



# Qualifications and Guidelines for Translators and Interpreters



This document is intended to assist districts in the selection of highly qualified translators or interpreters and provide them guidelines to administer the Forward Exam.

- **Translation** is the rendering of a written text from one language (source language) into another language (target language).
- **Interpretation** is the immediate communication of language from the source language into the target language. Interpreters should be used to provide sight translations<sup>1</sup> for the Forward Exam.

## Suggested Qualifications of Translators and Interpreters

Preference should be given to individuals with bachelor's degrees in modern languages or a certification in either translation or interpretation. When this is not possible, translators and interpreters should have the following qualifications:

- Mastery of the target language and dialect
- Familiarity with both cultures
- Extensive general and academic vocabulary in both languages
- Ability to express thoughts clearly and concisely in both languages
- Familiarity with the Wisconsin education system

## Who does not qualify as an interpreter?

- Other students
- A relative or guardian (i.e. mother, father, brother, sister, aunt, uncle, grandparent)

Translators and interpreters should participate in all aspects of staff training related to test administration and test security, with additional training on the guidelines described below.

## Guidelines for Translation and Interpretation

- Test directions, questions, and answer choices should be read to students using direct interpretation when possible. Care should be taken not to alter the intended meaning of the text.
- When providing sight translations<sup>1</sup> or scripted oral translations, it is critical to maintain a neutral voice and not provide any hints of the possible correct answer. Care must also be taken to not inadvertently provide cues through body language.
- Use the Guidelines for Read Aloud to assist you in your translation. Sign the Read Aloud Confidentiality Form.
- The Forward Exam Mathematics, Science, and Social Studies tests may be translated/interpreted. **For the English Language Arts (ELA) test, only the test directions may be translated/interpreted.**

<sup>1</sup> *Sight Translation is the oral, on-the-fly rendering of test directions, items, or both from English into a student's native language. This type of accommodation differs from scripted oral translation in that instead of reading from a script, the test administrator orally translates as he or she reads. This "on-the-fly" interpretation also distinguishes sight translation from written translation.*