Idaho Department of Education

ACCESS for ELLs: Technology Readiness, Test Security & Scheduling

ELPA Webinar Series 2023-2024

November 16, 2023

Learning Objective

- Participants can identify the necessary technology components required to deploy ACCESS for ELLs

- Participants can define the importance of test security as it relates to test integrity

- Participants can identify scheduling considerations unique to ACCESS for ELLs test administration

2023-2024 ACCESS for ELLs
Important Dates & Coordinator Actions

WIDA AMS Test Session Available
- January 2, 2024

Test Materials Delivered to District Offices
- January 12 – January 16, 2024

ACCESS for ELLs Test Window
- January 29 – March 8, 2024

Test Materials Return to DRC
- March 15, 2024

LEA Pre-Reporting Data Validation
- March 29 – April 4, 2024

ACCESS for ELLs Score Reports Available in WIDA AMS
- May 8, 2024

2023-2024 ACCESS for ELLs
Important Dates & Coordinator Actions

Achievement Standards Setting

- o Summer 2024

WIDA Alternate ACCESS Results Delay

- o September 16, 2024

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

Technology Readiness

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

DRC INSIGHT Technology Readiness

DTC Actions

- Confirm with the technical support staff that a network assessment (LAN, WAN, and ISP) has been performed and that internet speed and connectivity is appropriate to support the number of students testing.
- 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 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

Test Integrity & Security

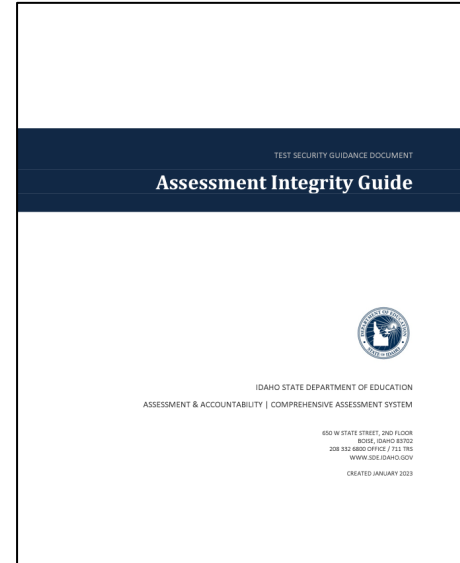# Idaho Department of Education Assessment Integrity

Assessment Integrity Purpose
- Maintain a technically sound State assessment system that provides valid and reliable scores.

Assessment Integrity Guide
- Outlines administrative rules which safeguard the integrity of Idaho assessment in the public school and provides well-defined policies, procedures, and guidance to support assessment safeguards.

TEST SECURITY GUIDANCE DOCUMENT
Assessment Integrity Guide

IDAHO STATE DEPARTMENT OF EDUCATION
ASSESSMENT & ACCOUNTABILITY | COMPREHENSIVE ASSESSMENT SYSTEM

650 W STATE STREET, 2ND FLOOR
BOISE, IDAHO 83702
208 332 6800 OFFICE / 711 TRS
WWW.SDE.IDAHO.GOV

CREATED JANUARY 2023

Test Security
Idaho Administrative Procedures Act

"Test security is of the utmost importance...

- School districts will employ security measures in protecting statewide assessment materials from compromise

- Everyone 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."

(IDAPA Rule 08.02.03.111.11.)

Test Integrity & Security Training & Certification Requirements

1. District & School Test Coordinators retain records of ACCESS for ELLs TA's certification on-site

2. Retain signed copies of the [WIDA Non-Disclosure User Agreement](#) and [SDE Assessment Confidentiality Agreement](#) for all staff who may handle or view test materials

Test Integrity & Security
Test Security – Test Materials

Inventory and track all test materials throughout the ACCESS for ELLs test window

- Security Checklist & Packing List

Test material must always remain secure

- Material is securely stored when not in use

Test Integrity & Security Assessment Observation Checklist

Outlines before, during, and after test administration procedures and best practices necessary to uphold a standardized testing environment

- Used by the state assessment coordinators to assess state test administrations during on-site monitoring
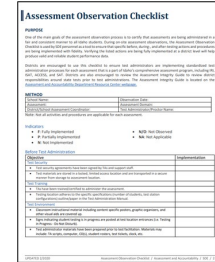
Test Integrity & Security
Test Security – Active Proctoring

A key responsibility during ACCESS for ELLs testing is to ensure students are **actively monitored** during testing

