Before, During, & After Testing

Florida's ACCESS for ELLs Checklist

School Assessment Coordinators, and Test Administrators

FLORIDA
ACCESS for ELLs Paper Checklist
2020-2021

WIDA™

This state checklist is a guide for personnel involved in administering ACCESS for ELLs Paper, and includes unique steps related to Kindergarten and Alternate ACCESS assessments. The checklist highlights all tasks that need to be completed **before**, **during**, and **after** testing within a school or district and uses color to indicate who typically completes those tasks in your state. This checklist has been customized for your state. The state-specific clarification column contains guidance that your state education agency expects you to follow as you prepare for and administer the test.

State-specific information			
Test delivery mode	Paper	**Testing Window**	**January 25, 2021 – March 19, 2021**
WIDA member page	Wida.wisc.edu/membership/consortium/fl		

Online Resources	
• Spring 2021 Florida ACCESS for ELLs Test Administration Manual *Test administration policies and procedures* • 2021 Florida Accessibility and Accommodations Supplement *Accessibility and accommodations policies and procedures* • Florida Department of Education's ACCESS for ELLs webpage *District Contacts and Important Information*	• State-Specific Directions • Download Library – State/District Webinars • WIDA AMS User Guide • ACCESS for ELLs Interpretive Guide for Score Reports • Alternate ACCESS for ELLs Interpretive Guide for Score Reports For more state-specific resources, visit your WIDA member page.

Checklist Key	
District Assessment Coordinator (DAC) task	**K** Kindergarten ACCESS task
School Assessment Coordinator (SAC) task	**A** Alternate ACCESS task
Test Administrator (TA) task	**Opt** Task may be optional depending on school or district procedures.

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Last Updated: 10.22.2020

ACCESS for ELLs Checklist

Available on FDOE's ACCESS for ELLs webpage and Florida's WIDA webpage.

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Download FL-specific resources!

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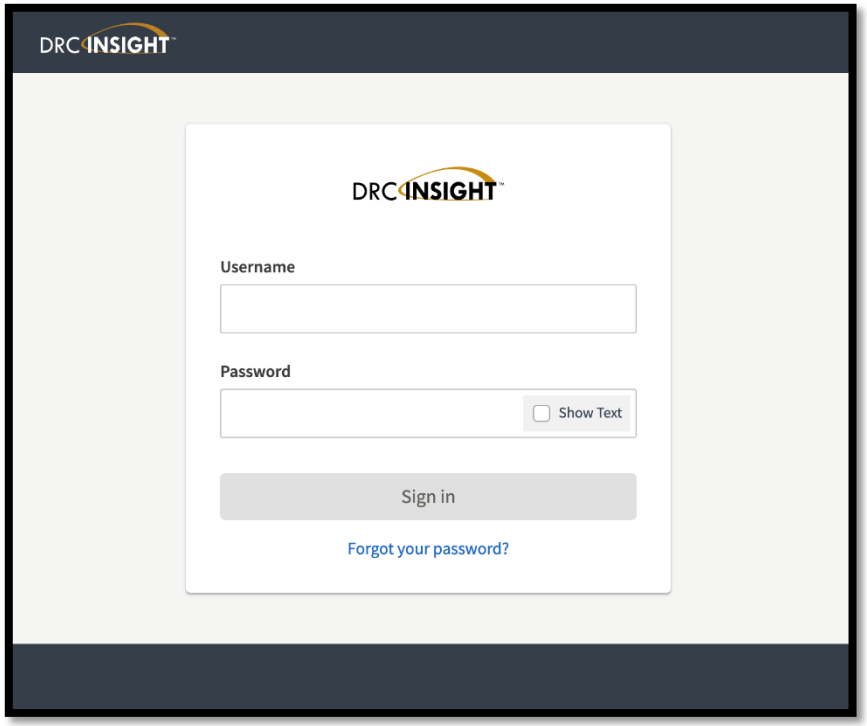
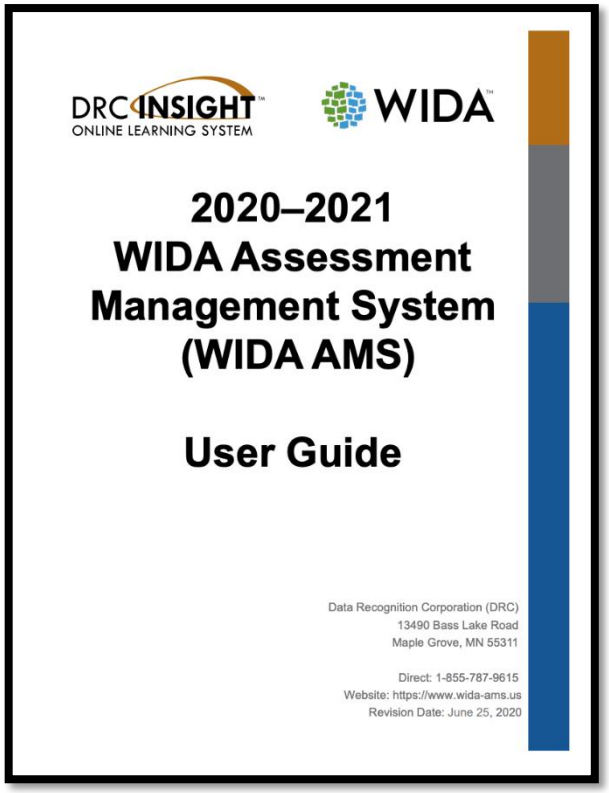
WIDA Assessment Management System (WIDA AMS)

www.wida-ams.us





User guide available on page 1 of the Florida's ACCESS for ELLs Checklist

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My Account

Click your initials in the right-hand corner of any page to display manage your account.

DRC INSIGHT™ WIDA MY APPLICATIONS LH

MY PROFILE

Edit Profile

Change Password

PRODUCT

View My Agreements

Sign Out

Welcome to the WIDA Assessment Management System (AMS)!

Navigating the Site

WIDA AMS is the interface to administrative functions for the ACCESS for ELLs suite of assessments and WIDA S
The WIDA AMS User Guide contains detailed documentation on the following:

- User Management
- Materials Management
- Student Management
- Test Management
- Reporting
- Screener Scoring

Click on "My Applications" to display the WIDA AMS applications that you have permissions to use.

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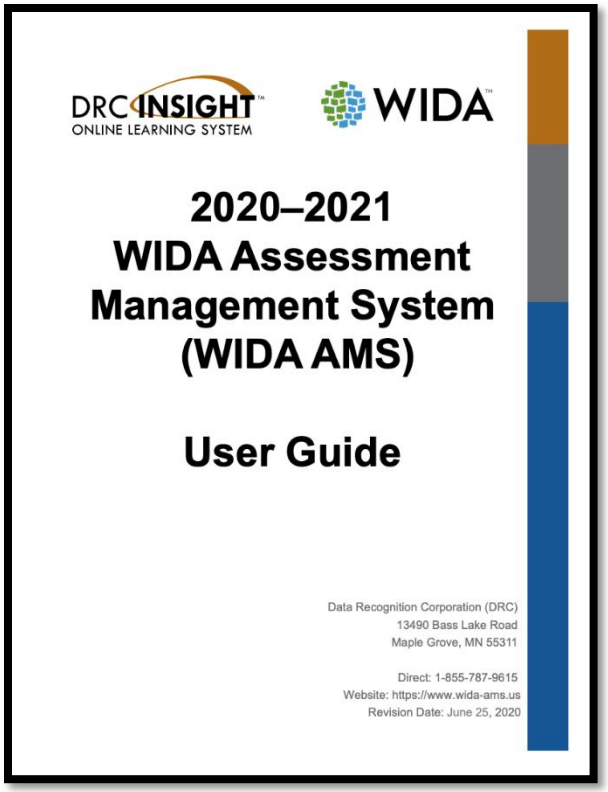
WIDA AMS User Guide


DRC INSIGHT ONLINE LEARNING SYSTEM

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2020–2021
WIDA Assessment Management System (WIDA AMS)

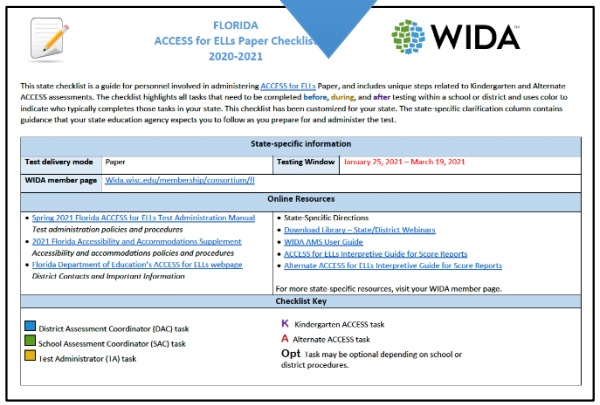
User Guide

Data Recognition Corporation (DRC)
13490 Bass Lake Road
Maple Grove, MN 55311

Direct: 1-855-787-9615
Website: https://www.wida-ams.us
Revision Date: June 25, 2020

This guide covers the functionalities and capabilities of WIDA AMS, as well as detailed information on how to perform different tasks that are completed by the assessment coordinator throughout testing.

Note: Florida's ACCESS for ELLs Checklist provides page references for each WIDA AMS task to be completed for a paper-based administration.


FLORIDA
ACCESS for ELLs Paper Checklist
2020-2021

WIDA

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Checklist Key	
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WIDA AMS Tasks by Role

School Assessment Coordinator (this role is for Principals only in Broward):

- Update student demographic information
- View/print Score Reports

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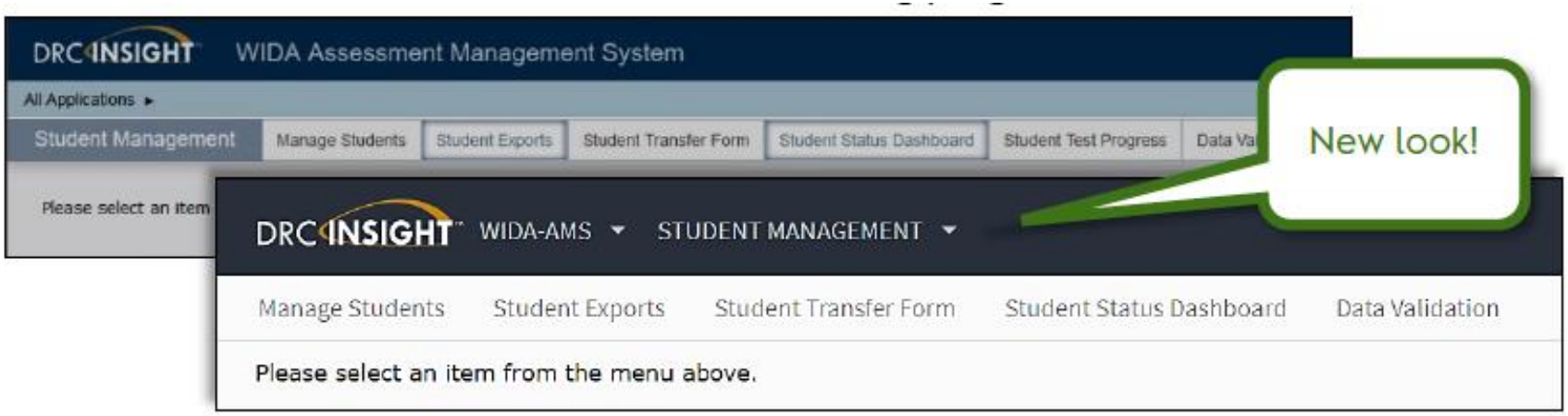
Top Pathways in WIDA AMS



- **Edit Student Information**: My Applications > Student Management > Manage Students
- **Retrieve Score Report (District/School)**: My Applications > Report Delivery > Test Results
- **Retrieve Individual Student Report**: My Applications > Report Delivery > On-Demand Reports

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Test Materials Arrive

Student Assessment & Research will receive tests materials on **January 8, 2021.**

Schools will receive test materials the following week. Charter Schools must pick up test materials at SAR Twin Lakes (4200 NW 10th Ave., Oakland Park, FL 33309)

