



# New District Test Coordinator Training – The English Language Proficiency Assessment

ELPA Webinar Series 2023-2024

September 5, 2023



*Idaho State Department of Education*

DEBBIE CRITCHFIELD, SUPERINTENDENT OF PUBLIC INSTRUCTION

# Learning Objective



- Participants will be able to describe their primary roles and responsibilities as a English Language Proficiency Assessment Test Coordinator. Topic include:
  - State & Federal mandates
  - Necessary coordinator actions throughout the year
  - Test Security and Integrity
  - Identifying and navigating the available resources



# State & Federal Mandates





- **Title VI of the Civil Rights Act of 1964** ([34 CFR § 100.](#))
- **Equal Educational Opportunities Act of 1974** ([20 U.S.C. § 1703\(f\)](#))
- **The Elementary and Secondary Education Act (ESEA) of 1965 as amended by the Every Student Succeeds Act (2015)** ([Every Student Succeeds Act](#))
  - Assessments of English Language Proficiency – ESSA Section 1111(b)(2)(G)(i)

# Idaho Administrative Procedures Act



- **08.02.03.111 Assessment in the Public Schools**

- Testing Population – 08.02.03.04
- Comprehensive Assessment Program – 08.02.03.06(a)-(m)

- **08.02.03.112 Accountability**

- Academic Measures – 08.02.03.112.02(a)ii-iii
  - English Learners achieving English language proficiency
  - English Learners achieving English language growth toward proficiency



# English Language Proficiency Assessment Coordinator Primary Role and Responsibilities





# ELPA Coordinator Role and Responsibility



- Coordinates English language proficiency testing (WIDA Screener(s) & ACCESS for ELLs) at the LEA / school for the purpose of identifying and monitoring students' English language proficiency growth.
  - Responsible for overseeing the entire ELPA cycle (preparation, planning, implementation, and conclusion of ELP screener and summative tests)
  - Ensure the security and integrity of the assessment and student results are upheld
  - Serve as the primary contact for district administrators, test administrators and technology coordinators

# ELPA Coordinator Role and Responsibility



- WIDA Screener – EL Identification
  - **Test Window:** On-going
    - Screen potential ELs and communicate with parents the results within 30-days
- ACCESS for ELLs – EL Summative Testing
  - **Test Window:** Late January – Early March
    - test all ELs in reading, writing, listening, and speaking





# English Language Proficiency Assessment Cycle Overview

Important Dates 2023-2024

Test Coordinator Actions



# EL Identification



- **Assessment Window: On-going**
  - **Home Language Survey / English Learner Management System**
    - Evaluate parent HLS responses to identify potential ELs
    - Verify student EL status in ELMS
  - **WIDA Screener**
    - Screen potential ELs and communicate with parents the results within 30 days
      - WIDA Screener for Kindergarten
      - WIDA Screener Online / Paper
  - **Record Screener Scores and HLS in ELMS**
    - Ensure screened students are assigned an EL status

# ACCESS for ELLs Important Dates 22-23



2023-2024 Important Dates - ACCESS for ELLs			
Testing Specifics		Start Date	End Date
Pre-Testing	Districts Verify/Modify WIDA AMS Pre-ID File in ELMS	November 15, 2023	November 29, 2023
	SDE submits Pre-ID/Student Import File to WIDA AMS	November 30, 2023	November 30, 2023
	WIDA AMS Test Setup Available for Registrations	January 2, 2024	March 8, 2024
	Districts Receive Test Materials	January 12, 2024	January 17, 2024
During Testing	<b>ELPA Test Window</b>	<b>January 29, 2024</b>	<b>March 8, 2024</b>
	Additional Test Material Ordering Window	January 19, 2024	March 1, 2024
Post-Testing	<b>Deadline for Shipping Completed Test Materials to DRC</b>	<b>March 15, 2024</b>	<b>March 15, 2024</b>
	Pre-Reporting Data Validation – LEAs in WIDA AMS	March 29, 2024	April 4, 2024
	Reports and Data Files Available - Online	May 8, 2024	May 8, 2024
	Reports Available in District - Printed	May 23, 2024	May 28, 2024
	ACCESS Participation Rate Appeals Window	May 24, 2024	June 7, 2024
	Alternate ACCESS Reports and Data Files Available - Online	September 13, 2024	September 13, 2024
	Alternate ACCESS Reports Available in District - Printed	October 3, 2024	October 7, 2024

# ELPA Test Coordinator Actions

## Beginning of the Year August / September



- Review & Share ACCESS for ELLs scores with district and school administrators, teachers, and students
- Collect signed copies of the [Idaho SDE Confidentiality Agreement](#)
- Communicate ELPA test administrator training and certification expectations to district staff
  - Create/ modify accounts in WIDA Secure Portal & WIDA AMS
- Post the testing dates of all State Assessments on the district webpage ([ESEA Section 112\(e\)\(2\)\(B\)](#))
- Share the Accessibility and Accommodations Manual with the Special Education Team
  - Identify and document any accommodation(s) changes
- Verify Central Office Services and DRC INSIGHT are up-to-date and working properly with IT staff

# ELPA Test Coordinator Actions October & November



- Verify/ Modify WIDA AMS Pre-ID File in ELMS
  - Verify / Modify Mode of Administration / Accommodations
    - **Complete by November 29, 2023**
  - See [ELPA: Navigating WIDA Screener & ACCESS for ELLs Guidance Document Appendix 12](#)
- Provide ELPA training opportunities to district staff
  - District security and integrity protocols
  - ACCESS for ELLs administration protocols
    - [WIDA Secure Portal Training/Facilitator Tool Kits](#)
- Familiarize students and staff with ACCESS for ELLs
  - [Practice Tests/ Test Demos/ Sample Items](#)
    - Available practice with accommodations

