



ACCESS for ELLs – Ready to Launch



Supporting Schools and Students to Achieve

SHERRI YBARRA, ED.S., SUPERINTENDENT OF PUBLIC INSTRUCTION

1.19.2022

Agenda



- Technology Readiness – DRC INSIGHT
- ACCESS for ELLs
 - Before ACCESS for ELLs Administration
 - Trainings & Certifications, Materials & Security, Scheduling, Parent Communication
 - During ACCESS for ELLs Administration
 - Test Incident Log, Test Environment, Regenerate Test Tickets, Active Test Proctoring, Pre-ID Labels, COVID19 Tracking, Student Status Dashboard
 - After ACCESS for ELLs Administration
 - Materials Return, DO NOT SCORE CODES
- State Specific Policy
 - Special Education Deferred Code
- Resources
- Open Discussion

- Districts must ensure the DRC INSIGHT Online Learning System is configured and installed correctly for a successful ACCESS for ELLs Online test administration
 - [DRC Insight Technology User Guide](#)
 - [Site Technology Readiness Checklist for Deploying WIDA Online Assessments](#)
 - The checklist is designed to identify various factors that a site should address to provide a positive student online testing experience.



Before ACCESS for ELLs Administration

Training & Certification

Materials & Security

Scheduling

Parent Communication

Accessibility and Accommodations



WIDA Secure Portal



<https://portal.wida.us/home>

Before Testing Annual Training & Certification Requirements



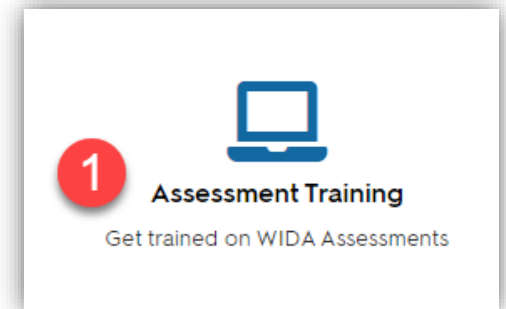
- **Test Administrators and Test Coordinators are required to certify annually to administer ACCESS for ELLs**
- Certification must be gained for a specific test form
 - ACCESS for ELLs Online
 - ACCESS for ELLs Paper
 - Kindergarten ACCESS for ELLs
 - Alternate ACCESS for ELLs



Before Testing Assessment Training & Certification



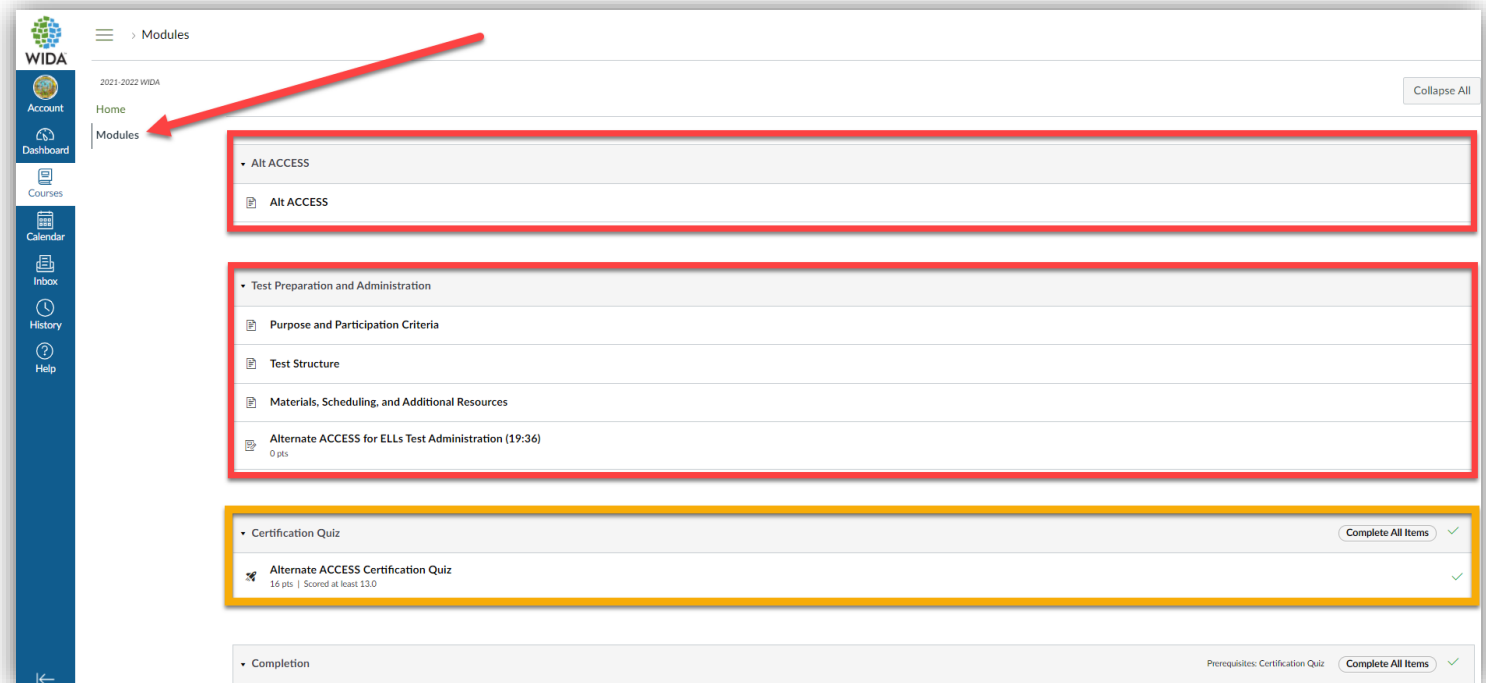
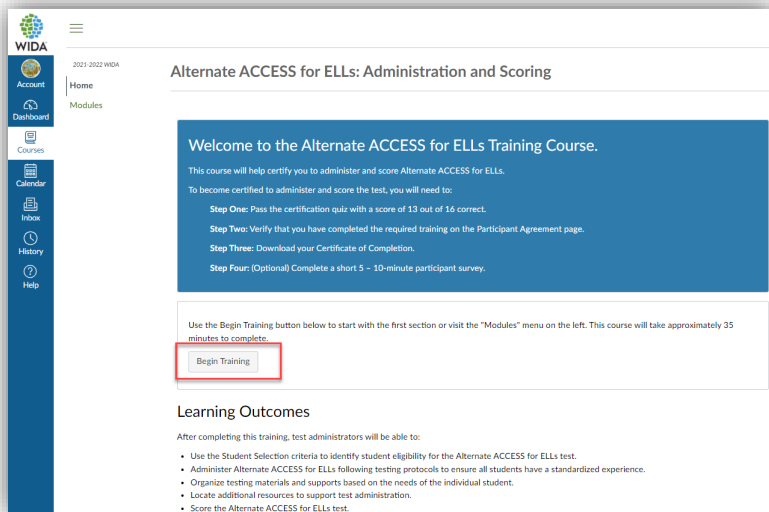
- The Assessment Training section of the WIDA Secure Portal provides test administration trainings.
- The Assessment Training section also houses the certification quizzes, which require completion, prior to administering an ACCESS for ELLs test form
 - Once on the landing page, filter by ACCESS Topic > select Course Details > select Enter Course > Select Begin Training



Before Testing Assessment Training & Certification



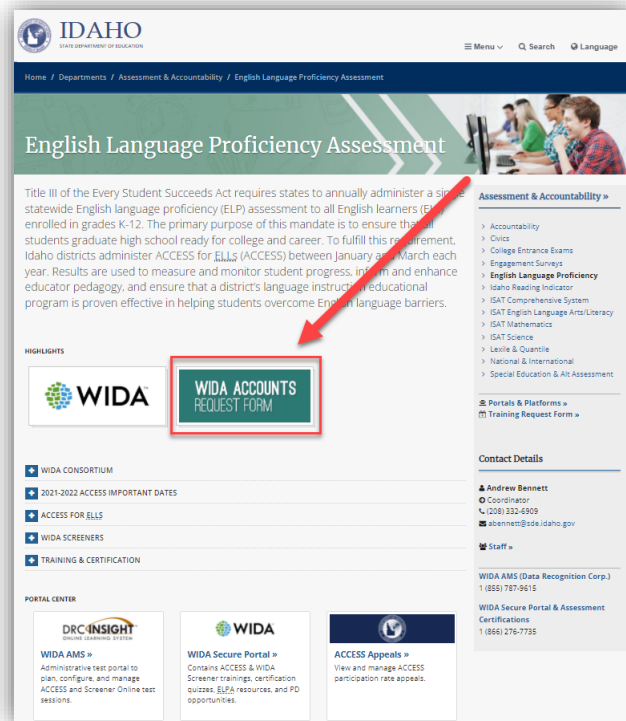
- Select the “Modules” header to easily navigate to specific **test form topics** or **certification quizzes**



Before Testing WIDA Account(s) Request Form



- New ACCESS for ELLs Test Coordinators / Test Administrators can now request a WIDA Secure Portal and/or WIDA AMS account via the [English Language Proficiency Assessment webpage](#)



