FLORIDA
ACCESS for ELLs Administration (2020-2021)
STATE SPECIFIC DIRECTIONS

Florida Department of Education (FDOE) ACCESS for ELLs Webpage

http://www.fldoe.org/accountability/assessments/k-12-student-assessment/access-for-ells.stml

The purpose of this webpage is to provide Florida-specific information, key dates, and training requirements related to the ACCESS for ELLs suite of assessments. For the Spring 20201 administration, it is important to review FL's ACCESS for ELLs Checklist to learn more about the tasks that need to be completed before, during, and after testing within a school or district.

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Topic	Overview of Florida's Policies and Procedures
1.1 Testing Mode	Florida's testing mode is paper-based for the Spring 2021 ACCESS for ELLs administration. • ACCESS for ELLs Paper • Kindergarten ACCESS for ELLs • Alternate ACCESS for ELLs Administering ACCESS for ELLs Online is **not** an option in Florida.
1.2 WIDA Secure Portal Account	School assessment coordinators and test administrators should contact the district assessment coordinator to obtain an account to the WIDA Secure Portal. New district assessment coordinators should contact the SEA to obtain an account to the WIDA Secure Portal.
1.3 WIDA AMS Account	District assessment coordinators create WIDA AMS accounts for school assessment coordinators at their discretion. Test administrators **do not** require access to WIDA AMS for the Spring 2021 ACCESS for ELLs administration. New district assessment coordinators should contact the SEA to obtain an account to WIDA AMS. **WIDA AMS Pathway**: My Applications > User Management > Add Single User
1.4 Students to be Tested	All students enrolled in the district (grades K–12) and classified as an ELL, with a code of "LY" on the first day of the test administration window, must be administered one of the following English language proficiency assessments: • ACCESS for ELLs Paper • Kindergarten ACCESS for ELLs • Alternate ACCESS for ELLs
1.5 Participation Criteria for Alternate ACCESS for ELLs	Florida's Alternate ACCESS for ELLs participation criteria is as follows: • The student is classified as an ELL, with a code of "LY" on the first day of the testing window. • The student has a significant cognitive disability and receives special education services under IDEA (2004). • The student requires extensive direct individualized instruction and substantial supports to achieve measurable gains in the grade and age appropriate curriculum. • **New**: The student is or will be participating in Access Points Curriculum and/or Statewide, Standardized Alternate Assessment. Determining whether a student should be tested on ACCESS for ELLs Paper or Alternate ACCESS for ELLs is a decision best made by the student's IEP team.
1.6 Test Protocol Documents	In addition to the State Specific Document (this document), Florida's test protocol documents are posted behind the *Download Library* tile within the WIDA Secure Portal. • Spring 2021 Florida ACCESS for ELLs Test Administration Manual • 2021 Florida Accessibility and Accommodations Supplement
1.7 Test Administrator Requirements	A test administrator can be a state-level certified educator, district-level certified educator, school personnel (including temporary certifications for new teachers and certified substitute teachers), or paraprofessional **articulate in English.**

Topic	Overview of Florida's Policies and Procedures
1.8 Test Administrator Certification Requirements	Each assessment's training course has a general administration quiz, which educators must pass with a score of 80% or higher to become certified to administer the assessment. WIDA recommends taking the quiz immediately after completing the training. It is *recommended* that assessment coordinators complete the quizzes for the assessments that they are overseeing. **NEW:** Training certificates awarded prior to July 2019 are no longer valid. All test administrators must complete the training modules and score 80% or higher on the appropriate WIDA certification quizzes.
1.9 Proctor	School personnel and non-school personnel may be trained as proctors. Prior to testing, proctors MUST be informed of their duties and of the appropriate test security policies and procedures. • School personnel proctor duties may include preparing and distributing secure test materials. • Non-school personnel may assist test administrators during test administration; however, they may **not** participate in any of the test administration procedures (i.e., providing accommodations). Refer to Section 4 of the *Spring 2021 Florida ACCESS for ELLs Test Administration Manual* for more information.
1.10 Accommodation Policy	Florida-specific policies for accommodations can be located in the *2021 Florida Accessibility and Accommodations Supplement*. In addition, the supplement provides the following accommodations selection forms for each of the assessments: • ACCESS for ELLs Paper Accommodation Selection Form • Kindergarten ACCESS for ELLs Accommodations Selection Form • Alternate ACCESS for ELLs Accommodations Selection Form The following accommodations are **not** permissible on the English Language Proficiency Assessment: • Reading aloud test items or passages on the Reading test • Translating test items into a language other than English • Reading test items in a language other than English • Using a bilingual word-to-word dictionary • Responding to test questions in a language other than English **Important**: All determinations regarding participation and accommodations in the statewide assessment program **must** be documented in the student's IEP or Section 504 Plan, and in the student's ELL plan.

