



ACCESS for ELLs: Concluding the ELPA Test Window

ELPA Monthly Webinar Series 2022-2023: Meeting 9



Agenda



- ACCESS for ELLs Online – Progress Monitoring
 - Student Status Dashboard
- ACCESS for ELLs Test Materials
 - Student Response Booklets
 - Pre-ID Labels & District & School Labels
 - Returning Test materials
 - Accountability Form
 - Return Material Receipt Report
- ACCESS for ELLs – Participation Rate Appeals
 - Evidence to support an ACCESS Participation Rate Appeal
 - COVID-19 Tracking Procedure
- Alternate ACCESS for ELLs Field Test - Reminder
- Open Discussion



ACCESS for ELLs Online Progress Monitoring

Student Status Dashboard



WIDA AMS

Student Status Dashboard



- Reports on “Completed”, “In Progress”, and “Not Started” ACCESS for ELLs Online test sessions at each school
- Dashboard used to ensure all testing sessions are “Completed”
 - Test sessions listed as “In Progress” will need to be ended prior to EOD on March 3, 2023
 - WIDA AMs automatically closes open test sessions after test window closes
- Details on how to access and utilize the Student Status Dashboard are listed in the [WIDA AMS User Guide](#) pp. 76-81

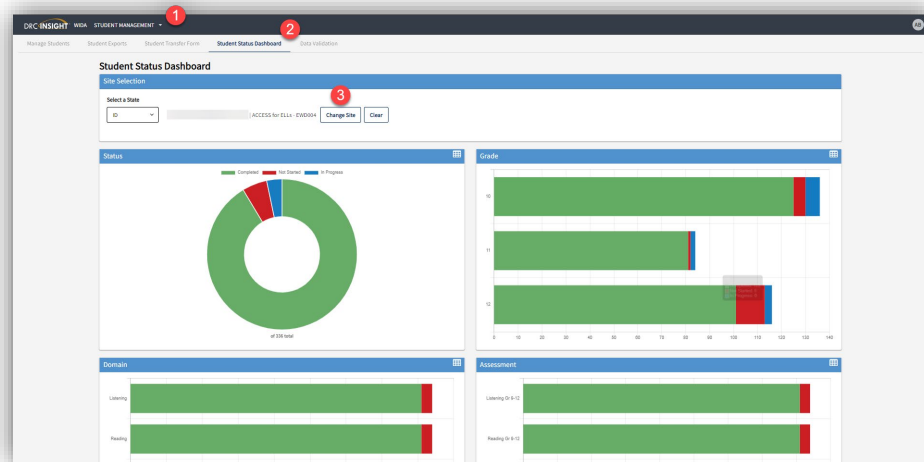
WIDA AMS

Student Status Dashboard – Open Sessions



- Test sessions that remain open longer than a day must be reported using the Test Incident Log
- Only students who have been assigned the EM accommodation should have test sessions open longer than a day

ELPA TEST
INCIDENT LOG



Student Search Results									
Export to CSV									
Last Name	First Name	Grade	Domain	Module	Assessment	Status	Start Time	End Time	Duration
		10	Writing	Writing	Writing Gr 9-12	Completed	02/01/2022 14:24 MST	02/01/2022 14:40 MST	0 Hours 16 Minutes
		11	Writing	Writing	Writing Gr 9-12	Completed	02/02/2022 10:07 MST	02/02/2022 10:53 MST	0 Hours 46 Minutes
		11	Speaking	Speaking	Speaking Gr 9-12	Completed	02/01/2022 14:33 MST	02/01/2022 14:55 MST	0 Hours 22 Minutes
		11	Reading	Reading	Reading Gr 9-12	Completed	01/31/2022 12:58 MST	01/31/2022 13:42 MST	0 Hours 44 Minutes
		11	Listening	Listening	Listening Gr 9-12	Completed	01/31/2022 11:32 MST	01/31/2022 12:53 MST	1 Hours 21 Minutes
		12	Listening	Listening	Listening Gr 9-12	Completed	01/31/2022 09:57 MST	01/31/2022 10:36 MST	0 Hours 39 Minutes
		12	Speaking	Speaking	Speaking Gr 9-12	Completed	02/03/2022 08:53 MST	02/03/2022 09:01 MST	0 Hours 8 Minutes
		12	Reading	Reading	Reading Gr 9-12	Completed	01/31/2022 10:38 MST	01/31/2022 10:53 MST	0 Hours 15 Minutes
		12	Writing	Writing	Writing Gr 9-12	Not Started			
		10	Writing	Writing	Writing Gr 9-12	Completed	02/01/2022 09:32 MST	02/01/2022 09:58 MST	0 Hours 26 Minutes
		10	Speaking	Speaking	Speaking Gr 9-12	Completed	02/01/2022 08:53 MST	02/01/2022 09:30 MST	0 Hours 37 Minutes
		10	Reading	Reading	Reading Gr 9-12	Completed	02/01/2022 08:38 MST	02/01/2022 08:50 MST	0 Hours 12 Minutes



