

## Supplemental Instructions for Oral Translation Kits

The Oral Translation Kit is intended for students eligible to take a translated version of the test whose native language is not one of the nine languages for which recorded versions of the test are available (Albanian, French, Japanese, Korean, Mandarin, Somali, Spanish, Ukrainian, and Vietnamese). These materials are packaged by grade. Each kit contains the materials needed to administer the test to one student.

### *Materials Included in the Oral Translation Kit:*

- One Oral Script of each test
- One English-Audio CD
- Two general Form A Student Test Booklets (for grades 3 and 4 only)
- A general Form A Student Test Booklet (for grades 5–8 only) and two scannable Answer Documents (for grades 5–8 only)
- 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
- 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 general Form A Student Test Booklet used by the student into another general Form A Student Test Booklet, which will be scored. Two general Form A Student Test Booklets are 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 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 tests from more than one subject area, it will be necessary to test students on multiple days, perhaps using different translators. 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. 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). Directions may differ slightly from those in the general Student Test Booklet.

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 questions in English or in his or her native language.

The Oral Translation Kit includes two general Form A Student Test Booklets for grades 3 and 4, and, for grades 5–8, one general Form A Student Test Booklet and two scannable Answer Documents. Designate one general Form A Student Test Booklet (grades 3 and 4) or scannable Answer Document (grades 5–8) as “scorable” and have the student respond to multiple-choice questions in this general Form A Student Test Booklet (grades 3 and 4) or scannable Answer Document (grades 5–8). 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 general Form A Student Test Booklet (grades 3 and 4) or scannable Answer Document (grades 5–8). Immediately after the test administration, the translator must translate the student’s responses and transcribe them into the scorable general Form A Student Test Booklet (grades 3 and 4) or the scannable Answer Document (grades 5–8), the one in which the student marked his or her answers to the multiple-choice questions.

### *After the Test Administration*

Place the student’s pre-identification label on the “scorable” general Form A Student Test Booklet (grades 3 and 4) or the “scorable” 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 “scorable” general Form A Student Test Booklet (grades 3 and 4) or the “scorable” 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 “scorable” general Form A Student Test Booklet (grades 3 and 4) or sections **I, J, K, and L** on the back cover of the “scorable” 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.

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