Topic	Overview of Florida's Policies and Procedures
1.11 Shipping Mode and Overage	Test materials are delivered to districts for distribution to schools by January 8, 2021. A 7.5% overage of test materials is sent directly to the school. District assessment coordinators will also receive a 7.5% overage of test materials in the last numbered box of the shipment. If requested by the district assessment coordinator, the district may receive an additional overage of test materials that are assigned to the **State Provided School (9999)**. It is imperative that the school assessment coordinator and test administrator inventory test materials and report any discrepancies or requests for additional test materials to the district assessment coordinator. Electronic copies of the packing lists, pallet maps, and security checklists can be downloaded from WIDA AMS (**My Applications > Report Delivery > Test Results**).
1.12 Additional Materials Ordering	District assessment coordinators can **place up to 3** additional orders for the ***District-Level Additional Orders Only Site - WWWW*** from January 8–March 12, 2021 via WIDA AMS (**My Applications > Materials > Additional Materials**). Depending on the district's policy, test materials may be transferred from school-to-school sites within a district as needed to avoid ordering additional test materials.

1.13 Security Procedures	The Florida State Board of Education Rule 6A-10.042, F.A.C. was developed to meet the requirements of the Test Security Statute, s. 1008.24, F.S., and applies to anyone involved in the administration of a statewide assessment. The Rule prohibits activities that may threaten the integrity of the test. All security agreements and forms are located within this document.
	
	FDOE Security Agreements and Forms
	• Test Administration and Security Agreement
	  ○ District assessment coordinators **must** require that all school administrators, school assessment coordinators, test administrators, proctors, and all personnel involved in test administration sign and return this agreement
	• Test Administrator Prohibited Activities Agreement
	  ○ All test administrators **must** sign this agreement and return to the school assessment coordinator.
	• Test Materials Chain of Custody
	  ○ Each school assessment coordinator is **required** to complete applicable information regarding the receipt of test materials and maintaining security on this form.
	• Security Log
	  ○ Each school is **required** to maintain an accurate Security Log for each testing room. Anyone who enters a testing room for the purpose of monitoring a test is required to sign the log.

1.14 Review of Test Materials in Advance	Prior to test administration, the test administrator may review and become familiar with test materials for each assessment to be administered as directed by the district assessment coordinator. Test administrators who receive materials in advance must have completed Test Administrator Training and return all secure materials to the school assessment coordinator each day.

Topic	Overview of Florida's Policies and Procedures
1.15 Demographic Information	For Pre-ID labels (white), grid the date of testing began. If applicable, grid the IEP Status, 504 Plan, Accommodations, and Do Not Score Codes. For District/School label (yellow),refer to section 4.6 of *Spring 2021 Florida ACCESS for ELLs Test Administration Manual* for complete guidance on completing student demographic information.
1.16 Native (Home) Language Codes	For Student Response Booklets with a District/School label (yellow) affixed, please confirm the student's Native (Home) Language code prior to gridding this information on the booklet. The complete list of Native (Home) Language codes in Florida are located within this document.
1.17 Test Timing	Follow WIDA's test timing recommendations for each test, as directed in the *Spring 2021 Florida ACCESS for ELLs Test Administration Manual*.
1.18 Testing Signs	The following testing signs, which are located within this document, must be posted to every door of the testing room: • Do Not Disturb • No Electronic Devices
1.19 Translations of Directions in Student's Native Language	Rephrase, explain in English, or, if specifically requested, translate the directions into the student's native language. Permitted on an individual basis. In addition, if all students within a test session speak the same native language, the test administrator is permitted to translate directions to the entire group.
1.20 Invalidation Procedures	See Section 4.7 of *Spring 2021 Florida ACCESS for ELLs Test Administration Manual* for invalidation procedures that must be followed in Florida.
1.21 Missing Materials Procedures	Schools must investigate any report of missing materials. If, after a thorough investigation, a secure document is not found, the school assessment coordinator must inform the district assessment coordinator. The district assessment coordinator should complete the Materials Accountability Form in WIDA AMS (**My Applications > Materials > Accountability Form**). In addition, a written report regarding missing materials must be submitted to the Bureau of K–12 Student Assessment **within 30 calendar days** after secure materials have been identified as missing. The report must include the nature of the situation, the time and place of the occurrence, the names of the persons involved, a description of the communication between the district assessment coordinator's office and school personnel, copies of completed forms (*Test Administration and Security Agreement, Test Administrator Prohibited Activities Agreements, Test Materials Chain of Custody Form, etc.*), how the incident was resolved, and what steps are being implemented to avoid future losses. Refer to Section 4.2 of the *Spring 2021 Florida ACCESS for ELLs Test Administration Manual* for Florida's policy related to missing materials.

Topic	Overview of Florida's Policies and Procedures
1.22 Breaches of Administration Procedures	If a security breach or test irregularity is identified, the school assessment coordinator must inform the district assessment coordinator immediately. The *2021 Breaches of Administration Form* designed to report test irregularities and security breaches can be found within this document. For test irregularities requiring further investigation by the district and for security breaches, a written report must be submitted to FDOE **within 10 calendar days** via FDOE ShareFile after the irregularity or security breach was identified. Refer to Section 4.2 of the *Spring 2021 Florida ACCESS for ELLs Test Administration Manual* for Florida's policy related to a security breach or test irregularity.