- Inventory materials when received
- Match Packing List to materials

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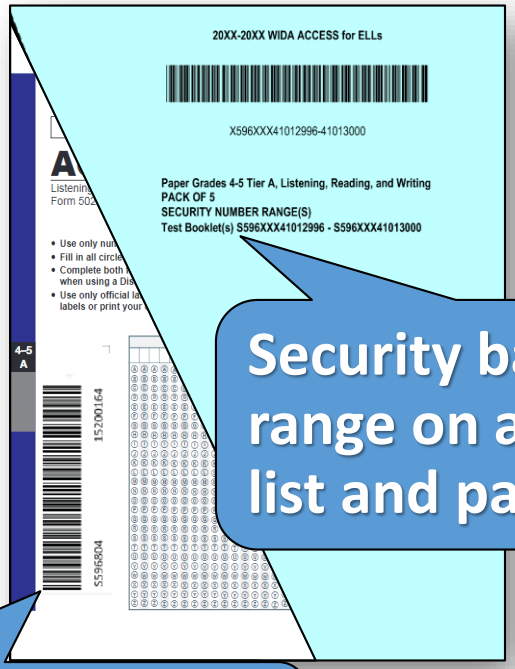
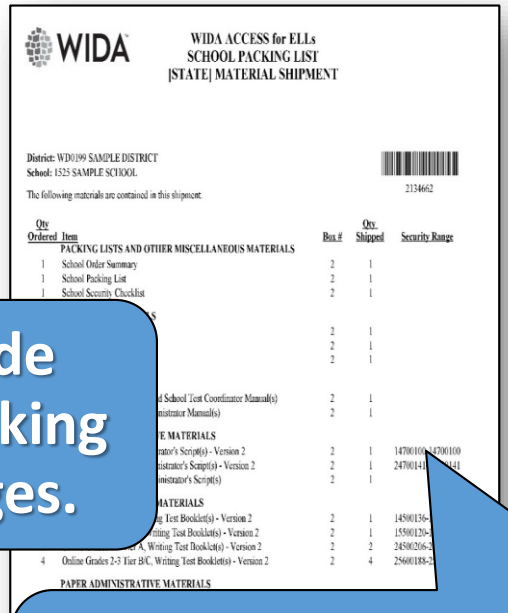
Inventory/Check Range Numbers

WIDA AMS Retrieve Shipping Reports: My Applications > Report Delivery > Test Results





Security barcode range on a packing list and packages.

Security barcode on test booklet.

Verify this information matches the range sheet or individual materials.

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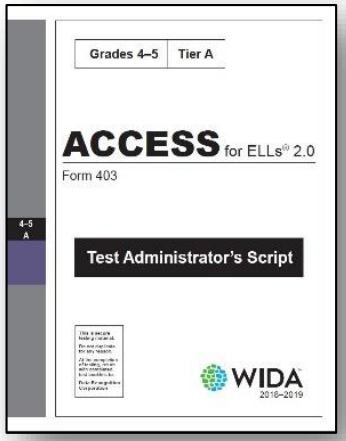
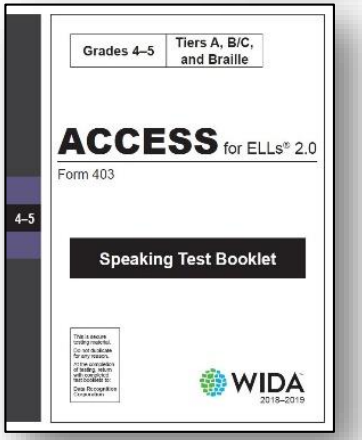
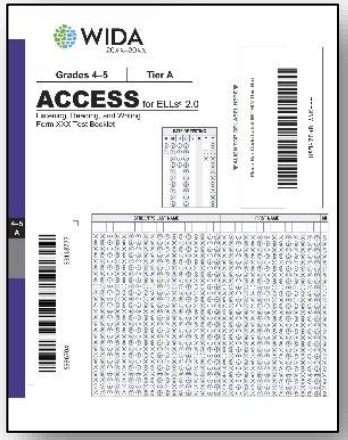
ACCESS for ELLs Paper Grades 1–12 Test Materials

- Test Administrator Script
- Student Response Booklet
- Speaking Test Booklet
- Listening/ Speaking: CD







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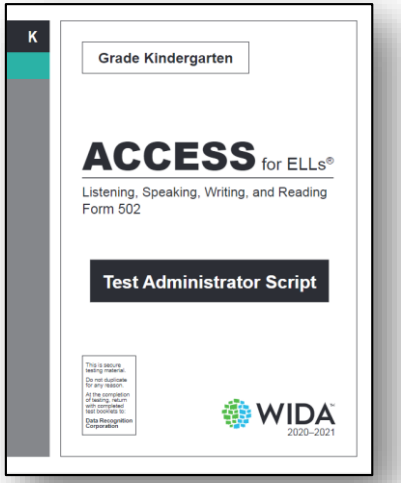
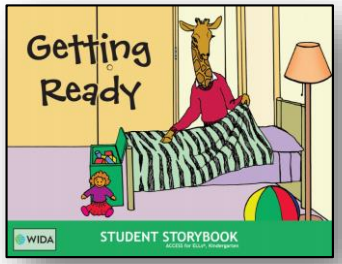
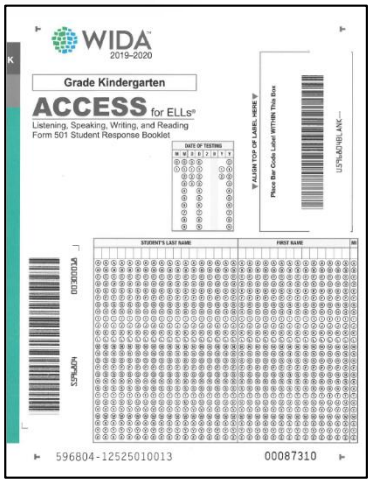
Kindergarten ACCESS Test Materials

- Student Story Booklet
- Student Response Booklet
- Test Administrator Script
- Student Activity Board
- Cards & Card Pouch Booklet







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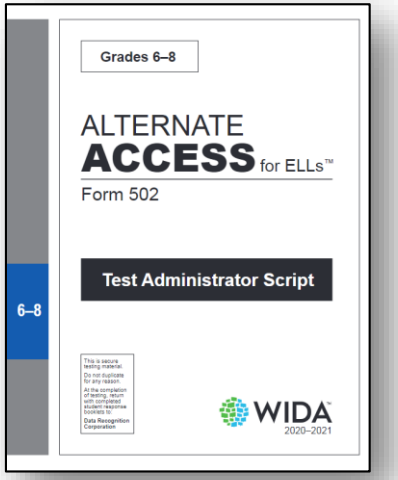
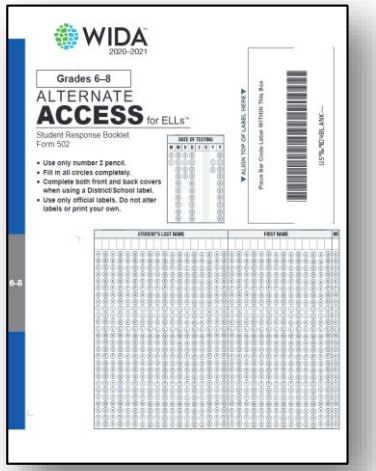
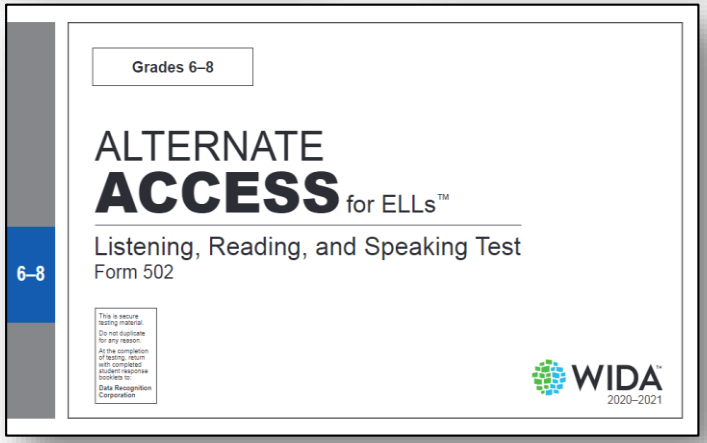
Alternate ACCESS for ELLs Test Materials

- Test Administrator Script
- Test booklet (legal size paper)
- Student Response Booklet







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Special Test Documents

ACCESS for ELLs is available in the following accommodated versions:

<u>Kindergarten ACCESS for ELLs and ACCESS for ELLs Paper (Grades 1–12)</u>

Large print version is based on the regular print version.

<u>ACCESS for ELLs</u>

- Unified English Braille: Grades 1–12
  - Provided in contracted and uncontracted braille.

Large print and braille test materials arrive with regular test materials.

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School Test Coordinator Responsibilities

All secure test materials must be accounted for before, during and after testing. Secure materials have security numbers.

After your initial inventory, contact a Testing Specialist if you are missing any materials, or if any materials go missing during the course of testing.

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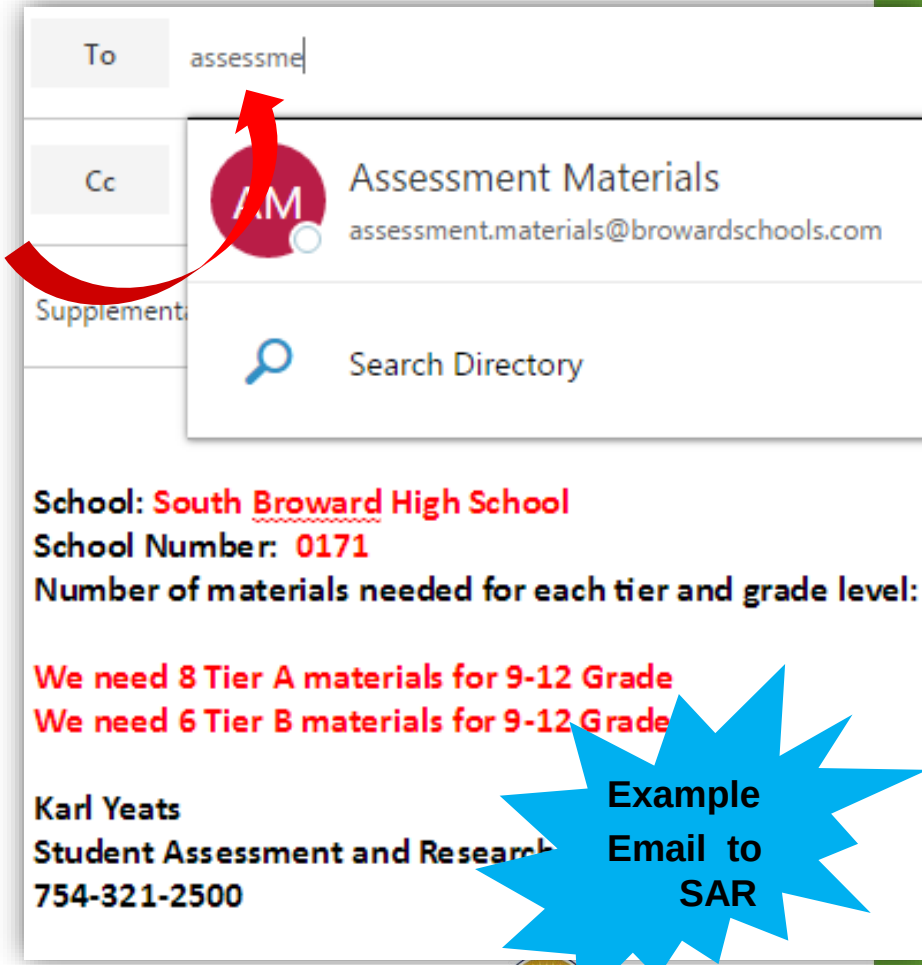
School Test Coordinator Responsibilities
Supplemental Material Orders

After an initial inventory, if you do not have enough test materials, request more by sending an email to:

assessment.materials@browardschools.com

Make sure you include the following in the email with a subject line of:
Supplemental ACCESS materials

1.) School Name
2.) School Number
3.) Grade Band of materials needed (9-12, 6-8 etc.)
4.) Tier of materials needed (A or B/C)



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Assigning and Tracking Materials

WIDA

WIDA ACCESS for ELLs 2.0

DISTRICT SECURITY CHECKLIST
SAMPLE STATE MATERIAL SHIPMENT

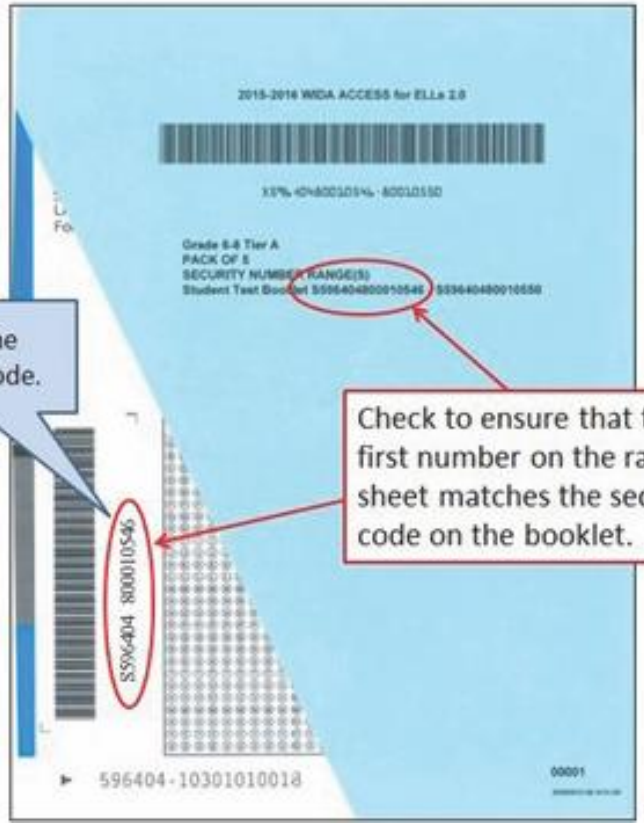
District: STATE01 SAMPLE DISTRICT

This form lists the secure materials assigned to your district. You may use this form to sign out secure materials to schools should additional materials be needed. Space has been provided next to each security number for you to enter the name of the school and test administrator receiving the material, the date(s) each material is returned, and the reason (if any) a material is not returned.

