



ILLINOIS

STATE-SPECIFIC DIRECTIONS

ACCESS for ELLs Administration Dates (2018-2019)

Description	Start Date	End Date
Testing Window	Wed 1/16/19	Tue 2/19/19
Deadline to Ship Completed Test Materials to DRC <i>*If shipping on the materials return deadline date, test materials must be picked up before the shipping vendor's last package pickup time for the day, or materials will be considered as a late return.</i>	Tue 2/26/19	Tue 2/26/19

CONTACT INFORMATION:

STATE EDUCATION AGENCY	WIDA Client Services	DRC Customer Support
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TOPIC	ILLINOIS POLICY
Testing Mode	ACCESS for ELLs may be administered either online or on paper except for Kindergarten, which is only available on paper. The Alternate ACCESS is also only available on paper and only for grades 1-12, not Kindergarten.
ELs Beyond Grade 12	ELs that have completed their grade 12 program of instruction yet continue receiving services by their school district (e.g., life skills, transition, etc.) are not required to participate in ACCESS testing.
Pre-Kindergarten ELs	ELs in Pre-K do not participate in ACCESS testing. They repeat their EL screening when they enter Kindergarten.
Parent Opt-out	Parents and guardians may refuse English language services, but may not "opt-out" their children from ACCESS participation.
Outplaced Students	Public school ELs out-placed for services within Illinois are required to participate in ACCESS testing. ELs from non-public schools being served less than half-time by a public school are not required to participate in ACCESS testing.
EL Screening and ACCESS Testing	Newly enrolled students who require screening must complete the screening before participating in ACCESS. See ISBE's EL Placement web page for more information. Contact the ISBE Division of English Learners (312-814-3850, DEL@isbe.net) with any questions.



<p>Alternate ACCESS State Guidance</p>	<p>Instructions for identifying students who may use the Alternate ACCESS are posted on the ISBE website. Students testing with the Alternate ACCESS are not able to reclassify to “Former EL”.</p>
<p>Test Administrator (TA) Training</p>	<p>Most TA training for ACCESS is done online. Training modules are in The WIDA Secure Portal, which requires a user account (see below).</p> <p>Illinois generally does not require test administrators (TAs) to repeat the training annually. ISBE encourages TAs to refresh their understanding of ACCESS testing procedures, especially those who will give and score the Speaking Assessment in paper mode. District Test Coordinators should use the <i>Account Management and Training Status</i> tool in the WIDA Secure Portal to verify that TAs have completed the appropriate training for the tests they will administer.</p>
<p>Online Accounts for ACCESS Testing</p> <ul style="list-style-type: none"> • WIDA Secure Portal • WIDA AMS 	<p>The WIDA Secure Portal contains the Test Administrator training courses (and other valuable preparation material) and records the training history of users. Accounts are created by an existing account holder in the district who has the “Creating Users” permission in the WIDA Portal. Additionally, WIDA Client Services (866-276-7735, help@wida.us) will create basic user accounts for someone who has an email address issued by the district. Extra account permissions are granted by an existing DTC in the district or by ISBE.</p> <p>WIDA AMS is the website for conducting online testing and ordering paper materials. WIDA’s material vendor – Data Recognition Corporation (DRC, 855-787-9615, wida@datarecognition.com) – operates and supports this site. Accounts are created by an existing DTC for the district or ISBE.</p> <p>ISBE recommends that every district have at least two DTC account holders for each of these websites to preserve access when a DTC leaves the district or is unavailable.</p> <p>Note: For 2018-19, WIDA created a public website where materials now reside that formerly were on the WIDA Secure Portal.</p>
<p>ACCESS Writing Mode</p>	<p>Grades 1-3 will take the Writing Assessment using a paper booklet regardless of which mode is used for the other domains. Grades 4 and higher testing online will keyboard their responses to the Writing Assessment unless the district makes arrangements to use paper booklets.</p>
<p>Labels for Paper Test Booklets</p>	<p>All ACCESS and Alternate ACCESS paper test booklets used to assess ELs must have either a Pre-ID Label or District/School Label to be scored. Pre-ID labels are automatically mailed to</p>

