
READ ALOUD GUIDELINES IN SPANISH

When a student cannot access text-to-speech, an embedded resource available on the Smarter Balanced assessment, the student may be eligible to work with a test reader to receive this resource in Spanish. A test reader is an adult who provides an oral presentation of the assessment text to an eligible student. The student depends on the test reader to read the test questions accurately, pronounce words correctly, and speak in a clear voice throughout the test. The test reader must be trained and qualified and must follow the *Smarter Balanced Read Aloud Guidelines* presented here. The guiding principle in reading aloud is to ensure that the student has access to test content.

On Smarter Balanced Assessments, test readers are allowable across all grades as a **designated support** for mathematics stimuli and items, and they are read verbatim as they appear in dual language presentation. For information on documentation requirements and decision-making criteria for use of test readers and all other Smarter Balanced resources, please see the [Smarter Balanced Usability, Accessibility, and Accommodations Guidelines](#).

QUALIFICATIONS FOR TEST READERS

- ▶ The test reader should be a biliterate adult who is familiar with the student, and who is typically responsible for providing this support during educational instruction and assessments.
- ▶ Test readers must be trained on the administration of the assessment in accordance with member policy and familiar with the terminology and symbols specific to the test content and related conventions for standard oral communication.
- ▶ Test readers must be trained in accordance with Smarter Balanced and member administration, as well as security policies and procedures as articulated in Smarter Balanced and Consortium member test administration manuals, guidelines, and related documentation.

PREPARATION

- ▶ Test readers should read and sign a test security/confidentiality agreement prior to test administration.
- ▶ Test readers are expected to familiarize themselves with the test environment and format in advance of the testing session. Having a working familiarity with the test environment and format will help facilitate reading of the test.
- ▶ Test readers should have a strong working knowledge of the embedded and non-embedded universal tools, designated supports, and accommodations available on Smarter Balanced assessments.
- ▶ Test readers should be aware of and familiar with all additional supports and/or accommodations provided to a student in accordance with the student's Individualized Education Program (IEP) or 504 plan. This will ensure that there are plans in place for providing all needed designated supports and accommodations.
- ▶ In addition to a test reader, students may make use of any other approved specialized tools or equipment during the test as appropriate and in accordance with the *Usability, Accessibility, and*

Accommodations Guidelines. Test readers should be familiar with any assistive technology or approved supports the student requires.

- ▶ Test readers should have extensive practice in providing read aloud support in Spanish and must be familiar and comfortable with the process before working directly with a student.
- ▶ The reader should be knowledgeable of procedures for reading aloud text by content area (see Table 1 below).
- ▶ The test reader should meet with the student in advance and inform the student of the parameters of the support. A suggested test reader script is included at the end of the *Read Aloud Guidelines*.
- ▶ Unless otherwise specified by a student’s IEP or 504 plan, the test reader does not have a role in manipulating the test or assisting with any other support tools. Test readers should be ready with appropriate script that reinforces the parameters during the test session.

GENERAL GUIDELINES

- ▶ The test reader’s support should ideally be provided in a separate setting so as not to interfere with the instruction or assessment of other students.
- ▶ Read each question exactly as written and as clearly as possible.
- ▶ Throughout the exam, strive to communicate in a neutral tone and maintain a neutral facial expression and posture.
- ▶ Avoid gesturing, head movements, or any verbal or non-verbal emphasis on words not otherwise emphasized in text.
- ▶ Avoid conversing with the student about test questions as this would be a violation of test security; respond to the student’s questions by repeating the item, words or instructions verbatim as needed.
- ▶ Do not paraphrase, interpret, define, or translate any items, words, or instructions as this would be a violation of test security.
- ▶ Spell any words requested by the student.
- ▶ Adjust your reading speed and volume if requested by the student.

POST-ADMINISTRATION

- ▶ The test reader must collect scratch paper, rough drafts, and login information immediately at the end of the testing session and deliver it to the test administrator in accordance with Smarter Balanced and Consortium member policies and procedures.
- ▶ The test reader must not discuss any portion of the test with others.