Before Testing Material Delivery & Material Inventory



- ACCESS for ELLs Test Materials have been/ are currently being delivered to district offices
 - **UPS tracking numbers sent to DTC email**
 - District Test Coordinators are encouraged to inventory materials to ensure test materials remain secure and accounted for during the test window
 - Security Checklist



Before Testing

Additional Materials Order



- Districts should only make a maximum of one additional materials order during a testing window
 - Check whether materials are available in the WIDA Secure Portal for download
 - Check the school/districts material overage inventory
 - Track and compile all requests that cannot be met with district/school overage
- Order additional materials under the “District- Level Additional Orders Only Site – WWW” School field I WIDA AMS

Before Testing Test Security



- ACCESS for ELLs test material should remain secure at all times
 - DTCs inventory, disseminate, and track test materials throughout the ACCESS for ELLs test window
 - SCs and TAs should follow district check-out/check-in procedure
 - Security checklist – Inventory List
 - Test material needs to be securely stored when not in use



Before Testing Secure Test Material – ACCESS for ELLs Online



- Inventory Test Materials pp. 15-16
 - Inventory materials as soon as possible and have a checkout procedure in place
 - Utilize the Packing List
 - Utilize the ACCESS for ELLs Security Checklist
 - Save boxes, district and school pre-ID labels, shipping labels
 - Track secure test materials using the security barcodes

Secure Test Materials	
ACCESS for ELLs Online Secure Test Materials	
Student Test Roster	Summarizes test session information and lists the students who are registered to participate in the test session along with any accommodations they've been assigned. See the WIDA Assessment Management System (WIDA AMS) User Guide for instructions on editing and printing rosters.
Student Test Ticket	Test tickets contain student, test, and login information. Students need a unique test ticket for each domain test. See the WIDA Assessment Management System (WIDA AMS) User Guide for instructions on editing and printing tickets.
Test Administrator Script <ul style="list-style-type: none">• Grade 1• Grades 2-3• Grades 4-12	Contains everything test administrators say to guide students through all four domain tests. Discard the grades 4-12 Online Test Administrator Script instead of returning it with the rest of your materials.
Writing Test Booklet <ul style="list-style-type: none">• Grade 1, Tier A• Grade 1, Tier B/C• Grades 2-3, Tier A• Grades 2-3, Tier B/C	Contains the pictures and prompts students see during the Writing test administration as well as space for students to handwrite their responses.
Writing Response Booklet <ul style="list-style-type: none">• Grades 4-5, Tier A• Grades 4-5, Tier B/C• Grades 6-8, Tier A• Grades 6-8, Tier B/C• Grades 9-12, Tier A• Grades 9-12, Tier B/C	

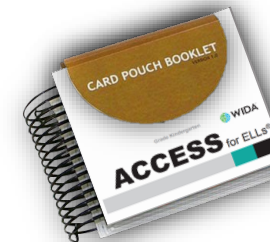
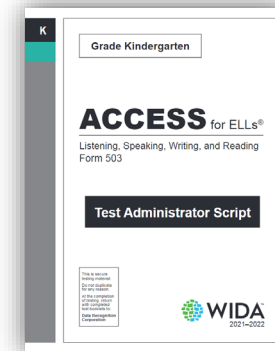
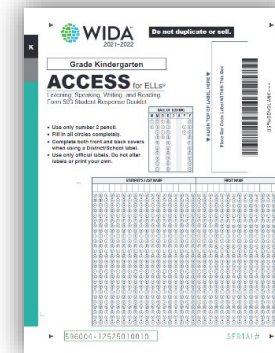
Secure Test Materials	
Kindergarten ACCESS for ELLs Secure Test Materials	
Test Administrator Script	Test administrators use this throughout the test and follow it exactly.
Student Response Booklet	Test administrators record scores for student responses in this booklet throughout the test. Students use this booklet to record their own responses for the Writing portions of test.
Student Storybook	Test administrators read this with students and refer to the pictures and graphic organizers as they ask students questions.
Activity Board	Test administrators place this in front of students and open one panel at a time as they go through the expository story and ask students questions.
Cards	Test administrators hold onto these during test administration and place them in front of students as directed in the script. Students point to, match, or move cards to respond to test items.

SDE Test Incident Log: <https://apps.sde.idaho.gov/TestIncidentLog/>

Before Testing Secure Test Materials – KG ACCESS for ELLs



- Student Storybook
- Student Activity Board
- Cards & Card Pouch Booklet
- Test Administrator Script
- Student Response Booklet



Before Testing Scheduling

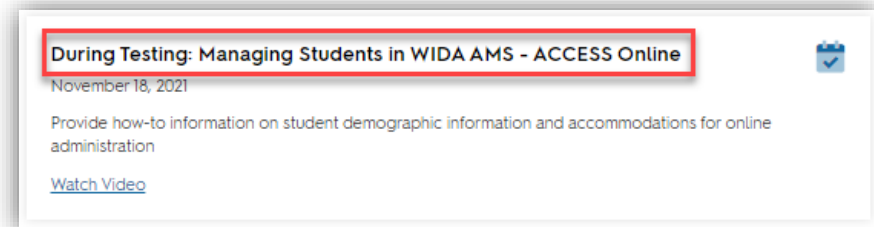


- If possible, do not administer all four domain tests in one day
- Testing sessions must be domain specific. Never administer different domain tests to a single testing group
 - Typically, students test in groups specific to an individual tier and grade-level cluster.
- Kindergarten ACCESS for ELLs and Alternate ACCESS for ELLs are individually administered tests with unique scheduling considerations.
 - Alternate ACCESS administered In any order / not timed
 - There can be no more than two consecutive school days between testing sessions

Before Testing Scheduling Contingency Plan



- Things to consider while you are scheduling ACCESS for ELLs test sessions
 - Start testing early in the window
 - Schedule time for make up sessions
 - Have a procedure to alert the test coordinator when a student returns to school and still needs to complete a section of ACCESS for ELLs
 - Consider the time of day where students perform their best



Before Testing Estimated Test Times



- District and School Test Coordinator Manual
 - Provides an overview of test format and approximate times for each section of ACCESS for ELLs
- Each test form has specific administrative procedures that must be followed
 - District/School Test Coordinator Manual
 - Kindergarten ACCESS p. 32
 - ACCESS for ELLs Online pp. 38 - 40
 - Alternate ACCESS for ELLs p. 45

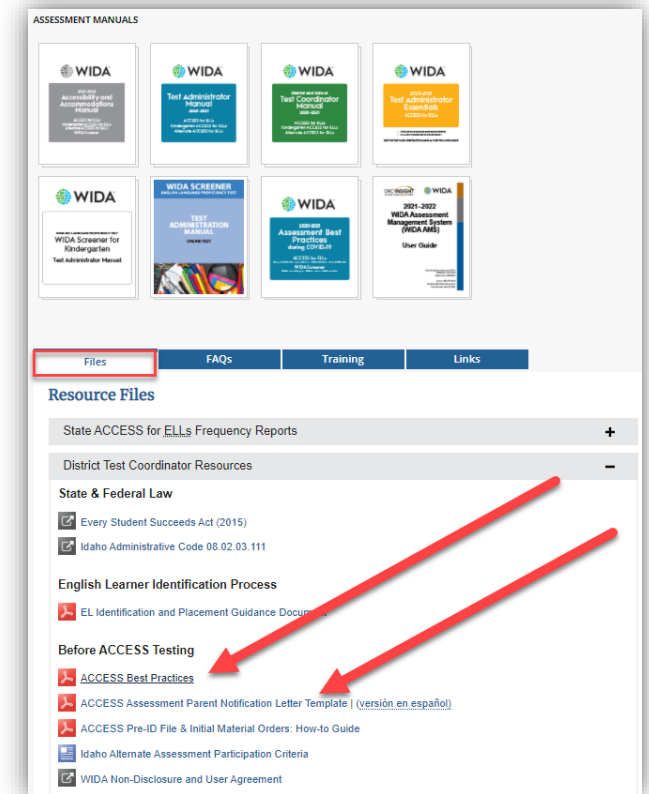
ACCESS for ELLs Online Test Timing				
These timing estimates are provided for scheduling and planning purposes, and they include time for tasks like seating students, distributing and collecting test materials, and going over test directions. See the Test Administrator Manual for details of in-seat testing time, and visit your member/state page of the WIDA website for additional local timing guidance.				
Domain	Group Size	Timing	Description	Scoring
Listening	No more than 15 students	65 minutes	The test administrator reads a brief, scripted introduction as students log in to the online test platform, where they view test items and mark responses.	
Reading		60 minutes		
Writing		70-90 minutes	For students in grades 1-3, the test administrator reads a script while students view test items and	
Speaking	No more than 5 students	50 minutes	The intr	

