

New Jersey ACCESS and Alternate ACCESS for English Language Learners (ELLs) District Test Coordinator Training 2020-2021

**Division of Academics and Performance
New Jersey Department of Education (NJDOE)
Office of Assessments
Posted December 2020**



Note Regarding ACCESS and Alternate ACCESS for ELLs 2020-2021 Administration



- The United States Department of Education (USDE) anticipates that during school year 2020-2021, all states will administer statewide assessments as required under the *Every Student Succeeds Act (ESSA)*.
- In Spring 2021, the New Jersey Department of Education (NJDOE) plans to administer New Jersey's statewide assessment system, which includes the English language proficiency assessments to all English Language Learners (ELLs):
 - ACCESS for ELLs to all ELL students in grades K–12.
 - Alternate ACCESS for ELLs in grades 1–12 to ELL students who meet the participation guidelines.
- The NJDOE recognizes that districts and educators will require additional support and guidance for this upcoming administration that must be done in-person as there is no remote administration option from WIDA.
 - WIDA has created a resource, [Assessment Best Practices During COVID-19](#), to support test coordinators and test administrators administering ACCESS for ELLs, which can be accessed in the [WIDA Secure Portal](#).
- For additional questions and guidance not answered in this presentation, please see the list of contacts at the end of this slide deck on slide 53.



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 5 to 9
ACCESS Roles and Responsibilities	Slides 10 to 16
NJ SMART and Data Validation for ACCESS	Slides 17 to 20
Test Administrator Requirements and Training/Certification	Slides 21 to 25
ACCESS Additional Administration Matters	Slides 26 to 31
Test Security	Slides 32 to 36
Security Breaches	Slides 37 to 42
Document Retention	Slides 43 to 44
Preparation Resources for ACCESS	Slides 45 to 51
More Information and Contacts	Slides 52 to 54



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 1–12. 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
All students in grades K–12 currently identified as ELLs in accordance with New Jersey’s ELL identification process and who have an ELL Identification Date in NJ SMART.	Students in grades 1–12 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 New Jersey’s criteria for participation in the Dynamic Learning Maps (DLM) assessment should participate in the Alternate ACCESS for ELLs assessment.
Includes ELLs whose parents have refused services.	blank

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 assessments@doe.nj.gov.



2020-21 ACCESS and Alternate ACCESS for ELLs Key Dates*

Task	Start Date	End Date
Test Materials Ordering in Assessment Management System or AMS (Local Education Agency or LEA)	Mon 11/30/20	Tue 1/5/21
WIDA AMS Test Setup Available for Test Sessions	Tue 1/19/21	Fri 5/21/21
Districts Receive Test Materials	Wed 2/10/21	Thu 2/11/21
Test Window	Tue 2/16/21	Fri 5/21/21
Additional Test Material Ordering Window in AMS	Fri 2/12/21	Mon 5/17/21
Deadline for Shipping Completed Test Materials to Data Recognition Corporation (DRC)	Thu 5/27/21	Thu 5/27/21
Pre-Reporting Data Validation – LEAs in AMS	Tue 6/15/21	Fri 6/25/21
Report Availability and Post-Reporting Data Validation Dates**	TBD	TBD

*Dates are subject to change at NJDOE discretion.

**Check NJ WIDA page for updated information.



ACCESS Roles and Responsibilities



ACCESS District Test Coordinator (DTC) Roles and Responsibilities



The ACCESS District Test Coordinator:

- 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;
- Reviews ACCESS District and School Test Coordinator Manual and other required documents; 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) Roles and Responsibilities



The ACCESS School Test Coordinator:

- Schedules training for teachers;
- 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;
- 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 Roles 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*](#) User Guide (found on the WIDA Secure Portal)
- Complete the Technology Readiness Checklist (found on the WIDA Secure Portal)
- 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 trained and prepared for testing.
- District and School Test Coordinators must provide 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
 - **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.



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, 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
 - **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.



NJ SMART and Data Validation for ACCESS



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). Optional fields are mandatory in New Jersey. **Errors will impact data used for reporting purposes.**



- 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); and
- 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.

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



Pre-Reporting Data Validation Window



- A *pre-reporting* data validation window is available to school districts from **June 15, 2021 through June 25, 2021**.
- 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 issues such as split score reports.
- Although there is a post-reporting data validation period available, data cannot be corrected for reporting purposes after June 25, 2021.



