



Preparing For ACCESS for ELLs



Supporting Schools and Students to Achieve

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

11.3.2021

Agenda



- WIDA Secure Portal
 - Training and certification requirements
 - WIDA resources
- ACCESS for ELLs Technology Requirements
- ACCESS for ELLs Scheduling Considerations
- WIDA AMS Test Sessions
 - Adding/Modifying student demographic information
 - Preparing test tickets
- ACCESS for ELLs material inventory and preparation
 - Ordering additional materials
- Assessment Observation Checklist
- Open Discussion

WIDA Secure Portal



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

ACCESS for ELLs Annual Training & Certification Requirements



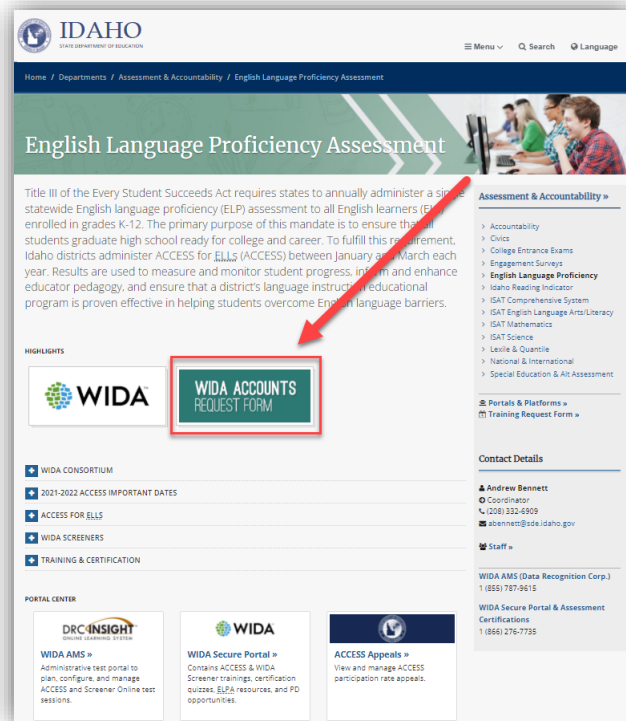
- **Test Administrators and Test Coordinators are required to certify annually to administer ACCESS for ELLs**
- Certification must be gained for a specific test form
 - ACCESS for ELLs Online
 - ACCESS for ELLs Paper
 - Kindergarten ACCESS for ELLs
 - Alternate ACCESS for ELLs



ACCESS for ELLs Account Request Form



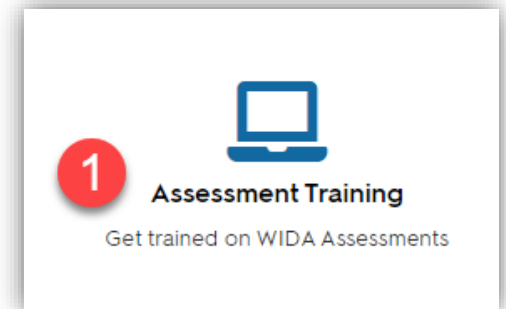
- New ACCESS for ELLs Test Coordinators / Test Administrators can now request a WIDA Secure Portal and/or WIDA AMS account via the [English Language Proficiency Assessment webpage](#)



