



FLORIDA ACCESS for ELLs Administration (2023-2024) STATE SPECIFIC DIRECTIONS

Florida Department of Education (FDOE) ACCESS for ELLs Webpage

<http://www.fdoe.org/accountability/assessments/k-12-student-assessment/access-for-ells.stml>

The purpose of this webpage is to provide Florida-specific information, key dates, and training requirements related to the ACCESS for ELLs suite of assessments. For the spring 2024 administration, it is important to review [FL’s ACCESS for ELLs Checklist](#) to learn more about the tasks that need to be completed before, during, and after testing within a school or district.

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TOPIC	Overview of Florida’s Policies and Procedures	Spring 2024 Florida ACCESS for ELLs Test Administration Manual
TESTING MODE	Florida’s testing mode is paper-based for the spring 2024 ACCESS for ELLs administration. <ul style="list-style-type: none"> • ACCESS for ELLs Paper • Kindergarten ACCESS for ELLs • WIDA Alternate ACCESS Administering ACCESS for ELLs Online is not an option in Florida.	Section 1.2 About ACCESS for ELLs
TEST TIMING	Follow WIDA’s test timing recommendations for each test, as directed in the <i>Spring 2024 Florida ACCESS for ELLs Test Administration Manual</i> .	Section 1.2 About ACCESS for ELLs
TEST ADMINISTRATOR CERTIFICATION REQUIREMENTS	Each assessment’s training course has a general administration quiz, which educators must pass to become certified to administer the assessment. WIDA recommends taking the quiz immediately after completing the training. It is <i>recommended</i> that assessment coordinators complete the quizzes for the assessments that they are overseeing. NEW: Training certificates awarded prior to September 2022 are no longer valid. All test administrators must complete the training modules and pass the WIDA certification quizzes to administer the applicable assessment. WIDA Alternate ACCESS test administrators must have a training certificate dated September 2023 or after.	Section 2.2 What’s New for Spring 2024 ACCESS for ELLs Suite of Assessments
TEST ADMINISTRATOR REQUIREMENTS	A test administrator 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 .	Section 2.3 Important Information
TRANSLATIONS OF DIRECTIONS IN STUDENT’S NATIVE LANGUAGE	It is district’s decision to 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.	Section 2.3 Important Information
TEST PROTOCOL DOCUMENTS	In addition to the State Specific Document (this document), Florida’s test protocol documents are posted to the <i>Resources</i> page within the WIDA Secure Portal. <ul style="list-style-type: none"> • Spring 2024 Florida ACCESS for ELLs Test Administration Manual • 2024 Florida Accessibility and Accommodations Manual 	Section 2.4 Important Resources and Ancillary Materials
TESTING SIGNS	The following testing signs, which are located within this document, <u>must</u> be posted to every door of the testing room: <ul style="list-style-type: none"> • Do Not Disturb • No Electronic Devices 	Section 2.4 Important Resources and Ancillary Materials



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<p>SECURITY PROCEDURES</p>	<p>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. All security agreements and forms are located within this document.</p> <p>FDOE Security Agreements and Forms</p> <ul style="list-style-type: none"> • 2023–2024 Test Administration and Security Agreement <ul style="list-style-type: none"> ○ District assessment coordinators must require that all school administrators, school assessment coordinators, test administrators, proctors, and all personnel involved in test administration sign and return this agreement • Test Materials Chain of Custody Form <ul style="list-style-type: none"> ○ Each school assessment coordinator is required to complete applicable information regarding the receipt of test materials and maintaining security on this form. • Security Log <ul style="list-style-type: none"> ○ Each school is required to maintain an accurate 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. 	<p>Section 2.4 Important Resources and Ancillary Materials</p>
<p>ACCOMMODATION POLICY</p>	<p>Florida-specific policies for accommodations are located in the <i>2024 Florida Accessibility and Accommodations Manual</i>. In addition, the manual provides the following accommodation checklists for WIDA assessments:</p> <ul style="list-style-type: none"> • ACCESS for ELLs Paper Checklist • Kindergarten ACCESS for ELLs Checklist • WIDA Alternate ACCESS Checklist <p>The following accommodations are not permissible on the English Language Proficiency Assessment:</p> <ul style="list-style-type: none"> • Reading aloud test items or passages on the Reading test • Translating test items into a language other than English • Reading test items in a language other than English • Using a bilingual word-to-word dictionary • Responding to test questions in a language other than English <p>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.</p>	<p>Section 2.5 Accessibility and Accommodations</p>
<p>WIDA SECURE PORTAL ACCOUNT</p>	<p>School assessment coordinators and test administrators should contact the district assessment coordinator to obtain an account to the WIDA Secure Portal. New district assessment coordinators should contact the SEA to obtain an account to the WIDA Secure Portal.</p>	<p>Section 2.6 WIDA Secure Portal training Course</p>



TOPIC	Overview of Florida’s Policies and Procedures	Spring 2024 Florida ACCESS for ELLs Test Administration Manual
WIDA AMS ACCOUNT	District assessment coordinators create WIDA AMS accounts for school assessment coordinators at their discretion. Test administrators do not require access to WIDA AMS for the spring 2024 ACCESS for ELLs administration. New district assessment coordinators should contact Assessment@fldoe.org to obtain an account to WIDA AMS.	Section 2.7 WIDA Assessment Management System (WIDA AMS)
STUDENTS TO BE TESTED	All students enrolled in the district (grades K–12) and classified as an 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: <ul style="list-style-type: none"> • ACCESS for ELLs Paper • Kindergarten ACCESS for ELLs • WIDA Alternate ACCESS 	Section 3.2 Students to Be Tested
PARTICIPATION CRITERIA FOR WIDA ALTERNATE ACCESS	Florida's WIDA Alternate ACCESS participation criteria is as follows: <ul style="list-style-type: none"> • The student is classified as ELL, with a code of “LY” on the first day of the testing window (January 22, 2024). • The student has a most significant cognitive disability as defined in Rule 6A-6.03411(1)(f), Florida Administrative Code (F.A.C.). • The student receives special education services under IDEA (2004) and 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 Access Points Curriculum and/or Statewide, Standardized Alternate Assessment based on criteria outlined in Rule 6A-1.0943(5), Florida Administrative Code (F.A.C.). <p>Determining whether a student should be tested on ACCESS for ELLs Paper or WIDA Alternate ACCESS is a decision best made by the student’s IEP team.</p>	Section 3.2 Students to be Tested