SPANISH USAGE/CONVENTIONS

- ▶ **Punctuation:** Read all text as punctuated, unless reading the text compromises the construct being measured.
- ▶ **Ellipses:** When an ellipsis is used to signify missing text in a sentence, pause briefly, and read as “punto, punto, punto.”
- ▶ **Quotations:** Quotation marks should be verbalized as “comillas” and “fin de comillas” at the beginning and end of quoted material, respectively.
- ▶ **Emphasis:** When words are printed in boldface, italics, or capitals, tell the student that the words are printed that way. In order not to provide an unfair advantage to students receiving this support,

test readers should be cautious not to emphasize words not already emphasized in print. Emphasis is appropriate when italics, underlining, or bold is used in the prompt, question, or answers.

- ▶ **Misspellings:** In some cases, a test item may present a word or phrase that is intentionally misspelled as part of the assessment. In these instances, the student is required to respond in a specific way. When presented with intentionally misspelled words, test readers should not attempt to read the word(s) aloud as pronunciation is somewhat subjective.

IMAGES/GRAPHICS/DIAGRAMS

- ▶ Before describing an image or graphic, the test reader should determine whether the details of the picture are necessary to understanding and responding to the item(s). In many cases, an image or graphic will be used to accompany a passage or reading excerpt as a piece of visual interest that is not essential in responding to the item. Typically, diagrams are imperative to student understanding and should be read in a logical order.
- ▶ Describe the image/graphic/diagram as concisely as possible following a logical progression. Focus on providing necessary information and ignoring the superfluous. Use grade-appropriate language when describing the image/graphic/diagram.
- ▶ Read the title or caption, if available.
- ▶ Any text that appears in the body of an image/graphic/diagram may be read to a student. Read text in images/graphics/diagrams in the order most suited for the student's needs. Often the reader moves top to bottom, left to right, in a clockwise direction, or general to specific in accordance with teaching practices.

PASSAGES

- ▶ Read the passage in its entirety as punctuated (e.g., pauses at periods and commas; raised intonation for questions). Do not verbalize punctuation marks other than ellipses and quotation marks, as noted above.
- ▶ If the student requires or asks for a specific section of the passage to be re-read with the punctuation indicated, the test reader should re-read those specific lines within the passage and indicate all punctuation found within those lines as many times as requested by the student.
- ▶ When test questions refer to particular lines of a passage, read the lines referenced as though they are part of the item.

MATHEMATICAL EXPRESSIONS

- ▶ The test reader must read mathematical expressions precisely and with care to avoid misrepresentation for a student who has no visual reference. For mathematics items involving algebraic expressions or other mathematical notation, it may be preferable for the reader to silently read the mathematical notations or the entire question before reading it aloud to the student.
- ▶ Test readers must read mathematical expressions with technical accuracy. Similar expressions should be treated consistently.
- ▶ In general, numbers and symbols can be read according to their common Spanish usage for the student's grade level.
- ▶ Additional examples may be found in the table below.

- Abbreviations and acronyms should be read as full words. For example, 10 *cm* needs to be read as “diez centímetros.” Some abbreviations may be read differently by different readers. For example, cm^3 may be read as “centímetros cúbicos” or “centímetros al cubo.”

Test Reader Guidance for Mathematics

Numbers

Description	Example(s)	Read as:
Large whole numbers	632,407,981 45,000,689,112	“seiscientos treinta y dos millones cuatrocientos siete mil novecientos ochenta y uno” “cuarenta y cinco mil millones seiscientos ochenta y nueve mil ciento doce”
Decimal numbers	0.056 4.37	"cero punto cero cinco seis" "cuatro punto tres siete"
Fractions – common Fractions – not common – read as “numerator over denominator”	$\frac{1}{2}$, $\frac{1}{4}$, $\frac{2}{3}$, $\frac{4}{5}$ $\frac{14}{25}$ $\frac{487}{6972}$	“un medio, un cuarto, dos tercios, cuatro quintos” “catorce sobre veinticinco” "cuatrocientos ochenta y siete sobre seis mil novecientos setenta y dos"
Mixed numbers - read with “and” between whole number and fraction	$3\frac{1}{2}$ $57\frac{3}{4}$	“tres y un medio” “cincuenta y siete y tres cuartos”
Percents	62% 7.5% 0.23%	"sesenta y dos por ciento" "siete punto cinco por ciento" "cero punto veintitrés por ciento"
Money - if contains a decimal point, read as “dollars AND cents”	\$4.98 \$0.33 \$5368.00	“cuatro dólares y noventa y ocho centavos” “cero dólares y treinta y tres centavos” "cinco mil trescientos sesenta y ocho dólares y cero centavos"