	Administration format	Approximate administration time	Recommended scheduled testing time	Scoring process
Kindergarten ACCESS for ELLs	Individual	45 minutes	60 minutes	Scored by the test administrator
ACCESS for ELLs Paper	Listening, Reading, Writing: Group	Listening: 20-40 minutes Reading: 50 minutes Writing: • Grade 1, Tier A: 25 minutes • Grades 2-12, Tier A: 60 minutes • Grades 1-12, Tier B/C: 65 minutes	Listening: 60 minutes Reading: 70 minutes Writing: • Grade 1, Tier A: 40 minutes • Grades 2-12, Tier A: 75 minutes • Grades 1-12, Tier B/C: 80 minutes	Listening, Reading, Writing: Centrally scored Speaking: Scored by the test administrator
	Speaking: Individual	Speaking: 15-30 minutes	Speaking: 45 minutes	
ACCESS for ELLs Online	Group	Listening: 35-50 minutes Reading: 45 minutes Writing: 50-75 minutes Speaking: 35 minutes	Listening: 65 minutes Reading: 60 minutes Writing: 70-90 minutes Speaking: 50 minutes	Centrally scored
Alternate ACCESS for ELLs	Individual	Listening: 20 minutes Reading: 20 minutes Writing: 20 minutes Speaking: 20 minutes	Listening: 30 minutes Reading: 30 minutes Writing: 30 minutes Speaking: 30 minutes	Scored by the test administrator

Before Testing School Staff and Parent Communication



- Share ACCESS for ELLs test plan and schedule with school staff prior to administration
- ACCESS for ELLs Parent Communication
 - ACCESS for ELLs Parent Notification Letter Template ([English](#) / [español](#))



Before Testing Accessibility and Accommodations Framework



Accommodations

Targeted supports available only to students with documented disabilities



Universal Tools

General supports available to all students



Administrative Considerations

Specific test procedures available to all students



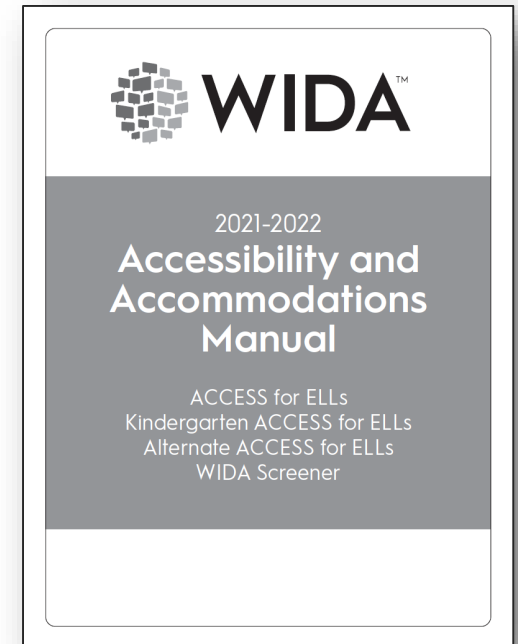
Universal Design

General principles applied in all test development

Before Testing Accessibility and Accommodations



- Understand the available supports and accommodations on the various ACCESS for ELLs test versions
 - Students are required to have a documented need (IEP or 504 Plan) to receive an accommodation
 - Students should be familiar with and be receiving these supports and accommodations during regular instruction



Before Testing Accessibility and Accommodations Manual



- Accessibility and Accommodations Manual provides Individual Student Checklist Templates
- Quick guide to determine which accommodations are available on each ACCESS for ELLs test version

Accommodations: ACCESS for ELLs Paper

Completed by: _____ Date: _____

Student: _____ Student ID: _____

District/School: _____ Grade: _____

Team Members: _____

Accommodation	Listening	Reading	Speaking	Writing
Braille (B1) Grades 1-12, order materials in advance				
Extended Speaking test response time (ES)				
Extended testing of a test domain over multiple days (EM)				
In-Person Human Reader (IR) Read item text, graphics labels, and answer choices exactly as they appear				
Repeat In-Person Human Reader (RP) Read item text, graphics labels, and answer choices exactly as they appear and repeat once at student request				
Interpreter signs test directions in ASL (SD) Sign administration instructions, test directions, and practice items. Do not sign scored items				
Large Print (LP) Order materials in advance				
Manual control of item audio (MC) Pre-selected in WIDA AKE				
Repeat item audio (RA) Pre-selected in WIDA AKE				
Scribe (SR) A trained adult records student responses during testing				
Student responds using a recording device, which is played back and transcribed by the student (RD) Clear device after transcription				
Test may be administered in a non-school setting (NS) Provide written request and evidence of need to state education agency				
Word processor or similar keyboarding device to respond to test items (WD) Clear device after verbatim transcription				

Accommodations: ACCESS for ELLs Online

Completed by: _____ Date: _____

Student: _____ Student ID: _____

District/School: _____ Grade: _____

Team Members: _____

Accommodation	Listening	Reading	Speaking	Writing
Braille (B1) Not available for the online format				
Extended Speaking test response time (ES) Pre-selected in WIDA AKE				
Extended testing of a test domain over multiple days (EM) Provide written request and evidence of need to state education agency				
In-Person Human Reader (IR) Read item text, graphics labels, and answer choices exactly as they appear				
Repeat In-Person Human Reader (RP) Read item text, graphics labels, and answer choices exactly as they appear and repeat once at student request				
Interpreter signs test directions in ASL (SD) Sign administration instructions, test directions, and practice items. Do not sign scored items				
Large Print (LP) Order materials in advance				
Manual control of item audio (MC) Pre-selected in WIDA AKE				
Repeat item audio (RA) Pre-selected in WIDA AKE				
Scribe (SR) A trained adult records student responses during testing				
Student responds using a recording device, which is played back and transcribed by the student (RD) Clear device after transcription				
Test may be administered in a non-school setting (NS) Provide written request and evidence of need to state education agency				
Word processor or similar keyboarding device to respond to test items (WD) Clear device after verbatim transcription				

Accommodations: Kindergarten ACCESS for ELLs

Completed by: _____ Date: _____

Student: _____ Student ID: _____

District/School: _____ Grade: _____

Team Members: _____

Accommodation	Listening	Reading	Speaking	Writing
Braille (B1) Only available for grades 1-12				
Extended Speaking test response time (ES) Included in test design				
Extended testing of a test domain over multiple days (EM) Provide written request and evidence of need to state education agency				
In-Person Human Reader (IR) Included in test design				
Repeat In-Person Human Reader (RP) Included in test design				
Interpreter signs test directions in ASL (SD) Sign administration instructions, test directions, and practice items. Do not sign scored items				
Large Print (LP) Order materials in advance				
Manual control of item audio (MC) Included in test design				
Repeat item audio (RA) Included in test design				
Scribe (SR) A trained adult records student responses during testing				
Student responds using a recording device, which is played back and transcribed by the student (RD) Clear device after transcription				
Test may be administered in a non-school setting (NS) Provide written request and evidence of need to state education agency				
Word processor or similar keyboarding device to respond to test items (WD) Clear device after verbatim transcription				

Accommodations: Alternate ACCESS for ELLs

Completed by: _____ Date: _____

Student: _____ Student ID: _____

District/School: _____ Grade: _____

Team Members: _____

Accommodation	Listening	Reading	Speaking	Writing
Braille (B1) Not available				
Extended Speaking test response time (ES) Included in test design				
Extended testing of a test domain over multiple days (EM) Provide written request and evidence of need to state education agency				
In-Person Human Reader (IR) Included in test design				
Repeat In-Person Human Reader (RP) Included in test design				
Interpreter signs test directions in ASL (SD) Sign administration instructions, test directions, and practice items. Do not sign scored items				
Large Print (LP) Included in test design				
Manual control of item audio (MC) Included in test design				
Repeat item audio (RA) Included in test design				
Scribe (SR) A trained adult records student responses during testing				
Student responds using a recording device, which is played back and transcribed by the student (RD) Clear device after transcription				
Test may be administered in a non-school setting (NS) Provide written request and evidence of need to state education agency				
Word processor or similar keyboarding device to respond to test items (WD) Clear device after verbatim transcription				



During ACCESS for ELLS Administration



During Testing Test Incident Log



- Test incidents (interruptions, improprieties, irregularities, or test security violations) must be logged within the SDE's Test Incident Log
 - Reference the [Assessment Integrity Guide](#)
 - The Test Incident Log can be accessed via the [ELPA webpage](#) or by logging into the ISEE web application
- Regenerate Student Test Tickets
 - Requires SDE ELPA Coordinator's review



