



2018-2019

## ACCESS for ELLs

### Test Coordinator Training

Office Of Assessment, SCDE

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## Frequently Asked Questions

- Some information presented in the following training may have been modified.
- For Clarification and Frequently Asked Questions, go to SCDE ACCESS webpage, Test Coordinator FAQ document.

## 2018-19 SC ACCESS for ELLs Timeline

November 16 – December 13	Initial Materials Ordering
November 30 (on or before)	DTC to Submit Precode to SCDE
January 7 – March 22	WIDA AMS Test Setup Available for Test Sessions
January 15 – 18	Regional WIDA ACCESS Online Test Administrator Training 15 – Florence, 16 – Walterboro, 17 – Lexington, 18 – Greenville
January 18 *	Test Materials Delivered to Districts (*new date)
January 21 – March 15	Additional Materials Ordering
February 4 – March 22	ACCESS for ELLs Test Window
March 29	Last Day to return Test Materials
April 26 – May 2	Pre-Reporting Data Validation
June 11	Districts receive Score Reports – Printed and Online
June 11 – 19	Post-Reporting Data Validation
July 1	Data Available to State

## WIDA ACCESS for ELLs Assessments

These assessments are used for the annual assessment of the English language proficiency of English language learners (ELLs) in South Carolina.

**ACCESS for ELLs** - online and paper-based assessment for Grades 1–12

**Kindergarten ACCESS for ELLs** - a paper-based assessment for Kindergarten students

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

## Test Administration Roles

### **Test Coordinator:**

- Facilitates overall test administration
- Manages logistics
- Supports others' roles.
- District Test Coordinators (DTC) and School Test Coordinators (STC)

### **Test Administrator:**

- Gives the assessment and monitors the students while they complete it

### **Technology Coordinator:**

- Provides technological support prior to and during test administration (online only)

## Online and Paper Testing

### **Online Testing – SC**

- Kindergarten – Individually administered, adaptive, and scored locally in a paper test booklet
- Grades 1 – 3 Listening, Reading and Speaking administered online
- Grades 1 – 3 Writing is administered and students respond in a paper test booklet
- Grades 4 – 12 All domains administered online\*

### **Paper**

- Students with IEP/504 Plan that require paper/pencil administration – All domains, also Braille and large print
- ALT ACCESS - Individually administered, adaptive, and scored locally in a paper test booklet
- Grade 4/5 Handwritten Writing Response – District decision\*
- Districts may request waiver to administer paper based test in all domains

## WIDA and WIDA AMS

### WIDA & WIDA Secure Portal

- General Public Information
- Parent Resources
- Resources to prepare Students for Testing
- SC WIDA Webpage – SC Checklist and State-Specific-Directions
- Training Modules & Quizzes – Secure Portal
- Account Creation and Management – Secure Portal
- DSCM, TAM, Accessibility and Accommodations Manual – Secure Portal

### WIDA AMS – DRC Platform

- Test Materials Ordering
- User Management
- Technology Resources & Downloads
- Student Management, Demographics & Accommodations
- Test Sessions & Test Tickets
- Test Progress
- Data Validation
- On Demand Reporting

## Test Coordinator Training Requirements

- Sign the appropriate **SC Agreement to Maintain Test Security and Confidentiality**
- Read the DSCM (District and School Test Coordinator Manual)
- View training tutorials for the tasks listed in SC Checklist
- Complete the knowledge checks at the end of training tutorials
- Recommended to complete the trainings and quizzes for Test Administrators that are appropriate

## Test Coordinator – Training Responsibilities

- Provide district/school SC test security training on an annual basis.
- Collect and file the appropriate **SC Agreement to Maintain Test Security and Confidentiality**. (Found on [SCDE website](#).)
- May develop and provide training specific to South Carolina and district requirements. (Resources provided in WIDA Secure Portal/ [Facilitator Toolkit](#))
- Verify that all STCs and TAs have completed appropriate online training quizzes in WIDA Secure Portal/ [Account Management](#).

