

Supplemental Instructions for Bilingual Test Booklet Kits

The bilingual test booklets are intended for students who read primarily in Spanish. Test material is in Spanish on the right-hand page with English translation on the left-hand page. Reading passages in the reading tests are not translated into Spanish because the intent is to assess the student's ability to read English text. Districts that use the bilingual test booklets may use a translator but will NOT be reimbursed for the translator. Each kit contains enough materials to administer the test to one student.

Materials Included in the Bilingual Test Booklet Kit:

- A bilingual test booklet
- A regular Form A test booklet (for grades 3 and 4 only)
- Two scannable answer documents—one in which the student responds, one into which a school employee translates and transcribes the student's responses (for grades 5–8 only)
- This sheet of supplemental instructions

Administering the Test Using a Bilingual Test Booklet Kit

Because most grade levels will take more than one subject area test, it will be necessary to test the student on multiple days. It is critical that the student be tested using the same kit for all of the tests. Like the regular test materials, these kits must be securely stored between administrations. The student may take the test during the regular test administration. Additional time is not required for this accommodation.

After the Test Administration

The bilingual test booklets are not scannable; therefore, following the test administration, the student's multiple-choice responses and constructed and extended responses must be translated and transcribed verbatim into the regular Form A test booklet or answer document. This should be done by a licensed/certificated school or district employee. The test booklet or answer document into which the answers were transcribed must be returned to PEM with the other scorable test booklets.

The student's pre-identification label must be placed on this regular test booklet or answer document — not on the bilingual test booklet itself. If the student does not have a pre-identification label, you must complete the demographic information on the back cover of the regular test booklet or answer document.

Separate sheets added to the test booklet or answer document will not be scored. Return the used bilingual test booklet and any extra test materials to your DTC with the rest of the school's nonscorable materials.