

# ACCESS for ELLs Suite Overview for Returning Test Coordinators



December 2018

Bilingual/ESOL

Exceptional Student Learning Support

Student Assessment and Research

**SECURE & CONFIDENTIAL**

**DO NOT POST THESE MATERIALS TO  
PUBLIC WEBSITES OR FORUMS.**

**Contains secure and confidential  
information.**

# Where do I find the ACCESS PPT?

## Bilingual/ESOL SharePoint

HOME SCHOOLS DEPARTMENTS BCPS RESOURCES INITIATIVES COMMUNITIES MY TEAM SITES

QuickLinks

Bilingual/ESOL

Bilingual/ESOL Intranet Home

ESOL Program

- ESOL Contact Info
- ESOL Memos
- ACCESS for ELLs 2.0
- Professional Development & Meeting Flyers

Dual Language

Interpretation / Translation Services

World Languages

Bilingual Parent Outreach

Recent

Site contents

Vicky Saldana

BILINGUAL esol DEPARTMENT

## ESOL Contacts 2018-2019 CANVAS

ESOL Contact Information

Quarterly Meetings

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WIDA

ESOL PROGRAM HANDBOOK 2018 - 2019

ESOL Program Handbook

Touch-Base Tuesdays

Professional Development

# Sections

## Bilingual/ESOL

- FL ACCESS for ELLs Suite Overview
- Training Requirements & Preparations

## Exceptional Student Learning Support

- Alternate ACCESS for ELLs (Grades 1–12)

## Student Assessment and Research

- Before, During, and After Testing

## Bilingual/ESOL

- Closing

# **ACCESS for ELLs Errors 2017-2018**

# Incorrect or Blank Student Demographic Information

Student Information	# of Cases 2016-17 SY	# of Cases 2017-18 SY	Impact
First Name	137	104	Student identification
Last Name	284	223	Student identification
FLEID	652	402	Student identification
Home Language Code	472	175	Language of Parent Report
Birth Date	188	183	Student identification
Grade Level	91	44	Student identification/Grade level cluster placement*

- Student names: first and last names switched or misspelled.
- FLEID: 185 left blank and 166 had Broward District ID instead of FLEID.
  - On TERMS, FLEID has 14 characters, including FL. Example: **FL000003254342**  
**Schools grid only the 12 numbers following the FL!**
- Birth date: left blank or birth year reported as 2018.

# 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**.

<http://www.fldoe.org/core/fileparse.php/12026/urlt/1516-appendn.xls>

# Other Issues

- **Blank tests**
  - 14 blank tests (without names or scores) had the school label affixed and submitted for scoring.
- **Non-ELLs tested ( $n=87$ )**
  - All tests were invalidated.
    - LEP status ZZ ( $n=11$ )
    - LEP status LF ( $n=76$ ) – students exited ESOL before the beginning of the ACCESS testing window.
- **Non-eligible students taking Alternate ACCESS for ELLs**
  - 2 tests were invalidated.
- **Braille**
  - 8 non-vision impaired students had the Braille accommodation gridded.
  - State inquired why the students were administered Braille. They were not eligible for Braille.

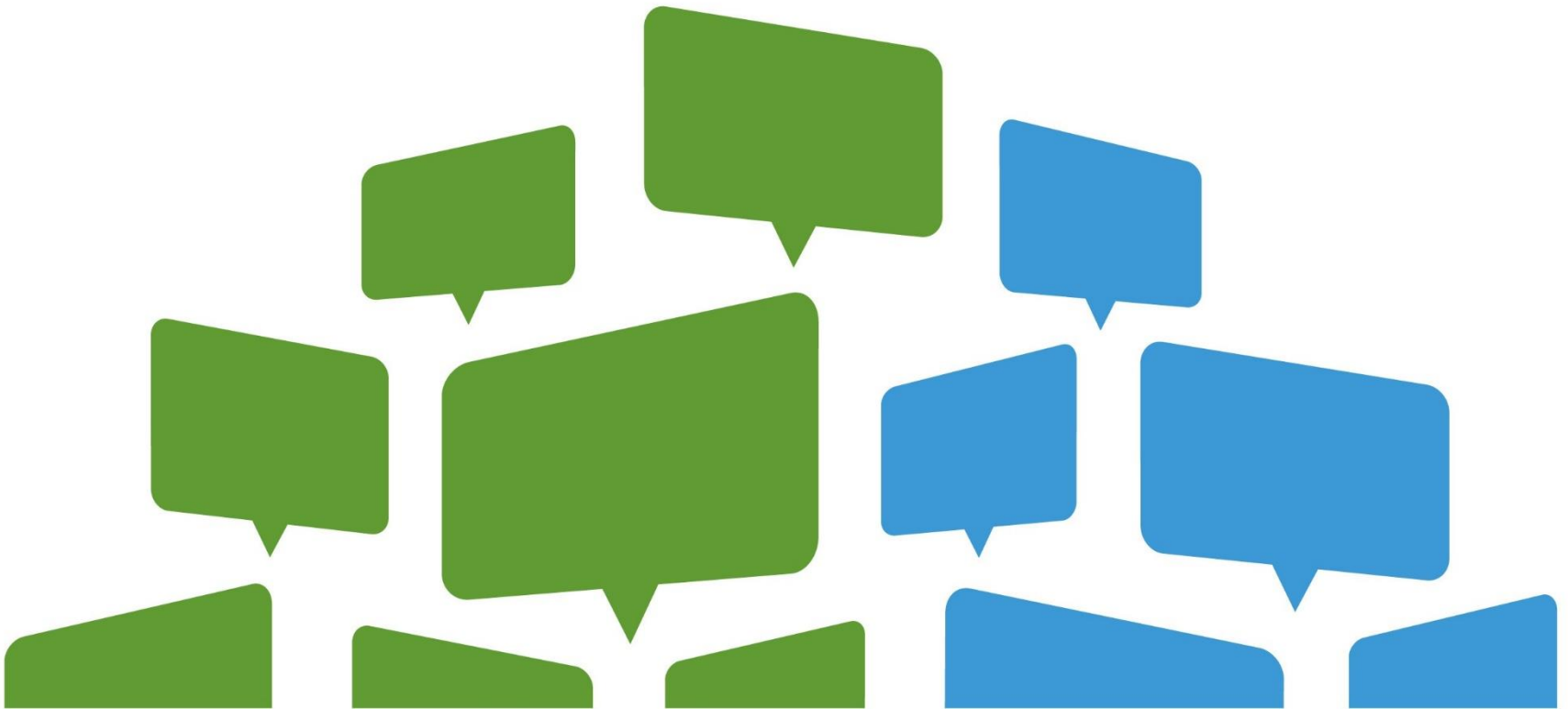


## Students Without Overall Composite Scores

District (31,549 students tested)	Number of students (% of tested)
Students tested in all language domains	30,768 (97.6%)
Students not tested in one or more language domain(s)	771 (2.4%)
<b>Students not tested in:</b>	
Listening	182 (0.6%)
Speaking	411 (1.3%)
Reading	132 (0.4%)
Writing	277 (0.9%)

- 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 2019 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

# ACCESS for ELLs 2018-19 Schedule

Event	Date
Delivery of 2019 Administration Materials to Schools	January 22, 2019
2019 ACCESS for ELLs 2.0 Test Administration Window	January 28, 2019 – March 22, 2019
Delivery of 2 <sup>nd</sup> Wave of Pre-ID Labels	February 15, 2019
Return of Materials	March 18, 2019 – March 22, 2019

**Testing Window  
37 SCHOOL DAYS**

# 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

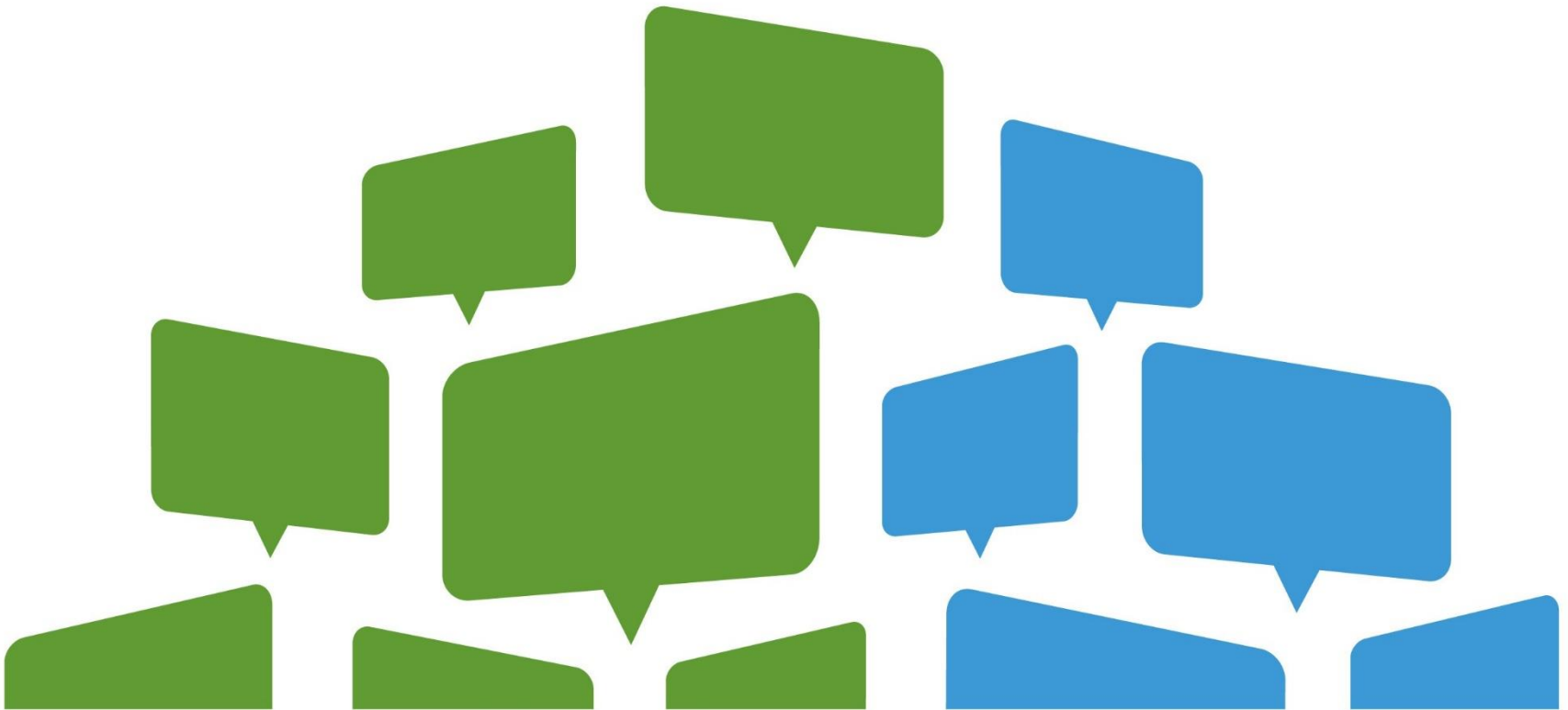
*(continued on next slide)*

# What's New for Spring 2019

1. Test Administrators with training certificates awarded prior to July 2017 must recertify to administer during the Spring 2019 administration.
2. Tier B and Tier C test forms have been consolidated into one Tier B/C test booklet.
3. **Tier B and Tier C students can be tested together** during the Listening, Reading, and Writing domains.
4. The WIDA website new URL address is <https://wida.wisc.edu/>



# Training Requirements & Preparations



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

Resource Library

WIDA Store

Members/States

Login

Search



Assess Teach Grow About Members and Programs



Select "Florida" to  
visit Florida's  
WIDA Webpage

Login to WIDA  
Secure Portal

and help  
educators and  
multilingual learners  
succeed.

