



ACCESS: Ready for Launch

ELPA Webinar Series 2022-2023: Meeting 8

January 12, 2023



Idaho State Department of Education

DEBBIE CRITCHFIELD, SUPERINTENDENT OF PUBLIC INSTRUCTION

Agenda



- ACCESS for ELLs Ready for Launch
- Test Security
- ACCESS For ELLs Quick Reference
- Monitoring Testing Resources
- Alternate ACCESS for ELLs Field Test
- Open Discussion



ACCESS for ELLs – Ready for Launch



ACCESS for ELLs – Ready for Launch 2022-2023 Important Dates



- Test Materials Delivered to District Offices
 - **January 12 – January 17, 2023**
- ACCESS for ELLs Test Window
 - **January 23 – March 3, 2023**
- Test Materials Return to DRC
 - **March 10, 2023**
- LEA Pre-Reporting Data Validation
 - **March 28 – April 3, 2023**
- ACCESS for ELLs Score Reports Available in WIDA AMS
 - **May 5, 2023**



Alt. ACCESS for ELLs Field Test – Ready for Launch

2022-2023 Important Dates



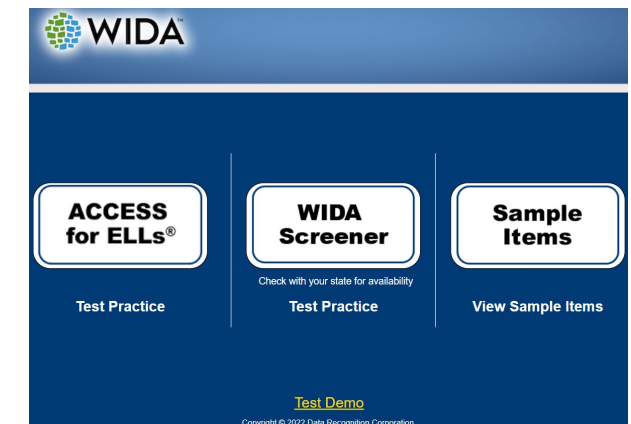
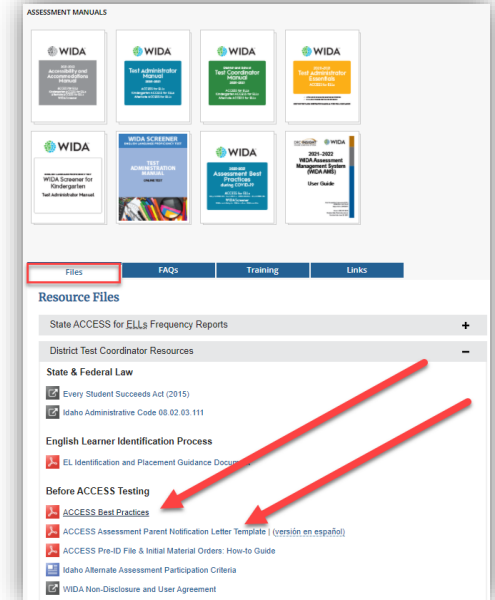
- **Administer regular Alternate ACCESS for ELLs prior to administering the field test**
- **Field Test Materials Delivered to District Offices**
 - **February 7 – February 8, 2023**
- **Alternate ACCESS for ELLs Test Window**
 - **February 14 – April 17, 2023**
- **Test Materials Return to DRC**
 - **April 19, 2023**



ACCESS for ELLs – Ready for Launch Communication and Test Practice



- Share ACCESS for ELLs test plan and schedule with school staff, students, and parents prior to administration
- ACCESS for ELLs Parent Communication
 - ACCESS for ELLs Parent Notification Letter Template ([English](#) / [español](#))
- ACCESS for ELLs – [Test Practice](#)
 - Practice Test
 - Test Demo
 - Sample Item



ACCESS for ELLs – Ready for Launch Reminders



- District Test Administrators are trained and certified to administer ACCESS for ELLs
 - Collect/Retain signed copies of [SDE Assessment Confidentiality Agreement](#)
 - [WIDA Non-Disclosure User Agreement](#)
 - Documentation of TA certification
- Confirm district/school technology readiness
- Inventory initial ACCESS for ELLs test materials
 - Report any discrepancies to [Idaho ELPA Coordinator](#)
- Confirm **all** ELs enrolled at the district are rostered to complete ACCESS for ELLs
- Confirm ACCESS for ELLs accommodations assignment within WIDA AMS
 - Communicate these assignments to TAs
- Communicate expectation to TA, SC, and TC on communication and procedure to report test incidents
- [Idaho ACCESS for ELLs Online Checklist 2022-2023](#)



