

Translator Guidelines for State Standardized Assessments

The purpose of this document is to provide technical assistance regarding the appropriate use of a LEA-provided translator for a student who is learning English and requires an adaptive translation service as outlined in the student's education language instructional and assessment plan.

In accordance with ESSA, Title I Section 1111 [ESSA, Title I, Part A, Sec.1111\(b\)\(2\)](#), if a student learning English (EL) qualifies and/or requires an adaptive language translation accommodation for participation in the statewide summative assessment, it is the responsibility of the LEA to make this determination. Adaptive language translation is translation that may not be a word-for-word substitution. The translator can make substitutions in the target language to ensure textual meaning and components are not lost, but do not alter the construct of the assessment.

Qualifications for Translator

- LEAs should follow their local process and procedure for accessing translation services. Please note: automated electronic/online translation platforms cannot be used to translate secure assessment material due to test security and reliability.
- The translator cannot be a relative or guardian of the student. It is preferable that the translator has familiarity with the content being assessed and is someone the student has worked with during classroom instruction, including classroom assessment.
- For assistance with translation services, USBE has posted [Translation Services](#) on the website.

Adaptive Translation Test Administration Procedures

- The translator must be trained, understand, and agree to their obligation as part of the test administration team. The translator must complete the [Standard Test Administration and Testing Ethics Training](#), found on the USBE website. A signature is required to acknowledge completion of the training: [2022-2023 Standard Test Administration and Testing Ethics Policy Signature Form](#). The signature form should be kept on file at the LEA.
- The translator should access and adhere to all test administration policies and procedures outlined in the Test Administration Manual (TAM) for the given assessment.
- Test related materials of any kind (including preparation notes) may not be removed from the secure area within the test site prior to testing. Any testing materials (including preparation materials) must be securely handled and turned in to the test administrator.
- The translator, student, and test administrators should complete a training test (RISE) or a practice test (Utah Aspire Plus) to ensure all accommodations are set correctly and to ensure students are familiar with the process of completing an assessment with adaptive translation.

- Translators may only translate items that have the text-to-speech option available as outlined for individual assessments. The translator should listen to and translate only the audio portions provided by the text-to-speech feature embedded in the assessment.
- For the Utah Aspire Plus Reading assessment, all processes and procedures for translating the reading passages into the targeted language, must be followed as stated in the Test Administration Manual.
- Students needing assistance regarding the test directions or clarification on how to respond to a test item must ask the teacher or test administrator in the room.
- Elaboration or clarification of test items is not permitted by either the translator or the test administrator.
- Two proctors are required to be present throughout the entire testing session. The translator is not considered a proctor or test administrator.
- Students who require adaptive translation should be tested individually, in a separate location, to prevent distractions and to provide the optimal assessment experience, that closely mirrors the student's prior translated instructional and assessment experience.
- During translation, associated facial expressions, and body posture must be carefully produced so that the student is not provided any kind of biased cue or clue to the item's answer.
- Verbal translations may be repeated, but the translation must be repeated exactly, each time.
- The translator may ask for clarifying information about test questions to the teacher or test administrator before translating the question to the student.

Unacceptable Parameters

- The translator must use the embedded text-to-speech to translate the assessment for the student.
- The translator may not interrupt the student at any time.
- The translator may not answer clarifying questions about an item on the test.
- The translator may not influence the student's response in any way.
- The translator may not prompt the student.

For questions or more clarification please contact:

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