

# New Jersey Department of Education



## **New Jersey ACCESS for English Language Learners (ELLs) and WIDA Alternate ACCESS District Test Coordinator Training Manual 2023-2024**

Division of Teaching and Learning Services

New Jersey Department of Education (NJDOE)

Office of Assessments

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# Presentation Purpose and Guidelines



- This presentation's purpose is to:
  - Assist districts, particularly test coordinators, in preparing for the ACCESS/Alternate ACCESS for ELLs spring assessment.
  - Communicate basic information on the ACCESS assessments and the roles, responsibilities and requirements of all staff involved in ACCESS assessments administration.
- Guidelines:
  - Please review this presentation and turnkey the information with all appropriate staff in your district and ensure that all required tasks are completed.
  - For the purposes of this presentation, ACCESS refers to both ACCESS for ELLs and Alternate ACCESS for ELLs unless specifically noted.



# Table of Contents



Topic:	Found on Slide(s):
NJ ACCESS for ELLs Assessments Information	Slides 4 to 8
ACCESS Roles and Responsibilities	Slides 9 to 15
Student Data Responsibilities for ACCESS	Slides 16 to 21
Test Coordinator Training	Slides 22 to 24
ACCESS Materials Ordering	Slides 25 to 29
Test Administrator Requirements and Training/Certification	Slides 30 to 38
Additional Administration Considerations for ACCESS	Slides 39 to 46
Test Security	Slides 47 to 51
Materials Management	Slides 52 to 57
Materials Return	Slides 58 to 62
Security Breaches	Slides 63 to 68
Document Retention	Slides 69 to 70
Preparation Resources for ACCESS	Slides 71 to 78
Additional Information	Slides 79 to 82
New for the 2023-2024 ACCESS and Alternate ACCESS for ELLs Administration	Slides 83 to 85
Contact Information	Slides 86 to 88



# NJ ACCESS for ELLs Assessments Information





# Purpose of the ACCESS for ELLs Assessments



- To comply with federal regulations implementing ESSA, all school districts in New Jersey must administer the ACCESS for ELLs language proficiency assessment to all ELLs in grades K–12 or, as required, the Alternate ACCESS for ELLs in grades K–12.
- Students identified as ELLs must participate in the assessments even if parents/guardians have refused services for the student.
- Results from the ACCESS for ELLs test administration are used in the calculation of schools' and districts' performance on the Progress to English Language Proficiency (ELP) indicator for ESSA school accountability.



# Purpose and Use of ACCESS for ELLs Results



- ACCESS for ELLs scores are used for:
  - Making decisions about whether students are ready to [exit English language support services](#);
  - Decision-making for student placement into appropriate classes or groups for instruction, instructional planning;
  - Monitoring the progress that students have made in English language proficiency; and
  - Public reporting of English language learner's (ELL's) progress toward English language proficiency and for *Every Student Succeeds Act (ESSA)* school accountability systems used to identify what schools need the most comprehensive and targeted support.

# Student Participation Guidelines



ACCESS for ELLs	Alternate ACCESS for ELLs
<p>All students in grades K–12 currently identified as ELLs in accordance with <a href="#">New Jersey’s ELL identification process</a> and who have an ELL Identification Date in NJ SMART.</p>	<p>Students in grades K–12 who are identified as ELLs with significant intellectual disabilities as reflected in their Individualized Education Programs (IEPs) and meet or will be eligible to meet <a href="#">New Jersey’s criteria for participation in the Dynamic Learning Maps (DLM) assessment</a> should participate in the Alternate ACCESS for ELLs assessment.</p>
<p>Includes ELLs whose parents have refused services.</p>	<p>Includes ELLs whose parents have refused services.</p>

**Note:** If a new student enters two weeks or less prior to the test window closing, they do not need to be tested. If you have any questions regarding this policy, please contact the NJDOE Office of Assessments at [assessment@doe.nj.gov](mailto:assessment@doe.nj.gov).



# 2023-2024 ACCESS and Alternate ACCESS for ELLs Key Dates\*



\*Dates are subject to change at NJDOE discretion. Continue to review dates on the NJ WIDA webpage for the most updated information.

Task	Start Date	End Date
Test Materials Ordering Available in WIDA AMS	11/14/23	12/20/23
WIDA AMS Test Setup Available for Test Sessions	1/5/24	3/29/24
Districts Receive Test Materials	1/29/24	1/29/24
Test Window	2/5/24	3/29/24
Additional Test Material Ordering Window in WIDA AMS	1/29/24	3/22/24
Deadline for Shipping Completed Test Materials to DRC	4/2/24	4/2/24
Pre-Reporting Data Validation for Districts	4/26/24	5/8/24
Reports and Data Files Available - Online in WIDA AMS	6/12/24	6/12/24
Data Posted in WIDA AMS	6/12/24	6/12/24
Reports Available in Districts - Printed	6/28/24	6/28/24



# ACCESS Roles and Responsibilities



# ACCESS District Test Coordinator (DTC) Role and Responsibilities



The ACCESS District Test Coordinator:

- **Is an administrator-level staff member such as a supervisor, principal, etc.; this role cannot be assigned to teachers, support staff, non-professional staff, etc.;**
- Oversees and assists school test coordinators and test administrators in their roles including conducting annual training, answering questions, creating a district testing security plan, and monitoring all aspects of testing;
- Is the main point of contact for the NJDOE for all matters related to ACCESS, including for security breaches and Monitoring Visits;
- Interacts with the District Technology Coordinator and School Test Coordinator to ensure all tasks are completed;
- Completes all requirements and documentation for chain-of-custody of secure materials;
- Reviews ACCESS District and School Test Coordinator Manual and other required documents such as DRC emails; and
- Creates test administrator and other accounts in the WIDA Secure Portal and WIDA AMS.
  - Account creation questions should not be directed to the New Jersey Department of Education (NJDOE), but to WIDA and DRC directly.



