Appendix F
Guidelines and Glossary for Sign Language Interpreters

A sign language interpreter (interpreter) should be provided whenever a student requires sign language support to access a state test. The following procedures for test administrators and interpreters ensure standardization of the signs presented to the students and maintain test security.

Before Administration

1. Local test coordinators must train interpreters on test administration policies. Interpreters must sign a nondisclosure agreement (refer to *Appendix H: Non-Disclosure Agreement*).

2. Test coordinators or administrators must provide interpreters with a copy of the test and the administrative directions prior to the start of testing so that the interpreter can become familiar with the words, terms, symbols, signs, and/or graphics that will be signed to the student. to. **The interpreter may not review the test prior to the day of testing.**

3. Interpreters should refer to the technical vocabulary glossary (see below) for consistency in providing the accommodation.

4. Test administrators and interpreters must read and understand each student's Individualized Education Program (IEP) or 504 Plan so that they know in advance which accommodations are required by the student, and for which test(s) the student is designated to receive an interpreter.

5. Test administrators are responsible for knowing whether a student requires additional tools, devices, or adaptive equipment that have been approved for use during the test, and whether any of these features impact the interpretation of the test. Test administrators must inform the interpreter of any of these additional accessibility features required by the student.

During Administration

6. Interpreters must sign general test directions. General directions include the scripted information for students that comes before the test starts. After the test administrator has read the general directions, interpreters may clarify what was read/signed if the student requests.

7. Once students have begun the test, interpreters should use signs that are conceptually accurate, with or without simultaneous voicing. Interpreters should translate only the content that is printed in the test book or on the computer screen without changing, emphasizing, or adding information.

8. Interpreters may not clarify, provide additional information, assist, or influence the student's selection of a response in any way. Interpreters must do their best to use the same signs if the student requests a portion be repeated.

9. Interpreters should not rush through the test and should not navigate away from the current test question until the student indicates that they are ready. Interpreters may repeat English language arts passages, test items, and response options if the student requests.

10. Interpreters should not attempt to solve mathematics problems or determine the correct answer to a test item while signing, as this may result in pauses or changes in inflection which may mislead the student.

11. When signing selected response items, the interpreter must give equal emphasis to each response option and sign options before waiting for the student's response.

12. If the student selects their answer(s) before the interpreter has signed all the answer choices, the interpreter or test administrator should ask if the student wants the other response options to be signed.

Important Reminders:

- Interpreters should emphasize only the words printed in **boldface,** *italics,* or CAPITAL LETTERS and inform the student that the words are printed that way. No other emphasis or inflection is permitted.

- Interpreters must use facial expressions consistent with sign language delivery and must not use expressions which the student could interpret as approval or disapproval of the student's response(s).

- When an interpreter uses an American Sign Language sign that can represent more than one concept or English word, they must adequately contextualize the word to reduce ambiguity. The interpreter also may spell the word after signing it if there is any doubt about which meaning is intended.

Glossary-Guidelines for Specific Test Elements

Use the information described in the table below for examples of signing symbols, numbers, formulas, abbreviations, and other special information found in Ohio's State Tests.

Conventions

DESCRIPTION	HOW TO SIGN	EXAMPLE
Abbreviations	If a unit of measurement is abbreviated, the interpreter can sign the unit.	"kg," signed as "kilograms"
All caps	Words in all caps will be fingerspelled.	NASA
Apostrophes	Signer should not sign "s" as "ess". It will be signed as the plural form of the word.	"Evelyn's table" should be signed as "Evelyns table"
Bullet points	Signer will pause between bullets and phrases.	
Dates	Dates will be signed using the complete words for days of the week, months of the year, and years. Numbers will be signed as appropriate.	June 16, 1978: "June sixteenth nineteen seventy-eight" June 16th: June sixteenth" 1978: "Nineteen seventy-eight" 1900: "Nineteen hundred"

Graphs

DESCRIPTION	HOW TO SIGN (ASL)
General	Sign the words in the graph or table, but do not clarify, add information or explain concepts unknown to the student.
Coordinate Grids	Sign the title associated with the coordinate grid, as well as any headers or labels on the X- and Y-axes Ex: The Coordinate Grid is titled 'grid title' The X-axis is titled 'X-axis' The Y-axis is titled 'Y-axis'
Graphs	Sign the title associated with the graph, as well as any headers Ex: The graph is titled 'world population' The graph shows 'number of people' and 'Year'
Tables	Sign the titles of tables and any headers. Words within the table should be signed. Numbers should not be signed. If the header of a row or column is a number, such as in a list, the numbers should be signed in this case. Ex: The table is titled 'Cars' Columns are labeled 'makes' and 'models' 'Makes' are labeled 'Ford, Chevrolet, Toyota, etc.' 'Models' are labeled '2-Door, Sedan, SUV, etc.'
Line Plots	Sign text within line plots Ex: The plot shows 'X' and 'Y'
Flowcharts	Sign text from left to right Ex: The flowchart shows 'X', 'Y', and 'Z'
Pictures	If text in image is circled, highlighted, or called out in any way it should be signed.

DESCRIPTION	HOW TO SIGN (ASL)
Pie Charts	Sign words within pie charts by starting at the title and then working clockwise
Scatter Plots	Sign the title associated with the scatter plot, as well as any headers on the X- and Y-axes Ex: The scatter plot is titled 'grid title' The X-axis is titled 'X-axis' The Y-axis is title 'Y-axis'
Venn diagrams	The elements of Venn diagrams will be signed in the following order: titles, and then labels in the diagram.

