Idaho Department of Education

ACCESS For ELLs: Ready for Launch

ELPA Webinar Series 2024-2025

January 9, 2025

ACCESS For ELLs Ready to Launch Agenda

- Important Dates
- Technology Check
- Test Integrity & Security
- Important Updates & Reminders
- Open Discussion

2024-2025 Important Dates

WIDA AMS Test Session Available
- December 30, 2024

Test Materials Delivered to District Offices
- January 13 – January 17, 2025

ACCESS for ELLs Test Window
- January 27 – March 7, 2025

Test Materials Return to DRC
- March 14, 2025

LEA Pre-Reporting Data Validation
- March 27 – April 2, 2025

ACCESS for ELLs Score Reports Available in WIDA AMS
- May 7, 2025

Technology Check

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
DRC INSIGHT

- ○ 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 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 correctly.
  - ■ [ACCESS for ELLs Headsets Specifications](#)

Test Integrity & Security

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

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

- 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 Materials

Test Materials arrive at district offices between
- January 13, 2025 and January 17, 2025

Materials must be inventoried at the time of arrival
- Any material discrepancies should be reported to the Idaho Department of Education's ELPA Coordinator
  - Use the Security Checklist and Packing List to assist you in this process
  - Secure Materials Tracking Report

Retain the yellow shipping boxes for material returns

Test Integrity & Security
Test Materials

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
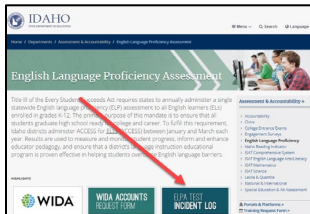
- Used by the Department's assessment coordinators to assess state test administrations during on-site assessment monitoring
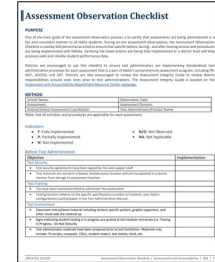
Test Integrity & Security Reporting Test Incidents

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
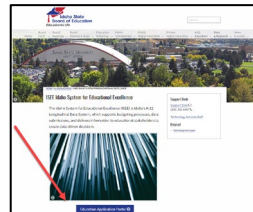
Providing Accessibility Features

General principles applied in test development (ex. content presented in multiple modalities, supportive graphics, embedded scaffolding).

General assessment tools/features available to all students based on individual preference and selection (ex. highlighter, line reader, magnification).

Supports which create an optimal test environment. Available to all students for whom the need has been indicated by an educator or team of educators with parent/guardian and student (ex. test format (paper/computer), translated test directions).

Accommodations are changes in test procedures or test materials that increase equitable access. Available to students with an IEP or Section 504 Plan (ex. scribe, large print, Braille).

Universal Design

Universal Tools

Administrative Considerations
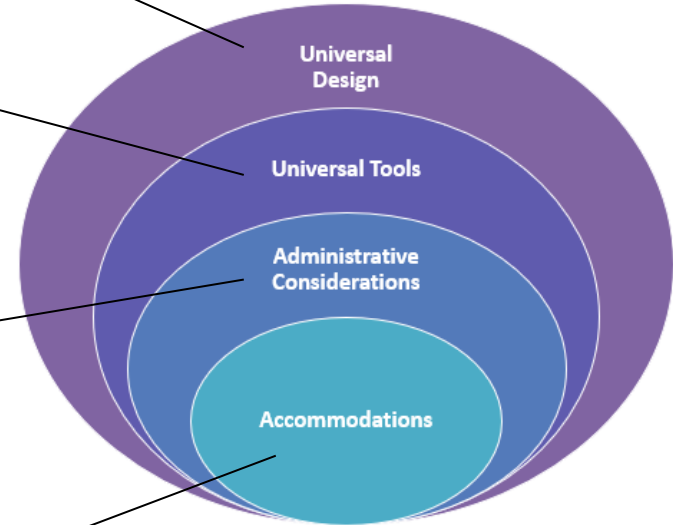
Accommodations

Accommodations
Individual Student Checklist

Districts may use the individual student checklists to ensure the students receive the appropriate accommodations

○ Accessibility and Accommodations Manual pages 30 - 37

Important Updates/Information

WIDA AMS
Student Rosters & Registrations

Student rosters and ACCESS for ELLs Online test registrations (sessions) were updated on December 30, 2024

- Verify that all identified English learners are rostered in WIDA AMS
- Use Student Management to add ELs who where not uploaded on the Student Import File (WIDA AMS Pre-ID File)
- Use Test Management to add ELs to ACCESS for ELLs Online test registrations (listening, reading, speaking and writing)
  - Students in grades 1-3 will not have a writing registration