# School Test Coordinator (STC) Role and Responsibilities



The ACCESS School Test Coordinator:

- **Is an administrator-level staff member such as a supervisor, principal, etc.; this role cannot be assigned to teachers, support staff, non-professional staff, etc.;**
- Schedules training for teachers and is the direct point of contact for teacher questions;
- Is the school point of contact for relevant test activities;
- Oversees the administration of the assessment at the school level;
- Interacts with District Test Coordinator and Technology Coordinator to ensure all tasks are completed and that the correct students are assessed;
- Utilizes the NJ WIDA website, reviews materials, and disseminates information to staff;
- Reviews the ACCESS District and School Test Coordinator Manual and other required documents;
- Completes all requirements and documentation for chain-of-custody of secure materials;
- Contacts WIDA and/or DRC help desk for technical support; and
- Relays all questions and information up to the DTC, who may reach out to the NJDOE for further information/clarification.



# Technology Coordinator Role and Responsibilities



Technology Coordinators preparing districts/schools for ACCESS administration should:

- Oversee computer and other technology device components to ensure district technology readiness and implementation (IT staff);
- Read the *COS-SD Technology User Guide* (found on the WIDA Secure Portal);
- Complete the Technology Readiness Checklist (found on the WIDA Secure Portal); and
- Work with the DTC/STC to ensure completion of all tasks.





# District Communication



- District Test Coordinators must share information among staff and ensure that all ACCESS test administrators are annually trained and prepared for testing.
- District and School Test Coordinators must provide annual turnkey training to all staff involved in testing.
- For the clearest and most accurate communication, only the District Test Coordinators and District Technology Coordinators should contact NJDOE Office of Assessments with questions in order to ensure that issues are relayed through the main point of contact for the NJDOE.
  - DTCs should communicate any questions to the NJDOE with complete information regarding the issue, and only after reviewing New Jersey and WIDA/DRC documents.



# Required Accounts for ACCESS: WIDA Secure Portal



- [WIDA Secure Portal](#)

- Use the WIDA Secure Portal to access test training manuals and resources, as well as Online Professional Learning modules.
- New District Test Coordinators should contact WIDA Client Services to request an account:
  - Email: [help@wida.us](mailto:help@wida.us)
  - Phone: (866) 276-7735
- DTCs are responsible for creating test administrator and other accounts in the WIDA Secure Portal; account creation questions should be directed to WIDA Client Services.
- **NOTE:** District and School coordinator roles in WIDA AMS and the WIDA Secure Portal cannot be assigned to teachers, support staff, non-professional staff, etc. Please review the staff listed with these credentials in both portals and make edits, as necessary.





# Required Accounts for ACCESS: WIDA AMS



- [WIDA Assessment Management System](#) (WIDA AMS)
  - WIDA AMS is managed by Data Recognition Corporation (DRC).
  - Use the WIDA AMS to order ACCESS materials, manage student and test information, access score reports, and find technology resources and testing software via WIDA AMS.
  - New District Test Coordinators should contact DRC Customer Service to request an account.
    - **Email:** [wida@datarecognitioncorp.com](mailto:wida@datarecognitioncorp.com)
    - **Phone:** (855) 787-9615
  - DTCs are responsible for creating test administrator and other accounts in the WIDA Secure Portal; account creation questions should be directed to DRC Customer Service.
  - **NOTE:** District and School coordinator roles in WIDA AMS and the WIDA Secure Portal cannot be assigned to teachers, support staff, non-professional staff, etc. Please review the staff listed with these credentials in both portals and make edits, as necessary.

# Student Data Responsibilities for ACCESS





# Data Responsibilities for ACCESS



- Student data should be reviewed and verified for accuracy, starting with the NJ SMART SARS submission information, which NJDOE uses to populate the WIDA AMS system with initial student Pre-ID information.
- Districts must continuously update this information in the WIDA AMS if students move within and between districts.
- Districts must also maintain the accuracy of student data in the WIDA AMS before, during, and after administration of the ACCESS assessments.
- **IMPORTANT:** The pre-reporting data validation period will be the **only** window in which districts can review and clean up ACCESS data, which will be used for reporting and accountability purposes.
  - This is to ensure that reports from the administration are reflective of finalized data submitted by districts.
  - All data must be reviewed for accuracy during the pre-reporting data validation window; NJDOE will not make corrections to student data after the window closes.





# Student Data for ACCESS



To ensure accurate school accountability calculations, school districts must fill in all data fields in WIDA Assessment Management System (WIDA AMS) if missed during the NJSMART SARS submission. Optional fields are mandatory in New Jersey. **Errors will impact data used for reporting and accountability purposes.**

**Important: These fields must be correctly reported for student records populated from the State Assessment Registration Submission (SARS) in NJ SMART as well as student records entered directly into WIDA AMS.**

- **State Assessment Accountable District:**

- This data field must be completed for all students in the 'District Defined Optional Data' field in WIDA AMS in the following format: 2 Digit County Code + 4 Digit District Code (Example: 01 + 0110 = 010110).

- **State Assessment Accountable School:**

- This data field must be completed for all students in the 'State Defined Optional Data' field in WIDA AMS in the following format: 3 Digit School Code (Example: 010).

- **District Entry Date:**

- This data field must be completed for all students in the 'Additional field to be used by state' field in AMS in the following format: YYYYMMDD.



# Removing Students from WIDA AMS



- Please note that students cannot be removed from the WIDA AMS after the information has been uploaded into the system.
  - Students are uploaded into the WIDA AMS from data provided by districts in the NJSMART data submissions or entered manually by districts for new students.
- For students listed in the WIDA AMS who no longer should be tested by the district, remove the students from test sessions and ensure the student's login information is not used.
  - These students will be removed from the system at the close of the testing window if Do Not Score codes have not been added and students have not logged in. The test coordinator will be able to verify that the student is not listed in the tested file for the district during the pre-reporting data validation period.
  - Please DO NOT assign any Do Not Score Codes to these students in WIDA AMS or on paper-test booklets.





# Pre-Reporting Data Validation Window



- A *pre-reporting* data validation window is available to school districts from **April 26, 2024, through May 8, 2024**.
- ACCESS Test Coordinators and other related staff **must** ensure that all required fields have been corrected in WIDA AMS during this window.
- Districts **must** ensure that all [DRC procedures for data validation](#) are followed in order to fix that would result in missing student scores. issues such as split score reports
- **IMPORTANT:** The pre-reporting data validation period will be the **only** window in which districts can review and clean up ACCESS data, which will be used for reporting and accountability purposes.
  - This is to ensure that reports from the administration are reflective of finalized data submitted by districts.
  - All data must be reviewed for accuracy during the pre-reporting data validation window; NJDOE will not make corrections to student data after the window closes.





