

Appendix G: Guidelines and Glossary for Sign Language Interpreters

In cases where a student requires sign language support, a sign language interpreter can be provided. Sign language interpreters must follow these procedures during testing to ensure the standardization of the signs presented to the students.

1. Interpreters must be trained on test administration policies by local test coordinators and are held to the same accountability as foreign language translators including signing a nondisclosure agreement.
2. Interpreters may sign general directions. General directions include the scripted information for students that comes before the test starts. After the test administrator has read the general directions script, interpreters may clarify what was read/signed if student requested.
3. Once students have begun the test, interpreters should use signs that are conceptually accurate, with or without simultaneous voicing, translating only the content that is printed in the test book or on the computer screen without changing, emphasizing, or adding information. Interpreters may not clarify, provide additional information, assist, or influence the student's selection of a response in any way. Interpreters must do their best to use the same signs if the student requests a portion repeated.
4. When possible, interpreters should be provided a copy of the test and the administrative directions prior to the start of testing in order to become familiar with the words, terms, symbols, signs, and/or graphics that will be read aloud to the student. The interpreter may not review the test prior to the day of the test.
5. Interpreters should emphasize only the words printed in boldface, italics, or capital letters and inform the student that the words are printed that way. No other emphasis or inflection is permitted.
6. Interpreters may repeat passages, test items, and response options, as requested, according to the needs of the student. Interpreters should not rush through the test and should not move on until the student indicates they are ready to move to the next item.
7. Interpreters may not attempt to solve mathematics problems, or determine the correct answer to a test item while signing, as this may result in pauses or changes in inflection which may mislead the student.
8. Interpreters must use facial expressions consistent with sign language delivery and must not use expressions which may be interpreted by the student as approval or disapproval of the student's answers.
9. Test administrators must be familiar with the student's Individualized Education Program (IEP) or 504 plan, and should know in advance which accommodations are required by the student, and for which test the student is designated to receive an interpreter. Test administrators must be aware of whether a student requires additional tools, devices, or adaptive equipment that has been approved for use during the test, and if use of these tools impacts the translation of the test. Test

- administrators must inform the interpreter of any of these additional accessibility features needed by the student.
10. When using an ASL sign that can represent more than one concept or English word, the interpreter must adequately contextualize the word, in order to reduce ambiguity. The interpreter may also spell the word after signing it, if there is any doubt about which word is intended.
 11. When test items refer to a particular line, or lines, of a passage, re-sign the lines before signing the question and answer choices. For example, the interpreter should sign, "Question X refers to the following lines..." then sign the lines to the student, followed by question X and the response options.
 12. When signing selected response items, interpreter must be careful to give equal emphasis to each response option and to sign options before waiting for the student's response.
 13. If the student chooses an answer before the interpreter has signed all the answer choices, the interpreter, or TA, should ask if the student wants the other response options to be signed.
 14. Interpreters should refer to the glossary for technical vocabulary for consistency in providing the accommodation.

Glossary-Guidelines for Specific Test Elements

Use the information described in the table below for examples of signing symbols, numbers, formulas, abbreviations, and other special information found in Ohio's State Tests.

Conventions

DESCRIPTION	HOW TO SIGN	EXAMPLE
Abbreviations	If a unit of measurement is abbreviated, the interpreter can sign the unit.	"kg," signed as "kilograms"
All caps	Words in all caps will be fingerspelled.	NASA
Apostrophes	Signer should not sign "s" as "ess". It will be signed as the plural form of the word.	"Evelyn's table" should be signed as "Evelyns table"
Bullet points	Signer will pause between bullets and phrases.	
Dates	Dates will be signed using the complete words for days of the week, months of the year, and years. Numbers will be signed as appropriate.	June 16, 1978: "June sixteenth nineteen seventy-eight" June 16 th : June sixteenth" 1978: "Nineteen seventy-eight" 1900: "Nineteen hundred"

Graphs

DESCRIPTION	HOW TO SIGN (ASL)
General	Sign the words in the graph or table, but do not clarify, add information or explain concepts unknown to the student.
Coordinate Grids	Sign the title associated with the coordinate grid, as well as any headers or labels on the X- and Y-axes Ex: The Coordinate Grid is titled 'grid title' The X-axis is titled 'X-axis' The Y-axis is titled 'Y-axis'
Graphs	Sign the title associated with the graph, as well as any headers Ex: The graph is titled 'world population' The graph shows 'number of people' and 'Year'
Tables	Sign the titles of tables and any headers. Words within the table should be signed. Numbers should not be signed. If the header of a row or column is a number, such as in a list, the numbers should be signed in this case. Ex: The table is titled 'Cars' Columns are labeled 'makes' and 'models' 'Makes' are labeled 'Ford, Chevrolet, Toyota, etc.' 'Models' are labeled '2-Door, Sedan, SUV, etc.'
Line Plots	Sign text within line plots Ex: The plot shows 'X' and 'Y'
Flowcharts	Sign text from left to right Ex: The flowchart shows 'X', 'Y', and 'Z'
Pictures	If text in image is circled, highlighted, or called out in any way it should be signed.

DESCRIPTION	HOW TO SIGN (ASL)
Pie Charts	Sign words within pie charts by starting at the title and then working clockwise
Scatter Plots	Sign the title associated with the scatter plot, as well as any headers on the X- and Y-axes Ex: The scatter plot is titled 'grid title' The X-axis is titled 'X-axis' The Y-axis is titled 'Y-axis'
Venn diagrams	The elements of Venn diagrams will be signed in the following order: titles, and then labels in the diagram.

