



DeSSA-Human Interpreter Procedure
(for students with hearing impairments and English language learners)

Accessibility Guidelines provided by the Delaware Department of Education and any guidance in the Test Administration Manual or state training should be followed at all times. Activities specified below are outlined to assist district staff with fulfilling state guidelines.

Activity	Timeline	Responsible Party
1. Determine which students need human interpreter for testing. For hearing impaired students consult the ED. For EL consult classroom teacher. Complete and scan student form to District Test Coordinator (Gerri Marshall)	By January 15	Test Coordinator
2. Submit forms to state via ticketing system.	By January 30	District Test Coordinator
3. Review submitted student forms and notify district and school of decision. Enter accommodation into TIDE if approved.	Within 10 days of receipt	DOE
4. Notify school if state does not approve and notify EL office for EL (Carol Beck).	As soon as received	District Test Coordinator
5. Notify ED if student is hearing impaired	As soon as received	Test Coordinator
6. A. For hearing impairments <u>if the school has a staff member that could provide the interpretation</u> and meets the criteria on the interpreter form, complete the front and back of interpreter form. Check “current of previous employment in a position requiring interpretation”. Have an administrator sign the form. Scan the form to District Test Coordinator and Special Services (Gerri Marshall, Deborah Shepherd)	Within 3 days after receiving state approval	ED and building administrator
6. B. For EL- <u>if the school has a staff member that could provide the interpretation</u> and meets the criteria on the interpreter form, complete the front and back of interpreter form. Check “current or previous employment in a position requiring interpretation”. Have an administrator sign the form. Scan the form to District Test Coordinator and EL office (Gerri Marshall and Carol Beck).	Within 3 days after receiving state approval	Test Coordinator and building administrator
7. A. For hearing impairments <u>if there is not a qualified staff member</u> , make contact with the list of providers provided by Special Services. When interpreter is identified complete the front and back of the interpreter form. Have an administrator sign the form. Scan the form to District Test Coordinator and Special Services (Gerri Marshall, Deborah Shepherd)	Within 3 days after receiving state approval	ED and building administrator
7. B. 1. For EL- <u>if there is not a qualified staff member</u> Request an interpreter via DSC system. Complete the school contact portion of interpreter form. Scan to EL office (Carol Beck).	Within 3 days after receiving state approval	Test Coordinator
7. B. 2. Assign an interpreter that meets DOE requirements. Communicate with the school for scheduling. Complete the remainder of the interpreter form. Send to the District Test Coordinator (Gerri Marshall).	Within 5 days of receiving school request	EL office
8. Scan interpreter forms to DOE along with a spreadsheet listing students who received the human interpreter designated support.	Before the conclusion of the assessment window	District Test Coordinator