# Fixing Spilt Score Records During Data Validation



- When matching test booklets back to students to create composite scores, DRC uses:
  - District
  - School
  - First Name
  - Last Name
  - SSID
  - Grade
- If one of those data points are missing or incorrect by one character, DRC **cannot** sync the booklet with the online testing records, and they will appear as two separate records.
- All data must be reviewed for accuracy during the pre-reporting data validation window; NJDOE will not make corrections to student data after the window closes.



# Test Coordinator Training



# Test Coordinator Training Information



- All test coordinators (district and school) must review all manuals for ACCESS administration.
  - The manuals are available on the WIDA Secure Portal, which requires a login.
- Additionally, there are checklists for Online and Paper ACCESS that highlights all tasks that need to be completed before, during, and after testing within a school or district.
  - These checklists are customized for NJ and are available on the [NJ WIDA webpage](#).
  - The state-specific clarification column contains guidance that the NJDOE expects all personnel to follow as districts prepare for and administer the test.
    - [ACCESS for ELLs ONLINE Checklist](#)
    - [ACCESS for ELLs PAPER Checklist](#)



# Test Coordinator Specific Tutorials



## Tutorial Videos for Test Coordinators (Online and Paper-based Mode Testing- review specific checklists)

Training Overview
Ordering Materials
Accessibility Overview
Assigning Accommodations
Test Scheduling
Test Practice and Test Tickets
Managing Test Materials
Additional Materials Orders
Administering the Test
Kindergarten Training Video Series
Alt. ACCESS Test Administration
Monitoring Test Progress
After Testing
Data Validation
Accessing Score Reports

- There are Test Coordinator Tutorial videos available for viewing in the WIDA Secure Portal to guide DTC and STCs through the various tasks required for ACCESS administration.



# ACCESS Materials Ordering





# ACCESS Materials Ordering Windows



- District Test Coordinators can order materials for ACCESS testing at two times:
  - Initial Materials Ordering Window
  - Additional Materials Ordering Window
- Review window dates on the NJ WIDA webpage and in the DRC emails sent to district-level staff listed in the WIDA AMS.



# Initial Materials Orders (1 of 2)



- Districts administering the ACCESS or Alternate ACCESS test must place a materials order in the WIDA AMS regardless of testing mode (online or paper).
- Pre-ID labels are ordered separately and will be included in the initial materials shipment regardless of materials ordered.
  - Pre-ID labels are generated from the NJ State Assessment Registration Submission (SARS) in NJSMART.
- All ACCESS for ELLs test materials are ordered from DRC using WIDA AMS.
- Test Coordinators will need to follow the test materials ordering procedures outlined in the WIDA Assessment Management (WIDA AMS) User Guide located in WIDA AMS.
- WIDA AMS requires users to enter enrollments for each school rather than at the district level. Likewise, District/School labels are generated at the school level.





# Initial Materials Orders (2 of 2)



- District users will enter student counts at each grade level as applicable. Districts need to enter counts at grades for which they have students testing.
  - An overage will be provided based upon the materials that are ordered during the ordering window. **Please do not increase material numbers for the sake of having extras.**
  - All students to be tested must be included in the student counts, even if they are only testing online and do not need paper materials. Counts for online testers should be entered into the Online Order Grid.
  - Counts for paper testers should be entered into the Paper Order Grid. Any paper tests needed MUST have tier information provided or no materials will be provided.
  - There are also grids for Kindergarten, Alternate ACCESS for ELLs, and customized materials (large print and Braille).



# Additional Materials Orders



- Additional materials should only be ordered for students not accounted for during the NJSMART SARS (i.e.; new students, transfers, etc.).
- Districts may request only **one** Additional Materials Order.
  - Before ordering additional testing materials, school districts should ensure all current inventories of overages have been exhausted across the school district and consolidate overage materials before placing any additional materials orders.
- District Test Coordinators must use the **District-level Additional Orders Only** site to place their Additional Material Orders.
  - **Site-level orders placed will not approved for shipment.**
- Unusually high numbers of additional materials orders placed will be flagged for NJDOE staff for approval. and may not be approved for shipment. The District Test Coordinator may be required to provide additional information.
- Orders needed for additional materials must be completed in a timely manner as orders cannot be expedited for shipment.



# Test Administrator Requirements and Training/Certification





# Certification and Training through the Redesigned WIDA Secure Portal



- In order to get to the ACCESS for ELLs and WIDA Screener training courses and quizzes for certification in the portal, please use the following file path or [link](#):
  - *From the WIDA Secure Portal home page, select **Assessment Training**. From there you can filter to find applicable training courses for a specific assessment or scroll to find the appropriate course. After clicking the **Course Details** page, select **Enroll Now** to access the training course.*
- When attempting certification quizzes, users will see how many points they must score correct in order to achieve a passing score of 80%.





# District Annual Training for Test Administrators



- District Test Coordinators must share New Jersey-specific information among staff and ensure that all ACCESS test administrators are annually trained and prepared for testing.
- District and School Test Coordinators must provide annual turnkey training to all staff involved in testing.
  - These annual trainings must be documented with sign in sheets.
- Individual test administrators must pass all relevant (paper and/or online) ACCESS test administrator training quizzes on the WIDA Secure Portal every school year.



# 2023-2024 Test Administrator Requirements



ACCESS Test Administrators	Alternate ACCESS Test Administrators
<p>Are certified New Jersey educators with a district contract (Per diem and short-term substitute teachers are not eligible to be Test Administrators); and</p>	<p>Are certified New Jersey educators with a district contract (Per diem and short-term substitute teachers are not eligible to be Test Administrators); and</p>
<p>Have received training and PD on WIDA User and Training Manuals, as well as annual training from their DTC on NJ-specific policies; and</p>	<p>Work with the students taking the Alt. ACCESS on a daily basis; and</p>
<p>Have passed* relevant (paper or online) ACCESS test administrator training quizzes <b><u>every year.</u></b></p>	<p>Have received training and PD on WIDA User and Training Manuals, as well as annual training from their DTC on NJ-specific policies; and</p>
	<p>Have passed* the <b>paper-based</b> ACCESS test administrator training quizzes <b><u>every year.</u></b></p>

\*When attempting certification quizzes in the new portal, users will see how many points they must score correct in order to achieve a passing score of 80%.