ACCESS for ELLs – Test Materials

Student Response Booklets
Returning Materials



Return Materials – Alert



- **All ACCESS for ELLs test materials must be returned to DRC by March 10, 2023**

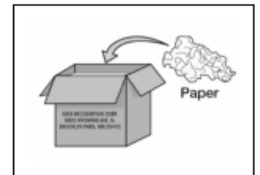
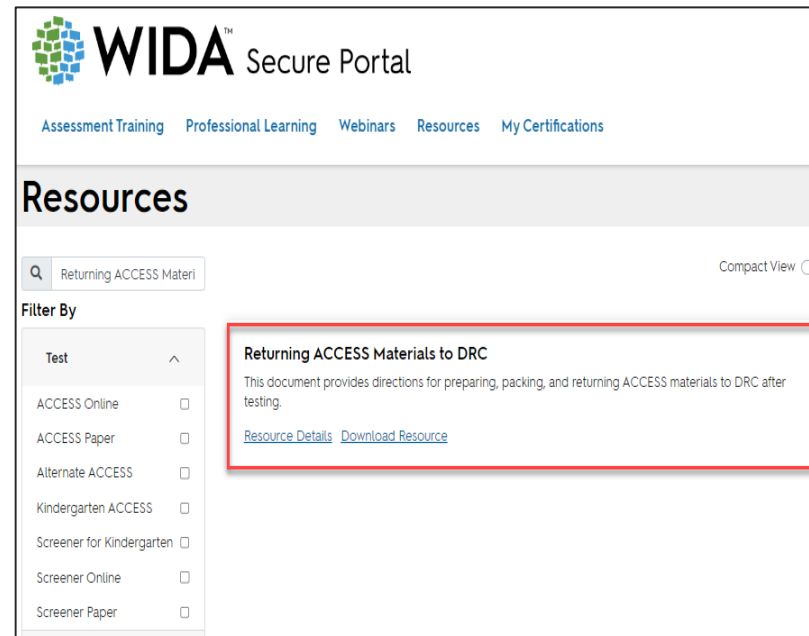


- **Failure to return test materials will delay reporting and can impact future district EL funding**

ACCESS for ELLs Test Materials Return



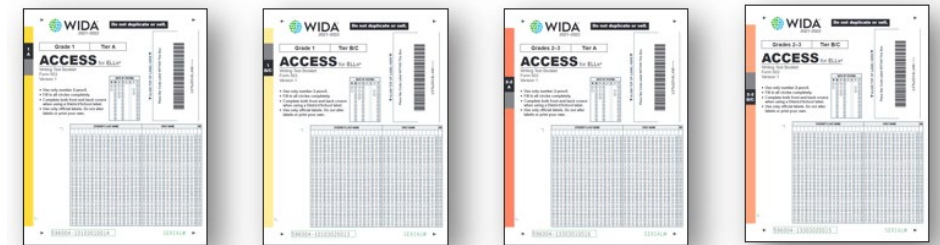
- Review Return Materials Tip Sheet 2022-2023 for detailed instructions on how to return materials



ACCESS for ELLs – Test Materials Return Student Response Booklets



- Inventory all material using the Materials Packing List, School Security Checklist, or Secure Materials Tracking Report
- Record the test date on the front of the students' response booklet
 - All responses must be recorded using a #2 pencil
 - Fill in all necessary response bubbles entirely
- All paper student response booklets require a label



ACCESS for ELLs – Test Materials Return



- Secure Materials Tracking Report
 - Track materials that were shipped to your district
 - Track materials as they are returned to DRC
- How to view report in WIDA AMS
 - Report Delivery > Test Results > ID ACCESS for ELLs - 2022 - 2023 > Secure Materials Tracking Report > Show Report

