



# ACCESS for ELLs Suite Overview Training for Florida Educators



Spring 2021

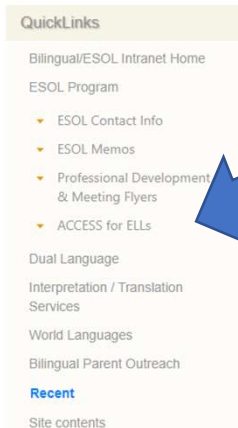
Bilingual/ESOL

Exceptional Student Learning Support

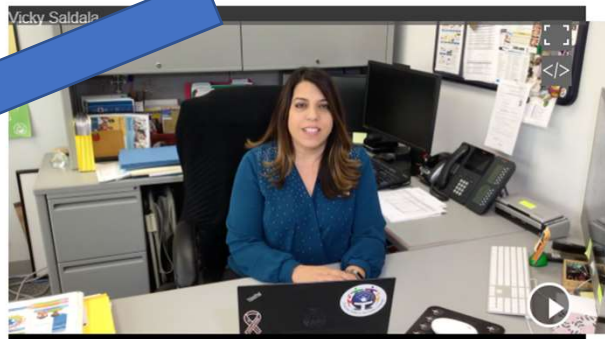
Student Assessment and Research

# Where do I find this PPT & Recordings?

## Bilingual/ESOL SharePoint



Bilingual/ESOL



## ESOL Program Canvas



[2021 ACCESS for ELLs](#)



# Sections

## Bilingual/ESOL

- FL ACCESS for ELLs Suite Overview
- Training Requirements & Preparations
- Kindergarten ACCESS for ELLs
- ACCESS for ELLs Paper (Grades 1–12)

## Exceptional Student Learning Support

- Alternate ACCESS for ELLs (Grades 1–12)

## Student Assessment and Research

- Managing Materials Before, During, and After Testing

# Questions or Comments?

## Testing Materials & Labels

### Student Assessment and Research

754-321-2500

[adrienne.c.reynolds@browardschools.com](mailto:adrienne.c.reynolds@browardschools.com)

[karl.yeats@browardschools.com](mailto:karl.yeats@browardschools.com)

## Alternate ACCESS

### Exceptional Student Learning Support

754-321-3400

[andrea.ciotti@browardschools.com](mailto:andrea.ciotti@browardschools.com)



## ACCESS Certification Requirements & Test Administration

### Bilingual/ESOL Contact Information

#### Elementary Schools:

Cadre 1: [rosemarie.richard@browardschools.com](mailto:rosemarie.richard@browardschools.com) OR [eric.rosenauer@browardschools.com](mailto:eric.rosenauer@browardschools.com)

Cadre 2: [deborahrosa@browardschools.com](mailto:deborahrosa@browardschools.com)

Cadres 3 & 4: [miriam.acevedo@browardschools.com](mailto:miriam.acevedo@browardschools.com)

Cadres 5 & 6: [jennifer.desmidt@browardschools.com](mailto:jennifer.desmidt@browardschools.com)

Cadre 7: [melinda.mayers@browardschools.com](mailto:melinda.mayers@browardschools.com)

Cadre 8: [cristal.abella@browardschools.com](mailto:cristal.abella@browardschools.com)

Cadre 9: [maylein.rodriguez@browardschools.com](mailto:maylein.rodriguez@browardschools.com)

#### Middle Schools:

Cadre 1: [deborahrosa@browardschools.com](mailto:deborahrosa@browardschools.com)

Cadre 2: [annette.ramos@browardschools.com](mailto:annette.ramos@browardschools.com)

#### High Schools:

Cadre 1: [rosemarie.richard@browardschools.com](mailto:rosemarie.richard@browardschools.com)

Cadre 2: [eric.rosenauer@browardschools.com](mailto:eric.rosenauer@browardschools.com)

#### Centers:

Cadre 1: [annette.ramos@browardschools.com](mailto:annette.ramos@browardschools.com)

#### Charter Schools:

[celina.chavez@browardschools.com](mailto:celina.chavez@browardschools.com) OR [annette.ramos@browardschools.com](mailto:annette.ramos@browardschools.com)

# **BCPS ACCESS for ELLs Errors 2019-2020**



# Student Demographic Incorrect Information or Blank

Student Information	# of Cases 2018-19 SY	# of Cases 2019-20 SY	Impact
First Name	101	89	Student identification
Last Name	252	218	Student identification
FLEID	242	149	Student identification
Home Language Code	170	301	Language of Parent Report
Birth Date	191	162	Student identification
Grade Level	47	58	Student identification/Grade level cluster placement*

- Student name errors were mostly caused by switching first and last names or misspellings.
- Most FLEID errors were caused by not reporting or by reporting the Broward District ID as FLEID. FLEID has 14 characters (including FL).  
**Example: FL0617954342** (fake number)
- Birth date errors were caused by not reporting or reporting the birth year as 2020.

