

Translation Reimbursement Guidance

Ohio's State Tests, Ohio Graduation Test, and Alternate Assessment for Students with Significant Cognitive Disabilities

The Ohio Department of Education (Department) will reimburse for translator services for the Ohio Graduation Test, Ohio's State Tests and the Alternate Assessment for Students with Significant Cognitive Disabilities. The reimbursement policy is listed below.

- The Department will process the reimbursement; American Institutes for Research (AIR) will not. Please do not contact AIR for reimbursement;
- The reimbursement rate for Ohio's State Tests (OST) is \$90 per translated test administration for each part of the test (i.e., part 1 = \$90, part 2 = \$90);
- The reimbursement rate for the Ohio Graduation Test (OGT) is \$180 per translated test administration for each subject test (e.g., Mathematics = \$180, Writing = \$180);
- The reimbursement rate for the Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD) is \$180 per translated test administration for each test (e.g., Mathematics = \$180, Science = \$180);
- The reimbursement request is by district; not by building;
- Please submit only one reimbursement request per district per quarter for OST, one reimbursement request per district per quarter for OGT, and one reimbursement request per district per quarter for AASCD;
- There is no reimbursement for mileage;
- There is no reimbursement for the OST English language arts (ELA) tests since these tests must be administered in English only;
- Information on translations for the OGT Reading test can be found in the [OGT Test Administration Manual](#) and the [Ohio Accessibility Manual](#);
- Information on translations for the AASCD ELA test can be found in the [spring 2019 AASCD test administration and coordinator manuals](#);
- All student responses on tests must be submitted in English. Any response in a language other than English will not be scored. There will be reimbursement for all tests other than ELA, including tests administered using Spanish bilingual forms or Spanish text to speech, if the student's Spanish responses are translated into English;
- The Department does not maintain a list of translators; districts/schools may wish to share their lists of translators. Districts may find translators at translation companies, local community organizations for refugees and immigration centers, religious institutions, colleges and universities, and hospitals; and
- Direct questions about reimbursement procedures to Noël Nethers at 614-728-2759 or noel.nethers@education.ohio.gov.