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<p>ACCESS FOR ELLS PAPER FIELD TEST OVERVIEW</p>  <p>MEET OUR FIELD TEST FLAMINGO, LINGO!</p>	<p>Purpose To vet new content aligned to 2020 Edition of WIDA ELD Standards for operational use on Revised ACCESS Paper. The field test will also link ACCESS Online and Paper Scales, while aligning ACCESS Online and Paper Grade Level Clusters.</p> <p>Participation Criteria Florida’s ACCESS for ELLs Paper Field Test participation criteria are as follows:</p> <ul style="list-style-type: none"> • The student is classified as ELL, with a code of “LY” on the first day of the ACCESS for ELLs testing window (January 22, 2024). The field test window is February 5–April 19, 2024. • The student is participating in ACCESS for ELLs Paper testing during the spring 2024 administration. <p>Note: Students in grades 1–12 who are receiving large-print or braille accommodated test materials are exempt from the ACCESS for ELLs Paper Field Test.</p> <p>Test Administration</p> <ul style="list-style-type: none"> • The ACCESS for ELLs Paper Field Test only includes Listening and Reading domains. • Each student takes only ONE field test booklet (either Listening or Reading). • The field test will take approximately 20 minutes of additional seat time. • Groups must be made up of the same grade-level cluster and tier (A or B/C). • The field test booklet can be administered at the same time as the operational test or within 4 weeks of completing the domain. 	<p>Section 3.2 Students to be Tested</p>
<p>PROCTOR REQUIREMENTS</p>	<p>School personnel and non-school personnel may be trained as proctors. Prior to testing, proctors MUST be informed of their duties and of the appropriate test security policies and procedures.</p> <ul style="list-style-type: none"> • School personnel proctor duties may include preparing and distributing secure test materials. • Non-school personnel may assist test administrators during test administration; however, they may not participate in any of the test administration procedures (i.e., providing accommodations). 	<p>Section 4.1 Florida Statute and State Board of Education Rules</p>



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<p>MISSING MATERIALS PROCEDURES</p>	<p>Schools must investigate any report of missing materials. If, after a thorough investigation, a secure document is not found, the school assessment coordinator must inform the district assessment coordinator. The district assessment coordinator should complete the Materials Accountability Form in WIDA AMS (My Applications > Materials > Accountability Form).</p> <p>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 assessment coordinator’s office and school personnel, copies of completed forms (<i>Security Checklist, Test Materials Chain of Custody Form, etc.</i>), how the incident was resolved, and what steps are being implemented to avoid future losses.</p>	<p>Section 4.2 Missing Materials/Breaches of Administration Procedures</p> <p>Section 7.3 Reporting Missing Materials</p>
<p>BREACHES OF ADMINISTRATION PROCEDURES</p>	<p>If a security breach or test irregularity is identified, the school assessment coordinator must inform the district assessment coordinator immediately. The <i>2024 Breaches of Administration Form</i> is designed to report test irregularities and security breaches can be found within this document. For test irregularities requiring further investigation by the district and for security breaches, a written report must be submitted to FDOE within 10 calendar days via FDOE ShareFile after the irregularity or security breach was identified.</p>	<p>Section 4.2 Missing Materials/Breaches of Administration Procedures</p>
<p>DEMOGRAPHIC INFORMATION</p>	<p>For Pre-ID labels (white), grid the date of testing began. If applicable, grid the IEP Status, 504 Plan, Accommodations, and Do Not Score Codes. For District/School labels (yellow), refer to section 4.6 of <i>Spring 2024 Florida ACCESS for ELLs Test Administration Manual</i> for complete guidance on completing student demographic information.</p> <p>Note: Demographic pages for the field test are condensed to capture basic student information (i.e., student name, district/school codes, and FLEID assignment). Demographic information is completed only when a Field Test Pre-ID label (pink) is not available, and a District/School label (yellow) is affixed to the Student Response Booklet.</p>	<p>Section 4.6 Completing Demographic Information</p>
<p>NATIVE (HOME) LANGUAGE CODES</p>	<p>For Student Response Booklets with a District/School label (yellow) affixed, please confirm the student’s Native (Home) Language code prior to gridding this information on the booklet. The complete list of Native (Home) Language codes in Florida are located within this document.</p>	<p>Section 4.6 Completing Demographic Information</p>



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INVALIDATION PROCEDURES	<p>District assessment coordinators should advise schools of the appropriate course of action if invalidation is being considered. The main purpose of invalidation is to identify when the validity of test results has been compromised. Test administrators should discuss any situation involving possible invalidation with the school assessment coordinator, and the situation should be investigated immediately.</p>	Section 4.7 Test Invalidation
SHIPPING MODE AND OVERAGE	<p>Test materials are delivered in YELLOW boxes to districts for distribution to schools by January 8, 2024. A 7.5% overage of test materials is sent directly to the school. District assessment coordinators will also receive a 7.5% overage of test materials in the last numbered box of the shipment. If requested by the district assessment coordinator, the district may receive an additional overage of test materials that are assigned to the State Provided School (9999).</p> <p>Field test materials are delivered to districts for distribution to schools by February 1, 2024. Field test materials arrive in BROWN boxes with a Lingo sticker and will have...</p> <ul style="list-style-type: none"> • the words “field test” on each and every cover, • a pink strip along the spine of each field test material, • pink Pre-ID labels, and • an image of the field test flamingo, Lingo. <p>It is imperative that the school assessment coordinator and test administrator inventory test materials and report any discrepancies or requests for additional test materials to the district assessment coordinator. Electronic copies of the packing lists, pallet maps, and security checklists can be downloaded from WIDA AMS (My Applications > Reporting Services > Published Reports). In addition, a record of all test materials is listed within the Secure Materials Tracking Report in WIDA AMS.</p>	Section 5.1 Initial Materials and Overage Quantities
ADDITIONAL MATERIALS ORDERING	<p>District assessment coordinators can place up to 3 additional orders for the <i>District-Level Additional Orders Only Site - WWW</i> from January 8–March 8, 2024 via WIDA AMS (My Applications > Materials > Additional Materials). Additional field test materials orders are generated when operational materials are placed by the district assessment coordinator 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.</p>	Section 5.3 Additional Materials Ordering in WIDA AMS
REVIEW OF TEST MATERIALS IN ADVANCE	<p>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 assessment coordinator. Test administrators who receive materials in advance must have completed Test Administrator Training and return all secure materials to the school assessment coordinator each day.</p>	Section 5.4 Distributing and Tracking Secure Test Materials



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<p>RETURN OF TEST MATERIALS</p>	<p>Depending on the district's policy, test materials are returned to DRC either via King Solutions or UPS. When preparing materials for return, the following is a suggested order for packaging materials in YELLOW boxes that must be shipped to DRC by March 22, 2024:</p> <ul style="list-style-type: none"> • USED Student Response Booklets with Pre-ID labels, District/School labels, or Do Not Process labels <ul style="list-style-type: none"> ○ 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 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) • WIDA Alternate ACCESS Listening/Reading/Speaking Test Booklets • Kindergarten Ancillary Materials Kits • UNUSED Student Response Booklets <ul style="list-style-type: none"> ○ 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) 	<p>Section 7: Return Materials (After Testing)</p>
<p>RETURN OF FIELD TEST MATERIALS</p>	<p>Field test materials are returned to DRC via UPS. When preparing field test materials for return, the following is a suggested order for packaging materials in BROWN boxes that must be shipped to DRC by April 26, 2024:</p> <ul style="list-style-type: none"> • USED Student Response Booklets with Pre-ID labels, District/School labels, or Do Not Process labels <ul style="list-style-type: none"> ○ 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 Scripts • Listening Field Test CDs • Human Reader Accommodation Scripts (if ordered) • Defective Materials (if applicable) 	<p>Section 7: Return Materials (After Testing)</p>



