



ACCESS for ELLs Technology Readiness, Security, & Scheduling

ELPA Webinar Series 2022-2023: Meeting 7
November 30, 2022



Supporting Schools and Students to Achieve

SHERRI YBARRA, SUPERINTENDENT OF PUBLIC SCHOOLS

Agenda



- ACCESS for ELLs Technology Readiness
- ACCESS for ELLs Test Security Requirements
- ACCESS for ELLs Scheduling Considerations
Recommendations
- Open Discussion

2022-2023 ACCESS for ELLs Test Window Important Dates



- WIDA AMS Test Session Available
 - December 27, 2022
- 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



2022-2023 Alternate ACCESS for ELLs Field Test

Test Window 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



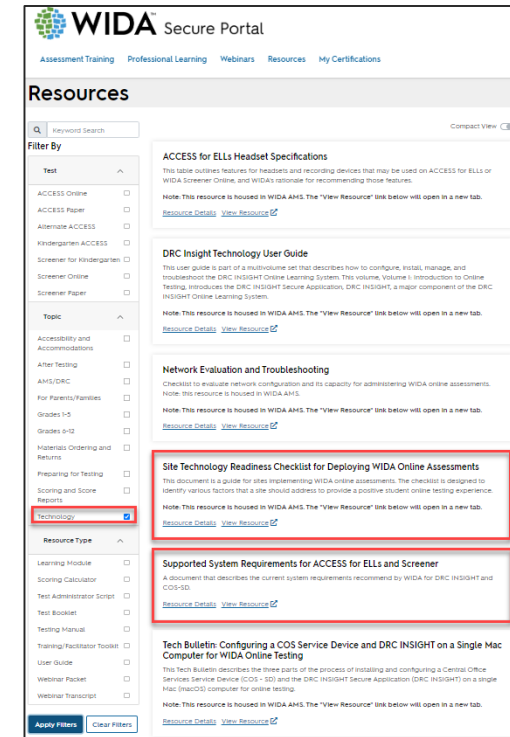


Technology Readiness

Technology Readiness



- Districts must ensure all necessary technology components are updated and operational prior to the administration of ACCESS for ELLs Online
 - [Site Technology Readiness Checklist for WIDA Online Assessments](#)
 - [Supported System Requirements for ACCESS for ELLs and Screener](#)
 - [Headset Specifications](#)
 - [DRC Insight Technology User Guide](#)
- **Central Office Services (COS)** is an application that allows you to install, configure, and manage your online testing environment from a central location.
- **DRC INSIGHT** is a secure web-browser testing interface that is installed on each Testing Device to provide a secure testing experience
 - INSIGHT software downloaded from WIDA AMS > General Information > Technology downloads



DRC INSIGHT Technology Readiness



- Network Configuration COS - SD
 - **Central Office Services (COS)** is an application that allows you to install, configure, and manage your online testing environment from a central location
 - **Service Device (SD)** provides test content and test hosting services for the COS configuration
- Configuring a COS and DRC INSIGHT on a single device is possible
 - [Windows PC for WIDA Online Testing](#)
 - [Single Mac Computer for WIDA Online Testing](#)
- DTC Actions
 - Confirm with the technical support staff that a network assessment (LAN, WAN, and ISP) has been performed and that the capacity is in place to support the number of students testing at one time.
 - From the Central Office Services application within the WIDA AMS, navigate to Content Management and confirm the testing content for the test administrations are checked and that the correct content has been downloaded to the COS Service Devices.

DRC INSIGHT Technology Readiness Student Testing Devices



- **DRC INSIGHT** is a secure web-browser testing interface that is installed on each Student Testing Device to provide a secure testing experience
 - DRC INSIGHT software is downloaded from WIDA AMS > General Information > [Technology Downloads](#)
- **New Testing Devices Setup**
 - Confirm with the District Technology Coordinator that all installations have been completed successfully (COS Service Device and DRC INSIGHT Secure Application)
 - Perform a System Readiness Check on all testing devices

DRC INSIGHT Technology Readiness Student Testing Headset Specifications



- Headset Specifications

- ACCESS for ELLs Online requires the use of headsets for deploying directions, test content, and recording student responses
- Verify that the headset and microphone work and are configured currently. Test speaking by starting a Speaking Test Practice and record and play back a speaking response.
 - [ACCESS for ELLs Headsets Specifications](#)

DRC INSIGHT Technology Readiness



- Information, guides, and webinars on the necessary technology requirements for WIDA Screener and ACCESS for ELLs are found on the WIDA Secure Portal
 - Recommended that technology coordinators review and apply the recommended guidance now, to ensure test administrations are standardized and secure
 - [Pre-Testing: Software Updates and Tech Readiness Checklist](#)
 - [Pre-Testing: Technology Installations Part 1](#)
 - [Pre-Testing: Technology Installations Part 2](#)

Pre-Testing: Software Updates and Tech Readiness Checklist

October 4, 2022

This webinar provides an overview of the COS layout and updates to DRC INSIGHT. It also provides a walk-through of system requirements and the Technology Readiness Checklist.

