AMERICAN INSTITUTES FOR RESEARCH®

Through its contract with the Ohio Department of Education (ODE), the American Institutes for Research (AIR) is responsible for helping schools and districts arrange foreign language accommodations of the Ohio Achievement Assessments, which will be administered in spring 2014.

As a District Test Coordinator (DTC), you are responsible for entering enrollment information for the schools in your district into AIR's TIDE system. Among the information you will need to enter is the number of eligible English Language Learner (ELL) students in each school whose achievement assessments must be administered in another language.

Eligible ELL students are those students identified as ELL who have been in U.S. schools for less than 3 years. Complete eligibility criteria are in the ODE Office of Assessment Rules Book—online at education.ohio.gov, search keywords: *rules book*.

Five additional types of accommodations are available to eligible grades 3–8 ELL students:

1. Spanish/English (Bilingual) Test Booklet: This test booklet is printed in English on the left-hand side and Spanish on the right-hand side. It 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 two languages: Japanese and Spanish.

3. Language Translation Script: This accommodation should be used with ELL students who speak a language other than the two languages for which CD recordings are available (see item 2 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 Script: This version may be administered by the Test Administrator to any eligible ELL student or student who has an IEP or 504 Plan specifying an oral reading of a test.

To assist schools and districts in locating and arranging for language translation accommodations, AIR will need to collect some information about each student who will require a translation. You should use the attached form to collect this information and transmit it to AIR. Please distribute a copy to the Building Test Coordinator (BTC) in each school in your district. Instruct each BTC to complete the school information at the top of the form and fill out one student block for each child in his or her school who will need a test translated into a language for which a CD version (see item 2 on the previous page) is not available. Making copies of the form is acceptable if more than one page is necessary to list all the students in a school who will require a language translation.

Translations will be provided for languages other than Japanese and Spanish. Instruct each BTC to return the form to you by hand delivery or mail. The completed forms may NOT be e-mailed or faxed.

When you have received all the completed forms from the BTCs, please photocopy them and retain the copies for your records. Use this information to assess the amount of language translation material your district will need to order. Then enter your district's data into the TIDE system's order screen online at www.ohtide.org.

To request contact information for language translators, please mail the original forms to Binish Shingari by **March 1** at the AIR address listed below. AIR will contact the schools directly to assist them in locating the requested translators in your area.

Binish Shingari
Assessment
American Institutes for Research
1000 Thomas Jefferson Street, NW
Washington, DC 20007
1.888.944.5001
ohhelpdesk@air.org

Language Translator Request
Ohio Achievement Assessments (OAA) — Grades 3 through 8
Spring 2014 Administration
Languages other than Japanese and Spanish

School contact information

District name _____ District IRN _____

School name _____ School IRN _____

School contact _____
(AIR will contact this person to provide assistance in locating a translator.)

Title _____ Telephone _____

Address 1 _____ Email address _____

Address 2 _____ Date _____

City _____ State _____

Zip Code _____

Complete one entry for each student who needs a language translator – Copy this page as needed

Student name _____ Student ID # _____

Subject _____ Student grade _____

Language _____

PLEASE CHECK ONE

- ☐ A district/school employee will serve as the language translator for this student.
- ☐ The district/school will obtain a language translator for this student.
- ☐ The district/school needs AIR to assist in locating a language 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 language translator for this student.
- ☐ The district/school will obtain a language translator for this student.
- ☐ The district/school needs AIR to assist in locating a language 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 language translator for this student.
- ☐ The district/school will obtain a language translator for this student.
- ☐ The district/school needs AIR to assist in locating a language 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 Binish Shingari – American Institutes for Research – 1000 Thomas Jefferson St., NW – Washington, DC 20007.