2024 ACCESS for ELLs
Test Coordinator Training
Fall 2023

Shannon Cullen, MCAS & ACCESS Assessment Specialist

Melanie Manares, English Language Proficiency Assessment Coordinator

Robert Pelychaty, Manager of Inclusive Assessment

dēsē MASSACHUSETTS Department of Elementary and Secondary Education

Logistics for This Session

- Questions may be asked at any time using the **Q&A** feature on the Zoom Webinar screen.
  - Questions about a specific student should be sent by email to access@mass.gov.
  - Some questions may be covered during the course of the presentation.
  - Answers will be provided in the Q&A feature.
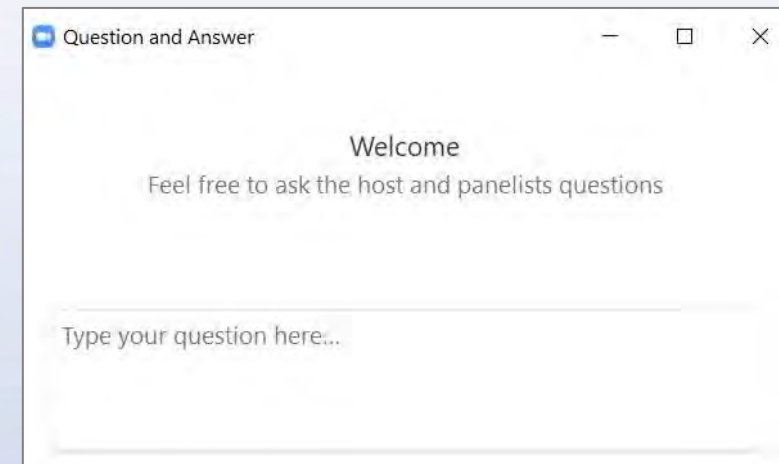
Contents

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2. Preparing to administer the ACCESS for ELLs test
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6. Resources, support, and next steps

Overview of ACCESS for ELLs

- Testing schedule
- New from DRC in 2024
- WIDA and WIDA AMS accounts
- Participation requirements

2024 ACCESS for ELLs: Important Dates

Before Testing	Test administrators complete **online training** and obtain necessary certifications.	September 2023 – February 2024
	DESE orders test materials	November 21, 2023
	Online test set-up (schools review and update student test registration information in WIDA AMS as needed)	November 30, 2023 – March 1, 2024
	Schools receive test materials	January 3, 2024
Test Administration	**Administer ACCESS for ELLs tests**	**January 4 – February 16, 2024**
During Testing	Additional Test Materials Ordering Window	January 3 – February 9, 2024
After Testing	Schedule UPS pickup of paper testing materials	February 19, 2024
	Deadline for UPS pickup	February 20, 2024
Before Results are Reported	Pre-reporting Data Validation – LEAs in WIDA AMS	March 25 – April 1, 2024
Results Reported	Results posted in WIDA AMS	April 26, 2024
	Results (paper) received in schools and districts	May 15, 2024
After Results are Reported	Post-reporting Data Validation – LEAs in WIDA AMS	May 15 – 23, 2024
	Validated and corrected results posted in WIDA AMS	June 7, 2024

February Break - Plan accordingly

New from DRC in 2024

- WIDA Alternate ACCESS – new test for grades K-12
- Redesigned assessment training courses
  - Online ACCESS for ELLs: Administration
  - Paper ACCESS for ELLs: Administration
  - WIDA Alternate ACCESS: Administration and Scoring
- DRC Insight
  - Buttons moved for faster keyboard and screen reader navigation
  - More magnification options
  - Speaking test has a better microphone check
- WIDA AMS
  - Test sessions are now test "registrations"
  - Upload multiple students at once via .CSV file
- [What to know: WIDA assessments in 2023-24 school year](#)
- [Everything you've ever wanted to know: ACCESS for ELLs 2023-24](#)

WIDA Website (wida.wisc.edu)
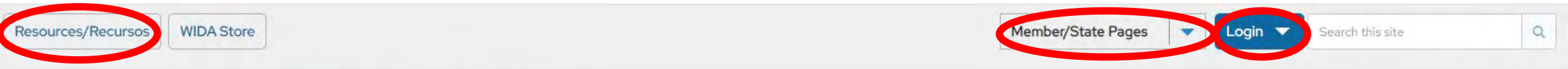
Information about:
- WIDA Assessments
- WIDA English Language Proficiency Development Standards Framework
- Resources for Family Engagement
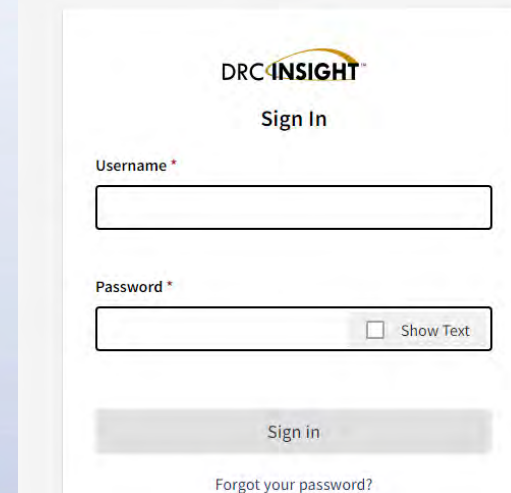- Information about Professional Learning offerings

WIDA Personal Accounts (portal.wida.us)

- A **WIDA personal account** is needed to view training modules and take certification quizzes, access screener test materials, and view Resources and recorded Webinars in the WIDA Secure Portal.