A screenshot of the WIDA AMS (Assessment Management System) interface. The top navigation bar includes "DRC INSIGHT", "WIDA", and "REPORT DELIVERY" (marked with a red circle 1). Below this is a sub-navigation bar with "Report Delivery" (selected), "On-Demand Reports", "Online Testing Statistics", "Screener Data Export", "Status Reports", and "Test Results" (marked with a red circle 2). The "Test Results" section is active, displaying a message: "Test Results allows the user to search for various reports showing test results. The user can view or download the report data." Below this, there are filters for "Administration" (ID ACCESS for ELLs - 2022-2023, marked with a red circle 3), "District" ((All)), "School" ((All)), and "Report" (Secure Material Trac, marked with a red circle 4). There are buttons for "Show Reports" (marked with a red circle 5) and "Download Reports". At the bottom, there is a table header with columns: Administration, Report, Title, District, and Reports (with a dropdown arrow).

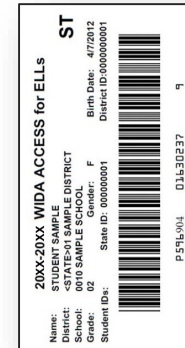
Administration	Report	Title	District	Reports
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ACCESS for ELLs – Test Materials Return Pre-ID, District & School, And DO NOT SCORE Labels



- **Pre-ID Label** – apply label to student response booklet and bubble the date of testing
 - Created from WIDA AMs Pre-ID File upload
 - No need to bubble student demographic information
- **District/School Label** – child does not have a Pre-ID label or changed schools. Apply District/School label (**yellow**) and complete all demographic information on back
 - Contact ELPA Coordinator if you do not have district/school label for a specific school

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



ACCESS for ELLs – Test Materials Return

DO NOT SCORE Labels



- **DO NOT PROCESS** – student responses will not be scored
- Use a DO NOT PROCESS label:
 - If a student used two student response booklets. Submit one to be scored, and affix a DO NOT PROCESS label to the other.
 - If the student booklet is ripped or defective, use the DO NOT PROCESS label
- DO NOT PROCESS label is not the same as a NO NOT SCORE Code.
- **Soiled booklets are *not* returned**
 - Must be identified within WIDA AMS using the Accountability Form

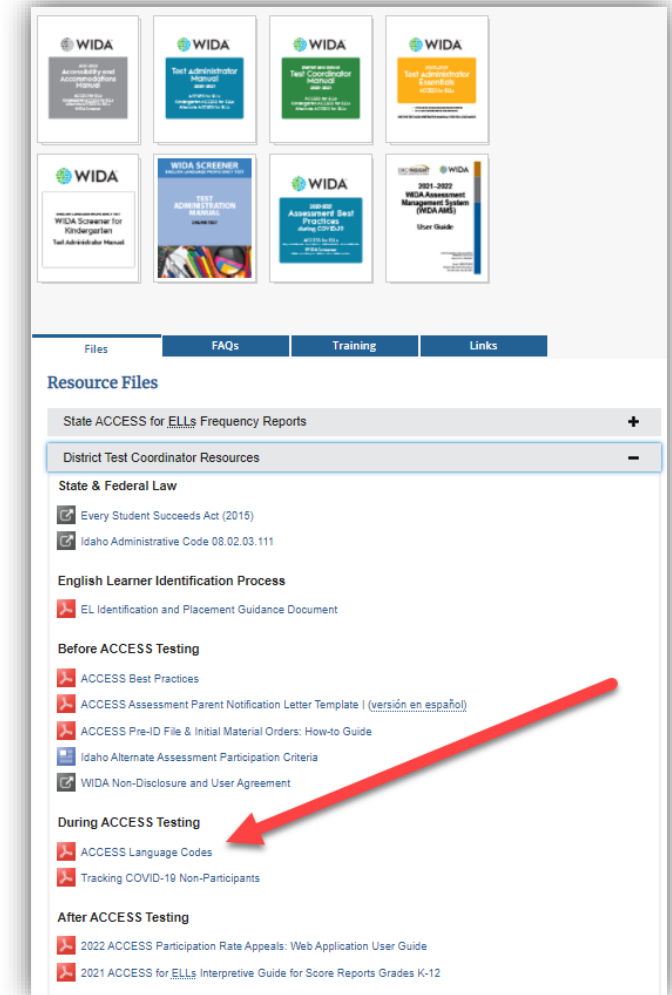


ACCESS for ELLs – Test Materials Return Preparing Student Response Booklets



- Language codes are found on the ELPA webpage
 - Files > District Test Coordinators Resources > During Testing > ACCESS Language Codes
 - Use numeric code
- Most common language codes:

• Spanish	—	399
• Swahili	—	410
• Somali	—	396
• Russian	—	361
• Kinyarwanda	—	225

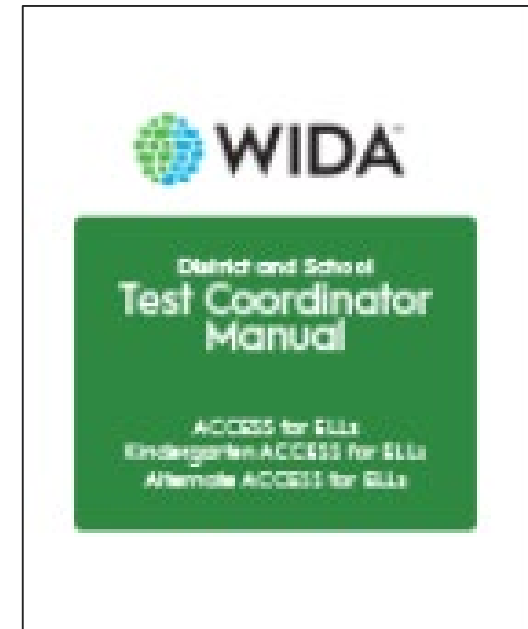


ACCESS for ELLs – Test Materials Return

Preparing Test Materials



- Do not affix a DO NOT PROCESS label to unused materials
- Use UPS Shipping Labels included in the district's initial materials order to return materials
 - Contact DRC and request return shipping labels if you do not have return labels
 - If you do not have a regular UPS pickup, call UPS at (866) 857-1501 to arrange return shipping
- Reference District & School Test Coordinator Manual pp. 24-27 for full details on preparing ACCESS for ELLs test materials for return



ACCESS for ELLs – Test Materials Return, Keep, or Destroy?



Instructions on what to return, keep, and destroy, if different than below, are detailed in the ACCESS for ELLs Checklist on your member/state page of the WIDA website.

Return	Keep	Discard/Destroy
All test booklets (collected in plastic bags) All ACCESS for ELLs Paper Test Administrator Scripts ACCESS for ELLs Online Test Administrator Scripts for grade 1 and grades 2-3 Listening and Speaking Test CDs All large print, braille, Kindergarten ACCESS for ELLs, and Alternate ACCESS for ELs test materials	Packing List Security Checklist	District and School Test Coordinator Manual (this document) Test Administrator Manual Grades 4-12 Online Test Administrator Script School box range sheet Unused booklet labels*

*Unused Pre-ID labels are secure test materials and should be securely destroyed

ACCESS for ELLs – Test Materials Return Accountability Form



- Inventory all material prior to returning to DRC using the original Packing List & Security Checklists
- Record the number of each secure test material returned to DRC using the **Accountability Form**
- Report any material discrepancy
 1. Test Incident Log
 2. Accountability Form - WIDA AMS
 - Bottom of Accountability Form