Post-Reporting Data Validation Window



- A *post-reporting* data validation window will be available to school districts, but the date is currently to be determined.
 - Please review emails from DRC that will provide these dates, as well as the [NJ WIDA webpage](#).
- 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 issues such as split score reports.
 - If districts notice errors after the post-reporting data validation window closes, districts may incur costs to fix their data.



Test Administrator Requirements and Training/Certification



2020-2021 Test Administrator Requirements



- ACCESS Test Administrators:
 - Are certified New Jersey educators;
 - Have received training and PD on WIDA User and Training Manuals; and
 - Have passed relevant (paper or online) ACCESS test administrator training quizzes with 80% or higher every **two** years.
- Alternate ACCESS Test Administrators:
 - Are certified New Jersey educators;
 - Work with the students taking the Alt. ACCESS on a daily basis;
 - Have received training and PD on WIDA User and Training Manuals; and
 - Have passed the **paper-based** ACCESS test administrator training quizzes with 80% or higher every **two** years.



Test Administrator Recertification Requirements


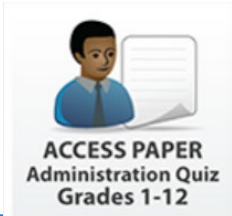

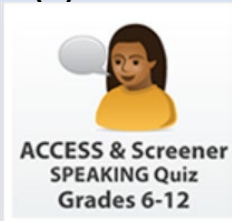


- New Jersey Test Administrator recertification is required every **two** years.
- Test administrators who were certified **prior to the 2019-2020** school year **must** recertify for the 2020-2021 administration and will recertify every two years thereafter.
- Test Administrators who are already certified to administer the Speaking test for the WIDA Screener are not required to certify separately.
 - Recertification every two years 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 Account Management and Training Status tool.
 - **Note:** DTC/STCs must maintain evidence of test administrator required training. Evidence may be requested by the state during monitoring visits.



Test Administrator Certification Quizzes





If you are administering...	Then you must take... (On the WIDA Secure Portal)
ACCESS for ELLs Online	Online General Administration Quiz 
ACCESS for ELLs Paper: Listening, Reading, and Writing	Paper General Administration Quiz 
ACCESS for ELLs Paper: Speaking	Paper Speaking Quiz for applicable grade cluster(s)  





Test Administrator Certification Quizzes Continued

If you are administering...	Then you must take... (On the WIDA Secure Portal)
Kindergarten ACCESS for ELLs	Kindergarten Administration Quiz 
Alternate ACCESS for ELLs	Alternate Administration Quiz 



ACCESS Additional Administration Matters



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.



ACCESS for ELLs *Online*: Administration Considerations



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
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 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, 2021.



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 his/her 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.
- 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 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



- Contact 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 regards to the incident.
 - The [NJ ACCESS/Alt. ACCESS Security Breach and Irregularity Report Form](#) can be found on the [NJ WIDA webpage](#) under "2020-21 NJ State Specific Resources."



Document Retention



Document Storage



Retain the following documents for three years:

- Test Security Agreements;
- ACCESS Test Administrator Certification Certificates;
- Copies of 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