# Test Administrator Recertification Requirements



- New Jersey Test Administrator recertification is required every year on the WIDA Secure Portal.
  - This aligns with the test administrator certification requirements for all statewide assessment programs.
- Test Administrators who are already certified to administer the Speaking test for the WIDA Screener are not required to certify separately.
  - Recertification every year is also required for the Speaking test.
- Proof of certification can be printed out and submitted to District and School Test Coordinators, or your District Test Coordinator may view proof of certification with the Certification Report tool.
  - **Note:** DTC/STCs must maintain evidence of test administrator required training. Evidence may be requested by the state during monitoring visits.





# Assessment Coordinator Schedules Test Administrator Training - Group

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- Assessment Coordinators may train all Test Administrators as one group by viewing the required training as a group.
- After the training, each Test Administrator must independently complete the required certification quizzes and pass each one.
  - When attempting certification quizzes on the new portal, users will see how many points they must score correct in order to achieve a passing score of 80%.

# Assessment Coordinator Schedules Test Administrator Training – Self-Directed



- The Assessment Coordinator may also choose to assign a time during school hours for Test Administrators to separately view the required training and take the certification quizzes.
- Each Test Administrator must independently complete the required certification quizzes and pass each one.
  - When attempting certification quizzes on the new portal, users will see how many points they must score correct in order to achieve a passing score of 80%.



# Test Administrator Certification Quizzes



If you are administering...	Then you must take the following course quiz... (On the WIDA Secure Portal)
ACCESS for ELLs Online	Online ACCESS for ELLs: Administration
ACCESS for ELLs Paper: Listening, Reading, and Writing	Paper ACCESS for ELLs: Administration
ACCESS for ELLs Paper: Speaking	Paper Speaking Quiz for applicable grade cluster course: <ul style="list-style-type: none"> <li>• Speaking for Grades 1-5: Scoring ACCESS Paper and WIDA Screener</li> <li>• Speaking for Grades 6-12: Scoring ACCESS Paper and WIDA Screener</li> </ul>



# Test Administrator Certification Quizzes Continued



If you are administering...	Then you must take the following course quiz... (On the WIDA Secure Portal)
Kindergarten ACCESS for ELLs	Kindergarten ACCESS for ELLs: Administration and Scoring
WIDA Alternate ACCESS	Alternate ACCESS: Administration and Scoring



# Additional Administration Considerations for ACCESS



# ACCESS for ELLs *Paper*: Estimated Administration Times



- While there are suggested guidelines for timing for each test, ACCESS for ELLs is not a timed test. Test Administrators have professional discretion to allow necessary time for each student to work productively.
- Students work at their own pace using the following guidelines:
  - Listening: Approximately 25–40 minutes.
  - Reading: Approximately 35–45 minutes.
  - Speaking: Approximately 15–35 minutes.
  - Writing: Approximately 35–65 minutes.





**Order of Administration:** Students' performance on the Entry Tasks for the Listening and Reading tests will determine their placement for Writing and Speaking.

- **Listening then Reading:** will be administered first. They may be administered together or separately.
- **Writing and Speaking:** can be administered in either order, after the Listening and Reading tests.



# ACCESS for ELLs *Online*: Estimated Administration Times



- While there are suggested guidelines for timing for each test, ACCESS for ELLs is not a timed test. Test Administrators have professional discretion to allow necessary time for each student to work productively.
- Students work at their own pace using the following guidelines:
  - Listening: Approximately 40 minutes.
  - Reading: Approximately 35 minutes.
  - Speaking: Approximately 30 minutes.
  - Writing: Approximately 45–60 minutes (Tier A) and 60–65 minutes (Tier B/C).



# ACCESS for ELLs *Online*: Additional Equipment



## Headset

- **Must have a microphone.**
- Can be used for all domains.
- Necessary for the Speaking domain test to record all responses.

## Headphones

- Can be used for the Listening, Reading, and Writing domain tests.
- Used to hear test items on the Listening and Writing domain tests.
- Used to hear test directions and practice items.

# ACCESS for ELLs *Online*: Writing Domain Considerations



The different test delivery and response modes of the Writing test are designed to meet the needs of all learners:

Grade Level Cluster	Writing Test Format	Writing Response Mode
1-3	Paper	Handwriting in paper booklets
4-5	Online	Keyboarding is the default mode per New Jersey policy
6-12	Online	Keyboarding is the default mode, with the option to change to Handwriting for individual students





# Test Assignment Considerations



- Districts are responsible for ensuring the administration of the correct grade-level and tier-level ACCESS assessment to eligible students.
  - All student data and testing materials should be checked prior to administration to ensure the correct test is given based on student grade-level/tier-level.
- DRC provides NJDOE with a list of students who were tested off grade-level, and NJDOE will follow up with District Test Coordinators to investigate why these students were not tested correctly.
- NJDOE may determine corrective action is needed at the district level based on the results of the investigation.



# Tier Override Requests



- The Online ACCESS for ELLs assessment is semi-adaptive, meaning the test platform tracks student progress in the Listening and Reading tests and presents test items based on students' previous performance.
  - When students finish the Listening and Reading tests, the test platform evaluates their performance to assign them to the appropriate tier of the Speaking and Writing tests.
- Therefore, the tier change process is intended to be used only in the rarest of circumstances, such as when a student with a documented disability is unable to complete a component of the assessment.
  - An example would be when a student with a hearing impairment is unable to complete the listening component of the assessment and requires their tier placement be determined manually so they may continue with the other components of the assessment in an appropriate tier.
- If your student(s) fall under this circumstance, contact the NJDOE Office of Assessments.
  - The Office of Assessments will request additional information regarding the request for a tier override which will be reviewed internally to determine if an override is justified.



