



## Guidelines for Read Aloud, Test Reader

Updated December 9, 2015

When a student cannot access text-to-speech, an embedded resource available on the Smarter Balanced English Language Arts (ELA) and Mathematics Assessments, Hawai'i State Science Assessments (HSA Science), and the Algebra I, Algebra II, Biology I, and U.S. History End-of-Course (EOC) Exams, the student may be eligible to work with a test reader. 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 Hawai'i Statewide Assessment Program (HSAP) *Guidelines for Read Aloud, Test Reader* that are presented here and were adapted from the *Smarter Balanced Guidelines for Read Aloud, Test Reader*. The guiding principle in reading aloud is to ensure that the student has access to test content.

On HSAP assessments, test readers are allowable across all grades as a **designated support** for Smarter Balanced ELA and mathematics items as appropriate (not ELA reading passages), HSA Science items, and EOC Exams items. Test readers are allowable for Smarter Balanced ELA reading passages as a **documented accommodation** in grades 3 - 8, and 11. Note that this accommodation is appropriate for a very small number of students (estimated to be approximately 1-2% of students with disabilities participating in a general assessment). The Read Aloud designated support and/or accommodation are intended only for students who are unable to listen to the text-to-speech designated support and/or accommodation. For information on documentation requirements and decision-making criteria for use of test readers, please see the *Smarter Balanced Usability, Accessibility, and Accommodations Guidelines* that also apply to the HSA Science Assessments and EOC Exams.

### Qualifications for Test Readers

- The test reader should be an 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 state policy, and be familiar with the terminology and symbols specific to the test content and related conventions for standard oral communication. (Hawai'i Read Aloud Test Readers must view the Read Aloud Training Module (Smarter Balanced Assessments only), and is posted in the Training and Webinars folder on the Resources page at <http://alohahsap.org>).
- Test readers must be trained in accordance with HSAP test administration and security policies and procedures as articulated in the administration manuals, guidelines, and related documentation for each assessment and exam.

### 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 each test session. Having a working familiarity with the test environment and format will help facilitate the reading of the test.
- Test readers should have a strong working knowledge of the embedded and non-embedded accessibility and accommodations options and features available on HSAP assessments.
- Test readers should be familiar with the Individualized Education Program (IEP) or 504 plan if the student for whom they are reading has access to additional designated supports and/or accommodations. 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 Smarter Balanced



## HSAP Guidelines for Read Aloud, Test Reader

*Usability, Accessibility, and Accommodations Guidelines* that also apply to the HSA Science Assessments and EOC Exams.

- 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 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 at the end of the *Guidelines for Read Aloud, Test Reader*).
- 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 *Guidelines for Read Aloud, Test Reader*.
- 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 as clearly as possible.
- Throughout the test, 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 the 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 test session and deliver it to the test administrator in accordance with Smarter Balanced and state policies and procedures.
- The test reader must not discuss any portion of the test with others.

### English Usage/Conventions

- **Punctuation:** Read all text as punctuated.
- **Ellipses:** When an ellipsis is used to signify missing text in a sentence, pause briefly, and read as 'dot, dot, dot.'
- **Quotations:** Quotation marks should be verbalized as "quote" and "end quote" 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.



## HSAP Guidelines for Read Aloud, Test Reader

### Images / Graphics

- Before describing a picture 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 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.
- Describe the image/graphic 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.
- Read the title or caption, if available.
- Any text that appears in the body of an image may be read to a student. Read text in images in the order most suited for the student's needs. Often the reader moves top to bottom, left to right, or general to specific in accordance with teaching practices.

### Passages

- Read the passage in its entirety as punctuated (e.g., pauses at periods; raised intonation for questions). Do not verbalize punctuation marks other than ellipsis 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 stem.

### Graphic Organizers

- Before reading a graphic organizer, the test reader should discern the most appropriate and logical manner in which to present the information. In general, information should be presented from broad to specific as indicated by the visual components of the document. The test reader should read the terms exactly as indicated in the graphic organizer. No other information about should be articulated. For example, the test reader should not create sentences if information is bulleted or appears in a title or label.
- Use common grade-appropriate language throughout the item and the test when referring to graphic organizers and their attributes (labels, blank cells, stems, etc.).