During Testing Test Incident Log

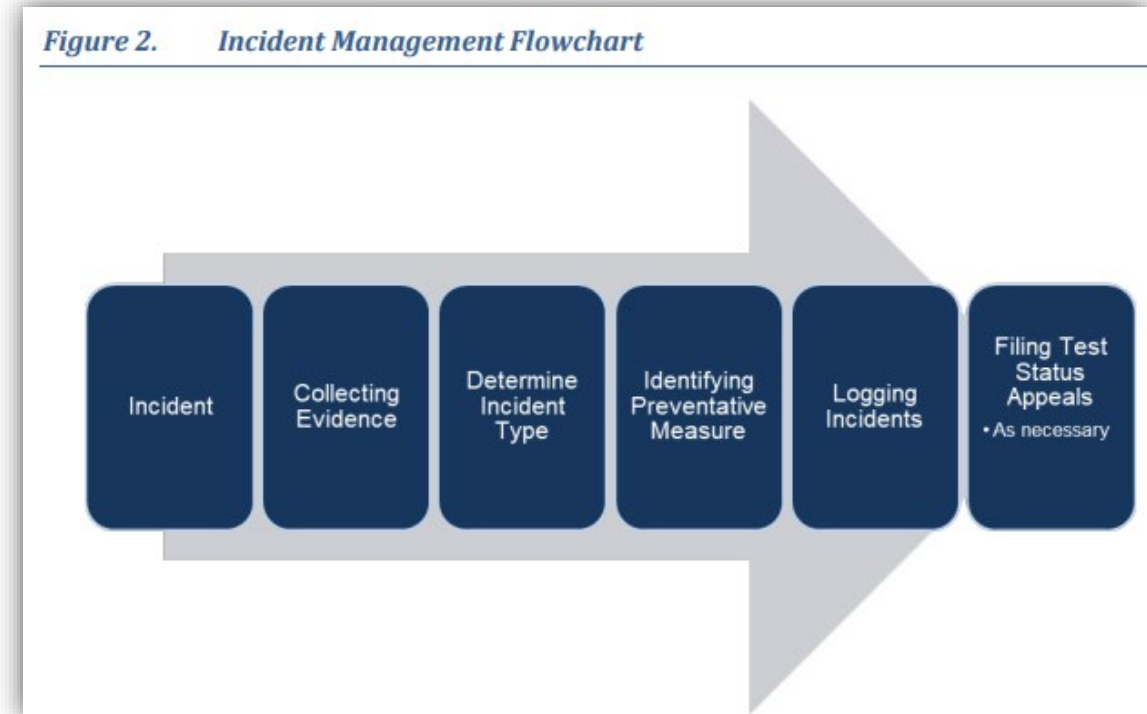


- Incident Management

- When an incident is detected and escalated to the Test Coordinator, the Test Coordinator must first assist the Test Administrator to contain the incident as necessary. The Test Coordinator then confirms, analyzes, and reports the incident.

1. Test incident
2. Collect Evidence
3. Determine Incident Type
 - a. Test Interruption
 - a. Impropriety (low risk)
 - b. Irregularity (high risk)
 - b. Test Security Violation (breach)
 - a. Test Fraud
 - b. Test Theft
4. Identify Preventative Measure

Figure 2. Incident Management Flowchart



During Testing Test Incident Log



- Incident Management

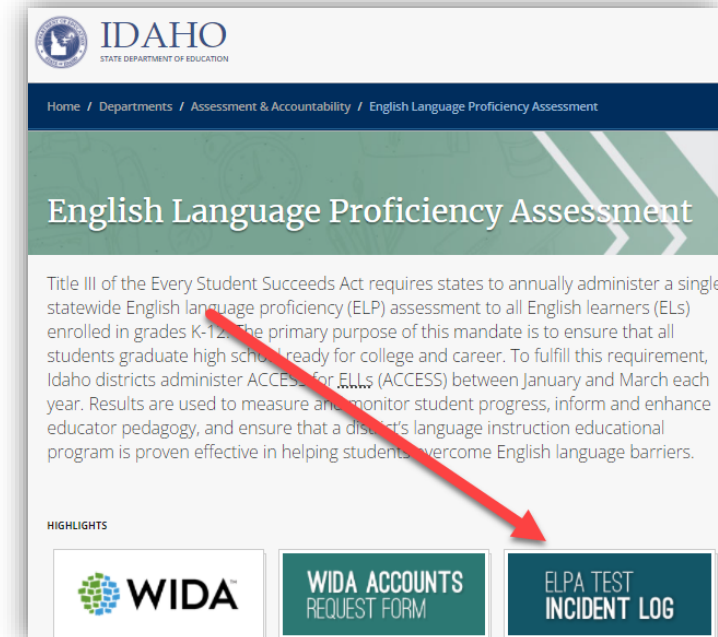
- When an incident is detected and escalated to the Test Coordinator, the Test Coordinator must first assist the Test Administrator to contain the incident as necessary. The Test Coordinator then confirms, analyzes, and reports the incident.

5. Logging Incident

- a. ELPA webpage > ELPA Test Incident Log
- b. ISEE web application

6. Filing Test Status Appeal

- a. Affects the status of testing
- b. State Coordinator will review & resolve issue



During Testing Tier Placement Report (ACCESS Online Writing Section)



- A Tier Report is required for students in grades 1-3 after the Listening and Reading sections have been completed
 - Define Writing Tier for grades 1-3 students
 - Either Tier A or Tier B/C
- Testing groups are composed of the same grade-level cluster and Tier

Four examples of the WIDA ACCESS for ELLs Writing Test Booklet Form 503, Version 1. Each form is a "Writing Test Booklet" and includes a "Do not duplicate or sell" warning, a barcode, and a "Please do not write on this box" instruction. The forms are for different grade and tier combinations: 1. Grade 1, Tier A (yellow border). 2. Grade 1, Tier B/C (yellow border). 3. Grades 2-3, Tier A (orange border). 4. Grades 2-3, Tier B/C (orange border). Each form has a section for "STUDENT'S LAST NAME" and "FIRST NAME" and a large area for writing responses. The forms are labeled with a unique ID and a "SERIAL#".

During Testing Tier Placement Report (ACCESS Online Speaking Section)



A Tier Report is required for all students after the Listening and Reading sections have been completed

- Defines Online Speaking Tier
 - Tier Pre-A, Tier A, or Tier B/C
- Students in Tier Pre-A complete the Speaking domain in an individual test administration session



During Testing Tier Placement Report ACCESS Online



DRC INSIGHT WIDA TEST MANAGEMENT 1

Test Management Manage Test Sessions Manage Testing Windows

Test Sessions 2

Test Sessions allow the user to search/view existing test sessions for a specific district or school. The user can test tickets or view the status of the test session.

Manage Test Sessions Upload Multiple Test Sessions

+ Instructions

* Indicates required fields

Administration ID ACCESS for ELLs - 2021 3

District MINIDOKA COUNTY JOINT

School (All)

Last Name First Name State Student ID

Session



Domain (All) 4 Assessment (All)

Show Sessions Print All Tickets

Sessions Status Summary

+ Instructions

Session Detail

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	MINIDOKA COUNTY JOINT DISTRICT	ACEQUIA ELEMENTARY SCHOOL	Generic Grade 1	Listening Gr 1	Not Started	1/24/2022	3/4/2022	
<input type="checkbox"/>	MINIDOKA COUNTY JOINT DISTRICT	ACEQUIA ELEMENTARY SCHOOL	Generic Grade 2	Listening Gr 2-3	Not Started	1/24/2022	3/4/2022	

5

- WIDA AMS > Test Management > Manage Test Sessions > Show Sessions > Identify desired test session > Select the **View/Print Tier Placement** icon

ID ACCESS for ELLs - 2021-2022
Tier Placement Report

Assessment: Listening Gr 1
Test Session: Generic Grade 1

Student ID	Last Name	First Name	District	School	Date of Birth	Grade Cluster	Writing Tier	Speaking Tier
						01	N/A	N/A
						01	N/A	N/A
						01	N/A	N/A
						01	N/A	N/A
						01	N/A	N/A
						01	N/A	N/A
						01	N/A	N/A
						01	N/A	N/A
						01	N/A	N/A



During Testing Testing Environment



- Review the Assessment Observation Checklist
 - Place a sign on the testing room door indicating testing is in progress
 - Remove/Cover classroom posters and linguistic supports
 - Review procedure if a student has a question or needs to use the restroom
 - Outline what students should do after they complete the test session

Assessment Observation Checklist

PURPOSE

One of the main goals of the assessment observation process is to certify that assessments are being administered in a fair and consistent manner to all Idaho students. During on-site assessment observations, the Assessment Observation Checklist is used by SDE personnel as a tool to ensure that specific before, during, and after-testing actions and procedures are being implemented with fidelity. Verifying the listed actions are being fully implemented at a district level will help produce valid and reliable student performance data.

Districts are encouraged to use this checklist to ensure test administrators are implementing standardized test administration processes for each assessment that is a part of Idaho's comprehensive assessment program, including IRI, SAT, ACCESS, and SAT. Districts are also encouraged to review the Assessment Integrity Guide to review district responsibilities around state tests prior to test administrations. The Assessment Integrity Guide is located on the [Assessment and Accountability Department Resource Center webpage](#).

METHOD

School Name:	Observation Date:
Assessment:	Assessment Domain:
District/School Assessment Coordinator:	Test Administrator/Proctor Name:

Note: Not all activities and procedures are applicable for each assessment.

Indicators

• F: Fully Implemented	• N/O: Not Observed
• P: Partially Implemented	• NA: Not Applicable
• N: Not Implemented	

Before Test Administration

Objective	Implementation
Test Security	
• Test security agreements have been signed by TAs and support staff.	
• Test materials are stored in a locked, limited access location and are transported in a secure manner from storage to assessment location.	
Test Training	
• TAs have been trained/certified to administer the assessment.	
• Testing location adheres to the specific specifications (number of students, test station configurations) outline/paper in the Test Administration Manual.	
Test Environment	
• Classroom instructional material including content specific posters, graphic organizers, and other visual aids are covered up.	
• Signs indicating student testing is in progress are posted at test location entrances (i.e. Testing in Progress - Do Not Disturb).	
• Test administrator materials have been prepared prior to test facilitation. Materials may include: TA scripts, computer, CDQs, student rosters, test tickets, clock, etc.	