# Examples of Incorrect Native Language Codes

Incorrect Language Code	State Defined Language Code	Language
SPA, SPAN	SP	Spanish
HAIT, CREO, FRCR	HC	Haitian-Creole
POR, PORT	PR	Portuguese
ENGL, ENSP?	EN	English
ARAB	AR	Arabic
VIET	VI	Vietnamese

- Language codes are defined by Florida DOE as **two-letter character**
- List of FDOE Language Codes is on ESOL Program Canvas and Bilingual/ESOL SharePoint



# Other Issues

- 4 blank tests (without names or scores) had the label affixed and submitted for scoring.
- 69 Non-ELLs tested
- 2 students reported as taking Braille format, but do not have visual impairment. Probably caused by checking the wrong accommodation.
- 2,642 "Date of Testing" missing. This is necessary for assigning the school in school transfers.
- 2,108 of students had scores reported late.
  - 18 schools submitted scores August 2020

## Students Without Overall Composite Scores

District (31,035 students tested in at least one domain)	Number of students (% of tested)
Students tested in all language domains	27,677 (96.5%)
Students not tested in one or more language domain(s)	914 (3.2%)
Students not tested in:	
Listening	199 (0.7%)
Speaking	501 (1.7%)
Reading	180 (0.6%)
Writing	347 (1.2%)

- More than 2% of tested students did not have an Overall Composite Score
  - Students were not tested in one or more language domains

# **ACCESS for ELLs Suite in Florida**



# ACCESS for ELLs Suite of Assessments

For the Spring 2021 administration, the following assessments will be used to satisfy state and federal requirements for the annual assessment of the English language proficiency of English language learners (ELLs):

- **Kindergarten ACCESS for ELLs**, a **paper-based** assessment for Kindergarten
- **ACCESS for ELLs Paper**, a **paper-based** assessment for Grades 1–12
- **Alternate ACCESS for ELLs**, a **paper-based** assessment for ELLs in Grades 1–12 who have significant cognitive disabilities

**Remote administration of ACCESS for ELLs is not permitted.**



# Students to be Tested

All students enrolled in the district (grades K–12) and classified ELL, with a code of “LY” on the 1<sup>st</sup> day of the test administration window, must be administered one of the following English language proficiency assessments:

- Kindergarten ACCESS for ELLs
- ACCESS for ELLs Paper
- Alternate ACCESS for ELLs

2021 JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
					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	26	27	28	29	30
31						

# Students to be Tested (cont.)

ELLs with disabilities participate in the statewide assessment program by taking one of the following English language proficiency assessments with or without accommodations:

- Kindergarten ACCESS for ELLs,
- ACCESS for ELLs Paper, or
- Alternate ACCESS for ELLs

**Note:** Document the participation and accommodation decisions in the student's IEP or Section 504 Plan, **and** in the student's ELL Plan.




# Florida's ACCESS for ELLs Results

## Results will provide:

- data useful for charting student progress over time and, for the newly arrived students, charting progress over the first year.
- information about the language proficiency levels of individual students that can be used in making decisions regarding exit from English for Speakers of Other Languages (ESOL) programs.
- useful information about students' strengths and weaknesses in English.

## Results will NOT be used for:

- grade-level placement
- grade promotion or retention decisions


**ACCESS for ELLs™**  
 English Language Proficiency Test

**NAME**  
 Birth Date: | Grade: 11  
 Tier: B  
 District ID: | State ID:  
 School:  
 District:  
 State:

### Individual Student Report 2020

This report provides information about the student's scores on the ACCESS for ELLs English language proficiency test. This test is based on the WIDA English Language Development Standards and is used to measure students' progress in learning English. Scores are reported as Language Proficiency Levels and as Scale Scores.