Learn About WIDA



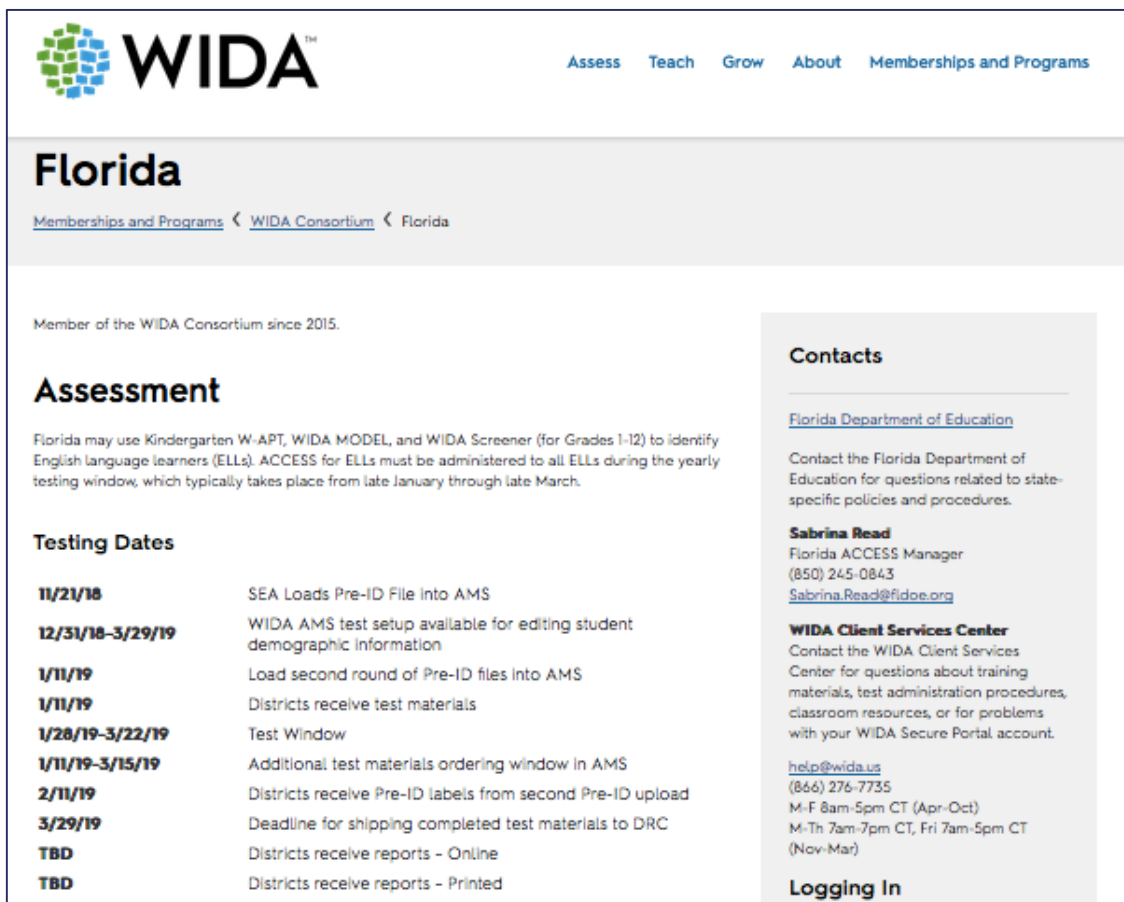


# Florida's WIDA Webpage

NEW Website Address: <https://wida.wisc.edu/memberships/consortium/fl>

## Important Information

- Testing Dates
- Checklist
- State-Specific Directions
- Assessment Resources
- Assessment Results and Rules
- Contacts



The screenshot shows the Florida WIDA webpage. At the top is the WIDA logo and navigation links: Assess, Teach, Grow, About, and Memberships and Programs. The main heading is "Florida", with a breadcrumb trail: Memberships and Programs < WIDA Consortium < Florida. Below this, it states "Member of the WIDA Consortium since 2015." The "Assessment" section explains that Florida uses Kindergarten W-APT, WIDA MODEL, and WIDA Screener for Grades 1-12 to identify English language learners (ELLs). The "Testing Dates" section lists key dates from 11/21/18 to 3/29/19, including the SEA loading Pre-ID files, the WIDA AMS test setup, the second round of Pre-ID uploads, the test window, and the deadline for shipping materials. The "Contacts" section provides information for the Florida Department of Education, including contact details for Sabrina Read, ACCESS Manager. The "Logging In" section is also visible.

**WIDA**

Assess Teach Grow About Memberships and Programs

## Florida

[Memberships and Programs](#) < [WIDA Consortium](#) < Florida

Member of the WIDA Consortium since 2015.

### Assessment

Florida may use Kindergarten W-APT, WIDA MODEL, and WIDA Screener (for Grades 1-12) to identify English language learners (ELLs). ACCESS for ELLs must be administered to all ELLs during the yearly testing window, which typically takes place from late January through late March.

### Testing Dates

11/21/18	SEA Loads Pre-ID File Into AMS
12/31/18–3/29/19	WIDA AMS test setup available for editing student demographic information
1/11/19	Load second round of Pre-ID files into AMS
1/11/19	Districts receive test materials
1/28/19–3/22/19	Test Window
1/11/19–3/15/19	Additional test materials ordering window in AMS
2/11/19	Districts receive Pre-ID labels from second Pre-ID upload
3/29/19	Deadline for shipping completed test materials to DRC
TBD	Districts receive reports – Online
TBD	Districts receive reports – Printed

### Contacts

[Florida Department of Education](#)

Contact the Florida Department of Education for questions related to state-specific policies and procedures.

**Sabrina Read**  
Florida ACCESS Manager  
(850) 245-0843  
[Sabrina.Read@fldoe.org](mailto:Sabrina.Read@fldoe.org)

**WIDA Client Services Center**  
Contact the WIDA Client Services Center for questions about training materials, test administration procedures, classroom resources, or for problems with your WIDA Secure Portal account.

[help@wida.us](mailto:help@wida.us)  
(866) 276-7735  
M-F 8am–5pm CT (Apr–Oct)  
M–Th 7am–7pm CT, Fri 7am–5pm CT (Nov–Mar)

### Logging In

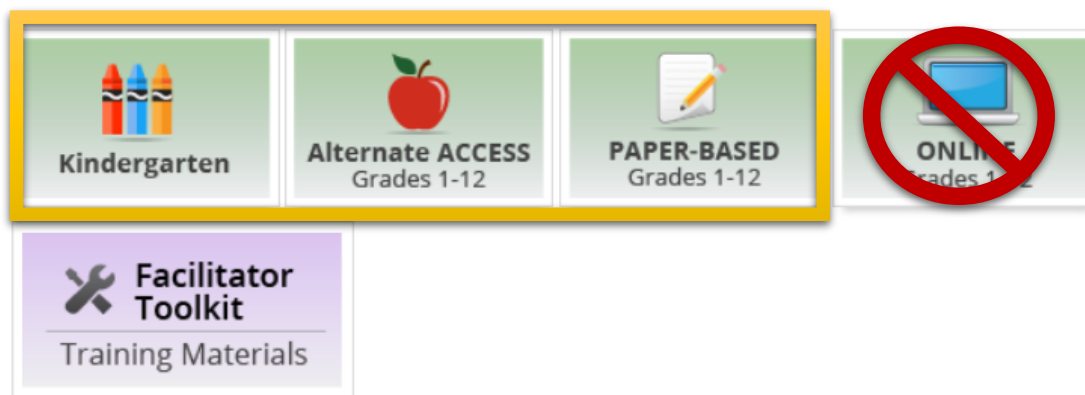


# WIDA Secure Portal

## My Account & Secure Portal



### ACCESS for ELLs Training Courses



### 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:  [Change Password](#)

First Name

Last Name

Email

State:

District

School

Position Title

[Manage Subscriptions](#)

# Florida's Key Resources



## New Location for 2019 Florida-Specific Manuals:

- FL Test Administration Manual
  - FL Accessibility and Accommodations Supplement

### Key Resources

- [Test Administrator Manual 2017](#)
- [District and School Coordinator Manual](#)
- [Tier Placement Protocol](#)
- [Non-Disclosure and User Agreement](#)
- [WIDA AMS Guide and Videos](#)
- [ACCESS Webinars](#)



FL ACCESS for ELLs Checklist



FL State Specific Directions



FL Test Administrator Manual



FL Accessibility and Accommodations

# Quizzes for George Washington



My Training & Quiz  
**HISTORY**



**ACCESS  
KINDERGARTEN  
Quiz**



**ACCESS & Screener  
SPEAKING Quiz  
Grades 1-5**



**ACCESS & Screener  
SPEAKING Quiz  
Grades 6-12**



**ALTERNATE ACCESS  
for ELLs Quiz**



**ACCESS PAPER  
Administration Quiz  
Grades 1-12**



**ACCESS ONLINE  
Administration Quiz**



**Screening  
WRITING Quiz  
Grades 1-5**



**Screening  
WRITING Quiz  
Grades 6-12**

Must complete the online quiz(zes) 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 2017 must recertify** to administer during the Spring 2019 administration.

**Academic School Year = July 1 – June 30**

# Training Certificate



This certificate is awarded to

*George Washington*

For successful completion of the following trainings in the WIDA secure portal, and the above named individual may administer the indicated WIDA assessments during the same academic year.