Description	Example(s)	Read as:
Negative numbers - do NOT read negative sign as "minus"	- 3 - $\frac{5}{8}$ -7.56	"negativo tres" "negativo cinco octavos" "negativo siete punto cinco seis"
Dates (years)	1987 2005	"mil novecientos ochenta y siete" "dos mil cinco"
Roman Numerals	I II III IV	"número uno romano" "número dos romano" "número tres romano" "número cuatro romano"
Ratios	$x: y$	"'x' es a 'y'"
Square roots and cube roots	$\sqrt{6}$ $\sqrt[3]{16}$	"raíz cuadrada de seis" "raíz cúbica de dieciséis"

Operations

Description	Example(s)	Read as:
Addition	$\begin{array}{r} 13 \\ + 27 \\ \hline \end{array}$ $13 + 27 =$ $13 + 27 = ?$	"trece más veintisiete es igual a" "trece más veintisiete es igual a signo de interrogación"
Subtraction	$\begin{array}{r} 487 \\ - 159 \\ \hline \end{array}$ $487 - 159 =$ $487 - 159 = ?$	"cuatrocientos ochenta y siete menos ciento cincuenta y nueve es igual a" "cuatrocientos ochenta y siete menos ciento cincuenta y nueve es igual a signo de interrogación"
Multiplication	$\begin{array}{r} 63 \\ \times 49 \\ \hline \end{array}$ $63 \times 49 =$ $63 \times 49 = ?$	"sesenta y tres por cuarenta y nueve es igual a" "sesenta y tres por cuarenta y nueve es igual a signo de interrogación"

Description	Example(s)	Read as:
Division – Vertical or Horizontal	$\frac{120}{15} = 8$ $120 \div 15 = 8$	“ciento veinte dividido entre quince es igual a ocho”
Operations with boxes	$3 + \square = 8$	“tres más casilla es igual a ocho”

Expressions

Description	Example(s)	Read as:
Expressions containing variables (any letter may be used as a variable)	$N + 4$	“‘N’ más cuatro”
	$8x - 3$	“ocho ‘x’ menos tres”
	$4(y - 2) + 5 = 7$	“cuatro abre paréntesis ‘y’ menos dos cierra paréntesis más cinco es igual a siete”
	$V = \frac{4}{3}\pi r^3$	“‘V’ es igual a cuatro tercios de pi por ‘r’ al cubo”
	$\frac{ t - 2}{6} \leq 15$	“el valor absoluto de ‘t’ menos 2 dividido entre seis es menor que o igual a quince”
	$x^2y^3 = -36$	“‘x’ al cuadrado por ‘y’ al cubo es igual a negativo treinta y seis” o “‘x’ a la segunda potencia por ‘y’ a la tercera potencia es igual a negativo treinta y seis”
$156x \geq 4$	“ciento cincuenta y seis ‘x’ es mayor que o igual a cuatro”	
Functions and inverse functions (Read “of” instead of parentheses)	$f(x)$ $f(x + 2)$ $f(g(x))$	“‘f’ de ‘x’” “‘f’ de ‘x’ más dos” “‘f’ de ‘g’ de ‘x’”

Description	Example(s)	Read as:
Coordinate pairs Answer choices with no other text	the point (-1, 2) the point A is at (6, 3) A. (-3, -4)	“el punto (pausa) negativo uno coma dos” “el punto ‘A’ está en (pausa) seis coma tres” “‘A’ (pausa) negativo tres coma negativo cuatro”