### Mathematical Expressions

- Mathematical expressions must be read precisely and with care to avoid misrepresentation by 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 read mathematical expressions with technical accuracy. Similar expressions should be treated consistently.
- In general, numbers and symbols can be read according to their common English usage for the student's grade level.
- Numbers greater than 99, however, should be read as individual numbers.
- Additional examples may be found in the attached appendix.
- Abbreviations and acronyms should be read as full words. For example, 10 cm needs to be read as "ten centimeters." Some abbreviations may be read differently by different readers. For example,  $cm^3$  may be read as "cubic centimeters" or "centimeters cubed".



# HSAP Guidelines for Read Aloud, Test Reader

Table 1. Test Reader Guidance for Mathematics

## Numbers

Description	Example(s)	Read as:
Large whole numbers	632,407,981	“six three two comma four zero seven comma nine eight one”
	45,000,689,112	“four five comma zero zero zero comma six eight nine comma one one two”
Decimal numbers	0.056	“zero point zero five six”
	4.37	“four point three seven”
Fractions - common	$\frac{1}{2}, \frac{1}{4}, \frac{2}{3}, \frac{4}{5}$	“one half, one fourth, two thirds, four fifths” Other common fractions include “sixths, eighths, tenths”
Fractions - not common - read as “numerator over denominator”	$\frac{14}{25}$	“fourteen over twenty-five”
	$\begin{array}{r} 487 \\ \hline 6972 \end{array}$	“four eight seven over six nine seven two”
Mixed numbers - read with “and” between whole number and fraction	$3\frac{1}{2}$	“three and one-half”
	$57\frac{3}{4}$	“fifty-seven and three fourths”
Percents	62%	“sixty-two percent”
	7.5%	“seven point five percent”
	0.23%	“zero point two three percent”
Money - if contains a decimal point, read as “dollars AND cents”	\$4.98	“four dollars and ninety-eight cents”
	\$0.33	“thirty-three cents”
	\$5368.00	“five three six eight dollars”
Negative numbers - do NOT read negative sign as “minus”	-3	“negative three”
	$-\frac{5}{8}$	“negative five eighths”
	-8	“negative eight”
	-7.56	“negative seven point five six”
Dates (years)	1987	“nineteen eighty-seven”
	2005	“two thousand five”
Roman Numerals	I	“Roman Numeral one”



## HSAP Guidelines for Read Aloud, Test Reader

Description	Example(s)	Read as:
	II III IV	“Roman Numeral two” “Roman Numeral three” “Roman Numeral four”
Ratios	$x:y$	“x to y”

### Operations

Description	Example(s)	Read as:
Addition	$\begin{array}{r} 13 \\ + 27 \\ \hline \end{array}$ $13 + 27 =$  $13 + 27 = ?$	“thirteen plus twenty-seven equals”  “thirteen plus twenty-seven equals question mark”
Subtraction	$\begin{array}{r} 487 \\ - 159 \\ \hline \end{array}$ $487 - 159 =$  $487 - 159 = ?$	“four eight seven minus one five nine equals”  “four eight seven minus one five nine equals question mark”
Multiplication	$\begin{array}{r} 63 \\ \times 49 \\ \hline \end{array}$ $63 \times 49 =$  $63 \times 49 = ?$	“sixty-three times forty-nine equals”  “sixty-three times forty-nine equals question mark”
Division – Vertical or Horizontal	$\frac{120}{15} = 8$ $120 \div 15 = 8$	“one two zero divided by fifteen equals eight”
Operations with boxes	$3 + \square = 8$	“three plus box equals fifteen”

### Expressions

Description	Example(s)	Read as:
Expressions containing variables (any letter may be used as a variable)	$N + 4$  $8x - 3$  $4(y - 2) + 5 = 7$  $V = \frac{4}{3} \pi r^3$	“‘N’ plus four”  “eight ‘x’ minus three”  “four open parenthesis ‘y’ minus two close parenthesis plus five equals seven”  “‘V’ equals four-thirds pi ‘r’ cubed”