# Test Security





# Test Security



- Security is a district-wide responsibility.
- Absolutely no reproduction or transmittal by any means of test items, passages, prompts, or other secure items or materials is permitted.
- Security breaches may have financial consequences for the district.
- Inform all district and school personnel of security procedures prior to test administration.
- Districts should have a testing security plan in place.



# Test Security – Staff



- Anyone that does not have an authorized role in the ACCESS administration may not have access to any secure test materials, may not observe testing, and may not substitute for any test administrator.
- Even those who have authorized roles have restrictions on secure material access, including primary and additional test administrators Assessment Coordinator, Data Manager, Technology Representative, and support staff needed for safety, behavioral, or medical needs of students.



# Test Security Continued



- Test security, including submitting accurate and authentic student responses, maintaining confidentiality of the test materials, following ACCESS procedures, and properly implementing all NJDOE Office of Assessments policies, are the responsibility of all school and district staff.
- All staff must fulfill their roles and responsibilities, including participating in training and reviewing all applicable test materials, in order to correctly and accurately conduct ACCESS testing.
- Failure to review and or implement the training requirements does not alleviate one the responsibility of maintaining all requirements.
- Improper test administrations can result in professional and financial consequences for school and district staff.

# Required Signatures on NJ ACCESS/Alt. ACCESS Test Security Agreements



All staff members involved with ACCESS to any degree must sign a [NJ ACCESS/Alt. ACCESS Test Security Agreement](#) and give it to the District/School Test Coordinator.

This includes primary and additional test administrators, test administration assistants for student support, Assessment Coordinators, Technology Representatives, Data Managers, etc.



Failure to sign an agreement does not prevent the implementation of professional and/or financial consequences in the event of a test breach.



NJDOE staff may request the signed [NJ ACCESS/Alt. ACCESS Test Security Agreement](#) from the DTC/STC during monitoring visits.



Test security agreements are posted on the [NJ WIDA webpage](#). Everyone must sign their applicable agreement as soon as it is distributed in district, but no later than January 31, 2024.



# Materials Management



# Materials Receipt and Return Chain-of-Custody Form



- Each School Test Coordinator is required to complete applicable information regarding the receipt of secure test materials from the District Test Coordinator, maintaining materials security, and packaging the return of materials back to the DTC on this form.
  - This form may be duplicated for use by individual school and maintained as an electronic file, but the content of this form may NOT be altered.
  - This form must be retained in district for 3 years.
- Link to Form on NJ WIDA Webpage: [Materials Receipt and Return Chain-of-Custody Form](#)





# Daily Testing Chain-of-Custody Form



- Each School Test Coordinator and Test Administrator must complete this form each day in which testing takes place, and materials are moved between the secure storage area and classrooms.
  - 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.
  - This form must be retained in district for 3 years.
- Link to Form on NJ WIDA Webpage: [Daily Testing Chain-of-Custody Form](#)





# Storage of Secure Test Materials (1 of 2)



**All testing materials must be stored in a secure locked area.**

- The School Test Coordinator (STC) will distribute test materials to Test Administrators (TAs) and collect the materials at the end of each test administration day.
- STC will document the distribution and return of test materials to the TA each test administration day.
- STC will keep track of all secure testing materials through a Daily Chain-of-Custody Form, which includes:
  - Student Response Booklets by grade;
  - All Paper Test Administrator Scripts;
  - Online Grades 1 and 2–3 Test Administrator Scripts;
  - Speaking Test Booklets;
  - Listening and Speaking Tests CDs;
  - All used and unused large print and Braille test materials;
  - Alternate ACCESS for ELLs Listening/Reading/Speaking Test Booklets; and
  - Kindergarten ACCESS for ELLs ancillary materials.





# Storage of Secure Test Materials (2 of 2)



All testing materials must be stored in a secure locked area.

- STC will distribute test materials to the TA approximately 15 minutes prior to testing.
- TA must return test materials to the STC within 15 minutes after testing ends.
- The STC must securely destroy the following test materials immediately after all testing is complete:
  - Any unused labels;
  - District and Test Coordinator Manuals;
  - Test Administrator Manual;
  - School box range sheet; and
  - Online Grades 4-12 Test Administrator Scripts.
- If any secure test materials have been shredded, the STC must notify the DTC, who should document the action on WIDA AMS on the Materials Accountability Form.





# Missing Test Materials



- If at any time it is discovered that test materials are missing, the following procedures **MUST** be followed:
  - STCs should notify the DTC immediately, and testing should be halted.
    - STCs should also notify the building principal.
    - 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 test coordinator.
  - DTCs should notify the NJDOE Office of Assessments immediately and complete a Security Breach report with all pertinent information.
    - DTCs should also notify their County Education Specialist and district personnel (i.e.; Chief School Administrator, Assistant Superintendent, etc.).
    - The DTC should complete the Materials Accountability Form in WIDA AMS (My Applications > Materials > Accountability Form).
    - Information regarding Security Breaches and required forms are in another section of this presentation.

# Materials Return





# Preparing Test Materials for Return to DRC (1 of 2)



- Remember, any booklet that contains student response information must have either a Pre-ID Label or a District/School Label with bubbled student information using a **number 2 pencil**.
- Failure to affix a label to a booklet with student test information will result in booklets being processed as unused and no score will be assigned.
- Remove staples, paper clips, and sticky notes from test booklets and securely destroy scratch paper. Any student responses written on scratch paper must be transcribed into an appropriately labeled student response booklet.
- Detailed information regarding preparing test materials for return can be found in the [District and School Test Coordinator Manual](#) and the [Test Administrator Manual](#).
- See the [Returning Materials](#) guide in the WIDA Secure Portal Download library for a quick reference regarding how to prepare boxes for return and where to affix DRC return shipping labels and UPS labels. A concise table listing which materials to return, keep, or securely destroy can be found in the [District and School Test Coordinator Manual](#).





