

Appendix M: Instructions for Braille, Large Print, Oral Translation and Human Reader

Braille Materials

The braille test booklet is to be used by students whose IEP or 504 Plan specifies the use of braille materials. The braille test booklet consists of comb-bound 11½- x-11-inch single-sided braille pages. As with the general test materials, braille materials must be securely stored between administrations.

Materials needed to administer the OGT using braille:

- Braille test booklet (nonscorable) – DTC orders by calling the Ohio Help Desk at 1-877-231-7809. **Please account for at least 2 weeks for delivery of the braille test booklet to your district.**
- Blank paper – OGT directions instruct testers to use blank paper to plan their writing. Students using braille should be given the opportunity to plan their writing using an appropriate method for the student.
- Test administrator access to the DEI - There are no answer documents for the OGT. **The test administrator must record student responses in the Data Entry Interface; refer to the transcription directions that follow.** All student responses **must be** submitted into the DEI Interface immediately after testing.
- An allowable calculator may be used for mathematics and science tests; see [Appendix C](#) of the [OGT-TAM](#).

During the Test Administration

Additional time is not a requirement for this accommodation but may be an IEP or 504 Plan accommodations.

Students taking a mathematics test will receive a braille version of the reference sheet.

Because of the large-sized braille test booklet and the likelihood that the student may require a scribe or an assistive device (e.g., Braille Note) to record responses, visually impaired students may need to be tested in a separate test setting. **The test administrator must record student responses in the Data Entry Interface.**

For additional information on the protocol for scribing and transcribing student responses, please refer to [Ohio's Accessibility Manual](#).

After the Test Administration

IMPORTANT: The student responses for all test questions must be transcribed verbatim into the online Data Entry Interface by the Test Administrator. The test administrator must be an employee of the district with a license, certificate or permit issued by the Ohio Department of Education and must complete data entry with a witness present. Only responses submitted into the Data Entry Interface will be scored. The test contractor will not score entries in the braille test booklets or any other documents.

Additional information regarding the Data Entry Interface can be found in [Section 3](#) of the OGT-TAM and in the [OGT Data Entry Interface Guide](#).

Test administrators will return the braille test booklet and any other documents with student responses noted to the building test coordinator.

The test coordinator will:

- Securely destroy student's notes and any other ancillary documentation.
- Return the braille test booklet to DRC following the instructions in [Appendix N](#).

Large-Print Test Booklets Materials

The large-print test booklet is to be used by students with visual impairments who require the use of large-print materials. The large print test booklets are 8½-x-11-inch and printed in 18-point type.

Materials needed to administer the OGT using large-print:

- Large-print test booklet (nonscorable) in the appropriate subject – DTC orders in TIDE.
- At least eight pieces of lined/blank paper for the writing test and at least two blank sheets of paper for all other subjects.
- Test administrator access to the DEI - There are no answer documents for the OGT. **The test administrator must record student responses in the Data Entry Interface; refer to the transcription directions that follow.**
- An allowable calculator may be used for mathematics and science tests; see [Appendix C](#) of the OGT-TAM.

During the Test Administration

For additional information on the protocol for scribing and transcribing student responses, please refer to [Ohio's Accessibility Manual](#).

After the Test Administration

IMPORTANT: Student responses for all test questions must be transcribed verbatim into the online Data Entry Interface by the Test Administrator. The test administrator must be an employee of the district with a license, certificate or permit issued by the Ohio Department of Education and must complete data entry with a witness present. Only responses submitted into the [Data Entry Interface](#) will be scored. The test contractor will not score entries in the large print test booklets or any other documents.

Additional information regarding the Data Entry Interface can be found in [Section 3](#) of the OGT-TAM and in the [OGT Data Entry Interface Guide](#).

Test administrators will return the large print test booklets and any other papers with student responses to the building test coordinator.

The test coordinator will:

- Securely destroy student's notes and any other ancillary documentation.
- Return the braille test booklet to DRC following the instructions in [Appendix N](#) of the OGT-TAM.

IMPORTANT: Student responses for all test questions must be transcribed verbatim into the online Data Entry Interface immediately after testing. An employee of the district with a license, certificate or permit issued by the Ohio Department of Education must complete data entry with a witness present. Test administrators will enter the student response recorded in the test booklet and on the paper that was provided to the student in the [Data Entry Interface](#). Only responses submitted into the Data Entry Interface will be scored. The test contractor will not score responses in test booklets or any other documents.