	<p>districts for all ELs identified in the State Student Information System (SIS) by the fall Pre-ID due date. When no Pre-ID label is available, apply a District/School Label and manually code the following fields on the test booklet cover:</p> <ul style="list-style-type: none"> • First and last name • State Student ID Number (SID) – 9 digits • Grade at the time of testing • Date of Birth • Date of Testing • Accommodations provided (if any) <p>No other fields are necessary.</p>
<p>When to Use “Do Not Process” and “Do Not Score” Options</p>	<p>Use a “Do Not Process” label when a test booklet containing student responses should not be scored. This label is white with an orange strip (see the District and School Coordinator Manual p. 37). It may be applied over a Pre-ID Label or District/School Label. It prevents the scoring of all student work in a test booklet.</p>  <p>Use the “Do Not Score This Section for This Student” option to suppress a student’s score for an administered domain in the event of a testing irregularity (see the District and School Coordinator Manual p. 46). This option requires specifying a domain and reason. It exits for both online and paper testing.</p> <ul style="list-style-type: none"> • INV - use the INV option when scores are invalid due to a testing irregularity. • SPD - Use the SPD option for students whose physical impairments make the assessment of a domain impossible (e.g., blind, deaf, etc.). • ABS – absence must be indicated in SIS separately. SIS does not capture this field from the ACCESS results data file. • DEC – participation declined by the student must be indicated in SIS separately. SIS does not capture this field from the ACCESS results data file. <p>CAUTION: Entering a “Do Not Score” code will suppress <i>all administrations</i> of that domain, online or paper, even those in other districts. Do not enter these codes for students who are absent, transfer, or test a second time by mistake because the code will also suppress earlier/later administrations given anywhere in Illinois.</p> <p>When a student tests a second time by mistake, the later administration may be canceled by using either</p> 



	<p>the regenerate tool* (online) or a “Do Not Process” label (paper).</p> <p>When an administered domain that should be cancelled is in a test booklet that also contains valid student responses for another domain, transcribe the valid responses into a new test booklet, and place a “Do Not Process” label on the booklet with the mistaken administration.</p> <p>*In WIDA AMS under All Applications > Test Management > Manage Test Sessions > Edit/Print Ticket Status.</p>
Unused Pre-ID Labels	<p>These may be destroyed locally, or returned to DRC with other materials. If there are no other materials to return, local destruction is a better option.</p>
Students Who Transfer	<p>Districts are required to administer ACCESS or Alternate ACCESS to an EL if the student enrolls prior to the beginning of the default testing window (January 16, 2019).</p> <p>If an EL transfers out of the district prior to the beginning of the default window, do not forward any materials to another district.</p> <p>If an EL transfers between schools within a district, the Pre-ID label and any testing material may be securely transported by district staff to the new school.</p> <p>If an EL transfers out of the district during ACCESS testing, do not forward any materials to another district. Submit any completed portions of ACCESS for scoring. If possible, inform the new district of which ACCESS domains were administered. If the student did not begin testing, do not submit a blank test booklet for scoring. If the Pre-ID label is affixed to a booklet, cover it with a “Do Not Process” label. Do not mark any domains “Do Not Score” either on the test booklet or in the student’s record in WIDA AMS. Promptly un-enroll the student.</p> <p>For information about continuing vs. changing test modes after a transfer, see the <i>District and School Test Coordinator Manual</i>, p79 (Appendix B).</p> <p>If an EL enrolls during the ACCESS testing window, the new district is not accountable to administer ACCESS/Alternate ACCESS, but is encouraged to include the student in order to establish, or continue, the student’s record of progress. Additional materials may be ordered in WIDA AMS from January 7 through February 29, 2019. Delivery time to Illinois is 1-2 days.</p>



	<p>Do not test a student that has already completed ACCESS testing in another district or state during the current school year. If the student partially tested prior to transferring, you are encouraged to administer the untested domain(s) in a new test booklet or online (by transferring the record in WIDA AMS).</p>
ACCESS Data Corrections in Illinois	<p>Preliminary ACCESS results will be posted in SIS in May of 2019 for review and making corrections. Other WIDA members use WIDA AMS to make demographic corrections to student records. Disregard communications from WIDA/DRC that describe making data corrections in WIDA AMS after testing.</p>