FLORIDA

STATE-SPECIFIC DIRECTIONS
ACCESS for ELLs Administration Dates (2018-2019)

Description	Start Date	End Date
Testing Window	Mon 1/28/19	Fri 3/22/19
Deadline to Ship Completed Test Materials to DRC *If shipping materials on the return deadline date, please note that test materials must be picked up before the shipping vendor's last package pickup time for the day. Otherwise, materials will be considered as a late return.*	Fri 3/29/19	Fri 3/29/19

CONTACT INFORMATION:

STATE EDUCATION AGENCY	WIDA Client Services	DRC Customer Support

850-245-0843
FLACCESS2.0@fldoe.org
 	
Florida-specific policies and procedures:
  o Administration Schedule
  o Accommodations
  o Testing Irregularities/Breaches of Administration
	866-276-7735
	help@wida.us
	
	ACCESS for ELLs Training
	Test Administration Procedures
		855-787-9615
		WIDA@datarecognitioncorp.com
		
		WIDA AMS
		Additional Materials Ordering

Florida's WIDA webpage
(https://wida.wisc.edu/memberships/consortium/fl)

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

- State-Specific Directions (this document)
- Florida's ACCESS for ELLs Checklist
- State Testing Requirements
- Assessment Resources
- Florida Assessment Results and Rules

TOPIC	Florida's Policies and Procedures
1.1 **TESTING MODE**	Florida's testing mode is paper-based for the Spring 2019 ACCESS for ELLs administration. • *ACCESS for ELLs Paper* • *Kindergarten ACCESS for ELLs* • *Alternate ACCESS for ELLs*
1.2 **WIDA SECURE PORTAL ACCOUNT**	School Test Coordinators and Test Administrators should contact the District Test Coordinator to obtain an account to the WIDA Secure Portal. New District Test Coordinators should contact Sabrina Read at sabrina.read@fldoe.org to obtain an account to the WIDA Secure Portal.
1.3 **WIDA AMS ACCOUNT**	District Test Coordinators create WIDA AMS accounts for School Test Coordinators at their discretion. Test Administrators **do not** require access to WIDA AMS for the Spring 2019 ACCESS for ELLs administration. New District Test Coordinators should contact Sabrina Read at sabrina.read@fldoe.org to obtain an account to WIDA AMS.
1.4 **STUDENTS TO BE TESTED**	All students enrolled in the district (grades K–12) and classified ELL, with a code of "LY" on the first day of the test administration window, must be administered one of the following English language proficiency assessments: • ACCESS for ELLs Paper • Kindergarten ACCESS for ELLs • Alternate ACCESS for ELLs
1.5 **TEST PROTOCOL DOCUMENTS**	All test protocol documents are posted in each training course within the WIDA Secure Portal • Spring 2019 Florida ACCESS for ELLs Test Administration Manual • State-Specific Document (this document) • 2019 Florida Accessibility and Accommodations Supplement
1.6 **TEST ADMINISTRATOR REQUIREMENTS**	A Test Administrator (TA) can be a state-level certified educator, district-level certified educator, school personnel (including temporary certifications for new teachers and certified substitute teachers), or paraprofessional articulate in English.
1.7 **TEST ADMINISTRATOR CERTIFICATION REQUIREMENTS**	Each assessment's training course has a general administration quiz, which educators must pass with a score of 80% or higher to become certified to administer the assessment. WIDA recommends taking the quiz immediately after completing the training. **NEW:** Training certificates awarded prior to July 2017 are no longer valid. All TAs must complete the training modules and score 80% or higher on the appropriate WIDA certification quizzes. **Returning Test Administrators**: Contact your School Test Coordinator to determine whether you have to recertify. It is *recommended* that Test Coordinators complete the quizzes for the assessments that they are overseeing.

TOPIC	Florida's Policies and Procedures
1.8 **ACCOMMODATION POLICY**	Florida-specific policies for accommodations can be located in the *2019 Florida Accessibility and Accommodations Supplement*. The following accommodations selection forms provide key information and permissible accommodations for each of the assessments: • ACCESS for ELLs Paper Accommodation Selection Form • Kindergarten ACCESS for ELLs Accommodations Selection Form • Alternate ACCESS for ELLs Accommodations Selection Form **Important**: All determinations regarding participation and accommodations in the statewide assessment program **must** be documented in the student's IEP or Section 504 Plan, and in the student's ELL plan.
1.9 **SHIPPING MODE AND OVERAGE**	Test materials are delivered to districts for distribution to schools by January 11, 2019. A 7.5% overage of test materials is sent directly to the school. District Test Coordinators will also receive a 7.5% overage of test materials in the last numbered box of the shipment. It is imperative that the School Test Coordinator and Test Administrator inventory test materials and report any discrepancies or requests for additional test materials to the District Test Coordinator.
1.10 **ADDITIONAL MATERIALS ORDERING**	District Test Coordinators can ***place up to 3*** additional orders for the district office from January 11–March 15, 2019 via WIDA AMS. Depending on the district's policy, test materials may be transferred from school-to-school sites within a district as needed to avoid ordering additional test materials.

1.11 **SECURITY PROCEDURES**	The Florida State Board of Education Rule 6A-10.042, F.A.C. was developed to meet the requirements of the Test Security Statute, s. 1008.24, F.S., and applies to anyone involved in the administration of a statewide assessment. The Rule prohibits activities that may threaten the integrity of the test.
	