## Test Administrator Training Requirements

### All TAs and Monitors

- Participate in the district/school SC test security training annually
- Sign the appropriate **SC Agreement to Maintain Test Security and Confidentiality**.
- Read the TAM (TAs only)

**New TAs** complete [ACCESS Training Courses](#) and pass the appropriate quizzes with a score of 80% or higher for the assessment(s) to be administered:

- ACCESS ONLINE (or Paper) Administration & Quiz
- ACCESS Kindergarten Administration & Quiz
- ALTERNATE ACCESS for ELLs Administration & Quiz
- ACCESS & WIDA SCREENER Speaking Quiz\* (Paper admin only)

## Test Administrator Training Requirements

**Returning TAs** review the appropriate online training in the WIDA Secure Portal and must recertify annually on quizzes for tests that are scored locally:

- ACCESS ONLINE (or Paper) Administration & Quiz (Quiz recommended)
- ACCESS Kindergarten Administration (Quiz required)
- ALTERNATE ACCESS for ELLs Administration (Quiz required)
- ACCESS & WIDA SCREENER Speaking Quiz\*(Paper admin only)

**\* Please Note**

- Certification on the Speaking Quiz is required once per school year, prior to administering the Screener or ACCESS Speaking – Paper
- All Training tutorials and quizzes are found on the WIDA Secure Portal.

## Technology Requirements and Resources

The [Technology User Guide](#) contains necessary information regarding:

- System Requirements
- Setting up the Test Site Manager (TSM)
- Configuring Devices for Testing

### Technology Resources

- [WIDA Website/Secure Portal/Technology Coordinators](#)
- [WIDA AMS/General Information/Documents](#)

### Technology Downloads

- [WIDA AMS/General Information/Technology Downloads](#)

## Technology Coordinator Training Requirements

- Read the [Technology User Guide](#)
- Review all Technology Resources found on WIDA Secure Portal or WIDA AMS
- Complete Technology Readiness Checklist

## Materials Ordering

- By DTC or DTC designee only
- Initial Order and Additional Order (by district only)
- Additional Orders will only be sent to District sites
- Paper materials ordered by grade level and tier
- Done through [WIDA AMS](#)



## Initial Materials Order

11/16/18 – 12/13/18

### Kindergarten Materials

- Enter the number of students to be tested

### For Online Testing

- Enter the number of students to be tested by grade cluster
- Grade 1-3 Writing booklets and administration materials will be sent based on the numbers entered in the grade cluster

Paper Materials for SwD - Paper/Pencil accommodation specified in IEP/504 Plan

- Designate by grade cluster and tier

### ALT ACCESS Materials

### Customized Materials

- Braille, Large Print

Paper Materials if district/school waiver is approved.

7.5 % overage will be sent to districts

7.5% overage will be sent for schools

## Additional Materials Order

1/21/19 – 3/15/19

- Per WIDA/DRC -Districts may place **ONE** Additional Materials Order
- Utilize overage sent to districts and schools
- Do not return unused materials until close of testing window

## Additional Materials

- Grade 4/5 Writing Response Booklets, if District chooses to use Handwritten Response
- Additional Paper Materials, including:
  - Grade 1- 3 Writing Response Booklets
  - Kindergarten Booklets
  - Materials for SwD, IEP/504 Plan requires Paper/Pencil Admin.
  - ALT ACCESS Materials, Braille, or Large Print

## Materials Handling

### SECURE Materials

- ALL Student Response/Test Booklets
- ALL Scripts
- Kindergarten Ancillary Kits
- ALL Test Tickets, Rosters, Tier Reports

### Not SECURE

- D/S Test Coordinator Manual
- Test Administrator Manual
- WIDA AMS User Guide
- Practice materials from WIDA main website