ACCESS for ELLs 2023–2024 Schedules

Description	Start Date	End Date
Test Materials Ordering (FDOE to provide to DRC)	11/13/2023	11/13/2023
Pre-ID files to DRC (FDOE to provide to DRC)	11/13/2023	11/13/2023
WIDA AMS Test Setup available for editing student demographic information	12/23/2023	03/22/2024
Second Pre-ID Upload (district assessment coordinator to provide to FDOE via FDOE ShareFile)	01/05/2024	01/05/2024
Districts Receive Test Materials	01/08/2024	01/08/2024
Additional Test Materials Ordering Window in WIDA AMS	01/08/2024	03/08/2024
Test Window	01/22/2024	03/15/2024
Districts Pack and Ship Test Material to DRC	01/23/2024	03/22/2024
Districts Receive Field Test Materials	02/01/2024	02/01/2024
Field Test Window	02/05/2024	04/19/2024
Districts Receive Second Shipment of Pre-ID Labels (White and Pink labels)	02/07/2024	02/07/2024
Deadline to Return All Completed Test Materials to DRC	03/22/2024	03/22/2024
Deadline to Return All Completed Field Test Materials to DRC	04/26/2024	04/26/2024

Important: Any deviations from these dates must be approved in advance by the Florida Department of Education.



2023–2024 Test Administration and Security Agreement

[Florida State Board of Education Rule 6A-10.042](#), Florida Administrative Code, Test Administration and Security, was developed to meet the requirements of the Test Security Statutes, section [1008.23](#), Florida Statutes, Confidentiality of assessment instruments, and section [1008.24](#), Florida Statutes, Test administration and security; public records exemption, and applies to anyone involved in the administration of a statewide assessment. The Rule prohibits activities that may threaten the integrity of any assessment required by Florida law, as described in the Rule. The Florida Test Security Statutes and State Board of Education Rule are located in the appendices of each test administration manual. Examples of prohibited activities are listed below:

- Reading or viewing the passages or test items
- Revealing the passages or test items
- Copying the passages or test items
- Explaining or reading passages or test items for students
- Changing or otherwise interfering with student responses to test items
- Copying or reading student responses
- Causing achievement of schools to be inaccurately measured or reported

Some allowable accommodations for ELLs, recently exited ELLs, or students with current IEPs or Section 504 Plans require test administrators to view test content or transcribe student responses. Test administrators are permitted to provide the accommodation(s) following the instructions provided by the department.

All personnel are prohibited from examining or copying the test items and/or the contents of the test. The security of all test content must be maintained before, during, and after each test administration.

Inappropriate actions by district or school personnel will result in further investigation, possible loss of teaching certification, and possible involvement of law enforcement agencies.

I understand that I must receive appropriate training regarding the administration of statewide assessments and must read the information and instructions provided in all applicable sections of the relevant test administration manual, including the Florida Test Security Statutes and State Board of Education Rule. I agree to follow all test administration and security procedures, applicable to my role, outlined in the manual, Statutes, and Rule.

Further, I will not reveal or disclose any information about the test items or engage in any acts that would violate the security of statewide assessments or cause student achievement to be inaccurately represented.

School Name and Number

Print Name

Date

Signature

Bureau of K–12 Student Assessment
Florida Department of Education, 2023



WIDA Secure Portal Non-Disclosure and User Agreement

IMPORTANT INSTRUCTIONS: This document is for local school/district record keeping. Each school/district shall require that every individual involved in administering WIDA assessments sign a nondisclosure and user agreement (NDUA). This paper version of the agreement can be signed in cases where a user cannot sign the electronic NDUA in the training course in the WIDA Secure Portal, or in cases where the school/district decides a signed paper version is appropriate. Please do not return the signed copies of this agreement to DRC and/or WIDA. This document needs to be signed once per year.

NON-DISCLOSURE and USER AGREEMENT (NDUA) for WIDA assessments and Use of the WIDA Secure Portal

The WIDA Secure Portal (that part of the WIDA website that is password protected starting at URL <https://portal.wida.us>) contains a combination of secure test materials, proprietary information, and copyrighted materials. As a user of the WIDA Secure Portal and/or WIDA test materials, you must agree to the conditions of this WIDA Non-Disclosure and User Agreement.

WIDA ACCESS for ELLs. The Board of Regents of the University of Wisconsin System (the “Regents”), on behalf of the WIDA Consortium (“WIDA”) is the copyright owner of the secure, unpublished ACCESS for ELLs test (the “Test”), as defined in 37 C.F.R. § 202.20(b)(4). WIDA treats the Test as constituting valuable and proprietary trade secrets. WIDA maintains the Test as confidential and secure, and only provides access to the Test to individuals who are legally bound to maintain the confidentiality and security of the Test. Publicly posting, displaying or distributing in any medium WIDA test materials, in part or in whole, is strictly prohibited and may lead to legal sanctions.

In consideration for my participation in the online training course (the “WIDA Training Course”), for my role as an Test Coordinator or Test Administrator for the school district of:

_____ (print district) in _____ (print state)

I, _____ (print name)

agree as follows:

1. The Test is confidential, proprietary information and material of the Regents.
2. The WIDA Training Course contains confidential and proprietary information from the Test.
3. I shall not disclose or reproduce any Test information or Test forms I receive, including Test items, except for the sole purpose of carrying out my role as a Test Coordinator or Test Administrator.
4. The Test must be kept secure and confidential, since disclosure of the Test could adversely affect the validity of the Test items, Test results, intellectual property value of the Test, and/or WIDA’s financial standing. I shall keep all Test materials secure and confidential at all times in accordance with any



instructions that I receive from the WIDA Training Course, the WIDA Test Administration Manuals, or WIDA Test Administration Instructions provided by my district coordinator.

- I shall follow all test security requirements prescribed by WIDA and my employer and shall immediately report any incidents concerning the security and/or misuse of the Test that I witness or otherwise experience, whether verified or not.

WIDA Screener. The following WIDA Screener materials are available to educators under a limited license: Test Administration Manual, Student Response Booklets, and Test Administrator Scripts. These WIDA Screener materials are available for download from the WIDA website and may be printed and used only for internal school district or school system use in accordance with state and district language screening policies. These WIDA Screener materials are also available for purchase from the WIDA Store.

WIDA Screener Test Booklets, Speaking Test audio files, and Listening Test audio files, which are only available for purchase from the WIDA Store (or through your state department of education in some states), may not be copied or modified and shall only be used/ distributed for internal school district or school system use in accordance with state and district language screening policies. Posting online, displaying or distributing in any medium the WIDA Screener materials, in part or in whole, is strictly prohibited. Use of the WIDA Screener test materials may be subject to additional limitations as specified in the individual test components, on the WIDA Screener training website, or on the WIDA Store website.

WIDA Secure Portal Materials. The materials provided to WIDA Secure Portal users are for the purpose of understanding and implementing WIDA Standards, WIDA Assessments, and WIDA Professional Learning. The Regents own the copyrights to these materials. **NO CONTENT FROM THE WIDA SECURE PORTAL SHOULD BE COPIED AND STORED ON EXTERNAL SERVERS.**

WIDA eLearning Center. If you are a registered user of the WIDA Secure Portal with access to the WIDA eLearning Center, you agree to share the courses you have completed and the date of completion with your State or Local Education Agency.