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Description	Example(s)	Read as:
	$\frac{ t  - 2}{6} \leq 15$ $x^2 y^2 = -36$ $156x \geq 4$	<p>“the absolute value of ‘t’ (pause) minus two (pause) over six is less than or equal to fifteen”</p> <p>“‘x’ squared ‘y’ cubed equals negative thirty-six” or “‘x’ to the second power times ‘y’ to the third power equals negative thirty-six”</p> <p>“one hundred fifty six ‘x’ is greater than or equal to four”</p>
Coordinate pairs  Answer choices with no other text	<p>the point (-1, 2)</p> <p>the point A is at (6, 3).</p> <p>A. (-3, -4)</p>	<p>“the point (pause) negative one comma two”</p> <p>“The point ‘A’ is at (pause) six comma three.”</p> <p>“‘A’ (pause) negative three comma negative four”</p>
Parallels	$\overline{AB} \parallel \overline{CD}$	“line AB is parallel to line CD”
Perpendiculars	$\overline{AB} \perp \overline{CD}$	“line AB is perpendicular to line CD”

### Tables and Charts

1. Read the title of the chart/table.
2. State how many rows and columns the table/chart has.
3. Read the information in the table/chart from left to right and top to bottom identifying each row by number.

*Note: If there is a blank space within a row of data, say “Blank.”*

### Sample – Table

Number of Lunches	Number of Cookies Needed
30	90
60	180
90	270
120	360

#### Description:

The title of the table [use the term that is used in the stem] is “Cookies Baked for Students.” The table has four rows and two columns. From left to right, the column headings read “Number of Lunches” [Pause] “Number of Cookies Needed.” From left to right, row one reads “thirty” [Pause] “ninety.” From left to right, row two reads “sixty” [Pause] “one eight zero.” From left to right, row three reads “ninety” [Pause] “two seven zero.” From left to right, row four reads “one two zero” [Pause] “three six zero.”



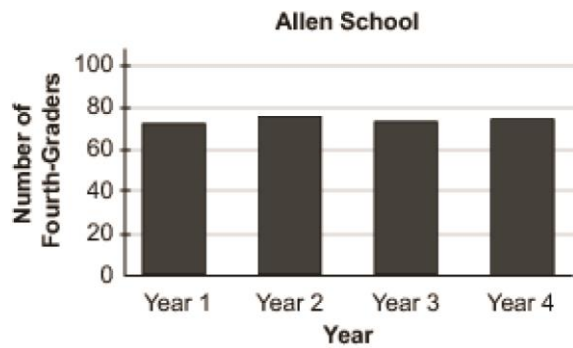
# HSAP Guidelines for Read Aloud, Test Reader

## Graph

If the x-axis and y-axis are labeled “x” and “y” refer to them as x-axis and y-axis. If the labels are not included, refer to the axes as horizontal axis and vertical axis. The terminology used should be consistent with what is shown in the graph.

1. Read the title of graph.
2. State the title for the horizontal and vertical axes.
3. Read the horizontal axis from left to right.
4. Read the vertical axis from bottom to top.
5. Do not read breaks in axes (see Sample 2 – Graphs).

