Recorded Translated Testing Directions Quick Guide

This guide provides instructions for using the *Recorded Translated Testing Directions* for online and paper testing.

The recorded translated testing directions are recorded versions of the scripted portions of the *Testing Directions: Online* and *Testing Directions: Paper* (Preparing for Testing > Testing Directions) and are available in Hmong, Somali, and Spanish. They provide support to multilingual learners, including English learners, former English learners, or students in immersion or dual-language programs. In many cases, it may still be helpful to provide instructions in both English and an additional language.

The applicable *Testing Directions* should be used by the Test Monitor alongside the recorded translated testing directions. The scripted portion of the *Testing Directions* contains additional directions for Test Monitors about tasks to complete alongside the scripted directions (for example, passing out testing tickets, collecting secure materials, etc.).

The Test Monitor must determine whether to project the recorded translated testing directions on a screen so the student can see the text while listening to the audio or whether to have the student listen to the audio only.
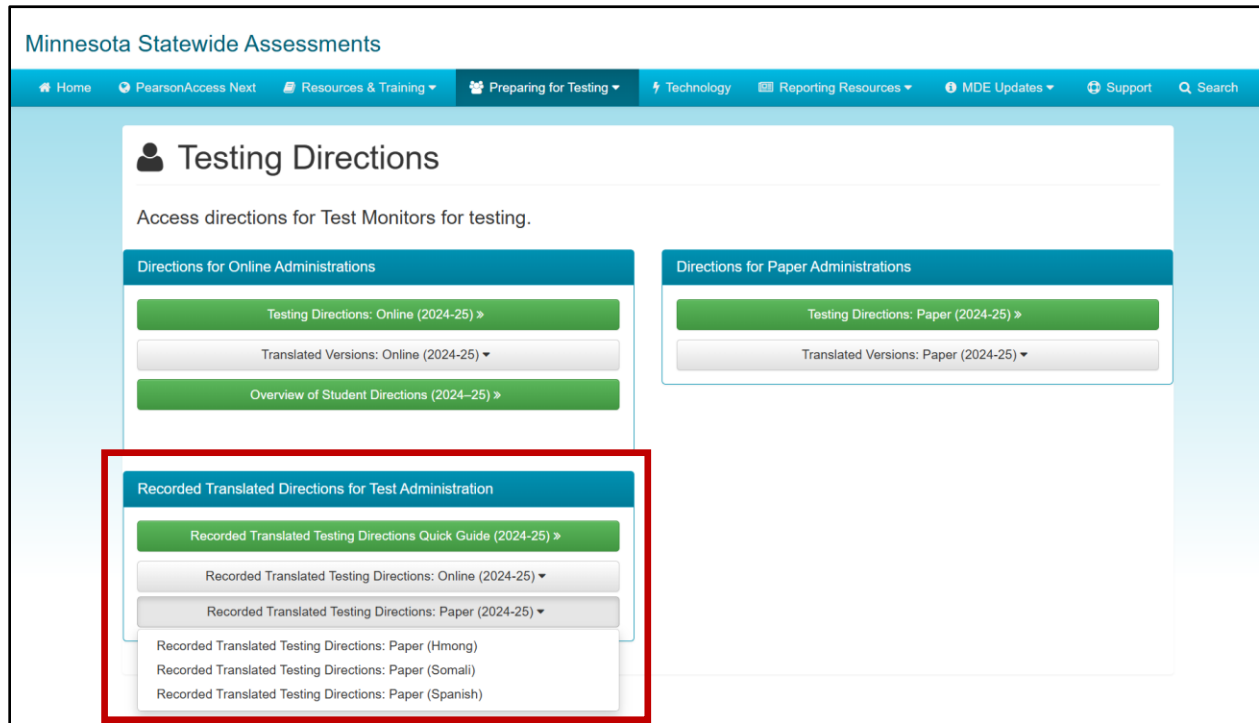
The recorded translated testing directions may be provided in a **small group setting** if all students require it. In a group setting, the Test Monitor must play the recording and navigate through the directions.