UPDATED 2/2020 Assessment Observation Checklist / Assessment and Accountability / SDE / 2

During Testing Regenerate Test Ticket



- DTCs will not be able to regenerate test tickets on-demand
 1. Submit a request via the Test Incident Log
 - Student EDUID Number
 - School and District
 - Domain
 - Justification for regenerating test ticket
 2. ELPA Coordinator reviews the submission and will make a determination
 3. ELPA Coordinator will follow up with the DTC via email and/or phone

During Testing Actively Monitor Students



A key responsibility of a TA during ACCESS for ELLs testing is to ensure students are **actively monitored** during testing and do their own work.



The use of unapproved devices during testing or the submission of copied or plagiarized responses can result in student scores being invalidated.

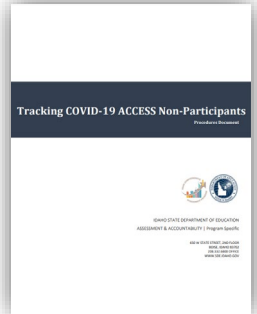
- * All student response booklets must have either a Pre-ID or District/School label to receive a score***

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During Testing COVID-19 Tracking



- Tracking COVID-19 Non-Participants Procedures Document has been updated and is now available on the ELPA webpage
 - Record codes within WIDA AMS
 - Parent/Guardian Refusal
 - District Closure
 - Other COVID-19 Scenarios
 - ACCESS Participation Rate Appeal must be submitted (May 23 – June 3)
 - Collect all necessary documentation during the ACCESS for ELLs window



COVID-19 Tracking Code	Description
COVID-REFU	Parent/Guardian refusal to test based on COVID-19 concerns
COVID-CLOS	Student unable to complete ACCESS due to a building closure due to COVID-19
COVID-OTHE	Student unable to complete ACCESS due to a COVID-19 related scenario other than COVID-REFU and COVID-CLOS

During Testing

WIDA AMS: Student Status Dashboard



- WIDA AMS > Student Management > Status Reports
 - Identifies domains started and ended
 - Track student participation
- WIDA AMS User Guide pp. 76-81

Student Search Results

[Export to CSV](#)

Note: Times are displayed in Central Time

Last Name ▲	First Name ▲	Grade ▲	Content Area ▲	Module	Assessment	Status	Start Time	End Time	Duration
Adams	Dafly	08	Listening	Listening	Listening Gr 6-8	Completed	01/24/2017 07:46 AM	01/31/2017 04:47 PM	177 Hours 0 Minutes
Adams	Dafly	08	Reading	Reading	Reading Gr 6-8	Completed	02/01/2017 10:47 AM	02/01/2017 11:05 AM	0 Hours 18 Minutes
Adams	Dafly	08	Speaking	Speaking	Speaking Gr 6-8	Not Started			
Adams	Dafly	08	Writing	Writing	Writing Gr 6-8	Completed	02/01/2017 11:11 AM	02/01/2017 11:20 AM	0 Hours 9 Minutes
Anderson	Tanner	03	Listening	Listening	Listening Gr 2-3	Not Started			
Anderson	Tanner	03	Reading	Reading	Reading Gr 2-3	In Progress	08/02/2017 01:13 PM		
Anderson	Tanner	03	Speaking	Speaking	Speaking Gr 2-3	Not Started			
anderson	test	05	Listening	Listening	Listening Gr 4-5	In Progress	07/19/2017 05:11 PM		
anderson	test	05	Reading	Reading	Reading Gr 4-5	Not Started			
anderson	test	05	Speaking	Speaking	Speaking Gr 4-5	Not Started			
anderson	test	05	Writing	Writing	Writing Gr 4-5	Not Started			
Line	V	04	Listening	Listening	Listening Gr 4-5	In Progress	07/19/2017 06:00 PM		
Spot	H								

1

2

87%



After ACCESS for ELLs Administration



After Testing Materials Return



- All Materials must be sent back to DRC by **March 11, 2022**
 - Tests can be sent back after they are completed
 - Use the DRC boxes and shipping labels sent with the initial materials shipment
 - Refer to WIDA AMS User Guide pp.
- Use **Accountability Form** to record materials sent back and record missing materials
 - WIDA AMS > Materials > Accountability Form
 - Report missing materials to SDE via the Test Incident Log
- Review the **Materials Receipt Report** to confirm all materials have been received
 - Test Administration > Materials > Return Materials Receipt Report

After Testing

DO NOT Score CODES



- All DO NOT SCORE codes must be appealed during the ACCESS Participation Rate Appeals window (May 23 – June 3)
- **ABS:** Not used frequently in Idaho
 - 100% of ELs are required to complete all 4 sections of ACCESS for ELLs
- **INV:** Test Security Violation (breach)
- **DEC:** *Used when multiple attempts are made to administer a domain of ACCESS for ELLs but fail*
- **SPD:** *Used to indicate a student cannot participate in a domain due to a special education need*

Code	Do Not Score Circumstance
ABS	The student was absent and did not take a particular domain test.
INV	A particular domain test was invalid according to state or district policy. For example, this code might be used due to inappropriate testing practices. Consult your test coordinator before marking this code.
DEC	The student declined to take or complete a particular domain test. ACCESS for ELLs is a required annual assessment, and students cannot opt out. Use this code only after several unsuccessful attempts to engage the student in the assessment.
SPD	The student's IEP or 504 team has determined that the student should not participate in a particular domain test due to the student's special education needs. (If the decision is made after a student begins testing that the student should take Alternate ACCESS for ELLs instead of ACCESS for ELLs, work with your test coordinator to determine next steps before recording any Do Not Score information.)
Always indicate the affected domains when using a Do Not Score Code. L = Listening R = Reading W = Writing S = Speaking	



Idaho State Specific Policy



Idaho State Specific Policy Training & Certification



- **ACCESS for ELLs Online**

- Online ACCESS for ELLs: Admini

- [Online ACCESS for ELLs: Admini](#) [Quiz](#)

- **Kindergarten A**

- Kindergarten

- [Kindergarten](#)

- **Alternate ACCESS**

- Alternate ACC

- [Alternative](#)

- **ACCESS for ELLs P**

- Paper ACCESS f

- [Paper ACCESS](#)

- Speaking for Gra

- [Speaking for G](#)

- Speaking for Gra

- [Speaking for Grades 6-12: Scoring ACCESS Paper and WIDA Screener Certification Quiz](#)



Idaho State Specific Policy Checklist



- ACCESS for ELLs Online Checklist
 - Outlines DTC, SC, TA actions that happen before, during, and after testing
 - [Idaho Member Page](#) on the main WIDA webpage

Before Testing					
DTC	SC	TA	Task	State-specific Clarification	✓
X			Plan communication for parents/family members about ACCESS for ELLs testing and upcoming testing schedule.		
X	X	X	Watch the Managing Test Materials module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
X	X		Receive, inventory, and distribute test materials to designated sites/staff.	This step is very important and should be a part of the district's test protocol. The district will be responsible for any missing ACCESS for ELLs test materials not returned to DRC.	
X	X	X	Review materials for correct amount and type. Report the amount and type of overage to the District Coordinator.		
X	X		Watch the Additional Materials Orders module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	TAs needing additional materials should ask the DTC about obtaining additional materials. Districts should only make one additional materials order during the ACCESS for ELLs test window.	
X	X	X	Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.		
X	X	X	Check District/School Labels for accuracy. Contact DRC Customer Support if information is incorrect.		
X	X	X	Print test tickets and test rosters. Securely store according to state and local policies.	Reference the " Assessment Integrity Guide " and the " Assessment Observation Checklist " to review state policies around test integrity.	
X	X	X	Review test tickets for accuracy of demographic information and accommodations.		
X	X	X	Kindergarten, Alternate only – Apply labels to test booklets. Bubble in demographic information and apply a District/School Label to test booklets that do not have Pre-ID Labels.		

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During Testing					
DTC	SC	TA	Task	State-specific Clarification	✓
	X	X	Set up the testing room according to the Test Administrator Manual . For group settings, ensure students are seated far enough apart to avoid distractions.	Reference the " Assessment Observation Checklist " for what SDE personnel might be reviewing during an on-site visit.	
	X	X	Gather test administration materials: Test Administrator Script(s), Test Administrator Manual, test tickets, test roster, Writing Booklets, #2 pencils, clock, etc.		
X	X	X	Ensure testing devices are ready and distribute necessary materials to students (e.g., booklets, pencils, headsets).	Ensure headsets are consistent with the recommended headset specifications .	
X	X	X	Distribute test tickets to students and verify information on ticket matches student's test plan.		
X	X	X	Follow all directions provided in the manuals and scripts. Monitor students to ensure test security.		
X	X	X	After students have completed the Listening and Reading tests, run a Tier Placement Report in WIDA AMS.	This step is especially important for grades 1-3. The Tier Placement Report informs the TA on which Writing tier booklet to administer to each student.	
X	X	X	Apply labels to Grades 1-3 Writing Test Booklets. Bubble in demographic information and apply a District/School Label to test booklets that do not have Pre-ID Labels.	If district/school labels are used, ensure student information bubbled on the response booklet matches the student's record in WIDA AMS. Errors made when bubbling in student information onto the student response booklet may result in an incomplete score report.	
	X	X	Report additional material needs to the District Test Coordinator when applicable.	The additional test materials ordering window in AMS will be open from January 13, 2022 to February 25, 2022.	
X	X		Keep track of all material requests from schools during testing and place one additional materials order prior to the end of the testing window.	Refer to Section 3 of the Test Coordinator Manual for information about additional materials ordering. Only one additional materials order can be submitted each test administration. The submission is made at the district level.	
X	X	X	Securely store all testing materials in between test sessions.	All secure test materials should be kept in a locked location when not in use.	