User Accounts and Passwords. WIDA Secure Portal user accounts are assigned to individuals only and may not be shared with multiple users. As a registered user of the WIDA Secure Portal, you agree to keep your user account name and password confidential. The WIDA Secure Portal NDA is an annual requirement for each Test cycle that begins on July 1 of one calendar year and ends on June 30 of the following calendar year.

Signature _____ Date _____

District Coordinator _____ Date _____

Please sign and return this agreement to your Assessment Coordinator. Do not return this document or signed copies of this document to DRC. Direct any questions regarding its terms to the WIDA Client Services Center (help@wida.us).



**Florida ACCESS for ELLs – Performance Task
Florida Department of Education
Test Materials Chain of Custody Form**

The following information must be collected for each test administration at your school. This form may be duplicated for use by grade level and/or maintained as an electronic file, but the content of this form may NOT be altered. Contact your district assessment coordinator if you have any questions.

Your name (School Assessment Coordinator): _____

District name: _____

School name: _____

School number: _____

Location of locked storage room: _____

Names of people with access to locked storage room/location:

1. _____

2. _____

3. _____

Date and time materials arrived at the school: _____

Date and time shrink-wrapped test material packages are opened: _____

Packages opened by: _____

Date and time materials are prepared: _____

Materials prepared by: _____

Date and time materials are packaged for return: _____

Materials packaged by: _____

Date and time materials are returned to the district: _____

Bureau of K–12 Student Assessment
Florida Department of Education, 2023–2024



FL ACCESS for ELLs Tier Placement Guidance Data Element #197279

Overview: The initial ACCESS for ELLs test materials order for the district is captured on the Survey 2 enrollment file submitted annually to the state in October. To ensure schools receive adequate quantities of the appropriate test materials, it is important to ensure all ELL students have a code as indicated below.

Full details of this data element can be reviewed within the 2023-2024 Student Database Manual at:

<https://www.fldoe.org/core/fileparse.php/20606/urlt/2324-197279.pdf>.

Code A = Tier A – Placement based on the following criteria:

- Placement determined from the WIDA Model or WIDA Screener
- Student arrived in the U.S. or entered school in the U.S. within this academic school year without previous instruction in English
- Student currently receives literacy instruction ONLY in their native language
- Student recently achieved an overall composite score of 1.0-2.0 on the statewide English Language proficiency assessment.
- Student is enrolled in grades 1-12.

Code B = Tier B – Placement based on one of the following criteria:

- Placement determined from the WIDA Model or WIDA Screener
- Student has social language proficiency and some, but not extensive, language proficiency in English
- Student has acquired some literacy in English though have not yet reached grade level literacy.
- Student recently achieved an overall composite score of 2.1-3.0 on the statewide English Language proficiency.
- Student is enrolled in grades 1-12.

Code C = Tier C – placement based on one of the following criteria:

- Placement determined from the WIDA Model or WIDA Screener
- Student is approaching grade level in literacy and academic language proficiency in the core content areas.
- Student will likely meet the state’s exit criteria for support services by the end of the academic year.
- Student recently achieved an overall composite score of 3.1 – 6.0 on the statewide English language proficiency assessment.
- Student is enrolled in grades 1-12.

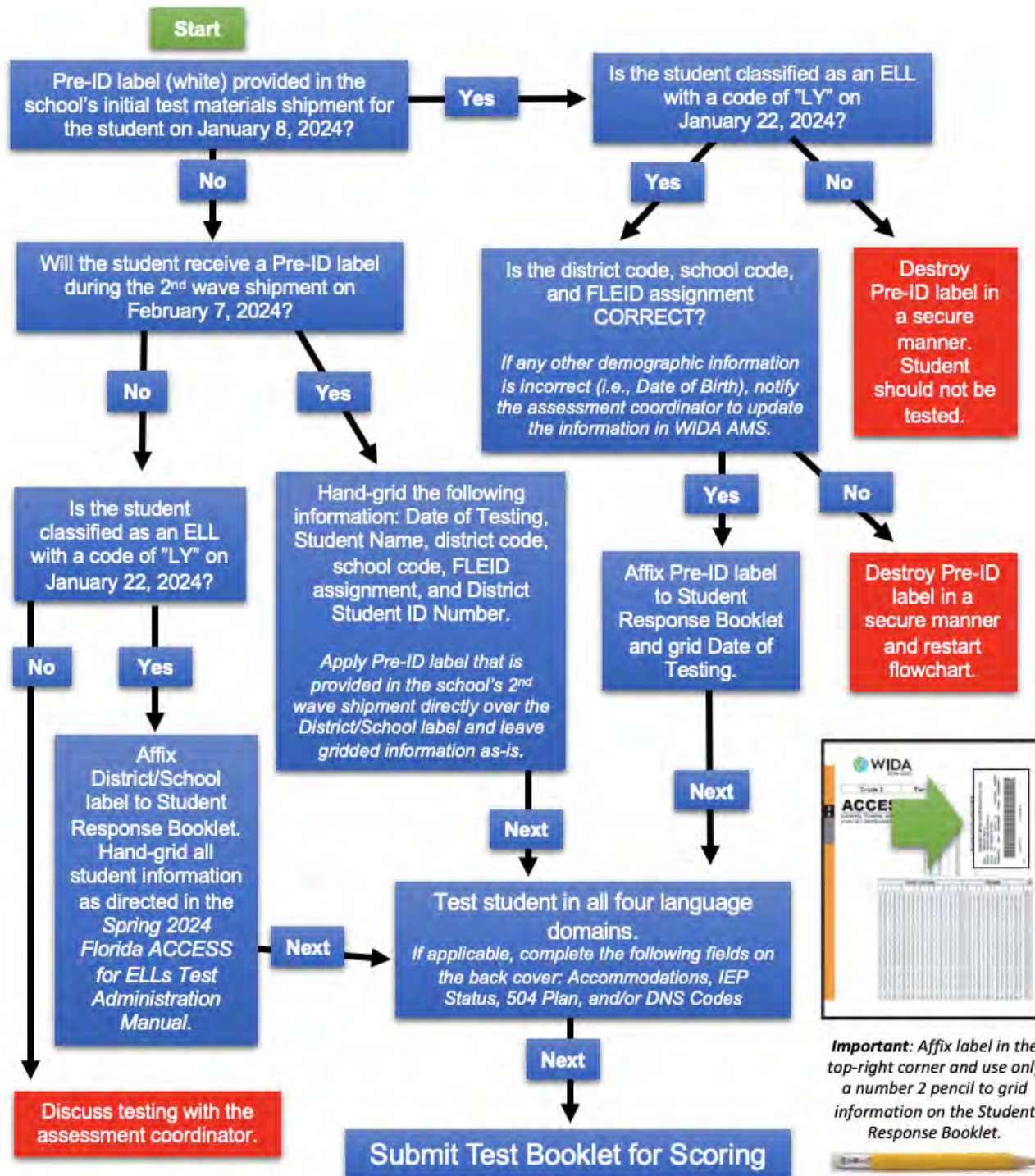
Code D = Alternate Tier – Placement based on all of the following criteria:

- Student has a significant cognitive disability and receives special education under IDEA (2004)
- Student requires extensive direct individualized instruction and substantial supports to achieve measurable gains in the grade and age-appropriate curriculum.
- Student is enrolled in grades K-12.
- Student is or will be participating in Access Points Curriculum and/or Statewide, Standardized Alternate Assessment.