WIDA AMS
Knowledge Articles

DRC Customer Service – (855) 787-9615

WIDA AMS Knowledge Articles give how to information on how to navigate WIDA AMS

1. WIDA AMS >
2. SRC Customer Service >
3. WIDA AMS Knowledge Articles
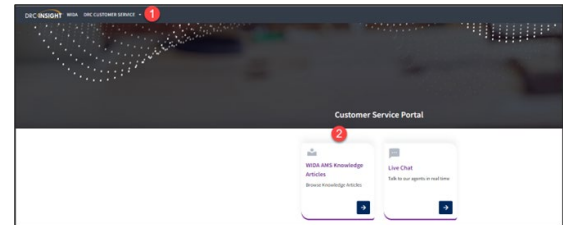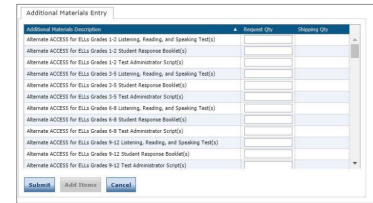
WIDA AMS
Additional Materials Order

- Districts may **only make one additional materials order** during a testing window

- Prior to making the additional materials order, DTCs must:
  - Check the school/district material overage inventory
  - Understand materials needed
    - WIDA AMS lists materials as an à la carte menu
    - See WIDA AMS User Guide pp. 53

Use the "WWW_District-Level Additional Orders Only Site" as the site to order materials to.

WIDA AMS Student Transfers

Students who have not started testing and enroll into your district can be added to WIDA AMS, and added into test registrations

Students **who have started testing** at one district and transfer into another district must be transferred using the "Student Transfer Form"

1. WIDA AMS >
2. Student Management >
3. Student Transfer Form
   - WIDA AMS User Guide – pp. 68 - 70

Test Logistics Attemptedness Criteria

When a domain test fails to meet the attemptedness criteria, a blank space appears on the score report for that domain and for any composite scores that incorporate that domain score

	Domain	Minimum Attemptedness criteria
Kindergarten ACCESS for ELLs	All domains	A student response is recorded for one scored item. Score reports reflect the scores marked in test booklets. No student responses are evaluated by DRC.
ACCESS for ELLs Paper	Listening	A student response is recorded for one scored item.
	Reading	A student response is recorded for one scored item.
	Speaking	One task has been scored on the score sheet.
	Writing	A mark is made in the response space in the booklet.
ACCESS for ELLs Online	Listening	A student response is recorded for one scored item.
	Reading	A student response is recorded for one scored item.
	Speaking	The Record button was clicked and audio captured for one task.
	Writing	A visible keystroke (not a space or a line return) was captured. *or* A mark is made in the response space in the booklet.
Alternate ACCESS for ELLs	All domains	A student response or non-response is recorded for one scored item. Score reports reflect the scores marked in test booklets. No student responses are evaluated by DRC.

Test Logistics
Keyboard Shortcuts

Accessibility and
Accommodations
Manual page 26

Keystroke	Function
Enter/return	Selects Sign In button when username and password are entered.
Tab	Transfers the focus, indicated by a red box, from one button to another. Tab order: Options, Pause Test, Help, Highlighter, Magnifier, Line Guide, Next
Shift + Tab	Transfers the focus, indicated by a red box, from one button to another in the opposite direction of Tab.
Enter/return/ space bar	Activates or deactivates the tool or function that is in focus.
Ctrl + Tab	Switches between multiple active windows on the screen. For example, if the color overlay window and the help window are open, use Ctrl + Tab to switch between them.
Esc	Closes the magnifier tool, help window, and options menu.
Alt + X	Selects the Exit button when the test is paused.
Arrows	Transfers the focus from one option to another within a list of choices, such as multiple-choice options, tabs within the help window, or color tools in the options menu.
Alt + P	Selects the Pause Test button.
Alt + B	Selects the Back button.
Alt + N	Selects the Next button.
Alt + O	Selects the Options button.
Ctrl + A	Selects all the text in a Writing response window.
Ctrl + X	Cuts the selected text in a Writing response window.
Ctrl + C	Copies the selected text in a Writing response window.
Ctrl + V	Pastes the previously copied or cut text at the cursor location in a Writing response window.
Ctrl + U	Underlines the selected text in a Writing response window.

Test Logistics
Test Materials Return

**All ACCESS for ELLs materials must
be returned by March 14, 2025**

Next ELPA Webinar

Test Window Check-In: Session 1
Thursday, February 6, 2025
12:00-1:00PM MT

https://idahosde.zoom.us/meeting/register/tJIof-mrrjIsHNfuH5kkP5_5Gk5fQJCFuNoO

ELPA: Test Window Check-in: Session 1

Thu Feb 6th 2025 12:00pm – 1:00pm (MST)

The Idaho Department of Education Coordinator presents updates and helpful tips on administering ACCESS for ELLs. Participants of this meeting have an opportunity to discuss problems of practice or as ...

Presentation Feedback

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

Open Discussion

Questions & Open Discussion

Questions & Open Discussion Reminder:

- Do not discuss student personal identifiable information (PII)
- Be respectful
- Use the "Chat" function or microphone to speak

Presentation Feedback

Idaho Department *of* **Education**

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Presentation Feedback