**ACCESS for ELLs 2.0**

Kindergarten Test (7/24/2017)  
Speaking Test, Grades 1-5 (7/24/2017)  
Speaking Test, Grades 6-12 (7/29/2017)  
Paper Administration (7/24/2017)  
Alternate ACCESS for ELLs Test  
(7/24/2017)

**WIDA Screening Assessments**

Speaking Test, Grades 1-5 (7/24/2017)  
Speaking Test, Grades 6-12 (7/29/2017)

Speaking Test certification is shared between ACCESS for ELLs 2.0 and WIDA Screener. Completing either Speaking Test quiz will result in both certifications.

The dates listed next to each training component indicate that the above named individual may coordinate or administer the corresponding section of the ACCESS for ELLs, WIDA Screener, or the W-APT during the same academic year. Please note that individual states within the WIDA Consortium may or may not require individuals to recertify as Test Coordinators or Administrators each academic year.

For more information, please contact your state's education agency or visit [www.wida.us](http://www.wida.us).



# To Recertify or Not to Recertify... That is the Question



Test Administrators with training certificates awarded **prior to July 2017** must **recertify** to administer during the Spring 2019 administration.

Academic School Year = July 1 – June 30

## ACCESS for ELLs 2.0 Training Completion

Academic Year	Kindergarten	Speaking 1-5	Speaking 6-12	Online Admin	Paper Admin	Alternate
2018-2019						
2017-2018	✓	✓			✓	
2016-2017						
2015-2016						



## ACCESS for ELLs 2.0 Training Completion

Academic Year	Kindergarten	Speaking 1-5	Speaking 6-12	Online Admin	Paper Admin	Alternate
2018-2019						
2017-2018					✓	
2016-2017					✓	
2015-2016	✓	✓			✓	





# 2018-2019 ACCESS for ELLs Certification

Resource Library WIDA Store Members/States Login Search

**WIDA** Assess Teach Grow About Memberships and Programs

The WIDA Consortium and WIDA International School Consortium provide valuable secure resources that require an account.

## Secure Portals

WIDA Secure Portal

Test preparation, administration, and management; and SEA

- Have an account b
- Services Center at
- Have a WIDA Secu

WIDA International Se

Members-only resourc

- Have an account b
- Services Center at
- Have a WIDA Secu

**Log In**

WIDA Secure Portal

**In order to create an account:**

- ☐ Go to <https://wida.wisc.edu/login>
- ☐ Under Member States, select Florida
- ☐ Select Login (blue button)
- ☐ Under Select Site: (drop down menu) Select WIDA Secure Portal
- ☐ Select Login (blue button)
- ☐ **Username:** florida **Password:** sunshine
- ☐ Then, select Account Creator

**Login:** florida  
**Password:** sunshine

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

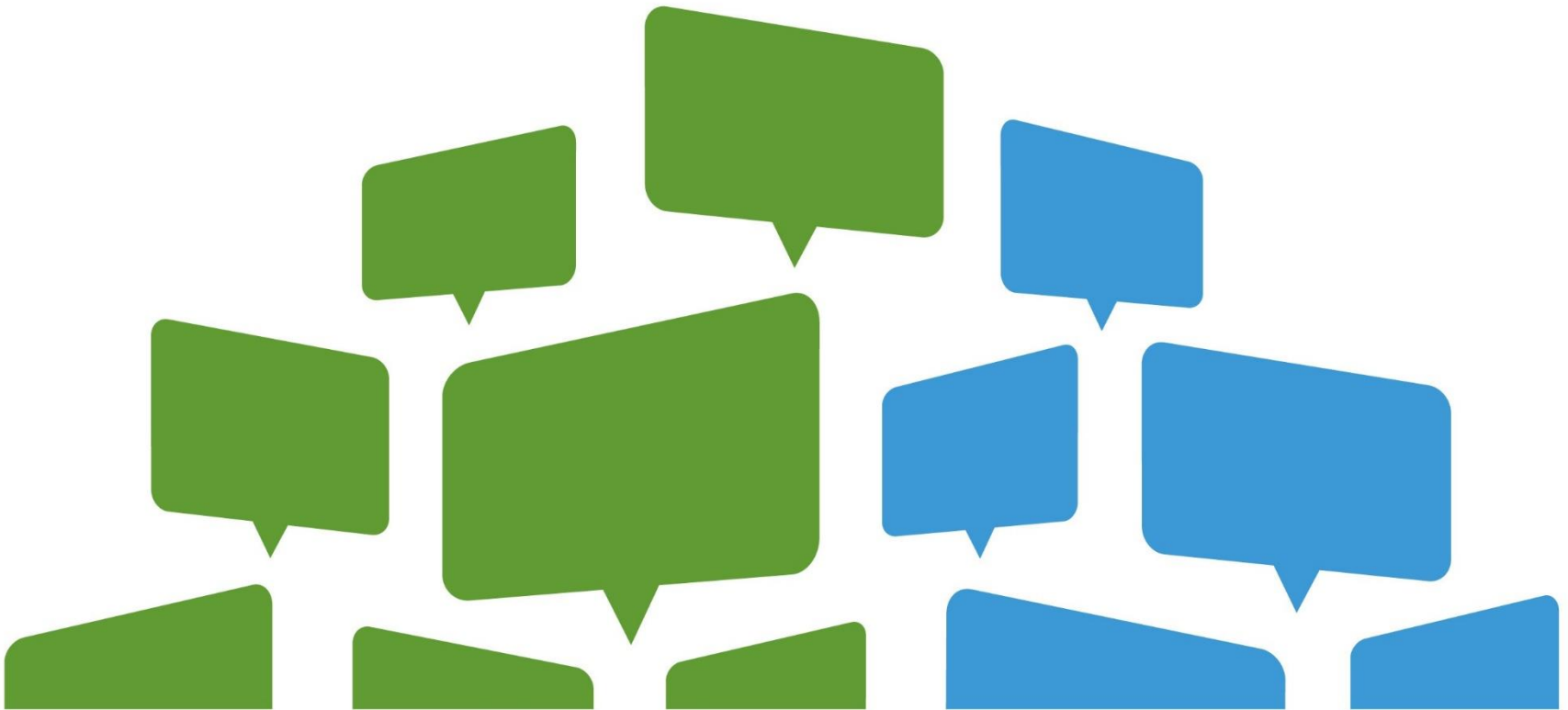
6



# Alternate ACCESS for ELLS

## Objectives:

- Identify who should be taking the Alternate ACCESS for ELL's Assessment
- Locate the Alternate ACCESS Training Course
- Describe scoring and administration procedures for the Alternate ACCESS test



# Alternate ACCESS for ELLs Test Materials

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

TR

TRAINING

# ALTERNATE **ACCESS**™


for ELLs™

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## Listening, Reading, and Speaking Test

### Form TR

This is used  
to assess listening  
comprehension for  
beginners only.  
It is the only version  
of listening spoken  
to  
WIDA



TR


TRAINING

ALTERNATE  
**ACCESS** for ELLs™

Form TR

Test Administrator's Script

This is not  
secure testing  
material.  
Duplication for  
training  
purposes only.  
At the  
completion of  
training, return  
to  
WIDA

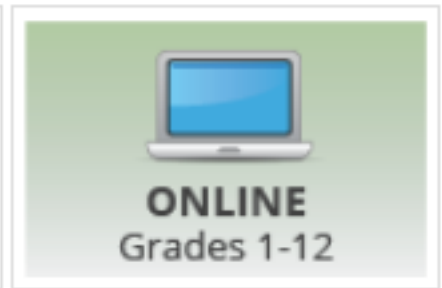
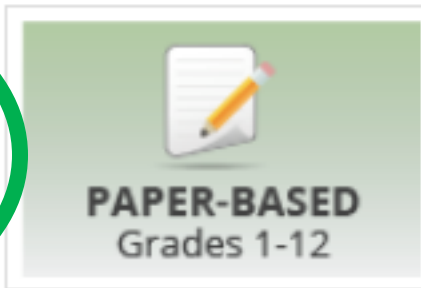
WIDA  
CONSORTIUM

[illegible]

# WIDA Secure Portal

<https://portal.wida.us/>

## ACCESS for ELLs Training Courses



# Participation Criteria for Alternate ACCESS for ELLs

Participation in statewide English language proficiency testing has to be decided by the student's IEP team. Florida's Alternate ACCESS for ELLs 2.0 participation criteria is as follows:

- The student is classified as ELL, with a code of "LY" on the first day of the testing window (January 28, 2019).
- 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.
- The student is or will be participating in the Spring 2019 Florida Standards Alternate Assessment (FSAA).
  - **Note:** Only applicable for students in grades 3–10.

# Participation in the Alternate Access for ELL's

Participation is determined through the IEP process and these students also take the FSAA (Florida Standards Alternate Assessment) in grades 3-12.

Participation Criteria	Yes	No	Explanation of Yes or No Response
The student is classified as ELL.			
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.			
The student is or will be participating in his or her statewide alternate assessment based on alternate achievement.			

Figure 1: Participation Criteria

Currently have approximately 150 students identified to take the Alternate



# Reminders for IEP/Multi-Disciplinary Teams in Selecting Accommodations

- Base accommodation decisions on *individual* student needs.
- Make a *team* decision
- Be careful not to confuse content area testing with ELP testing



# Who Should Administer the Alternate ACCESS for ELLs?

- Teacher or licensed staff (online quiz)
- Staff member familiar with student's dedicated communication system and response modes
- Practice ahead of time is important due to logistics of managing:
  - Student Response Booklet
  - Test Administrator's Script
  - Student Test Booklet
  - Spring 2019 Florida ACCESS for ELLs Test Administration Manual
  - Individual student supports

# General Test Guidelines

- Keep the test moving at a steady pace
- Follow pause times given in the script
- Follow the Test Administrator's Script exactly



- Practice reading the tasks aloud ahead of time
- Give student non-evaluative, positive feedback



# Maximizing Student Performance

- Establish rapport with the student prior to testing.
- If you need to stop the test administration of the Speaking or Writing sections, it is preferred to stop between the different parts of these sections.
- It is acceptable to stop the administration of a domain section, take a break, and finish the section later.
- Although the Test Administrator must adhere to the script, sometimes encouragement, or rephrasing or clarification of a task per the script, is appropriate.
- Winding down if the student scores **No Response, Incorrect, or Approaches** on three consecutive tasks.

# Unique Features of this Test

- Overall:
  - Simplified Language
  - Repetition of Questions
  - Increased Graphic Support
  - Larger Testing Materials and Graphics

# Can Test Items be Copied or Enlarged?



Scenario

- What if a student uses eye gaze or similar assistive technology device to respond?
  - **ELP construct is not modified**

If needed:

- Cut the items and answer choices into pieces.
- Tape onto a board or use other supports as used in everyday instruction.
- Return all test pieces to DRC with all other testing materials in a large manila envelope with the barcode taped to the outside.