WIDA Secure Portal Assessment Training



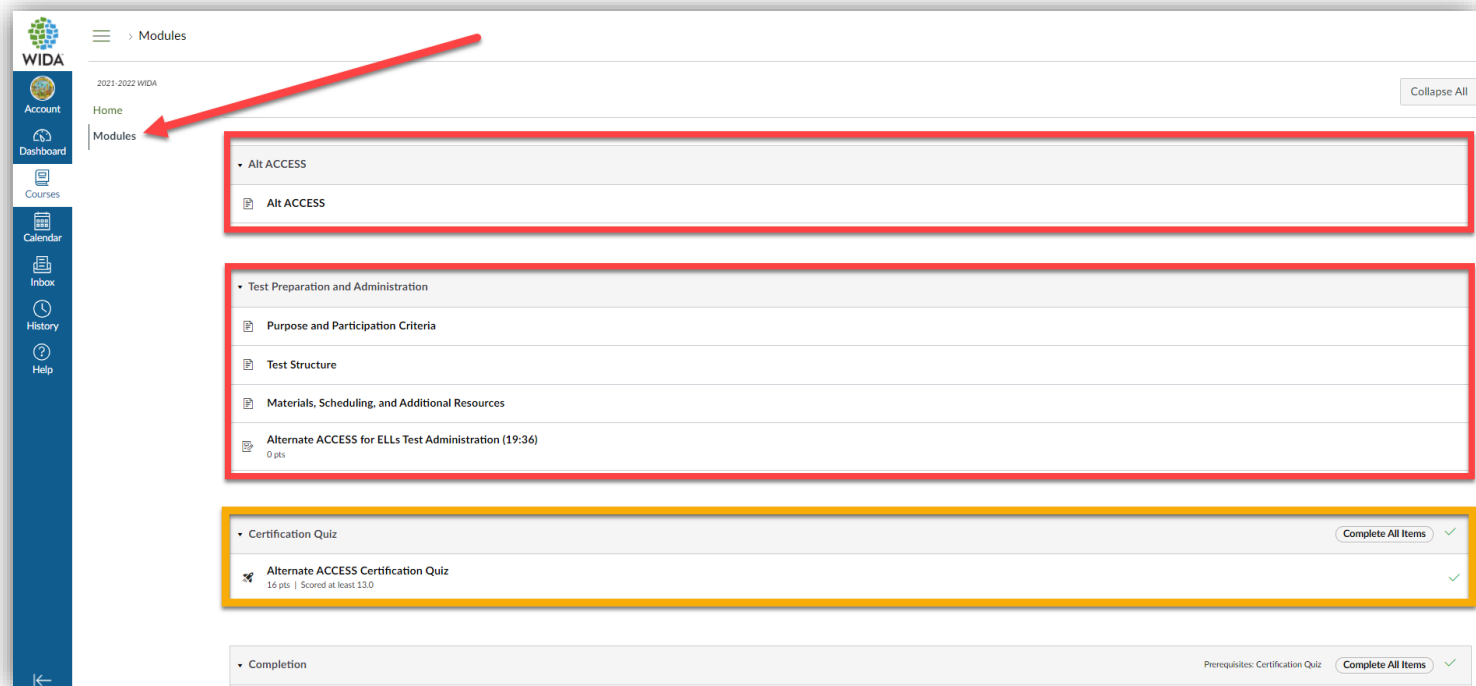
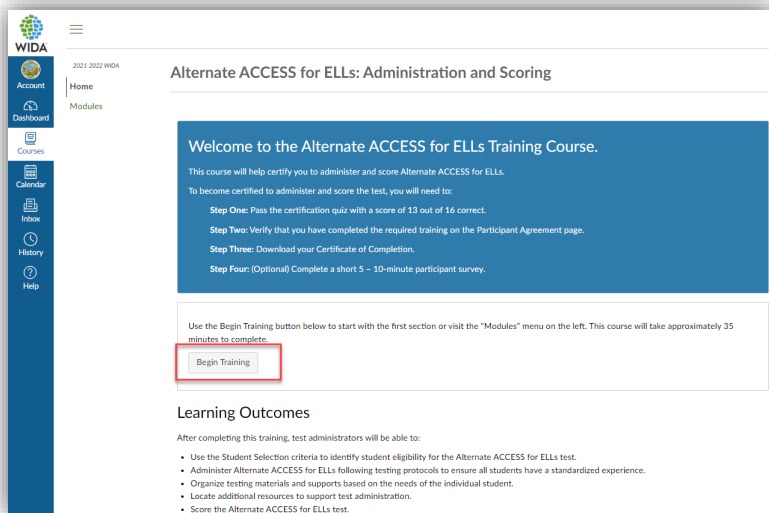
- The Assessment Training section of the WIDA Secure Portal provides test administration trainings.
- The Assessment Training section also houses the certification quizzes, which require completion, prior to administering an ACCESS for ELLs test form
 - Once on the landing page, filter by ACCESS Topic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