1.23 Return of Test Materials	Depending on the district's policy, test materials are returned to DRC either via King Solutions or UPS. **Materials that are not returned on or before March 26, 2021, are at risk for late reporting.**
	
	When preparing materials for return, the following is a suggested order for packaging materials that must be shipped to DRC by **March 26, 2021**:
	
	• USED Student Response Booklets with Pre-ID labels, District/School labels, or Do Not Process labels
	  ◦ **Note**: Do Not Process labels should ONLY be affixed to USED Student Response Booklets that are damaged and/or when student responses were transcribed to a replacement booklet.
	• Test Administrator Scripts
	• ACCESS for ELLs Speaking Test Booklets
	• ACCESS for ELLs Listening/Speaking CDs
	• ACCESS for ELLs Human Reader Accommodation Scripts (if ordered)
	• ACCESS for ELLs Braille Contracted and Uncontracted Kits (if ordered)
	• Large Print Kits (if ordered)
	• Alternate ACCESS for ELLs Listening/Reading/Speaking Test Booklets
	• Kindergarten Ancillary Materials Kits
	• UNUSED Student Response Booklets
	  ◦ **Note**: Do not affix a label to UNUSED Student Response Booklets. If a Pre-ID label or District/School label is affixed to an UNUSED Student Response Booklet, affix a Do Not Process label over the Pre-ID label or District/School label to ensure it is not processed.
	• Defective Materials (if applicable)
	
	Refer to Section 5 of the *Spring 2021 Florida ACCESS for ELLs Test Administration Manual* for guidance related to test material management.

2021 ACCESS for ELLs Test Administration and Security Agreement
Florida Department of Education
Bureau of K–12 Student Assessment

Florida State Board of Education Rule 6A-10.042, FAC, was developed to meet the requirements of the test security statute, Section 1008.24, F.S., and applies to anyone involved in the administration of a statewide assessment test.

The rule prohibits activities that may threaten the integrity of the test. See the "Florida Test Security Statute" and the "Florida State Board of Education – Test Security Rule." Examples of prohibited activities are listed below:

- Revealing the passages, test items, or performance tasks
- Copying the passages, test items, or performance tasks
- Interpreting or reading test items or passages for students
- Changing or otherwise interfering with student responses to test items
- Copying or reading student responses
- Translating the reading passages into the student's home language
- Translating test items orally or in writing into the student's home language
- Providing dictionaries or translation devices for students to use during the test administration

If any of the above examples are allowable accommodations for students with current IEPs, or Section 504 plans, test administrators are permitted to provide allowable test accommodation(s) as described in the *2021 Florida Accessibility and Accommodations Supplement*.

All personnel are prohibited from copying the test items and/or the contents of student test books and answer sheets. The security of all test materials must be maintained before, during, and after the test administration. Please remember that after ANY administration, initial OR make-up, materials must be returned immediately to the school assessment coordinator and placed in locked storage. Secure materials should not remain in classrooms or be taken out of the building overnight.

The use of untrained test administrators increases the risk of test invalidation due to test irregularities or breaches in security. **Inappropriate actions by district or school personnel will result in further investigation, possible loss of teaching certification, and possible involvement of law enforcement agencies.**

I,_____, understand that I must receive adequate training regarding the administration of statewide assessment and read the information and instructions provided in all applicable sections of the relevant test administration manual(s), including the Florida Test Security Statute and State Board of Education Rule. I agree to follow all test administration and security procedures outlined in the manual(s), Statute, and Rule.

Further, I will not reveal or disclose any information about the test items or engage in any acts that would violate the security of statewide assessments or cause student achievement to be inaccurately represented.

School Name	School Number
Print Name of Test Administrator or School Coordinator	Print Title of Test Administrator or School Coordinator
Signature	Date

2021 Florida ACCESS for ELLs – Performance Task
Florida Department of Education
Test Administrator Prohibited Activities Agreement

It is important for you, as a test administrator of a statewide assessment, to know that the below activities are prohibited. Engaging in such activities may result in an investigation, loss of teaching certification, and/or prosecution for violation of the law. Please read the following list of prohibited activities and sign your name on the signature line at the bottom of this page indicating that you understand these actions and their consequences.