# Transcription Support



## Scenario

- When might a teacher use hand-over-hand modeling to support student writing
  - Accommodation: The teacher helps support/activate the writing process, but the student does the writing on his/her own
  - Accommodation: The student writes the response on a surface or device used in daily instruction; the teacher transfers the response to the answer document (and scores)
  - Modification: The teacher writes with the student.

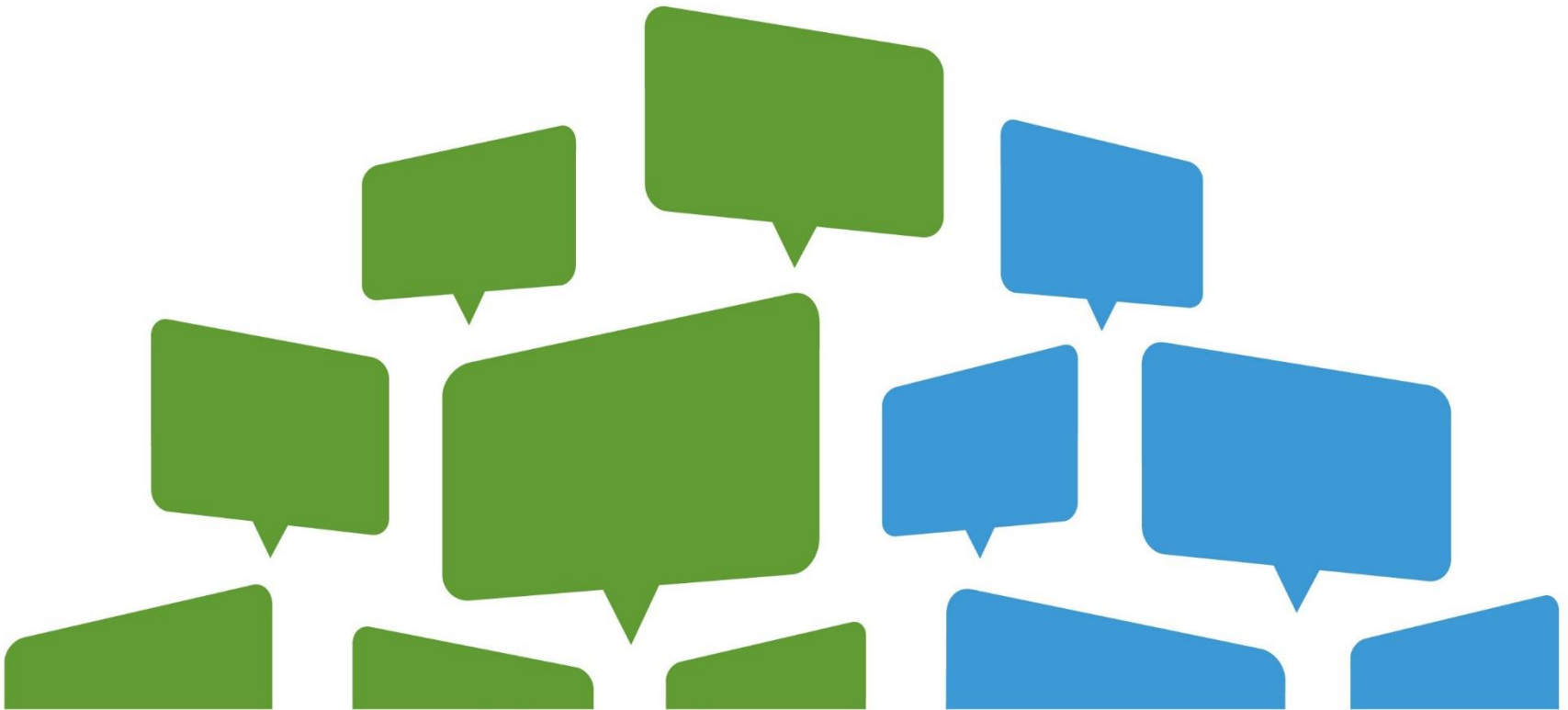
# **Rule of Thumb:**

**Send accommodation questions to**

**Andrea Ciotti  
ESLS Department**

**andrea.ciotti@browardschools.com  
(754) 321-3404**

# Before, During and After Testing



# Test Session Master Schedule

- Separate Sessions by Grade Cluster, Tier, and Domain
    - Grades 4-5, Tier B/C, Reading
    - Grades 6-8, Tier A, Listening
    - Grades 9-12, Tier B/C, Writing

[illegible]

# Florida's WIDA Webpage

# Individual or Group Administration

- Speaking must be individually administered
- All domains of Kindergarten ACCESS and Alternate ACCESS are individually administered
- Listening, Reading, and Writing can be group administered



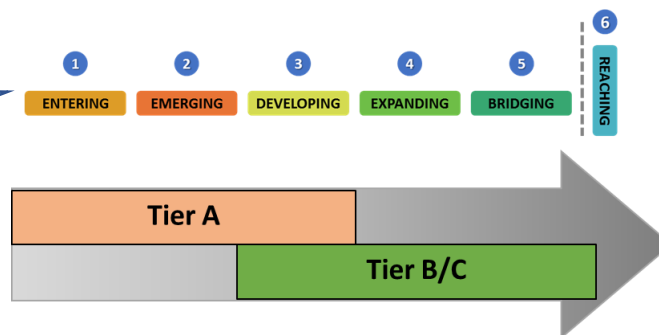


# Group by Grade Cluster & Tier

- 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.



A thumbnail image of the "Test Session Roster - Group Administration" form. The form includes fields for Test Date, Time, Grade Level(s), Location, and Test Administrator. It also has a section for Test Session (check all that apply) with checkboxes for Listening, Reading, and Writing. Below this is a table with columns for Student ID#, Last Name, First Name, Grade, Test Date, and Test Score. The table has 20 rows for students.

# Group Size

WIDA recommends:

- No more than 22 students in a group
- Smaller groups for newcomers
- Keeping the same group together for all domains

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

# Test Session Roster Templates

## Group Session

Test Session Roster — Group Administration						
Test Date: _____		Time: _____		Grade Level(s): _____		
Location: _____		Test Administrator: _____				
Test Section (circle all that apply):				Listening	Reading	Writing
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						
16						
17						
18						
19						
20						
21						
22						

## Individual Session

Test Session Roster — Individual Administration: Speaking								
Test Date: _____		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								
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25								

Florida's WIDA  
Webpage



# Test Materials Arrive

# Arrive to schools the week of **January 21, 2019**

- Time to Inventory
- Match Packing list to materials



<u>Qty.</u>	<u>Item</u>	<u>Box #</u>	<u>Qty. Shipped</u>	<u>Security Range</u>
1	PACKING LISTS AND OTHER MISCELLANEOUS MATERIALS			
	School Packing List	1	1	
	ONLINE WRITING TEST MATERIALS			
1	Grades-6-8 Writing Tier A Response Booklet(s)	1	1	64111651-64111651
	PAPER ADMINISTRATIVE MATERIALS			
1	Grades 6-8 Listening/Speaking Tier A CDs	1	1	61314076-61314076
1	Grades-6-8 Listening/Speaking Tier A Recording Script(s)	1	1	61320856-61320856
1	Grades 6-8 Speaking Test Booklet(s)	1	1	61346501-61346501
1	Grades 6-8 Tier A Test Administrator Script(s)	1	1	61305454-61305454
	PAPER TEST MATERIALS			
1	Grades 6-8 Tier A Test Booklet(s)	1	1	61111376-61111376

If you are missing materials or have received damaged materials, contact your District Test Coordinator for assistance. SAVE ALL BOXES FOR RETURN OF MATERIALS.

# Follow Test Security Policies

- Test Content Remains Secure
- No specific information about the content of the test is shared
- Keep personal login information secure.
- Place all secure materials in locked storage.
- Do not duplicate any test materials (exception of the FL TAM).



# Test Security Forms

- Signing FDOE Test Security Agreements
  - FDOE Test Administration and Security Agreement
  - FDOE Test Administrator Prohibited Activities Agreement
- FDOE Test Security Forms
  - FDOE Test Materials Chain of Custody Form (STC Only)
  - FDOE Security Log

# Inventory/Check Range Numbers

Security

**WIDA** SECURITY MINN

District: MN000000 MINNEAPOLIS  
School: 111 SAMPLE ELEMENTAR

The following lists the secure materials assigned to each security number. Material is returned, and the reason (if any) a material is returned. You may draw vertical lines in the Date(s) Returned column multiple times. Use the first column for Listening and Speaking. Please keep the original documents for your records.

**Summary of Materials Sent**

Item	ACCESS for ELLs 2.0 Grades 1-12 Online Test
Item	ACCESS for ELLs Kindergarten Test Administrator Script
Item	Grade 01 Writing Test Administrator Script

**DRC INSIGHT™ WIDA Assessment Management System** Welcome Lori Hanna Log Out

All Applications ▾

**Materials** Accountability Form Additional Materials Material Ordering Return Materials Receipt Report

### Accountability Form

The Accountability Form allows the user to enter the quantity of paper test materials returned to DRC as well as to record reasons if a material could not be returned.

\* Indicates required fields

Administration: MS ACCESS for ELLs 2.0 - 2016 \* District: DRC Use Only - Sam School: DRC Use Only - P L

Show

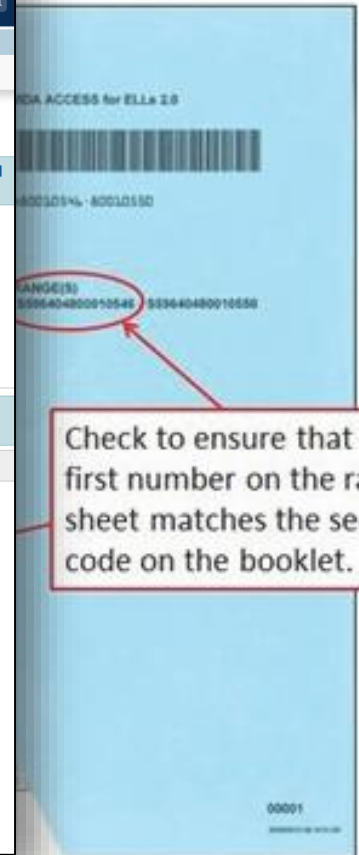
Enter Counts Summary Status Report

Reference the Instructional Text below for the reasons for any return material discrepancies.