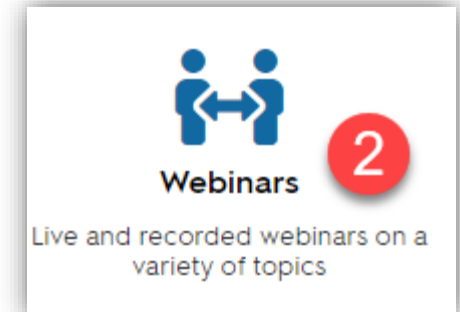
WIDA Secure Portal Assessment Training



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



- The Webinars section of the WIDA Secure Portal lists recorded and upcoming webinars provided by WIDA and DRC
 - Filter by Upcoming or Recorded webinars
 - Select “Watch Video” or “Event Link”
 - Filter by ACCESS for ELLs Topic



During Testing: Managing Students in WIDA AMS - ACCESS Online



November 18, 2021

Provide how-to information on student demographic information and accommodations for online administration

[Watch Video](#)

Pre-Testing: Test Scheduling



October 19, 2021

How to: schedule testing, group students, time the tests, schedule practice tests, schedule a room

[Watch Video](#)

WIDA Secure Portal Resources



- 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



WIDA Secure Portal Resources



- **Manuals** – Test Administrator Manual, District & School Test Coordinator Manual, Accessibility and Accommodations Manual
- **Test Administration Scripts** – ACCESS for ELLs Online Grade 4-12 Test Administration Scripts
- **User Guide** – ACCESS for ELLs Test Administrator Essentials, DRC Insight Technology User Guide, WIDA AMS User Guide, Assessment Best Practices During COVID-19
- **Facilitator Toolkit** – provides PPT slides that may assist coordinators to facilitate district and school trainings



Resources

Resources to help you make the most of your WIDA experience

3

- 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.

- Network Configuration COS SD

- 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.

- New Testing Devices Setup

- Confirm with the District Technology Coordinator that all installations have been completed (COS Service Device and DRC INSIGHT Secure Application) and run a System Readiness Check.
- Perform a System Readiness Check on all testing devices

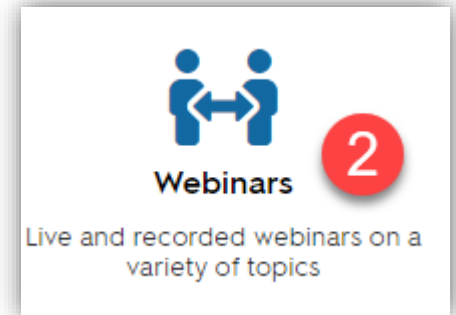
- Headset Specifications

- 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](#)

Insight Technology WIDA AMS Webinars



- Specific webinars addressing how to install DRC INSIGHT system components and how to perform a readiness check on all software components can be found in the WIDA Secure Portal under the “Webinar” section



Pre-Testing: Technology Installations

October 5, 2021

Provide installs of the COS INSIGHT and DTK on varying devices, share information on updated system requirements

[Watch Video](#)



Pre-Testing: Software Updates and Tech Readiness Checklist

September 23, 2021

Overview of COS layout, walk-through of system requirements, walk-through of the Technology Readiness Checklist, updates to DRC INSIGHT

[Watch Video](#)



ACCESS for ELLs Scheduling Estimated 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: Individual	Speaking: 15-30 minutes	Speaking: 45 minutes	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

