PENNSYLVANIA
STATE SPECIFIC DIRECTIONS
ACCESS Administration

✓ A local education agency (LEA) is a district, charter school, cyber charter school, or career /technical center where an EL attends a full-time program.

✓ Pennsylvania requires English learners in Grades 1-12 to be administered online assessments. Individual English learners in Grades 1-12 requiring a paper-based assessment as an accommodation may be administered a paper-based ACCESS. LEAs that face significant challenges to administering the online ACCESS must contact PDE.

✓ ALL educating entities that are educating ELs at their sites are required to ensure that an educator certified to administer the ACCESS administers the assessment.

✓ ALL LEAs—including districts, charter schools, cyber charter schools, career or technical center where an EL attends a full-time program—are responsible for the education of their EL students. Those LEAs that have enrolled ELs who are receiving their educational services at an off-site location by another educating entity, such as an IU, APS, PRRI, AEDY, partial hospitalization, residential treatment, residential extended care program, delinquent institution, neglected institution, or detention center, youth development center, or county prison, must order the ACCESS assessment and ensure that the assessment is administered there by an educator certified to administer the ACCESS.

✓ ALL identified ELs, including students with disabilities, placed in an ESL or Bilingual language instruction educational program must be administered the ACCESS as required by federal law. For all ELs with disabilities, participation in ACCESS or Alternate ACCESS with or without accommodations must be documented in the IEP under IV. Participation in State and Local Assessments. Please note that federal laws require that all ELs participate in annual English language proficiency assessments to measure English language learners' proficiency and progress in learning English in all language domains. No students identified as ELs may be exempted from these tests, including students with disabilities or students whose parents have refused services. However, the LEA's IEP team can note on an identified EL's IEP under IV. Participation in State and Local Assessments that the student cannot participate in a particular domain due to the EL's disability. This must be documented with reason cited.

✓ ELs with significant cognitive disabilities that prevent their meaningful participation in the ACCESS assessment and who participate in the state alternate assessment (PASA) or will meet the criteria for participation in the state alternate assessment (PASA) may be administered the Alternate ACCESS as required federally through IDEA. IEP teams determine whether an EL with significant cognitive disabilities meets the Pennsylvania eligibility criteria for participation in the alternate assessment.

✓ The WIDA Consortium's Accessibility and Accommodations Framework is designed to ensure fair and equitable participation and valid determinations of English language proficiency for all students. Therefore, Pennsylvania adheres to WIDA's recommendations in the ACCESS Accessibility and Accommodations Supplement. Accessibility Tools and Test Administration Procedures are available to all EL students at the discretion of the Test Coordinator.

Accommodations apply only to EL students with disabilities and/or 504 Plans, and the testing accommodation provided should be stated in the student's IEP or 504 Plan.

✓ Exited and monitored ELs DO NOT take the ACCESS assessment.

✓ The State, through DRC, will provide a paper copy of individual student assessment results and district overall results. DRC will post on WIDA AMS all student data for LEAs to download.

✓ Nonpublic students are not assessed with the ACCESS assessment. Nonpublic students whose schools have entered into an MOU with a local public school district for the purposes of Title III activities should be given another benchmark test as agreed upon by the LEA and the private school.

✓ Students from another state or country who arrive after the yearly established cutoff are not required to be assessed during the current testing cycle. This allows LEAs time to make informed placement decisions for newly enrolling students. Students from another state or country who arrive in an LEA prior to cutoff and are placed in your language instruction educational program (LIEP) must be administered the ACCESS assessment. You can find the cutoff date for testing on the [PA state page](#) on the WIDA website.

✓ In the case of a transfer student from another Pennsylvania school or district, who has not been administered all domains of the ACCESS test, the receiving LEA is responsible for ensuring that the student has been assessed in all domains of the ACCESS assessment prior to the close of the testing window.

✓ If you need to bubble the demographic information for a student on the ACCESS test booklet, the language codes used by Pennsylvania can be found on the PDE webpage at https://www.education.pa.gov/DataAndReporting/PIMS/ManualsCalendar/Pages/default.aspx. If you are unable to find a particular language in the list provided, please search http://www.ethnologue.com to see if variants of the name of the language exist.

