2023 ACCESS for ELLs
New Test Coordinator Training
Fall 2022

Melanie Manares, English Proficiency Assessment Coordinator
Robert Pelychaty, Accommodations & Competency Portfolio Coordinator
Shannon Cullen, MCAS & ACCESS Assessment Specialist
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.
1. Overview of ACCESS for ELLs
2. Preparing to Administer the ACCESS for ELLs Test
3. Administering ACCESS for ELLs
4. Accessibility features and Accommodations and the Alternate ACCESS for ELLs
5. Important Information After Testing is Complete
6. Resources, Support, and Next Steps
Overview of ACCESS for ELLs

- Testing schedule
- WIDA accounts
- Participation Requirements
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<td>Test administrators complete <a href="#">online training</a> and obtain necessary certifications.</td>
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<td>Online test set-up (schools review and update student test session information in WIDA AMS as needed)</td>
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<td>Schools receive test materials</td>
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<td>Schools order additional materials, if necessary</td>
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| **Test Administration**      | **Administer ACCESS for ELLs tests**                                                | **January 5 – February 10, 2023**
|                              | *Alternate ACCESS for ELLs Field Test*                                              | *February 14 – April 17, 2023* |
| **After Testing**            | Schedule UPS pickup of paper testing materials                                       | February 13, 2023        |
|                              | Deadline for UPS pickup                                                              | February 14, 2023        |
| **Before Results are Reported** | Pre-reporting Data Validation – LEAs in WIDA AMS                                    | March 27 – 31, 2023      |
| **Results Reported**         | Results posted in WIDA AMS                                                           | May 12, 2023             |
|                              | Results (paper) sent to schools and districts                                        | May 17, 2023             |
| **After Results are Reported** | Post-reporting Data Validation – LEAs in WIDA AMS                                    | May 17 – 25, 2023        |
|                              | Validated and corrected results posted in WIDA AMS                                   | June 9, 2023             |
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](http://www.doe.mass.edu/mcas/access/PersonalAccount-Instruct.html).

- WIDA personal accounts that were set up **last year** 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.
  - Enter email or password changes in the boxes on the left.
  - When finished, click **Save**.
A WIDA AMS account is used to complete the following tasks:

• Edit and Create Online Test Sessions
• Print Test Tickets
• Order Additional Test Materials
• Download Reports
• View Initial Results
• Data Validation
• Track Materials
• 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:

- For WIDA AMS accounts: **DRC Help Desk**
  - 855-787-9615 or WIDA@DataRecognitionCorp.com.
- For WIDA Personal Accounts: **WIDA Help Desk**
  - 866-276-7735 or help@wida.us.
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
Students in K–12 must take ACCESS for ELLs if they:
- were reported as EL in the October 2022 SIMS, OR
- arrived after October 2022 SIMS and will be reported as EL in the March 2023 SIMS report.

Students should be considered for Alternate ACCESS for ELLs if they:
- Meet the above criteria and the criteria found in the “Participation Guidelines: Which Students Should Take the Alternate ACCESS for ELLs?”

Students are not required to take ACCESS for ELLs if they are:
- reported as EL in October 2022 SIMS, but exited EL status before testing begins (i.e., before January 5, 2023), OR
- in kindergarten and have significant cognitive disabilities and would take the Alternate ACCESS if it were available (There is no Alternate ACCESS test in Kindergarten until 2024).
The following EL students are **not** required to take one or more sections of ACCESS for ELLs. If the student:

- is reported as “Sensory: Hard of Hearing or Deaf”
  - Listening and Speaking tests are not required, if unable to listen and/or respond verbally to test items, must take Reading and Writing
- is reported as “Sensory: Vision Impairment or Blind”
  - If student takes braille versions of Reading and Writing, they are not required to take Listening and Speaking tests, which rely on visual stimuli, if unable to view test items
- is reported as nonverbal (or selectively mute) in the IEP and does not use AAC device
  - Speaking is not required if unable to respond verbally to test items, but must take Listening, Reading, and Writing
- Meets criteria to receive ELA read-aloud “special access” accommodation on MCAS ELA test and this is listed in their IEP or 504 plan
  - Reading is not required, but must take Listening, Speaking, and Writing