**When in doubt, keep it secure!**

## Materials Receipt

**All materials should be secured upon delivery.**

### Ship-to-District

- Each schools' materials boxed separately
- Use School Box Range Sheet to inventory and separate boxes by school
- Overage sent within District Specific Boxes

### Ship-to-School

- School receives all materials and school overage directly
- District will receive additional overage

## Inventory

- Highest numbered box contains all paperwork
- Use Packing List and Security Checklist to inventory materials
- Track coverage by school and/or district
- School Security Checklists can be used sign materials in/out with TAs

## Labels

Student test booklets must have a Pre-ID or DISTRICT/SCHOOL label in order to be scored.

### **Pre-ID** (white)

- Placed in upper right hand corner of test booklet
- Student demographics embedded in barcode

### **DISTRICT/SCHOOL** (yellow)

- Must correctly hand code student demographics

**Do NOT Process** (white with orange stripe) - will not be scored

- Damaged booklets
- Student used multiple booklets – answers transcribed into one booklet
- Pre-ID or DISTRICT/SCHOOL label applied to a booklet that is not used

## Student Information

- Precode/Pre-ID upload generates AMS account and Pre-ID label for each student
- PowerSchool information should be verified for accuracy prior to upload by DTC
- **New** students need to be added to WIDA AMS, a DISTRICT/SCHOOL label, and hand-coded demographics on any test documents
- AMS and Pre-ID label or hand-coding must match in the following fields to be paired:
  - DISTRICT code, SCHOOL code, STATE STUDENT ID, FIRST NAME, LAST NAME, and GRADE level

## Adding New Students

Add student in WIDA AMS

- Student Management/ [Manage Students](#)
- Scroll to the bottom of the page and click “Add Student”

Enter Student Information, carefully and correctly

- DISTRICT code, SCHOOL code, STATE STUDENT ID, FIRST NAME, LAST NAME, and GRADE level, and BIRTH DATE correctly
- Additional demographics, and accommodations (if applicable)
- Add students to necessary Test Sessions
- Place DISTRICT/SCHOOL Label on student test booklet
  - Code booklet, carefully and correctly, to match information in AMS

## Editing Existing Students

- Enter correct information in the \* boxes
- Check Accommodations, Additional Demographics, Test Sessions
- May Select “Do Not Score” – See DSCM p. 46

## Errors

Student Information in AMS and/or on Pre-ID Label is incorrect

- Make corrections in AMS
- Do NOT cross out Pre-ID label

Student Information in WIDA AMS and label/hand coding does not match

- Creates two AMS accounts which will need to be merged in DATA VALIDATION window \*

DISTRICT/SCHOOL labels are incorrect

- Notify DTC of errors, prior to the opening of the test window
- DTC to contact WIDA AMS to order correct labels

## Test Sessions

- WIDA AMS will generate generic test sessions by grade level and domain
- Pre-ID students are automatically placed in the generic Test Sessions by grade level. (It is not necessary to administer the test to all the students in the Test Session in the same testing group.)
- New students can be added to existing Test Sessions
- [WIDA AMS](#) – Test Management

## WIDA Resources Student Preparation

WIDA website

Assess/ACCESS for ELLs Online/Get Students Ready

Scroll to the **QuickStart Guide**

Documents for Teachers/TAs

- ACCESS for ELLs Online doc.
- Writing Test Tips
- Speaking Guidance

## Online Test Demo

Video tutorials for groups of students

- Log in and Universal Tools
- Models each domain - Listening, Reading, Speaking and Writing
- Handwriting (grades 4/5)
- Accommodations

## Order of Administration

### **Listening then Reading**

- Administered first
- May be administered together or separately

### **AMS generates Tier for Writing and Speaking**

### **Writing and Speaking**

- Administered in either order
- After Listening and Reading

## State Guidance on Timing – Online

\*See Test Coordinator FAQ for clarification

- It is expected that the time guides provided in the TAM be respected.
- Reading and Listening – self paced with the ***approximate*** time frames for Listening (30 – 40 minutes) and Reading (35 minutes)
- Writing Timing guides in the TAM provide the ***allowable*** times by Tier and Grade Level
- The Speaking test is self-paced with ***set*** response times.
- Students with documented disabilities that have an IEP or 504 plan may receive additional time based on the decision of the IEP or 504 team, and as documented in their IEP or 504 Plan, ENRICH, and WIDA AMS.