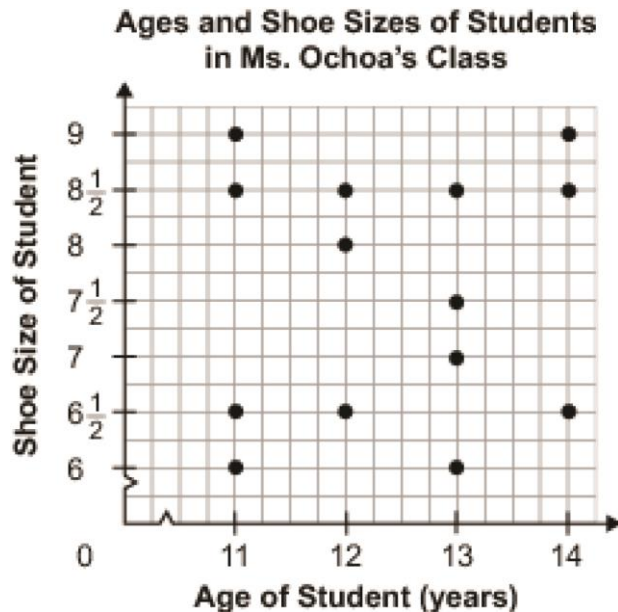
### Sample 1 – Bar Graph



#### Description:

The title of the bar graph [use the term that is used in the stem] is “Allen School.” The horizontal axis is titled “Year” and the vertical axis is titled “Number of Fourth-Graders.” From left to right, the x-axis reads “Year 1” [Pause] “Year 2” [Pause] “Year 3” [Pause] “Year 4.” From bottom to top, the vertical axis reads “zero” [Pause] “twenty” [Pause] “forty” [Pause] “sixty” [Pause] “eighty” [Pause] “one hundred.”

### Sample 2 – Graph



#### Description:

The title of the graph [use the term that is used in the stem] is “Ages and Shoe Sizes of Students in Ms. Ochoa’s Class.” The horizontal axis is titled “Age of Student open parenthesis years close parenthesis.” The vertical axis is titled “Shoe Size of Student.” From left to right, the x-axis reads “zero” [Pause] “eleven” [Pause] “twelve” [Pause] “thirteen” [Pause] “fourteen.” From bottom to top, the vertical axis reads “zero” [Pause] “six” [Pause] “six and one half” [Pause] “seven” [Pause] “seven and one half” [Pause] “eight” [Pause] “eight and one half” [Pause] “nine.”



# HSAP Guidelines for Read Aloud, Test Reader

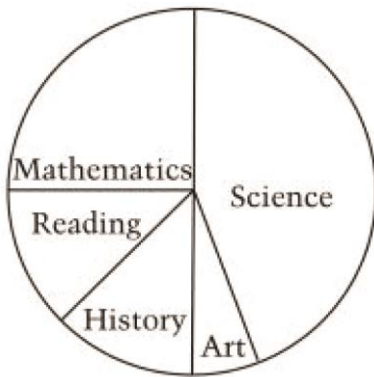
## Pie Charts/Circle Graphs

1. Read the title of the pie chart/circle graph.
2. Read the information within the pie chart starting at the top (12 o'clock position) and moving in a clockwise direction.

### Sample – Pie Chart

The circle graph shows the portion of time Pat spent on homework in each subject last week.

**Pat's Homework**



Description:

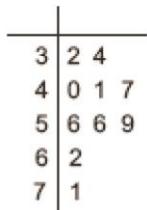
The title of the circle graph [use the term that is used in stem] is "Pat's Homework." Clockwise from the top middle, the graph reads "Science" [Pause] "Art" [Pause] "History" [Pause] "Reading" [Pause] "Mathematics."

## Stem-and-Leaf Plot (with key)

1. Read the title of the stem-and-leaf plot.
2. Read each row within the stem-and-leaf plot from left to right.
3. Read key from left to right.

### Sample – Stem-and-Leaf Plot

**Points Juliet's Team Scored**



Key: 3 | 2 = 32 points

Description:

The title of the stem-and-leaf plot [use the term that is used in the stem] is "Points Juliet's Team Scored." Below the horizontal line, from left to right, row one reads "three" [Pause] "two four." From left to right, row two reads "four" [Pause] "zero one seven." From left to right, row three reads "five" [Pause] "six six nine." From left to right, row four reads "six" [Pause] "two." From left to right, row five reads "seven" [Pause] "one." Underneath the stem-and-leaf plot is a box. Inside the box, it says "Key [Pause] "three" [Pause] "two equals thirty-two points."



