</i> which STT uses. It does not refer to internet connectivity.</p>	<p>Return to the question and try again later.</p> <p>This error message could display during the microphone test if you have not whitelisted the addresses listed on page 1 under the Required to Use section of this document.</p>
Internet Connection Error		<p>Message appears if a user tries to access STT while offline.</p>	<p>Check the internet connection and try again.</p>
Inactivity Message		<p>If no spoken language is detected for 5 seconds, the student will receive a 5 second count down warning. After 10 seconds of inactivity the recording will stop.</p>	<p>To continue recording, select the microphone icon again.</p>

Name of Error	Error Message	Potential Cause(s)	Corrective Action(s)
Date and Time Error Message		This error message will display if the device's clock is off by more than 5 minutes. This message only displays if the student is assigned the STT accommodation.	Update the device's clock to the correct time. Log in again.
Microphone Check Error Message	<p style="text-align: center;">Microphone Check</p> <p style="text-align: center;">Please check your headphones are plugged in and that your microphone is not muted.</p> <p style="text-align: center;">Try Again</p>	Message appears if a microphone is not detected by the device.	Check that headphones are plugged in and the microphone is not muted.

Customer Support

NWEA'S Customer Support team is available between the hours of 7:30am - 4:30pm ET Monday - Friday.

- **Phone:** 1-866-997-0695
- **Chat:** Available via the Nextera Admin *Help* page
- **Email:** NYTesting@nwea.org