I understand that before testing I may not:

- ☐ Leave test materials unattended
- ☐ Remove test materials from the school's campus (does not apply to hospital/homebound teachers)
- ☐ Copy, photocopy, or photograph test content

I understand that during testing (including during breaks) I may not:

- ☐ Assist student in answering test items
- ☐ Read aloud any test item or passage within the Reading domain
- ☐ Give students verbal cues (emphasizing the correct answer as it is read) or non-verbal cues
- ☐ Rush students through the assessment
- ☐ Display or fail to cover visual aids (e.g., word lists, posters showing reading or language arts concepts) that may help students
- ☐ Provide students with a bilingual word-to-word dictionary and unauthorized writing aids.
- ☐ Use my cell phone, check email, grade papers, or engage in other activities that could potentially distract students
- ☐ Leave the room unattended for any period of time
- ☐ Allow students to talk or cause disturbances while another student is being assessed
- ☐ Instruct students to test in a domain other than the one designated for that day/allotted testing time (going on to Reading during Listening, reviewing work in Listening during Reading)
- ☐ Coach students during testing
- ☐ Administer the assessment to my family members

I understand that after testing I may not:

- ☐ Leave test materials unattended
- ☐ Remove test materials from the school's campus
- ☐ Change student answers
- ☐ Discuss the content of the test with anyone, including students or other school personnel
- ☐ Reveal the content of the test via electronic communication, including but not limited to email, text, or post to social media sites (Facebook, Twitter, Instagram, etc.)

If you are administering a test to students with the Human Reader accommodation, which requires you to read test items, you may not reveal, copy, or share the items, or use the test content during instruction after testing.

I acknowledge the information above and will not engage in any of the prohibited activities on this page.

Print Name: _____ Signature: _____ Date: _____

Return this agreement to the school assessment coordinator.

WIDA Secure Portal Non-Disclosure and User Agreement

IMPORTANT INSTRUCTIONS: This document is for local school/district record keeping. Each school/district shall require that every individual involved in administering WIDA assessments sign a nondisclosure and user agreement (NDUA). This paper version of the agreement can be signed in cases where a user cannot sign the electronic NDUA in the training course in the WIDA Secure Portal, or in cases where the school/district decides a signed paper version is appropriate. Please do not return the signed copies of this agreement to DRC and/or WIDA. This document needs to be signed once per year.

NON-DISCLOSURE and USER AGREEMENT (NDUA) for WIDA assessments and Use of the WIDA Secure Portal

The WIDA Secure Portal (that part of the WIDA website that is password protected starting at URL https://portal.wida. us) contains a combination of secure test materials, proprietary information, and copyrighted materials. As a user of the WIDA Secure Portal and/or WIDA test materials, you must agree to the conditions of this WIDA Non-Disclosure and User Agreement.

WIDA ACCESS for ELLs. The Board of Regents of the University of Wisconsin System (the "Regents"), on behalf of the WIDA Consortium ("WIDA") is the copyright owner of the secure, unpublished ACCESS for ELLs test (the "Test"), as defined in 37 C.F.R. § 202.20(b)(4). WIDA treats the Test as constituting valuable and proprietary trade secrets. WIDA maintains the Test as confidential and secure, and only provides access to the Test to individuals who are legally bound to maintain the confidentiality and security of the Test. Publicly posting, displaying or distributing in any medium WIDA test materials, in part or in whole, is strictly prohibited and may lead to legal sanctions.

In consideration for my participation in the online training course (the "WIDA Training Course"), for my role as an Assessment Coordinator or Test Administrator for the school district of:

_____ (print district) in _____ (print state)

I,_____ (print name)

agree as follows:

1. The Test is confidential, proprietary information and material of the Regents.
2. The WIDA Training Course contains confidential and proprietary information from the Test.
3. I shall not disclose or reproduce any Test information or Test forms I receive, including Test items, except for the sole purpose of carrying out my role as an Assessment Coordinator or Test Administrator.
4. The Test must be kept secure and confidential, since disclosure of the Test could adversely affect the

validity of the Test items, Test results, intellectual property value of the Test, and/or WIDA's financial standing. I shall keepall Test materials secure and confidential at all times in accordance with any instructions that I receive from the WIDA Training Course, the WIDA Test Administration Manuals, or WIDA Test Administration Instructions provided by my district coordinator.

5. I shall follow all test security requirements prescribed by WIDA and my employer and shall immediately report any incidents concerning the security and/or misuse of the Test that I witness or otherwise experience, whether verified or not.

WIDA Screener. The following WIDA Screener materials are available to educators under a limited license: Test Administration Manual, Student Response Booklets, and Test Administrator Scripts. These WIDA Screener materials are available for download from the WIDA website and may be printed and used only for internal school district or school system use in accordance with state and district language screening policies. These WIDA Screener materials are also available for purchase from the WIDA Store.

WIDA Screener Test Booklets, Speaking Test audio files, and Listening Test audio files, which are only available for purchase from the WIDA Store (or through your state department of education in some states), may not be copied or modified and shall only be used/ distributed for internal school district or school system use in accordance with state and district language screening policies. Posting online, displaying or distributing in any medium the WIDA Screener materials, in part or in whole, is strictly prohibited. Use of the WIDA Screener test materials may be subject to additional limitations as specified in the individual test components, on the WIDA Screener training website, or on the WIDA Store website.

WIDA Secure Portal Materials. The materials provided to WIDA Secure Portal users are for the purpose of understanding and implementing WIDA Standards, WIDA Assessments, and WIDA Professional Learning. The Regents own the copyrights to these materials. **NO CONTENT FROM THE WIDA SECURE PORTAL SHOULD BE COPIED AND STORED ON EXTERNAL SERVERS.**

User Accounts and Passwords. WIDA Secure Portal user accounts are assigned to individuals only and may not be shared with multiple users. As a registered user of the WIDA Secure Portal, you agree to keep your user account name and password confidential. The WIDA Secure Portal NDUA is an annual requirement for each Test cycle that begins on July 1 of one calendar year and ends on June 30 of the following calendar year.