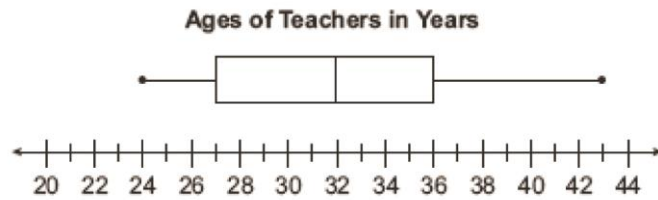


# HSAP Guidelines for Read Aloud, Test Reader

## Box-and-Whisker Plot

1. Read the title of the graph.
2. Read the information along the bottom of the graph from left to right.

### Sample – Box-and-Whisker Plot



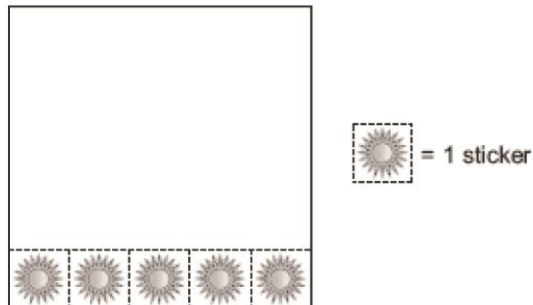
### Description:

The title of the box-and-whisker plot [use the term that is used in the stem] is “Ages of Teachers in Years.” From left to right, along the bottom of the graph, it reads, “twenty” [Pause] “twenty-two” [Pause] “twenty-four” [Pause] “twenty-six” [Pause] “twenty-eight” [Pause] “thirty” [Pause] “thirty-two” [Pause] “thirty-four” [Pause] “thirty-six” [Pause] “thirty-eight” [Pause] “forty” [Pause] “forty-two” [Pause] “forty-four.”

## Pictograph (with key)

1. Read the title of the pictograph, if included.
2. Read written text, if included from left to right.
3. Read key from left to right.

### Sample – Pictograph with key



### Description:

To the right of the pictograph, it reads “equals one sticker.”



# HSAP Guidelines for Read Aloud, Test Reader

## Tally Charts

1. Read the title.
2. Read each row from left to right.

### Sample – Tally Chart

Mascot Choice	
Animal	Number of Votes
Shark	
Dolphin	
Penguin	
Turtle	

### Description:

The title of the tally chart [use the term that is used in the stem] is “Mascot Choice.” The tally chart has four rows and two columns. From left to right, the column headings read “Animal” [Pause] “Number of Votes.” From left to right, row one reads “Shark” [Pause] “three.” From left to right, row two reads “Dolphin” [Pause] “eight.” From left to right, row three reads “Penguin” [Pause] “six.” From left to right, row four reads “Turtle” [Pause] “four.”

## Information without a Clear Pattern

Information without a clear pattern includes elements such as maps and sequence or flow diagrams. Descriptions for information that is arranged without a clear pattern or flow should be read in one of three ways: clockwise, from top to bottom, or from left to right.

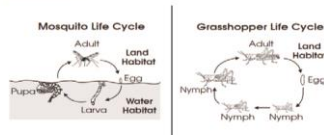
Example 1: Clockwise from the top of the [image, graphic, diagram, etc.] it reads \_\_\_\_\_.

Example 2: From top to bottom the [image, graphic, diagram, etc.] it reads \_\_\_\_\_.

Example 3: From left to right the [image, graphic, diagram, etc.] it reads \_\_\_\_\_.

### Sample – Diagram without a Clear Pattern

17. Use the illustrations below to compare the life cycles of mosquitoes and grasshoppers.



What is one correct comparison of the mosquito and grasshopper life cycles?

- A. Mosquito larvae develop on land, and grasshopper nymphs develop in water.
- B. Grasshopper eggs are laid in water, and mosquito eggs are laid in the ground.
- C. Mosquitoes change habitats during their lives, and grasshoppers develop in the same habitat.
- D. Grasshoppers change shape as they develop, and mosquitoes do not change shape as they develop.