A screenshot of the "DRC INSIGHT" web application, specifically the "Accountability Form" section. The interface includes a navigation bar with tabs for "Materials", "Accountability Form", "Additional Materials", "Material Ordering", and "Return Materials Receipt Report". The "Accountability Form" tab is active. Below the navigation bar, there is a header section with a description of the form's purpose and a note about required fields. The main form area includes a "Show" button, a "District" dropdown menu, and a "School" dropdown menu. Below these, there are tabs for "Enter Counts", "Summary", and "Status Report". The "Enter Counts" tab is selected, showing a table of materials to be returned. The table has columns for "Material", "Shipped to School", and "Returned to DRC". The "Returned to DRC" column is highlighted with a red circle and labeled with a red "4". The table lists various materials, including "Online Grade 1 Test Administrator Script(s) - Version 1", "Online Grade 1 Test Administrator Script(s) - Version 2", "Online Grade 1 Test Administrator Script(s) - Version 3", "Online Grade 2-3 Test Administrator Script(s) - Version 1", "Online Grade 2-3 Test Administrator Script(s) - Version 2", "Online Grade 2-3 Test Administrator Script(s) - Version 3", "Online Grade 1 Tier A Writing Test Booklet(s) - Version 1", "Online Grade 1 Tier A Writing Test Booklet(s) - Version 2", "Online Grade 1 Tier A Writing Test Booklet(s) - Version 3", "Online Grade 1 Tier B/C Writing Test Booklet(s) - Version 1", "Online Grade 1 Tier B/C Writing Test Booklet(s) - Version 2", "Online Grade 1 Tier B/C Writing Test Booklet(s) - Version 3", "Online Grade 2-3 Tier A Writing Test Booklet(s) - Version 1", "Online Grade 2-3 Tier A Writing Test Booklet(s) - Version 2", "Online Grade 2-3 Tier A Writing Test Booklet(s) - Version 3", "Online Grade 2-3 Tier B/C Writing Test Booklet(s) - Version 1", "Online Grade 2-3 Tier B/C Writing Test Booklet(s) - Version 2", "Online Grade 2-3 Tier B/C Writing Test Booklet(s) - Version 3", "Online Grade 4-5 Tier A Writing Response Booklet(s)", "Online Grade 4-5 Tier B/C Writing Response Booklet(s)", and "K-12 English Language Arts (ELA) Materials (K-12)". The "Returned to DRC" column has input fields for each material, with some values already entered (e.g., 13, 7, 19, 8, 24, 51, 2).A screenshot of the "Record reasons for discrepancies here:" section of the Accountability Form. It features a large text area for recording discrepancies and a "Complete" button at the bottom.

ACCESS for ELLs – Test Materials Return Caution



**Student Response Booklets without a label will
NOT be processed**



**Only student responses marked with a #2 pencil
will be processed and scored**



ACCESS for ELLs Participation Rate Appeals

Evidence Collection and Documentation



ACCESS for ELLs Participation Rate Appeals Recording Evidence



- Documentation to justifying an ACCESS Participation Rate Appeal should be collected and retained
 - Parent correspondence
 - Health provider documentation
 - Attendance/Enrollment information for justification for ELs who did not complete or only partially completed ACCESS for ELLs during the 2022-2023
- ACCESS Participation Rate Appeal must be submitted between May 22, 2023 – June 2, 2023





Alternate ACCESS for ELLs Field Test

February 14 – April 17, 2023



Alternate ACCESS for ELLs Field Test Overview – Material Logistics



- **Alternate ACCESS for ELLs Field Test Kindergarten Material**
 - Additional material orders are made via the [ELPA webpage](#)
 - “[Alternate ACCESS Field Test – Extra Materials Request Form](#)”
 - Additional materials need to be ordered by **April 10, 2023**
 - Shipped to district office after request has been submitted
 - All materials are to remain secure
 - **Keep all materials separate from 2022-2023 ACCESS for ELLs test materials**
 - Shipped directly back to DRC using the supplied shipping labels



Alternate ACCESS for ELLs Field Test Overview – Administration Logistics



• Individual Characteristics Questionnaire (ICQ)

- Test Administrators will complete an ICQ for the child testing
 - Complete the ICQ completely and accurately
 - Test information references IDAA ELA and Math scores
 - Emerging = Level 1, Near Target = Level 2, At or Exceeds target = Level 3 and Level 4
- ICQ information will be used to create student profiles for the 2023 standards setting work
- Starting in 2023-2024, ICQ information will be reported on the child's Individual Score Report (ISR)



Alternate ACCESS for ELLs Field Test Overview – Administration Logistics



- Review the Alternate ACCESS for ELLs Field Test – [Test Administration Manual](#)
- Requires Test Administrator to transcribe the Speaking and Writing domains (if applicable) into the Student Response Booklet
 - Use a number 2 pencil
- Speaking Transcriptions
 - Capture spoken and non-verbal communication (EX. “Student used eye gaze to indicate the screwdriver”/ “Student used AAC device to respond: “open the door.”)
 - If student response is incomprehensible, write “Response was incomprehensible.”
- Writing Transcriptions
 - Transcribe any student marks that may not be easily decipherable to others.
 - Put quotation marks around the transcription so independent reviewers can easily identify that it is a transcription