[Instructions](#)

**Accountability Form for School MS99999-99995 (MS ACCESS for ELLs 2.0 - 2016-2017)**

Secure Test Materials		Shipped to School	Returned to DRC
Online Administrative Materials	Online Grade 1 Test Administrator's Script(s)		
	Online Grades 2-3 Test Administrator's Script(s)		
	Online Grades 4-12 Test Administrator's Script(s)		
Online Writing Test Materials	Online Grade 1 Tier A, Writing Test Booklet(s)		
	Online Grade 1 Tier B/C, Writing Test Booklet(s)		
	Online Grades 2-3 Tier A, Writing Test Booklet(s)		
	Online Grades 2-3 Tier B/C, Writing Test Booklet(s)		
	Online Grades 4-5 Tier A, Writing Response Booklet(s)		
	Online Grades 4-5 Tier B/C, Writing Response Booklet(s)		
Kindergarten Ancillary Materials Kit(s)			



Pack of Books w/range numbers

# 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.

Secure Material	Test Administrator Name	Date(s) Returned	Reason If Item Is Not Returned
Kindergarten One Booklet(s)			
Secure Material	Test Administrator Name	Date(s) Returned	Reason If Item Is Not Returned
10000001			
10000002			
10000003			
10000004			
10000005			
10000006			

Page 1 of 10  
Print Date: XX/XX/XXXX

Test Administrator  
signs in/out materials.

This is the  
security code.

2015-2016 WIDA ACCESS for ELLs 2.0

XXXXXXXXXXXX-80010110

Grade 5-8 Tier A  
PACK OF 5  
SECURITY NUMBER RANGE(S)  
Student Test Booklet 5596404800010545 559640480010550

5596404-800010545

596404-10301010018

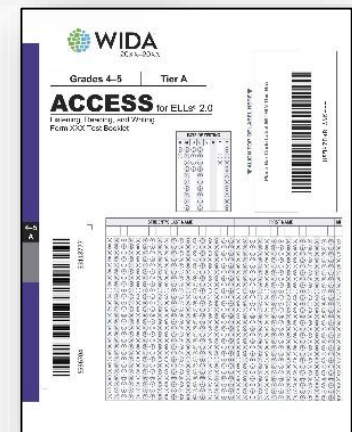
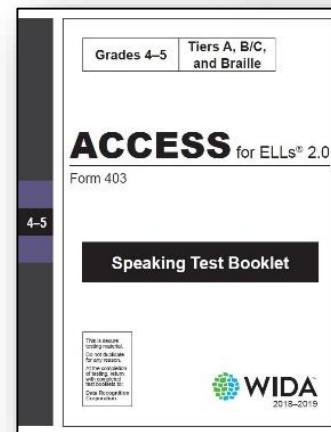
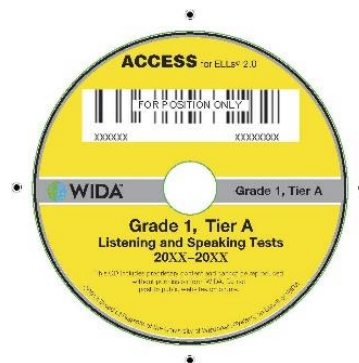
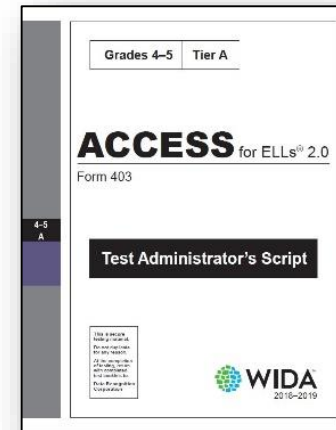
00001

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



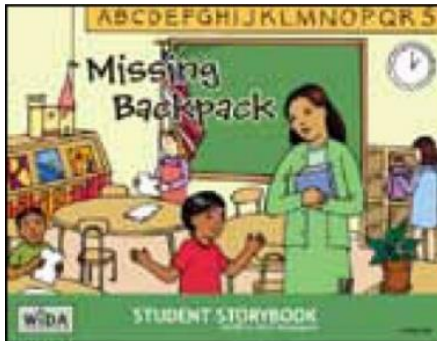
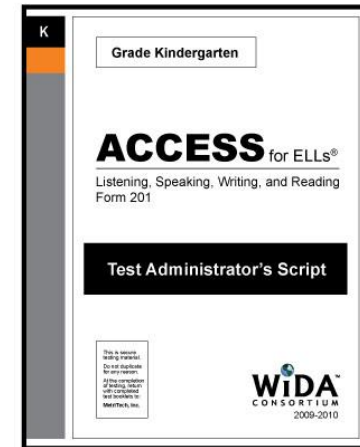
# ACCESS for ELLs Paper Grades 1–12 Test Materials

- Test Administrator's Script
- Student Test Booklet
- Speaking Test Booklet
- Listening/ Speaking: CD



# Kindergarten Testing Materials

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

The image shows a page from the 'Student Response Booklet'. It is labeled 'Grade Kindergarten' and 'WIDA Consortium 2009-2010'. The title 'ACCESS for ELLs' is prominently displayed, followed by 'Listening, Speaking, Writing, and Reading Form 201 Student Response Booklet'. There are 'MARKING INSTRUCTIONS' and a 'STUDENT'S LAST NAME' section. The page is filled with a grid of boxes for marking answers.

# Alternate ACCESS for ELLs Test Materials

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

TR

TRAINING

# ALTERNATE **ACCESS**™


for ELLs™


---

## Listening, Reading, and Speaking Test

### Form TR

This is used  
to assess listening  
comprehension for  
beginners only.  
It is the only version  
of listening spoken  
to  
WIDA.



TR	<div data-bbox="1010 772 1277 792">TRAINING</div> <div data-bbox="1010 792 1277 923"><h1>ALTERNATE <b>ACCESS</b> for ELLs™</h1><div data-bbox="1010 923 1277 943">Form TR</div></div>
TR	<div data-bbox="1010 943 1277 1051"><h2>Test Administrator's Script</h2></div> <div data-bbox="1010 1051 1277 1178"><div data-bbox="1010 1051 1072 1178"><p>This is not secure testing material. Distribution for testing purposes only At the completion of testing, return to WIDA</p></div><div data-bbox="1072 1051 1277 1178"><div data-bbox="1072 1051 1277 1178"><p><b>WIDA</b> CONSORTIUM</p></div></div></div>

[illegible]

# Special Test Documents

ACCESS for ELLs suite is available in the following accommodated versions:

## Kindergarten ACCESS for ELLs and ACCESS for ELLs Paper (Grades 1–12)

Large print version is based on the regular print version.

## ACCESS for ELLs Tier B/C ONLY

- UEB: Grades 1–8
- EBAE: Grades 9–12

Provided in contracted and uncontracted braille.

Large print and Braille test materials arrive with the regular test materials.

## School Test Coordinator Responsibilities Supplemental Material Orders

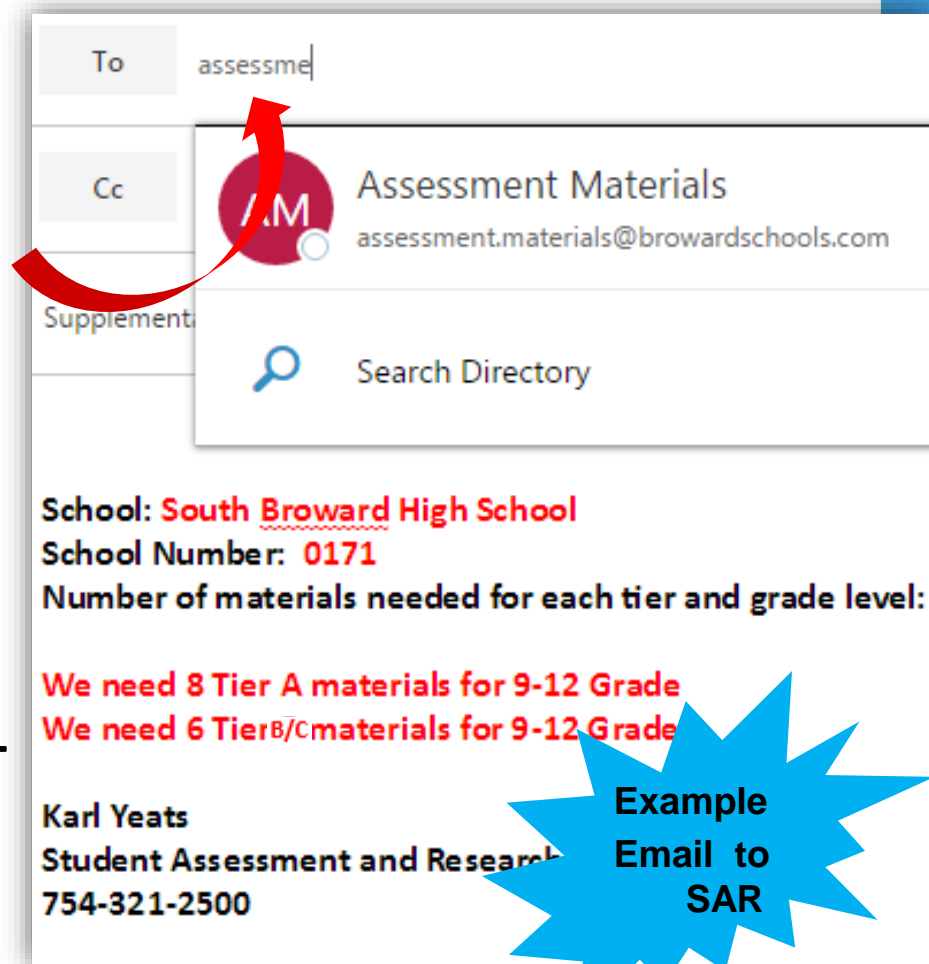
After an initial inventory, if you do not have enough test materials, request more by sending an email to:

[assessment.materials@browardschools.com](mailto: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)

A screenshot of an email composition window. The 'To' field contains the text 'assessme'. A red curved arrow points from the 'Cc' field area to the 'To' field. The 'Cc' field shows a contact named 'Assessment Materials' with the email address 'assessment.materials@browardschools.com'. Below the 'Cc' field is a 'Search Directory' button with a magnifying glass icon. The email body contains the following text: 'School: South Broward High School', 'School Number: 0171', 'Number of materials needed for each tier and grade level:', 'We need 8 Tier A materials for 9-12 Grade', 'We need 6 Tier B/C materials for 9-12 Grade', and 'Karl Yeats', 'Student Assessment and Research', '754-321-2500'. A blue starburst graphic in the bottom right corner contains the text 'Example Email to SAR'.