- Instructions for **obtaining** WIDA personal accounts are available at http://www.doe.mass.edu/mcas/access/PersonalAccount-Instruct.html.

- WIDA personal accounts that were set up <u>last year</u> are still active and should be used. Do not create a new personal account. Call WIDA for assistance (866-276-7735).

- Personal accounts may be updated by users. To add or change information (e.g., email address or password), you will need access to the email associated with that account.
  - Sign in and select "**My Profile**" in the [Manage 👤▾] tab at the top right corner of the screen.
  - Make username, email or password changes in the Change Email/Username or Change Password boxes on the left.
  - When finished, click **Save**.

WIDA AMS (DRC Insight) Website (wida-ams.us)

A WIDA AMS account is used to complete the following tasks:

- Edit and create online test registrations
- Print test tickets
- Order *additional* test materials
- Download reports
- View initial results
- Complete data validation
- Track materials

DRC **INSIGHT**

Sign In

Username *

Password *

☐ Show Text

Sign in

Forgot your password?

Welcome to the WIDA Assessment M

WIDA AMS supports the administration of the ACCESS

Find technical and test administration materials in the

Logging in to WIDA AMS

To access WIDA AMS, log in using your username (ema

If you do not have a WIDA AMS login, go to the 'Loggin
website and using the drop down in the upper right co

Check the DRC System Status Indicator to see if all sys

Public Test Resources

- View the Test Demo to demonstrate test features
  test and interact with the test platform.
- Use the Test Practice items to help students unde
  While using the test practice items, students can
  view the Test Practice Items on Windows, macOS
  Safari Browser.
- Use the Sample Items to help students, educator
  on the operational test; however, they are similar
  ChromeOS, or Linux devices, you must use the Ch

WIDA Account Creation

- Staff should contact their **District ACCESS for ELLs Test Coordinator** for assistance in creating WIDA Personal or WIDA AMS accounts.

- **New** District ACCESS for ELLs Test Coordinators who require a district test coordinator account should ensure their name appears in that role in School and District Profiles, then contact:
  - **DRC Help Desk** (for WIDA AMS accounts)
    - 855-787-9615 or WIDA@DataRecognitionCorp.com.
  - **WIDA Help Desk** (for WIDA Personal Accounts)
    - 866-276-7735 or help@wida.us.

Finding School/District Roles in School and District Profiles

Before contacting WIDA or DRC for a new District ACCESS for ELLs Test Coordinator account:

1. Navigate to profiles.doe.mass.edu.
2. From the Directories tab, select "**Public School District**" from the drop-down.
3. Select your district.
4. Once you have selected your district, select "**People**" on the left-hand side of the page to view a list of roles and people in those roles. Only those who are listed as ACCESS for ELLs Test Coordinators under Public School Districts will be able to have WIDA and DRC set up accounts for them.
5. If the information listed is out of date, contact your Directory Administrator to update the Profiles page. A list of Directory Administrators is located here: http://www.doe.mass.edu/InfoServices/data/diradmin/list.aspx

Participation Requirements

- **Students in K–12 must take ACCESS for ELLs** if they:
  - were reported as EL in the October 2023 SIMS, **OR**
  - arrived after October 2023 SIMS and will be reported as EL in the March 2024 SIMS report.
- Students should be considered for **WIDA Alternate ACCESS** if they:
  - Meet the above criteria **and** the criteria found in the "[Participation Guidelines for WIDA Alternate ACCESS 2023-2024](#)"
- **Students are <u>not</u> required to take ACCESS for ELLs** if they are:
  - reported as EL in October 2023 SIMS, but **exited** EL status before testing begins (i.e., before January 4, 2024)

Participation Exemptions

EL students <u>not</u> required to take one or more sections of ACCESS for ELLs are students who:

- meet criteria to receive <u>ELA read-aloud</u> "special access" or text-to-speech accommodation on MCAS ELA test and this is listed in their IEP or 504 plan
  - Reading is not required, but Listening, Speaking, and Writing are required
- are reported as "Sensory: Hard of Hearing or Deaf"
  - Listening and Speaking tests are not required, if student is unable to hear and/or respond verbally to test items. Reading and Writing are required.
- are reported as "Sensory: Vision Impairment or Blind"
  - Students taking the braille versions of Reading and Writing, are not required to take the Speaking test, which relies on visual stimuli, if unable to view test items. Listening, Reading and Writing are required. Listening- see human reader script and transcriber notes in the test kit.
- are reported as nonverbal (or selectively mute) in the IEP and do not use AAC device
  - Speaking is not required if unable to respond verbally to test items. Listening, Reading, and Writing are required.

