

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 nine languages: Albanian, French, Japanese, Korean, Mandarin, Somali, Spanish, Ukrainian, and Vietnamese. Materials are packaged in single-student administration kits, by grade and language. Student responses to the Foreign-Language CD Kit will be scored by the scoring contractor. These materials are packaged by grade. Each kit contains the materials needed to administer the test to one student.

Please note: If a student requires an oral translation of a test for which a CD kit is available, it is the school's or the 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 general Form A Student Test Booklet (for grades 3–8)
- A scannable Answer Document (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 student must respond using the general Form A Student Test Booklet enclosed in this kit.

Use of the Scannable Answer Document

For grades 5–8, the student must respond using the scannable Answer Document enclosed in this kit.

Administering the Test Using a Foreign-Language CD Kit

The student must be tested using the same kit for all subject areas. 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. Directions may differ slightly from those in the general Student Test Booklet.

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 general Form A Student Test Booklet (grades 3 and 4) or the scannable Answer Document (grades 5–8) 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.

For 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 general Form A Student Test Booklet (grades 3 and 4) or the scannable Answer Document (grades 5–8) 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 an envelope in these instances.

After the Test Administration

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).

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: Pages or 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. Place the entire contents of the kit, including the general Form A Student Test Booklet (grades 3 and 4) or the scannable Answer Document (grades 5–8), in a zip-lock bag and return it to your STC.