ACCESS for ELLs Scheduling

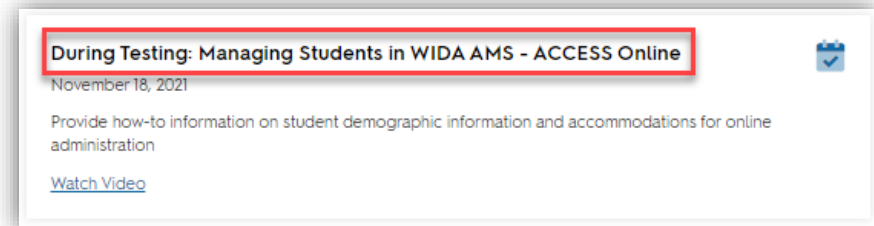


- If possible, do not administer all four domain tests in one day
- Testing sessions must be domain specific. Never administer different domain tests to a single testing group
 - Typically, students test in groups specific to an individual tier and grade-level cluster.
- Kindergarten ACCESS for ELLs 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

ACCESS for ELLs 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

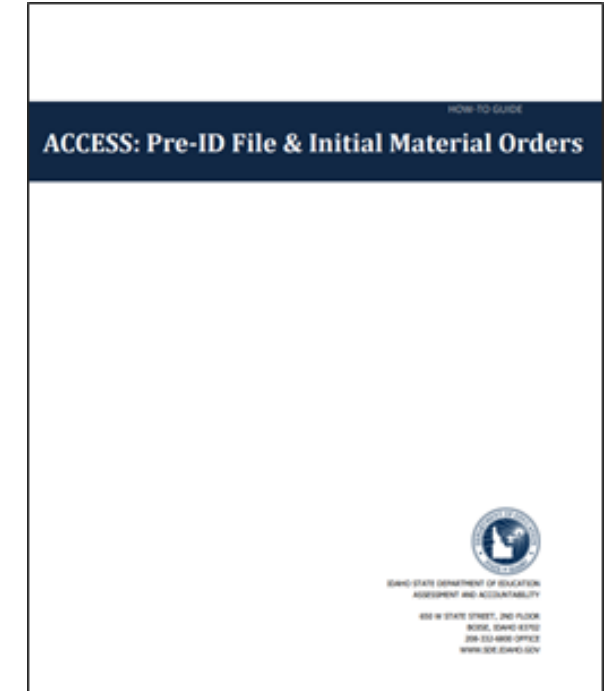


WIDA AMS

Generic ACCESS for ELLs Test Sessions



- The 2021-2022 WIDA AMS Pre-ID File was successfully uploaded to DRC on **November 30, 2021**
- ACCESS for ELLs test sessions in WIDA AMS will be accessible starting on **December 28, 2021**
 - Add new ELs to the district
 - Print test tickets
 - Add or modify accommodations



WIDA AMS – Generic ACCESS for ELLs Test Sessions

District ACCESS Rosters – Student Exports



- District Test Coordinators can review the district's current roster of students included in the WIDA Pre-ID File Upload in WIDA AMS
 - WIDA AMS > General Information > Student Management > Student Exports > Select "ACCESS for ELLs – EWD004 > Export

The screenshot shows the WIDA AMS interface. At the top, a dark navigation bar contains the "DRC INSIGHT" logo and a dropdown menu with "WIDA" and "STUDENT MANAGEMENT" (marked with a red circle 1). Below this, a light gray sub-navigation bar includes "Manage Students" (marked with a red circle 2), "Student Exports" (active), "Student Transfer Form", "Student Status Dashboard", and "Data Validation".

The main content area is titled "Student Exports". It features a "Site Selection" section with a "Select a State" dropdown menu (marked with a red circle 3) currently showing "ID". To the right of the dropdown is the text "Project Impact Stem Academy - ID513 | ACCESS for ELLs - EWD004", followed by "Change Site" and "Clear" buttons.

Below the selection section is the "Export Results" section. It contains a light blue informational banner stating: "Export processing times vary. You can leave this page and return later to check the status of your exports. Download links will expire after 24 hours." Below the banner is a table with three columns: "Description", "Download Link", and "Date".