ACCESS for ELLs Test Security

IDAPA Requirement
Secure Test Material
Initial Materials Inventory
Active TA Proctoring
Reporting Test Incidents



ACCESS for ELLs

Test Security – Requirements



- Documentation describing the process of how the district safeguards the security of test material is necessary
 - IDAPA Code 08.02.03.111.10

10. Test Security, Validity and Reliability.

(3-15-22)

a. Test security is of the utmost importance. To ensure integrity of secure test items and protect validity and reliability of test outcomes, test security must be maintained. School districts will employ security measures in protecting statewide assessment materials from compromise. Each individual who has any opportunity to see test items must sign a state-provided confidentiality agreement, which the district must keep on file in the district for at least two (2) years. Documentation of security safeguards must be available for review by authorized state and federal personnel.

(3-15-22)

- [Idaho SDE Assessment Confidentiality Agreement](#)
- [WIDA Non-Disclosure User Agreement](#)

ACCESS for ELLs

Test Security – Secure Materials List



- Section 3 of the [ACCESS for ELLs Test Administration Manual](#) (TAM) should be reviewed to ensure district, schools, and staff understand how to appropriately manage test materials
- TAM Secure Materials List
 - ACCESS for ELLs Online p. 55
 - Kindergarten ACCESS for ELLs p. 21
 - ACCESS for ELLs Paper p. 35
 - Alternate ACCESS for ELLs p. 71
- Pre-ID labels, Test Tickets, Scratch Paper, ancillary materials are all considered secure materials

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. All students in grades 1-3 take the ACCESS for ELLs Online Writing test in an entirely pencil-and-paper format.
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	Contains space for students to handwrite their responses to the Writing test prompts presented in the online test platform. These

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.

ACCESS for ELLs

Test Security – Initial Materials Inventory



- DTCs inventory, disseminate, and track test materials throughout the ACCESS for ELLs test window
 - SCs and TAs must follow district check-out/check-in procedure
 - Security checklist & Packing List may be utilized to track material
 - Material discrepancies must be reported via the [Test Incident Log](#)
- Test material must be secure at all times
 - Test material is securely stored when not in use
 - [ACCESS for ELLs Test Administration Manual](#)



ACCESS for ELLs

Test Security – Active TA Proctoring



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.

ACCESS for ELLs

Test Security – Active TA Proctoring



- Ensure that TAs understand their role during the test administration is that of an **active** test administrator
 - Monitor student's progress
 - Ensure each student has completed the test section before leaving
 - Ensure students do not use internet-connected devices, such as cell phones, watches, or other electronic devices while testing
 - *The use of inappropriate devices during testing or the submission of copied or plagiarized responses can result in student scores being invalidated*
- Ensure all staff understand what to do if a test incident is present
 - What is the chain of command, what is the procedure the TA should follow, what are the next steps of the TA for documentation?

ACCESS for ELLs

Test Security – Reporting Test Incidents



- Test incidents (interruptions, improprieties, irregularities, or test security violations) must be logged within the SDE's [Test Incident Log](#) within 24 hours
 - 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/approval





ACCESS for ELLs Quick Reference

WIDA AMS User Guide

Tier Placement Report

Labels

Transfer Student

Do Not Score Codes

Additional Materials Order

Assessment Observation Checklist



ACCESS for ELLs

Quick Reference – WIDA AMS User Guide



- **ACCESS for ELLs Online**

- Student Management

- Editing a Student's Information – p. 58
 - **Editing a Student's Accommodations – p. 59**
 - **Adding a Student to WIDA AMS – p. 64**

- Test Management

- Adding a Test Session – pp. 86-88
 - **Adding a New Student to a Test Session – p. 89**
 - **Printing Test Tickets and Rosters – p. 96**
 - **Using the Tier Placement Report – p. 98**
 - Transferring Students between Schools – p. 102

DRC **INSIGHT**
ONLINE LEARNING SYSTEM



2022–2023

WIDA Assessment Management System (WIDA AMS)

User Guide

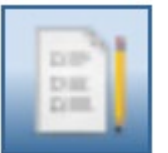
Data Recognition Corporation (DRC)
13490 Bass Lake Road
Maple Grove, MN 55311

Direct: 1-855-787-9615
Website: <https://www.wida-ams.us>
Revision Date: June 27, 2022



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



ACCESS for ELLs Quick Reference - Tier Placement Report (Online Writing)