Page 1 of 10

Print Date: XX/XX/XXXX

Test administrator signs in/out materials.



This is the security code.

Check to ensure that the first number on the range sheet matches the security code on the booklet.

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Individual or Group Administration

- Speaking must be individually administrated
- All domains of Kindergarten ACCESS and Alternate ACCESS are individually administered

- Listening, Reading, and Writing can be administered in groups

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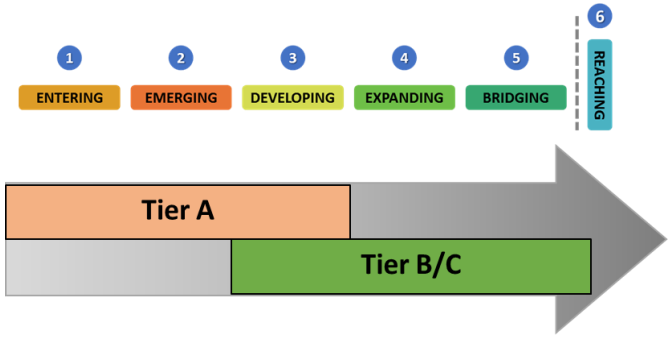
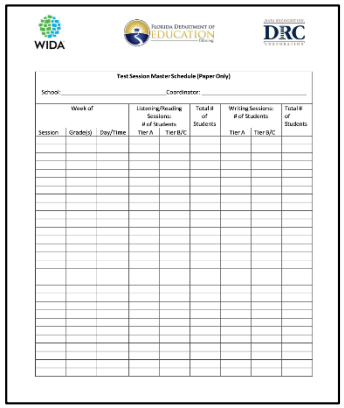
Group by Grade Cluster & Tier

- Groups must be made up of the same grade-level cluster.

- Groups must be made up of the same tier (A or B/C) on the Test Session Roster.





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Group Size

WIDA recommends:

- No more than 15 students in a group
- Smaller groups for newcomers
- Keeping the same group together for all domains

This eliminates the need create a new roster for each test session. So you will not have to reorganize test booklet after each session.

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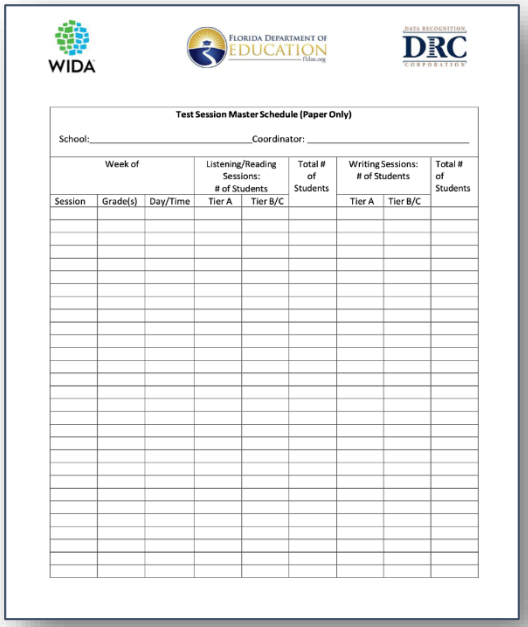
Test Session Master Schedule

- Separate Sessions by Grade Cluster, Tier, and Domain
  - Grades 4–5, Tier B/C, Reading
  - Grades 2, Tier A, Listening
  - Grades 1, Tier A, Writing



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	

Form available in the State-Specific Directions

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Test Session Roster Templates

Group Session

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						

Individual Session

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								
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23								
24								
25								

Forms available in the
State-Specific Directions

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Multi-Day Administration
Kindergarten and Alternate ACCESS

- Each Domain Should be Completed the Day it's Started
- If needed, a break during the **Kindergarten ACCESS for ELLs** administration can occur between Part C and Part D.
- For **Alternate ACCESS for ELLs**, each test section should be administered in a separate testing session.

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Multi-Day Administration
ACCESS for ELLs Paper

- Each Domain Should be Completed the Day it's Started
- 3 Sessions for Each Grade Cluster & Tier (Recommended)
- To avoid student testing fatigue, it is recommended to administer all four test domains within two days.

Session	Grade-level Cluster	Tier	Domain
1	4-5	A	Listening & reading (group)
2	4-5	A	Writing (group)
3	4-5	A	Speaking (individual)

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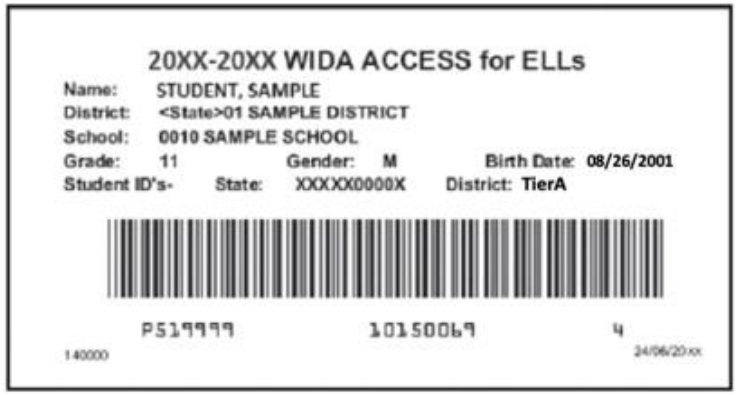
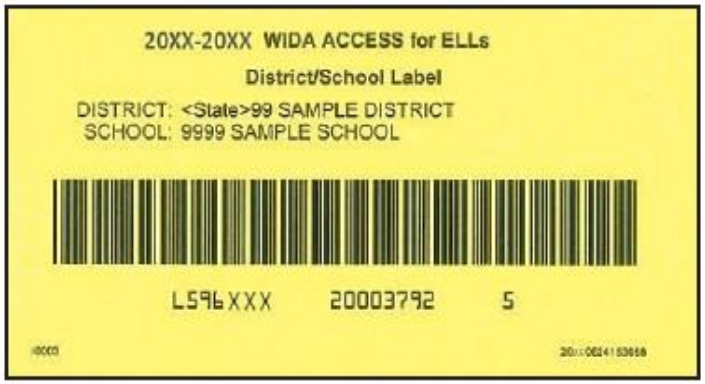
Preparing Test Materials

- Student Preid Label
- Was pulled from survey 2 data
- Use this if available – most accurate
- A second round is delivered in Feb



- District/School Label
- Put this on a test that has been hand gridded
- Contact SAR through the assessment.materials@browardschools.com conference if you do not have these labels



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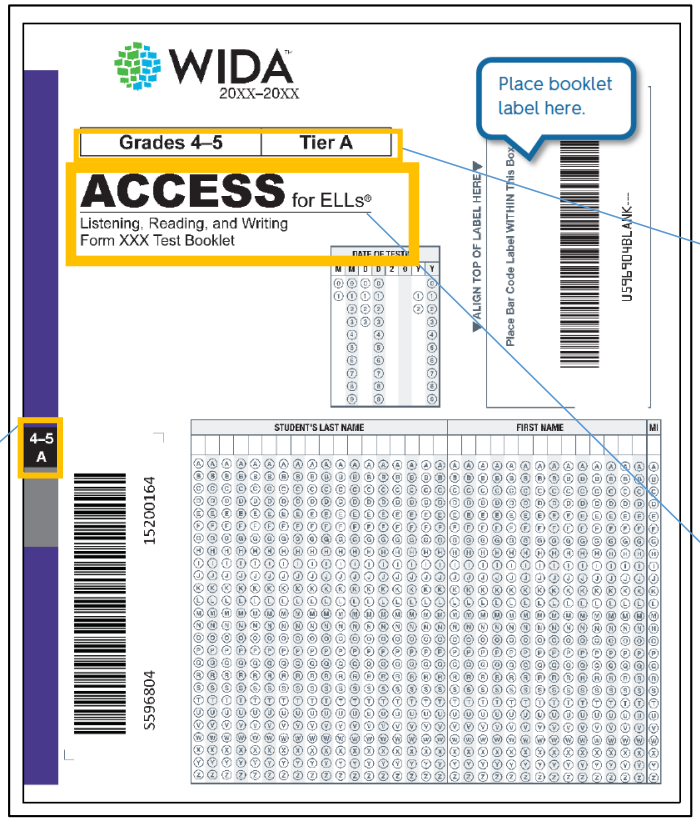
Spring 2021 ACCESS for ELLs

Verify the Student Response Booklet

It is important to verify that you have the appropriate booklet for the student to be tested prior to affixing a student label or gridding information.



1. Grade-Level Cluster

2. ACCESS for ELLs Paper Tier Indicator (Tier A or Tier B/C)

3. Assessment Name

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

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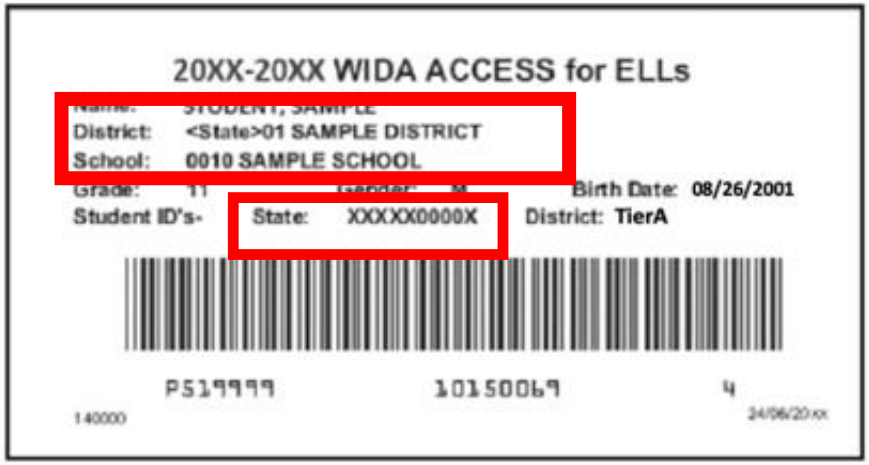
Verifying Pre-ID labels

- In order to use the Pre-ID label, the State Student ID (FLEID), district, and school information **must** be correct.
  - If needed, remaining demographic information that is incorrect can be updated in WIDA AMS by the district assessment coordinator.
- Do not make any markings on the Pre-ID label.