**Participation Exemptions**

**MUST BUBBLE or ENTER “SPD” FOR EACH TEST NOT REQUIRED!**
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. Schools must order handwriting booklets for grades 4–12 during the Additional Test Materials Ordering window (January 3 – February 3, 2023).
- The paper-based test is available for ELs with disabilities whose IEP or 504 plan lists this accommodation; or for first-year ELs who are unable to take the computer-based test.
- Kindergarten and Alternate ACCESS for ELLs 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 2022 SIMS)
Preparing to Administer the ACCESS for ELLs Test

• Preparation Before Testing for ACCESS Test Coordinators
• New from DRC in 2023
• 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.
  - MA Principal’s Pre-Administration Manual
  - 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.
New from DRC in 2023

• **Optional** Test Monitoring Application
  - Test Coordinator generates a code for all students in a test session
  - Test Administrators monitor student test status in real time

• Secure Materials Return Checklist
  - Reports materials returned to DRC daily beginning January 3
  - In WIDA AMS go to Report Delivery>Test Results

• Knowledge Articles and Live Chat from DRC
  - Knowledge Articles are written responses to frequently asked questions available on demand
  - Live Chat allows you to chat online with Customer Service
  - Both found in My Applications>DRC Customer Service
DESE Pre-ordered Materials for 2022–2023

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 with IEPs 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 without IEPs 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, Alternate ACCESS was ordered this year.
  - If Kindergarten test shows “Do Not Score = SPD” in all four domains last year, a grade 1 Alternate ACCESS was pre-ordered this year.
DESE uploaded Pre-ID files for each school in WIDA AMS on December 1.

- A copy of the Pre-ID file is in the ACCESS2023 file in DESE Security Portal DropBox.
- Students were placed into generic test sessions in WIDA AMS.
- Schools should update and revise test sessions as needed (i.e., add students, change accommodations, change test sessions, remove students from test sessions) during Test Setup (December 1 – February 10).
- 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.
From the **Manage Students** page:
- Find Students
- View/Edit icon
- Make edits
  - Accommodation type
  - Demographic information
  - Do Not Score codes
  - Test session
  - Add students
- Save

See page 57 of the WIDA AMS User Guide. Uploading Multiple Students begins on page 65.
• Initial test materials order will arrive in schools on or about January 3, 2023.
  • 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 to
    before placing an Additional Materials order.
• Additional Test Materials may be ordered between January 3–February 3, 2023.
  • Grades 4-12 Online Test Administrator Script – download from WIDA Secure Portal.
  • Human Reader Script – 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.
• To transfer student to a different school in the same district, see page 102 of the WIDA AMS User Guide.

• To transfer student to or from a different district in Massachusetts, either the sending or receiving district submits a Student Transfer Form in WIDA AMS. See pages 72-75 of the WIDA AMS User Guide.

• See “Instructions for Student Transfers During Testing” on DESE’s ACCESS for ELLs web page for more information about transferring a student record.

• Student records cannot be transferred to or from another state within WIDA AMS.
Training for ACCESS for ELLs

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Each educator must sign in to their **WIDA personal account** to access trainings.

**Test Coordinators** and **Test Administrators** must complete the ACCESS online training session(s) and be **certified** for the tests they will administer.

- Recertification is required **every two years**.
- Those who were certified to administer ACCESS tests in 2021–2022 (last year) need **not** recertify; all others must take the trainings and pass the appropriate quiz(izes).
Online trainings are found in the WIDA Secure Portal under Assessment Training.

1. Go to wida.wisc.edu and sign in to your personal account.
2. Click on WIDA Secure Portal.
3. On the next page, click on the Assessment Training tile.
4. Select which training you want to take by checking the box, then click the “Course Details” link for that training.
5. On the next page, click “Enroll Now”, then “Confirm”. You will be able to take the course as soon as you enroll, or you can go back to it later when you are ready.
To view your own certification reports:
• On the WIDA Secure Portal login page, select “Manage”, and then “My Profile.”

District Test Coordinators can view certification reports of staff in their district:
• On the WIDA Secure Portal login page, select “Manage”, then “Certification Report.”
• Then check “Filter by Certification Date.” Enter the dates you want to search (October 1, 2022–today, for example).
• Select a school (optional) and check “Assessment Training.”
• Click “Submit.”
Technology Requirements Resources