Video coming soon

Pre-Testing: Technology Installations Part 1

October 11, 2022

12:00 PM - 1:00 PM Mountain Daylight Time

This webinar provides instruction on how to configure a Central Office Services Configuration and installation of Central Office Service Devices if needed.

[Event Link](#)

Pre-Testing: Technology Installations Part 2

October 13, 2022

12:00 PM - 1:00 PM Mountain Daylight Time

This webinar provides instruction on how to install DRC INSIGHT and registration on varying student devices (Windows, Macs, Chromebooks, iPads).

[Event Link](#)



ACCESS for ELLs Test Security



ACCESS for ELLs Test Security



- ACCESS for ELLs test material must remain secure at all times

- 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](#)
- Documentation describing the process of how the district safeguards the security of test material is necessary
 - How are these processes shared with district and school staff?



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.

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Test Security – Before Testing



- Staff who will handle or view secure test materials are required to sign:
 - [Assessment Confidentiality Agreement](#)
 - [WIDA User Non-Disclosure Agreement](#)
 - Must be kept on-site for a minimum of two years (IDAPA 08.02.03.111.10)
- 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
- Test material needs to be securely stored when not in use
 - Material is in a location that is locked



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Test Security – During Testing



- 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
 - ensure students don't 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 irregularity or impropriety 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?

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Test Security – Before / During / After Testing



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



- Keep personal information and test materials secure
- Track all booklets, scripts, and ancillary materials using the ACCESS for ELLs Security Checklist
- Do not leave materials unattended before or after testing
 - Do not allow online content to remain on screen unattended
- Do not destroy any secure test material
 - Exemption is soiled materials that cannot be returned
- Ensure that the right child receives the correct test ticket





ACCESS for ELLS Scheduling Recommendations



English Language Proficiency Assessment Testing Requirement



- Title I of Every Student Succeeds Act (2015)
 - Requires all ELs—including those with disabilities—to participate annually in the State’s ELP assessments that are aligned with ELP standards and measure the four domains of language proficiency: reading, writing, speaking, and listening (sec. 1111(2)(G)(i))
- Idaho Administrative Procedures Act (IDAPA Code)
 - **08.02.03.04.111.04 – Testing Population:** “All students in Idaho public schools, grades kindergarten through twelve (K12), are required to participate in the comprehensive assessment program approved by the State Board of Education and funded.”
 - **08.02.03.04.06. Comprehensive Assessment Program:** “The State approved comprehensive assessment program is outlined in Subsections 111.06.a. through 111.06.n. Each assessment will be comprehensive of and aligned to the Idaho State Content Standards it is intended to assess. In addition, districts are responsible for writing and implementing assessments in those standards not assessed by the state assessment program.”

ACCESS for ELLs Scheduling Considerations



- ACCESS for ELLs is an untimed test
- The District & School Test Coordinator Manual should be reviewed to ensure district, schools, and staff understand the typical scheduling recommendations

- Recommended Schedule Test Times

- Overview p. 4
- ACCESS for ELLs Online p. 34
- Kindergarten ACCESS for ELLs p.
- ACCESS for ELLs Paper p. 33
- Alternate ACCESS for ELLs p.

	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 Speaking: Individual	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 Speaking: 15-30 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 Speaking: 45 minutes	Listening, Reading, Writing: Centrally scored Speaking: Scored by the test administrator
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

Kindergarten ACCESS for ELLs Test Scheduling



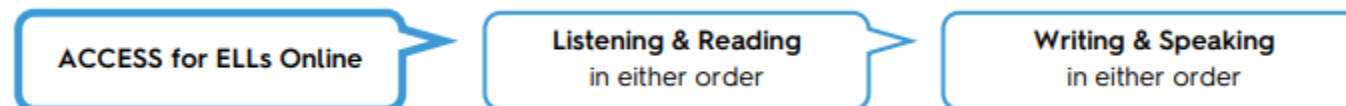
- One-to-one paper and pencil administration
- Typically takes **45 minutes** to administer
 - High proficiency students will take longer
 - All sections are scored locally
- Breaks during the test administration are appropriate
 - May increase testing time
- If test administrators must divide a test administration into two testing sessions, they can use the planned break after Part C as the stopping and starting point.
 - There can be no more than two consecutive school days between testing sessions