OGT Oral Translations

English learners who require an oral translation in order to access content on the OGT are eligible for an oral translation of the OGT. Only **students** identified as EL through a formal assessment (not OELPA) may have accommodations on the OGT.

During this type of administration, a translator orally translates the OGT into the student's native language. Please search keyword *Translators* on the Department's website for guidance on reimbursement for translators. **Translations are not allowed on the passages of the OGT reading test, to do so is cause to invalidate the test.**

Policies

Test coordinators and test administrators must be mindful of the policies that govern oral translations, including the following:

- Test coordinators, test administrators and translators must maintain test security at all times.
- The district test coordinator must assign a test administrator to assist with scheduling the testing for students who will receive a language translation.
- Districts and schools are responsible for identifying people who will serve as translators.
- The test administrator will contact the translator and arrange the location, dates and times to administer the tests. When scheduling a translator, please tell the translator to arrive at least 30 minutes early in order to review instructions before translating the tests. The translator may not review the test prior to the day of the test.
- The test administrator may not leave the translator and the student in the room alone. The test administrator is responsible to ensure that the translator and student do not breach test security.
- English learners may have extended time to complete their tests (up to one full school day).
- English learners may use a word-to-word dictionary that meets the criteria listed in [Ohio's Accessibility Manual](#).
- If at any time during a language translation, a student feels more comfortable with an English-language administration and requests English (rather than a language translation in his or her native language), the translator may present the test in English.
- A language translation may be given to one student or a group of students. A group administration is permissible if all participating students will be typing their responses. The group administration is not permissible if a student will be providing his or her responses orally. Students who will be providing their responses orally must be tested individually.

Student Response Mode

Some questions require a written or typed response from the student. Students who are testing using a paper test booklet can respond in one of three ways:

1. Students can orally respond. If a student will provide responses orally, the student must be administered the test one-on-one. If the student responds in his or her native

language, the translator must translate the student's response and type the student's response in English in the Data Entry Interface (DEI). If the student responds orally in English, the translator will type the student's responses verbatim into the DEI. **This option is not allowed for the writing test, the student must produce a written English response to the writing prompts.** The test administrator will enter the written English response to the writing prompts into the DEI.

2. Students can compose responses in their native language. If a student produces written responses in a language other than English, the student will write on blank paper. The translator must translate the student's response and type the student's response in English in the online Data Entry Interface (DEI). **This option is not allowed for the writing test, the student must produce a written English response to the writing prompts.** The test administrator will enter the written English response to the writing prompts into the DEI.
3. Students can mark their selections to the multiple-choice items in the test booklet. If the student produces written responses in English, the student will write his or her responses on blank paper. The test administrator will enter all responses into the DEI.

Regardless of the student's response mode, test administrators are responsible for ensuring that the OGT submitted for scoring contains English responses. **Only responses in English will be scored.**

Before the Test Administration

The test administrator is responsible for bringing the necessary test materials to the testing session and ensuring their security. Test security and validity are of the utmost importance. Prior to starting the test, the test administrator must ask the translator to sign and date a copy of the Non-Disclosure Agreement located in [Appendix K](#) of the OGT-TAM (copies of this form can be made, as needed). The district/school must maintain the Non-Disclosure Agreement and provide it to the Department if requested. It should not be returned with other test materials.

After the Non-Disclosure Agreement is signed, the test administrator will review the procedures for language translations with the student and the translator, as described below. The test administrator will monitor the entire testing session.

General Procedures for the Language Translation

The test administrator will read the test directions aloud in English. The translator will "translate verbatim" (interpret) the test directions, questions and answer choices. "Translate verbatim" does not mean a word-to-word translation as this is not appropriate for any language translation. The oral translator (interpreter) should faithfully translate, to the greatest extent possible, all of the words without changing or enhancing meaning of the content, adding information or explaining concepts unknown to the student. The translator can repeat or clarify directions, if needed. **Translators may not translate OGT reading passages.** Some words may not have a translation in another language. If a word cannot be translated, it should be read in English.

If requested by the student, test questions and answer choices can be repeated for the student as often as necessary. The translator may not answer student questions regarding the content of test questions. The best response is, "I can't answer that; just do your best."