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Idaho State Specific Policy

Test Administrator to Student Ratio



- Test sessions may not exceed 15 students per certified Test Administrator
 - More than 15 students in a test session requires two certified Test Administrators
- ACCESS for ELLs Online – Speaking Session
 - No more than 5 students to a test session*
 - Tier Pre-A students are individually administered the speaking section

Idaho State Specific Policy Attemptedness Criteria



- When a domain test fails to meet the attemptedness criteria, a blank space appears on the score report for that domain and for any composite scores that incorporate that domain score

	Domain	Minimum Attemptedness criteria
Kindergarten ACCESS for ELLs	All domains	A student response is recorded for one scored item. Score reports reflect the scores marked in test booklets. No student responses are evaluated by DRC.
ACCESS for ELLs Paper	Listening	A student response is recorded for one scored item.
	Reading	A student response is recorded for one scored item.
	Speaking	One task has been scored on the score sheet.
	Writing	A mark is made in the response space in the booklet.
ACCESS for ELLs Online	Listening	A student response is recorded for one scored item.
	Reading	A student response is recorded for one scored item.
	Speaking	The Record button was clicked and audio captured for one task.
	Writing	A visible keystroke (not a space or a line return) was captured. <i>or</i> A mark is made in the response space in the booklet.
Alternate ACCESS for ELLs	All domains	A student response or non-response is recorded for one scored item. Score reports reflect the scores marked in test booklets. No student responses are evaluated by DRC.

Idaho State Specific Policy

ACCESS Participation Rate Appeals



- Federal & State Expectations – 100% of ELLs complete testing
 - Review *ACCESS Participation Rate Appeals Web Application User Guide*
 - ACCESS Participation Rate Appeals Window May 23 – June 3
 - Collect evidence and documentation throughout the ACCESS for ELLs test window

The screenshot shows the 'MINIDOKA COUNTY JOINT DISTRICT' page in the ACCESS Participation Rate Appeals application. It includes a navigation bar with 'Home', 'Change District', 'Appeals', 'Review Appeals', and 'Additional Resources'. Below the navigation bar, there are tabs for 'Summary', 'Appeals', and 'Exports'. The 'Appeals' tab is active, displaying a table with columns: District, School, Proficiency Percent, Participant Percent, and Progress Percent. The table lists eight schools, all showing 100.00% for all three metrics. A footer indicates '1 - 8 of 8 items'.

District	School	Proficiency Percent	Participant Percent	Progress Percent
MINIDOKA COUNTY JOINT DISTRICT (331)	HEYBURN ELEMENTARY SCHOOL (0785)	100.00 %	100.00 %	100.00 %
MINIDOKA COUNTY JOINT DISTRICT (331)	EAST MINICO MIDDLE SCHOOL (0148)	100.00 %	100.00 %	100.00 %
MINIDOKA COUNTY JOINT DISTRICT (331)	WEST MINICO MIDDLE SCHOOL (0149)	100.00 %	100.00 %	100.00 %
MINIDOKA COUNTY JOINT DISTRICT (331)	RUPERT ELEMENTARY SCHOOL (0845)	100.00 %	100.00 %	100.00 %
MINIDOKA COUNTY JOINT DISTRICT (331)	MINICO SENIOR HIGH SCHOOL (0150)	100.00 %	100.00 %	100.00 %
MINIDOKA COUNTY JOINT DISTRICT (331)	ACEQUIA ELEMENTARY SCHOOL (0786)	100.00 %	100.00 %	100.00 %
MINIDOKA COUNTY JOINT DISTRICT (331)	MT HARRISON JR/SR HIGH (1046)	100.00 %	100.00 %	100.00 %
MINIDOKA COUNTY JOINT DISTRICT (331)	PAUL ELEMENTARY SCHOOL (0783)	100.00 %	100.00 %	100.00 %

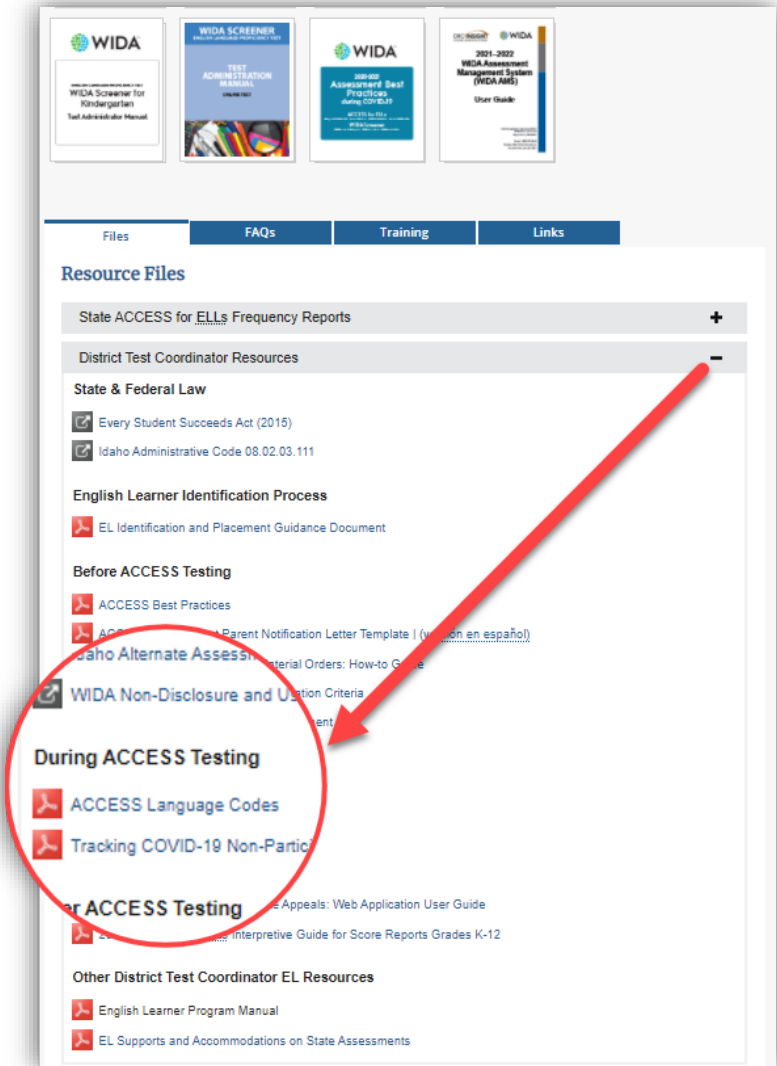
ACCESS Appeals »

The EL Assessment Participation Appeals application is used to review and appeal participation on the ACCESS assessment for English Learners.

Idaho State Specific Policy Language Codes



- ELPA Webpage
 - Complete list of language codes
 - Use numeric value
- Frequently Used Codes
 - Spanish – 399
 - Swahili – 410
 - Somali – 396
 - Russian – 361
 - Kinyarwanda – 225
 - Arabic – 21





ACCESS for ELLs – Resources



Resources

WIDA Secure Portal



- The Resources section of the WIDA Secure Portal provides a library of resources covering preparing, administering, and concluding ACCESS for ELLs
 - Filter by audience, topic, or resource type
- Facilitator Toolkit provides PPT slides to facilitate district and school trainings

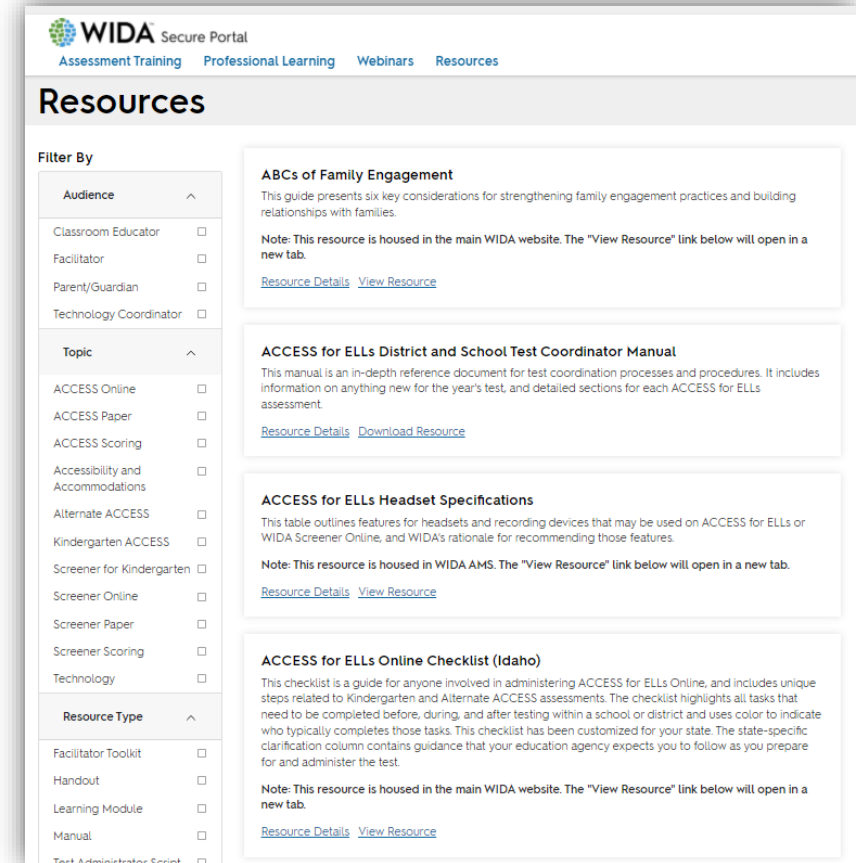


Resources

WIDA Secure Portal



- Administration Manuals & Guides
 - Test Administration Manual
 - District & School Test Coordinator Manual
 - Accessibility and Accommodations Manual
 - WIDA AMS User Guide
 - Data Validation Manual
 - Idaho Specific ACCESS for ELLs Online Checklist
- Consumable Assessment Materials
 - WIDA Screener for Kindergarten
 - All materials are downloadable
 - WIDA Screener Online / Paper Materials
 - Grades 1-3 Writing Student Response Booklet
 - ACCESS for ELLs Online 4-12 Test administrator script

