



Recorded Translated Testing Directions

Quick Guide

This guide provides instructions for using the *Recorded Translated Testing Directions* for online and paper Reading, Mathematics, and Science MCAs.

The recorded translated testing directions are recordings of the scripted portions of the [Testing Directions: Online](#) and [Testing Directions: Paper](#) (Minnesota Assessment Hub > Resources & Training > Test Administration Resources) and are available in Hmong, Somali, and Spanish. They may provide support to multilingual learners, including English learners, former English learners, or students in immersion or dual-language programs. In many cases, it will be helpful to provide the instructions in both English and in the additional language.

The Test Monitor should use the applicable *Testing Directions* alongside the recorded translated testing directions. The scripted portion of the *Testing Directions* contains additional instructions for tasks Test Monitor need 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 the students require it. In a group setting, the Test Monitor must play the recording and navigate through the directions.

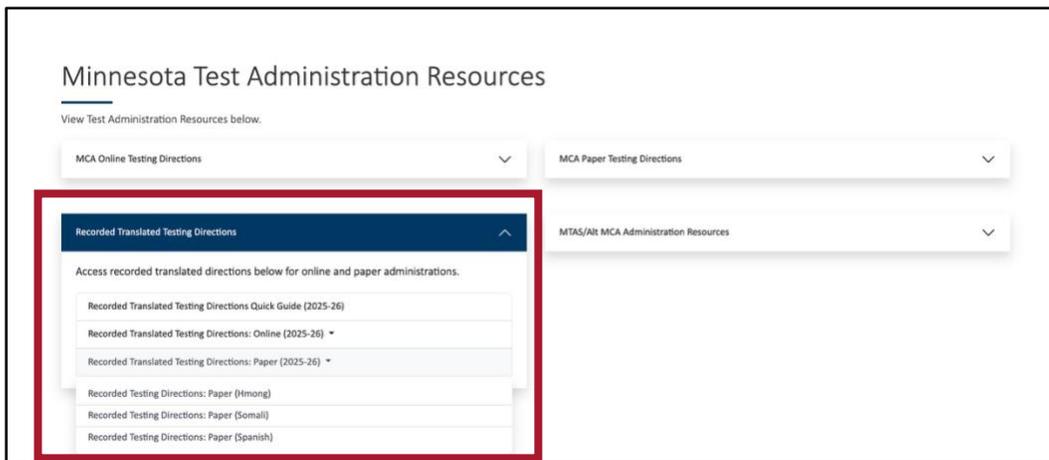
The recorded translated testing directions may also be provided to individual students in an **individual setting**. It is recommended that the Test Monitor play the recording and navigate through the directions. However, if the recorded translated testing directions are to be played by the student, rather than the Test Monitor:

- If the student is testing online, 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 are not accessed by the student.
- The device playing the directions must be school-owned.

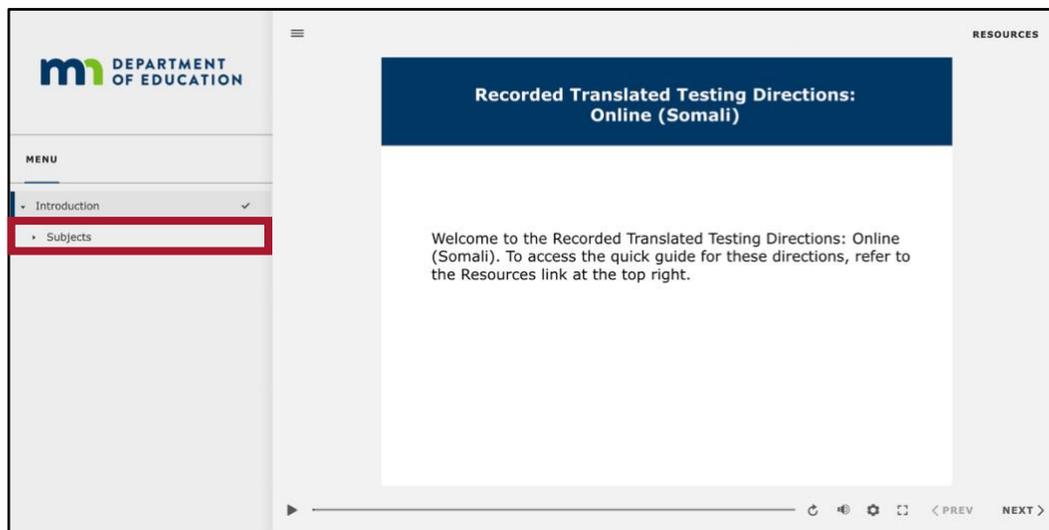


Instructions for Using the Recorded Translated Testing Directions

The *Recorded Translated Testing Directions: Online* and *Recorded Translated Testing Directions: Paper* are available on the [Test Administration Resources page](#) of the Minnesota Assessment Hub (Minnesota Assessment Hub > Resources & Training > Test Administration Resources). Select the version of directions (online or paper) and the language needed (Hmong, Somali, or Spanish) to launch the recorded translated testing directions.