Description	Download Link	Date ↓
Project Impact Stem Academy - ID513 ACCESS for ELLs - EWD004	Download Link (marked with a red circle 4)	Nov 29, 2021, 4:30:01 PM
Shelley Joint District - ID060 ACCESS for ELLs - EWD004	Download Link	Nov 29, 2021, 2:46:33 PM

ACCESS for ELLs Materials Delivery & Inventory



- ACCESS for ELLs Test Materials will be delivered to district offices between **January 13 and January 17, 2022**
 - District Test Coordinators are encouraged to inventory materials to ensure test materials remain secure and accounted for during the test window



ACCESS for ELLs Materials

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/>

ACCESS for ELLs Materials 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

Updates / Reminders

ACCESS for ELLs Online Checklist



- Coordinators and TAs may refer to the Idaho specific ACCESS for ELLs Checklist
- Checklist guides users through planning, administering, and closing out testing
- Found on WIDA Webpage under the Members/States tab



<https://wida.wisc.edu/memberships/consortium/id>

WIDA
Assess Teach Grow About Memberships and Programs

Idaho
[Memberships and Programs](#) < [WIDA Consortium](#) < [Idaho](#)

Member of the WIDA Consortium since 2015.

Assessments
Idaho employs the WIDA Screener for Kindergarten to kindergarten and first-semester grade-one students, and the WIDA Screener for second semester grade 1-12 students as one part of Idaho's English learner (EL) identification process.
ACCESS for ELLs is given annually to all identified ELs who have an EL status of 'L1', 'LE', or 'EW' reflected within Idaho's [English Learner Management System \(ELMS\)](#). The annual test window typically opens in late January and runs through early March. The Alternate ACCESS for ELLs is given concurrently with the ACCESS for ELLs administration, and is only administered to students who have met the [Idaho Alternate Assessment Participation Criteria](#).
For a comprehensive overview of the Idaho English Language Proficiency Assessment, visit the [English Language Proficiency Assessment webpage](#) on the Idaho State Department of Education website.

Testing Dates

11/25/21	Idaho SDE submits student Pre-ID file to WIDA AMS
12/28/21-3/4/22	WIDA AMS test setup available for test sessions
1/13/22-1/17/22	Districts receive test materials
1/13/22-2/25/22	Additional test materials ordering window in AMS
1/24/22-3/4/22	Test Window
3/11/22	Deadline for shipping completed test materials to DRCC
3/29/22-4/4/22	Pre-reporting data validation - LEAs in AMS
5/6/22	Districts receive reports - Online
5/23/22-5/25/22	Districts receive reports - Print
5/23/22-6/3/22	ACCESS appeals window

Requirements and Resources
See below for state-specific information and resources related to English language proficiency assessments, including the ACCESS for ELLs Checklist, where you can find each step in the ACCESS testing process from start to finish.

[ACCESS for ELLs Checklist](#) [Identification and Placement Guidance](#)

State Testing Requirements +
Test Preparation and Training +

Professional Learning
All Idaho K-12 educators have free access to eight self-paced eWorkshops that offer relevant and practical strategies and content that seek to advance content-driven language instruction. The eWorkshops topics are outlined below:

Contacts
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Kevin Whitman
Assessment and Accountability Director
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WIDA Client Services Center
Contact us for questions about training materials, test administration procedures, classroom resources, or for problems with your WIDA Secure Portal account.
help@wida.us
(800) 276-7735
Logging In
WIDA Secure Portal
Use the WIDA Secure Portal to access test training manuals and resources, as well as Online Professional Learning modules.
• To obtain a new login, contact help@wida.us, call (800) 276-7735, or contact your District Test Coordinator.
• New District Test Coordinators should contact WIDA Client Services to create an account.
• For assistance with your account, contact the WIDA Client Services Center at help@wida.us or call (800) 276-7735.
WIDA Assessment Management System (WIDA AMS)
WIDA AMS is managed by our partner company, Data Recognition Corporation (DRC). You can order ACCESS materials, manage your student and test information, and find technology resources and testing software via WIDA AMS.
• To obtain a new login, contact wida@datarecognition.com or call (800) 276-7735.