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Assigning Test Booklets to Students

Apply Verified Pre-ID labels to Box A

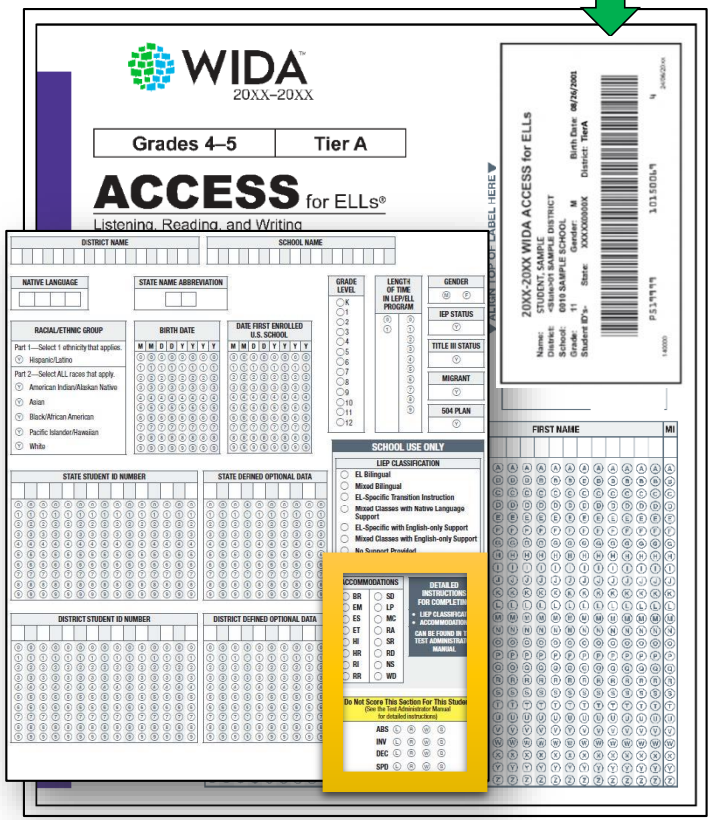
Use only a #2 pencil to grid student demographic information on the front and/or back covers.

Front Cover

- **Must** bubble and grid the date of testing and begin testing. (i.e., 01/25/2021)

Back Cover (as applicable):

- Accommodations
- Do Not Score This Section



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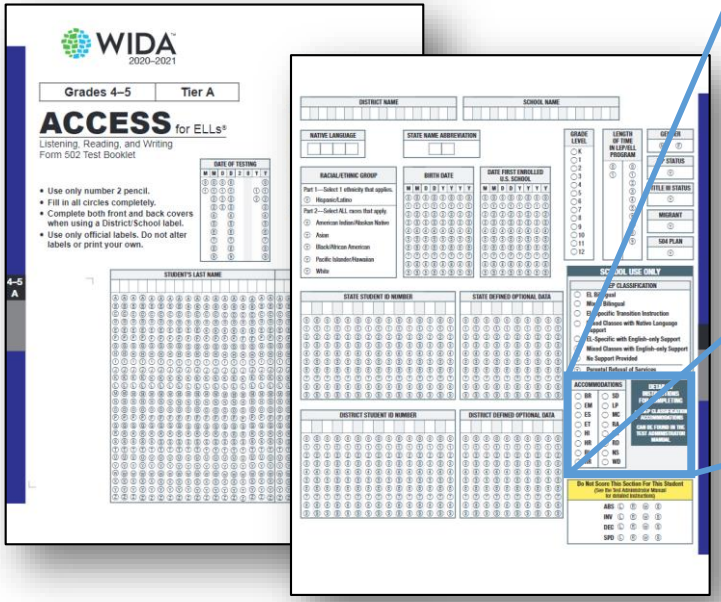
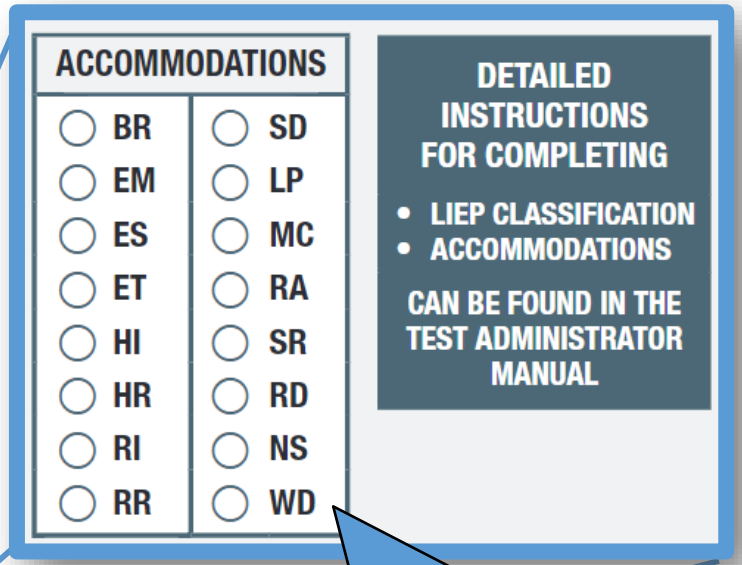
Assigning Accommodations:

Bubble all accommodations *provided* to the student on the test booklet.





Must be filled completely with a number 2 pencil.

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2nd Wave of Pre-ID labels Procedures

Student Assessment & Research Delivery Date :
February 8, 2021

If a student did not receive a Pre-ID label within the initial shipment, there may be a chance he or she will receive a label during the 2nd Wave.

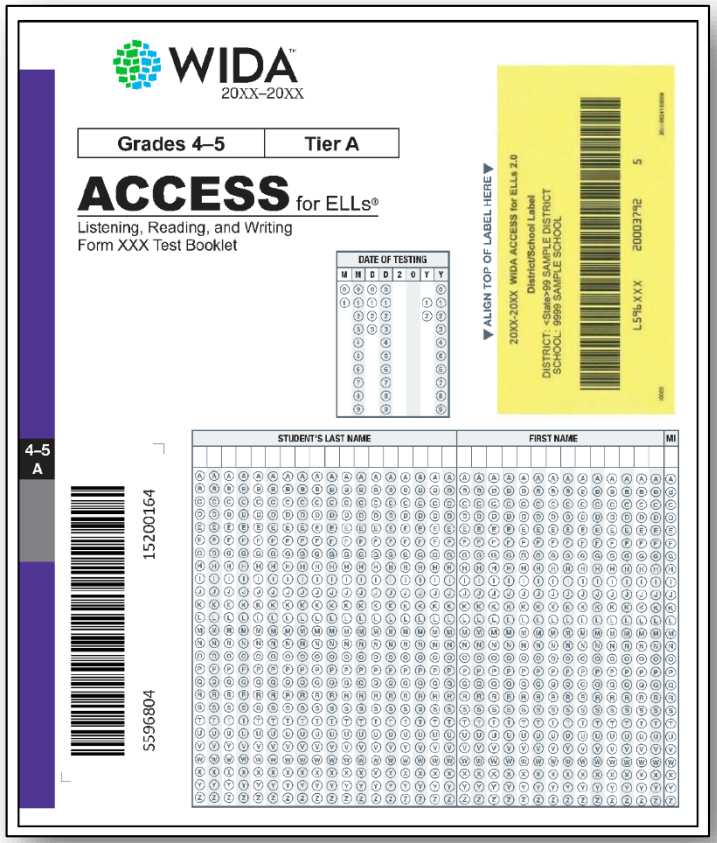
If so, schools can proceed with testing the student after affixing a District/School label to Box A and gridding the following:

<u>Front Cover</u>

- Date of Testing
- Student Last Name
- Student First Name

<u>Back Cover</u>

- District Name (Code)
- School Name (Code)
- State Student ID Number (FLEID)
- District Student ID Number



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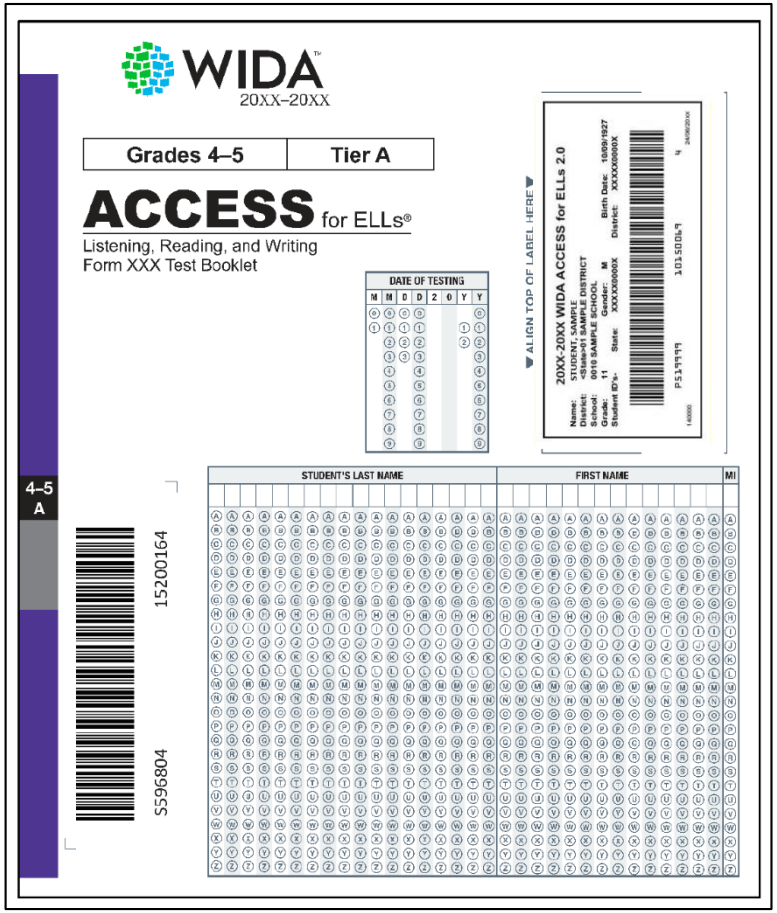
2nd Wave of Pre-ID labels Procedures (cont.)

If a new Pre-ID label is provided, you should place it over the District/School label and submit to DRC for scoring.

- Leave the following demographic information as-is:
  - Date of Testing
  - Student Last Name
  - Student First Name
  - District Name (Code)
  - School Name (Code)
  - State Student ID Number (FLEID)
  - District Student ID Number
- If applicable, grid Accommodations and/or Do Not Score Codes.



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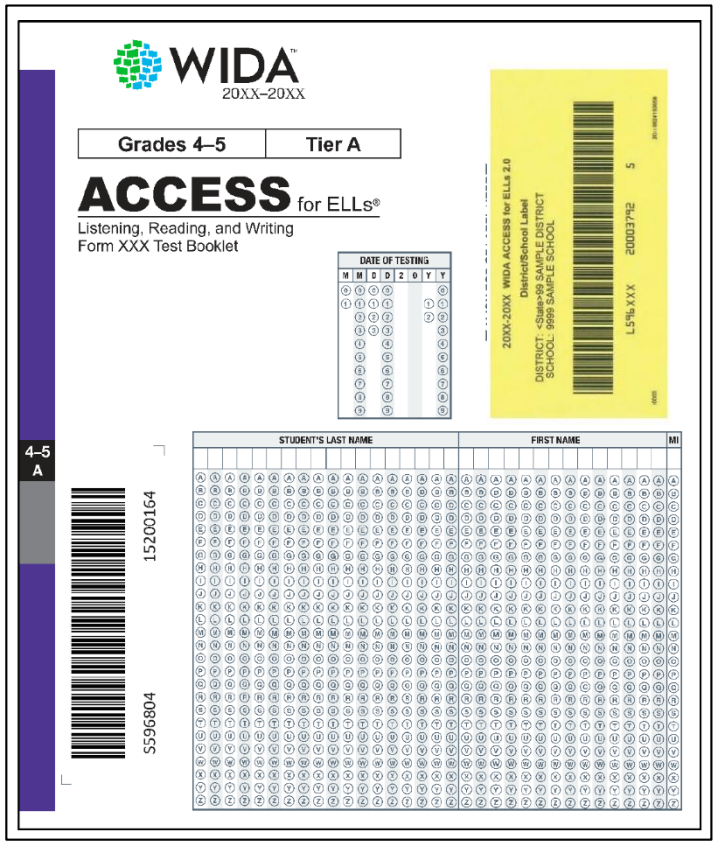
2nd Wave of Pre-ID labels Procedures (cont.)

