

Supplemental Instructions for Oral Translation Kits

The Oral Translation Kit is intended for students who are eligible to take a translated version of the test whose native language is not one of the five for which recorded versions of the test are available (Spanish, Japanese, Russian, Arabic, and Somali). These materials are packaged by grade level. Each kit contains the materials for one student.

Materials Included in the Oral Translation Kit:

- One Oral Script of each test
- One English–Language Audio CD
- Two regular Form A test booklets (for grades 3 and 4 only)
- One regular Form A test booklet and two scannable answer documents (for grades 5–8 only)
- This sheet of supplemental instructions
- Two blank C-120 (two hours recording time) audiocassettes for recording each test administration
- One copy of the Oral Translator’s Report Form for each subject in the kit
- A postage-paid envelope for returning the Oral Translator’s Report Form

Administering the Test Using an Oral Translation Kit

You will need an audiocassette recorder to record the translated portion of the test administration. Because students at most grade levels will take more than one subject area test, it will be necessary to test students on multiple days, perhaps using different translators. A student must be tested using the same kit for all tests. Oral-translation administrations involve three people: the student being tested, the person performing the translation of the test into the student’s native language (most likely someone from outside the school) and a Test Administrator (a licensed/certificated school employee).

The translator will read the Oral Translation Script and translate it aloud into the student’s native language. The translator must not deviate from the script. The student may take the test and ask the translator to translate only those directions or questions that seem unclear in their written form. The translated test administration must be tape recorded using the supplied audiocassettes. The student’s name must be printed on each used audiocassette tape after the administration. The student may respond to the constructed-response items in English or in his or her native language.

The Oral Translation Kit includes two regular Form A test booklets for each subject tested and, for grades 5–8, one regular Form A test booklet and two answer documents. Designate one test booklet or answer document as “scorable” and have the student respond to multiple-choice items in this test booklet or answer document. If the student plans to answer the constructed-response questions in a language other than English, he or she must write these responses in the other regular Form A test booklet or answer document. Immediately after the test administration, the translator must translate the student’s responses and transcribe them into the scorable test booklet or answer document (the one in which the student marked the answers to the multiple-choice items).

After the Test Administration

Place the student’s pre-identification label on the “scorable” test booklet or answer document. If the student does not have a pre-identification label, you must complete the demographic information on the back cover. Do not add pages or separate sheets to the test booklet or answer document; they will not be scored. Return the scorable test booklet or answer document to your STC.

You and the translator must complete and sign the Oral Translator’s Report Form. The translator and school should retain one copy each. The third copy should be mailed to AIR (the testing contractor) using the postage-paid envelope in the kit. Print the student’s name on the second test booklet or answer document with the student’s foreign-language responses, as well as the audiocassette(s) used to record the test administration. Place them in the zip-lock bag with the rest of the kit materials and return them to your STC.