# Special Order Test Material for ACCESS for ELLs Paper (Grades 1–12)

## Human Reader Accommodation Script

- Can only be ordered by the DTC during the Additional Materials Ordering Window
  - Order via spreadsheet (available on Florida's WIDA webpage)
  - Email to [assessment.materials@browardschools.com](mailto:assessment.materials@browardschools.com)
  - Read Aloud/ Repeat items by human reader provides intensive support available (IH and RI) for the Listening and Speaking domain
    - Lip readers and students in need of frequent refocus
    - Test Administrator will read all text
      - May require two trained Test Administrators to administer the Speaking domain to student.


The image shows the cover of a test material form. At the top left, there is a yellow tab with the number '1' and the letter 'A'. Below this, there are two boxes: 'Grade 1' and 'Tier A'. The main title is 'ACCESS for ELLs® 2.0' in large, bold, black letters, with 'Form XXX' underneath. A black box with white text reads 'Human Reader Accommodation Script'. At the bottom left, there is a small box with text: 'This is secure testing material. Do not distribute for any reason. It is the property of WIDA and is to be used only for the purpose of the test. WIDA is a registered trademark of WIDA. WIDA is a registered trademark of WIDA. WIDA is a registered trademark of WIDA.' At the bottom right, there is the WIDA logo, which consists of a blue and green globe icon followed by the text 'WIDA™ 20XX-20XX'.

# Preparing Test Materials

- Confirm a student's grade and/or tier assignment (A or B/C) prior to affixing a Pre-ID Label or District/School Label to test booklet.
- Student Response Booklets must be preidentified with a Pre-ID Label (white) or District/School Label (yellow).

20XX-20XX WIDA ACCESS for ELLs 2.0

Name: STUDENT, SAMPLE  
District: <State>01 SAMPLE DISTRICT  
School: 0010 SAMPLE SCHOOL  
Grade: 11 Gender: M Birth Date: 10/09/1927  
Student ID's- State: XXXXX0000X District: XXXXX0000X




P519999 10150069 4  
140000 24/06/20xx

20XX-20XX WIDA ACCESS for ELLs 2.0

District/School Label

DISTRICT: <State>99 SAMPLE DISTRICT  
SCHOOL: 9999 SAMPLE SCHOOL



L596XXX 20003792 5  
i0083 20xx 0624153058



# 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 Test Coordinator.
- Do not make any markings on the Pre-ID Label.

20XX-20XX WIDA ACCESS for ELLs 2.0


Name: STUDENT SAMPLE

District: <State>01 SAMPLE DISTRICT

School: 0010 SAMPLE SCHOOL

Grade: 11 Gender: M Birth Date: 10/09/1927

Student ID's- State: XXXXX0000X District: XXXXX0000X



P519999 10150069 4

140000 24/06/20xx



# 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., 01/28/2019)

## Back Cover (as applicable):

- Accommodations
- Do Not Score This Section

The diagram illustrates the process of applying a Verified Pre-ID Label to Box A of a WIDA test booklet cover. A green arrow points to the label, which is placed over the top right portion of the booklet. The label contains the following information:

- 2016-2017 WIDA ACCESS for ELLs 2.0
- Name: SMITH, PATRICK D
- District: <State>01 SAMPLE DISTRICT
- School: 0010 SAMPLE SCHOOL
- Grade: 11
- Gender: M
- Birth Date: 10/09/1927
- State: XXXXXXXX
- Distance: XXXXXXXX
- Barcode
- PS:19999
- 10150057
- 140000

The booklet cover itself is divided into several sections:

- WIDA** logo and **Grades 4-5 Tier A** label.
- Box A** (Front Cover):
  - DISTRICT NAME and SCHOOL NAME (grid)
  - NATIVE LANGUAGE (grid)
  - STATE NAME ABBREVIATION (grid)
  - RACIAL/ETHNIC GROUP (Part 1: Select 1 ethnicity that applies: Hispanic/Latino, American Indian/Alaskan Native, Asian, Black/African American, Pacific Islander/ Hawaiian, White; Part 2: Select ALL races that apply)
  - BIRTH DATE (grid)
  - DATE FIRST ENROLLED IN SCHOOL (grid)
  - GRADE LEVEL (grid)
  - LENGTH OF TIME IN LEP/ELL PROGRAM (grid)
  - GENDER (grid)
  - HIP STATUS (grid)
  - TITLE II STATUS (grid)
  - MIGRANT (grid)
  - SEA PLAN (grid)
  - STATE STUDENT ID NUMBER (grid)
  - STATE DEFINED OPTIONAL DATA (grid)
  - DISTRICT STUDENT ID NUMBER (grid)
  - DISTRICT DEFINED OPTIONAL DATA (grid)
  - SCHOOL USE ONLY (LEP CLASSIFICATION, ACCOMMODATIONS, DISTRICT USE ONLY)
  - Do Not Score This Section For This Student (see the Test Administrator Manual for additional instructions)
  - ASG (grid)
  - INT (grid)
  - DEC (grid)
  - SPR (grid)
- Box B** (Back Cover):
  - FIRST NAME (grid)
  - MI (grid)
  - SERIAL# (grid)

The diagram also shows the application of the label to the back cover, where it covers the top right corner of the grid.

# 2<sup>nd</sup> Wave of Pre-ID Labels Procedures

**Delivery Date:** Feb 15, 2019

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

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

- Date of Testing
- Student Last Name
- Student First Name
- District Name (Code)
- School Name (Code)
- State Student ID Number (FLEID)

The image shows a WIDA ACCESS for ELLs 2.0 Form 400 Test Booklet label and a gridding area. The label is yellow and contains the following information:

- WIDA ACCESS for ELLs 2.0
- Listening, Reading, and Writing
- Form 400 Test Booklet
- DATE OF TESTING (grid)
- 20XX-20XX WIDA ACCESS for ELLs 2.0
- District/School Label
- DISTRICT: <State-99 SAMPLE DISTRICT
- SCHOOL: 9999 SAMPLE SCHOOL
- Barcode
- L5% XXX 20003792 5
- 201404100000

The gridding area is a large table with the following columns:

- STUDENT'S LAST NAME
- FIRST NAME
- MI

The table contains a grid of bubbles for each student's information. Below the table, there is a barcode and the following information:

- 4-5 A
- 557E404
- 15200164
- 596404-11725010012
- SERIAL#

## 2<sup>nd</sup> Wave of Pre-ID Labels Procedures (cont.)

If a new Pre-ID Label is provided on February 15, place 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)
- If applicable, grid Accommodations and/or Do Not Score Codes.

Grades 4–5

Tier A

# ACCESS for ELLs® 2.0

Listening, Reading, and Writing  
Form 400 Test Booklet

DATE OF TESTING											
M	M	D	D	Y	Y	Y	Y	Y	Y	Y	Y
0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9

W ALIGN TOP OF LABEL HERE W

20XX-20XX WIDA ACCESS for ELLs 2.0

Name: STUDENT SAMPLE  
District: DISTRICT  
School: 0810 SAMPLE SCHOOL  
Grade: 11 Gender: M  
State: XXXX000000  
Student ID #: XXXXX0000X

Birth Date: 10/09/1927

District: XXXXX0000X

P517999

3.01.500067

140000

24000200X

W

4–5  
A

15200164

5596404

STUDENT'S LAST NAME																								
FIRST NAME																								
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9

596404-11725010012

B SERIAL#

# 2<sup>nd</sup> Wave of Pre-ID Labels Procedures (cont.)

- If a new Pre-ID Label is **not** provided, proceed to complete the following information:
  - Native 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)

The image shows the cover and student information page of the WIDA ACCESS for ELLs 2.0 Form 400 Test Booklet. The cover includes the WIDA logo, the title 'ACCESS for ELLs 2.0', and the subtitle 'Listening, Reading, and Writing Form 400 Test Booklet'. It also features a 'Grades 4-5 Tier A' label and a 'DATE OF TESTING' grid. The student information page includes a 'STUDENT'S LAST NAME' and 'FIRST NAME' section, a 'MI' section, and a 'SERIAL#' section. A barcode is visible on the left side of the student information page.

WIDA<sup>TM</sup>

Grades 4-5 Tier A

**ACCESS** for ELLs<sup>®</sup> 2.0

Listening, Reading, and Writing  
Form 400 Test Booklet

DATE OF TESTING

20XX-20XX WIDA ACCESS for ELLs 2.0  
District/School Label  
DISTRICT: <State>99 SAMPLE DISTRICT  
SCHOOL: 9999 SAMPLE SCHOOL

2011-04-01-0000

5

L596 XXX 20003792

0000

4-5  
A

C

15200164

5596404

STUDENT'S LAST NAME

FIRST NAME

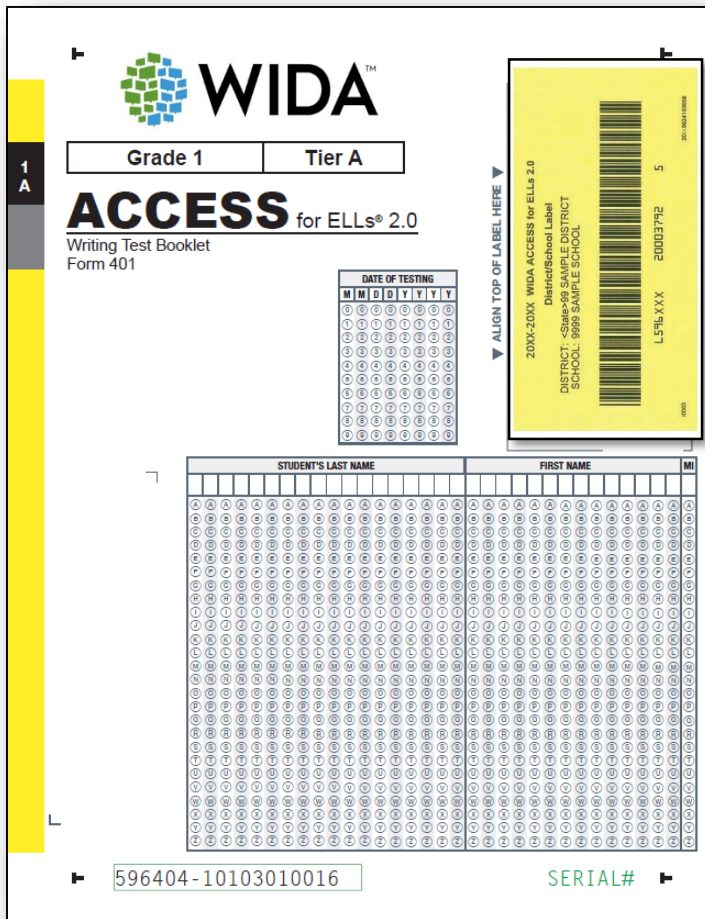
MI

596404-11725010012

B SERIAL#



# Completing Demographic Information



The image shows the front cover of the WIDA ACCESS for ELLs 2.0 Writing Test Booklet Form 401. The cover is white with a yellow vertical bar on the left side. At the top left is the WIDA logo. Below it, a box contains 'Grade 1' and 'Tier A'. The title 'ACCESS for ELLs® 2.0' is prominently displayed, followed by 'Writing Test Booklet Form 401'. To the right of the title is a yellow 'District/School Label' with a barcode and the text '200X-20XX WIDA ACCESS for ELLs 2.0 District/School Label DISTRICT -State-99 SAMPLE DISTRICT SCHOOL- 9999 SAMPLE SCHOOL'. Below the label is a 'DATE OF TESTING' grid. The main body of the form is a large grid for 'STUDENT'S LAST NAME', 'FIRST NAME', and 'MI'. At the bottom left is a box for the ID number '596404-10103010016' and at the bottom right is a box for the 'SERIAL#'.