### Description:

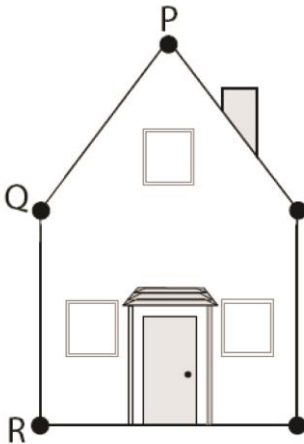
The title of the diagram [use the term that is used in the stem] is “Mosquito Life Cycle.” The diagram is divided into two sections. The top section is titled “Land Habitat.” The bottom section is titled “Water Habitat.” Clockwise from the top, the diagram reads “adult” [Pause] “egg” [Pause] “larva” [Pause] “pupa.”



# HSAP Guidelines for Read Aloud, Test Reader

## Figures and Illustrations

### Hummingbird and Flowers



1. When describing figures, less is better. Some figures may require no more than a single sentence of description.

2. Indicate what kind of figure is shown (illustration, line graph, photograph, etc., instead of “picture”) and the figure number; then read the caption or label. “The photo titled...” or “the box labeled...”

*“The illustration is titled Hummingbird and Flowers.”*

3. Describe the pattern to be followed in the description. Explain in what direction items are read: left to right, clockwise, etc.

*“From top to bottom, the points on the left side of the house diagram read P, Q, R.”*

4. Be concise and describe only the elements that are necessary to illustrate the text.



## HSAP Guidelines for Read Aloud, Test Reader

Read-aloud examples are given for the following categories: Numbers, Symbols, Operations, Expressions, and Figures and Graphs.

### Numbers

<i>Description</i>	<i>Example(s)</i>	<i>Read as:</i>
<i>General</i>	0	Zero (not “oh”)
<i>Numbers 99 and under</i>	23	Twenty-three
<i>Numbers greater than 99</i>	579	Five seven nine
<i>Large whole numbers</i>	632,407,981 45,000,689,112	“six three two comma four zero seven comma nine eight one” “four five comma zero zero zero comma six eight nine comma one one two”
<i>Decimal numbers</i>	0.056 4.37	“zero point zero five six” “four point three seven”
<i>Fractions - common</i> <i>Fractions - not common - read as “numerator over denominator”</i>	$\frac{1}{2}$ , $\frac{1}{4}$ , $\frac{2}{3}$ , $\frac{4}{5}$ $\frac{14}{25}$ $\frac{487}{6972}$ $\frac{x+3}{x}$	“one half, one fourth, two thirds, four fifths” Other common fractions include “sixths, eighths, tenths” “fourteen over twenty-five” “four eight seven over six nine seven two”
<i>Rational expressions</i>	$\frac{x+3}{x}$	“the fraction x plus 3 (pause) over x”
<i>Mixed numbers - read with “and” between whole number and fraction</i>	$3\frac{1}{2}$ $57\frac{3}{4}$	“three and one-half” “fifty-seven and three fourths”
<i>Percents</i>	62% 7.5% 0.23%	“sixty-two percent” “seven point five percent” “zero point two three percent”
<i>Money - if contains a decimal point, read as “dollars AND cents”</i>	\$4.98 \$0.33 \$5,368	“four dollars and ninety-eight cents” “thirty-three cents” “five comma three six eight dollars”
<i>Negative numbers - do NOT read negative sign as “minus.”</i>	-3 $-\frac{5}{8}$ -7.56	“negative three” “negative five eighths” “negative seven point five six”
<i>Dates (years)</i> <i>Dates (MM/DD/YYYY format)</i>	1987 2005 5/10/2010	“nineteen eighty-seven” “two thousand five” “May ten two thousand ten”



## HSAP Guidelines for Read Aloud, Test Reader

Description	Example(s)	Read as:
Roman Numerals	I II III IV	"Roman numeral one" "Roman numeral two" "Roman numeral three" "Roman numeral four"