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 IRU, 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

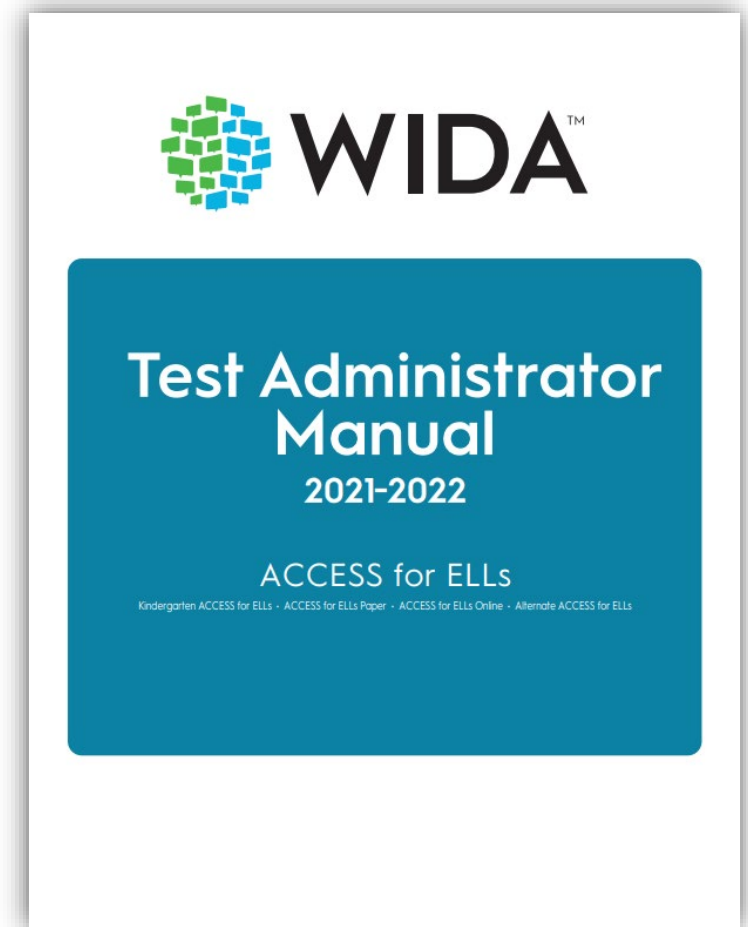
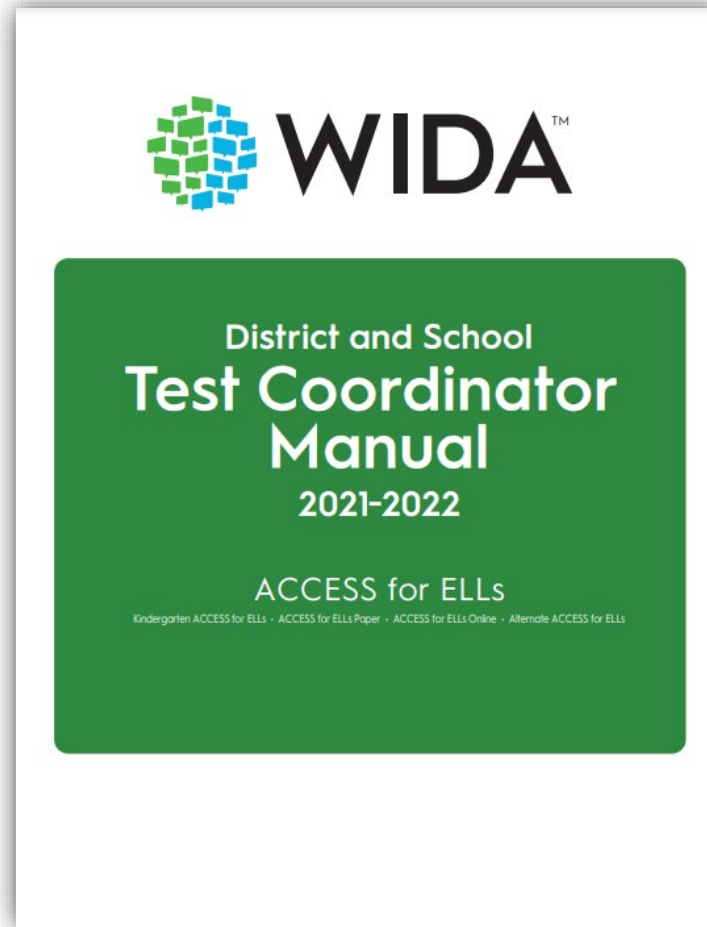
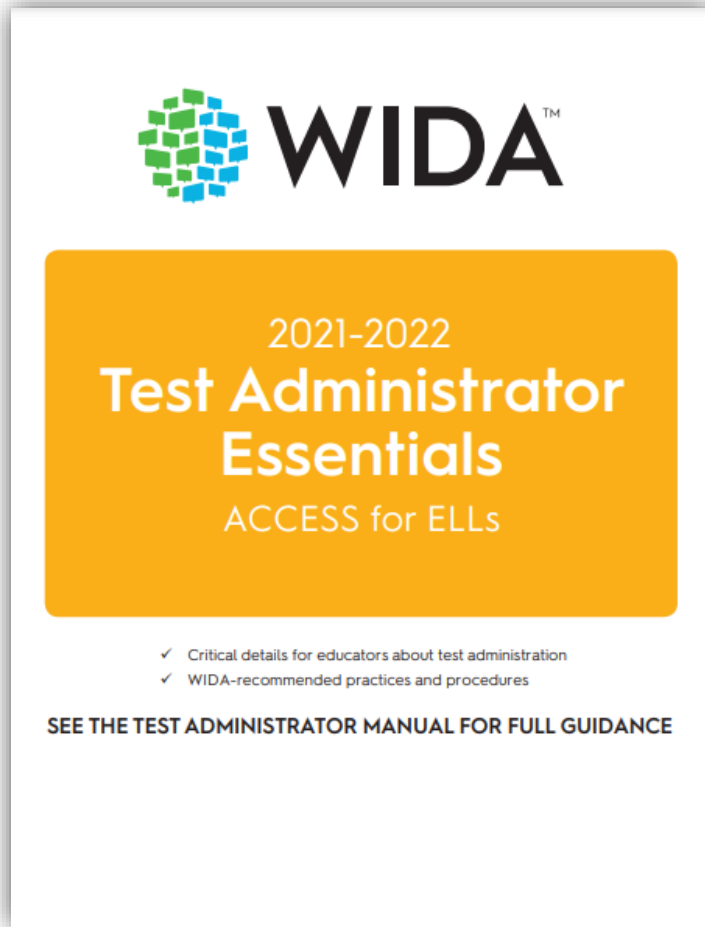
- F: Fully Implemented
- P: Partially Implemented
- N: Not Implemented
- N/O: Not Observed
- NA: Not Applicable

