

Supplemental Instructions for Bilingual Student Test Booklet Kits

The Bilingual Student Test Booklet is 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 Student Test Booklets may use a translator but will NOT be reimbursed for the translator. These materials are packaged by grade. Each kit contains the materials needed to administer the test to one student.

Materials Included in the Bilingual Test Booklet Kit:

- A Bilingual Student Test Booklet
- A general Form A Student Test Booklet (for grades 3 and 4 only)
- Two scannable Answer Documents — one in which the student responds and one into which a school employee translates and transcribes the student's responses (for grades 5–8 only)
- This sheet of supplemental instructions

Use of the General Form A Student Test Booklet

For grades 3 and 4, the test administrator must translate and transcribe responses from the Bilingual Student Test Booklet into the general Form A Student Test Booklet enclosed in this kit.

Use of the Scannable Answer Document

For grades 5–8, the test administrator must translate and transcribe responses from the scannable Answer Document used by the student into another scannable Answer Document, which will be scored. Two scannable Answer Documents are enclosed in this kit.

Administering the Test Using a Bilingual Test Booklet Kit

Because students at most grade levels will take tests from more than one subject area, it will be necessary to test students on multiple days. It is critical that the student be tested using the same kit for all tests. As with the general test materials, these kits must be securely stored between administrations. The student may take the test during the general test administration. Additional time is not required for this accommodation. Directions may differ slightly from those in the general Student Test Booklet.

After the Test Administration

The Bilingual Student Test Booklets are not scannable; therefore, following the test administration, the student's multiple-choice and constructed responses must be translated and transcribed verbatim into the general Form A Student Test Booklet (grades 3 and 4) or the scannable Answer Document (grades 5–8). This should be done by a licensed/certificated school or district employee. The general Form A Student Test Booklet (grades 3 and 4) or the scannable Answer Document (grades 5–8) 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 the general Form A Student Test Booklet (grades 3 and 4) or the scannable Answer Document (grades 5–8) — not on the Bilingual Student Test Booklet itself.

If the student does not have a pre-identification label, you must complete **all** of the information on the back cover of the general Form A Student Test Booklet (grades 3 and 4) or the scannable Answer Document (grades 5–8).

If the student has a pre-identification label, complete sections **I, J, and K** on the back cover of the general Form A Student Test Booklet (grades 3 and 4) or sections **I, J, K, and L** on the back cover of the scannable Answer Document (grades 5–8).

Reminder: For grades 3–8, only Form A may be used with special versions forms. At grades 5–8, Form A must be coded in Box L on the back cover of the Answer Document.

Please note: Separate sheets added to the general Form A Student Test Booklet (grades 3 and 4) or the scannable Answer Document (grades 5–8) will not be scored.

Return the used bilingual test booklet and any extra test materials to your STC with the rest of the school's nonscorable materials.