

Web-Based Translation Applications for Read-Aloud Test Directions for Multilingual Learners

This document provides guidance on the use of web-based translation applications for multilingual learner (ML) students who require translated read-aloud test directions in their native languages while taking the New Jersey Student Learning Assessments (NJSLA) or New Jersey Graduation Proficiency Assessment (NJGPA) in the tested content areas of English language arts (ELA), mathematics, and/or science assessments. The guidance is intended for local education agencies (LEAs), who have been unable to secure a New Jersey certificated professional who speaks the student’s native language, to read the read-aloud test directions to students during testing. **The use of web-based translation applications is for the read-aloud test directions only.**

Select the testing program and content area(s)

Testing program:

Content Area (select all that apply): **ELA** **Math** **Science**

Provide the name of the web-based translation application used:

LEAs with MLs who require translated read-aloud test directions may use a web-based translation application **only** when the LEA does not have a New Jersey certificated professional who speaks the student’s native language. The following protocol must be followed:

- MLs who require read-aloud test directions via the use of a web-based translation application may be tested in a one-to-one setting. If headphones are used, they must be connected to the device that will provide the web-based translation.
 - Note: Two or more students who require read-aloud test directions and share the same native language may be tested in the same test environment. The device with the web-based translation application may be connected to speakers for the students in the testing environment to listen to the read-aloud test directions at the same time.
- Prior to the administration of the test, the test administrator (TA) must review the English version of the read-aloud test directions provided for the specific assessment. Once the TA has completed their review of the read-aloud test directions, the TA must have an electronic copy of the read-aloud test directions saved on the device that will be used.
- The TA should copy the test directions from the electronic English version of the read-aloud test directions and paste the text directly into the web-based translation application. This step must be repeated for each read-aloud test direction for that unit of testing. The TA must ensure the correct translated language setting is selected for the student based on their native language.
 - Note: If the TA is unable to copy the text from the electronic English version of the read-aloud test directions, the TA must type the read-aloud test directions verbatim from the electronic English version of the read-aloud test directions into the device with the web-based translation application.
- During testing, the student must record their responses to the test items in their own assigned testing device.
- After testing, the device used for providing the read-aloud test directions must be reviewed by the District Test Coordinator, School Test Coordinator and Technology Coordinator to ensure it was used for its original intent. The review process must include an inspection of the device’s web history to ensure test security was not violated.

Note: The New Jersey Department of Education does not endorse any specific web-based translation applications. It is the responsibility of LEAs to ensure the quality and reliability of the web-based translation application used. LEAs must exercise prudent judgment and caution in ensuring the web-based translation application will be able to provide the read-aloud test directions to the student in their native language without compromising test security or the validity of the assessment.

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Web-Based Read-Aloud Translation Applications Statement

By completing this form, I hereby certify that I fully understand and have complied with the above listed protocol:

District Test Coordinator:

Print Name

Signature

Date: (mm/dd/yyyy)

School Test Coordinator:

Print Name

Signature

Date: (mm/dd/yyyy)

Technology Coordinator:

Print Name

Signature

Date: mm/dd/yyyy)

Test Administrator:

Print Name

Signature

Date: (mm/dd/yyyy)

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Directions

District Test Coordinators are required to upload the form to PAN once completed. Please ensure you have selected the correct administration scope (i.e., NJSLA/NJGPA-ELA/Math or NJSLA-Science). To upload the form to PAN, please follow the steps below:

1. Log into PAN and select "Support".
2. Select "Support Requests" from the drop-down menu.
3. Under "Select Tasks", click on "Create/Edit Requests" and then click on "Start".
4. Type the information in the required fields (i.e., Organization, Title, Category, Question/Concern). Under "Category", select "Other".
5. Click on "Choose Files", select the file from your device to upload and then click on "Create".

After successfully uploading the form to PAN, you will be provided with a five-digit Support Request number. Please provide the five-digit Support Request number to the appropriate state assessment coordinator via email within five days of the completion of testing. Do not attach an electronic copy of this document to any email communication initiated with state assessment coordinators to ensure student personally identifiable information (PII) is protected.

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