The recorded translated testing directions may also be provided to individual students in an **individual setting**. It is recommended that the Test Monitor play the recording and navigate through the directions. However, if the recorded translated testing directions are to be played by the student, rather than the Test Monitor:
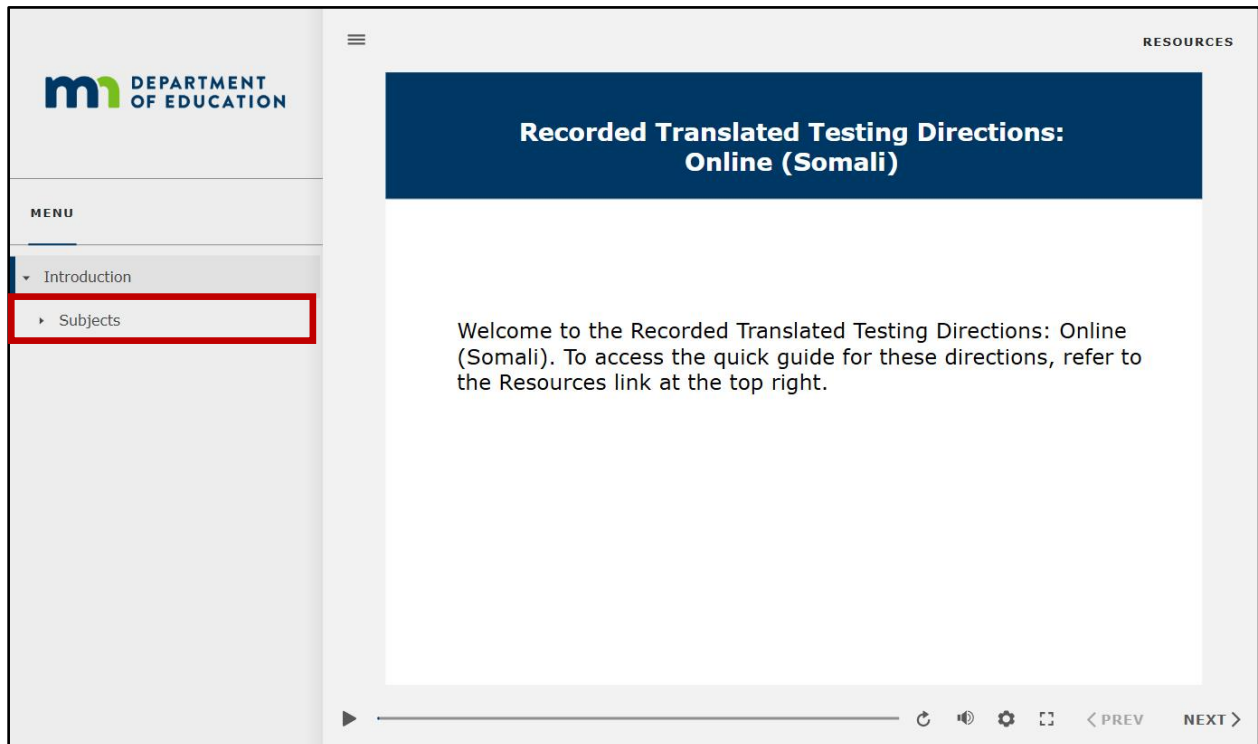
- The device playing the directions must be school owned.
- A second device is required to play the directions, as the student will need access to their testing device to launch TestNav.
- The Test Monitor must ensure that the Internet or other applications cannot be accessible to the student.

Recorded Translated Testing Directions

The Recorded Translated Testing Directions: Online and Recorded Translated Testing Directions: Paper (Preparing for Testing > Testing Directions) are available in three translated languages: Hmong, Somali, and Spanish. Select the language to launch the recorded translated testing directions in that language.
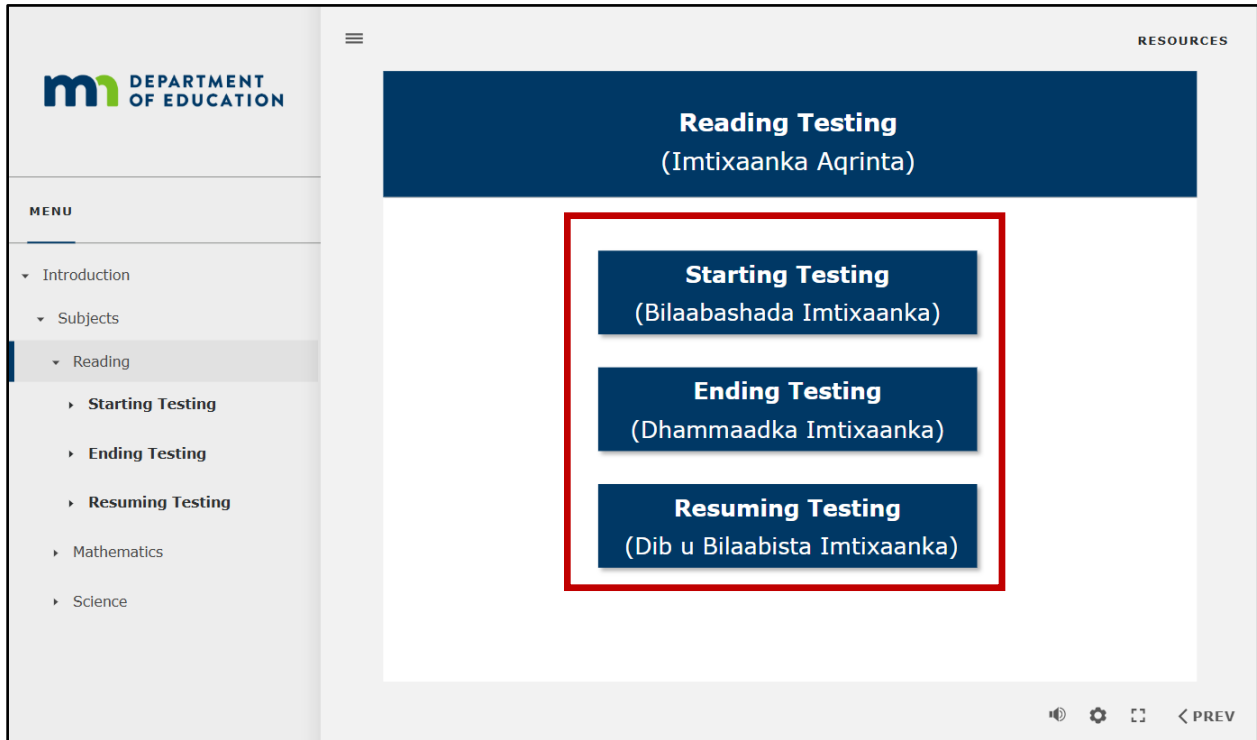

The recorded translated testing directions will open in a new browser window. In the menu on the left, select "Subjects" to open testing directions specific to Reading, Mathematics, or Science.

For each subject, the recorded translated testing directions are organized into separate instructions for the first day of testing and any following days. Select the blue tab to open the applicable directions for that day of testing.

Example: Recorded Translated Testing Directions: Online (Somali) - Reading

Select the **Play** button in the control panel at the bottom of the screen. The audio will play in the translated language. Both the English and translated text are displayed on the screen. Select the **Next** button to go to the next slide. Note: Refer to the applicable *Testing Directions* before moving to the next slide, as there are Test Monitor-specific instructions to be followed between each slide.