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

## Date of Testing

- | DATE OF TESTING |   |   |   |   |   |   |   |
|-----------------|---|---|---|---|---|---|---|
| M               | M | D | D | 2 | 0 | Y | Y |
| 0               | 0 | 0 | 0 |   |   |   | 0 |
| 1               | 0 | 1 | 1 |   |   | 0 | 1 |
|                 | 2 | 0 | 2 |   |   | 2 | 2 |
|                 | 3 | 3 | 3 |   |   |   | 3 |
|                 | 4 |   | 4 |   |   |   | 4 |
|                 | 5 |   | 5 |   |   |   | 5 |
|                 | 6 |   | 6 |   |   |   | 6 |
|                 | 7 |   | 7 |   |   |   | 7 |
|                 | 8 |   | 8 |   |   |   | 8 |
|                 | 9 |   | 9 |   |   |   | 9 |

**Student Name**

- [illegible]

# Completing Demographic Information Back Cover

## District Name

- 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

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

DISTRICT NAME																	
0	1																

SCHOOL NAME																	
1	2	3	4														

*Continued on next slide*

# Completing Demographic Information Back Cover (cont.)

## Native Language

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

NATIVE LANGUAGE			
S	P		

STATE NAME ABBREVIATION	
F	L

*Continued on next slide*



# 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.

GRADE LEVEL	LENGTH OF TIME IN LEP/ELL PROGRAM	
<input type="radio"/> K	<input checked="" type="radio"/>	<input type="radio"/> 0
<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1
<input type="radio"/> 2		<input type="radio"/> 2
<input type="radio"/> 3		<input checked="" type="radio"/>
<input type="radio"/> 4		<input type="radio"/> 4
<input type="radio"/> 5		<input type="radio"/> 5
<input checked="" type="radio"/> 6		<input type="radio"/> 6
<input type="radio"/> 7		<input type="radio"/> 7
<input type="radio"/> 8		<input type="radio"/> 8
<input type="radio"/> 9		<input type="radio"/> 9
<input type="radio"/> 10		
<input type="radio"/> 11		
<input type="radio"/> 12		

*Continued on next slide*

# 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.

<b>GENDER</b>
<input checked="" type="radio"/> M <input type="radio"/> F
<b>IEP STATUS</b>
<input type="radio"/> N <input checked="" type="radio"/> Y
<b>TITLE III STATUS</b>
<input checked="" type="radio"/> Y <input type="radio"/> N
<b>MIGRANT</b>
<input type="radio"/> N <input checked="" type="radio"/> Y
<b>504 PLAN</b>
<input type="radio"/> N <input checked="" type="radio"/> Y

*Continued on next slide*

# 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.

RACIAL/ETHNIC GROUP	
Part 1—Select 1 ethnicity that applies.	
<input checked="" type="radio"/>	Hispanic/Latino
Part 2—Select ALL races that apply.	
<input type="radio"/>	American Indian/Alaskan Native
<input type="radio"/>	Asian
<input type="radio"/>	Black/African American
<input type="radio"/>	Pacific Islander/Hawaiian
<input checked="" type="radio"/>	White

## 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.

BIRTH DATE								DATE FIRST ENROLLED U.S. SCHOOL							
M	M	D	D	Y	Y	Y	Y	M	M	D	D	Y	Y	Y	Y
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Continued on next slide

# 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 STUDENT ID NUMBER														
1	2	3	4	5	6	7	8	9	1	2	3			
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9	9	9	9

STATE DEFINED OPTIONAL DATA														
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9	9	9	9

## State Defined Optional Data

- Leave this field blank.

## District Student ID Number and District Defined Optional Data

- Leave these fields blank, unless directed otherwise by the District Test Coordinator.

DISTRICT STUDENT ID NUMBER														
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9	9	9	9

DISTRICT DEFINED OPTIONAL DATA														
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9	9	9	9

*Continued on next slide*

# 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 page 33 of the Spring 2019 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	
<input checked="" type="checkbox"/>	EL Bilingual
<input type="checkbox"/>	Mixed Bilingual
<input checked="" type="checkbox"/>	EL-Specific Transition Instruction
<input checked="" type="checkbox"/>	Mixed Classes with Native Language Support
<input type="checkbox"/>	EL-Specific with English-only Support
<input type="checkbox"/>	Mixed Classes with English-only Support
<input checked="" type="checkbox"/>	No Support Provided
<input checked="" type="checkbox"/>	Parental Refusal of Services

If a student is enrolled in the following instructional model/approach:	Then grid the following LIEP Classification code:
Dual Language	Mixed Bilingual (MBL)
<del>Maintenance/Developmental Bilingual Education</del>	<del>EL-specific Transitional Instruction (ETI)</del>
Sheltered – English or Sheltered – Core/Basic Subject Areas	EL-specific English-only Instruction (EEO)
Mainstream/Inclusion – Core/Basic Subject Areas or Mainstream/Inclusion/English	Mixed Classes with English-only Support (MEO)

**Note:** EL Bilingual (EBL), Mixed Class with Native Language Support (MNL), No Support Provided (NSP), and Parental Refusal are not applicable LIEP Classification codes for Florida.

# Completing Demographic Information Back Cover (cont.)

## 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 2019 Florida ACCESS for ELLs Accessibility and Accommodations Supplement.

ACCOMMODATIONS	
<input type="radio"/> BR	<input type="radio"/> SD
<input type="radio"/> EM	<input type="radio"/> LP
<input type="radio"/> ES	<input type="radio"/> MC
<input type="radio"/> ET	<input type="radio"/> RA
<input type="radio"/> HI	<input type="radio"/> SR
<input type="radio"/> HR	<input type="radio"/> RD
<input type="radio"/> RI	<input type="radio"/> NS
<input type="radio"/> RR	<input type="radio"/> WD

*Continued on next slide*

# 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 Test Coordinator.
- **Important:** Do Not Score Codes are not the same as the Do Not Process Label.

Do Not Score This Section For This Student (See the Test Administrator Manual for detailed instructions)				
ABS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
INV	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
DEC	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
SPD	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*Continued on next slide*



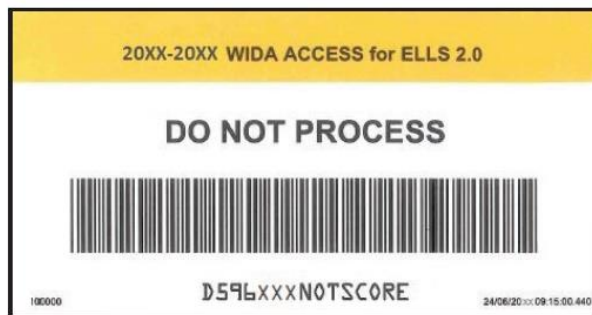
# Completing Demographic Information Back Cover (cont.)

## 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 2019 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.



# 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.

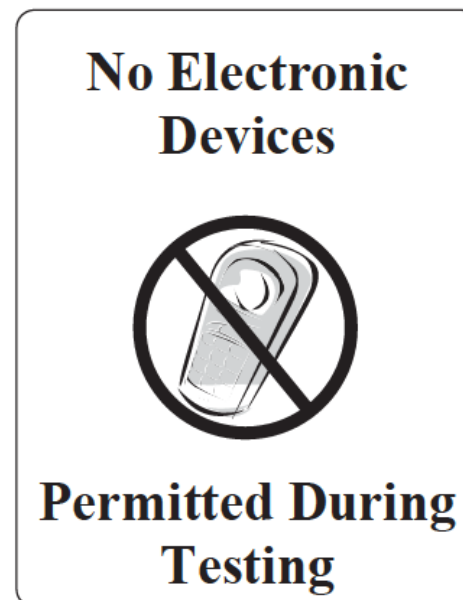
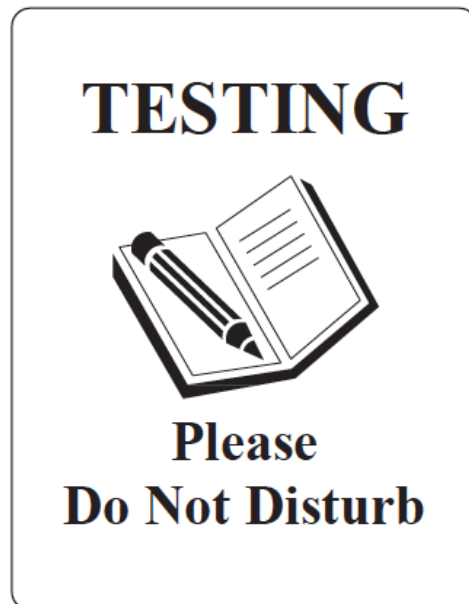
# Preparing the Room for Testing

- The test should be administered in a room that has comfortable seating, good lighting, and sufficient workspace.
- 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:** 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.

*Continued on next slide*

# 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 on Florida's WIDA webpage)
- Have a watch available or make sure there is a functioning clock in the testing room.



# Security Log

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

2019 ACCESS for ELLs Security Log					
Room Number: _____		District: _____		School: _____	
For personnel (School Test Coordinator, Test Administrators) assigned to monitor this room for ANY length of time, complete this log when entering and exiting the room.					
Date	Test Level/ Domain	Time In	Time Out	Print Name	Signature
		a.m.	a.m.		
		p.m.	p.m.		
		a.m.	a.m.		
		p.m.	p.m.		
		a.m.	a.m.		
		p.m.	p.m.		
		a.m.	a.m.		
		p.m.	p.m.		
		a.m.	a.m.		
		p.m.	p.m.		
		a.m.	a.m.		
		p.m.	p.m.		