# Preparing Test Materials for Return to DRC (2 of 2)



- Large print and Braille test booklets
  - Verify that student responses have been transcribed into a standard test booklet. Affix a student Pre-ID Label or District/School Label to the standard test booklet and verify that student demographic information has been bubbled with a number 2 pencil if a District/School Label was used. Large print test booklets may be folded and shipped with other materials in a standard sized box. Review guidance in the [District and School Test Coordinator Manual](#) and the [Test Administrator Manual](#).
- Alternate ACCESS for ELLs materials that were physically modified to fit the needs of the student
  - Place all pieces of the test materials together in a large envelope labeled with the student's name. Cut out the bar code from the back cover of the student response booklet and securely affix it to the outside of the envelope. The bar code is critical in ensuring the booklet is accounted for. Review guidance in the [District and School Test Coordinator Manual](#).



# Common Errors and Unique Situations when Preparing Materials for Return (1 of 2)



Issue	Solution
No student label on booklet	Booklets without labels will not be processed. If the booklet contains student responses, place a District/School Label on the front of the student test booklet and bubble in student demographic information using a number 2 pencil. Blank, unused booklets should be returned without a label affixed.
Modified or misplaced labels	Only booklets with DRC labels appropriately affixed will be processed. Do not write on or edit labels. If a booklet containing student responses has a label that has been modified or edited, place a District/School Label over it and complete the student demographic information on the booklet using a number 2 pencil. If a booklet that should not be scored has a Pre-ID or District/School label on it, place a Do Not Process label over the incorrect label.
Demographic information not bubbled	Booklets with a Pre-ID Label affixed do not need to be bubbled. If the Pre-ID Label is incorrect, changes to student demographic information should be made in <a href="#">WIDA AMS</a> . If the booklet has a District/School Label affixed, the demographic information should be bubbled on the front and back of the test booklet using a number 2 pencil. You must fill in this information accurately; errors may result in incorrect, late, or missing scores for the affected students.
Damaged booklet	<p>Transcribe the student’s responses into a new test booklet. Transcription guidelines can be found in the <a href="#">Accessibility and Accommodations Supplement</a>. Apply a District/School Label to the new test booklet and complete student demographic information using a number 2 pencil. Place a Do Not Process Label on the damaged booklet and return both the damaged booklet and the transcribed booklet.</p> <p>If in doubt about the extent of the damage and whether a new booklet is needed, contact DRC Customer Service at 855-787-9615 or <a href="mailto:WIDA@datarecognitioncorp.com">WIDA@datarecognitioncorp.com</a>.</p>
Booklet soiled by bodily fluids (e.g., blood, vomit)	Transcribe student responses to a new test booklet. Transcription guidelines can be found in the <a href="#">Accessibility and Accommodations Supplement</a> . <b>Soiled booklets should not be returned to DRC.</b> Apply a District/School Label to the new test booklet and complete student demographic information on the new test booklet using a number 2 pencil. Document the security barcode of the soiled booklet in the Materials Accountability Form in WIDA AMS, and securely destroy the soiled booklet.



# Common Errors and Unique Situations when Preparing Materials for Return (2 of 2)



Issue	Solution
Student mistakenly completes domains in multiple booklets	Transcribe responses as necessary to create a single test booklet for the student. (See the <a href="#">Accessibility and Accommodations Supplement</a> for guidelines on transcription.) This booklet should be labeled with a Pre-ID Label or District/ School Label. If a District/School Label is affixed, complete all student demographic information using a number 2 pencil. The incorrect or damaged booklet(s) should have a Do Not Process Label applied prior to returning to DRC. Document the issue and resolution and keep a copy for your records.
Multiple students mistakenly respond in a single test booklet	Contact DRC Customer Service at 855-787-9615 or <a href="mailto:WIDA@datarecognitioncorp.com">WIDA@datarecognitioncorp.com</a> for direction.
Student mistakenly completes domains using another student's test ticket (online administration only)	Contact DRC Customer Service at 855-787-9615 or <a href="mailto:WIDA@datarecognitioncorp.com">WIDA@datarecognitioncorp.com</a> and complete an Irregularity Report to submit to NJDOE Office of Assessments.
Materials that cannot be returned (for example, soiled)	Paper materials that could not be returned must be accounted for using the Accountability Form in WIDA AMS. This functionality allows you to document the quantity of materials returned or not returned, as well as any reasons for materials not being returned. If secure materials containing a security barcode cannot be returned, complete the Accountability Form in WIDA AMS. See page 53 of the <a href="#">WIDA AMS User Guide</a> for more information.
Student mistakenly completes domains in multiple booklets	Transcribe responses as necessary to create a single test booklet for the student. (See the <a href="#">Accessibility and Accommodations Supplement</a> for guidelines on transcription.) This booklet should be labeled with a Pre-ID Label or District/ School Label. If a District/School Label is affixed, complete all student demographic information using a number 2 pencil. The incorrect or damaged booklet(s) should have a Do Not Process Label applied prior to returning to DRC. Document the issue and resolution and keep a copy for your records.



# Security Breaches





# Prevention of Security Breaches



- All security breaches are preventable when all staff are annually trained and implement all required procedures.
- Test Coordinators and other school administrators should ensure that all staff understand the need and requirement for proper test procedures.
- The following slides indicate some but not all issues resulting in a security breach.



# Types of ACCESS Security Breaches (1 of 3)



- Testing outside the NJDOE scheduled window.
- Students using or having cell phones, or other non-testing related technology, during testing.
- Prompting the student.
- Helping the student answer the questions.
- Removing/reducing answer choices.
- Submitting answers that the student did not provide.
- Changing a student's answer.
- Signaling the student through words, inflection of voice, through use of manipulatives, etc..
- Asking the test question again after the student already responded.



# Types of ACCESS Security Breaches (2 of 3)



- Completing tests for the student, with or without their presence (not the same as scribing a student's answers).
- Viewing the test, teaching to the contents, then testing the students.
- Leaving computer/tablet unattended with test open.
- Plagiarized student responses.
- Allowing staff members who are not the test administrator to see the test questions, directions, etc..
- Allowing a staff member to be a test administrator when they do not meet the NJDOE requirements.
- Retaining, in any form, secure test materials including test items.



# Types of ACCESS Security Breaches (3 of 3)



- Any loss of secure test materials.
- Any action that provides inauthentic student work/test responses.
- Any other action that violates the test security agreements, regardless of whether it was signed.



