

# USBE Adaptive Translation Request Form for Summative Assessment

If a student who is learning English requires an adaptive language translation service **for languages other than Spanish**, as outlined in the student's educational language instructional and assessment plan, this request form must be completed and emailed to **Cydnee McCarty** ([Cydnee.mccarty@schools.utah.gov](mailto:Cydnee.mccarty@schools.utah.gov)) at the Utah State Board of Education(USBE).

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.

The adaptive translation qualifying criteria applies to all languages other than English. **The form is required for all languages other than English or Spanish.**

## Adaptive Translation Qualifying Criteria:

The Adaptive Translation assessment accommodation is appropriate for students learning English who meet the following:

### Meets at least one of the following criteria:

- WIDA ACCESS Listening domain score of 2.5 or lower
- WIDA ACCESS Reading domain score of 2.5 or lower
- WIDA Screener Listening domain score of 2.5 or lower
- WIDA Screener Reading domain score of 2.5 or lower

### AND meets BOTH of the following criteria:

- The student has been receiving classroom instruction and assessments in the target language for adaptive translation.
- The student has proficient academic language, in the target language for adaptive translation, reading and/or listening capabilities for their age/grade as indicated by the student and parent/guardian if academic records are not available.

### AND meets at least one of the following criteria:

- The EL student has been in a US school(s) for 0-3 school years.
  - Adaptive translation is allowable during school years 0-3 in the United States
  - For EL students that have been enrolled in a US school(s) for 3 or more consecutive school years, an LEA is required to determine the appropriateness of the adaptive translation accommodation on a case-by-case basis, Additional adaptive translation cannot exceed an additional 2 consecutive years for EL students who have been enrolled in a US school for 3 or more consecutive years.

- Please submit the form at least 3–4 weeks prior to testing to ensure a timely response from USBE and to allow adequate time for your LEA to procure and complete translation services.
- Keep a copy of this form in the student's cumulative file.

**Testing Year:**

List school year for accommodation request (Example 2022-2023) \_\_\_\_\_

**Contact Information:**

District/Charter Name \_\_\_\_\_ Date \_\_\_\_\_

School Name \_\_\_\_\_ Student State ID (SSID) \_\_\_\_\_

School Telephone \_\_\_\_\_ Student's Grade \_\_\_\_\_ Years in School \_\_\_\_\_

**Adaptive Translation Language Being Requested** (Spanish provided by USBE):

\_\_\_\_\_

**Give a detailed description of how translation accommodations have been used for classroom instruction and assessment:**

**Indicate Most Recent Language Proficiency Domain Scores**

(Mark only ACCESS or Screener, not both)

Screener Reading                      ACCESS Reading

Screener Listening                      ACCESS Listening

**Assessment/Subject(s) Requiring an Accommodation be Enabled** (Mark all that apply)

**Grades 3-8**

RISE Mathematics

RISE Science

**Grades 9 and 10**

Utah Aspire Plus Reading

Utah Aspire Plus Mathematics

Utah Aspire Plus Science

**Translation Service Provider Contact Information\*:**

Name \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

\*Automated electronic/online translation platforms cannot be used due to test security and reliability.

By signing and submitting this form to USBE for consideration for approval, the principal/designee and LEA assure that:

- The translation service provider meets the LEA's expectations to ensure the integrity of academic English language content presented on the assessment.
- The translation service provider has completed Standard Test Administration and Testing Ethics training and has agreed to follow all standardized assessment policies and procedures as outlined in the assessment Test Administration Manual.

- The translation service provider has signed a Non-Disclosure Agreement to ensure test content security.
- The adaptive translation accommodation is documented on the student’s educational and/or language plan.
- The adaptive translation accommodation was determined in partnership with the LEA’s language services team while eliciting the student’s and parent’s/guardian’s preference.
- The student has proficient academic language, in the target language for adaptive translation, reading and/or listening capabilities for their age/grade as indicated by the student and parent/guardian if academic records are not available.
- The student has been receiving consistent translated classroom instruction and assessments in the target language for adaptive translation.

Principal/LEA Designee Signature \_\_\_\_\_ Date \_\_\_\_\_