Language Domain	Proficiency Level (Possible 1-6)	Scale Score (Possible 100-600) and Confidence Band See Interpretive Guide for Score Reports for definitions
Listening	3.4	377
Speaking	2.4	316
Reading	2.3	359
Writing	2.8	330
Oral Language 50% Listening + 50% Speaking	2.8	347
Literacy 50% Reading + 50% Writing	2.5	345
Comprehension 70% Reading + 30% Listening	2.6	364
Overall* 35% Reading + 35% Writing + 15% Listening + 15% Speaking	2.6	345

\*Overall score is calculated only when all four domains have been assessed. NA: Not available

Domain	Proficiency Level	Students at this level generally can...
Listening	3	understand oral language related to specific common topics in school and can participate in class discussions, for example: <ul style="list-style-type: none"> <li>Connect spoken ideas to own experiences</li> <li>Find, select, order information from oral descriptions</li> <li>Identify the causes and effects of events or situations discussed orally</li> <li>Classify pros and cons of issues in discussions</li> </ul>
Speaking	2	communicate ideas and information orally in English using language that contains short sentences and everyday words and phrases, for example: <ul style="list-style-type: none"> <li>Share about what, when, or where something happened</li> <li>Compare objects, people, pictures, events</li> <li>Describe steps in cycles or processes</li> <li>Express opinions</li> </ul>
Reading	2	understand written language related to specific familiar topics in school and can participate in class discussions, for example: <ul style="list-style-type: none"> <li>Identify main ideas in written information</li> <li>Identify main actors and events in stories and simple texts with pictures or graphs</li> <li>Sequence pictures, events or steps in processes</li> <li>Distinguish between claim and evidence statements</li> </ul>
Writing	2	communicate in writing in English using language related to familiar topics in school, for example: <ul style="list-style-type: none"> <li>Describe ideas or concepts using phrases or short sentences</li> <li>Label illustrations describing what, when, or where something happened</li> <li>State steps in processes or procedures</li> <li>Express opinions about specific topics or situations</li> </ul>

145510-00001-02920 SLH-BR



# ACCESS for ELLs 20-21 Schedule

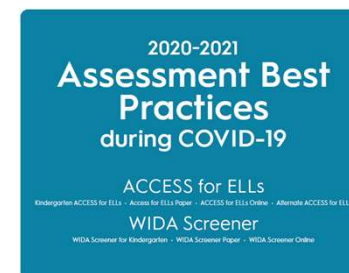
Event	Date
Delivery of 2021 Administration Materials to Schools	Mid-January
2021 ACCESS for ELLs Test Administration Window	January 25–March 19, 2021
Delivery of 2 <sup>nd</sup> Wave of Pre-ID Labels	Mid-February
Return of Materials via UPS	No later than March 19, 2021

**Testing Window  
38 SCHOOL DAYS**

**This includes 2  
Early Release Days**



# What's New for Spring 2021



1. Assessment Best Practices during COVID-19 guide.
2. Florida-specific manuals, training resources and Best Practices guide for the Spring 2021 administration are in the ESOL Program Canvas course and Bilingual/ESOL SharePoint.
3. Test administrators with training certificates awarded **prior to July 2019 must recertify to administer during the Spring 2021 administration.**
4. WIDA has released an extended set of sample items and new quick start guides that prepare students for testing. These are located on the Preparing Students for ACCESS for ELLs webpage at <https://wida.wisc.edu/assess/access/preparing-students/practice>.
5. Used student planning sheets must be destroyed locally in a secure manner.



# Training Requirements & Preparations





## 2 Main Testing Roles

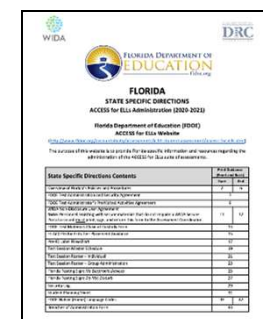
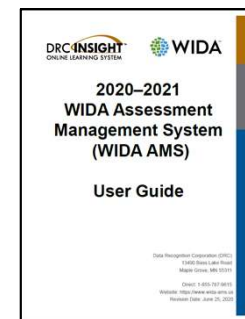
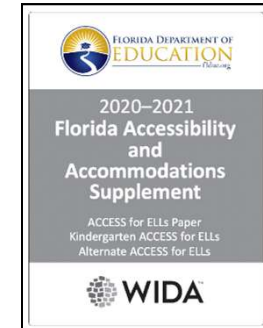
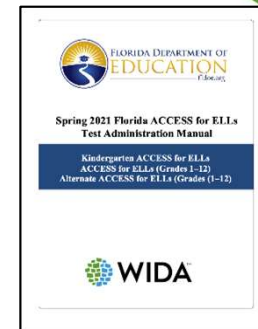