- DRC Insight Secure Application – Version 13 should be installed on every student testing device prior to testing.
  - Installers for the DRC INSIGHT Secure Application can be found in WIDA AMS under My Applications>General Information>Technology Downloads.
- In WIDA AMS under My Applications>General Information>Documents
  - Supported System Requirements for ACCESS for ELLs and Screener - November 2022-February 2023
  - Technology User Guide
  - Technology Readiness Checklist
  - ACCESS for ELLs Headset Specifications
- Email sent to Education Technology Directors on 11/1/2022: “2022–2023 Annual DRC Technology Updates”
- Contact DRC Customer Support: wida@datarecognitioncorp.com or 855-787-9615 with questions.
Recorded and upcoming webinars are available in the WIDA Secure Portal Webinars tab:

- Pre-Testing: Software Updates & Technology Readiness Checklist
- Pre-Testing: Technology Installations Part 1
- Pre-Testing: Technology Installations Part 2
- Pre-Testing: Technology Coordinator Support for Test Administrators
- During Testing: Technology Troubleshooting
If you receive a system error message, try the following before calling the Help Desk:

- Are multiple students experiencing the same issue?
  - Check the system status page for any system outage information.
  - Check with the technology support team from the site to see if there are any issues.

- If the issue is isolated to only a few students, try:
  - Rebooting the machine. Does the error still occur?
  - Moving the student to a different computer. Does the error still occur?

- See Technology Troubleshooting Tips 2022–2023 in WIDA AMS>My Applications>General Information>Documents
  - If problem is still not resolved, fill out page 2 of the “Technology Troubleshooting Tips 2022–2023” and call DRC Customer Service (855-787-9615) with the information.
WIDA System Status Page

- Displays the current status of the DRC Portal/WIDA AMS, DRC INSIGHT, and Screener Scoring.
- If you suspect a technical problem is due to a system outage, follow the link at https://wida-status.drcedirect.com to confirm whether all test systems are working as expected.
Administering ACCESS for ELLs

- Test Security
- Sample items, demos, and practice tests
- Speaking test tips
- Writing test tips
- Student testing tickets
- Test monitoring
- Paper-based test administration
- Kindergarten ACCESS for ELLs
Test Security

• Test administrators may view test booklets up to 24 hours before the test is administered under Principal’s supervision, in a secure location.

• Store paper materials in a secure location when not in use.

• Do not transfer materials between testing sites.

• For online testing, seat students at least 3 feet apart so they cannot see adjacent screens. You may seat students:
  • with barriers between computers
  • staggered face-to-face, an appropriate distance apart
  • at least every other seat

• Return secure materials to DRC. See slide 68 for a list of what to return and what to keep or securely destroy.
• Ensure that students do not have access to electronic devices such as cell phones, smart watches, tablets, Bluetooth enabled devices, and computers other than the one they are testing on. Use of such devices during testing may result in a test invalidation.

• Monitor use of scratch paper to ensure that complete responses are not written down to be spoken into the microphone during the Speaking test.

• Active monitoring includes moving around the room where the student is testing to ensure test security.

• Students should not be tested in common areas such as hallways or offices where distractions may occur.
Sample Items, Demos and Practice Tests

• Intended for students to use to become familiar with the test, and for test administrators to review what the test items look like and how they are presented
  • ACCESS, WIDA Screener, and Samples
  • ACCESS and WIDA Screener Test Demos
  • Alternate ACCESS for ELLs
  • Braille
  • Paper-based ACCESS for ELLs
Order of Test Administration

Online and Paper test formats:
• Give Listening test first, then Reading, then Writing and Speaking (in either order).

Online format:
• Students’ performance on the Listening and Reading tests will determine their tier placement for Writing and Speaking.

Paper-based format:
• Listening and Reading tests are group-administered.
  • May administer both together in one session or as separate sessions.
• Writing and Speaking Tests may be administered in either order, after Listening and Reading tests are given.
Students work at their own pace – tests are untimed.

- **Listening** - Approximately 40 minutes
- **Reading** - Approximately 45 minutes
- **Speaking** - Approximately 35 minutes
- **Writing** - Approximately 65 minutes

These are guidelines/suggestions for scheduling purposes only and include actual testing time, not preparation or breaks.

*Writing times for Grade 1 Tier A will be approximately 35 minutes, Grade 1 Tier A will be approximately 45-60 minutes.*
Online speaking tasks are presented at three proficiency levels: Levels 1, 3, and 5.

- Tier assignment is based on the results of Listening and Reading tests, which must be administered first.
- Tier assignment is available almost immediately.

The length of response time depends on the task, grade-level test, and student’s proficiency level.

During scoring, students will not be penalized for running out of time and/or not completing a sentence or thought.