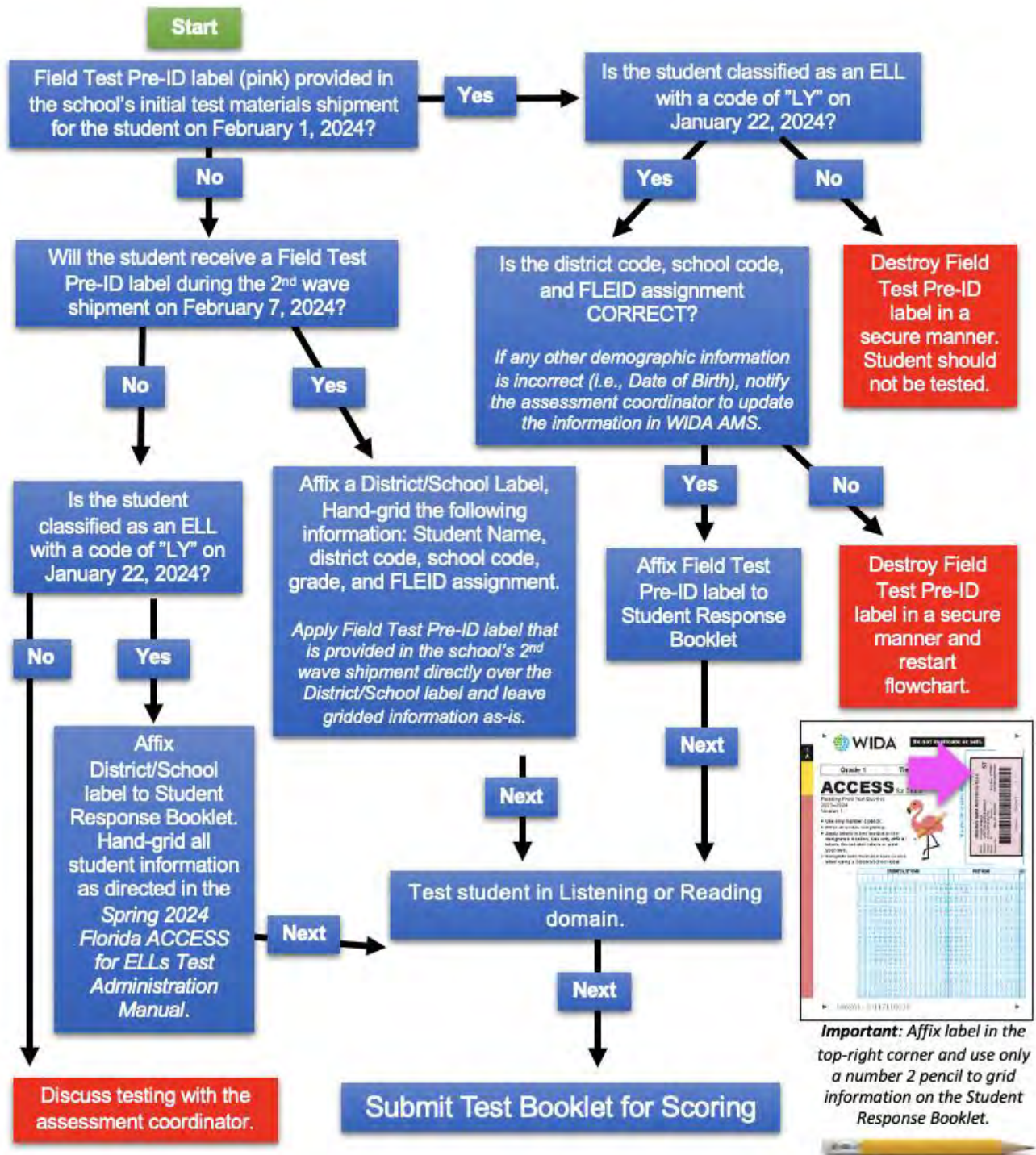
Code Z = Not Applicable – Placement based on one of the following criteria:

- Use for all KG students who do not have a most significant cognitive disability and for ELL students coded as LA, LF, LP or LZ on the English Language Learners, PK-12 data element.

ACCESS for ELLs Pre-ID Label Flowchart



ACCESS for ELLs Paper Field Test Pre-ID Label Flowchart



Important: Affix label in the top-right corner and use only a number 2 pencil to grid information on the Student Response Booklet.





Test Session Roster — Group Administration

Test Date: _____ Time: _____

Location: _____ Test Administrator: _____

Test Section (circle all that apply): Listening Reading Writing

Grade Level(s): _____ Tier (circle one): A B/C

#	Student ID#	Last Name	First Name	Grade	Student Location — Teacher/Room	Completed Test(Y/N)?
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