- 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

This is a sample of the ACCESS for ELLs Tier A report form for Grade 1. It includes the WIDA logo, the title "ACCESS for ELLs", and the subtitle "Writing Test Booklet Form 503 Version 1". The form contains a table for recording student scores, with columns for "STUDENT'S LAST NAME" and "FIRST NAME". A barcode is visible on the right side.This is a sample of the ACCESS for ELLs Tier B/C report form for Grade 1. It includes the WIDA logo, the title "ACCESS for ELLs", and the subtitle "Writing Test Booklet Form 503 Version 1". The form contains a table for recording student scores, with columns for "STUDENT'S LAST NAME" and "FIRST NAME". A barcode is visible on the right side.This is a sample of the ACCESS for ELLs Tier A report form for Grades 2-3. It includes the WIDA logo, the title "ACCESS for ELLs", and the subtitle "Writing Test Booklet Form 503 Version 1". The form contains a table for recording student scores, with columns for "STUDENT'S LAST NAME" and "FIRST NAME". A barcode is visible on the right side.This is a sample of the ACCESS for ELLs Tier B/C report form for Grades 2-3. It includes the WIDA logo, the title "ACCESS for ELLs", and the subtitle "Writing Test Booklet Form 503 Version 1". The form contains a table for recording student scores, with columns for "STUDENT'S LAST NAME" and "FIRST NAME". A barcode is visible on the right side.

ACCESS for ELLs Quick Reference - Tier Placement Report



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 - 202 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 (Arrow pointing to the Action icons in the Session Detail table)

- 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						01	N/A	N/A
01						01	N/A	N/A
01						01	N/A	N/A
01						01	N/A	N/A
01						01	N/A	N/A
01						01	N/A	N/A
01						01	N/A	N/A
01						01	N/A	N/A
01						01	N/A	N/A

(Red box highlights the Writing Tier and Speaking Tier columns)



ACCESS for ELLs

Quick Reference – Student Transfer



- Students who have not started testing and enroll into your district can be added to WIDA AMS and added into test sessions
- Students who have started testing at one district/school and transfer into another district/school must be transferred using the “Student Transfer Form”
 - WIDA AMS > Student Management > Student Transfer Form
 - WIDA AMS User Guide – pp. 72-75
 - Contact [Idaho ELPA Coordinator](#)

A screenshot of the "Student Transfer Form" in the WIDA AMS system. The form is titled "Student Transfer Form" and includes a note: "IDC Customer Service will transfer the student record within 48 business hours of submission of the transfer form." Below this, there are sections for "Student Moved FROM (Sending Site)" and "Student Moved TO (Receiving Site)". Each section contains fields for District (Select), School (Select), Completed Domains (Listening, Reading, Speaking, Writing), Testing Mode (Select), and Paper Test Book Tier (If applicable). At the bottom, there are fields for Last Name, First Name, Date of Birth, State Student ID, Grade, and Sender's Phone number. The form also includes "Submit Request", "Print", and "Clear" buttons.

ACCESS for ELLs

Quick Reference – Do Not Score Codes



- District and School Test Coordinators should only use the “DEC” and “SPD” Do Not Score Codes
 - **DEC** – Student declined to take or complete a particular domain test. Only mark after several unsuccessful attempts have been made
 - **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.

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.
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.
Always indicate the affected domains when using a Do Not Score Code. L = Listening R = Reading W = Writing S = Speaking	

ACCESS for ELLs Quick Reference – Additional Materials Order



- Districts may **only make 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
- WIDA AMS: Order additional materials under the “School” field
 - “District- Level Additional Orders Only Site – WWW”
 - WIDA AMS > Materials > Additional Materials

A screenshot of the WIDA AMS 'Additional Materials' order form. The interface includes a top navigation bar with tabs for 'Materials', 'Accountability Form', 'Additional Materials', 'Material Ordering', and 'Return Materials Receipt Report'. The 'Additional Materials' tab is selected. Below the navigation bar, there is a section titled 'Search Additional Materials' with a red callout '2'. A message states: 'Additional Materials allows the user to order materials for paper tests after the initial material order is placed. Alternate ACCESS for ELLs Field Test: Need more field test materials? Beginning on February 7, 2023, order additional materials.' Below this, there is a section titled 'Instructions' with a red callout '3'. It includes a note: '* Indicates required fields'. The form has several input fields: 'Administration' (set to 'ID ACCESS for ELLs - 202'), 'District' (set to 'ABERDEEN DISTRICT - ID'), 'School' (set to 'District-Level Additional'), 'Status' (set to 'Submitted'), and 'Order #' (empty). There are buttons for 'Find Orders', 'Add Order', and 'Export Orders'. A red callout '4' points to the 'School' dropdown menu, which shows a list of schools: 'ABERDEEN ELEMENTARY SCHOOL - 0298', 'ABERDEEN HIGH SCHOOL - 0036', and 'ABERDEEN MIDDLE SCHOOL - 0299'.