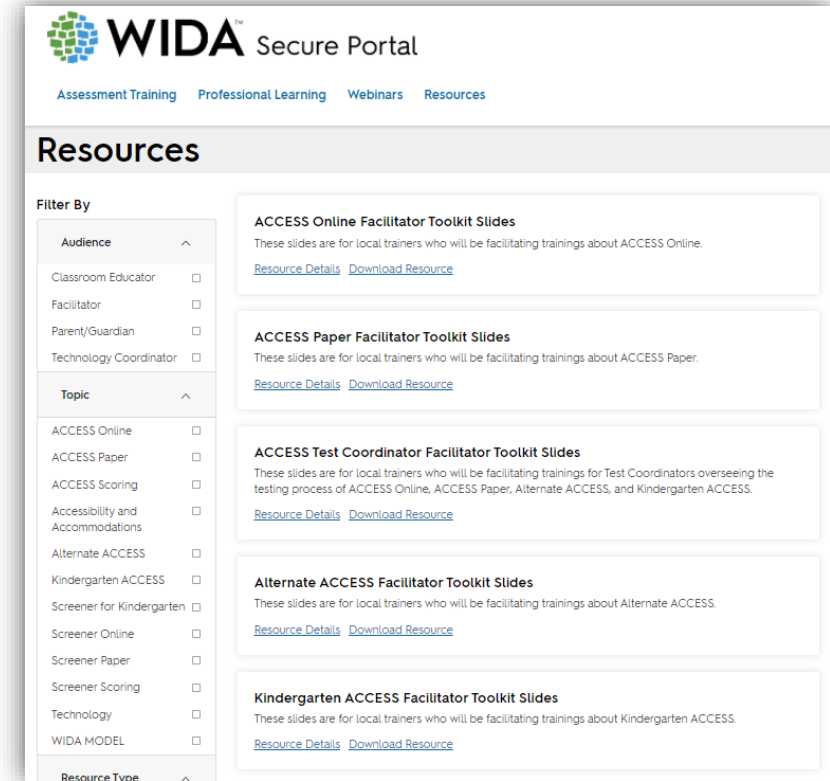


Resources

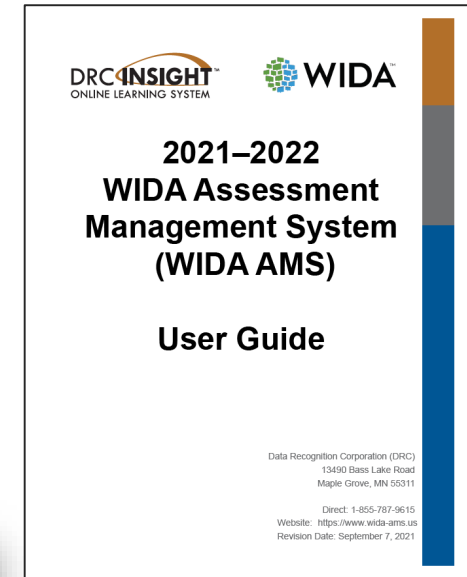
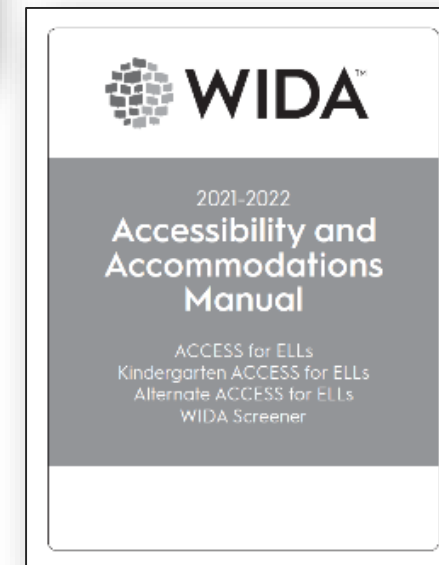
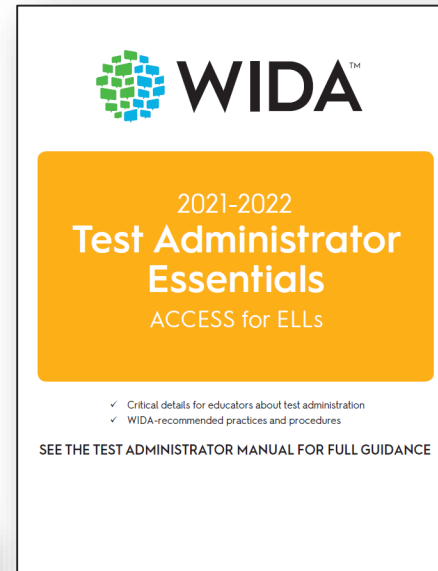
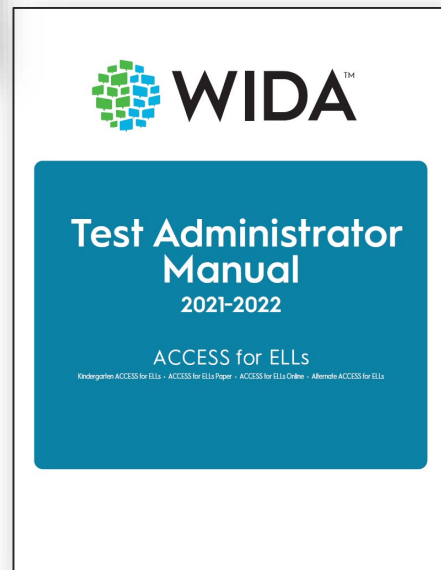
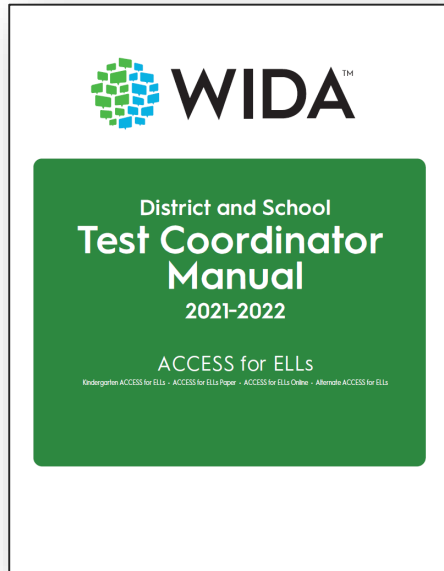
WIDA Secure Portal



- Facilitator Toolkit
 - District and School Test Coordinator training slides
 - Kindergarten ACCESS for ELLs, ACCESS for ELLs Online, ACCESS for ELLs Paper, Alternate ACCESS for ELLs
- Parent/Guardian Letter Templates & Score Report Guides
 - ACCESS for ELLs parent communication letter
 - ACCESS for ELLs and Alternate ACCESS for ELLs Score report Guides



Resources WIDA Manuals



Resources

Assessment Observation Checklist



- Recommendation to review the Assessment Observation Checklist prior to ACCESS for ELLs
 - Before Testing
 - Test Security ,Test Training / Certification, Test Environment, Test Materials
 - During Testing
 - Preparing students to test, active test proctoring, conclude of testing
 - After Testing
 - Test Materials
 - Assessment Considerations
 - Ex. Explain the process your district/school uses to ensure students have been given the appropriate accommodations, administrative considerations, designated supports.

Assessment Observation Checklist

PURPOSE

One of the main goals of the assessment observation process is to certify that assessments are being administered in a fair and consistent manner to all Idaho students. During on-site assessment observations, the Assessment Observation Checklist is used by SDE personnel as a tool to ensure that specific before, during-, and after-testing actions and procedures are being implemented with fidelity. Verifying the listed actions are being fully implemented at a district level will help produce valid and reliable student performance data.

Districts are encouraged to use this checklist to ensure test administrators are implementing standardized test administration processes for each assessment that is a part of Idaho's comprehensive assessment program, including IRL, ISAT, ACCESS, and SAT. Districts are also encouraged to review the Assessment Integrity Guide to review district responsibilities around state tests prior to test administrations. The Assessment Integrity Guide is located on the [Assessment and Accountability Department Resource Center webpage](#).

