

Appendix N: OGT Oral Translation and Human Reader Accommodations Using Paper Test Booklets

OGT Oral Translations for Paper Administrations

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 testers 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 tester's native language. Please search the 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 testers 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 tester in the room alone. The test administrator is responsible for ensuring that the translator and tester 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 tester 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 tester or a group of testers. A group administration is permissible if all participating testers will be writing their responses. The group administration is not permissible if a tester will be providing his or her responses orally. Testers who will be providing their responses orally must be tested individually.

Tester's Response Modes When Using OGT Paper Test Booklets

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

1. Testers can orally respond. If a tester will be providing responses orally, the test must be administered one-on-one. If the tester responds in his or her native language, the

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

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

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

Before the Test Administration of the OGT Using Paper Test Booklets

The test administrator is responsible for bringing the necessary test materials to the testing session and for 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 C](#) 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 upon request. 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 tester and the translator, as described below. The test administrator will monitor the entire testing session.

General Procedures for the OGT 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 the meaning of the content, adding information or explaining concepts unknown to the tester. The translator can repeat or clarify directions, if needed. Some words may not have a translation in another language. If a word cannot be translated, it should be read in English. **Translators may not translate OGT reading passages.**

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

Translating/Transcribing OGT Constructed-Response Questions

Many questions on the OGT require a written response from the tester. **Constructed responses may not be translated for the OGT writing test; testers 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 tester 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 into the DEI.** Testers may also respond orally in their native language. If the tester 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 tester's response into English and type the tester's responses **in English into the DEI.** Some testers 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 into the DEI.**

Translating the OGT Reading Test

The tester must read all passages silently in English; the OGT reading passages may **not** be translated for the tester. When a tester 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 tester must respond to the OGT writing prompts in writing in English using the blank paper provided.

Translating the OGT 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 tester (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 Crunches.' The y-axis is titled 'Number of Squats.'"). Many questions will have numbers as answers. The translator should discuss with the tester 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 tester a break, especially if the tester is working slowly. If a break is given, all test materials must remain in the room with the test administrator. If both the tester 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 tester may have lunch in the test room or go to the lunchroom with the test administrator remaining with the tester to ensure the tester does not discuss the test with others. The test

materials will be placed in a secure location if the tester and test administrator leave the test room for lunch.

Concluding the Testing Session

At the conclusion of testing, the test administrator will instruct the tester to review his or her answers to all of the test questions including any translations of the tester's constructed responses. The translator will translate any test question(s) that the tester would like reread. The test administrator should collect the test materials and organize them according to the procedures described below.

After the OGT Administration

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

Human Reader for OGT Paper Administrations

During this type of administration, the test administrator reads the test to the tester. If the tester is eligible for a human reader, the test administrator will read from the tester'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 tester or a group of testers. A group administration is permissible if all participating testers will be writing their responses. The group administration is not permissible if a tester will be providing his or her responses orally. Testers 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 OGT Paper Administration

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 tester as often as necessary if the tester requests it. The test administrator may not answer tester's 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 tester (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 tester 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 tester a break, especially if the tester is working slowly. If a break is given, all test materials must remain in the room with the test administrator. If both the tester 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 tester may have lunch in the test room or go to the lunchroom with the test administrator remaining with the tester to ensure the tester does not discuss the test with other testers. The test materials will be placed in a secure location if the tester and test administrator leave the test room for lunch.

After the OGT Administration

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