## State Guidance on Timing - Paper

- It is expected that the time guides provided in the TAM be respected.
- Students with documented disabilities that have an IEP or 504 plan, may receive additional time based on the decision of the IEP or 504 team, and as documented in their IEP or 504 Plan, ENRICH, and WIDA AMS.

## Monitoring Student Progress

- Check to be sure student has logged out correctly
- Ensure every student has completed all online domains
- Kindergarten, Gr. 1-3 Writing, ALT ACCESS, or any other Paper/Pencil testing will not be in AMS
- WIDA AMS- Student Management/Student Test Progress

## Student Transfers

Student has not completed any domain of ACCESS, remove the student from Testing Sessions

- New District/School will test all domains

### WIDA AMS User Guide

- Transfer from school to school within a district – p. 122 – 126
- Transfer from district to district within the State – p. 89 – 92

Follow guidelines to use Student Transfer Form in WIDA AMS/Student Management

### DCSM – Appendix B

- Detailed descriptions and guidelines relating to various scenarios of student transfers

## Materials to Return

- Student Response Booklets by grade in plastic bag
- Online Grades 1 and 2 – 3 Test Administrator’s Scripts
- Kindergarten ACCESS for ELLs
- All Paper Test Administrator’s Scripts
- Speaking Test Booklets
- Listening and Speaking Tests CDs
- ALT ACCESS test booklets and materials
- Used and Unused Large Print or Braille test materials

## Materials Accountability & Return Receipt

WIDA AMS User Guide pg. 62 – 66

### Accountability Form

- Materials not Returned to DRC
- Track by school

### Return Materials Receipt Report

- After materials have been shipped back to DRC
- Shows materials received by DRC
- Can view/print reports by school

## Materials Not to be Returned

DSCM p. 67 – 68

### Securely Destroy

- D/S Test Coordinator Manual
- TAMs
- ALL Test Tickets & Test Rosters
- Online Gr. 4 – 12 Scripts
- Unused Pre-ID labels
- District/School labels

### File/Keep

- Security Checklists
- Signed SC Agreements to Maintain Test Security and Confidentiality

## Data Validation

Districts make corrections to Student Records in AMS

### [WIDA AMS User Guide Supplement – Data Validation](#)

- WIDA Secure Portal/Online Training - Key Resources – WIDA AMS Guide and Videos

Pre Reporting Window 4/26– 5/2/19

- Prior to Test Report generation

Post Reporting Window 6/11 – 6/17/19

- After Reports are received by districts

## Data Validation

WIDA AMS Student Management/Data Validation

DTC, or designees, may correct Student Records

- Student Information
- Additional Demographics
- Accommodations
- Do Not Score codes

**Duplicate records** – correct and verify BOTH records match in the following fields:

**DISTRICT** code, **SCHOOL** code, **STATE STUDENT ID**, **FIRST NAME**, **LAST NAME**, **GRADE** level, and **BIRTHDATE**

## Questions or Help

WIDA Client Services Center

[help@wida.us](mailto:help@wida.us) 1-866-276-7735

DRC Customer Service

[WIDA@datarecognitioncorp.com](mailto:WIDA@datarecognitioncorp.com)

1-855-787-9615

## SC Department of Education Office of Assessment

ACCESS for ELLs

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## Resources

WIDA website and Secure Portal

<https://wida.wisc.edu>

WIDA AMS – DRC Portal

<https://www.drccdirect.com/all/eca-portal-ui/welcome/WIDA>

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