Expectation for Students to Take Online Tests

Schools are expected to administer online tests to virtually all students.

- Students in grades 1–3 will continue to use a handwriting booklet for the Writing test.

- Handwriting booklets are available for grades 4–12 Writing tests for **students with disabilities** or for **first-year ELs*** who are unable to take the computer-based test. <u>Schools must order handwriting booklets for grades 4–12 during the additional test materials ordering window (January 3 – February 9, 2024)</u>.

- The paper-based test is available for:

  - **ELs with disabilities** whose IEP or 504 plan lists this accommodation and

  - **first-year ELs** who are unable to take the computer-based test.

- Kindergarten and WIDA Alternate ACCESS tests are paper-based tests and not available as computer-based tests.

  *(first-year ELs = students who were first reported as EL *after* the March 2023 SIMS)

Preparing to Administer the ACCESS for ELLs Test

- Preparation before testing for ACCESS Test coordinators
- Pre-ID files, test setup, and ordering additional materials
- Student transfers
- Training and certification for test administrators
- Technology preparations

Preparation Before Testing for ACCESS Test Coordinators

- Review participation, preparation, and test administration requirements.
  - Principal's Pre-Administration Manual for ACCESS for ELLs
  - ACCESS for ELLs **Checklists** and **State-Specific Directions** (WIDA MA State Page)
- Review WIDA AMS User Guide.
- Ensure test administrators are trained and certified.
- Determine which students require **accommodations**, including paper tests.
  - Paper tests are allowed for ELs whose IEP indicates a need, and first-year ELs who are unable to take computer-based tests.
  - Accessibility and Accommodations Manual
- Determine whether additional materials need to be ordered.
- Meet with Technology Director to ensure that systems and devices meet the requirements and are set up properly for computer-based ACCESS testing.

DESE Pre-ordered Materials for 2023–2024

Materials were pre-ordered by DESE, based on October SIMS and last year's test administration format and student accommodations.

- **Paper-based** tests were pre-ordered for
  - Kindergarten
  - ELs <u>with IEPs</u> who took paper-based tests last year.
    - Tier B/C was ordered if Tier A was taken last year.
    - If no tier listed for last year, Tier A was ordered.
- **Online** tests were pre-ordered for
  - ELs <u>without IEPs</u> who took paper-based tests last year
  - All other ELs
- Accommodations from last year were applied to the school's order (e.g., if a student took Braille last year, Braille was pre-ordered this year).
- If student took Alternate ACCESS last year, WIDA Alternate ACCESS was ordered this year.
- If Kindergarten test shows "Do Not Score = SPD" in all four domains last year, a grade 1 WIDA Alternate ACCESS was pre-ordered this year.

Student "Pre-ID" File

DESE uploaded Pre-ID files for each school in WIDA AMS on November 21.

- A copy of the Pre-ID file is in the ACCESS_2024 folder in the DESE Security Portal DropBox.

- Students were placed into generic test registrations in WIDA AMS.
- Schools should update and revise test registrations as needed (i.e., add students, change accommodations, change test registrations, remove students from test registrations) during Test Setup (November 30 – end of test window).
- Changes must be made in AMS to take effect.
- Pre-ID labels were generated for students in the Pre-ID file and will be shipped to schools with test materials, including those testing online, on January 3.
- Labels that are **not** used should be securely destroyed.

Registration Window (Test Setup)

Add or Edit Registrations or Accommodations

- Log in to WIDA AMS/DRC Insight

- Click the Manage Test Sessions/Registrations tile

- Filter by district and school from the site selector (upper right)

- Select *ACCESS for ELLs – 2023-2024* Registration Window

- A list of registrations will display on the View Registration(s) tab

- Further refine your search by using filter options on the left side

- Edit accommodations by selecting the registration. Then click the ellipses in the Action column next to the student name. Select Accommodations and check or uncheck accordingly. Save.

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Additional Test Materials Ordering

- **Initial test materials order will arrive in schools on or about January 3, 2024.**
  - Verify that the number of materials and accommodated forms meets your needs.
  - An overage of paper materials is included in the initial shipment. Check the overage before placing an additional materials order.
  - Be sure to order a Speaking Test booklet for the paper-based test (reusable). Test Administrator records score in the Listening, Reading and Writing response booklet.
- **Additional** test materials may be ordered between **January 3–February 9, 2024**.
  - Grades 4-12 Online Test Administrator Script – download from WIDA Secure Portal.
  - Human Reader Script (paper ACCESS) – call DRC at 855-787-9615.
  - UPS and DRC return shipping labels – order in Additional Materials tab in WIDA AMS.
  - District/School labels – email access@mass.gov (tests are not processed without labels).
  - If possible, place additional materials orders for each school into **one order**.
- Materials may not be transferred between test sites.