No Electronic Devices



Permitted During Testing

TESTING

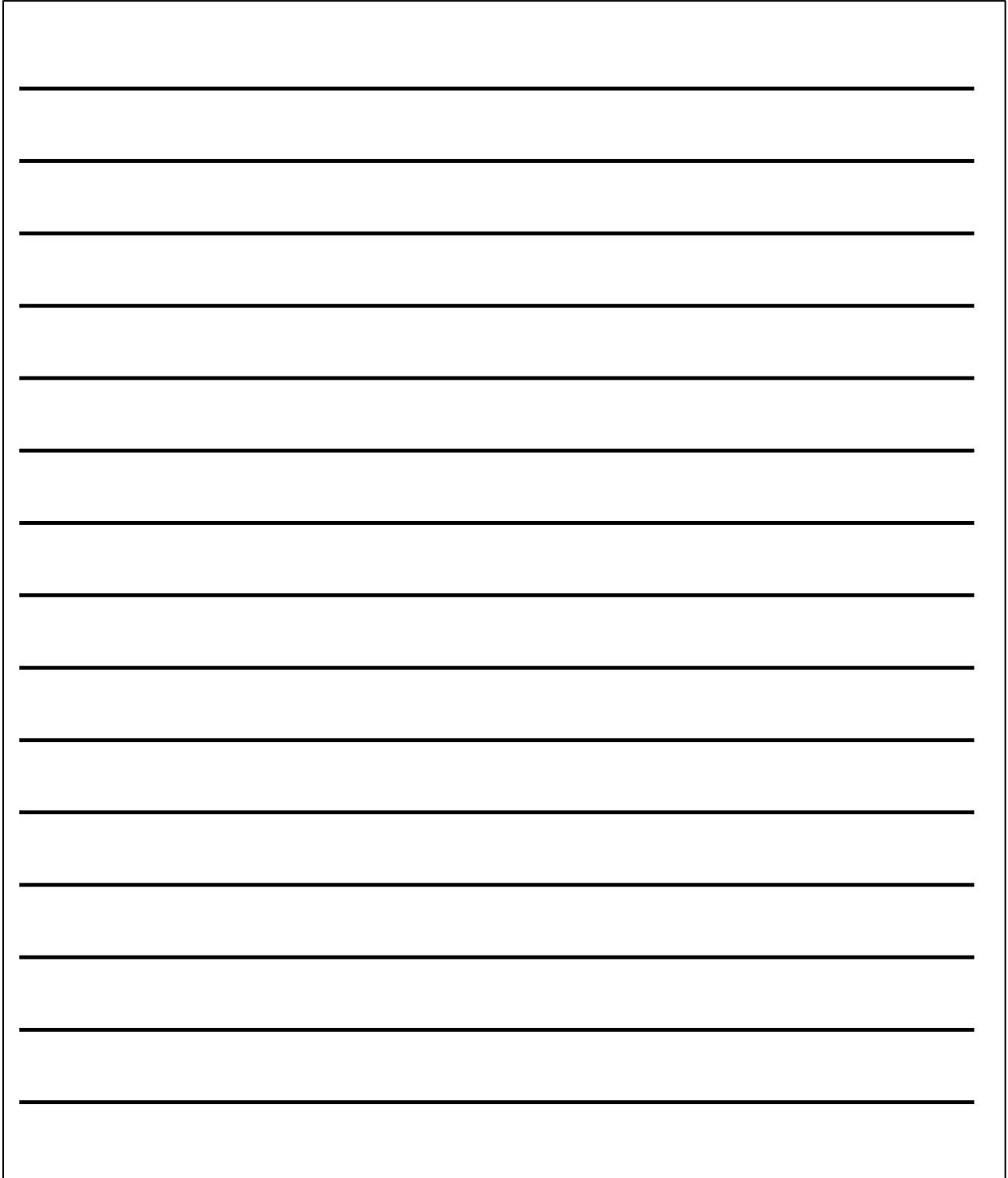


**Please
Do Not Disturb**

STUDENT NAME _____

STUDENT PLANNING SHEET

Use this sheet to plan what you will write. The writing on this sheet will NOT be scored.

A large rectangular box with a thin black border, containing 20 horizontal lines for writing. The lines are evenly spaced and extend across most of the width of the box.

This sheet will NOT be scored.

**FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS
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APPENDIX N: LANGUAGE CODES**

Native (Home) Language Code <i>For more information, refer to Section 4.6 of the Spring 2024 Florida ACCESS for ELLs Test Administration Manual</i>	Language
OM	(Afan) Oromo
AB	Abkhazian
AC	Abnaki
AD	Achumawi
AA	Afar
AK	Afrikaans
AE	Ahtena
EF	Akan
EK	Akateko
AF	Alabama
AL	Albanian, Shqip
AG	Aleut
AH	Algonquian
WJ	American Sign Language
AM	Amharic
AI	Apache
AR	Arabic
AJ	Arapaho
AO	Araucanian
AP	Arikara
AN	Armenian, Hayeren
AS	Assamese
AQ	Athapascan
AT	Atsina
AU	Atsugewi
AV	Aucanian
WK	Awadhi
AW	Aymara
AZ	Azerbaijani
AX	Aztec
BA	Bantu
BC	Bashkir
BQ	Basque, Euskera
BS	Bassa
BJ	Belarusian
BE	Bengali, Bangla
BR	Berber
BP	Bhojpuri
DZ	Bhutani
BH	Bihari
BI	Bislama
BG	Blackfoot

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BO	Bosnian
BF	Breton
BL	Bulgarian
BU	Burmese, Myanmasa
BD	Byelorussian
CB	Caddo
CC	Cahuilla
CD	Cakchiquel
CA	Cambodian, Khmer
CN	Cantonese
EC	Carolinian
CT	Catalan
CE	Cayuga
ZA	Cebuano
CR	Chalchiteco
ED	Chamorro
CF	Chasta Costa
CG	Chemeheuvi
CI	Cherokee
CJ	Chetemacha
CK	Cheyenne
ZB	Chhattisgarhi
ZC	Chinese, Hakka
ZD	Chinese, Min Nau (Fukienese or Fujianese)
CH	Chinese, Zhongwen
CL	Chinook Jargon
CM	Chiricahua
ZE	Chittagonian
CP	Chiwere
CQ	Choctaw
JU	Chuj
CS	Chumash
EE	Chuukese/Trukese
CU	Clallam
CV	Coast Miwok
CW	Cocomaricopa
CX	Coeur D'Alene
CY	Columbia
DF	Comanche
CO	Corsican
DG	Cowlitz
DJ	Cree
ZF	Creole
HR	Croatian, Hrvatski

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DK	Crow
DH	Cuna
DI	Cupeno
CZ	Czech
DB	Dakota
DA	Danish
DL	Deccan
DC	Delaware
DD	Delta River Yuman
DE	Diegueno
DU	Dutch, Netherlands
DO	Dzongkha
EN	English
EA	Eskimo
EO	Esperanto
ES	Estonian
EB	Eyak
FO	Faroese
FA	Farsi, Persian
FJ	Fijian
FL	Filipino
FI	Finnish, Suomi
FB	Foothill North Yokuts
FC	Fox
FR	French
FD	French Cree
FY	Frisian
FU	Fulfulde, Nigerian
GL	Galician
KA	Georgian, Kartuli
GE	German
GR	Greek
KL	Greenlandic, Kalaallisut
GF	Guamanian
GB	Guarani
GC	Guaymi
GU	Gujarati
HB	Haida
HC	Haitian-Creole (Includes French Creole)
HD	Han
HY	Haryanvi
HA	Hausa
HF	Havasupai
HE	Hebrew, Iwrith

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HG	Hichita
HH	Hidatsa
HL	Hiligaynon
HI	Hindi
HM	Hmong
HJ	Hopi
HU	Hungarian, Magyar
HK	Hupa
IC	Icelandic, Islenzk
IO	Igbo
IL	Ilacano
IG	Indian
IN	Indonesian, Bahasa Indonesia
IH	Ingalit
IA	Interlingua
IE	Interlingue
IB	Inupiak
GA	Irish, Gaeilge
ID	Iroquois
IF	Island Carib
IT	Italian
IX	Ixil
JC	Jamaican Creole (includes Patois and Patwa)
JA	Japanese, Nihongo
JW	Javanese, Bahasa Jawa
JB	Jicarilla
KD	Kalispel
KX	Kanjoval
KV	Kannada
KE	Kansa
KF	Karok
KS	Kashmiri
KC	Kawaiisu
KK	Kazakh
KG	Keres
KH	Kickapoo
RW	Kinyarwanda
KI	Kiowa
KJ	Kiowa-Apache
KY	Kirghiz, Kyrgyz
KN	Kiribati
RN	Kirundi
KB	Klamath
KM	Koasati