Guidelines for Transfer and Withdrawal Students

✓ If the student is administered **_the entire_** ACCESS assessment prior to _transfer or withdraw_, the LEA returns the test booklet to be scored.

✓ If a student is administered **_one or more domains (but not all domains)_** of the ACCESS test and _moves out of state or out of the country_, the LEA returns the test booklet to be scored.

Instructions for managing **_district-to-district_** transfers are outlined in the following table:

Transfer Type	Transfer Mode	Student Status (Testing Minimum)	District Actions	DRC Actions	Student Required to Retake Domain(s)?

District-to-District	**Online-testing district to Online-testing district**	One or more domains completed	The sending or receiving district must complete a Student Transfer Form. The Student Transfer Form can be found in the WIDA AMS. Students who leave your district can be removed from test sessions so they do not appear on the roster or test tickets. The receiving district must put the student into test sessions.	DRC will transfer the student record within 48 hours.	No
District-to-District	**Paper to Paper**	One or more domains completed	Option A: The student's test booklet may be securely transferred to the receiving district and the correct District/School label applied to the booklet. (Securely transfer means a timely process that tracks the movement of the test booklet, ensures the confidential nature of the material is maintained, and provides documented proof that the test booklet has been received by the receiving district). *For this option, the student transfer form does not need to be submitted in WIDA AMS.* Option B: The student's test booklet is returned by the sending site to DRC and the student is tested in the remaining domains at the receiving site in a new test booklet. *For this option the sending or receiving district must complete a Student Transfer Form.* The Student Transfer Form can be found in the WIDA AMS. Within 48 hours of submission, the student	Option A: No action needed Option B: DRC will match the student's test booklets at the end of the testing window prior to data validation.	No

			record will be visible in the new district. At this point, the receiving school can use the Student Test Progress section of WIDA AMS to determine which domains still need to be completed. **NOTE: THE RECEIVING SCHOOL SHOULD NOT TEST THE STUDENT AGAIN IN ANY TEST DOMAIN PREVIOUSLY ADMINISTERED.**		
District-to-District	**Online-testing district to paper-testing district**	*One* domain online completed	The receiving district must administer to the student the entire test on paper, including the domain already completed online. The sending or receiving district must complete a Student Transfer Form. The Student Transfer Form can be found in the WIDA AMS.	DRC will remove the completed online record.	Yes, the student would need to retake the one domain that was originally completed online.
		Two or more domains completed	The receiving district must run the TIER PLACEMENT REPORT and then administer to the student the remaining domains of the test on paper.	DRC will transfer the completed online record.	No
District-to-District	Paper to Online	One or more domains completed	Option A: The student booklet is securely transferred to the new site so the student can finish testing (Securely transfer means a timely process that tracks the movement of the test booklet, ensures the confidential nature of the material is maintained, and provides documented proof that the test booklet has been received by the receiving district).	No action.	Option A: No Option B: Yes, the student will need to retake the domain(s)originally completed on paper.

| | | | Option B: The student takes the entire assessment online, including the domains already completed on paper.

For both Option A and Option B, the Student Transfer Form is NOT applicable for paper to online. | | |

Instructions for managing *school-to-school (within the same district)* transfers are outlined in the following table:

Transfer Type	Transfer Mode	Student Status (Testing Minimum)	District Actions	DRC Actions	Student Required to Retake Domain(s)?
School-to-School (within the same district)	Online to Online	One or more domains completed	To transfer a student, you must start at the test session level in the WIDA AMS: • First, locate a test session in which the student is enrolled at the sending school (the school the student is transferring from). • Next, remove the student from the test session and move the student into the receiving school (the school the student is transferring to). • Finally, add the student to the appropriate test session(s) at the receiving school. *IMPORTANT*: This process is only necessary for domains in which the student has not yet tested; completed domains may be left as is. Also, this procedure is only necessary if the student transfers	No action needed.	No