_____

Signature Date

_____

District Coordinator Date

Please sign and return this agreement to your Assessment Coordinator. Do not return this document or signed copies of this document to DRC. Direct any questions regarding its terms to the WIDA Client Services Center (help@wida.us).

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Florida ACCESS for ELLs – Performance Task
Florida Department of Education
Test Materials Chain of Custody Form

The following information must be collected for each test administration at your school. This form may be duplicated for use by grade level and/or maintained as an electronic file, but the content of this form may NOT be altered.

Contact your district assessment coordinator if you have any questions.

Your name (School Assessment Coordinator): _____

District name: _____

School name: _____

School number: _____

Location of locked storage room: _____

Names of people with access to locked storage room/location:

1. _____

2. _____

3. _____

Date and time materials arrived at the school: _____

Date and time shrink-wrapped test material packages are opened: _____

Packages opened by: _____

Date and time materials are prepared: _____

Materials prepared by:_____

Date and time materials are packaged for return: _____

Materials packaged by: _____

Date and time materials are returned to the district: _____

Bureau of K–12 Student Assessment
Florida Department of Education, 2020–2021

FL ACCESS for ELLs Tier Placement Guidance
Data Element #197279

Overview: The initial ACCESS for ELLs test materials order for the district is captured on the Survey 2 enrollment file submitted annually to the state in October. To ensure schools receive adequate quantities of the appropriate test materials, it is important to ensure all ELL students have a code as indicated below. Full details of this data element can be reviewed within the 2020-2021 Student Data Base Manual at: http://fldoe.org/core/fileparse.php/19879/urlt/2021-197279.pdf.

Code A = Tier A – Placement based on the following criteria:

- Placement determined from the WIDA Model or WIDA Screener
- Student arrived in the U.S. or entered school in the U.S. within this academic school year without previous instruction in English
- Student currently receives literacy instruction ONLY in their native language
- Student recently achieved an overall composite score of 1.0-2.0 on the statewide English Language proficiency assessment.
- Student is enrolled in grades 1-12.

Code B = Tier B – Placement based on one of the following criteria:

- Placement determined from the WIDA Model or WIDA Screener
- Student has social language proficiency and some, but not extensive, language proficiency in English
- Student has acquired some literacy in English though have not yet reached grade level literacy.
- Student recently achieved an overall composite score of 2.1-3.0 on the statewide English Language proficiency.
- Student is enrolled in grades 1-12.

Code C = Tier C – placement based on one of the following criteria:

- Placement determined from the WIDA Model or WIDA Screener
- Student is approaching grade level in literacy and academic language proficiency in the core content areas.
- Student will likely meet the state's exit criteria for support services by the end of the academic year.
- Student recently achieved an overall composite score of 3.1 – 6.0 on the statewide English language proficiency assessment.
- Student is enrolled in grades 1-12.

Code D = Alternate Tier – Placement based on all of the following criteria:

- Student has a significant cognitive disability and receives special education under IDEA (2004)
- Student requires extensive direct individualized instruction and substantial supports to achieve measurable gains in the grade and age appropriate curriculum.
- Student is enrolled in grades 1-12.
- Student is or will be participating in Access Points Curriculum and/or Statewide, Standardized Alternate Assessment.

Code Z = Not Applicable – Placement based on one of the following criteria:

- Use for all KG students and for ELL students coded as LF, LP, LA, or LZ on the English Language Learners, PK-12 data element.

ACCESS for ELLs
Pre-ID Label Flowchart

Start

Pre-ID label (white) provided in the school's initial test materials shipment for the student on January 8, 2021?

Yes → Is the student classified as an ELL with a code of "LY" on January 25, 2021?

Yes → Is the district code, school code, and FLEID assignment CORRECT?

If any other demographic information is incorrect (i.e., Date of Birth), notify the assessment coordinator to update the information in WIDA AMS.

Yes → Affix Pre-ID label to Student Response Booklet and grid Date of Testing.

Next → Test student in all four language domains.

If applicable, complete the following fields on the back cover: Accommodations, IEP Status, 504 Plan, and/or DNS Codes

Next → Submit Test Booklet for Scoring

No → Destroy Pre-ID label in a secure manner and restart flowchart.

No → Destroy Pre-ID label in a secure manner. Student should not be tested.

No → Will the student receive a Pre-ID label during the 2nd wave shipment on February 8, 2021?

Yes → Hand-grid the following information: Date of Testing, Student Name, district code, school code, FLEID assignment, and District Student ID Number.

Apply Pre-ID label that is provided in the school's 2nd wave shipment directly over the District/School label and leave gridded information as-is.

Next → Test student in all four language domains.