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

Test Integrity & Security
Active Proctoring

1. Monitor student progress throughout the test session
2. Ensure each session is completed and closed
3. Ensure students do not use prohibited devices, such as cell phones, watches, or other electronic devices while testing
   - Ensure test administrators are aware of students who require an electronic device for medical purposes prior to the test

Threat Deterrence Test Incident Types

Test Interruption

- Any unintended or accidental factors before, during, or after test administration
- Test interruptions may be caused by failure to follow standardized procedures
  - Students who exhibit disturbing behaviors
  - Technical difficulties during online testing
  - Responding to emergency situations that arise during testing

Threat Deterrence Test Incident Types

Test Security Violation (Breach)

- Test security violations pose a threat to the validity of the test
- Violations have external implications

Threat Deterrence
Test Incident Types

Test Fraud (Cheating)

- Any intended or premediated attempts by individual(s) undermining the testing process before, during, or after test administration
  - using pre-exposed secure test item and/or content
  - taking a test for another student
  - receiving assistance from a Test Administrator, Observer or other student during the test
  - using unauthorized support during the test
  - changing student answers, responses, and/or scores
  - copying from another student during the test

Threat Deterrence
Test Incident Types
Test Theft

- Any intended or premediated attempts by individual(s) to inappropriately handle test materials (in print or electronic formats) before, during, or after test administration
  - capturing, copying or viewing of the downloaded test files
  - photographing secure items and/or materials
  - copying the test session electronically
  - memorizing secure items and/or materials
  - recording the questions orally
  - receiving secure items and/or materials from the test vendor

Test Integrity & Security Reporting Test Incidents

Test Interruptions must be submitted to the SDE's [Test Incident Log](#) within 24 hours

Security Violation (Breach) must be reported to the Idaho Department of Education immediately
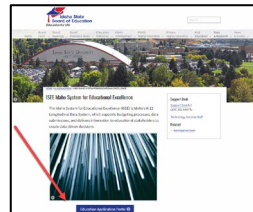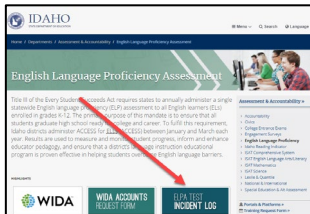
Scheduling Considerations

The key is not to prioritize what's on your schedule, but to schedule your priorities.

— *Stephen Covey* —

Scheduling Considerations Testing Time Recommendations

ACCESS for ELLs is an untimed test

The District & School Test Coordinator Manual should be reviewed to ensure district, schools, and staff understand WIDA's scheduling recommendations

- Recommended Schedule Test Times
  - Timing Overview p. 4
  - ACCESS for ELLs Online p. 41
  - Kindergarten ACCESS for ELLs p. 34
  - ACCESS for ELLs Paper p. 36
  - Alternate ACCESS for ELLs p. 47

	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

Scheduling Considerations Kindergarten ACCESS for ELLs

One-to-one paper and pencil administration

Typically takes **45 minutes** to administer

- High proficiency students will take longer
- All sections are scored locally

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

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**

Scheduling Considerations ACCESS for ELLs Online

ACCESS for ELLs Online is administered in four different testing sessions – one for each domain

- Testing groups – 15 student for each TA in the testing session
- All students in grades 1–3 take the ACCESS for ELLs Online Writing test on paper
- 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

Scheduling Considerations ACCESS for ELLs Online

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		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	No more than 15 students	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.	Centrally scored
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.	

Scheduling Considerations ACCESS for ELLs Paper

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

Scheduling Considerations ACCESS for ELLs Paper

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

Scheduling Considerations WIDA Alternate ACCESS

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

Scheduling Considerations Monitoring Student Testing

Status Reports

Used to track testing activity for a test administration in a district or school. During testing, these reports are updated at the end of each testing day for the online assessments

- **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**

Scheduling Considerations Monitoring Student Testing
Status Reports

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

Scheduling Considerations

Considerations when scheduling ACCESS for ELLs
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Review the Test Scheduling Module in WIDA Secure Portal

Presentation Feedback

https://forms.office.com/r/MzK1Zte8Tx

Next ELPA Webinar

ACCESS for ELLs: Ready For Launch
Thursday, January 11, 2024
https://idahosde.zoom.us/meeting/register/tJ0rd-isrzwrG9HL4XHPDebaFgQjrVOaW4Le#/registration

ACCESS for ELLs: Ready for Launch

Thu Jan 11th 12:00pm – 2024 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 ...

Open Discussion

Open Discussion

Unmute yourself or write your questions/comments into the chat

Presentation Feedback

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Presentation Feedback