Narrative	Part A: Listening & Speaking	A1	A2	A3	A4	A5
	Part B: Writing	B1	B2/3/4/5			
	Part C: Reading	C1	C2	C3	C4	C5
Expository	Part D: Listening & Speaking	D1	D2	D3	D4	D5
	Part E: Writing	E1	E2	E3	E4/5	
	Part F: Reading	F1	F2	F3	F4	F5

ACCESS for ELLs Online Test Scheduling



- ACCESS for ELLs Online is administered in four different testing sessions – one for each domain
 - Keep testing groups to 15 student for each TA in the testing session
 - All students in grades 1–3 take the ACCESS for ELLs Online Writing test in an entirely pencil-and-paper format
 - Speaking domain sessions must not exceed 5 students
- In general, testing groups can include multiple grade-level cluster and tiers
 - Pre-Tier A Speaking is always administered to students individually
- **Never administer different domain tests to a single testing group**
- Administer each language domain test in a single test administration session



ACCESS for ELLs Online Test Scheduling



- Test Schedule Timing:
 - Reading, Listening, and Speaking: 50 – 65 minutes
 - Writing: 40 – 90 minutes

• Recommended Testing Groups:

ACCESS for ELLs Online

Grade 1

Grades 2-3

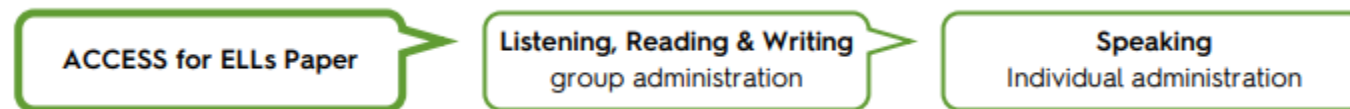
Grades 4-12

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.	Centrally scored
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 handwrite responses in paper test booklets. For students in grades 4-12, the test administrator reads a brief, scripted introduction as students log in to the online test platform, where they view test items. Students either type responses in the online test platform or handwrite responses in paper test booklets.	
Speaking	No more than 5 students	50 minutes	The test administrator reads a brief, scripted introduction as students log in to the online test platform, where they view test items and record their spoken responses.	

ACCESS for ELLs Paper Test Scheduling



- ACCESS for ELLs Paper is administered in four different testing sessions – one for each domain
 - Each test administration is specific to a single grade-level cluster and tier
 - Keep testing groups to 15 student for each TA in the testing session
 - Speaking domain sessions are administered one-to-one and scored locally
- In general, testing groups can include multiple grade-level cluster
- **Never administer different domain tests to a single testing group**
- Administer each language domain test in a single test administration session



ACCESS for ELLs Paper Test Scheduling



- Test Schedule Timing:
 - Reading, Listening, and Speaking: 50 – 65 minutes
 - Writing: 40 – 90 minutes
- Recommended Testing Groups

ACCESS for ELLs Paper

Grade 1 Tier A	Grade 2 Tier A	Grade 3 Tier A	Grades 4-5 Tier A	Grades 6-8 Tier A	Grades 9-12 Tier A
Grade 1 Tier B/C	Grade 2 Tier B/C	Grade 3 Tier B/C	Grades 4-5 Tier B/C	Grades 6-8 Tier B/C	Grades 9-12 Tier B/C

ACCESS for ELLs Paper 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 domain-specific topics below for details of in-seat test administration times and visit your member/state page of the WIDA website for additional local timing guidance.				
Domain	Administration	Description	Test Administration Time	Scoring
Listening	Group administration	You play a CD* and students mark responses in a paper test booklet.	60 minutes	Centrally scored by scanning machine
Reading		Students read passages and mark responses in a paper test booklet.	70 minutes	
Writing		Students handwrite responses in a paper test booklet.	Grade 1, Tier A: 40 minutes Grades 2-12, Tier A: 75 minutes Grades 1-12, Tier B/C: 80 minutes	Centrally scored by trained raters
Speaking	Individual administration	You play a CD* and students respond verbally. You mark scores in a paper test booklet.	45 minutes	Locally scored by the test administrator