### Symbols

Description	Example(s)	Read as:
Operation symbols	+ - x or • ÷	"plus" "minus" "times" "divided by"
Powers and roots	$7^2$ $5^3$ $2^4$ $\sqrt{6}$ $\sqrt[3]{6}$	"seven to the second power" "five to the third power" "two to the fourth power" "the square root of six" "the cube root of six"
Parentheses - read as "the quantity" or "open parenthesis – close parenthesis"	$3(x + 2)$  $(y - 5) \div 6$	"three times the quantity x plus two" OR "three open parenthesis x plus two close parenthesis"  "the quantity y minus five (pause) divided by six" OR "open parenthesis y minus five close parenthesis divided by six"
Ratios	the ratio 2:3 the ratio 3:5:9	"the ratio two to three" "the ratio three to five to nine"
Absolute value	$ 3 $ $ -6 $ $ x + 2 $	"the absolute value of three" "the absolute value of negative six" "the absolute value of x plus two"



## HSAP Guidelines for Read Aloud, Test Reader

<i>Description</i>	<i>Example(s)</i>	<i>Read as:</i>
<i>Miscellaneous</i>	$\pi$ $=$ $\approx$ $<$ $\leq$ $>$ $\geq$ $\sphericalangle$ AOB $^{\circ}F$ $^{\circ}C$ $\cong$	"pi" "equals" "is approximately equal to" "is less than" "is less than or equal to" "is greater than" "is greater than or equal to" "angle A O B" "degrees F" "degrees C" "is congruent to"

### Vocabulary

<i>Vocabulary</i>	<i>Read as:</i>
Congruent	con' gru ent
Kilograms	kil' ö grams
Kilometers	kil' om' ě ters
Isosceles	Ī sös' ě lēs
Pentagonal	pen tag' ö nal
Perimeter	per im' ě ter
Pythagorean	pi thag' ör ě an
Quadrilateral	qua' drī lat er al
Quartile	quar' tile
Theorem	thēr' um
x-intercept	"x" in ter cept
y-intercept	"y" in ter cept



# HSAP Guidelines for Read Aloud, Test Reader

## Figures and Graphs

The text and numbers in figures should be read as in the previous tables.

No additional description or information should be provided.

Abbreviations (e.g., units such as “cm” or “ft”) should be read letter by letter (e.g., “cm” should be read as “c” “m,” NOT as “centimeters,” and “ft” should be read as “f” “t,” NOT as “feet”).

## Boxes

When a text box is included within text, the text within the text box is read as “the text in the box reads,” followed by the text writing within the box and concludes with the words “end boxed text.”

## Dashes

Between non-consecutive numbers, enter dashes as “through.” Example: Read 3–7 as “3 through 7.”

Between consecutive numbers, enter dashes as “and.” Example: Read 3–4 as “3 and 4.”

In numbers, enter dashes as “dash.” Example: Read 3301-13-05 as “three three zero one dash one three dash zero five.”

## Ellipses

A series of three periods (...) signifying missing text at the beginning, at the end, or in the middle of a sentence should be read as “dot dot dot.”

## Line and Paragraph Numbering

For poetry, or any other text that includes line numbers, enter the line number *before* the line text, even if doing so causes the line number to come in the middle of a sentence. For prose, enter the paragraph number before the text of the paragraph.

## Quotes/Quoted Dialogue

Block quotes/other quoted material: Enter the words “quote” and “end quote” if the block of text is indented. The rule of thumb for quotes embedded in the text is to say “quote” and “end quote” only with quotes of five lines or longer. When reading dialog in fiction, *do not* announce quotes.



## HSAP Guidelines for Read Aloud, Test Reader

### Roman Numerals

When used as page numbers, Roman numerals should be read as “*page Roman six*,” not “*Roman page six*” or “*page vee-eye*.” When Roman numerals are used as chapter or section numbers, the word “Roman” is not used. Identify Roman numerals only if it is necessary to distinguish them from Arabic numbers, such as in an outline. In outlines, distinguish capitalized Roman numerals from lower case Roman numerals by entering “capital Roman \_\_\_\_” or “lower case Roman \_\_\_\_”

### Versus

Read as “v,” not “versus,” if an instance is written as such, for instance, Brown v. Board of Ed. Read as “versus” if an instance is written using the word “versus,” for instance, Brown versus Board of Ed.