If applicable, complete the following fields on the back cover: Accommodations, IEP Status, 504 Plan, and/or DNS Codes

Next → Submit Test Booklet for Scoring

No → Is the student classified as an ELL with a code of "LY" on January 25, 2021?

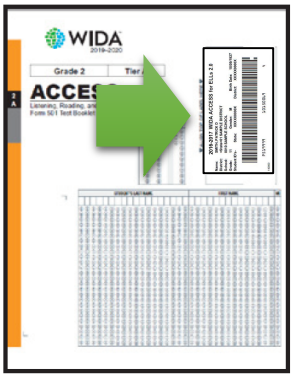
Yes → Affix District/School label to Student Response Booklet. Hand-grid all student information as directed in the *Spring 2021 Florida ACCESS for ELLs Test Administration Manual*.

Next → Test student in all four language domains.

If applicable, complete the following fields on the back cover: Accommodations, IEP Status, 504 Plan, and/or DNS Codes

Next → Submit Test Booklet for Scoring

No → Discuss testing with the assessment coordinator.



***Important**: Affix label in the top-right corner and use only a number 2 pencil to grid information on the Student Response Booklet.*

Test Session Master Schedule (Paper Only)

School:_____ Coordinator: _____

Week of			Listening/Reading Sessions: # of Students		Total # of Students	Writing Sessions: # of Students		Total # of Students
Session	Grade(s)	Day/Time	Tier A	Tier B/C		Tier A	Tier B/C	

WIDA

FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

DATA RECOGNITION
DRC
CORPORATION

Test Session Roster — Individual Administration: Speaking

Test Date(s):_____ Testing Location:_____ Grade-Level Cluster: _____

Test Administrator:_____

#	Student ID#	Last Name	First Name	Grade	Tier	Student Location — Teacher/Room	Time	Completed Test (Y/N)?
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								

WIDA

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DATA RECOGNITION
DRC
CORPORATION

Test Session Roster — Group Administration

Test Date:_____ Time:_____

Location:_____ Test Administrator:_____

Test Section (circle all that apply): Listening Reading Writing

Grade Level(s):_____ Tier (circle one): A B/C

#	Student ID#	Last Name	First Name	Grade	Student Location — Teacher/Room	Completed Test (Y/N)?
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

WIDA

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DATA RECOGNITION
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No Electronic Devices

Permitted During Testing

WIDA

FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

DATA RECOGNITION
DRC
CORPORATION

TESTING

Please
Do Not Disturb

WIDA

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DATA RECOGNITION
DRC
CORPORATION

2021 ACCESS for ELLs Security Log

Room Number: _____ **District**: _____ **School**: _____

Instructions: For personnel (School Assessment Coordinator, Test Administrators) assigned to monitor this room for ANY length of time, complete this log when entering and exiting the room.

Date	Test Domain/Grade	Time In	Time Out	Print Name	Signature
		a.m. p.m.	a.m. p.m.		
		a.m. p.m.	a.m. p.m.		
		a.m. p.m.	a.m. p.m.		
		a.m. p.m.	a.m. p.m.		
		a.m. p.m.	a.m. p.m.		
		a.m. p.m.	a.m. p.m.		
		a.m. p.m.	a.m. p.m.		
		a.m. p.m.	a.m. p.m.		
		a.m. p.m.	a.m. p.m.		
		a.m. p.m.	a.m. p.m.		
		a.m. p.m.	a.m. p.m.		

STUDENT NAME_____

STUDENT PLANNING SHEET

Use this sheet to plan what you will write. The writing on this sheet will NOT be scored.

This sheet will NOT be scored.

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS
2020-21 AUTOMATED STUDENT INFORMATION SYSTEM
APPENDIX N: LANGUAGE CODES

Native (Home) Language Code ***For more information, refer to Section 4.6 of the Spring 2021 Florida ACCESS for ELLs Test Administration Manual***	**Language**
OM	(Afan) Oromo
AB	Abkhazian
AC	Abnaki
AD	Achumawi
AA	Afar
AK	Afrikaans
AE	Ahtena
EF	Akan
EK	Akateko
AF	Alabama
AL	Albanian, Shqip
AG	Aleut
AH	Algonquian
WJ	American Sign Language
AM	Amharic
AI	Apache
AR	Arabic
AJ	Arapaho
AO	Araucanian
AP	Arikara
AN	Armenian, Hayeren
AS	Assamese
AQ	Athapascan
AT	Atsina
AU	Atsugewi
AV	Aucanian
WK	Awadhi
AW	Aymara
AZ	Azerbaijani
AX	Aztec
BA	Bantu
BC	Bashkir
BQ	Basque, Euskera
BS	Bassa
BJ	Belarusian
BE	Bengali, Bangla
BR	Berber
BP	Bhojpuri
DZ	Bhutani
BH	Bihari
BI	Bislama
BG	Blackfoot
BO	Bosnian
BF	Breton
BL	Bulgarian
BU	Burmese, Myanmasa