Mathematical Symbols

DESCRIPTION	SYMBOL	HOW TO SIGN (ASL)
Denominations (money)	\$	\$13.50 will be signed "dollar sign, thirteen point fifty" \$45.00 will be signed "dollar sign, forty-five point zero, zero" \$100.05 will be signed "dollar sign one hundred point zero five" \$0.45 "dollar sign point forty-five"
Mathematical Symbols	<	5 < 10 will be signed "five is less than 10"
Mathematical Symbols	>	10 > 5 will be signed "ten is greater than 5"
Mathematical Symbols	≤	A ≤ B will be signed "A is less than or equal to B"
Mathematical Symbols	≥	A ≥ B will be signed "A is greater than or equal to B"

DESCRIPTION	SYMBOL	HOW TO SIGN (ASL)
Mathematical Symbols	\sim	$A \sim B$ will be signed "A is similar to B"
Mathematical Symbols	\approx	$A \approx B$ will be signed "A is approximately equal to B"
Mathematical Symbols	\neq	$A \neq B$ will be signed "A is not equal to B"
Mathematical Symbols	\cong	$A \cong B$ will be signed "A is congruent to B"
Mathematical Symbols	$+$	$A + B$ will be signed "A plus B"
Mathematical Symbols	$-$	$A - B$ will be signed "A minus B"
Mathematical Symbols	\pm	$A \pm B$ will be signed "A plus or minus B"
Mathematical Symbols	\times	$A \times B$ will be signed "A times B"
Mathematical Symbols	\div	$A \div B$ will be signed "A divided by B"
Mathematical Symbols	-5	This will be signed "negative five"
Mathematical Symbols	$ 5 $	This will be signed "the absolute value of five"
Mathematical Symbols	$^{\circ}\text{F}$	75°F will be signed "Seventy-five degrees Fahrenheit" or degree F

DESCRIPTION	SYMBOL	HOW TO SIGN (ASL)
Mathematical Symbols	$^{\circ}\text{C}$	45 $^{\circ}\text{C}$ will be signed "forty-five degrees Celsius" or degree C
Mathematical Symbols	$\sqrt{\quad}$	This will be signed "radical"
Mathematical Symbols	Π	This will be signed "pi"
Mathematical Symbols	*	A * B will be signed "A times B"
Mathematical Symbols	θ	This will be signed "Theta"
Mathematical Symbols	α	This will be signed "Alpha"
Mathematical Symbols	∞	This will be signed "Infinity"
Mathematical Symbols	{ }	{10,20,30,40} will be signed "the set of ten, twenty, thirty, forty"
Mathematical Symbols	(5, -6]	This will be signed as "open parenthesis, five, pause, negative 6, bracket"
Mathematical Symbols	$f(x)$	This will be signed as "F of X"
Mathematical Symbols	$(f \circ g)(x)=$	This will be signed "the composition of 'f' of 'x' and 'g' of 'x' ="
Operations with boxes or shapes	$\Delta + \square = 26$	This will be signed as "triangle plus box equals twenty-six"

Miscellaneous

DESCRIPTION	HOW TO SIGN (ASL)
Formulas	<p>Letters and numbers of mathematical formulas will be finger spelled exactly as they are printed; no representations of letters will be made:</p> <p>$A=bh$ will be signed as “Capital A equals b h” NOT “area equals base times height”</p>
Elements or Compounds	<p>The chemical symbols and subscripts in a chemical formula will be signed as letters and numbers:</p> <p>“H₂O” will be signed as “H two O”</p> <p>“NaCl” will be finger spelled as “N A C L”</p> <p>In a chemical formula, a quantity before a chemical symbol or chemical formula is signed as a number. A right-facing arrow (or a double headed equilibrium arrow) will be signed as “yields”:</p> <p>“$6\text{CO}_2 + 6\text{H}_2\text{O} + \text{Energy} \rightarrow \text{C}_6\text{H}_{12}\text{O}_6 + 6\text{O}_2$” will be signed as “six C O two plus six H two O plus energy yields C six H twelve O six plus six O two”</p>
Angles and points	<p>Angles will be signed as they are named and without pauses:</p> <p>When variables on a figure appear, such as Q' R' S' T', it will be signed as Q prime, R prime, S prime, T prime”</p> <p>Angle ABC will be signed as “Angle ABC”</p>
Line segments	<p>Line segments will be signed as “line segment XX”</p>
Trigonometric functions	<p>Trigonometric functions will be signed as full words.</p> <p>“Sin 15°” will be signed as “sign fifteen degrees”.</p>

Numbers

DESCRIPTION	HOW TO SIGN	EXAMPLE
Whole large numbers	Large numbers (numbers with more than 6 digits) will be signed as the numbers in order.	"453,562,908" will be signed as "Four five three pause five six two pause nine zero eight"
Fractions	Simple fractions will be signed as "numerator over denominator" Mixed numbers will be signed as "whole number and numerator over denominator" Fractions that contain expressions and/or variables in the numerator or denominator will be signed as described in the example column.	$\frac{3}{4}$ will be signed as "three over four", NOT "three fourths" $2\frac{3}{4} + 6\frac{7}{8}$ will be signed as "two and three over four, plus six and seven over eight" <u>(3 - 1)</u> $4 + 8 \div 2 \times 3$ will be signed as "open parenthesis three minus one, close parenthesis, over four plus eight divided by two times three"
Exponents	For exponents 2 and 3; these will be signed as "squared" and "cubed". All other numeric exponents will be signed as "to the nth power" An exponent of 0 will be signed as "to the zero power." Variables presented as exponents will be signed as they appear.	2^2 will be signed as "two squared" 6^{-5} will be signed as "six to the negative fifth power" 3^0 will be signed as "three to the zero power" 2^x will be signed as "two to the x power"
Decimals	Decimals will be signed as "point". Digits after the decimal will be signed individually.	"3.504" will be signed as "three point five zero four" "46.8" will be signed as "forty-six point eight"