Student responses should be clearly delivered and include relevant word choices focused on the question.
Preparing to Administer ACCESS Speaking Test

- Set up testing environment with enough space between students to minimize distractions and to allow for privacy when students are speaking.
- WIDA recommends testing up to 3 to 5 students per test administrator. Newcomers and students at lower proficiency levels may need individual testing.
- Test administrator should test new (or shy) students individually and encourage the students to “talk to you” while speaking clearly into the microphone.
- Scratch paper can be used, but cannot contain full responses.
- Practice with students before testing using sample test questions
  - Have the student practice responding using progressively longer and more complex sentences.
  - Watch the histogram to ensure their voice is being recorded loudly enough.
- Do not hit STOP until you are sure you have finished. You cannot go back once you hit STOP.
Sample Speaking Test Items and Scoring Tools

- **Sample items** provide opportunity to practice spoken language as they would on the Speaking test.

- *Interpretive Guide for Score Reports*

- **WIDA Speaking Scoring Scale Grades 1–12** - used to score responses to ACCESS for ELLs and WIDA Screener test items.

- **WIDA Speaking Rubric Grades 1–12** - used to understand the scores students earn on ACCESS and WIDA Screener, analyze student performance in the classroom, and plan ways to scaffold language learning.
Students in grades 4–12 will keyboard their Writing responses. Handwriting booklets should be ordered for students in grades 4–12 who:

- have it written into their IEP, or
- are first-year EL and unable to take the computer-based writing test

If a different test format is needed by a student:

- make changes in WIDA AMS (before printing testing tickets) and
- order materials during the Additional Test Material Ordering window

### Online Writing Test: Delivery and Response

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<th>Writing Response Mode</th>
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<td>Handwriting</td>
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| 4–12 All Tiers         | Online              | • Keyboarding is the default.  
                          |                     | • Handwriting is available as an accommodation, if listed in IEP; or if the student is a first-year EL and unable to take the computer-based test. |
A Tier Placement Report must be generated for students who will use a handwriting test booklet for the Writing test.

- Procedures for running this report are given in the WIDA AMS User Guide on page 98.
- Tier placement is automatically generated for keyboarded sessions.

After Listening and Reading tests are completed, run the report to identify which tier booklet (A or B/C) the student should receive.

Grades 1–3 Writing tests use handwriting booklets. Grades 1–3 Writing tests must be administered in separate test sessions by grade cluster and tier (e.g., Grade 1 Tier A, Grade 1 Tier B/C, Grades 2–3 Tier A, and Grades 2–3 Tier B/C).
Student Testing Tickets

• Test tickets are considered secure materials.
• Test tickets are printed by Test Coordinator or Test Administrator for students prior to taking the test.
• Test tickets include the student’s name, username, and password for the test session.
• **Students should verify that they have their own test ticket prior to signing in to the test.**
• Collect test tickets after testing.
• Accommodations that should be listed on test tickets:
  • Manual control of item audio (MC)*
  • Repeat item audio (RA)*
  • Extended Speaking test response time (ES)*
• N/A should be in the Accommodation field for all other accommodations.
• Test ticket will either say “Writing” for a keyboarded writing response; or “Writing HW” for a handwriting booklet writing response.
• Grades 1–3 will not have test tickets for the Writing domain as writing is completed in a paper student test booklet.

*Must be selected in WIDA AMS before testing begins.
Print Test Tickets

- **Test Management>Manage Test Sessions>Show Sessions**
- Click **“Print All Tickets”** to print all for the test session.
- Click **“Edit/Print Ticket Status”** and select individual students to print selected tickets.
The Student Status Dashboard allows users to display student testing status by school and test administration.

Testing data can be filtered by testing status, grade, domain, and assessment (or combination) and is displayed in real time.
**NEW Optional Feature:** Test Monitoring Application

- Must be activated in WIDA AMS by a Test Coordinator for a test session; students are monitored by Test Administrator
- Students enter a monitoring code after logging in to the test
- Test Monitoring Dashboard shows:
  - whether students have signed in
  - which screen or question a student is working on out of total possible
  - progress toward completion of the test
  - whether student has submitted the test when finished (or just exited the test)
- Test Administrator can pause the test for one or all students
- See these resources for further information:
  - [WIDA AMS User Guide](#) page 106
  - Knowledge article: [What is Test Monitoring? How do I enable…](#)
NEW: Optional Test Monitoring Application

- If activated for a Test Session, it applies to all students in the Test Session – notify all Test Administrators if it is to be used.