- If a new Pre-ID label is **not** provided, proceed to complete the following information:
  - Grade
  - Native (Home) Language
  - Race
  - Ethnicity
  - Date First Enrolled in a US school
  - Length of Time in LEP/ELL Program
  - IEP Status
  - Title III Status
  - Migrant
  - 504 Plan
  - LIEP Classification
  - Accommodations (if applicable)
  - Do Not Score Codes (if applicable)



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Pre-ID Label Flowchart

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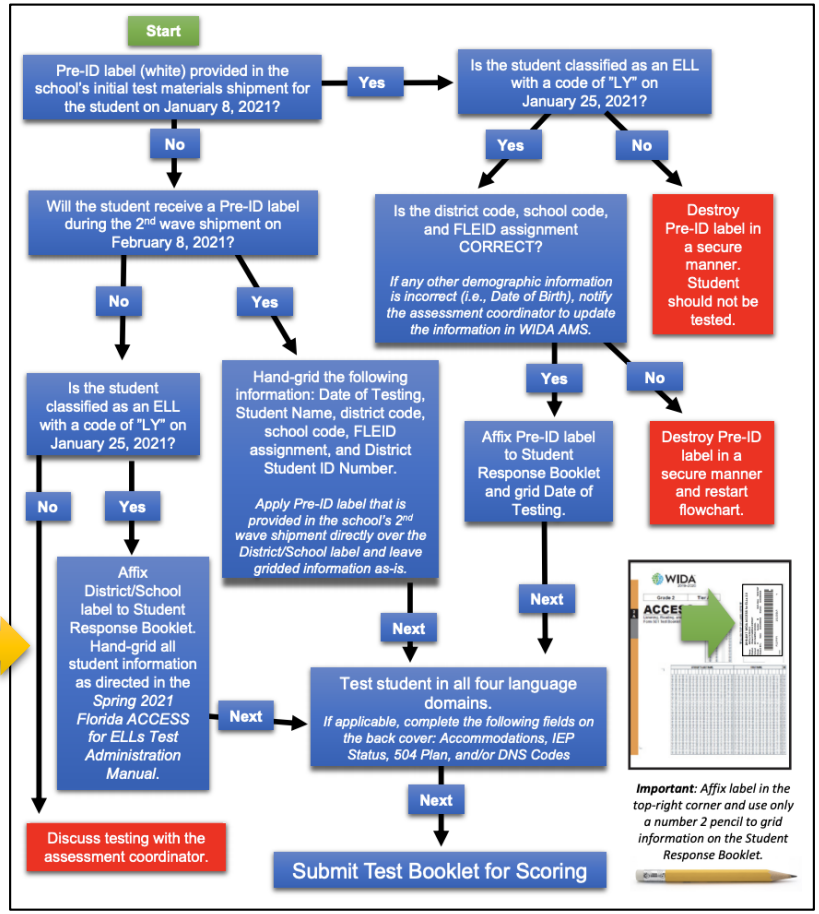
DATA RECOGNITION DRC CORPORATION

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.

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 ***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.*	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: *No Electronic Devices*	25	
Florida Testing Sign: *Do Not Disturb*	27	
Security Log	29	
Student Planning Sheet	31	
Florida's Native (Home) Language Codes	33	42
Breaches of Administration Form	43	



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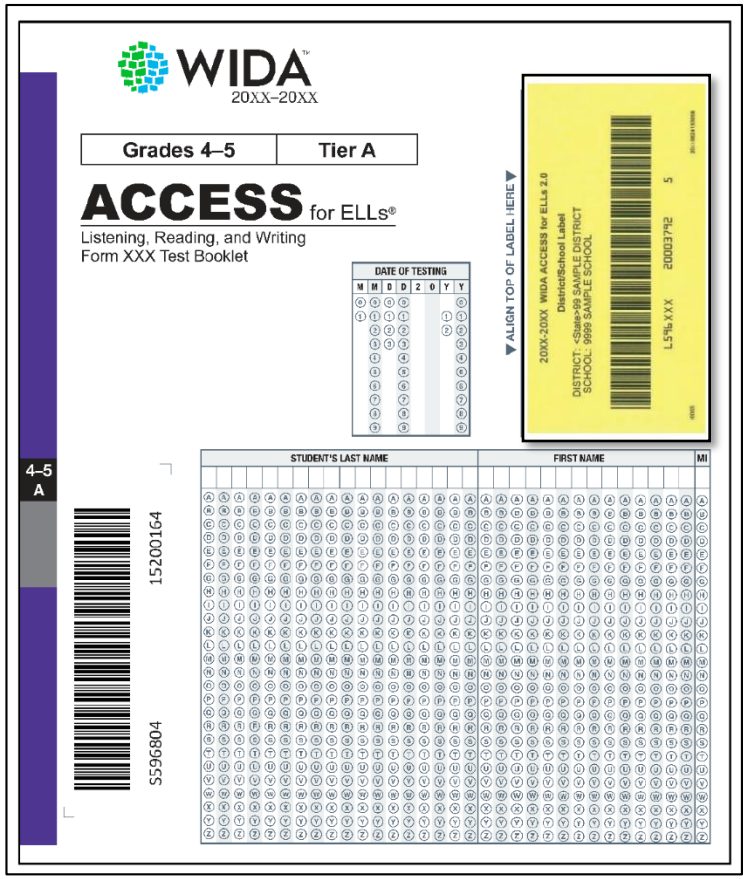
Completing Demographic Information



- Completion of all demographic information is only required for test booklets with a District/School label.
- Use a #2 Pencil

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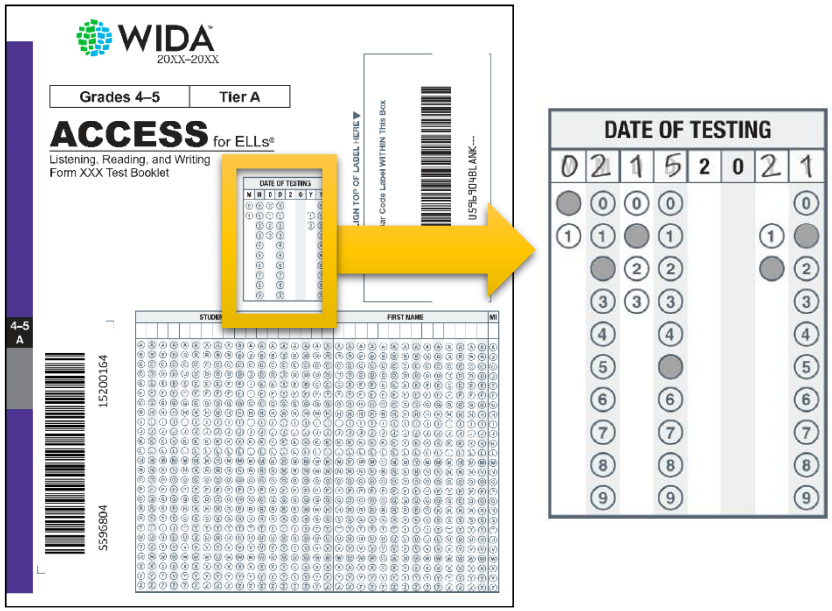
Completing Demographic Information Front Cover

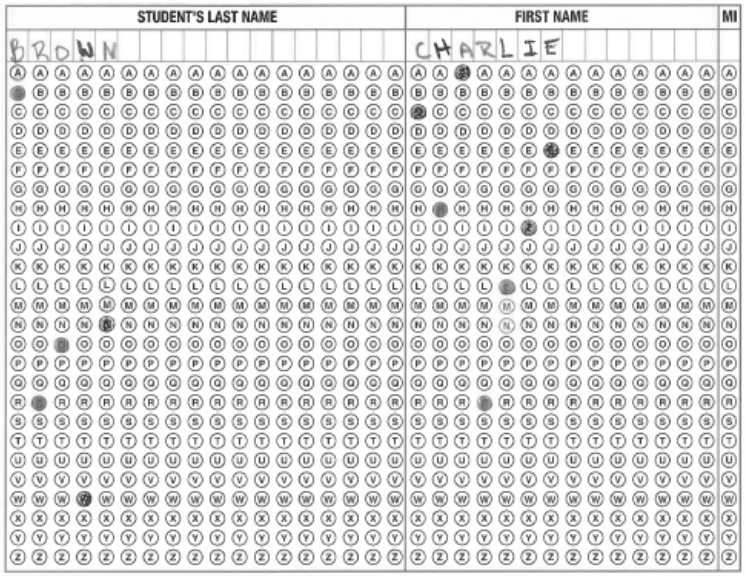
Date of Testing

- Grid the date testing *began* for student.
- Do not grid the student's date of birth
- **Valid Dates**:
  01/25/2021 – 03/19/2021



Student Name

- Grid one letter in each box and completely fill in each of the corresponding bubbles below the letters of the student's name.
- For a hyphenated name leave a blank space, and nothing bubbled below.



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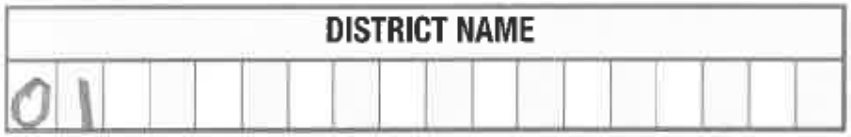
Completing Demographic Information
Back Cover

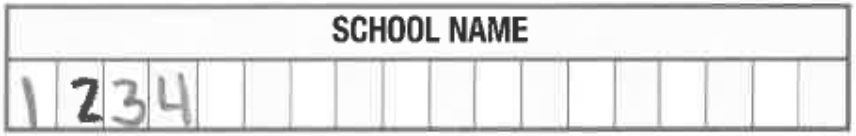
District Name (Code)

- Starting at the left, print the district two-digit code number, putting one number in each box. Leave the 16 remaining boxes blank.

School Name (Code)

- Starting at the left, print the school four-digit code number, putting one number in each box. Leave the 14 remaining boxes blank.





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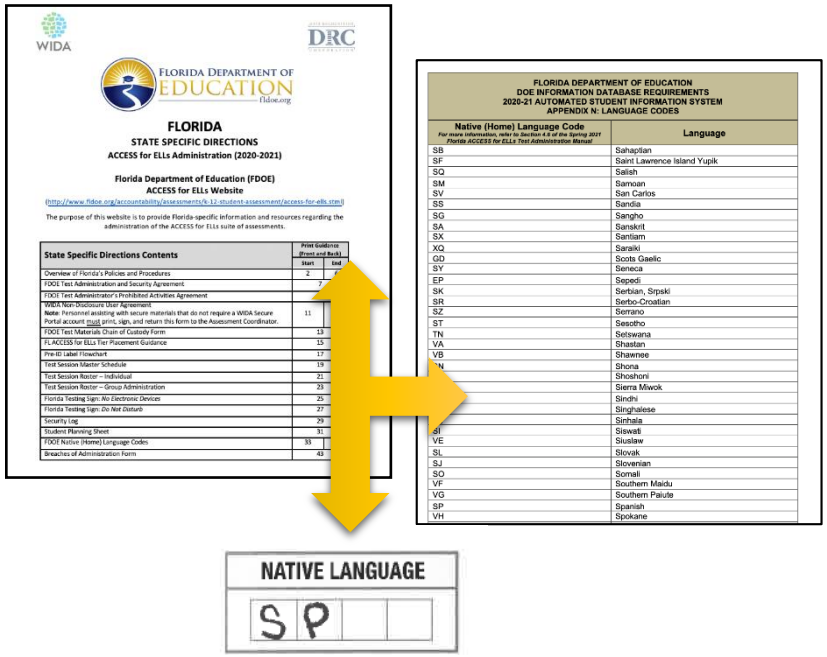
Completing Demographic Information Back Cover (cont.)

Native (Home) Language

- Starting at the left, print the student's native language two-letter code (as defined in the State-Specific Directions), putting one letter in each box (i.e., Spanish = SP). Leave the two remaining boxes blank.



State Name Abbreviation

- Print the two-letter (FL) state name abbreviation for Florida.

Continued on next slide

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Completing Demographic Information Back Cover (cont.)

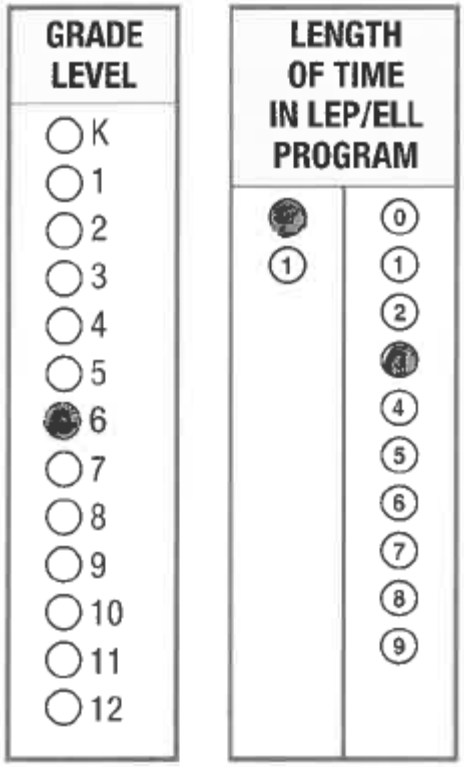
Grade Level

- Select the grade level for the student.