# Security Breach Reporting

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- Contact [assessment@doe.nj.gov](mailto:assessment@doe.nj.gov) immediately if a security breach is suspected or has occurred.
- Provide your CDS code, district, school, and contact name, and include the suspected/known nature of the test breach.
  - *Do not* provide any student personally identifiable information (PII) in this email, including the student's full State Identification Number (SID). Provide **only** the last 4 digits of the SID if necessary.
- Include the words "Test Security Breach" in your email subject line.
- Follow up with a completed [NJ ACCESS/Alt. ACCESS Security Breach and Irregularity Report Form](#) that includes complete information in regard to the incident.
  - The [NJ ACCESS/Alt. ACCESS Security Breach and Irregularity Report Form](#) can be found on the [NJ WIDA webpage](#) under "2023-2024 NJ State Specific Resources."



# Document Retention





# Document Retention/Storage



Retain the following documents for three years:

- Materials Packing Lists;
- Security Checklists;
- Test Security Agreements;
- ACCESS Test Administrator Certification Certificates;
- Training Sign In Sheets;
- Materials Receipt and Return Chain of Custody Form (s);
- Daily Testing Chain of Custody Form (s);
- Copies of Security Breach and Irregularity Reports; and
- In a secure file, all documentation related to non-participation of students for ACCESS.
  - This includes records of student absenteeism for the entire test window, students not receiving instruction due to illness, parent refusal, etc..



# Preparation Resources for ACCESS





# ACCESS and Alternate ACCESS for ELLs Resources

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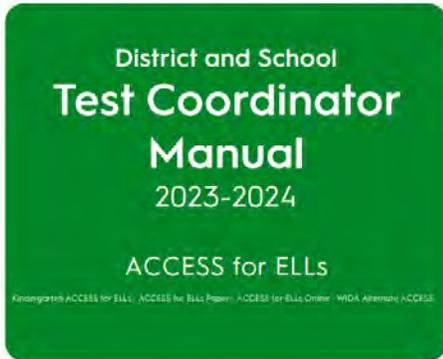
For more in-depth guidance and information related to the contents of this presentation, the following resources are available for review.



# Preparation Resources: Manuals



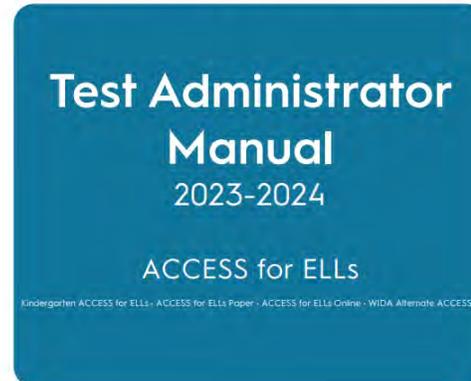
## District and School Test Coordinator Manual



- Explains all coordination responsibilities and tasks related to the implementation of all the assessments in the ACCESS for ELLs suite.



## Test Administrator Manual



- One document that includes K, Paper, Online, and Alt. ACCESS.
- Focuses on all tasks and responsibilities Test Administrators oversee immediately before, during, and immediately after testing for all assessments in the ACCESS for ELLs suite of assessments.

**Note:** These manuals require a [WIDA Secure Portal](#) login to view.



# Preparation Resources: Accessibility and Accommodations Supplement



- The [WIDA Accessibility and Accommodations Supplement](#) supports Test Administrators' awareness and selection of test administrative considerations, universal tools, and accommodations for individual ELLs, in order to produce valid assessment results.
- The supplement is intended for district and school-level personnel as well as decision-making teams, including Individualized Education Program (IEP) teams and 504 Plan teams, as they prepare for and implement ACCESS for ELLs.
- The information provided in the supplement applies to all ELLs who take ACCESS for ELLs (Paper or Online), Kindergarten ACCESS for ELLs, and Alternate ACCESS for ELLs.
- If an English learner with a disability requires an accommodation that is not listed in the *WIDA Accessibility and Accommodations Supplement*, the school may request approval from the Department for the use of a unique accommodation.
  - Districts may request approval for use of a unique accommodation through a [Unique Accommodations Request Form](#) to be submitted to NJDOE Office of Assessments at least two weeks prior to the administration.



# ACCESS Accommodations Checklists



- [ACCESS Online Accommodations Checklist:](https://wida.wisc.edu/sites/default/files/resource/ACCESS-Online-Accommodations-Checklist.pdf)  
<https://wida.wisc.edu/sites/default/files/resource/ACCESS-Online-Accommodations-Checklist.pdf>
- [ACCESS Paper Accommodations Checklist:](https://wida.wisc.edu/sites/default/files/resource/ACCESS-Paper-Accommodations-Checklist.pdf)  
<https://wida.wisc.edu/sites/default/files/resource/ACCESS-Paper-Accommodations-Checklist.pdf>
- [Alternate ACCESS Accommodations Checklist:](https://wida.wisc.edu/sites/default/files/resource/Alt-ACCESS-Accommodations-Checklist.pdf)  
<https://wida.wisc.edu/sites/default/files/resource/Alt-ACCESS-Accommodations-Checklist.pdf>
- [Kindergarten ACCESS Accommodations Checklist:](https://wida.wisc.edu/sites/default/files/resource/Kinder-ACCESS-Accommodations-Checklist.pdf)  
<https://wida.wisc.edu/sites/default/files/resource/Kinder-ACCESS-Accommodations-Checklist.pdf>

# Preparation Resource: Test Administrator Essentials



- Critical details for educators about test administration
- WIDA-recommended practices and procedures

SEE THE TEST ADMINISTRATOR MANUAL FOR FULL GUIDANCE

- This [resource](#) contains tips to help students and test administrators prepare for ACCESS testing and provides critical information to have at your fingertips on test day.
- It condenses information from the Test Administrator Manual but **does not replace it.**



# Preparation Resources: WIDA AMS User Guide



## 2023–2024 WIDA Assessment Management System (WIDA AMS)

### User Guide

Data Recognition Corporation (DRC)  
13490 Bass Lake Road  
Maple Grove, MN 55311

Direct: 1-855-737-9613  
Website: <https://www.wida-ams.us>  
Revision Date: June 30, 2023

- The [WIDA AMS User Guide](#) provides step-by-step instructions for completing different functions within WIDA AMS.
- **Note:** This resource is housed in the WIDA AMS.