- My Applications>Test Management>Manage Test Sessions. Enter search criteria, then click Show Sessions.

- Click View/Edit icon and select Required under Test Monitoring. Leave Restricted Access set to False. Then click Save.
NEW: Optional Test Monitoring Application

• To get a code, go to My Applications>Test Monitoring. Active codes are displayed along with the expiration date.

• To generate a new code, click the Generate New Monitor Code icon and select an expiration date (up to five days out). Click Generate. Existing code will be removed from the dashboard. Students using the old code may continue testing but will not be visible in the dashboard.

The Test Monitoring Application does not replace the need to walk around the room and actively monitor students.
Paper-based ACCESS: General Information

- Grades and grade clusters:
  - Grades K, 1, 2, 3, 4–5, 6–8, 9–12

- Listening and Speaking
  - Test Administrators will play pre-recorded prompts on a CD.
  - Listening and Speaking test audio are on the same CD.

- Speaking
  - Speaking test is divided into two tiers (A and B/C).
  - Individually administered with pre-recorded prompts.
  - Test administrators will score student responses (paper only).
    - Must be trained and certified for the grade levels being administered

- Schedule **group-administered** tests by tier and grade cluster.
- Schedule **individual administrations** of Speaking, Kindergarten, and Alternate ACCESS tests.
Paper-based ACCESS: Scheduling Considerations

- Determine number of test administrators needed for each test and test location, including providing accommodations.
- Schedule according to time estimated for each test.
- Plan make-up sessions in case of inclement weather.
• There are two tiers for each of the four domains.

  • **Tier A** is appropriate for ELs who:
    • are first-year ELs without previous instruction in English
    • receive literacy instruction in their native language ONLY
    • have low levels of English literacy (*Level 1–low Level 3*)
  
  • **Tier B/C** is appropriate for ELs who:
    • have social language proficiency and some, but not extensive, academic language proficiency in English
    • have acquired some literacy in English and may be approaching grade-level literacy
    • are at an English proficiency level of approximately *Level 3.5 or higher*. 
Paper-based ACCESS: Materials

• Affix the correct label. **Note:** Booklets without a label will not be scored.
  • Pre-ID Label for each student (White)
  • District/School Label (Yellow)
  • “Do Not Process” Label (White with Orange Stripe)
• Complete demographic information in booklet
  • Do not cross out information on labels.
  • Consult the **State-Specific Directions** (on MA State page of the WIDA website) regarding which fields to complete.
  • Double-check demographic information before submitting test materials, including **Do Not Score** codes.
  • **Bubble in all circles completely using #2 pencil** (**not** pen or marker).
• Return test materials once most of the testing has been completed, so DRC can begin scoring. Send remainder after all students have tested.
• Recommended: Use Security Checklist to track paper test booklets, using student name or SASID in one of the columns.
Kindergarten ACCESS for ELLs

- Individually administered
- Approximately 45 minutes per student
- Adaptive format
- Includes manipulatives
- All components scored by the Test Administrator during test administration
- May be administered in two sessions (A-C, and D-F)
- Student and Administrator must use a #2 pencil. Bubbles must be completely filled and darkened.

- Manipulatives
  - Cards
  - Student Activity Board

- Thematic
  - Test questions center around two themes.
  - All four domains are tested in each theme

- Writing Experience
  - Interactive writing, where the student has an opportunity to produce whatever he/she is able
Accessibility Features and Accommodations and the Alternate ACCESS for ELLs

- Tools, Test Administration Considerations, and Accommodations
- Alternate ACCESS for ELLs
- Alternate ACCESS for ELLs Field Test
ACCESS for ELLs, Kindergarten ACCESS for ELLs, and Alternate ACCESS for ELLs incorporate the use of:

**Universal tools**
- Available to *all* students
- Embedded in online tests or provided by test administrator during testing

**Test administration considerations**
- Available to *all* students
- At the discretion of the principal (or designee)

**Accommodations**
- Available *only* to ELs with disabilities
- As indicated in the student’s written and signed IEP or 504 Plan

See the *Accessibility and Accommodations Manual*.
Universal Tools: Available to All Students