Important: Incorrect grade level will impact reporting.

Length of Time in LEP/ELL Program

- Starting at the left, fill in the number of years (rounded down) a student has been enrolled in an LEP or ELL program. If the student has been in the program less than a year, fill in 00; one year, 01; two years, 02; etc. Fill in one bubble in each column.



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Completing Demographic Information Back Cover (cont.)

Gender

- Fill in the M bubble if the student is male, or the F bubble if the student is female.

IEP Status

- Fill in the Y bubble if the student has been identified as having an Individualized Education Program under the Individuals with Disabilities Education Act.

Title III Status

- Fill in the Y bubble if the student is part of the district's Title III, ESSA allocation.

Migrant

- Fill in the Y bubble if the student is defined legally as a migratory agricultural worker under ESSA 2015. Classification as a migratory child requires the National Certificate of Eligibility (COE) form to be on file.

504 Plan

- Fill in the Y bubble if the student has been identified as having special educational needs as defined in the Rehabilitation Act and Americans with Disabilities Act.

Continued on next slide

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Completing Demographic Information Back Cover (cont.)

Racial/Ethnic Group

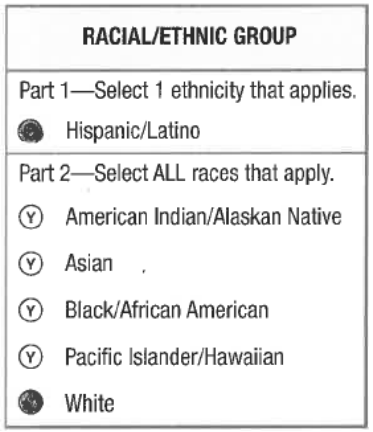
- Part 1: If a student is Hispanic/Latino, fill in the Y bubble.
- Part 2: Select all races that apply for the student.

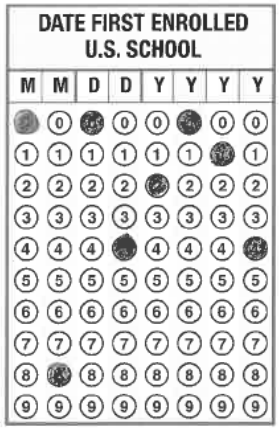
Birth Date

- Starting at the left, bubble in the student's birth date.

Date First Enrolled U.S. School

- Starting at the left, bubble the date the student enrolled in a U.S. school.





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Completing Demographic Information Back Cover (cont.)

State Student ID Number

- For students who do not receive a Pre-ID label, only the numeric characters of the **Florida Education Identification (FLEID)** assignment **must** be hand-gridded on the test booklet.
- **Important**: Do not include the "FL" in this field.

State Defined Optional Data

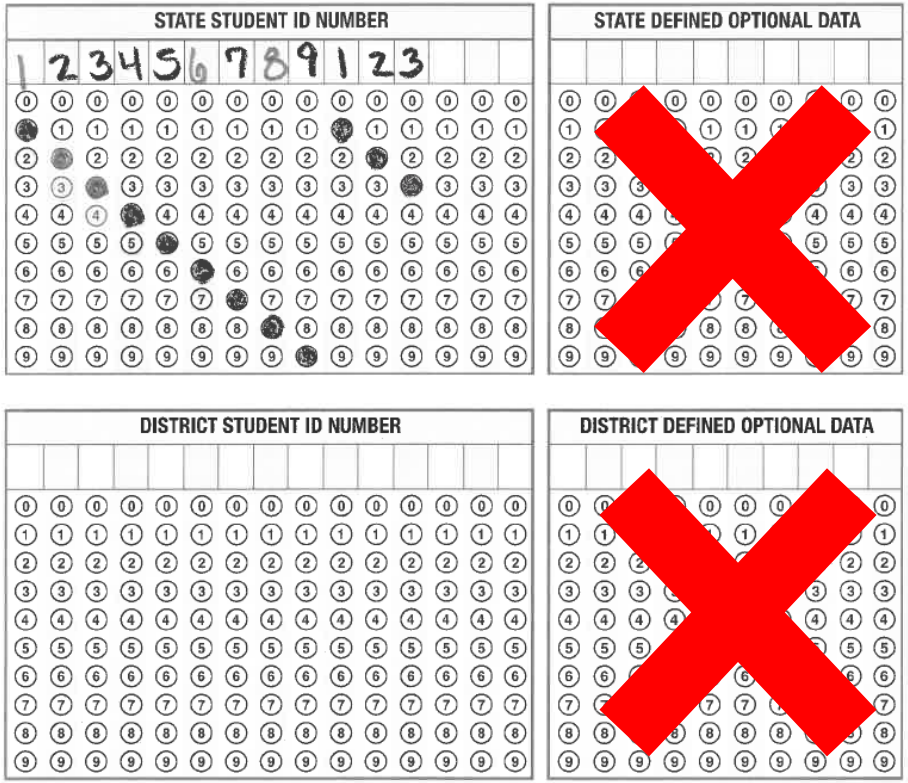
- Leave this field blank.

District Student ID Number

- Grid and bubble the District Student ID Number.

District Defined Optional Data

- Leave these fields blank, unless directed otherwise by the district assessment coordinator.



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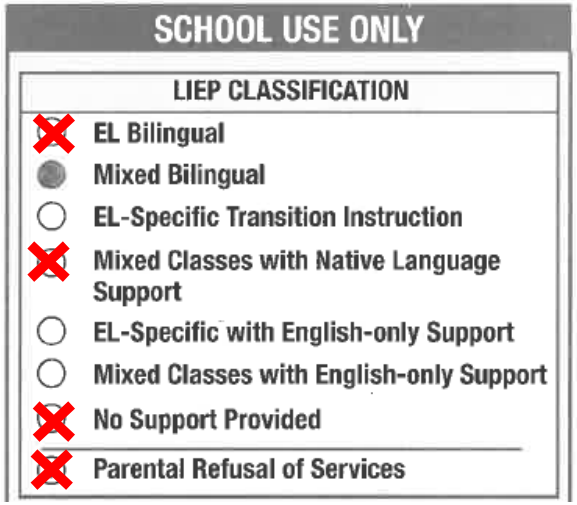
Completing Demographic Information Back Cover (cont.)

LIEP Classification

- Fill in the bubble next to the Language Educational Program (LIEP) Classification that best applies to the student.
- For a cross-walk of Florida instructional model/approach and the LIEP Classifications, please refer to the *Spring 2021 Florida ACCESS for ELLs Test Administration Manual*.
- **Note**: EL Bilingual, Mixed Class with Native Language Support, No Support Provided, and Parental Refusal are not applicable LIEP Classification codes for Florida.

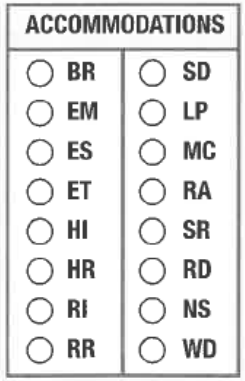

SCHOOL USE ONLY

LIEP CLASSIFICATION

- ✗ EL Bilingual
- ● Mixed Bilingual
- ○ EL-Specific Transition Instruction
- ✗ Mixed Classes with Native Language Support
- ○ EL-Specific with English-only Support
- ○ Mixed Classes with English-only Support
- ✗ No Support Provided
- ✗ Parental Refusal of Services

Accommodations

- Fill in the bubble next to any accommodation that applies to the student even if a Pre-ID or District/School label is affixed to the student response booklet.
- For detailed information on the available accommodations for each assessment, please refer to the *2021 Florida ACCESS for ELLs Accessibility and Accommodations Supplement*.


ACCOMMODATIONS

○ BR	○ SD
○ EM	○ LP
○ ES	○ MC
○ ET	○ RA
○ HI	○ SR
○ HR	○ RD
○ RI	○ NS
○ RR	○ WD

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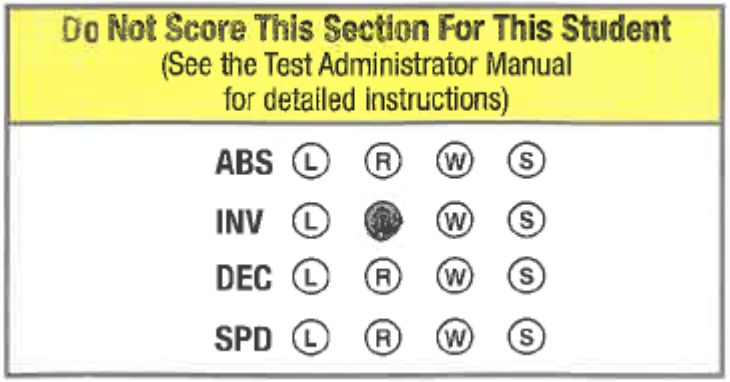
Completing Demographic Information Back Cover (cont.)

Do Not Score This Section For This Student

- Filled-in bubbles in this field indicate a special circumstance. If any of these bubbles are filled in, the student will receive a score of “NA” for that domain.
- The test administrator should discuss any situation that may involve gridding a Do Not Score Code with the school assessment coordinator.
- **Important**: Do Not Score Codes are not the same as the Do Not Process label.



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Completing Demographic Information Back Cover (cont.)

Do Not Score Codes

- **Absent (ABS):** Absent indicates the student was absent for a domain of the test; if so, fill in the appropriate bubbles for the domain the student did not take.
- **Invalidate (INV):** Invalidate indicates that even though a student may have completed some or all of the test items, the testing was not valid. For assistance identifying circumstances when invalidations in an appropriate course of action, please review section 4.7 of the *Spring 2021 Florida ACCESS for ELLs Test Administration Manual*.
- **Declined (DEC):** Declined indicates a student refused to test. This annual state assessment is NOT an optional activity. It is a required activity. A student cannot opt out of the state's annual assessment. This indicator is used only when a student refuses to participate even after the test administrator has made several attempts to engage the student in the assessment. In this event, fill in the appropriate bubble(s).
- **Exemption (SPD):** Deferred Special Education/504 indicates that an IEP or 504 team determined that the student should defer participation from one or more of the domains of this test; if so, fill in the appropriate bubbles.

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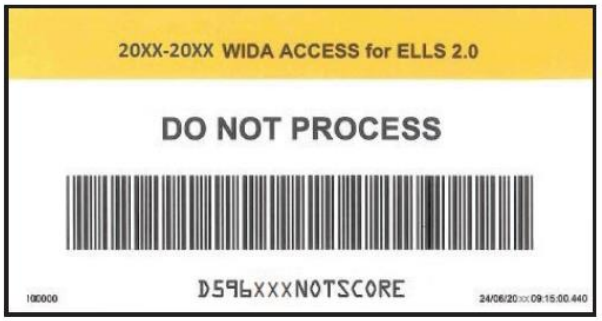
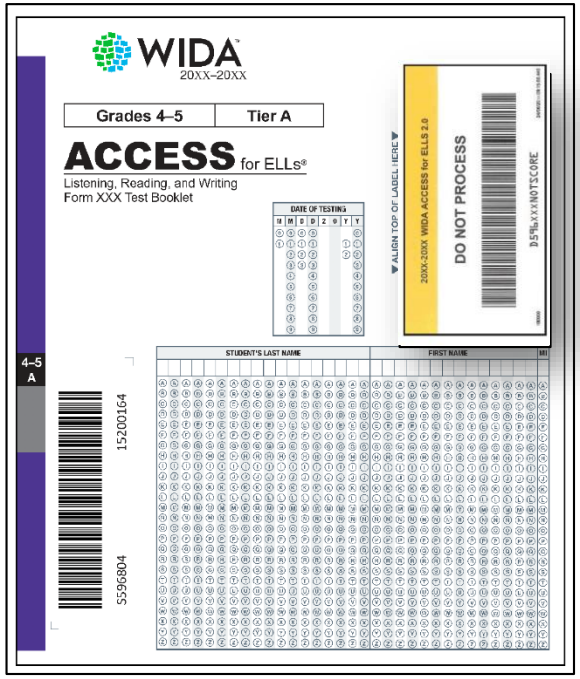
Do Not Process labels





Guidelines

- Place on top of other labels in the upper right-hand corner, if needed.
- Will not be scored; do **not** use this label to invalidate a test.
- For use on damaged booklets that should be returned to DRC (Except bodily fluids).
- Transcribe student responses to a new book, if needed.