**Assessment Coordinator**  
Facilitate the overall test administration from start to finish

**Test Administrator**  
Administer and monitor the test

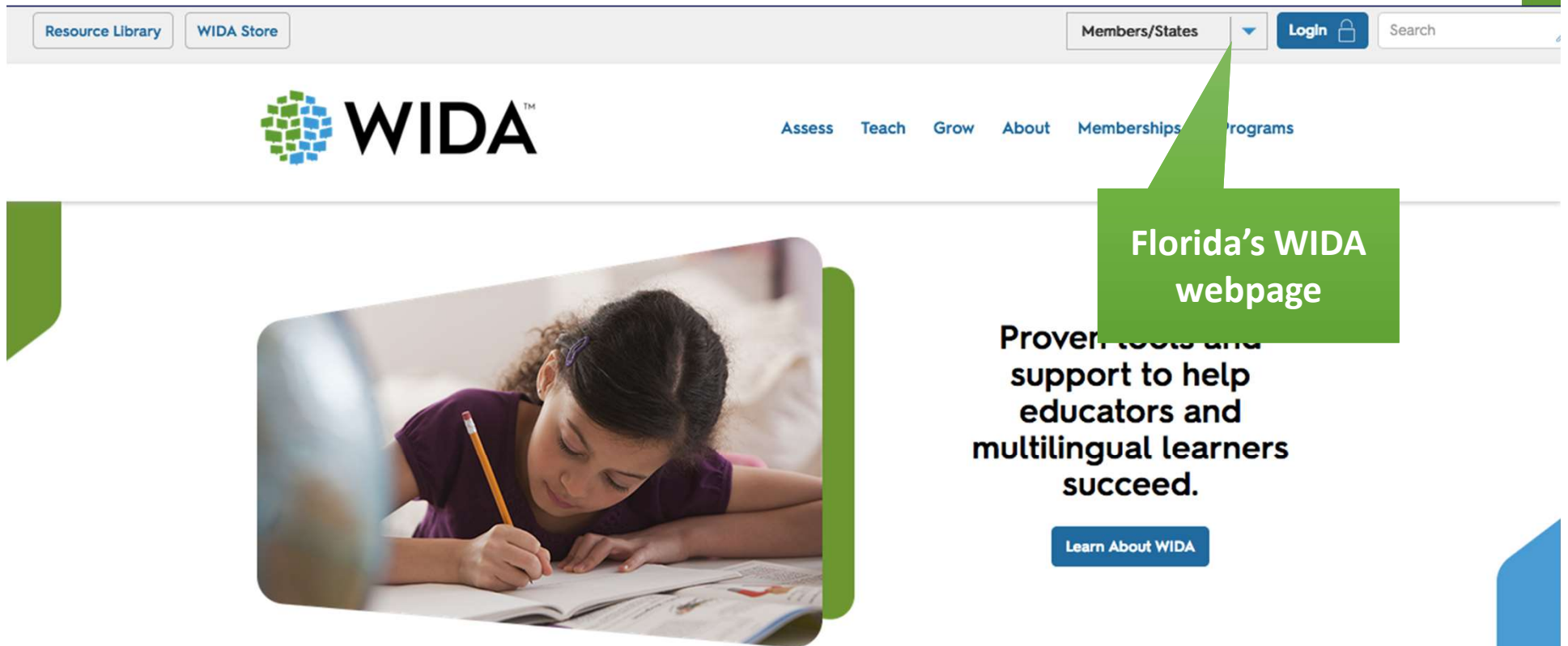
# Assessment Coordinator

- Facilitate overall test administration
- Coordinate assignments and communication
- Ensure test security
- Answer questions about test administrators  
WIDA Secure Portal accounts
- Distribute and assign test materials
- Coordinate and schedule test sessions
- Ensure everyone completes training and signs administration forms
- Account for and return materials to DRC



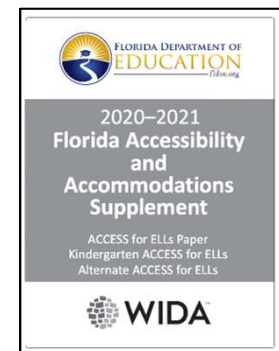
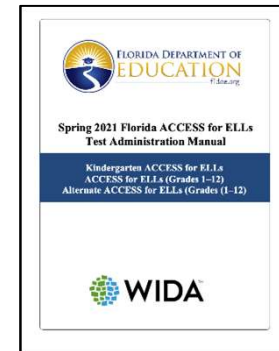
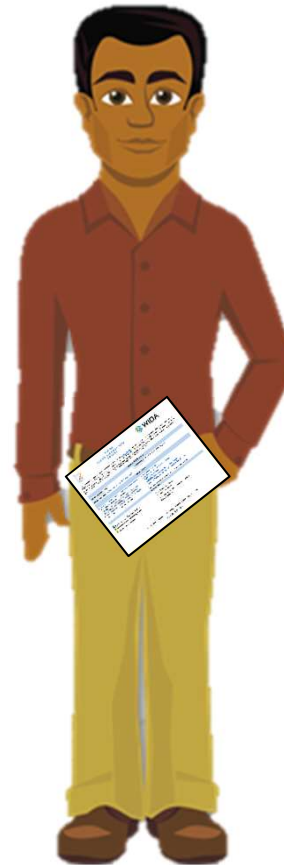
# WIDA Website

