

To: Corporation Test Coordinators, English Learner Coordinators

From: Dr. Charity Flores, Director of Assessment

Date: January 4, 2021

Subject: WIDA ACCESS Test Administrator Script with Spanish Translation

The Indiana Department of Education (IDOE) published a [Spanish translation](#) of the *2020-2021 WIDA ACCESS Online Test Administration Script for Grades 4-12*. This nonsecure script can also be accessed on IDOE's website under [WIDA Policy and Guidance](#). Schools may utilize the translated script during the administration of WIDA ACCESS Online to students in grades 4-12, as needed.

Please note the following:

- Only the scripted (spoken) text in **bold** is translated.
- Students being administered WIDA ACCESS Online with the Spanish translated script should be tested separately from students being tested with the standard (English) script.
- It is permissible for a non-certified staff member to read the Spanish translated script during test administration under the direct supervision and guidance of a certified Test Administrator (TA) who successfully completed the required WIDA ACCESS Online Grades 1-12 training course and quiz.
- It is permissible for a school to produce a recording of the Spanish-translated script (spoken/bolded text only) in order for a non-Spanish speaking TA to utilize during test administration.
- All other test administration procedures must be followed. For example, if a student asks a question in Spanish, the staff member reading the translated script may only repeat directions from the script.

IDOE offers the translated script as an optional resource for schools for the WIDA ACCESS test administration. Schools must determine locally which students, if any, will be administered testing with the Spanish translated script.

Please contact the Office of Student Assessment at 888-544-7837 or INassessments@doe.in.gov with questions.