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KO	Korean, Choson-o
KT	Kosraen
KW	Koyukon
KZ	Kpelle (Guerze)
KP	Kuchin
KU	Kurdish, Zimany Kurdy
KQ	Kutenai
KR	Kwakiutl
LO	Lamnso
LA	Laotian, Pha Xa Lao
LB	Latin
LV	Latvian, Lettish
LN	Lingala
LI	Lithuanian
LM	Lombard
LC	Lower Chehalis
LD	Luiseno
MB	Macedonian
NJ	Madura
XI	Magahi
XN	Maidu
XJ	Maithili
ME	Makah
MA	Malagasy
MS	Malay, Bahasa Malaysia
ML	Malayalam
MT	Maltese
MF	Mam
MG	Mandan
MD	Mandarin
NR	Maori
MR	Marathi
MZ	Marshallese
XK	Marwari
MH	Mayan
MJ	Menomini
MM	Miami
MN	Micmac
MP	Mikasuki
XO	Miwok
MQ	Mixtec
MU	Mohave
MV	Mohawk
MC	Moldavian

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MO	Mongolian
MW	Mono
MX	Mountain Maidu
MY	Muskogee
NS	Napoletano - Calabrese
NA	Nauru
NB	Navaho
NE	Nepali
NC	Nez Perce
ND	Nomlaki
NF	Nootka
NG	Nootsack
NH	Northern Paiute
NI	Northwest Maidu
NO	Norwegian
ZZ	Not Applicable
OC	Occitan
OA	Ojibwa
OB	Okanogan
OD	Omaha
OE	Oneida
OF	Onondaga
OR	Oriya
OG	Osage
OT	Other
OH	Other Athapascan-Eyak
OI	Ottawa
PB	Pacific Gulf Yupik
PC	Paiute
PU	Palauan
PD	Panamint
PJ	Panjabi, Punjabi
PX	Papiamento (Papiamentu)
PA	Pashto (Includes Pushtu)
PF	Passamaquoddy
PG	Patwin
PH	Pawnee
PI	Poqomchi
PK	Penobscot
PL	Picuris
PM	Pima
PN	Plains Miwok
PV	Pohnpeians
PO	Polish

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PP	Pomo
PQ	Ponca
PW	Popti
PR	Portuguese
PS	Potawatomi
PT	Puget Sound Salish
OJ	Quapaw
OK	Quechua
OL	Quekchi
ON	Quiche
OO	Quinault
RA	Rhaeto-Romance
RM	Rumanian, Romanian
RS	Russian
RB	Rwanda
SB	Sahaptian
SF	Saint Lawrence Island Yupik
SQ	Salish
SM	Samoan
SV	San Carlos
SS	Sandia
SG	Sangho
SA	Sanskrit
SX	Santiam
XQ	Saraiki
GD	Scots Gaelic
SY	Seneca
EP	Sepedi
SK	Serbian, Srpski
SR	Serbo-Croatian
SZ	Serrano
ST	Sesotho
TN	Setswana
VA	Shastan
VB	Shawnee
SN	Shona
VC	Shoshoni
VD	Sierra Miwok
SD	Sindhi
SC	Singhalese
XL	Sinhala
SI	Siswati
VE	Siuslaw
SL	Slovak

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Native (Home) Language Code <i>For more information, refer to Section 4.6 of the Spring 2024 Florida ACCESS for ELLs Test Administration Manual</i>	Language
SJ	Slovenian
SO	Somali
VF	Southern Maidu
VG	Southern Paiute
SP	Spanish
VH	Spokane
SU	Sundanese
SH	Swahili
SW	Swedish, Svenska
TF	Tachi
TA	Tagalog
TG	Tajik
TB	Tamil
TJ	Tanacross
TL	Tanaina
TM	Tanana
TP	Tarahumara
TQ	Tarascan
TT	Tatar
TE	Telugu
TR	Tewa
TH	Thai
TI	Tibetan, Bodskad
TC	Tigrinya
TV	Tillamook
TX	Tiwa
TY	Tlingit
TO	Tonga
XA	Tonkawa
TZ	Towa
XB	Tsimshian
TS	Tsonga
XC	Tubatulabal
XD	Tupi
TU	Turkish
TK	Turkmen
XE	Tuscarora
XF	Tutchone
XG	Twana
TD	Twi
UK	Ukranian
UA	Up River Yuman
UB	Upland Yuman
UC	Upper Chehalis

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UD	Upper Chinook
UE	Upper Kuskokwim
UF	Upper Tanana
UR	Urdu
UG	Ute
UY	Uyghur
UZ	Uzbek
VI	Vietnamese
VS	Visayan
VO	Volapuk
WA	Walapai
WB	Wappo
WC	Washo
WE	Welsh
WD	Wichita
WF	Winnebago
WG	Wintun
WH	Wiyot
WO	Wolof
WI	Wyandot
XH	Xhosa
YK	Yapese
YA	Yaqui
YB	Yavapai
YI	Yiddish, Jiddisch
YO	Yoruba
YC	Yuchi
YD	Yuki
YE	Yuma
YF	Yupik
YG	Yurok
YH	Zapotec
ZH	Zhuan, Northern
ZU	Zulu
YJ	Zuni



6A-10.042 Test Administration and Security.

(1) Tests implemented in accordance with the requirements of Sections 1004.93, 1008.22, 1008.30, 1012.55 and 1012.56, F.S., shall be maintained and administered in a secure manner such that the integrity of the tests shall be preserved.

(a) Test questions shall be preserved in a secure manner by individuals who are developing and validating the tests. Such individuals shall not reveal in any manner, verbally or in writing, the test questions under development.

(b) Tests or individual test questions shall not be revealed, copied, or otherwise reproduced by persons who are involved in the administration, proctoring, or scoring of any test.

(c) Examinees shall not be assisted in answering test questions by any means by persons administering or proctoring the administration of any test.

(d) Examinees' answers to questions shall not be interfered with in any way by persons administering, proctoring, or scoring the examinations.

(e) Examinees shall not be given answer keys by any person.

(f) Persons who are involved in administering or proctoring the tests or persons who teach or otherwise prepare examinees for the tests shall not participate in, direct, aid, counsel, assist in, or encourage any activity which could result in the inaccurate measurement or reporting of the examinees' achievement.

(g) Each person who has access to tests or test questions during the development, printing, administration, or scoring of the tests shall be informed of specifications for maintaining test security, the provisions in statute and rule governing test security, and a description of the penalties for breaches of test security.

(h) During each test administration, school district and institutional test administration coordinators and contractors employing test administrators and proctors shall ensure that required testing procedures are being followed at all test administration sites. Officials from the Department are authorized to conduct unannounced observations of test administration procedures at any test administration site to ensure that testing procedures are being correctly followed.

(i) In accordance with Section 1008.24, F.S., a school district may use district employees, such as education paraprofessionals as described in Section 1012.37, F.S., to administer and proctor statewide, standardized assessments required under Section 1008.22, F.S. All test administrators and proctors for the statewide assessments administered pursuant to Rule 6A-1.09422, F.A.C., must complete training requirements outlined in Training Requirements for Administering and Proctoring the Statewide Assessments, 2015, (<http://www.flrules.org/Gateway/reference.asp?No=Ref-06180>) incorporated herein by reference. A copy may be obtained by contacting the Division of Accountability, Research and Measurement, Department of Education, 325 West Gaines Street, Tallahassee, Florida 32399-0400.