Comparing Lines, Shapes, and Angles

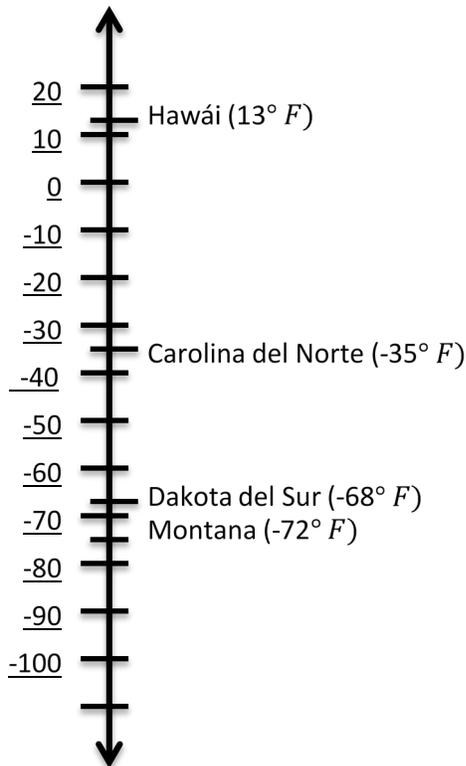
Description	Example(s)	Read as:
Parallels	$\overline{AB} \parallel \overline{CD}$	“el segmento de recta AB es paralelo al segmento de recta CD”
Perpendiculars	$\overline{AB} \perp \overline{CD}$	“el segmento de recta AB es perpendicular al segmento de recta CD”
Similar and congruent	$\triangle ABC \sim \triangle DEF$ $\angle ABC \cong \angle DEF$	“el triángulo ABC es semejante al triángulo DEF” “el ángulo ABC es congruente con el ángulo DEF”
Lines, line segments, rays, arcs	\leftrightarrow_{BC} \overline{CD} \rightarrow_{BC} \widehat{BC}	“recta B C” “segmento de recta C D” “rayo B C” “arco B C”

Trigonometry

Description	Example(s)	Read as:
Sine	$\sin 25^\circ$	“seno de veinticinco grados”
Cosine	$\cos 35^\circ$	“coseno de treinta y cinco grados”
Tangent	$\tan 10^\circ$	“tangente de diez grados”

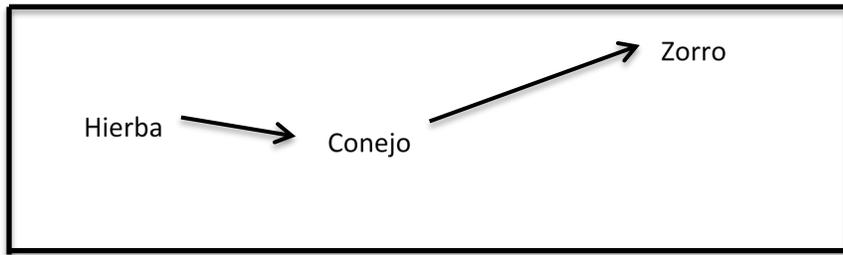
IMAGES/GRAPHICS/DIAGRAMS/TABLES

From Top to Bottom



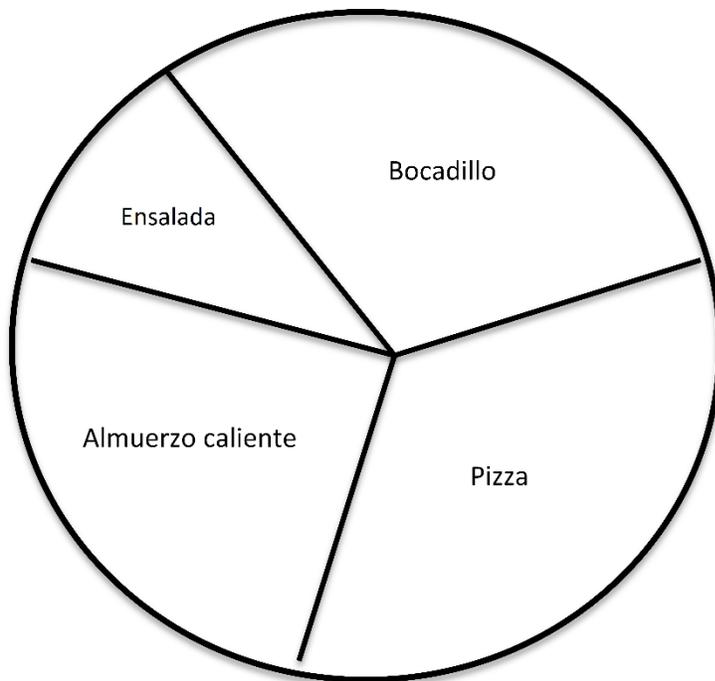
“La recta numérica muestra una línea vertical rotulada de 20 a negativo 100. Cuatro temperaturas están marcadas en la recta numérica. Leyendo desde arriba hacia abajo, los estados representados son: Hawái, trece grados Fahrenheit, Carolina del Norte, negativo treinta y cinco grados Fahrenheit, Dakota del Sur, negativo sesenta y ocho grados Fahrenheit, Montana, negativo setenta y dos grados Fahrenheit”.