Mathematical Symbols

DESCRIPTION	SYMBOL	HOW TO SIGN (ASL)
Denominations (money)	$	$13.50 will be signed "dollar sign, thirteen point fifty" $45.00 will be signed "dollar sign, forty-five point zero, zero" $100.05 will be signed "dollar sign one hundred point zero five" $0.45 "dollar sign point forty-five"
Mathematical Symbols	<	5 < 10 will be signed "five is less than 10"
Mathematical Symbols	>	10 > 5 will be signed "ten is greater than 5"
Mathematical Symbols	≤	A≤B will be signed "A is less than or equal to B"
Mathematical Symbols	≥	A≥B will be signed "A is greater than or equal to B"

DESCRIPTION	SYMBOL	HOW TO SIGN (ASL)
Mathematical Symbols	~	A ~ B will be signed "A is similar to B"
Mathematical Symbols	≈	A≈B will be signed "A is approximately equal to B"
Mathematical Symbols	≠	A≠B will be signed "A is not equal to B"
Mathematical Symbols	≅	A≅B will be signed "A is congruent to B"
Mathematical Symbols	+	A + B will be signed "A plus B"
Mathematical Symbols	–	A – B will be signed "A minus B"
Mathematical Symbols	±	A ± B will be signed "A plus or minus B"
Mathematical Symbols	×	A × B will be signed "A times B"
Mathematical Symbols	÷	A ÷ B will be signed "A divided by B"
Mathematical Symbols	–5	This will be signed "negative five"
Mathematical Symbols	|5|	This will be signed "the absolute value of five"
Mathematical Symbols	°F	75 °F will be signed "Seventy-five degrees Fahrenheit" or degree F

DESCRIPTION	SYMBOL	HOW TO SIGN (ASL)
Mathematical Symbols	°C	45 °C will be signed "forty-five degrees Celsius" or degree C
Mathematical Symbols	√	This will be signed "radical"
Mathematical Symbols	Π	This will be signed "pi"
Mathematical Symbols	*	A * B will be signed "A times B"
Mathematical Symbols	θ	This will be signed "Theta"
Mathematical Symbols	α	This will be signed "Alpha"
Mathematical Symbols	∞	This will be signed "Infinity"
Mathematical Symbols	{ }	{10,20,30,40} will be signed "the set of ten,twenty, thirty, forty"
Mathematical Symbols	(5, –6]	This will be signed as "open parenthesis, five, pause, negative 6, bracket"
Mathematical Symbols	$f(x)$	This will be signed as "F of X"
Mathematical Symbols	(f o g)(x)=	This will be signed "the composition of 'f' of 'x' and 'g' of 'x' ="
Operations with boxes or shapes	Δ+□ = 26	This will be signed as "triangle plus box equals twenty-six"

Miscellaneous

DESCRIPTION	HOW TO SIGN (ASL)
Formulas	Letters and numbers of mathematical formulas will be finger spelled exactly as they are printed; no representations of letters will be made: *A=bh* will be signed as "Capital A equals b h" NOT "area equals base times height"
Elements or Compounds	The chemical symbols and subscripts in a chemical formula will be signed as letters and numbers: "H_2O" will be signed as "H two O" "NaCl" will be finger spelled as "N A C L" In a chemical formula, a quantity before a chemical symbol or chemical formula is signed as a number. A right-facing arrow (or a double headed equilibrium arrow) will be signed as "yields": "$6CO_2 + 6H_2O + Energy \rightarrow C_6H_{12}O_6 + 6O_2$" will be signed as "six C O two plus six H two O plus energy yields C six H twelve O six plus six O two"
Angles and points	Angles will be signed as they are named and without pauses: When variables on a figure appear, such as Q' R' S' T', it will be signed as Q prime, R prime, S prime, T prime" Angle ABC will be signed as "Angle ABC"
Line segments	Line segments will be signed as "line segment XX"
Trigonometric functions	Trigonometric functions will be signed as full words. "Sin 15°" will be signed as "sign fifteen degrees".

Numbers

DESCRIPTION	HOW TO SIGN	EXAMPLE
Whole large numbers	Large numbers (numbers with more than 6 digits) will be signed as the numbers in order.	"453,562,908" will be signed as "Four five three pause five six two pause nine zero eight"
Fractions	Simple fractions will be signed as "numerator over denominator" Mixed numbers will be signed as "whole number and numerator over denominator" Fractions that contain expressions and/or variables in the numerator or denominator will be signed as described in the example column.	¾ will be signed as "three over four", NOT "three fourths" $2\frac{3}{4} + 6\frac{7}{8}$ will be signed as "two and three over four, plus six and seven over eight" $\frac{(3-1)}{4+8 \div 2 \times 3}$ will be signed as "open parenthesis three minus one, close parenthesis, over four plus eight divided by two times three"
Exponents	For exponents 2 and 3; these will be signed as "squared" and "cubed". All other numeric exponents will be signed as "to the nth power" An exponent of 0 will be signed as "to the zero power." Variables presented as exponents will be signed as they appear.	2^2 will be signed as "two squared" 6^{-5} will be signed as "six to the negative fifth power" 3^0 will be signed as "three to the zero power" 2^x will be signed as "two to the x power"
Decimals	Decimals will be signed as "point". Digits after the decimal will be signed individually.	"3.504" will be signed as "three point five zero four" "46.8" will be signed as "forty-six point eight"