ACCESS for ELLs 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 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 IRI, 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	
• 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, CD(s), student rosters, test tickets, clock, etc.	

UPDATED 2/2020

Assessment Observation Checklist / Assessment and Accountability / SDE / 2



ACCESS for ELLs Monitoring Resources

Test Monitoring Application
Student Status Dashboard
Status Report



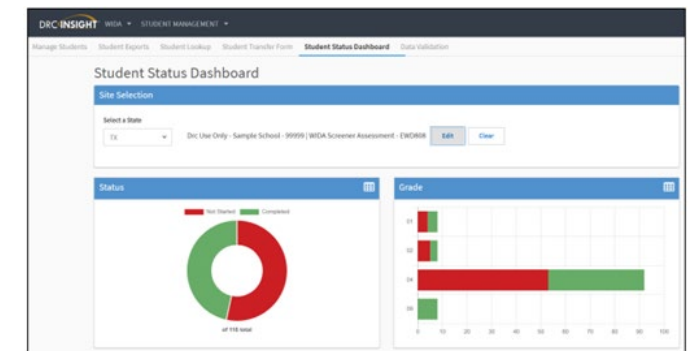
ACCESS for ELLs Monitoring Resources



- DTCs must ensure that ***all*** English learners complete all four sections of ACCESS for ELLs
 - **Title I of Every Student Succeeds Act (2015)**
 - ESSA section 1111(2)(G)(i) – Requires all ELs—including those with disabilities—to participate annually in the State’s ELP assessments
 - **Idaho Administrative Procedures Act (IDAPA Rule)**
 - 08.02.03.04.111.04. – Testing Population
 - 08.02.03.04.06. – Comprehensive Assessment Program

- Test Monitoring Application
- Student Status Dashboard
- Status Reports

The screenshot shows the 'DTC INSIGHT WIDA TEST MANAGEMENT' interface. The 'Test Monitoring' tab is selected, and a red arrow points to the 'Test Monitoring' section. The interface includes fields for 'Session Name', 'Session Grade', 'Start Date', 'End Date', 'Test Monitoring', 'Restricted Access', and 'Find Students'. There are also buttons for 'Find Students', 'New Student', and 'Other'.



ACCESS for ELLs Monitoring Resources – Test Monitoring Application



- WIDA AMS – Test Monitoring Application (optional to use)
 - The Test Monitoring Application (TMA) in WIDA AMS allows Test Monitors to monitor student testing activity throughout the duration of their test using a secure dashboard for the 2022-2023 ACCESS and Screener administrations
 - **Tester Name**
 - **Proctor Actions:** Pause, Stop, Resume
 - **Status:** Active, Inactive, Paused, Exited, Completed
 - **Progress:** the number of answers the student has submitted out of the expected number of answers for that part of the test session
 - Test Monitoring field for a test session must be set from “None” to “Required”
 - TA must have Test Monitoring – Access permission so that they can provide students with a Monitoring Code
- WIDA AMS User Guide: Pages 105 - 109

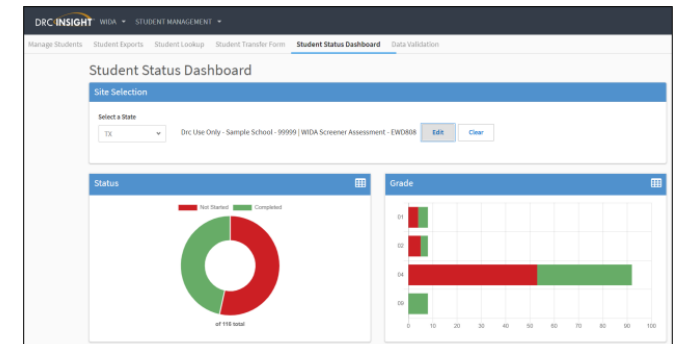
A screenshot of the WIDA AMS Test Monitoring Application interface. The interface is divided into several sections. On the left, there's a sidebar with navigation options like "Test Sessions", "Sessions", and "Students". The main area shows a "Test Sessions" list with columns for Session Name, Grade, and Status. A red arrow points to the "Test Monitoring" field in the "Test Sessions" list, which is currently set to "None". Below this, there's a "Test Monitoring" section with fields for "Test Monitoring Name", "Test Monitoring Code", and "Test Monitoring Status". A red arrow also points to the "Test Monitoring Code" field. The bottom section shows a list of "Available Students" and a "Students in Session" list.