Alternate ACCESS for ELLs Test Scheduling



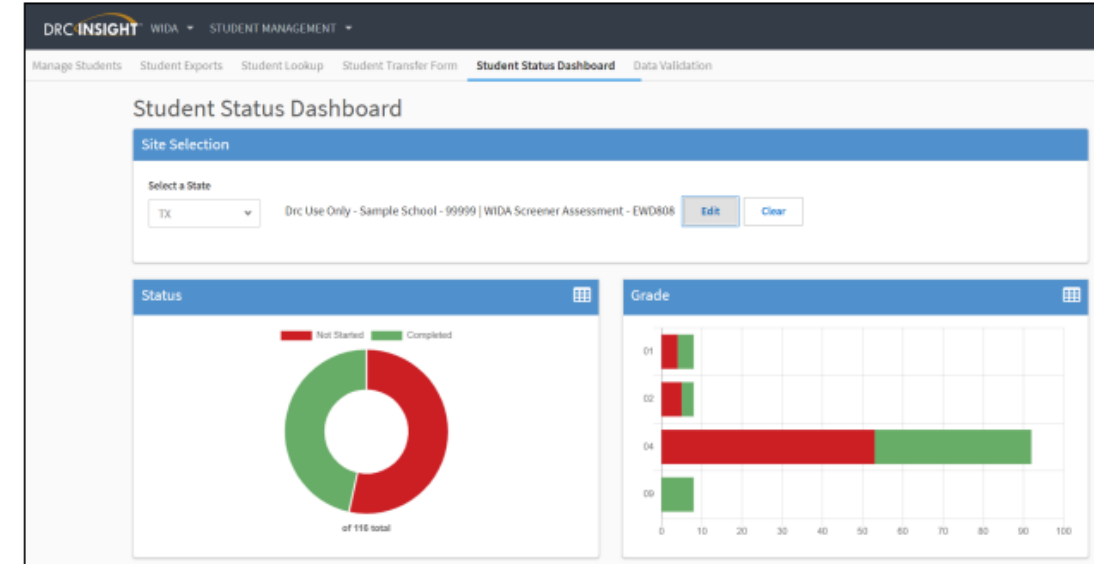
- Alternate ACCESS for ELLs is administered only to students who meet the [IDAA Participation Criteria](#)
- Typical test time is approximately 20 minutes / session
 - All sections of Alternate ACCESS for ELLs are locally scored
 - Alternate ACCESS administered in any order
- One-to-one paper-and-pencil administration

Language Domain	Number of Tasks	Timing
Listening	9	30 minutes
Reading	9	30 minutes
Writing	10	30 minutes
Speaking	8	30 minutes

ACCESS for ELLs Test Monitoring



- District and School Test Coordinators can monitor the progress of the district's EL population within each domain by using the **Student Status Dashboard** in **WIDA AMS**.
 - Display student testing status by school and administration
 - WIDA AMS User Guide: pp. 76 - 82



Before Testing Scheduling Considerations



- Considerations when scheduling ACCESS for ELLs
 - Start testing early in the window
 - Schedule time for make up sessions
 - Have a procedure to alert the school 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
- Review the [Test Scheduling Module](#) in WIDA Secure Portal

Next Monthly Meeting



ACCESS for ELLs: Ready for Launch

Thursday, January 12, 2023

12:00PM – 1:00PM MT

<https://idahosde.zoom.us/meeting/register/tJMkdO6vpjwvHNMWJucOf3Sh0XjsDtcl6eFu>



ACCESS for ELLs: Ready for Launch

2023 Thu Jan 12th 12:00pm – 1:00pm (MST)

Ensure your district is ready to commence the administration of ACCESS for ELLs by attending the Ready for Launch webinar! The training webinar reviews just in-time reminders on: handling test materia ...

Additional Professional Development Opportunity

MetaMetrics: Teaching with Equity Training



- December 14, 2022: 3:30 – 4:30PM MT
 - Teaching with Equity: Differentiating Instruction Using the Lexile Framework
 - https://idahosde.zoom.us/meeting/register/tJEpcuCrqzkpEtdrgXG3Gqi_m7AOPrxVDGLF
- January 11, 2023: 3:30 – 4:30PM MT
 - Teaching with Equity: Differentiating Instruction Using the Quantile Framework
 - <https://idahosde.zoom.us/meeting/register/tJUuce2qrTMpHdXEMkTE7T7wSZXSEa0gQ5gs>





Open Discussion



Open Discussion



Unmute yourself or write your questions/comments
within 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/>

www.sde.idaho.gov



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