- Audio aids
- Color contrast/alternative background and font color (online)
- Colored plastic overlay (online, paper)
- Highlighter (online, paper), colored pencils, or crayons (paper)
- Keyboard navigation (online)
- Line guide (online) or tracking tool (paper)
- Low-vision aids or magnification devices
- Sticky notes (online)
- Scratch paper
At the Principal’s (or Designee’s) discretion:
• Frequent or additional supervised breaks
• Test in short segments
• Adaptive or specialized equipment or furniture
• Familiar test administrator
• Individual, small group, or alternative test setting
• Specific seating
• Read aloud test to self
• Verbal praise or tangible reinforcement for on-task or appropriate behavior
• Verbally redirect student’s attention to the test (English or Native Language)
• Monitor placement of responses in the test booklet or onscreen
ACCESS Accommodations: For ELs with Disabilities

- Manual control of item audio (MC)
- Repeat item audio (RA)
- Extended Speaking test response time (ES)
- In-person human reader (IR)
- Repeat in-person human reader (RP)
- Large print version of test (LP)
- Braille (BR) (UEB – grades 1–5; UEB with Nemeth and UEB Math/Science – grades 1–6) Contracted or uncontracted.
- Scribe (SR)
- Word processor or similar keyboarding device used to respond to test items (WD)
- Student responds using a recording device, then played back and transcribed by student (RD)
- Test administered by school personnel in non-school (alternate) test setting (NS)
- Interpreter signs test directions in ASL (SD)

These must be pre-ordered in WIDA AMS before testing begins.
• Accommodations must be listed in the student’s IEP or 504 plan.
• The following accommodations are **NOT allowed**:
  • **Reading aloud** test items on the *Reading* test.
  • **Translating** test items into a language other than English (although directions may be translated if native language speaker is available)
  • **Signing** test items, passages, and/or responses (although directions may be signed)
  • Use of **bilingual word-to-word dictionaries**
  • **Responding** to test questions in a language **other than English**
Alternate ACCESS for ELLs

• Grades 1–12 (Kindergarten Alternate ACCESS will be available in 2024).
• Participation Criteria:
  • Student is an EL with a significant cognitive disability
  • Is also designated for MCAS-Alt (or would be if it were offered in the student’s grade)
  • Participation Guidelines: Which Students Should Take the Alternate ACCESS for ELLs?
  • Alternate ACCESS must be listed in student’s IEP; otherwise, standard ACCESS test is the default
• Grade clusters 1-2, 3-5, 6-8, 9-12
• Untimed, but takes about 20 minutes to administer each domain
• Individual (1:1) test administration
• No tiers
• Scripted tasks read by Test Administrator, with repetition, cues, and task modeling
• All domains are scored by test administrator
• Use a #2 pencil only; completely filled, dark bubbles
• DRC processes the scored tests for reporting

Resources
• QuickStart Guide
• Test Administrator Manual
• Preparing to Administer Alternate ACCESS for ELLs
Kindergarten: Do Not Score Code “SPD” should be bubbled for students who:

• would take the Alternate ACCESS if it were available in their grade (indicate “SPD” for all domains)
• Alternate ACCESS must be indicated in student’s IEP

SPD codes for Kindergarten students must be bubbled on the test booklet, rather than in AMS.

If the SPD “Do Not Score” code is not selected and the domain is not administered, the student will count as absent.
Materials arrive in schools February 7 in clearly marked boxes
Field test window: February 14 – April 17, 2023
  • Schools may wish to begin field testing after the MCAS Alt submission deadline of March 31 and finish by April 17.
1:1 paper-based
Aligned with WIDA ELD Standards Framework, 2020 edition
Current Alternate ACCESS students and Kindergarten students who meet the Participation Guidelines: Which Students Should Take the Alternate ACCESS for ELLs? are encouraged to participate in the field test
WIDA Secure Portal Webinar – December 1, 2022
Advance copy of the WIDA Alternate Can Do Descriptors provided to participating schools
Alternate ACCESS for ELLs: Administration and Scoring training required (with additional Field Test content included)
Important Information After Testing is Complete

- Do Not Score codes
- Service Now forms
- Materials Return
- NEW: Security Material Tracking Report
• Do Not Score Code “SPD” should be selected in cases where a student did not complete a domain(s) because of an unavailable accommodation or specific disability, including:
  • students with a vision or hearing impairment who cannot take the Listening and/or Speaking domain tests, OR
  • students who have ELA “special access” read-aloud accommodation, which is unavailable for ACCESS Reading test, OR
  • students who are non-verbal/selective mute and cannot take the Speaking domain test.

