



AMERICAN INSTITUTES FOR RESEARCH®

American Institutes for Research (AIR) is responsible through its contract with the Ohio Department of Education for assisting schools and districts with arranging foreign language accommodations of the Ohio Achievement Tests, which will be administered in May 2009. AIR is working with Pearson to gather information related to these accommodations.

As a District Test Coordinator (DTC), you are responsible for entering enrollment information for the schools in your district into Pearson's SchoolHouse system. Among the information you will need to enter into SchoolHouse are the number of eligible Limited-English Proficient (LEP) students in each school who require that their achievement tests be administered in another language.

Eligible LEP students are those students identified as LEP and have been in U.S. schools less than 3 years. (Complete eligibility criteria are in the ODE Office of Assessment Rules Book, Appendix H—online at <http://ode.state.oh.us>, search keywords “rules book.”)

There are five types of additional accommodations available to eligible grades 3–8 LEP students.

1. Spanish/English (Bilingual) test booklet: Test booklet is printed in Spanish on the right-hand side and English on the left-hand side of the page. Test booklet should be used with students who read their materials in Spanish.
2. Foreign Language CD: The CD provides an oral reading of the allowable portions of the tests in five languages: Japanese, Ukrainian, Korean, Somali, and Spanish.
3. Oral Translation: This accommodation should be used with LEP students who speak a language other than the five languages for which CD recordings are available (item two above). For this accommodation, an interpreter will go to the school and provide an oral translation of the test into the student's native language and translate student responses if needed.
4. English Audio CD: This CD provides an English read-aloud of the allowable portions of the test.
5. Read Aloud: Districts may choose to provide to eligible students a “read aloud” accommodation in which the Test Administrator reads aloud the test to the student or a group of students instead of using an English Audio CD.

In order for AIR to assist schools and districts in locating and arranging for Oral Translation accommodations, it will be necessary to collect some information about each student who will require a translation. The attached form is the method by which you should collect this information and transmit it to AIR. Please distribute a copy of the attached form to the School Test Coordinator

(STC) in each school in your district. Instruct each STC to complete the school information at the top of the form and fill out one student block for each child in their school who will need a test translated into a language for which a CD version (second accommodation above) is not available. It is acceptable to make copies of the form if more than one page is necessary in order to list all of the students within a school who will require an oral translation.

Oral translations will be provided for languages other than Japanese, Ukrainian, Korean, Somali, and Spanish. Instruct each STC to return the form to you by hand delivery or mail. The completed forms may NOT be emailed or faxed because they contain personal information about the students who require a translation.

When you have received all the completed forms from the STCs, please photocopy all of your district's forms and retain those copies for your records. You may then tally and enter your district's data into the SchoolHouse system's enrollment and optional services screens online at www.ncsschoolhouse.com.

Please mail the original forms to Elizabeth Herring by March 2 at the AIR address listed below. AIR will contact the schools directly to assist them in locating the requested translators in your area.

Elizabeth Herring
American Institutes for Research
1000 Thomas Jefferson Street, NW
Washington, DC 20007

**Oral Translator Request for the May 2009 Administration
Ohio Achievement Tests - Grades 3 through 8
Languages other than Japanese, Korean, Ukrainian, Somali,
Spanish**

School contact information

School name _____ School IRN _____
District name _____ District IRN _____
School contact _____ Telephone _____
(AIR will contact this person to provide assistance in locating a translator.)
Title _____ Email address _____
Address 1 _____ Date _____
Address 2 _____
City _____ State _____
ZIP Code _____

Complete one entry for each student who needs an oral translation - Copy this page as needed

Student name _____ Student ID # _____
Subject _____ Student grade _____
Language _____
PLEASE CHECK ONE
 A district/school employee will serve as the oral translator for this student.
 The district/school will obtain an oral translator for this student.
 The district/school needs AIR to assist in locating an oral translator.
(AIR will notify the school contact name provided above to arrange for a translator.)

Student name _____ Student ID # _____
Subject _____ Student grade _____
Language _____
PLEASE CHECK ONE
 A district/school employee will serve as the oral translator for this student.
 The district/school will obtain an oral translator for this student.
 The district/school needs AIR to assist in locating an oral translator.
(AIR will notify the school contact name provided above to arrange for a translator.)

Student name _____ Student ID # _____
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 A district/school employee will serve as the oral translator for this student.
 The district/school will obtain an oral translator for this student.
 The district/school needs AIR to assist in locating an oral translator.
(AIR will notify the school contact name provided above to arrange for a translator.)

Complete this information for your school and return the page(s) to your district test coordinator. DTCs must mail this form to Elizabeth Herring - American Institutes for Research - 1000 Thomas Jefferson St., NW - Washington, DC 20007.