<https://wida.wisc.edu/>



# Test Administrator

- Administer and monitor the test
- Verify student data
- Ensure test security
- Provide and document appropriate accommodations for students
- Account for and return materials to school assessment coordinator



The cover of the "FLORIDA STATEWIDE DIRECTIONS ACCESS for ELLs Administration (2020-2021)". It features the Florida Department of Education logo at the top, followed by the title. Below the title, it lists "Florida Department of Education (FDOE)" and "ACCESS for ELLs Administration (2020-2021)". It also includes a table with "State Specific Directions Contents" and "Page Numbers".

State Specific Directions Contents	Page Numbers
Introduction	1
Part 1: Test Administration	2
Part 2: Test Security	3
Part 3: Test Administration	4
Part 4: Test Administration	5
Part 5: Test Administration	6
Part 6: Test Administration	7
Part 7: Test Administration	8
Part 8: Test Administration	9
Part 9: Test Administration	10
Part 10: Test Administration	11
Part 11: Test Administration	12
Part 12: Test Administration	13
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Part 97: Test Administration	98
Part 98: Test Administration	99
Part 99: Test Administration	100

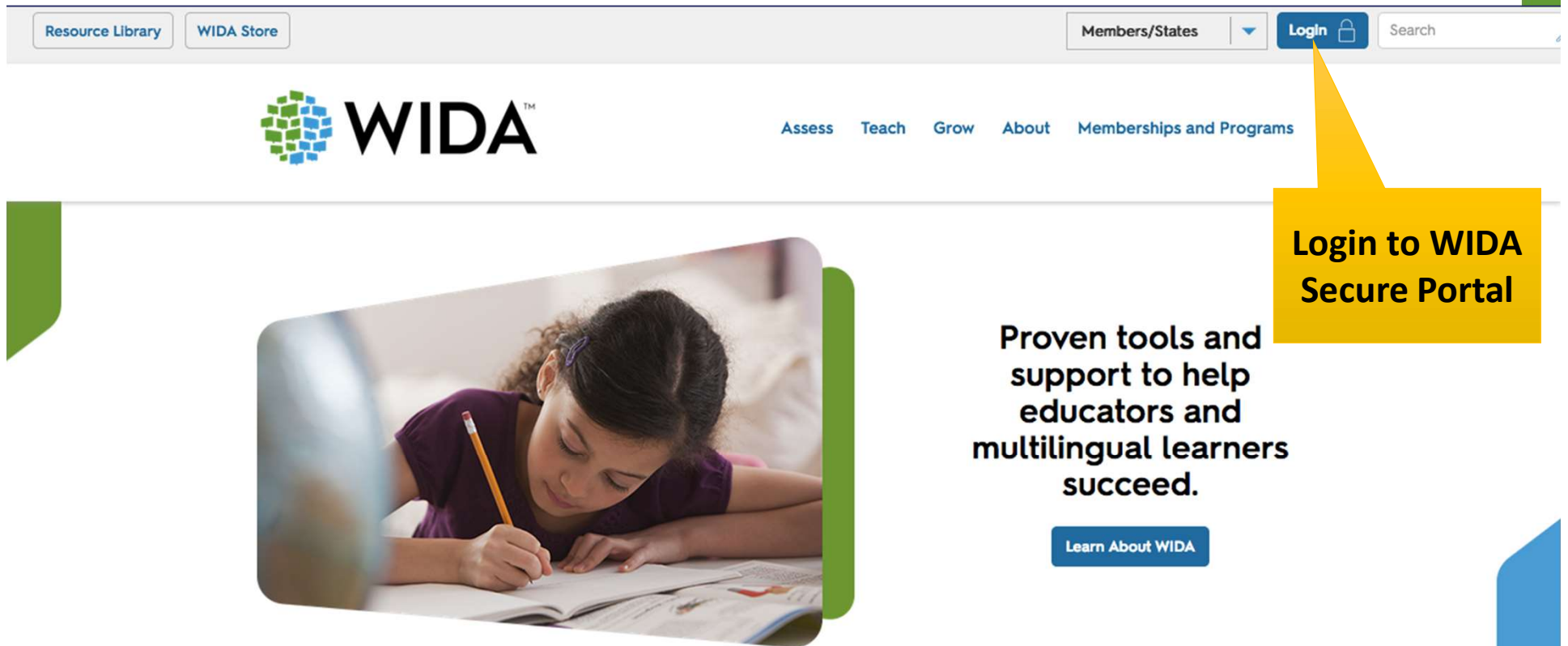
# Who can be a Test Administrator in Florida?