- 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 2020-2021

ACCESS for ELLs
Kindergarten ACCESS for ELLs
Alternate ACCESS for ELLs

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 2020-2021

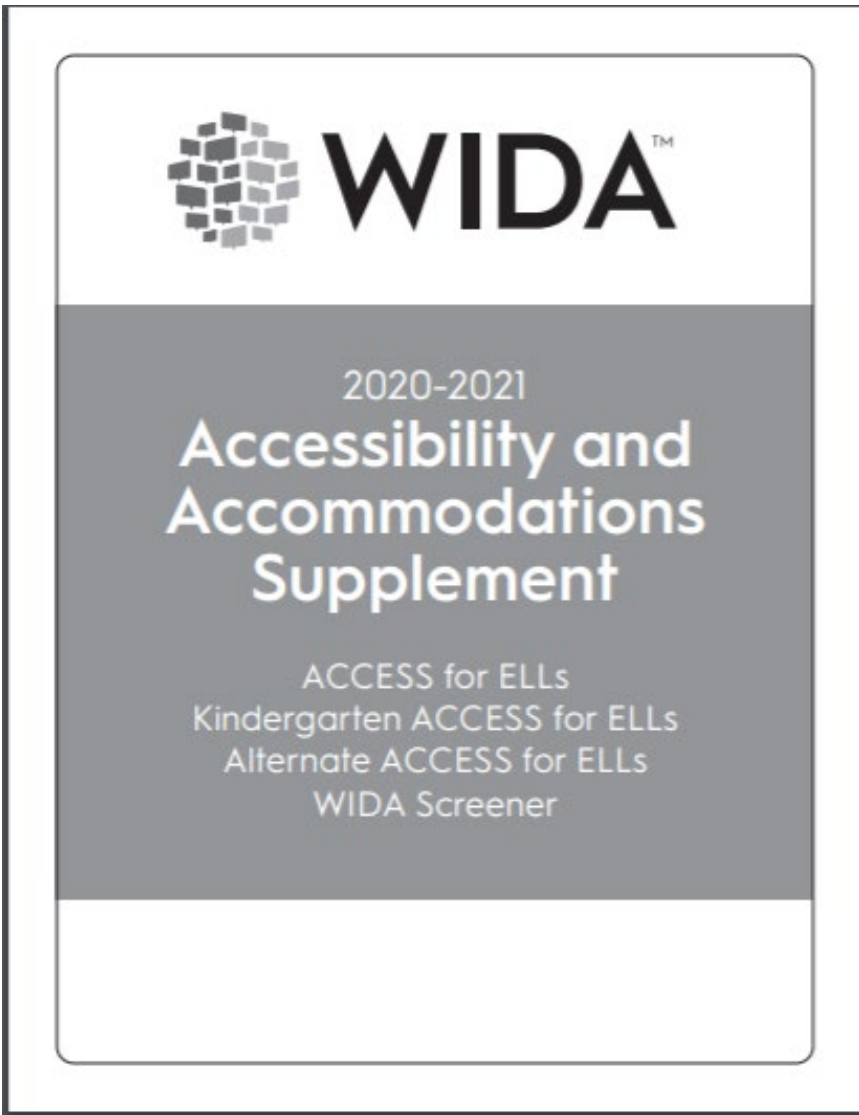
ACCESS for ELLs
Kindergarten ACCESS for ELLs
Alternate ACCESS for ELLs

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 [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.



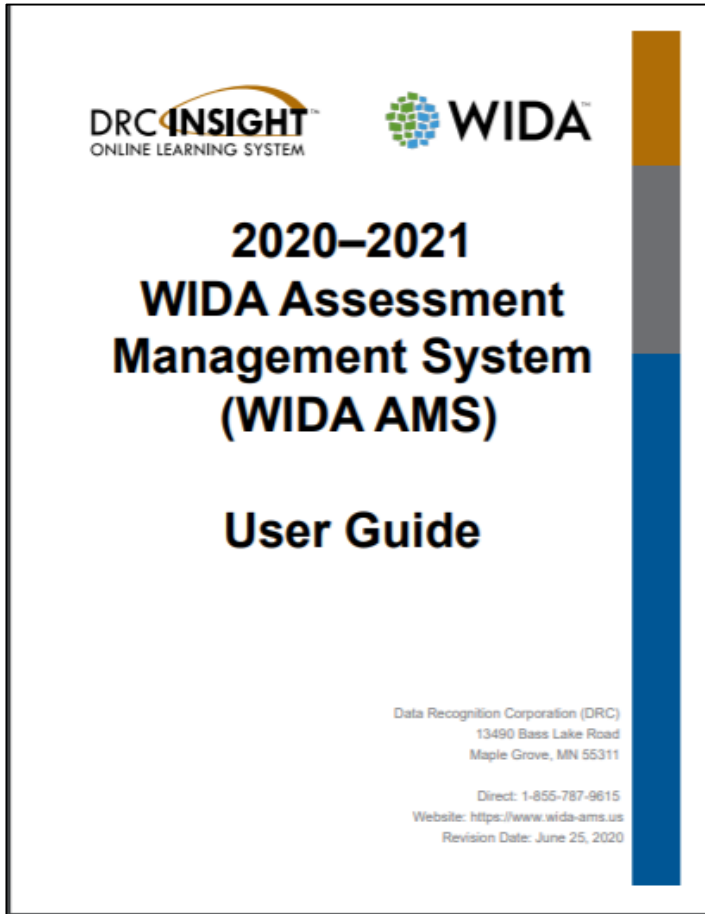
ACCESS Accommodations Checklists



- [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 Resources: WIDA AMS User Guide



The WIDA AMS User Guide provides step-by-step instructions for completing different functions within 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 2020-2021](#)
- [ACCESS New Jersey State Specific Directions for 2020-2021](#)
- [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](#)
- [NJDOE Office of Title III & Bilingual/ESL Education Webpage](#)
- [NJDOE Office of Assessments Webpage](#)



Contacts and Other Information



Contacts and Other Information

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



Thank You!

[New Jersey Department of Education Website](http://www.nj.gov/education/)

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Questions or comments?

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