	Security Agreements and Forms
	• Test Administration and Security Agreement
	   o District Test Coordinators must require that all school administrators, School Test Coordinators, Test Administrators, proctors, and all personnel involved in test administration must sign and return the Test Administration and Security Agreement.
	• Test Administrator Prohibited Activities Agreement
	   o All Test Administrators must sign the Test Administrator Prohibited Activities Agreement and return to the School Test Coordinator.
	• Test Materials Chain of Custody
	   o Each School Test Coordinator is required to complete applicable information regarding the receipt of materials and maintaining security on the Test Materials Chain of Custody Form.
	• Security Log
	   o Each school is required to maintain an accurate ACCESS for ELLs Security Log for each testing room. Anyone who enters a testing room for the purpose of monitoring a test is required to sign the log.

1.12 **REVIEW OF TEST MATERIALS IN ADVANCE**	Prior to test administration, the Test Administrator may review and become familiar with test materials for each assessment to be administered as directed by the District Test Coordinator. Test Administrators who receive materials in advance must have completed Test Administrator Training and return all secure materials to the School Test Coordinator each day.

Topic	Florida's Policies and Procedures
1.13 Demographic Information	See pages 29–35 of *Spring 2019 Florida ACCESS for ELLs Test Administration Manual* for guidance on completing student demographic information.
1.14 Native (Home) Language Codes	To complete field 5: Native (Home) Language on the student response booklet for students with a District/School Label affixed, please refer to the Native (Home) Language codes posted under the *Assessment Resources* tab on Florida's WIDA webpage and grid the two-letter code.
1.15 Test Timing	Follow WIDA's test timing recommendations for each test, as directed in the *Spring 2019 Florida ACCESS for ELLs Test Administration Manual*.
1.16 Testing Signs	The following testing signs must be posted to every door of the testing room: • Do Not Disturb • No Electronic Devices
1.17 Translations of Directions in Student's Native Language	Rephrase, explain in English, or, if specifically requested, translate the directions into the student's native language. Permitted on an individual basis. In addition, if all students within a test session speak the same native language, the Test Administrator is permitted to translate directions to the entire group.
1.18 Invalidation Procedures	See pages 36–37 of *Spring 2019 Florida ACCESS for ELLs Test Administration Manual* for invalidation procedures that must be followed in Florida.
1.19 Missing Materials Procedures	Schools must investigate any report of missing materials. If, after a thorough investigation, a secure document is not found, the School Test Coordinator must inform the District Test Coordinator. The District Test Coordinator should complete the Materials Accountability Form in WIDA AMS (**All Applications > Materials > Accountability Form**). In addition, a written report regarding missing materials must be submitted to the Bureau of K–12 Student Assessment **within 30 calendar days** after secure materials have been identified as missing. The report must include the nature of the situation, the time and place of the occurrence, the names of the persons involved, a description of the communication between the District Test Coordinator's office and school personnel, copies of completed forms (*2018–19 Test Administration and Security Agreement, 2018–2019 Test Administrator Prohibited Activities Agreements, Test Materials Chain of Custody Form, etc.*), how the incident was resolved, and what steps are being implemented to avoid future losses. Refer to page 61 of *Spring 2019 Florida ACCESS for ELLs Test Administration Manual* for Florida's policy related to missing materials.
1.20 Breaches of Administration Procedures	If a security breach or test irregularity is identified, the School Test Coordinator must inform the District Test Coordinator immediately. The 2019 Breaches of Administration Form designed to report test irregularities and security breaches can be found on Florida's WIDA webpage under the *Assessment Resources* tab. For test irregularities requiring further investigation by the district and for security breaches, **a written report must be submitted within 10 calendar days after the irregularity or security breach was identified**. Refer to page 23 of *Spring 2019 Florida ACCESS for ELLs Test Administration Manual* for Florida's policy related to a security breach or test irregularity.

TOPIC	Florida's Policies and Procedures

1.21 RETURN OF TEST MATERIALS	Depending on the district's size, test materials are returned to DRC either via King Solutions or UPS. **Materials that are not returned on or before March 29, 2019, will not be scored and reported on time.**
	
	When packing materials for return, it is recommended that To-Be-Scored materials are grouped and on top of Not-To-Be-Scored materials. The following is a suggested order for packaging materials that must be shipped to DRC by **March 29, 2019**:
	• USED student response booklets with Pre-ID Labels, District/School Labels, or Do Not Process Labels
	    • **Note**: Do Not Process Labels should ONLY be affixed to USED student response booklets that are damaged and/or when student responses were transcribed to a replacement booklet.
	• Test Administrator's Scripts
	• ACCESS for ELLs Speaking Test Booklets
	• ACCESS for ELLs Listening/Speaking CDs
	• ACCESS for ELLs Human Reader Accommodation Scripts (if ordered)
	• ACCESS for ELLs Braille Contracted and Uncontracted Kits (if ordered)
	• Large Print Kits (if ordered)
	• Alternate ACCESS for ELLs Listening/Reading/Speaking Test Booklets
	• Kindergarten Ancillary Materials Kits
	• USED Planning Sheets
	    • **Note**: Verify that Planning Sheets are not enclosed inside the student response booklets.
	• UNUSED student response booklets
	    • **Note**: Do not affix a label to UNUSED student response booklets. If a Pre-ID Label or
	• District/School Label is affixed to an UNUSED student response booklet, affix a Do Not
	• Process Label over the Pre-ID Label or District/School Label to ensure it is not processed.
	• Defective Materials (if applicable)
	
	Refer to pages 62–64 of *Spring 2019 Florida ACCESS for ELLs Test Administration Manual* for complete return instructions.