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**.

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 Website <https://wida.wisc.edu/>



The screenshot shows the WIDA website homepage. At the top, there is a navigation bar with links for "Resource Library", "WIDA Store", "Members/States" (with a dropdown arrow), "Login" (with a padlock icon), and a "Search" field. Below this is the WIDA logo and a horizontal menu with links: "Assess", "Teach", "Grow", "About", and "Memberships and Programs". The main content area features a large image of a young girl writing in a notebook. To the right of the image, there is a text block that reads "Proven tools and support to help educators and multilingual learners succeed." with a "Learn About WIDA" button below it. A yellow callout box with a pointer directed at the "Login" button contains the text "Login to WIDA Secure Portal".

Resource Library WIDA Store Members/States Login Search

**WIDA**™

Assess Teach Grow About Memberships and Programs

**WIDA**™

Proven tools and support to help educators and multilingual learners succeed.

Learn About WIDA

**Login to WIDA Secure Portal**



# WIDA Secure Portal Accounts

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

DANIEL GOHL  
CHIEF ACADEMIC OFFICER

November 18, 2020

Signature on File

TO: All Principals

FROM: Daniel Gohl  
Chief Academic Officer

VIA: Valerie Wanza, Ph.D.  
Chief School Performance & Accountability Officer

SUBJECT: ACCESS FOR ELLS - TEAM OF ASSESSORS AND CERTIFICATION

ACTION  
REQUIRED

**Current Users**

**Current users**, who have an account from previous years, will be prompted to convert their current login username to their work email address upon signing in.

After this update to the username, users must confirm information is accurate in the **My Account Info** box.

As seen in the screenshot below, all information in the light gray boxes can be modified by the account holder. It is important to select your current school.

**NEW Accounts**

Requests for **New Accounts** will be processed by the Student Assessment and Research Department by completing the following form: <https://forms.office.com/Pages/ResponsePage.aspx?id=y7Ws7nBTWE0paqN4PJXUli3jMbZAFQFJhXe-raDqJJZUQUQ4UEIUVIDOV09RQzZUVVAVNVJQWUQWOC4u>

Once the account is created you will receive an email from WIDA with your username (see image below). Follow the instructions in the email to complete your WIDA Secure Portal Account Setup.

**My Account Info**  
Please contact the [WIDA Help Desk](#) to correct or update your username. All other info can be edited using this form. Don't forget to click save!

**Username:** read [Change Password](#)

**First Name**  
Sabrina

**Last Name**  
Read

**Email**  
Sabrina.Read@fldoe.org

**State:**  
Florida

**District**  
Florida Department of Education

**School**  
Search For School

**Position Title**  
State Staff/SEA

[Manage Subscriptions](#)

[Save](#)



# ACCESS for ELLs Training Course

WIDA™

MY ACCOUNT & SECURE PORTAL LOG OUT

MAIN WIDA WEBSITE

### My Account & Secure Portal

Help Desk Tracking

My Training CERTIFICATE

TECHNOLOGY Resources

Account Creator

### My Account Info

First Name: Lori [Change Password](#)

Last Name:

School:

Position Title:

[Manage News Preferences](#)

Save

### ACCESS for ELLs Training Courses

Kindergarten

Alternate ACCESS Grades 1-12

PAPER-BASED Grades 1-12

ACCESS for ELLs

Facilitator Toolkit Training Materials

Each ACCESS assessment has its own Training Course.



<https://wida.wisc.edu/>



# ACCESS for ELLs Paper Training Course and FL ACCESS for ELLs Checklist

**WIDA**™ ACCESS for ELLs Paper Training

MY ACCOUNT & SECURE PORTAL LOG OUT  
MAIN WIDA WEBSITE

PAPER-BASED HOME PREPARING TESTING AFTERWARD DOMAINS ▾ GLOSSARY QUIZZES

Welcome to the ACCESS for ELLs Paper Training Course.

To become certified to administer the Listening, Reading, and Writing sections of ACCESS for ELLs Paper, follow the instructions below:


1. View the tutorials on the Preparing, Testing, and Afterward tabs.
2. Review the materials in the Key Resources box and on the relevant domain pages by clicking on Domains on the green menu bar at the top of this page.
3. Take the Paper Administration Quiz and pass with a score of 80% or above.

