

Supplemental Instructions for Foreign-Language CD Kits

The Foreign-Language CD Kit is intended for students who are eligible to take a translated version of the test. This accommodation is intended for use in lieu of the oral-translator option for five languages: Spanish, Japanese, Russian, Arabic, and Somali. Materials are packaged in single-student administration kits, by grade level and language. Student responses to the Foreign-Language CD Kit will be translated by the scoring contractor. Please note: if a student requires an oral translation of a test for which a CD kit is available, it is the school or district's responsibility to arrange for and pay for that translation.

Materials Included in the Foreign-Language CD Kit:

- A CD or a set of discs containing each test at the grade level
- A regular Form A test booklet (for grades 3 and 4 only)
- A regular Form A test booklet and a scannable answer document (for grades 5–8 only)
- This sheet of supplemental instructions

Administering the Test Using a Foreign-Language CD Kit

The student must be tested using the same kit for all tests. Tests are not timed, but students must complete each test in one day. When testing younger students, the Test Administrator should operate the CD player to minimize administration problems. Older students may be allowed to operate the CD player and may be tested using headphones. The tests were recorded so that each set of directions and each set of questions make up a separate track. An index to the disc is printed on the back of the plastic disc case. If a student wants to hear a question again, the Test Administrator or student may replay the question.

The student may respond to the constructed-response items in English or in his or her native language. **The exception to this rule is the grade 4 writing test for which students must write their responses in English.** All responses must be written in the regular test booklet or answer document provided in the kit. If the student is having difficulty understanding the recorded test during administration, you may play the English audio CD version of the same test to that student. The student may respond in English or in the foreign language of the original CD kit.

In rare instances in which a student cannot respond in writing, the student's responses may be given aloud and tape-recorded with a standard audiocassette recorder. Label a manila envelope "Foreign-Language Recording," and place the cassette tape in the manila envelope with the student's test booklet or answer document and return it for translation and scoring. When packing the box of foreign-language materials, place this envelope on top. Schools must provide a cassette and envelope in these instances.

After the Test Administration

The student's pre-identification label must be placed on the test booklet or answer document that he or she used when taking the test. 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.

Pages or separate sheets added to the test booklet or answer document will not be scored. Place the entire contents of the kit, including the student's scorable test booklet and/or answer document, in a zip-lock bag and return it to your STC.