Alternate ACCESS for ELLs Field Test Administration Logistics – After Testing



- Confirm each student response booklet has a District/School label affixed
- Confirm student demographic information is filled in completely and correctly and **that the Individual Characteristics Questionnaire has been completed**
 - In particular, check the student's name, grade, and date of testing, and **confirm that all circles are filled in completely**
 - **Use a #2 pencil**
- Return unused test booklets
 - Do not apply labels to these booklets
- Apply a Do Not Process label to any used test booklet that should not be processed
- Remove any paper clips or sticky notes from test booklets
- **Send back field test materials separately from ACCESS for ELLs / Alternate ACCESS 2022-2023 material**



English Language Proficiency Assessment Monthly Webinar Series



- **Post Testing: Data Validation**

- **Thursday, March 7th, 12:00PM -1:00PM Mountain Time**
- .This webinar provides information about validating and correcting student data.

- **Post Testing: Interpreting Score Reports**

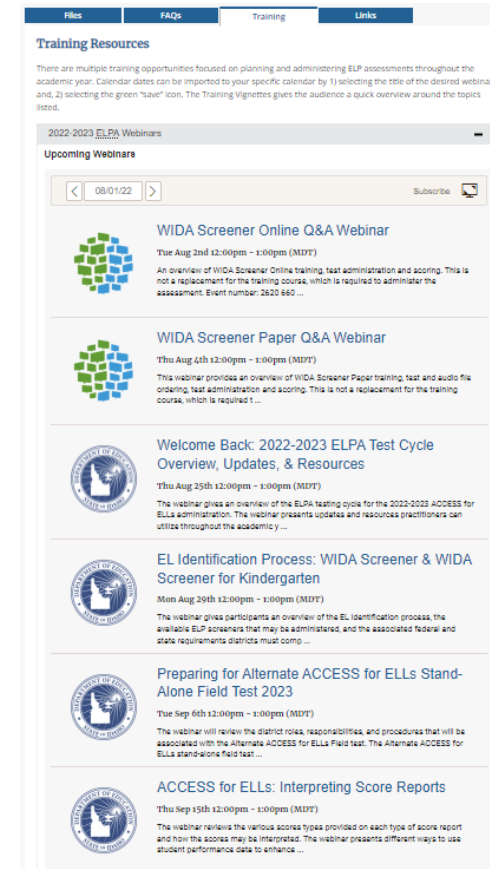
- **Tuesday, March 14th, 12:00PM -1:00PM Mountain Time**
- This webinar covers how to interpret score report data and review general data corrections as well as the scoring appeals process.

- **ACCESS for ELLs: District Data Validation and Submitting an ACCESS Appeal**

- **Thursday, March 16th, 12:00PM -1:00PM Mountain Time**
- The webinar reviews the district's responsibilities during the LEA Data Validation window. The webinar also reviews the process for submitting an ACCESS Participation Appeal. In addition, the webinar provides time to ask questions or discuss

- **ACCESS for ELLs: Interpreting & Sharing Score Reports**

- **Thursday, April 20, 12:00PM -1:00PM Mountain Time**
- The webinar reviews the district's responsibilities during the LEA Data Validation window. The webinar also reviews the process for submitting an ACCESS Participation Appeal. In addition, the webinar provides time to ask questions or discuss identified challenges.
- ss identified challenges.



Next Monthly Webinar



ACCESS for ELLs: District Data Validation and Submitting an ACCESS Appeal

Thursday, March 16, 2023

12:00PM – 1:00PM MT



ACCESS for ELLs: District Data Validation and Submitting an ACCESS Appeals

Thu Mar 16th 12:00pm - 1:00pm (MDT)

The webinar reviews the district's responsibilities during the LEA Data Validation window. The webinar also reviews the process for submitting an ACCESS Participation Appeal. In addition, the webinar

<https://idahosde.zoom.us/meeting/register/tJwocu2grzwpE90E-pYgMAzkpBLsVkmH-eTW>



Open Discussion



Open Discussion



Unmute yourself or write your questions/comments within the chat



Thank you!



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Idaho State Department of Education

DEBBIE CRITCHFIELD, SUPERINTENDENT OF PUBLIC INSTRUCTION

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