



ACCESS for ELLs/Alternate ACCESS for ELLs Soiled Test Book Procedures

Soiled Test Book Procedures: Damaged as a result of a bodily fluid

1. If a student becomes ill or injured during testing and consequently soils the test book, stop the testing, call the school test coordinator (STC) for assistance and arrange for the student to be escorted to the school nurse.
2. Remove the other students from the classroom for a testing break and call for assistance from other qualified school personnel, as needed.
3. After the testing area is cleaned, bring the test group back and resume testing.
4. If the ill student returns to resume testing, the test administrator (TA) must provide the student a new test book. The student's demographic information must be entered following instructions in the Test Administrator Manual or the Test Coordinator Manual in the "Marking Test Booklets" section.
 - a. Native Language Field: Use ISO 639.2 language codes – 3 characters
http://www.loc.gov/standards/iso639-2/php/code_list.php
5. If possible, the completed student's responses in the soiled test book should be transcribed into the replacement test book by qualified personnel. If it is not possible to transcribe the answers from the soiled test book, then the student must be given the opportunity to retake the test.
6. The replacement test book must be submitted along with the rest of the scorable materials to DRC.
7. The STC or qualified school personnel must securely and safely shred or discard soiled test book.
8. The STC must keep a record of the security barcode number of the soiled test book and enter the information on WIDA AMS\Materials\Accountability Form\Enter Counts to account for the soiled test book that will not be returned to DRC.

Record reasons for discrepancies here:

9. The STC must share the security barcode number with the local accountability coordinator (LAC).
10. The LAC compiles a list of all soiled test books and maintains it on file in the event that DRC needs to reconcile receipt of secure materials.