ACCESS for ELLs Monitoring Resources – Student Status Dashboard



- WIDA AMS – Student Status Dashboard
 - WIDA AMS > Student Management > Student Status Dashboard > District/School > ACCESS For ELLs EWD104 Select
 - District and School Test Coordinators can monitor the testing status of the district's EL population within each domain
 - Display student testing status by school and administration
 - Export Student List to CSV
 - Status: Not Started, In Progress, Completed
 - State Time, End Time, Duration

- WIDA AMS User Guide: pp. 76 - 82



ACCESS for ELLs Monitoring Resources – Status Reports

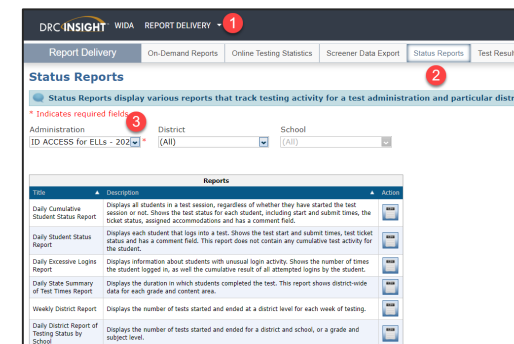


- WIDA AMS – Status Reports

- WIDA AMS > Status Reports > ID ACCESS for ELLs – 2022-2023

- WIDA AMS provides a number of status reports for ACCESS Online that DTCs can use to track testing activity for a test administration at the district and school level

- Daily Cumulative Student Status Report
 - Daily Student Status Report
 - Daily Excessive Logins Report
 - Daily State Summary of Test Times Report
 - Weekly District Report
 - Daily District Report of Testing Status by School



Reports		
Title	Description	Action
Daily Cumulative Student Status Report	Displays all students in a test session, regardless of whether they have started the test session or not. Shows the test status for each student, including start and submit times, the ticket status, assigned accommodations and has a comment field.	
Daily Student Status Report	Displays each student that logs into a test. Shows the test start and submit times, test ticket status and has a comment field. This report does not contain any cumulative test activity for the student.	
Daily Excessive Logins Report	Displays information about students with unusual login activity. Shows the number of times the student logged in, as well as the cumulative result of all attempted logins by the student.	
Daily State Summary of Test Times Report	Displays the duration in which students completed the test. This report shows district-wide data for each grade and content area.	
Weekly District Report	Displays the number of tests started and ended at a district level for each week of testing.	
Daily District Report of Testing Status by School	Displays the number of tests started and ended for a district and school, or a grade and subject level.	

- Reports are updated at the end of each testing day for the online assessments



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 Material (grades 1-12)**
 - **Material quantities will automatically be generated from the WIDA AMS Pre-ID File**
 - **Based on November ISEE enrollment submission**
 - If your district plans to administer an Alternate ACCESS for ELLs test during the 2022-2023SY, plan on receiving field test materials
 - Materials will be delivered on **February 7, 2023** to district offices
 - Additional materials can be requested via the [ELPA webpage](#)



Alternate ACCESS for ELLs Field Test Overview – Material Logistics



- **Alternate ACCESS for ELLs Field Test Kindergarten Material**
 - WIDA has estimated the quantity of K-2 booklets a district may need
 - Estimated quantities will be delivered on **February 7, 2023**
 - Additional material orders are made via the [ELPA webpage](#)
 - [“Alternate ACCESS Field Test – Extra Materials Request Form”](#)
 - Shipped to district office after request has been submitted
 - All materials are to remain secure
 - Shipped directly back to DRC



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 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



- **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 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 number 2 pencil**
- Confirm that unused test booklets and any test booklet that should not be scored **do not have District/School labels**
- 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**



Next Monthly Meeting



ACCESS for ELLs: Concluding the ELPA Test Window

Thursday, February 23, 2023

12:00PM – 1:00PM MT

<https://idahosde.zoom.us/meeting/register/tJwqc-Cprj0iEtZsVR2ru4FpOJKdWqJw3apK>



ACCESS for ELLs: Concluding the ELPA Test Window

Thu Feb 23rd 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 ...



Open Discussion



Open Discussion



Unmute yourself or write your questions/comments within the chat



Thank you!



Andrew Bennett | English Language Proficiency Assessment Coordinator

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

www.sde.idaho.gov



Idaho State Department of Education

DEBBIE CRITCHFIELD, SUPERINTENDENT OF PUBLIC INSTRUCTION

ELPA Monthly Meeting Series Meeting 8 – January 2023 | 39