(2) Test materials, including all test booklets and other materials containing secure test questions, answer keys, and student responses, shall be kept secure and precisely accounted for in accordance with the procedures specified in the examination program administration manuals and other communications provided by the Department. Such procedures shall include but are not limited to the following:

(a) All test materials shall be kept in secure, locked storage prior to and after administration of any test.

(b) All test materials shall be precisely accounted for and written documentation kept by test administrators and proctors for each point at which test materials are distributed and returned.

(c) Any discrepancies noted in the number or serial numbers of testing materials received from contractors shall be reported to the Department by designated institutional or school district personnel prior to the administration of the test.

(d) In the event that test materials are determined to be missing while in the possession of an institution or school district, designated institutional or school district personnel shall investigate the cause of the discrepancy and provide the Department with a report of the investigation within thirty (30) calendar days of the initiation of the investigation. At a minimum, the report shall include the nature of the situation, the time and place of occurrence, and the names of the persons involved in or witness to the occurrence. Officials from the Department are authorized

to conduct additional investigations.

In those cases where the responsibility for secure destruction of certain test materials is assigned by the Department to designated institutional or school district personnel, the responsible institutional or school district representative shall certify in writing that such destruction was accomplished in a secure manner.

(a) In those cases where test materials are permitted by the Department to be maintained in an institution or school district, the test materials shall be maintained in a secure manner as specified in the instructions provided by the Department. Access to the materials shall be limited to the individuals and purposes specified by the Department.

(3) In those situations where an employee of the educational institution, school district, or contractor, or an employee of the Department suspects a student of cheating on a test or suspects other violations of the provisions of this rule, a report shall be made to the department or test support contractor, as specified in the test administration procedures, within ten (10) calendar days. The report shall include a description of the incident, the names of the persons involved in or witness to the incident, and other information as appropriate. Officials from the Department are authorized to conduct additional investigations.

(4) Violations of test security provisions shall be subject to penalties provided in statute and State Board Rules.

(5) School districts and public educational institutions under Section 1003.49, F.S., may contract with third-party contractors to administer and proctor statewide standardized assessments required under Section 1008.22, F.S., or assessments associated with Florida approved courses under Section 1003.499, F.S.

(a) School districts and educational institutions must require the contractor to provide a safe and comfortable facility that does not interfere with a student's ability to demonstrate mastery on the tests.

(b) School district or educational institution use of third-party contractors (including contracted affiliates, such as franchises) shall not relieve the district or institution of its obligation to provide access to statewide testing for Florida Virtual School or virtual charter school students pursuant to Sections 1002.33(20), 1002.37 and 1002.45(6)(b), F.S.

(c) The contractor must adhere to all test administration and security protocols as prescribed by the Department pursuant to Section 120.81(1)(c), F.S., and shall be subject to all provisions of this rule.

(d) The contractor must not collect nor maintain any student's personally-identifiable information beyond that required for test administration.

(e) All technology used to administer computer-based tests must meet assessment technology guidelines and online test security requirements as prescribed by the Department pursuant to Section 120.81(1)(c), F.S.

Rulemaking Authority 1001.02, 1003.49, 1008.23, 1008.24 FS. Law Implemented 1003.49, 1008.23, 1008.24 FS.

History—New 7-5-87, Amended 10-26-94, 11-3-13, 1-7-16



1008.24 Test administration and security; public records exemption.—

(1) A person may not knowingly and willfully violate test security rules adopted by the State Board of Education for mandatory tests administered by or through the State Board of Education or the Commissioner of Education to students, educators, or applicants for certification or administered by school districts pursuant to ss. [1002.69](#), [1003.52](#), [1003.56](#), [1007.25](#), [1007.35](#), [1008.22](#), [1008.25](#), and [1012.56](#), or, with respect to any such test, knowingly and willfully to:

- (a) Give examinees access to test questions prior to testing;
 - (b) Copy, reproduce, or use in any manner inconsistent with test security rules all or any portion of any secure test booklet;
 - (c) Coach examinees during testing or alter or interfere with examinees' responses in any way;
 - (d) Make answer keys available to examinees;
 - (e) Fail to follow security rules for distribution and return of secure test as directed, or fail to account for all secure test materials before, during, and after testing;
 - (f) Fail to follow test administration directions specified in the test administration manuals; or
 - (g) Participate in, direct, aid, counsel, assist in, or encourage any of the acts prohibited in this section.
- (2) A person who violates this section commits a misdemeanor of the first degree, punishable as provided in s. [775.082](#) or s. [775.083](#).

(3)(a) A school district may contract with qualified contractors to administer and proctor statewide, standardized assessments required under s. [1008.22](#) or assessments associated with Florida approved courses under s. [1003.499](#), as approved by the Department of Education in accordance with rules of the State Board of Education. Assessments may be administered or proctored by qualified contractors at sites that meet criteria established by rules of the State Board of Education and adopted pursuant to ss. [120.536\(1\)](#) and [120.54](#) to implement the contracting requirements of this subsection.

(b) A school district may use district employees, such as education paraprofessionals as described in s. [1012.37](#), to administer and proctor statewide, standardized assessments required under s. [1008.22](#) or assessments associated with Florida approved courses under s. [1003.499](#), in accordance with this section and related rules adopted by the State Board of Education. The rules must establish training requirements that must be successfully completed by district employees prior to the employees performing duties pursuant to this paragraph.

(4)(a) A district school superintendent, a president of a public postsecondary educational institution, or a president of a nonpublic postsecondary educational institution shall cooperate with the Commissioner of Education in any investigation concerning the administration of a test administered pursuant to state statute or rule.

- (b) The identity of a school or postsecondary educational institution, personal identifying information of

any personnel of any school district or postsecondary educational institution, or any specific allegations of misconduct obtained or reported pursuant to an investigation conducted by the Department of Education of a testing impropriety are confidential and exempt from s. [119.07](#)(1) and s. 24(a), Art. I of the State Constitution until the conclusion of the investigation or until such time as the investigation ceases to be active. For the purpose of this paragraph, an investigation is deemed concluded upon a finding that no impropriety has occurred, upon the conclusion of any resulting preliminary investigation pursuant to s. [1012.796](#), upon the completion of any resulting investigation by a law enforcement agency, or upon the referral of the matter to an employer who has the authority to take disciplinary action against an individual who is suspected of a testing impropriety. For the purpose of this paragraph, an investigation is considered active so long as it is ongoing and there is a reasonable, good faith anticipation that an administrative finding will be made in the foreseeable future.

- (5) Exceptional students with disabilities, as defined in s. [1003.01](#)(3), shall have access to testing sites. The Department of Education and each school district shall adopt policies that are necessary to ensure such access.

History.—s. 370, ch. 2002-387; s. 1, ch. 2009-143; s. 7, ch. 2013-225; s. 1, ch. 2014-13; s. 8, ch. 2015-6; s.10, ch. 2021-157.