From Left to Right



“De izquierda a derecha, la figura se lee: hierba, conejo, zorro”.

Clockwise (Start Wherever Makes Sense.)



“Desde arriba y en sentido de las manecillas del reloj, la figura se lee: bocadillo, pizza, almuerzo caliente, ensalada”.

Tables

1. Read title.
2. Total up the columns and rows.
3. Read column/row headings.
4. Read cell values (only as directional language for the first one).

Resultados del Walk-a-Thon de la escuela

Número de estudiantes	Número de millas recorridas
30	112
46	214
37	98
41	189

“El título de la tabla es Resultados del Walk-a-Thon de la escuela. La tabla tiene dos columnas y cuatro filas. De izquierda a derecha, los títulos de las columnas se leen Número de estudiantes, Número de millas recorridas. De izquierda a derecha, la primera fila se lee treinta, ciento doce. La segunda fila se lee cuarenta y seis, doscientos catorce. La tercera fila se lee treinta y siete, noventa y ocho. La cuarta fila se lee cuarenta y uno, ciento ochenta y nueve”.

SUGGESTED TEST READER SCRIPT

To be used with student in advance of the day of testing.

Hola __,

Soy la persona asignada para leerte el examen que tomarás la próxima semana durante la Evaluación de matemáticas de Smarter Balanced. Me gustaría informarte cómo estaremos trabajando juntos. Cuando te esté leyendo la prueba, será de manera muy distinta a cuando te estoy leyendo durante la clase. Necesito seguir ciertas reglas.

- ▶ No te puedo ayudar con ninguna respuesta.
- ▶ No puedo hacer clic sobre nada en la pantalla.¹
- ▶ No estaré usando diferentes voces de personajes o cambiando mi tono de voz cuando lea. Estaré usando una voz muy directa que no cambie mucho, no importa qué tan emocionante sea la historia o pregunta de la prueba.
- ▶ Si hay una imagen con palabras, leeré esas palabras. Si lo pides, leeré nuevamente las palabras.
- ▶ Algunas veces, ciertas palabras o frases te pueden dar una pista si las leo en voz alta. En esos casos, no leeré esas palabras, sino que las señalaré en la pantalla [o en el cuadernillo, si está en braille o impreso] y continuaré leyendo.
- ▶ Puedo ayudarte con tus [***list any assistive technology that the student may require that would need adult support, if that support is provided by you].
- ▶ Me puedes pedir que lea nuevamente partes de la prueba si no me escuchaste o necesitas más tiempo para pensar.
- ▶ Me puedes pedir que haga una pausa en la lectura si necesitas tomar un descanso.
- ▶ Me puedes pedir que lea más despacio o más rápido, o que lea más alto o bajo si tienes dificultad entendiendo lo que leo.
- ▶ Leeré ciertos signos de puntuación, pero si necesitas que lea nuevamente una oración y que te lea la puntuación, puedo hacerlo.
- ▶ Si me haces una pregunta sobre la prueba, lo único que te voy a decir es: "Haz tu mejor trabajo. No te puedo ayudar en eso".
- ▶ ¿Tienes alguna pregunta sobre cómo vamos a trabajar juntos durante la prueba?

¹ A reader may click on something on the screen only if this is an identified need in the student's IEP or 504 plan and the reader has received appropriate training on when and how to do so.

REFERENCES

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