

Materials Management Guidelines

2022-2023 ACCESS for ELs Administration

The *ACCESS for ELLs District and School Test Coordinator Manual* and the *ACCESS for ELLs Test Administrator Manual* in the WIDA Secure Portal (Assessment Training) are essential in-depth reference documents for District Test Coordinators and Test Administrators to understand test coordination processes and procedures. They include information on anything new for the year's test, and detailed sections for each ACCESS for ELLs assessment.

The Vermont *ACCESS for ELLs Online Checklist (Vermont)*, *Materials Management Guidelines*, and other resources on the Vermont Member/State Page of the main WIDA website contain important **state-specific** requirements and guidance that Vermont LEAs are expected to follow before, during, and after the administration of the annual English language proficiency assessments. Please read and/or review these documents as needed to accurately complete student demographic information in the Pre-ID upload file, test booklets and WIDA AMS, according to **Vermont-specific guidance**.

Completing Demographic Information for English Learners (ELs)

For students with Pre-ID labels: The **Date of Testing** field must be bubbled in on the front cover of *every* student's test booklet, regardless of whether the student has a Pre-ID Label or not. If the information on the student's Pre-ID label is correct, nothing else needs to be bubbled on the student's booklet.

If a Pre-ID Label contains *incorrect* demographic information (name, state ID, birth date, gender), you can use it anyway, but you need to correct the student's information in WIDA AMS. The barcode on the booklet is matched to that student's record in WIDA AMS. (WIDA AMS overrides information that is bubbled on test booklets.) Ensure that any changes you make to the student's record in WIDA AMS are also made in your district's system.

For students without Pre-ID labels: If ELs are identified or enrolled after the LEA Pre-ID Upload closes on November 16, 2023, districts will need to manually enter student demographic data into WIDA AMS, hand-bubble the correct student information on any paper test booklets

used and apply the correct (yellow) District/School Labels for the students. The student's demographic info in WIDA AMS and on the test booklet should match each other.

State-Specific Instructions for Vermont: Test coordinators and administrators *need not bubble in every data field* as described in the instructions for *Completing Demographic Information* in the *District and School Test Coordinator* (pages 19 - 24) or *Test Administrator Manual* (Pages 11-16).

The VT AOE collects much of the student demographic data from its own sources. It is not required to bubble in or enter in WIDA AMS student demographic data related to the following: Native Language; Date First Enrolled U.S. School; Length of Time in LEP/ELL Program; Racial/Ethnic Group; IEP Status; Title III Status; Migrant Status; or 504 Plan. This data is gathered from home language surveys and other existing data collections for the purpose of completing Data Validation and supporting WIDA's research for English Learners across the consortium.

Therefore, VT Test Administrators are only required to complete the following demographic info when bubbling in booklets and entering it in WIDA AMS –

- **Front Cover:**
 - **Date of Testing (must be completed for all students regardless of whether they use a Pre-ID Label or District/School Label)**
 - STUDENT'S LAST NAME (both written and bubbled in)
 - FIRST NAME (both written and bubbled in)
 - MI, if known (both written and bubbled in)

- **Back Cover:**
 - DISTRICT NAME
 - SCHOOL NAME
 - STATE NAME ABBREVIATION
 - GRADE LEVEL (Incorrect Grade Level will impact reporting)
 - GENDER
 - BIRTH DATE
 - STATE STUDENT ID NUMBER (both written and bubbled in – if you're not sure, check with your District Test Coordinator)

Important change for 2022-2023:

In order to fulfill our federal reporting requirements, there is a change this year. We are NOT requiring that the LIEP Classification field be completed. In lieu of this, please complete the following information:

In the State Defined Optional Data field under the demographics tab, please enter LIEP data using the code that corresponds with the correct LIEP for each student per the table below:

What to enter Or bubble	Definition
0001	Transitional Bilingual Education or Early-Exit Bilingual Education
0002	Dual Language or Two-way Immersion
0003	ESL or ELD
0004	Content Classes with integrated ESL support
0005	Newcomer programs
0006	Other

Please note: If both the pre-ID file and the booklet are bubbled, the booklet will supersede the pre-ID file data in this field.

Test Accommodations:

Information on the accommodations used by each EL with a disability must be entered in WIDA AMS (for online testing) or on the back cover of the test booklet (for paper-based testing).

For District/School Labels, accommodations provided to a student must be bubbled in on test booklets.

For Pre-ID labels, if accommodations were used, this section must be bubbled, *or* accommodations marked in WIDA AMS Student Management. If the accommodations are marked in WIDA AMS, there is no need to also bubble. Please note that if an accommodation must be removed, it should be removed both in WIDA AMS and on the booklet.

Please refer to the –

- *Accessibility and Accommodations Manual* for detailed information on available accommodations; and
- *WIDA AMS User Guide* for detailed information on entering accommodations in WIDA AMS.

Do Not Score this Section for this Student (Online or Paper-based test)

In rare cases, it may be appropriate to indicate that a domain (Listening, Speaking, Reading, or Writing) of the test should not be scored. Please read the Test Administration Manual, *Section 3-Test Security and Materials Management*, for detailed instructions on when and how to fill in *Do Not Score this Section for this Student*. **Reminder:** If a student, for some reason, cannot take the online Listening or Reading domain, contact the Vermont AOE for approval to force-close the impacted domain and allow the student to take the remainder of the test. The reason for not taking a domain of the test would be listed in the Do Not Score Codes.

For District/School Labels, this section must be bubbled to indicate **special circumstances** (as described in *Code/Do Not Score Circumstances Chart* on page 20).

For Pre-ID labels, this section must be bubbled *or* Do Not Score Codes must be marked in WIDA AMS Student Management to indicate special circumstances (as described in *Code/Do Not Score Circumstances Chart* on page 20). If a Do Not Score Code is marked in WIDA AMS, there is no need to also bubble. Please note that if you change Do Not Score Codes in WIDA AMS to codes different than what were bubbled on the booklet, the codes marked in WIDA AMS will supersede what was bubbled in. Additionally, if changes must be made the Do Not Score Code, they should be done both in WIDA AMS and on the booklet.