			after he or she has started testing. If the student transfers before starting testing, select Student Management, Manage Students, Add Student to add the student at his or her new school and place the student into a test session for each domain. You do not need to remove the student from the test sessions at the old school; the student will not test there, so no records will be created. If you do not want the student to appear on the test roster and test tickets, you can remove the student from the test session.		
School-to-School (within the same district)	Paper to Paper	One or more domains completed	The student's test booklet may be securely transferred to the receiving school and the correct District/School label applied to the booklet. (Securely transfer means a timely process that tracks the movement of the test booklet, ensures the confidential nature of the material is maintained, and provides documented proof that the test booklet has been received by the receiving school).	No Action needed	No
School-to-School (within the same district)	Online to Paper	One domain completed	If the student only completed one domain online, the student must take the entire test on paper, including the domain already completed. The sending school should mark the online record Do Not Score.	DRC will remove the completed online record.	Yes, the student would need to retake the one domain that was originally completed online.
		Two or more domains completed	If the student completed two or more domains online, the receiving school must run the TIER PLACEMENT REPORT and	DRC will transfer the completed online record.	No

			then administer to the student the remaining domains of the test on paper.		
School-to-School (within the same district)	Paper to Online	One or more domains completed	Option A: The student booklet is securely transferred to the new site so the student can finish testing (Securely transfer means a timely process that tracks the movement of the test booklet, ensures the confidential nature of the material is maintained, and provides documented proof that the test booklet has been received by the receiving school). Option B: The student takes the entire assessment online, including the domains already completed on paper. ***For both Option A and Option B, the Student Transfer Form is NOT applicable for paper to online.***	No action.	Option A: No Option B: Yes, the student will need to retake the domain(s) originally completed on paper.

Pennsylvania-Specific Guidelines Alternate ACCESS

- ✓ All previous Pennsylvania-specific special instructions and information apply to the administration of the Alternate ACCESS.

- ✓ The Alternate ACCESS is an assessment of English language proficiency designed for students who are classified as English language learners and who have significant cognitive disabilities that prevent their meaningful participation in the ACCESS and who participate or will participate in the annual state alternate assessment (PASA). ***Alternate ACCESS is not designed or intended for ELs with disabilities who can meaningfully participate in the standard ACCESS with appropriate accommodations.***

- ✓ IEP teams determine whether an EL with significant cognitive disabilities meets the Pennsylvania eligibility criteria for participation in the state alternate assessment. IEP teams must apply the Pennsylvania criteria to determine if a student is eligible to participate in the Alternate ACCESS . For all ELs with disabilities, participation in ACCESS or Alternate ACCESS with or without accommodations must be documented in the IEP under IV. *Participation in State and Local Assessments*. Please note that federal laws require that all ELs participate in annual English language proficiency assessments to measure English language

proficiency and progress in learning English in all language domains. No students identified as an EL may be exempted from these tests, including students with disabilities and students whose parents have refused services.

✓ Accommodations apply only to EL students with disabilities and/or 504 plans, and the testing accommodation provided should be stated in the student's IEP or 504 Plan. Pennsylvania adheres to the WIDA Consortium's recommendations in *Guidelines for Accommodations on the Alternate ACCESS* found in the ACCESS Test Administrator Manual.

✓ Test Administrators of the Alternate ACCESS must meet the requirements outlined on the PA state page of the WIDA website .

Pennsylvania-Specific Guidelines for Demographic Data

Pennsylvania requires that the following data elements are completed for all students:

✓ **Special Accommodations**—When affixing a District/School label or Pre-ID label on a test booklet, LEAs must bubble in the accommodations that are implemented for a student on the back cover of the test booklet in Field 22. For students who take the ACCESS 2.0 online, the accommodations can be marked in the WIDA AMS test set-up.

FIELD DESCRIPTION	BOOKLET SAMPLE
Special Accommodations: Fill in the bubble next to any accommodation that applies to the student. Reference page 26 in the online Test Administration Manual Reference page 26 in the paper-based Test Administration Manual	

✓ **Date of Testing**—Date of testing must be hand bubbled for all students, regardless of whether they have a Pre-ID label or a District/School label, in field 01 on the test booklet.

FIELD DESCRIPTION	BOOKLET SAMPLE
Date of Testing: Bubble in the date testing was completed for the student.	