# Additional New Jersey Specific Resources



- [New Jersey Department of Education English Language Learner Entry and Exit ESSA Guidance](#)
- [New Jersey English Language Learner Identification and Placement Guidance Document for 2023-2024](#)
- [ACCESS New Jersey State Specific Directions for 2023-2024](#)
- [ACCESS for ELLs Online Checklist](#)
- [ACCESS for ELLs Paper Checklist](#)
- [NJ ACCESS/Alt. ACCESS Test Security Agreement](#)
- [NJ ACCESS/Alt. ACCESS Security Breach and Irregularity Report Form](#)
- [NJDOE Sample District Testing Security Plan](#)
- [NJ ACCESS Materials Receipt and Return Chain-of-Custody Form](#)
- [NJ ACCESS Daily Chain-of-Custody Form](#)
- [NJ ACCESS Unique Accommodations Request Form](#)
- [NJDOE Office of Title III & Bilingual/ESL Education Webpage](#)
- [NJDOE Office of Assessments Webpage](#)



# Additional Information



# Do Not Score Codes (Online and Paper)



If a student was **not tested** in one or more domains, indicate one of the following reasons by selecting the appropriate box under Student Management>Manage Students or on the paper booklet.

Do Not Score Code	When To Apply
<b>Absent (ABS)</b>	Student was absent for one or more sections of the test (including illness, other medical condition, or for any other reason) and did not participate in make-up testing prior to the end of the testing window.
<b>Invalidate (INV)</b>	Student's results should not be reported because of a testing irregularity. Do not fill in an INV box if a student's booklet should be marked as void because it was assigned to a different student by mistake; instead, affix a Do Not Process label. If an INV code is needed, fill out a <a href="#">NJ ACCESS for ELLs Irregularity Report</a> to request use of an INV code from the Office of Assessments.
<b>Declined (DEC)</b>	Student refused to participate in one or more domains.
<b>Deferred Special Education/504 (SPD)</b>	The student's IEP or 504 team has determined that the student should not participate in a particular domain test due to the student's special education needs.





# Third-Party Providers and Clinics



- Third party providers and clinics will not receive individual organization designations within the WIDA/DRC vendor portals.
- The districts with whom third-party providers/clinics contract services are responsible for testing their students, and these providers must work with the respective ACCESS District Test Coordinators to determine how testing should move forward for the students served by the third-party providers/clinics.

# Non-Public ELL Students and Testing



- Information for these students can be found on the Nonpublic Office's guidance website for English Language Proficiency testing and screening:
  - <https://www.nj.gov/education/nonpublic/state/auxillary/ellservices.shtml>
- Any private/nonpublic schools who are looking for further information about ordering English Language Proficiency tests should directly contact:
  - NJDOE Nonpublic Office: [Nonpublic@doe.nj.gov](mailto:Nonpublic@doe.nj.gov)
  - NJDOE Bilingual Office: [ELL@doe.nj.gov](mailto:ELL@doe.nj.gov)



New for the 2023-2024  
ACCESS and Alternate ACCESS for ELLs  
Administration





# WIDA AMS - Improvements



- WIDA has made improvements to WIDA AMS, including refreshed student and test management applications, new locations for score reports, and a new way to import student information. Users should allow extra time to time to become familiar with new menu designs and new student and test management processes.
- For more information, visit:
  - [WIDA AMS](#)
  - [WIDA Assessment Management System \(WIDA AMS\) User Guide](#)
  - [Get ready for 2023-24 updates to WIDA AMS and DRC INSIGHT](#)
- The DRC INSIGHT Secure Student Browser has also been refreshed, for a more accessible student experience. This includes changes to navigation buttons, magnification and color contrast tools, and a simplified microphone check process.
- Refreshed ACCESS training courses launched in September 2023, to cover improvements to WIDA AMS and DRC INSIGHT.
- Please refer to the [WIDA Test Coordinator Manual](#) for additional updates/information (beginning on page 2).





# WIDA Alternate ACCESS



- Alternate ACCESS for ELLs, now renamed to WIDA Alternate ACCESS, has also been updated for the 2023-2024 testing year.
  - Test administrators will need to get recertified to administer the new WIDA Alternate ACCESS via the brand-new training course. The new training course went live on September 1, 2023.
  - For more information on Alternate ACCESS updates, please visit [WIDA's Alternate ACCESS webpage](#), which has been designed to provide updated information and resources.



# Contact Information



# Contact Information



Contact	Contact Information	Contact for Questions Regarding
NJDOE Office of Title III & Bilingual/ESL Education	<a href="mailto:ell@doe.nj.gov">ell@doe.nj.gov</a>	<ul style="list-style-type: none"><li>• NJ technical/policy and program assistance</li><li>• Student Participation Guidance</li></ul>
NJDOE Office of Assessments	<a href="mailto:assessment@doe.nj.gov">assessment@doe.nj.gov</a>	<ul style="list-style-type: none"><li>• NJ ACCESS and Alternate ACCESS assessment administration policy and procedures</li></ul>
WIDA Client Services Center	<a href="mailto:help@wida.us">help@wida.us</a> 1-866-276-7735	<ul style="list-style-type: none"><li>• WIDA Secure Portal user accounts</li><li>• Training and certification</li><li>• Test administration preparation and procedures</li><li>• Content of score reports</li></ul>
DRC Customer Service	<a href="mailto:WIDA@datarecognitioncorp.com">WIDA@datarecognitioncorp.com</a> 1-855-787-9615	<ul style="list-style-type: none"><li>• Materials receipt, inventory, and return</li><li>• Labeling of test booklets</li><li>• Processing paper test materials</li><li>• Data validation and edits</li></ul>



# Thank You!



New Jersey Department of Education: [nj.gov/education](https://nj.gov/education)

Questions or comments?

[assessment@doe.nj.gov](mailto:assessment@doe.nj.gov)

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