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

Updates / Reminders Test Administrator Manuals



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.

2021-2022 ACCESS Dates



Testing Specifics		Start Date	End Date
Pre-Testing	WIDA AMS Pre-ID Upload (Uploaded by Idaho SDE)	Thu 11/25/21	Thu 11/25/21
	WIDA AMS Test Setup Available for Test Sessions	Tue 12/28/21	Fri 3/4/22
	Districts Receive Test Materials	Thu 1/13/22	Mon 1/17/22
During Testing	Test Window	Mon 1/24/22	Fri 3/4/22
	Additional Test Material Ordering Window in WIDA AMS	Thu 1/13/22	Fri 2/25/22
Post-Testing	Deadline for Shipping Completed Test Materials to DRC	Fri 3/11/22	Fri 3/11/22
	Pre-Reporting Data Validation – LEAs in WIDA AMS	Tue 3/29/22	Mon 4/4/22
	Reports and Data Files Available - Online in WIDA AMS	Fri 5/6/22	Fri 5/6/22
	Reports Available in Districts - Printed	Mon 5/23/22	Wed 5/25/22
	ACCESS Appeals Window	Mon 5/23/22	Fri 6/3/22

English Language Proficiency Assessment Monthly Webinar Series



[During Testing: Managing Students in WIDA AMS \(Paper\)](#)

Tuesday, December 14, 12:00PM – 1:00PM Mountain Time

This training will provide how-to information on bubbling/labeling, and comparing student information in WIDA AMS.