To become certified to administer the Speaking section of ACCESS for ELLs Paper, follow the instructions below:

1. Complete the Speaking Assessment Scoring Modules found on the Speaking page under the Domains drop-down menu. There are three Modules: Overview and Test Structure, Speaking Assessment Scoring Practice, and Speaking Assessment Recommended Practice.




**Key Resources**

- [Test Administrator Manual](#)
- [Test Administration Essentials](#)
- [District Implementation Manual](#)
- [Non-Disclosure Agreement](#)
- [Accessibility Supplement](#)
- [Tier Planning](#)
- [WIDA Assessment Guide](#)
- [ACCESS Webinars](#)

 **FL ACCESS for ELLs Paper Checklist**

# State-Specific Directions

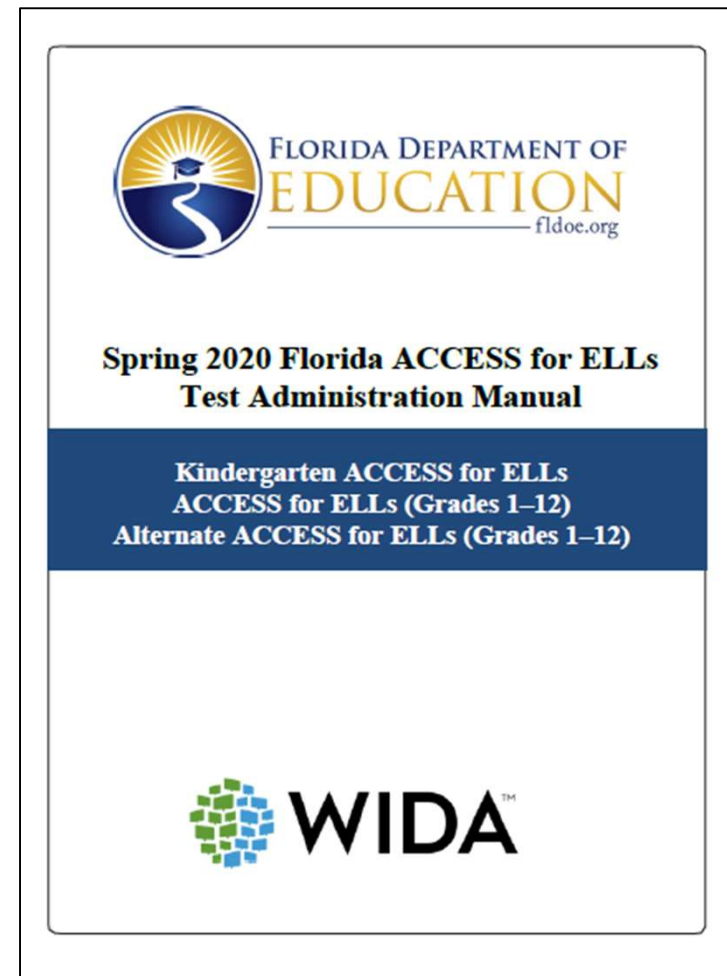
- Overview of Florida's Policies and Procedures
- Testing forms, agreements, and signs
- Tier Placement Guidance
- Pre-ID Label Flowchart
- Student Planning Sheet
- FDOE Native (Home) Language Codes
- Breaches of Administration Form

  		
<b>FLORIDA</b> <b>ACCESS for ELLs Administration (2020-2021)</b> <b>STATE SPECIFIC DIRECTIONS</b>		
<b>Florida Department of Education (FDOE) ACCESS for ELLs Webpage</b> <a href="http://www.fldoe.org/accountability/assessments/k-12-student-assessment/access-for-ells.html">http://www.fldoe.org/accountability/assessments/k-12-student-assessment/access-for-ells.html</a>		
<p>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 2021 administration, it is important to review <a href="#">FL's ACCESS for ELLs Checklist</a> to learn more about the tasks that need to be completed before, during, and after testing within a school or district.</p>		
State Specific Directions Contents	Print Guidance (Front and Back)	
	Start	End
Overview of Florida's Policies and Procedures	2	6
Test Administration and Security Agreement	7	
Test Administrator Prohibited Activities Agreement	9	
WIDA Non-Disclosure User Agreement <i>Note: Personnel assisting with secure materials that do not require a WIDA Secure Portal account must print, sign, and return this form to the Assessment Coordinator.</i>	11	12
Test Materials Chain of Custody Form	13	
Tier Placement Guidance	15	
Pre-ID Label Flowchart	17	
Test Session Master Schedule	19	
Test Session Roster – Individual	21	
Test Session Roster – Group Administration	23	
Florida Testing Sign: <i>No Electronic Devices</i>	25	
Florida Testing Sign: <i>Do Not Disturb</i>	27	
Security Log	29	
Student Planning Sheet	31	
Florida's Native (Home) Language Codes	33	42
Breaches of Administration Form	43	