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Preparing the Room for Testing

- The test should be administered in a room that has comfortable seating, good lighting, and sufficient workspace. **Make sure to follow your school's Covid prevention guidelines**.
- Make sure that the room is adequately ventilated and free of distractions.
- Remove or cover all visual aids on student desks and in the room, such as posters showing reading or language arts concepts.
  - **Note**: Alternate ACCESS for ELLs test administrators ONLY have the option to leave material uncovered should covering the print on the walls be considered significantly disruptive for the student.

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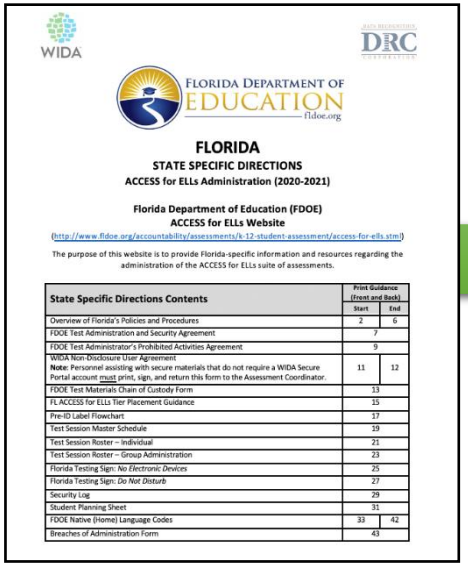
Preparing the Room for Testing (cont.)

- "Do Not Disturb" and "No Electronic Devices" signs must be placed on the outside of each testing room door during test sessions. (Available in the State-Specific Directions)
- Have a watch available or make sure there is a functioning clock in the testing room.



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DRC

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FLORIDA

STATE SPECIFIC DIRECTIONS

ACCESS for ELLs Administration (2020-2021)

Florida Department of Education (FDOE)
ACCESS for ELLs Website

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

The purpose of this website is to provide Florida-specific information and resources regarding the administration of the ACCESS for ELLs suite of assessments.

State Specific Directions Contents	Print Guidance (Front and Back)	
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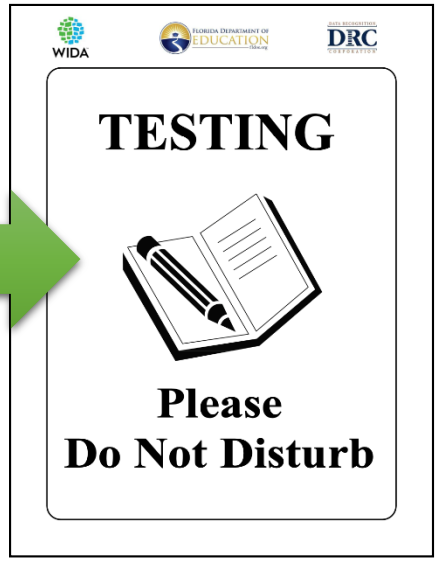

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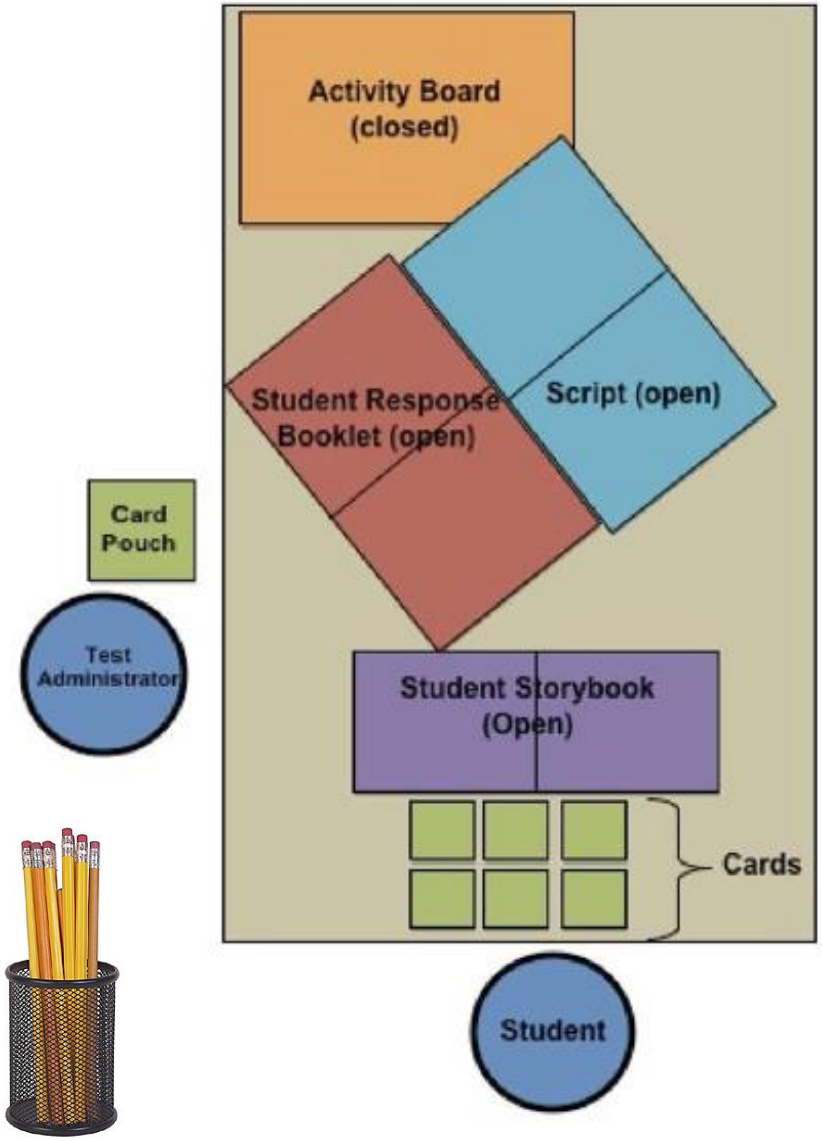
Kindergarten Set-up on Table

- Do not leave materials unattended before or after testing.
- Keep cards in order within the pouch.
- **Make sure to follow your school's Covid prevention guidelines.**



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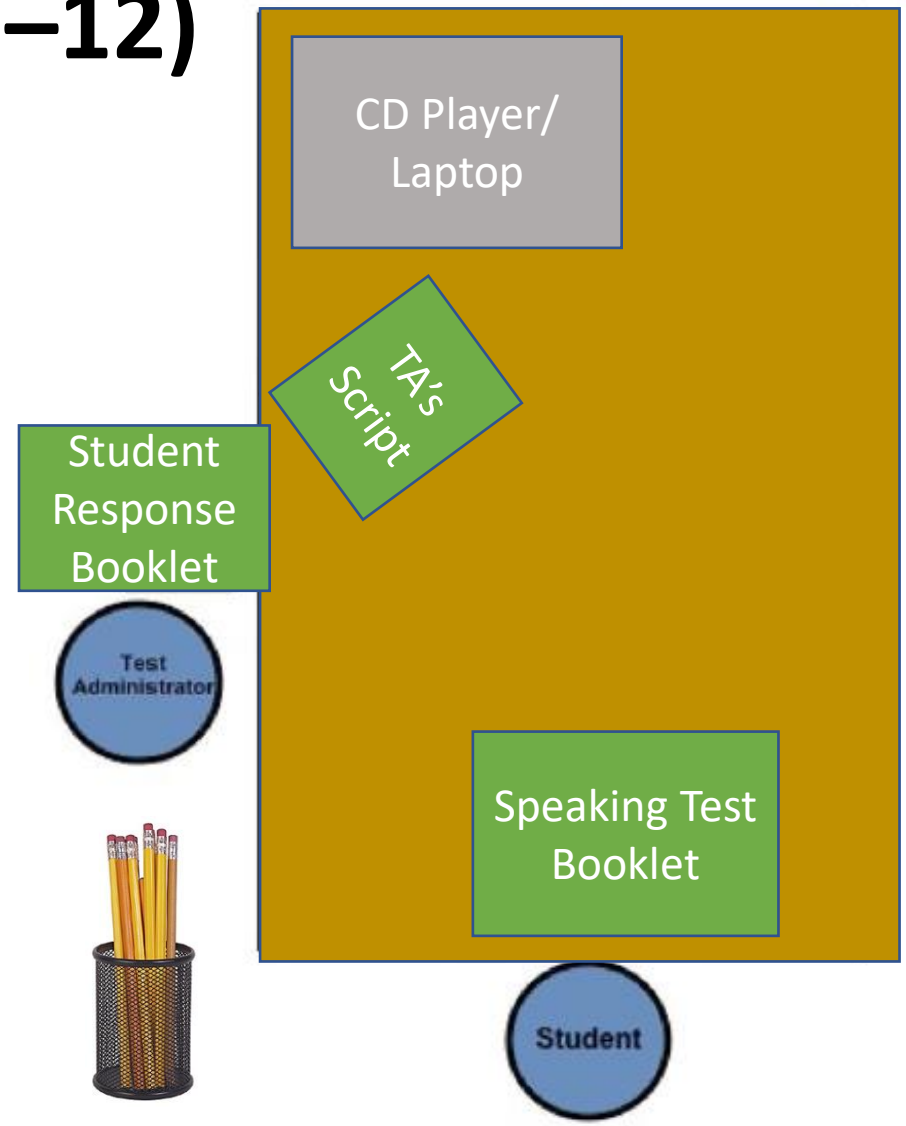
Speaking (Grades 1–12) Set-up on Table

- The test administrator should sit at a right angle to the student, rather than across from or next to the student.
- Test administrators must assemble the materials needed to administer the test.
- All students should be tested in the same manner.
- **Make sure to follow your school's Covid prevention guidelines**.



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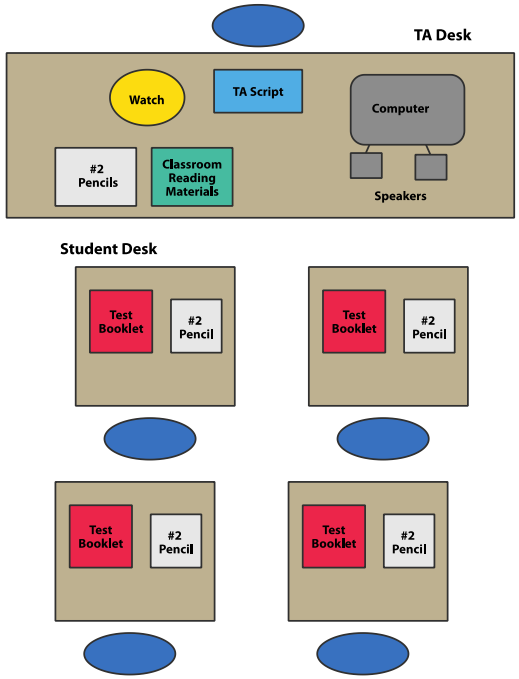
Listening, Reading, and Writing (Grades 1–12) Group Administration

- Arrange the room so that each student will have enough workspace for the test materials.
- There must be sufficient space between students to prevent cheating.
- Make sure that students are not facing each other when seated at tables and are not in seating(stadium or staggered) that allows them to view another student's answers.
- All students should be tested in the same manner.
- **Make sure to follow your school's Covid prevention guidelines**.