[During Testing: managing Test Materials \(Paper\)](#)

Tuesday, January 4, 12:00PM – 1:00PM Mountain Time

This training will provide information on paper inventory, additional materials, and secure material protocol.

[During Testing: Technology Troubleshooting](#)

Thursday, January 6, 12:00PM – 1:00PM Mountain Time

This training will provide an overview of the various error messages, and common troubleshooting solutions.

[ACCESS for ELLs: Ready to Launch](#)

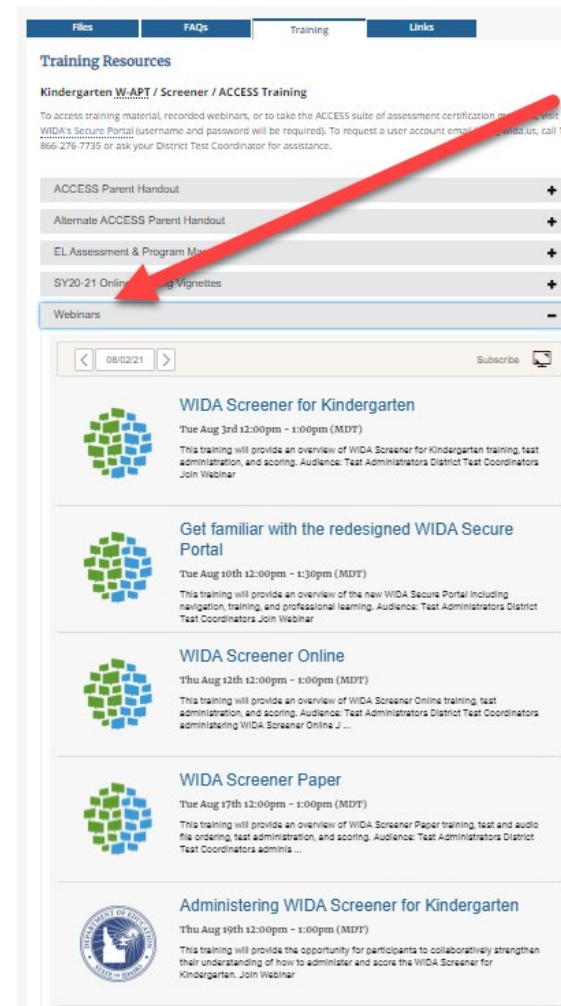
Wednesday, January 19, 12:00PM – 1:00PM Mountain Time

Ensure your district is ready to commence the administration of ACCESS for ELLs by attending the Ready for Launch Webinar! This training reviews just in-time reminders on: handling test materials, ordering additional test materials, running a tier placement report, tracking student transfers, affixing pre-ID labels, and monitoring online test statistics. In addition, the webinar will provide time to ask questions or discuss identified challenges.

[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.



Next Monthly Meeting



ACCESS for ELLs: Ready for Launch

2022 Wed Jan 19th 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! This training reviews just in-time reminders on: handling test materials, ord ...

<https://idahosde.zoom.us/meeting/register/tJUucOqspjsrG9brs18sal6a9ZoYY9eTNhiJ>



Open Discussion



Open Discussion



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



Thank you!



Andrew Bennett | English Language Proficiency Assessment Coordinator

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www.sde.idaho.gov



Supporting Schools and Students to Achieve

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ELPA Monthly Meeting Series - Preparing for ACCESS – December 2021 | 31