If SPD “Do Not Score” code is not selected and the domain is not administered, student will count as absent.
In WIDA AMS, go to:

All Applications > Student Management > Manage Students

- Select the test administration and district/school name
- Enter student’s name or SASID
- Click “Find Students”
- Under the blue bar below the drop-down boxes, find the student.
- Click on the View/Edit icon and edit information.
- Click on the Do Not Score tab
WIDA AMS: Other “Do Not Score” Codes

• **Absent (ABS)** should not be selected unless the student was absent the entire testing window. Requires DRC intervention if accidentally applied.

• **Invalidate (INV)** can only be selected by the State.

• Do Not Score codes must be reviewed during the Pre-Reporting Data Validation process so results are not accidentally suppressed.

• There is also an opportunity during the Post-reporting Data Validation to remove codes accidentally applied. Must be corrected during the window.
"Service Now" is the DESE online system used to request or report an irregularity in testing:

- **Service Now Form: Tier Override Request** (online testing only; students with disabilities who are unable to take Listening or Reading and generated tier is not appropriate for them)
- **Service Now Form: Test Regeneration Request**
- **Service Now Form: Request Permission to Test a Student in an Alternate Setting (ACCESS for ELLs)**
- **Service Now Form: ACCESS for ELLs Irregularity Reporting**
- **Service Now Form: Test Discrepancies — Request a Scoring Appeal or Test Booklet Search**

Links to Service Now forms are available at the bottom of the DESE ACCESS web page at [www.doe.mass.edu/mcas/access/](http://www.doe.mass.edu/mcas/access/).

- Fill in the required information and any other information in the description that might help clarify the concern or request.
- Excel, Word, or .PDF files can be uploaded to most forms, if needed.
Service Now: Testing Irregularities

Please report any of the following to the Department as soon as possible after it occurs:

• Use of cell phone or other unauthorized device during test administration.
• Use of English-language dictionary, bilingual dictionary, or thesaurus.
• Interruption during the test that does not permit the student to resume testing on the same day.
• Student took the test using another student’s ticket. Report immediately and do not continue testing in other domains for either student.
• Student took the test with incorrect accommodations or without accommodations listed in their IEP/504 plan.
• Student took the wrong test mode (i.e., paper or online).
• Other…
**Materials Return: February 14, 2023**

Instructions on what to return, keep, and destroy, if different than below, are detailed in the ACCESS for ELLs Checklist on your member/state page of the WIDA website.

<table>
<thead>
<tr>
<th>Return</th>
<th>Keep</th>
<th>Securely Destroy</th>
</tr>
</thead>
<tbody>
<tr>
<td>All test booklets (collected in plastic bags)</td>
<td>Packing List</td>
<td>District and School Test</td>
</tr>
<tr>
<td>All ACCESS for ELLs Paper Test Administrator Scripts</td>
<td>Security List</td>
<td>Coordinator Manual (this</td>
</tr>
<tr>
<td>ACCESS for ELLs Online Test Administrator Scripts for grade 1</td>
<td>Checklist</td>
<td>document)</td>
</tr>
<tr>
<td>and grades 2–3</td>
<td></td>
<td>Test Administrator Manual</td>
</tr>
<tr>
<td>Listening and Speaking Test CDs</td>
<td></td>
<td>Grades 4–12 Online Test</td>
</tr>
<tr>
<td>All large print, braille, Kindergarten ACCESS for ELLs, and Alternate</td>
<td></td>
<td>Administrator Script</td>
</tr>
<tr>
<td>ACCESS for ELs test materials</td>
<td></td>
<td>School box range sheet</td>
</tr>
<tr>
<td>Scratch paper and unused Pre-ID labels should be securely destroyed. See also Massachusetts State-Specific Directions ACCESS for ELLs Administration 2022-2023</td>
<td>Unused booklet labels</td>
<td></td>
</tr>
</tbody>
</table>
NEW: Security Material Tracking Report

• Includes the status of all ACCESS for ELLs materials with secure bar codes sent to school
• Updated daily beginning January 3 until after last late returns have been processed by DRC
• Updates any student information associated with a student test or response booklet
• In WIDA AMS: Report Delivery > Test Results. Apply filters then click “Secure Material Tracking Reports” in the Report drop-down.
• Track which materials are returned for which student using the Secure Materials Checklist in your initial shipment, then verify when the SMTR is available.
• Secure Material Tracking Report FAQ
Resources, Support, and Next Steps

- Upcoming webinars
- Web pages, guides, manuals
- Contact information
## Upcoming Training Sessions

