

Guidelines for Use of the WKCE Hmong and Spanish Translation Accommodation

Use of the translation accommodation is optional – the school or district should decide whether a student would benefit from translation support. If translation support is needed for a Hmong- or Spanish-speaking ELL student, the DPI translations should be used. DPI created the translation accommodation materials to reduce the burden on districts and to offer districts standardized translations. Districts have previously had the option to provide translation accommodations on their own.

General Considerations

- The translation accommodation is intended for English Language Learners who are fluent in Hmong or Spanish and who ideally have some sort of native language support in their daily instruction. Such students are usually ELP level 1 or 2; however, there may be other students who would find translation accommodations to be helpful.
- The translation accommodation includes two parts:
 - **Translation written scripts** of all test items for Mathematics, Science and Social Studies, and directions for Reading, Language Arts, and Writing.
 - **DPI provided glossaries** are bilingual word lists that are provided in Spanish and Hmong specific to the content areas. This is not provided or allowed for Reading, Language Arts, or Writing.
 - Commonly used vocabulary that may be unfamiliar to the student
 - Difficult to translate words
 - Provided for Science, Social Studies, Mathematics
- Students may use all or part of the translation accommodation.
- Teachers will need to consider students' educational experiences, LEP level, level of literacy in English and native language, and instructional plan in order to create an appropriate testing situation.
- Decisions will need to be made regarding:
 - Copying and distribution of written scripts and glossaries
 - Testing location
 - Grouping of students
 - Staffing
 - Time to practice/familiarize students with accommodation
 - Time to administer accommodation

Test Security Precautions

The translation accommodations (except for the glossaries) are secure materials. Please take the following precautions to maintain test security:

- Have everyone handling these materials sign a confidentiality agreement form if they haven't already done so (available at <http://dpi.wi.gov/oea/dacforms.html>).
- Number every copy (whether paper or CD), and sign the numbered copies in and out.
- After testing is complete, destroy all copies. Keep on file a confirmation of destruction form.
- Violations of test security may result in invalidation of test results and possible disciplinary action by the district.

Considerations for Using Translation Accommodation Scripts

- The scripts are designed to be a side-by-side translation accommodation.
- The scripts are intended to be printed and can be used in different ways, for example:
 - side-by-side with the WKCE by a student independently
 - to be read by a proctor as a student completes the test in English
 - to be read by a proctor as needed as a student has questions
- Students will record their answers in the WKCE test book, which will be returned for scoring.
- The item and page numbers in the scripts match the English test book.
- It is recommended that students practice going back and forth between the native language and English version before taking the WKCE. Released practice items are available on our Web site at <http://dpi.wi.gov/oea/ells.html>.
- Students may answer the Mathematics Constructed Response (CR) items in Spanish or Hmong. A qualified translator may serve as a scribe and must translate these responses into English and write them in the English test book. Please see the Guidelines for Qualified Translators at http://dpi.wi.gov/oea/doc/translator_guidelines.doc.

If you have any questions regarding the translation accommodation, please direct them to:

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