METHOD

School Name:	Observation Date:
Assessment:	Assessment Domain:
District/School Assessment Coordinator:	Test Administrator/Proctor Name:

Note: Not all activities and procedures are applicable for each assessment.

Indicators

- F: Fully Implemented
- P: Partially Implemented
- N: Not Implemented
- N/O: Not Observed
- NA: Not Applicable

Before Test Administration

Objective	Implementation
Test Security	
<ul style="list-style-type: none">• Test security agreements have been signed by TAs and support staff.• Test materials are stored in a locked, limited access location and are transported in a secure manner from storage to assessment location.	
Test Training	
<ul style="list-style-type: none">• TAs have been trained/certified to administer the assessment.• Testing location adheres to the specific specifications (number of students, test station configurations) outline/paper in the Test Administration Manual.	
Test Environment	
<ul style="list-style-type: none">• Classroom instructional material including content specific posters, graphic organizers, and other visual aids are covered up.• Signs indicating student testing is in progress are posted at test location entrances (i.e. Testing in Progress - Do Not Disturb).• Test administrator materials have been prepared prior to test facilitation. Materials may include: TA scripts, computer, CD(s), student rosters, test tickets, clock, etc.	

UPDATED 2/2020

Assessment Observation Checklist / Assessment and Accountability / SDE / 2

<https://sde.idaho.gov/assessment/files/resource-center/files/assessment-monitoring/District-Assessment-Observation-Checklist.pdf>

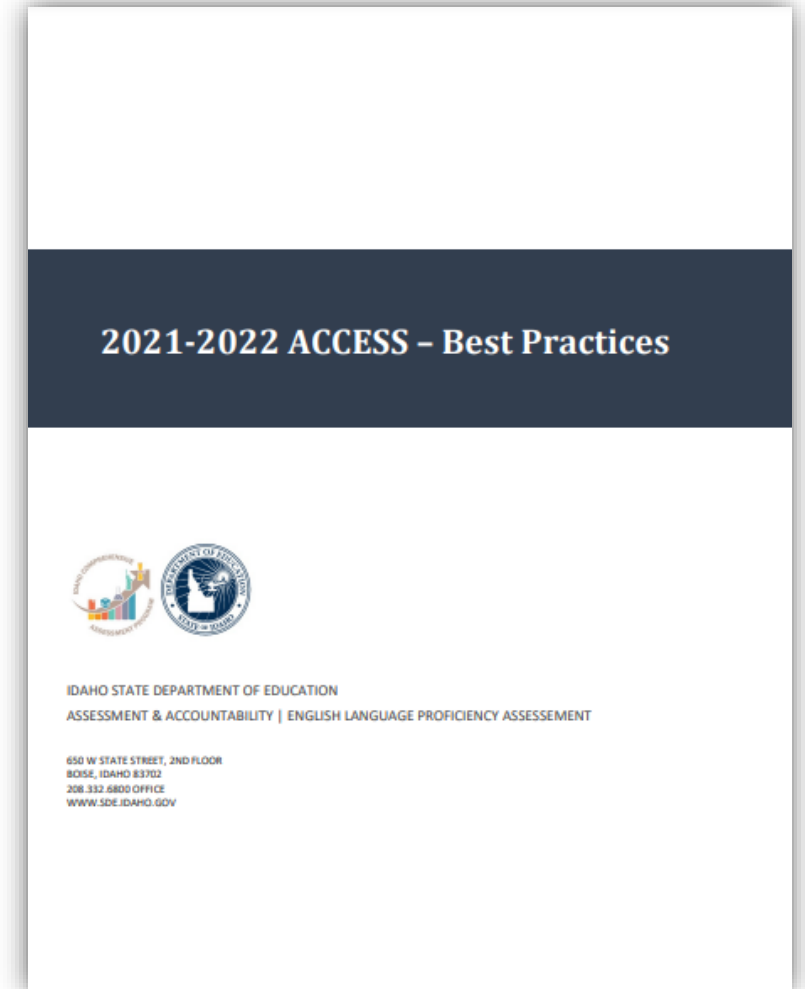
Resources

ACCESS Best Practices



Essential questions around...

- Parent Communication
- ACCESS Scheduling
- Health and Safety
 - Physical test material sanitation
 - Test environment precautions
- Technology Consideration



Updates

Paper KG ACCESS for ELLs– TAM Notice*



- The print copy of the ACCESS for ELLs Test Administrator Manual has an incomplete version of the **WIDA Writing Rubric Pre-K – Kindergarten**, which is located in the appendix.
- When scoring the Kindergarten ACCESS Writing test, test administrators should either refer to the online version of the [ACCESS for ELLs Test Administrator Manual](#), located in the WIDA Secure Portal, or the standalone [WIDA Writing Rubric Pre-K – Kindergarten](#), located in the Resource Library on the WIDA website.

Resources

Monthly Webinar Series



[Post-testing: Returning Materials \(Paper\)](#)

Thursday, January 27, 12:00PM – 1:00PM Mountain Time

This training will provide information on determining what materials to return, how, and when.

[During Testing: Monitoring completion of Test Coordinators \(Online\)](#)

Tuesday, February 1, 12:00PM -1:00PM Mountain Time

This training will provide information on student status reports, daily cumulative student status report, and online testing statistics.

[ACCESS for ELLs: Concluding the ELPA Test Window](#)

Thursday, February 10, 12:00PM – 1:00PM Mountain Time

The webinar will review just in-time information pertinent on closing out the ACCESS for ELLs test window. The training reviews sending back ACCESS for ELLs test materials, accounting for test materials, identifying incomplete test sessions, applying DO NOT SCORE codes, and other best practices around closing out the ELPA test window. In addition, the webinar will provide time to ask questions or discuss identified challenges.

[Post-Testing: Data Validation](#)

Tuesday, March 8, 12:00PM – 1:00PM MT

This training will provide how-to information on validating student data, and correcting student data.

[Post-Testing: Interpreting Score Reports](#)

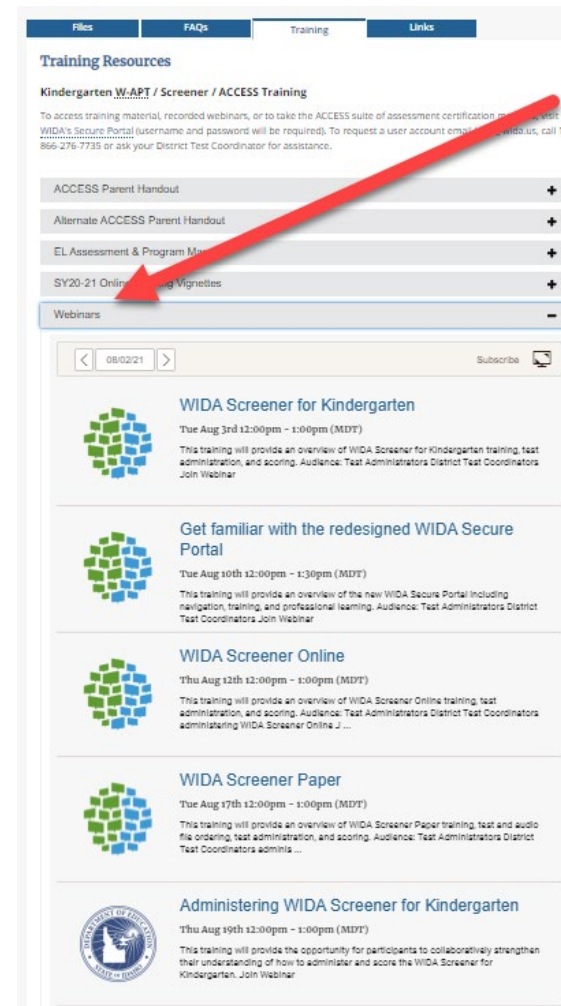
Tuesday March 15, 12:00PM – 1:00PM Mountain Time

This training will share how to interpret score report data, and review general data corrections and the scoring appeals process.

[ACCESS for ELLs: District Data Validation and Submitting an ACCESS Appeal](#)

Wednesday March 16, 12:00PM -1:0PM Mountain Time

The webinar reviews the district's responsibilities during the LEA data validation window (March 29, 2022 – April 4, 2022). The webinar also reviews the process for submitting an ACCESS participation Appeal, so DTCs can prepare for a possible submission in late May. In addition, the webinar will provide time to ask questions or discuss identified challenges.



Next Monthly Meeting



ACCESS for ELLs: Concluding the ELPA Test Window

Thu Feb 10th 12:00pm - 1:00pm (MST)

The webinar will review just in-time information pertinent on closing out the ACCESS for ELLs test window. The training reviews sending back ACCESS for ELLs test materials, accounting for test materia ...

<https://idahosde.zoom.us/meeting/register/tJcpdO-qqTMiH9yvV-rZH4LerZdi26d6sAv7>



Open Discussion



Open Discussion



- Unmute yourself or write your questions/comments/concerns in the chat



Thank you!



Andrew Bennett | English Language Proficiency Assessment Coordinator

State Department of Education

650 W State Street, Boise, ID 83702

208.332.6909

abennett@sde.idaho.gov

<https://www.sde.idaho.gov/assessment/elpa/>

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