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Native (Home) Language Code ***For more information, refer to Section 4.6 of the Spring 2021 Florida ACCESS for ELLs Test Administration Manual***	**Language**
BD	Byelorussian
CB	Caddo
CC	Cahuilla
CD	Cakchiquel
CA	Cambodian, Khmer
CN	Cantonese
EC	Carolinian
CT	Catalan
CE	Cayuga
ZA	Cebuano
CR	Chalchiteco
ED	Chamorro
CF	Chasta Costa
CG	Chemeheuvi
CI	Cherokee
CJ	Chetemacha
CK	Cheyenne
ZB	Chhattisgarhi
ZC	Chinese, Hakka
ZD	Chinese, Min Nau (Fukienese or Fujianese)
CH	Chinese, Zhongwen
CL	Chinook Jargon
CM	Chiricahua
ZE	Chittagonian
CP	Chiwere
CQ	Choctaw
JU	Chuj
CS	Chumash
EE	Chuukese/Trukese
CU	Clallam
CV	Coast Miwok
CW	Cocomaricopa
CX	Coeur D'Alene
CY	Columbia
DF	Comanche
CO	Corsican
DG	Cowlitz
DJ	Cree
ZF	Creole
HR	Croatian, Hrvatski
DK	Crow
DH	Cuna
DI	Cupeno
CZ	Czech
DB	Dakota
DA	Danish

FLORIDA DEPARTMENT OF EDUCATION DOE INFORMATION DATABASE REQUIREMENTS 2020-21 AUTOMATED STUDENT INFORMATION SYSTEM APPENDIX N: LANGUAGE CODES	
Native (Home) Language Code ***For more information, refer to Section 4.6 of the Spring 2021 Florida ACCESS for ELLs Test Administration Manual***	**Language**
DL	Deccan
DC	Delaware
DD	Delta River Yuman
DE	Diegueno
DU	Dutch, Netherlands
DO	Dzongkha
EN	English
EA	Eskimo
EO	Esperanto
ES	Estonian
EB	Eyak
FO	Faroese
FA	Farsi, Persian
FJ	Fijian
FL	Filipino
FI	Finnish, Suomi
FB	Foothill North Yokuts
FC	Fox
FR	French
FD	French Cree
FY	Frisian
FU	Fulfulde, Nigerian
GL	Galician
KA	Georgian, Kartuli
GE	German
GR	Greek
KL	Greenlandic, Kalaallisut
GF	Guamanian
GB	Guarani
GC	Guaymi
GU	Gujarati
HB	Haida
HC	Haitian-Creole (Includes French Creole)
HD	Han
HY	Haryanvi
HA	Hausa
HF	Havasupai
HE	Hebrew, Iwrith
HG	Hichita
HH	Hidatsa
HL	Hiligaynon
HI	Hindi
HM	Hmong
HJ	Hopi
HU	Hungarian, Magyar
HK	Hupa

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Native (Home) Language Code ***For more information, refer to Section 4.6 of the Spring 2021 Florida ACCESS for ELLs Test Administration Manual***	**Language**
IC	Icelandic,Islenzk
IO	Igbo
IL	Ilacano
IG	Indian
IN	Indonesian, Bahasa Indonesia
IH	Ingalit
IA	Interlingua
IE	Interlingue
IB	Inupiak
GA	Irish, Gaeilge
ID	Iroquois
IF	Island Carib
IT	Italian
IX	Ixil
JC	Jamaican Creole (includes Patois and Patwa)
JA	Japanese, Nihongo
JW	Javanese, Bahasa Jawa
JB	Jicarilla
KD	Kalispel
KX	Kanjoval
KV	Kannada
KE	Kansa
KF	Karok
KS	Kashmiri
KC	Kawaiisu
KK	Kazakh
KG	Keres
KH	Kickapoo
RW	Kinyarwanda
KI	Kiowa
KJ	Kiowa-Apache
KY	Kirghiz, Kyrgyz
KN	Kiribati
RN	Kirundi
KB	Klamath
KM	Koasati
KO	Korean, Choson-o
KT	Kosraen
KW	Koyukon
KZ	Kpelle (Guerze)
KP	Kuchin
KU	Kurdish, Zimany Kurdy
KQ	Kutenai
KR	Kwakiutl
LO	Lamnso
LA	Laotian, Pha Xa Lao

FLORIDA DEPARTMENT OF EDUCATION
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Native (Home) Language Code ***For more information, refer to Section 4.6 of the Spring 2021 Florida ACCESS for ELLs Test Administration Manual***	**Language**
LB	Latin
LV	Latvian, Lettish
LN	Lingala
LI	Lithuanian
LM	Lombard
LC	Lower Chehalis
LD	Luiseno
MB	Macedonian
NJ	Madura
XI	Magahi
XN	Maidu
XJ	Maithili
ME	Makah
MA	Malagasy
MS	Malay, Bahasa Malaysia
ML	Malayalam
MT	Maltese
MF	Mam
MG	Mandan
MD	Mandarin
NR	Maori
MR	Marathi
MZ	Marshallese
XK	Marwari
MH	Mayan
MJ	Menomini
MM	Miami
MN	Micmac
MP	Mikasuki
XO	Miwok
MQ	Mixtec
MU	Mohave
MV	Mohawk
MC	Moldavian
MO	Mongolian
MW	Mono
MX	Mountain Maidu
MY	Muskogee
NS	Napoletano - Calabrese
NA	Nauru
NB	Navaho
NE	Nepali
NC	Nez Perce
ND	Nomlaki
NF	Nootka
NG	Nootsack