# ELPA Test Coordinator Actions December & January



- Review Assessment Observation Checklist with TAs
- Ensure the appropriate assessment supports and accommodations are assigned to students
  - **WIDA AMS Test Setup available starting January 2, 2024**
- Ensure TAs have completed training and certification requirements
  - Collect and retain certification certificates
  - Review [Certification Report](#) in WIDA Secure Portal
- Inventory test materials and document the distribution of these materials
  - **January 12 – January 17, 2024**
- Send Parent Communication about ACCESS for ELLs testing / schedule
  - ACCESS for ELLs Parent Handout ([ELPA webpage](#) > Parent Resources)
  - [Parent Notification Letter](#) / [Spanish](#)



# ELPA Test Coordinator Actions During Testing



- Administration ACCESS for ELLs to **all** students with an L1, LE, or EW status
  - **January 29 – March 8, 2024**
- Use WIDA AMS monitoring functionality to track completion of ACCESS for ELLs
  - Test Monitoring Dashboard – [Test Monitoring how-to instructions](#)
- Report all test incidents in the SDE Test Incident Log within 24 hours
  - [Test Incident Log Application](#)
- Order any additional materials in WIDA AMS
  - Limited to one additional order
- Document any unique testing situation or parent communication for ACCESS Participation Rate Appeals Window

# ELPA Test Coordinator Actions After Testing: March - April



- Inventory all test materials to verify that all secure materials have been returned
  - Missing Materials are reported to the Idaho SDE ELPA Coordinator and must be documented in the Test Incident Log
- ***Return all Materials to DRC by March 15, 2024***
- Complete Data Validation in WIDA AMS
  - **March 29 - April 4, 2024**

# ELPA Test Coordinator Actions May and June



- Download Individual Student Reports (ISRs) from WIDA AMS
  - **Reports available May 8, 2024**
- Share ISRs with parents: IDAPA Code: 08.02.03.111.05(b)
  - LEA requirement to communicate individual assessment results within **three weeks** of receiving scores
    - Provided in a language comprehensible to the parent
    - Districts are responsible for providing reports that are accessible if a parent makes a request
      - ISRs available in 49 languages via the WIDA AMS
- Review / Submit ACCESS Participation Rate Appeals
  - [ACCESS Appeals Application](#)

# Use Data to Evaluate Program Efficacy



- ESEA Section 3115(a)(3) - Evaluate the efficacy of the district's language assistance program(s) to ensure that ELs in each program acquire English proficiency
- Review EL program(s) using the three-pronged [Castañeda](#) test
  - programs must be
    - I. based on a sound educational theory,
    - II. implemented effectively with sufficient resources and personnel, and
    - III. evaluated to determine whether they are effective in helping students overcome language barriers



# Test Security



# Test Security, Validity & Reliability



- IDAPA Rule 08.03.02.111.11
  - 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.
- Review [Idaho SDE Assessment Integrity Guide](#)





# District Test Coordinator Resources



# District Test Coordinator Resources



- [Idaho SDE ELPA Webpage](#)
- [ELPA: Navigating WIDA Screener & ACCESS for ELLs Guidance Document](#)
- [ACCESS for ELLs Test Administrator Manual](#)
- [ACCESS for ELLs District & School Test Coordinator Manual](#)
- [ACCESS for ELLs Test Administration Essentials](#)
- [ACCESS for ELLs Interpretive Guide for Score Reports](#)
- [DRC Insight Technology User Guide](#)
- [Site Technology Readiness Checklist for Deploying WIDA Online Assessments](#)



# Upcoming Events & Last Words



# Northwest Nazarene University

## Available ELD Professional Development Credit



NORTHWEST  
NAZARENE UNIVERSITY

- **Engaging Multilingual Learners Through an Asset-Based Lens**
  - Enrollment September 1, 2023 –April 5, 2024
    - Participants must complete the following workshops:
      - The WIDA ELD Standards Framework: A Collaborative Approach
      - Making Language Visible in the Classroom
    - Participants then choose **two** courses to complete from the list below:
      - Developing Language for Learning in Mathematics
      - Engaging Multilingual Learners in Science: Making Sense of Phenomena
      - Social Studies: Engaging Multilingual Learners through Inquiry
      - Combination of both: Reframing Education for Long-term English Learners & Newcomers: Promoting Success through Strengthening Practice
  - Cost: \$60
  - Register online at [pdlearn.nnu.edu](https://pdlearn.nnu.edu)



# Next ELPA Monthly Meeting



## Navigating the ELPA-Verse-ELMS/WIDA AMS/WIDA Secure Portal: Session 2

September 7, 2023 – 12:00PM – 1:00PM MT

<https://idahosde.zoom.us/meeting/register/tJMqc-utpz8qGtl8JSo7bwhbXsqecs4F2Uto#/registration>



### Navigating the ELPA-Verse-ELMS/WIDA AMS/WIDA Secure Portal: Session 2

Thu Sep 7th 12:00pm - 1:00pm (MDT)

Participants review the components and actions of the annual ELPA cycle. The functionality of the three main portals : WIDA AMS, WIDA Secure Portal, and ELMS is covered. Register for Webinar



# Open Discussion





# Presentation Feedback



- <https://forms.office.com/r/MzK1Zte8Tx>



# Open Discussion



**Unmute yourself or write your questions/comments within the chat**



# Thank you!



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