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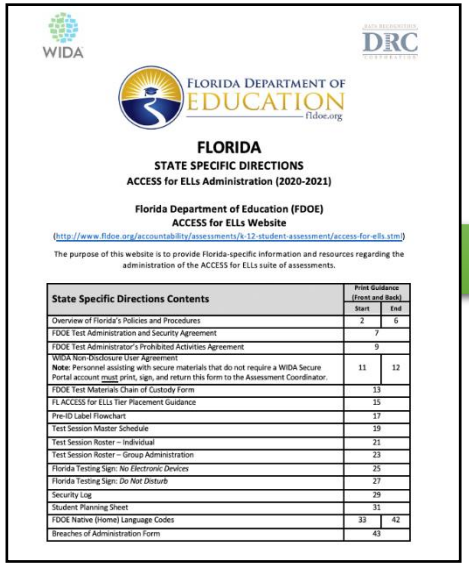
Security Log

- Ensure that proctors and anyone who enters your room for the purpose of monitoring the test sign the *Security Log*.
- Complete testing information for **each** session.
- Available in the State Specific Directions



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DRC

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FLORIDA

STATE SPECIFIC DIRECTIONS

ACCESS for ELLs Administration (2020-2021)

Florida Department of Education (FDOE)
ACCESS for ELLs Website

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

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FDOE Test Administration and Security Agreement	7	
FDOE Test Administrator's Prohibited Activities Agreement	9	
WIDA Non-Disclosure User Agreement **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.	11	12
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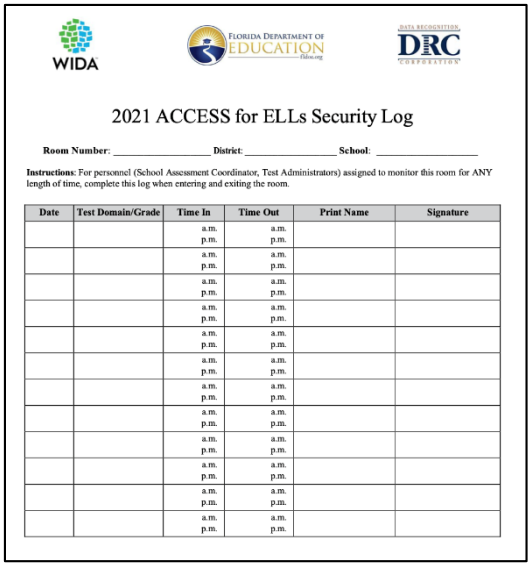

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2021 ACCESS for ELLs Security Log

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.		
		a.m. p.m.	a.m. p.m.		

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During the Test

- Make sure the Student Response Booklet has the correct student name and Tier (if applicable).
- Ensure all students have a number 2 pencil to complete responses in the Student Response Booklet.
- If a break is needed during Kindergarten ACCESS for ELLs, do so between Part C and Part D.
- It is important to not mix tiers during ACCESS for ELLs Paper testing.
- For Alternate ACCESS for ELLs, each test section should be administered in a **separate testing session**.

Continued on next slide

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During the Test (cont.)

- Ensure that proctors and anyone who enters your room for the purpose of monitoring the test sign the *Security Log* for your testing room.
- Follow the Test Administrator Script exactly.
- Open the *Student Response Booklet* to the correct page.
- Always maintain test security; report security violations or invalidation concerns to the school assessment coordinator.

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After Testing

- Collect all materials from all students.
- Review the front and back covers of test booklets once more for any errors or discrepancies in student information.
- Confirm all necessary fields are completed and all necessary labels are correctly affixed to Student Response Booklets.
- Ensure all booklets are in proper condition to be returned with no loose or damaged pages.
- Return test materials to the school assessment coordinator or store the booklets in a secure area until they can be handed over to the school assessment coordinator.

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Make-up Test Administration Policies

Make-up testing may begin on the second day of testing and continue throughout the administration window.

All security and administration procedures must be followed while conducting make-up sessions.

Secure materials must be returned to the School Coordinator and placed in locked storage after ANY administration, initial or make-up.

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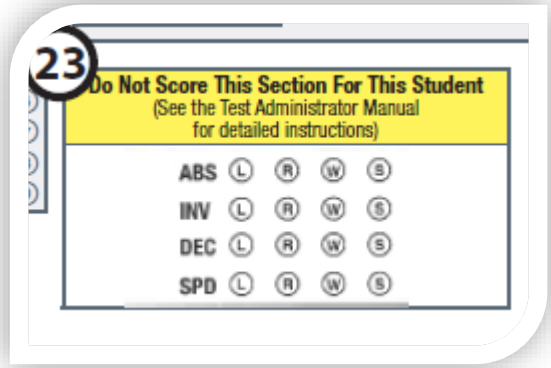
Test Invalidation

District assessment coordinators should advise schools of the appropriate course of action if invalidation is being considered. Remember that the main purpose of invalidation is to identify when the validity of test results has been compromised. A test administrator should discuss any situation involving possible invalidation with the school assessment coordinator, and the situation should be investigated immediately.



ABS	Absent indicates the student was absent for a domain of the test; if so, fill in the appropriate bubbles for the domain the student did not take.
INV	Invalidate indicates that even though a student may have completed some or all of the test items, the testing was not valid, and no score should be reported for that domain. For example, this code can be used if a student becomes ill during the test or if a student engages in inappropriate testing practices.
DEC	Declined indicates a student refused to test. This annual state assessment is NOT an optional activity. It is a required activity. A student cannot opt out of the state's annual assessment. This indicator is used only when a student refuses to participate even after the Test Administrator has made several attempts to engage the student in the assessment. In this event, fill in the appropriate bubble(s).
SPD	Deferred Special Education/504 indicates that an IEP or 504 team determined that the student should defer participation from one or more of the domains of this test; if so, fill in the appropriate bubbles.

Note: A list of circumstances that may occur and require invalidations can be found in Section 4 of the *Spring 2021 Florida ACCESS for ELLs Test Administration Manual*.

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Reason Not Assessed Procedures

It is important to account for all students and their participation in statewide assessments. If a student is not assessed in one of the test sections (Listening, Speaking, Reading, or Writing), test administrators **must** bubble one of the following reasons in the Do Not Score This Section For This Student box and return the student response booklet to be processed**:**

- Absent (ABS) – due to absence, student could not be assessed
- Declined (DEC) – due to refusal, student could not be assessed
- Exempt (SPD) – IEP or 504 determined that the student should defer participation for one or more of the domains

Note: If a reason is not gridded on the student response booklet and the test section is blank, it will be processed and receive a blank score.

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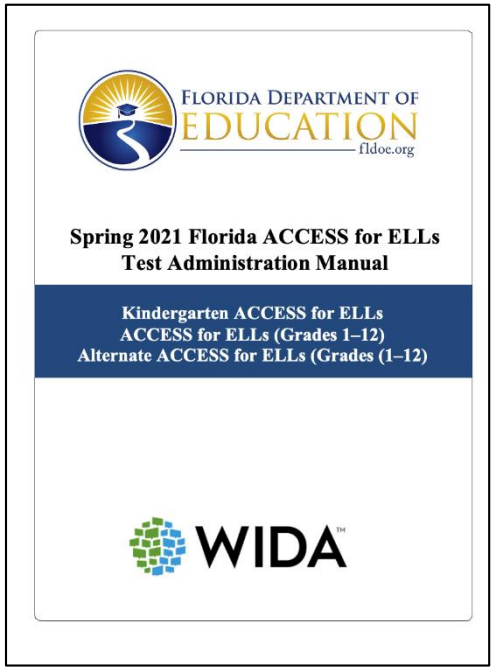
Student Transfers

If a student transfers prior to or during the testing window, please refer to Section 6.3 of the *Spring 2021 Florida ACCESS for ELLs Test Administration Manual*.

District-to-District Transfers:

- If a student transfers to a new school/district prior to completing all test domains of ACCESS for ELLs, contact a Testing Specialist with the following information:
    - Sending and receiving site information
    - Student information
    - Completed/remaining domains
    - Student's Tier



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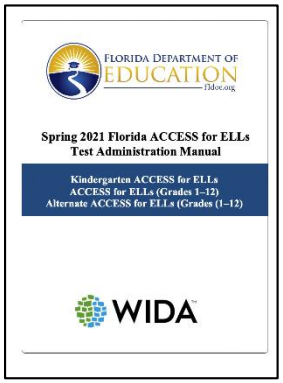
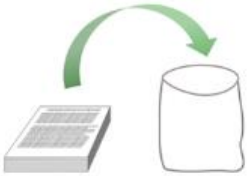
What to Include in the Return Shipment

Secure Materials to return	Materials you do not need to return to DRC
• Student Response Booklets, by grade, in plastic bag packages • All Test Administrator Scripts • Speaking Test Booklets • Listening and Speaking Tests CDs • All used and unused large print and braille test materials • Alternate ACCESS for ELLs Listening/Reading/Speaking Test Booklets • Kindergarten ACCESS for ELLs ancillary materials	• Original signed 2021 ACCESS for ELLs Test Administration and Security Agreement(s)* • Original signed 2021 ACCESS for ELLs Test Administrator Prohibited Activities Agreement(s)* • Completed 2021 ACCESS for ELLs Security Log(s)* • Original signed 2021 ACCESS for ELLs Security Checklist(s)* • WIDA Test Session Forms* • Completed Test Materials Chain of Custody Form • Seating Charts, as required by your district • Packing Lists, if applicable • Return Kit Materials (Bags, Ties, Return Shipping Labels) • USED Student Planning Sheets (must be destroyed locally in a secure manner)
Unused Pre-ID and District/School Labels These labels may or may not be returned depending on your district's material security policy.	

* These documents can **only** be destroyed in a secure manner after scores for the 2021 ACCESS for ELLs administration are reported.





UPS Return Window:

January 26 – March 19, 2021

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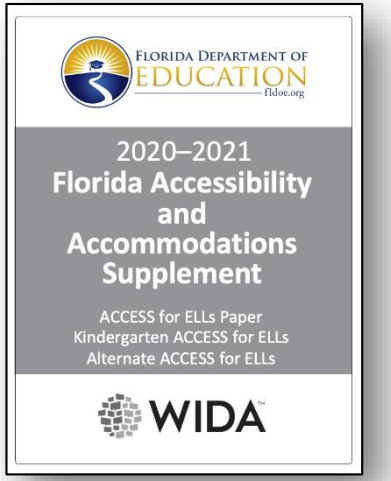
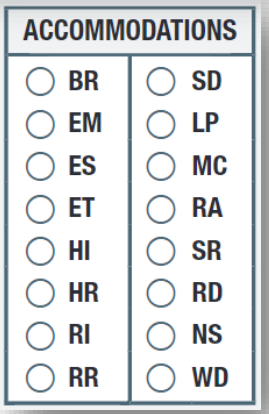
Return of Special Test Documents

If a large print or braille accommodated format has student responses, the test administrator **must** transcribe the student's exact responses into a standard version test booklet **within 48 hours of testing**. Transcription guidance is provided in the *2021 Florida Accessibility and Accommodations Supplement*.

- Affix assigned Pre-ID label and grid the Accommodation in Box 20 of the student response booklet.
- Large print and braille test booklets can be folded to fit inside regular boxes.

Important: Student responses not transcribed into a standard booklet will NOT be scored.





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Labeling Boxes for Return, via UPS

All boxes must have a UPS Return Shipping label (white) and DRC Return Shipping label (orange) affixed.

Schools contact SAR Twin Lakes for additional Return Labels and Shipping Labels at 754 321 4254 or email at Assessment.Materials@BrowardSchools.com

DRC Customer Support via email at WIDA@datarecognitioncorp.com

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Return Shipping Methods

Broward County schools will be returning ACCESS test materials vis UPS.

Regardless of return shipping method, all secure materials must be returned by **Friday, March 19, 2021**.

Refer to the *Return Materials Kit* for instructions and return shipping labels.

Student Assessment & Research will provide detailed instructions on how to return your test materials via UPS.

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Late and Undocumented Missing Materials

- **Materials returned after March 19, 2021, will not be processed with on-time materials.**
- Two weeks after the deadline, a missing materials report is distributed to the districts who have undocumented missing materials. Schools will be notified they have missing materials that must be returned to DRC, ASAP.
- If the materials cannot be accounted for, the school principal must provide an explanation on school letterhead and the district will complete a Materials Accountability Form and submit the written report to the Bureau of K–12 Student Assessment.
    - When the school finds the materials, they must report this to SAR and additional DRC Return labels and UPS labels can be requested by contacting DRC Customer Service at WIDA@datarecognitioncorp.com.

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Let's Recap

Before

- Review FL-specific resources and sign agreements
- Complete training
- Receive test materials and report discrepancies
- Prepare Test Materials and Testing Room

During

- Check student's booklet for his/her name
- Grid Date of Testing
- Follow the Test Administrator Script exactly
- Circulate and monitor for Groups
- Complete Security Log

After

- Collect Test Materials
- Review Cover of Test Booklet for errors
- Return secure materials and report any concerns to Assessment Coordinator
- Transcribe responses from large print and/or braille within 48 hours, if applicable
- Return materials to DRC by March 19, 2021

Maintain Security

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