# Administer the Test

- Make sure the *Student Response Booklet* has the correct student name and Tier (if applicable).
- 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*

# Administer 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's Script exactly.
- Open the *Student Response Booklet* to the correct page.
- Maintain test security at all times; report security violations or invalidation concerns to the School Test Coordinator.

# 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 test booklets.
- Ensure all booklets are in proper condition to be returned with no loose or damaged pages.
- Return test materials to the School Test Coordinator, or store the booklets in a secure area until they can be handed over to the School Test Coordinator.

# Let's Recap

## Before

Check student's booklet for his/her name

Grid Data of  
Test

## During

Follow the TA Script exactly

## After

Collect Test Materials

Return secure materials to Test Coordinator

Transcribe responses within 48 hours, if applicable

**Maintain Security**



# Make-up Test Administration Policies

Schools may choose to administer ACCESS for ELLs at any time during the test administration window.

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.

**Testing Window  
37 SCHOOL DAYS**

# Test Invalidation

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 Test Coordinator, and the situation should be investigated immediately.

**23** Do Not Score This Section For This Student  
(See the Test Administrator Manual for detailed instructions)

ABS	<input type="radio"/> L	<input type="radio"/> R	<input type="radio"/> W	<input type="radio"/> S
INV	<input type="radio"/> L	<input type="radio"/> R	<input type="radio"/> W	<input type="radio"/> S
DEC	<input type="radio"/> L	<input type="radio"/> R	<input type="radio"/> W	<input type="radio"/> S
SPD	<input type="radio"/> L	<input type="radio"/> R	<input type="radio"/> W	<input type="radio"/> S

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 2019 Florida ACCESS for ELLs Test Administration Manual.

# 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.

# Returning Test Materials

Return Dates: **March 18 - March 22, 2019**

**BROWARD follows Return-to-District Instructions from the District and Test Coordinator Manual, Section 7 (p. 57)**

**That means you will not receive UPS labels - ignore any reference to UPS labels**

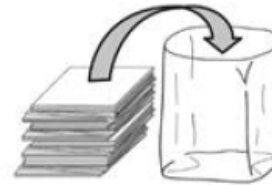
- 1.) Pack materials per the graphic found in the Test Administration Manual (p. 63)
- 2.) Place a white DRC label on each box you are returning, label the boxes 1 of n, 2 of n with n being the total number of boxes in black felt pen (on the outside of box).
- 3.) Pony or Hand Deliver materials to Student Assessment and Research (next page)



## Boxing Steps

NOTE: Header sheets are NOT needed.

1. Open and inventory the Return Materials Packet. This contains directions, DRC return shipping labels, and UPS labels.
2. Use the boxes from your original shipment. If a box is damaged or lost, you may substitute a box of similar size and strength.
3. Place all materials within the protective, plastic DRC return shipment bags.
4. No special sorting is required. All materials (used and unused, manuals and test books) can be placed in any box. Alternate ACCESS for ELLs for ELLs materials may be mixed with ACCESS for ELLs 2.0 materials. Condense boxes whenever possible.
5. Unused student labels may be discarded and need not be returned.



6. Seal each DRC return shipping bag using one of the plastic ties provided.

SAVE  
your  
boxes



# Return Test Materials

**Return Date:** March 18 - March 22, 2019

**All schools can return early starting 03/18/19**

**Traditional Public Schools:** Place all boxes of ACCESS test materials out for Pony pickup on March 22, 2019

**Charter Schools:** Deliver all boxes of ACCESS test materials to Student Assessment and Research by 3PM on March 22, 2019

**SAR Warehouse Address:** 4200 NW 10<sup>th</sup> Ave, Oakland Park, FL 33309



# What to Include in the Return Shipment

Secure Materials to return	Materials you do not need to return to DRC
<ul style="list-style-type: none"> <li>• Student Response Booklets, by grade, in plastic bag packages</li> <li>• All Test Administrator's Scripts</li> <li>• Speaking Test Booklets</li> <li>• Listening and Speaking Tests CDs</li> <li>• All used and unused large print and braille test materials</li> <li>• Alternate ACCESS for ELLs Listening/Reading/Speaking Test Booklets</li> <li>• Kindergarten ACCESS for ELLs ancillary materials</li> <li>• USED Planning Sheets</li> </ul>	<ul style="list-style-type: none"> <li>• Original signed 2019 ACCESS for ELLs Test Administration and Security Agreement(s)*</li> <li>• Original 2019 ACCESS for ELLs Security Log(s)*</li> <li>• Original signed 2019 ACCESS for ELLs Security Checklist(s)*</li> <li>• WIDA Test Session Forms*</li> <li>• Completed Test Materials Chain of Custody Form</li> <li>• Seating Charts, as required by your district</li> <li>• Packing Lists, if applicable</li> <li>• Return Kit Materials (Bags, Ties, Return Shipping Labels)</li> </ul>
<b>Unused Pre-ID and District/School Labels</b> 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 2019 ACCESS for ELLs administration are reported.*



# 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**.

- 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.

# Return Shipping Methods

Test materials are returned to the District in Broward

**Need Additional Return Shipping Labels?**

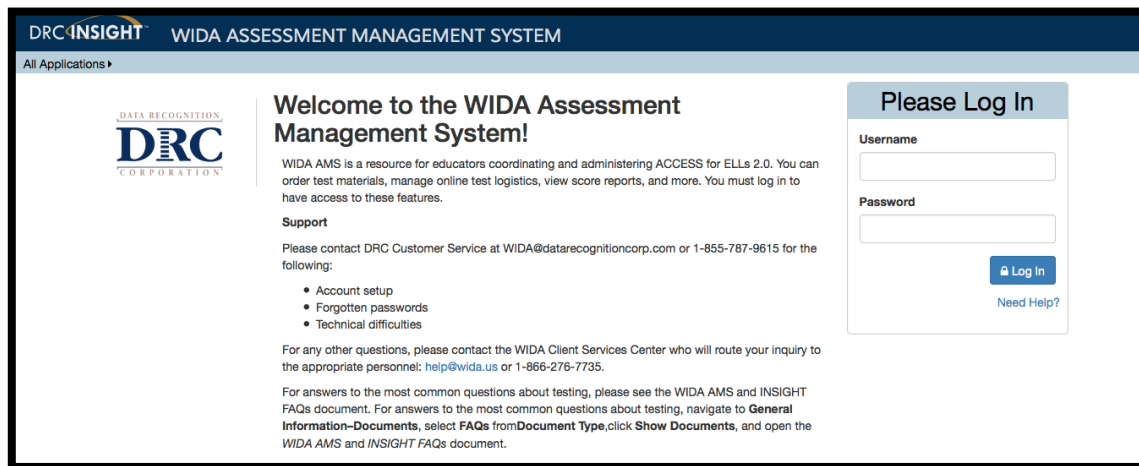
Contact [assessment.materials@browardschools.com](mailto:assessment.materials@browardschools.com)





# WIDA Assessment Management System (WIDA AMS)

[www.wida-ams.us](http://www.wida-ams.us)



The screenshot shows the WIDA AMS login interface. At the top, it says 'DRC INSIGHT WIDA ASSESSMENT MANAGEMENT SYSTEM'. Below this, there's a 'Welcome to the WIDA Assessment Management System!' message. To the left of the welcome message is the DRC logo. To the right is a 'Please Log In' box with fields for 'Username' and 'Password', a 'Log In' button, and a 'Need Help?' link. Below the welcome message, there's a 'Support' section with contact information for DRC Customer Service and a list of support topics: Account setup, Forgotten passwords, and Technical difficulties. At the bottom, there's a note about contacting the WIDA Client Services Center for other questions and a link to the WIDA AMS and INSIGHT FAQs document.

**Welcome to the WIDA Assessment Management System!**

WIDA AMS is a resource for educators coordinating and administering ACCESS for ELLs 2.0. You can order test materials, manage online test logistics, view score reports, and more. You must log in to have access to these features.

**Support**

Please contact DRC Customer Service at [WIDA@datarecognitioncorp.com](mailto:WIDA@datarecognitioncorp.com) or 1-855-787-9615 for the following:

- Account setup
- Forgotten passwords
- Technical difficulties

For any other questions, please contact the WIDA Client Services Center who will route your inquiry to the appropriate personnel: [help@wida.us](mailto:help@wida.us) or 1-866-276-7735.

For answers to the most common questions about testing, please see the WIDA AMS and INSIGHT FAQs document. For answers to the most common questions about testing, navigate to **General Information–Documents**, select **FAQs** from **Document Type**, click **Show Documents**, and open the **WIDA AMS and INSIGHT FAQs** document.

**Please Log In**

Username

Password

**Log In**

[Need Help?](#)

DRC INSIGHT™  
ONLINE LEARNING SYSTEM



## 2018–2019 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: September 4, 2018

Available on Florida's WIDA webpage



# WIDA AMS Tasks by Role

## School Contact:

- Login is assigned to Principal. Any changes to login must be requested to Student Assessment and Research or Bilingual/ESOL
- Update student demographic information
- View/print Score Reports

**Note:** For additional information on how to complete certain tasks within WIDA AMS, please refer to Florida's ACCESS for ELLs Checklist for specific sections that should be reviewed within the WIDA AMS User Guide.



# Student Transfers

If a student transfers prior to or during the testing window, please refer to Section 6.3 of the Spring 2019 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, the Student Transfer Form in WIDA AMS requires the Student Assessment and Research Dept. to complete the following:
  - Sending and receiving site information
  - Student information
  - Completed/remaining domains
  - NEW – Student's Tier

# Late and Undocumented Missing Materials

- Materials returned after March 29, 2019, 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. **Student Assessment and/or Bilingual/ESOL will be calling your school if you have missing materials outstanding.**
  - If the materials cannot be accounted for, schools must submit the written report to the ESOL and SAR departments that will be then shared with the DOE, Bureau of K–12 Student Assessment.

# Face-to-Face Trainings

Rock Island Professional Development Center

2301 NW 26<sup>th</sup> St, Fort Lauderdale, FL 33311

Monday, December 17<sup>th</sup> **OR** Wednesday, December 19<sup>th</sup>

8:30 a.m. – 3:00 p.m.

# Questions or Comments About...

**ACCESS Certification Requirements & Test Administration**

**Bilingual/ESOL**

**754-321-2590**

**Alternate ACCESS**

**Exceptional Student Learning Support**

**754-321-3400**

**Testing Materials & Labels**

**Student Assessment and Research**

**754-321-2500**