Available on ESOL Program Canvas course  
and Bilingual/ESOL SharePoint

# Spring 2021 Florida ACCESS for ELLs Test Administration Manual

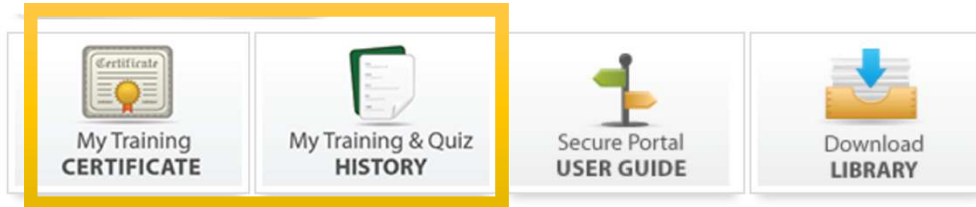
- Replaces the WIDA Test Administrator Manual.
- This manual explains all responsibilities and tasks related to the implementation and administration of the ACCESS for ELLs suite of assessments in Florida.



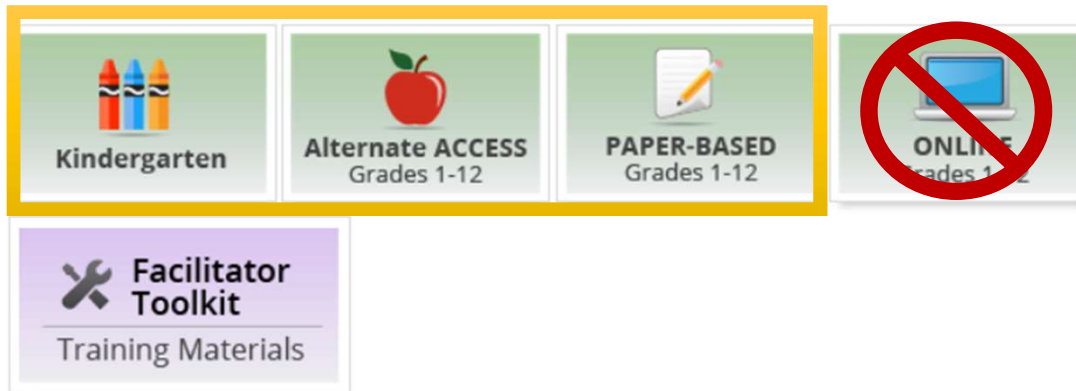


# WIDA Secure Portal

## My Account & Secure Portal



### ACCESS for ELLs Training Courses



## My Account Info

First Name [Change Password](#)

Sabrina

Last Name

Read

Email

sabrina.read@fldoe.org

State:

Florida

District

Florida Department of Education

School

Search For School

Position Title

State Staff/SEA

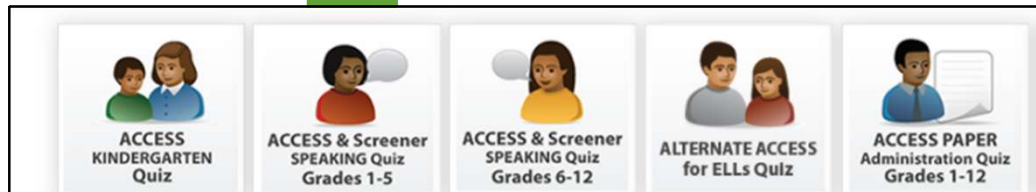
[Manage Subscriptions](#)

Save



# Pathway to Certification

Must complete the online quiz(ze)s with a passing rate of **80% or higher** to become certified to administer the assessment(s).



# Returning Test Administrators



**NEW**

Test administrators with training certificates awarded prior to July 2019 **must** recertify to administer during the Spring 2021 administration.

If you passed the quizzes after July 2019, it is a district's decision whether certified test administrators must retake the Kindergarten ACCESS for ELLs Quiz, Grades 1-5 Speaking Quiz, and Paper Administration Quiz Grades 1–12 for the Spring 2021 administration.

Even if test administrators are not required to recertify this year, it is ***recommended*** that educators review the training materials to prepare for their roles.