

# Translation Reimbursement

## OHIO'S STATE TESTS AND OHIO'S ALTERNATE ASSESSMENT

The Ohio Department of Education and Workforce (Department) reimburses districts and schools for translation and interpretation services provided to students participating in Ohio's State Tests (OST) and the Alternate Assessment for Students with the Most Significant Cognitive Disabilities (AASCD).

- **OST:** The reimbursement rate for OST is \$100 per translated test administration for each part of the test (Part One = \$100 and Part Two = \$100).
- **AASCD:** The reimbursement rate for the AASCD is \$200 per translated test administration for each test (Mathematics = \$200 and Science = \$200).
- Please submit only one reimbursement request per district (not building) per testing season (fall, spring, and summer) for OST and one reimbursement request per district per year for AASCD.
- Please submit fall OST reimbursement requests by March 1, spring OST requests by June 1, and summer OST requests by July 1. All requests for AASCD reimbursement should be submitted by June 1.
- There is no reimbursement for the OST English language arts (ELA) tests since these tests must be administered in English. Information on translations for the AASCD ELA tests can be found in the [AASCD Test Administration Manual](#).
- All student responses on tests must be submitted in English. Responses in a language other than English will not be scored. For all tests other than ELA, students' responses in languages other than English must be translated into English. Translating student responses into English is reimbursable.
- The Department does not maintain a list of translators. Districts may find translators at translation companies, local community organizations for refugees and immigration centers, religious institutions, colleges and universities, and hospitals.
- Districts are to keep a complete record of all paid translators on file. Translator names, addresses, contact information, dates of work, lists of tests translated, and salary are all necessary records. These records must be made available upon request by the Department.

Please direct questions about reimbursement procedures to Noël Nethers at [noel.nethers@education.ohio.gov](mailto:noel.nethers@education.ohio.gov). Questions regarding translation policy should be directed to [statetests@education.ohio.gov](mailto:statetests@education.ohio.gov).