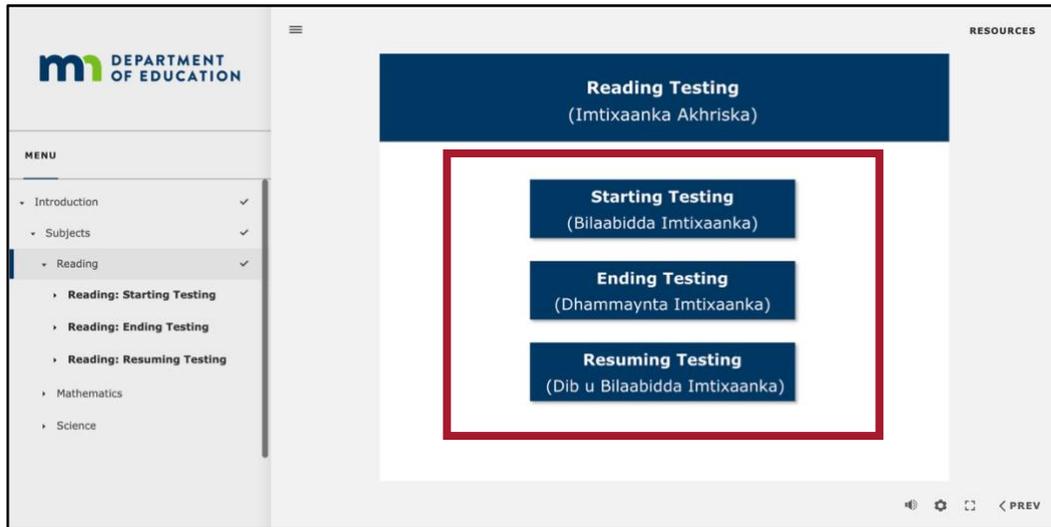


The recorded translated testing directions will open in a new browser window. In the menu on the left, select **Subjects** to open testing directions specific to Reading, Mathematics, or Science.

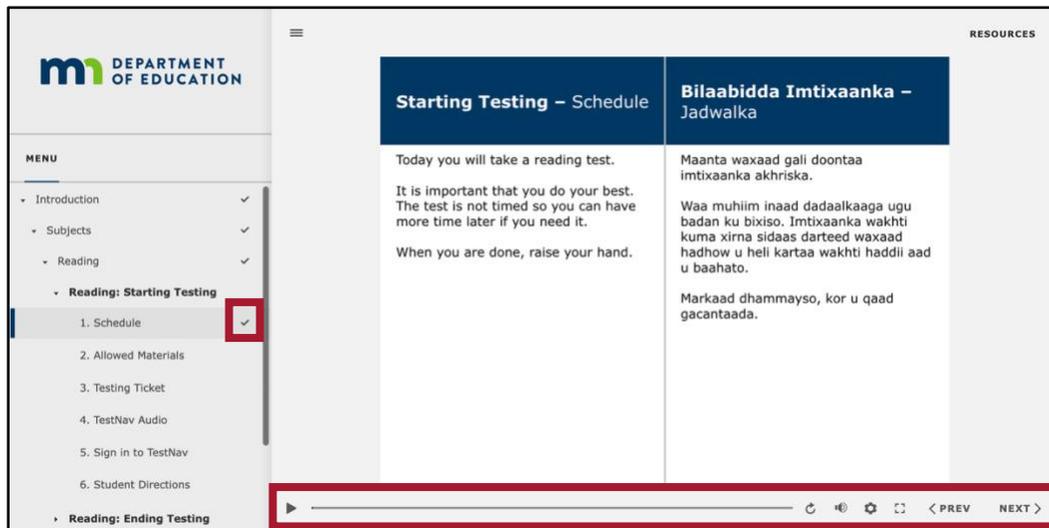


For each subject, the recorded translated testing directions are organized into separate instructions for the first day of testing, resuming testing on any following days, and ending testing. Select the directions specific for that day of testing (Starting Testing, Ending Testing, or Resuming Testing) either in the menu on the left or via the applicable blue box displayed on the screen.

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. To go to the next slide or the previous slide, use the **Next** and **Prev** button in the bottom right corner of the screen. You can also navigate through the slides by expanding the menu titles on the left side of the screen. A checkmark appears next to the title in the menu after you have visited the slide.



Note: Before moving to the next slide, refer to the applicable *Testing Directions* for Test Monitor-specific instructions to be followed between each slide (for example, putting away cell phones/wearable technology devices, distributing testing tickets/scratch paper, assisting students with TestNav sign in, etc.).



For the Recorded Translated Testing Directions: Paper, the following sections will prompt you to select the appropriate grade level or grade band box on the screen (for example, Grades 3-4 or Grades 5-8 and 11):

- Mathematics: Starting Testing – Opening Test Book
- Mathematics: Starting Testing – Calculators
- Mathematics: Resuming Testing – Calculators

Select the applicable box for the grade(s) being tested. Then begin the audio for the slide.

Examples: Recorded Translated Testing Directions: Paper (Somali) – Mathematics

Starting Testing – Opening Test Book	Bilaabidda Imtixaanka – Furitaanka Buugga Imtixaanka
Select your grade level below. Dooro heerka fasalkaaga hoos.	
<div data-bbox="617 840 1055 1081" style="border: 2px solid red; padding: 10px;"><div data-bbox="649 861 1023 945" style="background-color: #003366; color: white; padding: 5px; text-align: center;">Grades 3-4 (Fasalada 3-4)</div><div data-bbox="649 966 1023 1050" style="background-color: #003366; color: white; padding: 5px; text-align: center;">Grades 5-8 and 11 (Fasalada 5-8 iyo 11)</div></div>	

Starting Testing – Calculators	Bilaabidda Imtixaanka – Aaladaha Wax Lagu Xisaabiyo
Select your grade level below. Dooro heerka fasalkaaga hoos.	
<div data-bbox="617 1470 1055 1711" style="border: 2px solid red; padding: 10px;"><div data-bbox="649 1491 1023 1575" style="background-color: #003366; color: white; padding: 5px; text-align: center;">Grades 3-8 (Fasalada 3-8)</div><div data-bbox="649 1596 1023 1680" style="background-color: #003366; color: white; padding: 5px; text-align: center;">Grade 11 (Fasalada 11)</div></div>	