# HSAP Guidelines for Read Aloud, Test Reader

## APPENDIX A:

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### Suggested Test Reader Script

(to be used with student in advance of the day of testing)

Hi \_\_\_\_\_,

I am the person who will be reading your test to you when you take your test next week in [ELA/Math/Science/Algebra I, Algebra II, Biology I, U.S. History]. I want to let you know how we will work together. When I am reading a test to you, it is very different from when a teacher is reading to you during class time. I have to follow certain rules.

- I cannot help you with any answers.
- I cannot click on anything on the screen.<sup>1</sup>
- I will not be using different character voices or changes in my tone when I read. I will be using a very direct voice that does not change very much, no matter how exciting the story or test item gets.
- If there is a picture that has words in it, I will read those words. If you ask, I will re-read the words as well.
- Sometimes there may be something about a word or phrase that might give you a hint if I read it out loud. In those cases, I will skip the word, point to it on the screen [or on your booklet if braille or print on demand], and continue to read.
- I can still help you with your [\*\*list any assistive technology that the student may require that would need adult support -- if that support is provided by you].
- You can ask me to re-read parts of the test if you did not hear me or need more time to think.
- You can ask me to pause my reading if you need to take a break.
- You can ask me to slow down or speed up my reading, or read louder or softer if you are having trouble understanding what I read.
- I will only read certain types of punctuation, but if you need me to re-read a sentence and tell you how it was punctuated, I can do that.
- If you ask me a question about the test all I will say is: "do your best work. I cannot help you with that."
- Do you have any questions for me about how we will work together during the test?

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<sup>1</sup> 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.



# HSAP Guidelines for Read Aloud, Test Reader

## APPENDIX B:

# STATE OF HAWAII

## DEPARTMENT OF EDUCATION

### Read Aloud Protocol for HSAP Assessments Security/Confidentiality Agreement

When a student cannot access text-to-speech which is an embedded resource available on the HSAP assessments and exams, the student may be eligible to work with a test reader in a separate setting. On HSAP assessments and exams, test readers are allowable across all grades as a *designated support* for ELA, Mathematics, Science, Algebra I, Algebra II, Biology I, and U.S. History items as appropriate. Test readers are allowable for ELA reading passages as a *documented accommodation* in grades 3-8 and 11. To assist state staff, test administrators, educators, and test readers in ensuring that the read-aloud protocol is standardized, the *Guidelines for Read Aloud, Test Reader* have been developed. This signed Security/Confidentiality Agreement is required of all read aloud test readers.

By signing below I acknowledge the following:

- I have read and understand the *HSAP Guidelines for Read Aloud, Test Reader*.
- I have read and understand the guidelines that pertain to the Read Aloud designated support and accommodation in the *Smarter Balanced Usability, Accessibility, and Accommodations Guidelines* that also apply to the HSA Science Assessments and EOC Exams.
- I have read and understand the test administration policies and procedures that pertain to the Read Aloud designated support and accommodation in the *Smarter Balanced Test Administration Manual (TAM)*, and the *Hawai'i State Science Assessments and End-of-Course Exams Test Administration Manual (TAM)*.
- I have viewed the Read Aloud Training Module located at: [alohahsap.org](http://alohahsap.org) (Smarter Balanced Assessments only).

Read Aloud Test Reader <b>Signature</b>	Read Aloud Test Reader Name ( <b>print</b> )	Date
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Test Coordinator <b>Signature</b>	Test Coordinator Name ( <b>print</b> )	Date
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Complex	School	School Code
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Fax this completed form to the Assessment Section at (808) 733-4483 or scan and e-mail to [HSA/SAS/HIDOE@notes.k12.hi.us](mailto:HSA/SAS/HIDOE@notes.k12.hi.us) (the full Lotus Notes address is required). The school Test Coordinator should retain the original form for documentation purposes.



## HSAP Guidelines for Read Aloud, Test Reader

### References

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## HSAP Guidelines for Read Aloud, Test Reader

### Revision Log

Updates to the *Guidelines for Read Aloud, Test Reader* are captured in this Revision Log. Updates are based on requests that do not impact policy. The table below lists the changes that have been made to this document since its original publication.

Section	Page	Description of Change	Date	Version