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Native (Home) Language Code ***For more information, refer to Section 4.6 of the Spring 2021 Florida ACCESS for ELLs Test Administration Manual***	**Language**
NH	Northern Paiute
NI	Northwest Maidu
NO	Norwegian
ZZ	Not Applicable
OC	Occitan
OA	Ojibwa
OB	Okanogan
OD	Omaha
OE	Oneida
OF	Onondaga
OR	Oriya
OG	Osage
OT	Other
OH	Other Athapascan-Eyak
OI	Ottawa
PB	Pacific Gulf Yupik
PC	Paiute
PU	Palauan
PD	Panamint
PJ	Panjabi, Punjabi
PX	Papiamento (Papiamentu)
PA	Pashto (Includes Pushtu)
PF	Passamaquoddy
PG	Patwin
PH	Pawnee
PK	Penobscot
PL	Picuris
PM	Pima
PN	Plains Miwok
PV	Pohnpeians
PO	Polish
PP	Pomo
PQ	Ponca
PW	Popti
PR	Portuguese
PS	Potawatomi
PT	Puget Sound Salish
OJ	Quapaw
OK	Quechua
OL	Quekchi
ON	Quiche
OO	Quinault
RA	Rhaeto-Romance
RM	Rumanian, Romanian
RS	Russian
RB	Rwanda

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Native (Home) Language Code ***For more information, refer to Section 4.6 of the Spring 2021 Florida ACCESS for ELLs Test Administration Manual***	**Language**
SB	Sahaptian
SF	Saint Lawrence Island Yupik
SQ	Salish
SM	Samoan
SV	San Carlos
SS	Sandia
SG	Sangho
SA	Sanskrit
SX	Santiam
XQ	Saraiki
GD	Scots Gaelic
SY	Seneca
EP	Sepedi
SK	Serbian, Srpski
SR	Serbo-Croatian
SZ	Serrano
ST	Sesotho
TN	Setswana
VA	Shastan
VB	Shawnee
SN	Shona
VC	Shoshoni
VD	Sierra Miwok
SD	Sindhi
SC	Singhalese
XL	Sinhala
SI	Siswati
VE	Siuslaw
SL	Slovak
SJ	Slovenian
SO	Somali
VF	Southern Maidu
VG	Southern Paiute
SP	Spanish
VH	Spokane
SU	Sundanese
SH	Swahili
SW	Swedish, Svenska
TF	Tachi
TA	Tagalog
TG	Tajik
TB	Tamil
TJ	Tanacross
TL	Tanaina
TM	Tanana
TP	Tarahumara

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Native (Home) Language Code ***For more information, refer to Section 4.6 of the Spring 2021 Florida ACCESS for ELLs Test Administration Manual***	**Language**
TQ	Tarascan
TT	Tatar
TE	Telugu
TR	Tewa
TH	Thai
TI	Tibetan, Bodskad
TC	Tigrinya
TV	Tillamook
TX	Tiwa
TY	Tlingit
TO	Tonga
XA	Tonkawa
TZ	Towa
XB	Tsimshian
TS	Tsonga
XC	Tubatulabal
XD	Tupi
TU	Turkish
TK	Turkmen
XE	Tuscarora
XF	Tutchone
XG	Twana
TD	Twi
UK	Ukranian
UA	Up River Yuman
UB	Upland Yuman
UC	Upper Chehalis
UD	Upper Chinook
UE	Upper Kuskokwim
UF	Upper Tanana
UR	Urdu
UG	Ute
UY	Uyghur
UZ	Uzbek
VI	Vietnamese
VS	Visayan
VO	Volapuk
WA	Walapai
WB	Wappo
WC	Washo
WE	Welsh
WD	Wichita
WF	Winnebago
WG	Wintun
WH	Wiyot
WO	Wolof

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Native (Home) Language Code ***For more information, refer to Section 4.6 of the Spring 2021 Florida ACCESS for ELLs Test Administration Manual***	**Language**
WI	Wyandot
XH	Xhosa
YK	Yapese
YA	Yaqui
YB	Yavapai
YI	Yiddish, Jiddisch
YO	Yoruba
YC	Yuchi
YD	Yuki
YE	Yuma
YF	Yupik
YG	Yurok
YH	Zapotec
ZH	Zhuan, Northern
ZU	Zulu
YJ	Zuni

2021 ACCESS for ELLs Breaches of Administration

(Testing Irregularity or Security Breach)

Email to: FLACCESS2.0@fldoe.org **Completed by**: _____

Date	District Code	School Code	Incident	Action/Resolution	Documentation Sent to FDOE