Translating/Transcribing Constructed-Response Questions

Many questions on the OGT require a written response from the student. **Constructed responses may not be translated for the OGT writing test, students must produce their own responses in writing in English.** Constructed responses may be translated for the reading, mathematics, science, and social studies tests. When the student has completed a response on blank paper, the translator will type the response word-for-word (including any and all graphic depictions if possible) **in English in the DEI.** Students may also respond orally in their native language. If the student chooses to respond orally or with non-English responses into his or her nonscorable test booklet or on the blank paper provided, the translator will translate the student's response into English and type the student's response **in English in the DEI.** Some students may prefer to respond to a constructed-response question in English rather than in their native language. If this is the case, they should type their responses **in English in the DEI.**

Translating the OGT Reading Test

The student must read all passages silently in English; the OGT reading passages may **not** be translated for the student. When a student is finished reading a passage, he or she should signal to the translator to begin the language translation of the questions and answer choices.

Translating the OGT Writing Test

No writing responses may be translated. The student must respond to the OGT writing prompts in writing in English using the blank paper provided.

Translating the Mathematics, Science and Social Studies Tests

Some questions will include tables, figures, pictures, charts, or graphs. Any text included immediately before these should be orally translated for the student (e.g., "Use the picture below to answer question 5"). When referring to tables, figures, pictures, charts, or graphs, the translator must be consistent in translation and description (e.g., "The title of the graph is 'Fitness Test Results.' The x-axis is titled 'Number of Push-ups.' The y-axis is titled 'Number of Sit-ups.'"). Many questions will have numbers as answers. The translator should discuss with the student if numbers need to be orally translated.

Breaks in the Testing Session

If district and school policy permit, the test administrator or translator may wish to give the student a break, especially if the student is working slowly. If a break is given, all test materials must remain in the room with the test administrator. If both the student and the test administrator leave the room, the test administrator must keep all testing materials or place the test materials in a locked, secure location. If the test session continues through the lunch period, the student may have lunch in the test room or go to the lunch room with the test administrator remaining with the student to ensure the student does not discuss the test with other students. The test materials will be placed in a secure location if the student and test administrator leave the test room for lunch.

Concluding the Testing Session

At the conclusion of testing, the test administrator will instruct the student to review his or her answers to all of the test questions including any translations of the student's constructed

responses. The translator will translate any test question(s) that the student would like re-read. The test administrator should collect the test materials and organize them according to the procedures described below.

After Test Administration

After the student has concluded reviewing responses, the test administrator will submit his or her test in the DEI. The test administrator must securely destroy any paper that the student has written on.

OGT Human Reader

During this type of administration, the test administrator reads the test to the student. If the student is testing using a paper test booklet and is eligible for a human reader, the test administrator will read from the student's test booklet. **OGT reading passages are not to be read aloud.** Refer to [Ohio's Accessibility Manual](#) for information.

A human reader accommodation may be given to one student or a group of students. A group administration is permissible if all participating students will be writing their responses. The group administration is not permissible if a student will be providing his or her responses orally. Students who will be providing their responses orally must be tested individually. **OGT reading passages are not to be read aloud.**

General Procedures for Human Reader

For all OGT, the test administrator will read aloud the entire test (exception: **OGT reading passages are not to be read aloud**) including the test directions, questions and answer choices. Anything read can be repeated for the student as often as necessary if the student requests a repeat. The test administrator may not answer student questions regarding the content of test questions. The best response is, "I can't answer that; just do your best."

Reading the Tests Aloud

Some questions will include tables, figures, pictures, charts or graphs. Any text included immediately before these should be read to the student (e.g., "Use the picture below to answer question 5."). When referring to tables, figures, pictures, charts or graphs, the test administrator must be consistent with descriptions (e.g., "The title of the graph is 'Fitness Test Results.' The x-axis is titled 'Fitness Test Results.' The y-axis is titled 'Number of Sit-ups.'"). Many questions will have numbers as answers. The test administrator can ask the student whether numbers need to be read aloud.

Breaks in the Testing Session

If district and school policy permit, the test administrator may wish to give the student a break, especially if the student is working slowly. If a break is given, all test materials must remain in the room with the test administrator. If both the student and the test administrator leave the room, the test administrator must keep all testing materials secure or place the test materials in a locked, secure location. If the test session continues through the lunch period, the student may have lunch in the test room or go to the lunch room with the test administrator remaining with the student to ensure the student does not discuss the test with other students. The test materials will be placed in a secure location if the student and test administrator leave the test room for lunch.

After Test Administration

After the student has concluded reviewing responses, the test administrator will enter the student responses verbatim into the online DEI with a witness present. If the student wrote any responses on paper, the test administrator must securely destroy that paper. Only responses submitted into the Data Entry Interface will be scored. The test contractor will not score responses in test booklets or any other documents.