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<th>Audience</th>
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<td>ACCESS Office Hours</td>
<td>ACCESS for ELLs Test Coordinators, Test Administrators, Technology Coordinators</td>
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<td>Alternate ACCESS Field Test</td>
<td>ACCESS for ELLs Test Coordinators, Test Administrators</td>
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<tr>
<td>Data Validation</td>
<td>ACCESS for ELLs Test Coordinators</td>
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<tr>
<td>Reporting</td>
<td>ACCESS for ELLS Test Coordinators</td>
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</table>

Dates and links to registration will be announced in upcoming EL Assessment Updates. Also check the WIDA Secure Portal webinars tab for recorded and upcoming webinars from WIDA.
# Available Resources

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<th>Resource</th>
<th>Location Online</th>
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<td>ACCESS for ELLs Online and Paper checklists</td>
<td>Massachusetts</td>
</tr>
<tr>
<td>WIDA Accessibility and Accommodations Manual 2022–23</td>
<td>Accessibility and Accommodations Manual</td>
</tr>
<tr>
<td>WIDA AMS Supplement – Submit Incomplete Domain</td>
<td>WIDA Assessment Guide Supplement</td>
</tr>
<tr>
<td>WIDA Secure Portal Assessment Training</td>
<td>WIDA Secure Portal</td>
</tr>
<tr>
<td>• Training courses with quizzes</td>
<td>• Select “Assessment Training”</td>
</tr>
<tr>
<td>• District and School Test Coordinator Manual</td>
<td>WIDA Secure Portal</td>
</tr>
<tr>
<td>• Test Administrator Manual</td>
<td>• Select “Resources”</td>
</tr>
<tr>
<td>• WIDA AMS User Guide</td>
<td></td>
</tr>
<tr>
<td>• Technology Troubleshooting and Issue Report Form</td>
<td></td>
</tr>
<tr>
<td>• Site Technology Readiness Checklist for Deploying WIDA Online Assessments</td>
<td></td>
</tr>
<tr>
<td>WIDA Secure Portal Webinars</td>
<td>WIDA Secure Portal</td>
</tr>
<tr>
<td>• Select “Webinars”</td>
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</table>
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<tbody>
<tr>
<td><strong>Technology Resources</strong></td>
<td><strong>WIDA Secure Portal</strong></td>
</tr>
<tr>
<td>• Technology Readiness Checklist</td>
<td>• Select “Resources”</td>
</tr>
<tr>
<td>• Troubleshooting</td>
<td></td>
</tr>
<tr>
<td>• COS-SD Installation</td>
<td></td>
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<tr>
<td>• Principal’s Pre-Administration Manual for ACCESS for ELLs: Tasks to be Completed in 2022-23</td>
<td><strong>DESE’s ACCESS for ELLs webpage</strong></td>
</tr>
<tr>
<td>• Massachusetts State-Specific Directions ACCESS for ELLs Administration 2022-23</td>
<td></td>
</tr>
<tr>
<td>• Instructions for Student Transfers During testing</td>
<td></td>
</tr>
<tr>
<td>• ACCESS for ELLs ServiceNow forms</td>
<td></td>
</tr>
<tr>
<td><strong>Supported System Requirements for ACCESS for ELLs Online and WIDA Screener Online</strong></td>
<td><strong>WIDA's Supported System Requirements for ACCESS for ELLs Online and WIDA Screener Online (wida-ams.us)</strong></td>
</tr>
<tr>
<td><strong>New</strong>: WIDA AMS Knowledge Articles and Live Chat</td>
<td><strong>WIDA AMS</strong></td>
</tr>
<tr>
<td></td>
<td>• Select My Applications &gt; DRC Customer Service</td>
</tr>
</tbody>
</table>
Email and Phone Support

MA Department of Elementary and Secondary Education (DESE)
781-338-3625 or access@mass.gov
  • Policies and program management
  • Preparation for test administration

WIDA Help Desk
1-866-276-7735 or help@wida.us
  • Personal accounts
  • Standards
  • Training materials and certification

DRC Help Desk
1-855-787-9615 or WIDA@datarecognitioncorp.com or NEW: Live Chat Feature in WIDA AMS
  • WIDA AMS user accounts, session management, ordering additional materials
  • Technology issues
  • Test materials
  • Reporting and results
  • To access live chat, sign in to WIDA AMS, go to My Applications > DRC Customer Service > Live Chat
THANK YOU

The Office of Student Assessment Services

781-338-3625

access@mass.gov

www.doe.mass.edu/mcas/access

75 Pleasant Street, Malden, MA 02148