



ACCESS for ELLs Update Bulletin

December 27, 2013

2014 Calendar

Jan 13 – 17

Materials arrive

Jan 21 – Mar 4

Administration
Window

Feb 14

Order additional
materials up to
this date

Mar 11

Final day for
MetriTech to
receive return
shipments

Apr 8 – 18

Data Validation

May 5 – 9

Reports arrive
in systems

Assessing Comprehension and Communication in English State-to-State for English Language Learners (ACCESS for ELLs) measures English language proficiency of EL students in grades Kindergarten through twelve. We are administering **Form 302** in 2014. Students who have exited language assistance services or who are on a monitored status (identified as EL-M) **do not** take ACCESS for ELLs.

ACCESS for ELLs is a secure battery of assessments. It is important to remind all personnel involved with testing to maintain security before, during, and after testing. All assessment materials are to be kept secure and confidential. Teachers and other school personnel are responsible for ensuring that no materials are duplicated and/or shared at any time.

NEW IN 2014!

The Listening Test will be delivered to all grades (1-12) and all tiers via media.

Technology/computer requirements for those who wish to administer the Listening test by streaming the test content are available in the 2013-2014 Test Administration Manual at www.wida.us. As an alternative to streaming, CDs will also be provided (based upon a ratio of materials ordered). The CDs contain secure test content and must be handled accordingly.

There is also a revision to the time parameters for the Reading test. This change involves a shift away from providing a “fixed” amount of time (35 minutes + an allowance for 5 extra minutes) to an overall “range” of 35 – 45 minutes. This change is intended to provide test examiners more discretion during test administration.

Note: There are no changes to test administration procedures for the Speaking and Writing domains of the assessment.

WIDA will no longer have access to passwords. If someone forgets the password to their account, the WIDA Help Desk can send a link to reset the password.

Note: If an examiner needs to update personal information, such as a password, school, or district, the user shall login to the training course and enter updates under "My Account Info" in the gray column on the main menu page.

ALTERNATE ACCESS for ELLs

The Alternate ACCESS for ELLs is an individually administered test intended only for English learners with significant cognitive disabilities that are severe enough to prevent meaningful participation in the ACCESS for ELLs assessment. Alternate ACCESS for ELLs is not intended for ELs who can be served with special education accommodations on ACCESS for ELLs.

Decisions regarding a student's participation must be made by an IEP team. The test is available for the 1-2, 3-5, 6-8, and 9-12 grade clusters.

Alternate ACCESS for ELLs is administered during the same window as ACCESS for ELLs.

May 7 – 8 Post Assessment Training

For more
information on the
ACCESS for ELLs
assessment visit the
Assessment Web
site at

<http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/ACCESS-for-ELLs.aspx>

Georgia's Participation Criteria for Alternate ACCESS for ELLs follows:

1. The student has been classified as an EL.
2. The student has been classified as a special education student and is receiving special education services.
3. The student has a significant cognitive disability.
4. The student participates in the Georgia Alternate Assessment (GAA).

Importantly, students shall not be administered both the Alternate ACCESS for ELLs and the ACCESS for ELLs.

RECERTIFICATION

Recertification is required, annually, for educators who administer ACCESS for ELLs and Alternate ACCESS for ELLs. Educators (test administrators) are "WIDA" certified when a quiz score of 80% or higher is earned in the online course for the test the educator will administer. To create an account for a test administrator, the System Test Coordinator will need the first name, last name, and the educator's email address.

System Test Coordinators have the responsibility of ensuring *prior to the administration of ACCESS for ELLs and the Alternate ACCESS for ELLs* that all test administrators have been adequately trained and have passed the applicable online quizzes. As a reminder, in Georgia, System Test Coordinators can monitor their system's educators' training certification results in the online course by clicking on "My Quizzes", followed by the "District View" tab. If you are a System Test Coordinator and do not see this tab in the training course, please call the WIDA Help Desk at 1-866-276-7735 or email help@wida.us for assistance.

PRE-ADMINISTRATION POWERPOINTS AND TRAINING TOOLKIT AVAILABLE

The pre-administration power point presentation, presented by GaDOE via webinar in November 2013, is available on the GaDOE website on the ACCESS for ELLs webpage. The link to the webpage is located here:

<http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/ACCESS-for-ELLs.aspx>

The recorded session for the webinar on November 14, 2013 is located here:

<https://sas.illuminate.com/mr.jnlp?suid=M.75C6528A72F0895B4C35EFEEEE2068E&sid=201203>

The 2013-2014 ACCESS for ELLs Training Toolkit documents are provided on the WIDA website. The Training Toolkit contains power point presentations and other useful documents for professional development. The training toolkit is only available to those who have a username and password to the online course. After logging in at www.wida.us, the training toolkit can be found at the green button labeled "Training Tool Kit", on the main page.

MATERIALS SHIPMENT

Each system will receive a 10% overage of materials in their shipment. If additional materials are needed, you may email requests to MetriTech at wida@metritech.com or call MetriTech's toll-free number at 1-800-747-4868. Include the system name, system code, address, and contact person in the email message. Also, specify the grade and tier level for each booklet requested, and the number needed. Additional materials requests must be consolidated. It is recommended that counts from each of your schools are obtained before placing an additional materials order with MetriTech. **Please plan to order any needed additional materials on or before February 14, 2014.**

ACCOMMODATIONS

Assessment administration accommodations may not be provided unless the student qualifies for special education services and the accommodation is required as a result of the student's disability (not his/her limited English proficiency). The student must have an IEP or IAP with the type of accommodations indicated.

Use of the Accommodations by Domain Form for students who are receiving approved special education accommodations is optional.

CODING STUDENT DEMOGRAPHIC INFORMATION ON TEST BOOKS AND APPLYING THE PRE-ID LABEL

Special Coding Instructions will be included in each system's shipment of materials arriving the week of January 13, 2014. The sheet will be goldenrod and placed inside the front cover of every *District/School Test Administration Manual*. Special Coding Instructions will aid completion of demographic information for students who do not have a pre-ID label.

Teachers must verify pre-ID information prior to applying pre-ID labels. If the label is correct, place the label in the box on the **front cover** of the test booklet. If the label is incorrect, void the label, following the procedures in the manual. Test booklets with properly voided labels attached may be reused.

For students with an IEP or IAP, even if an accurate pre-id label is available, their primary disability or State Required Codes (SRC) must be manually-bubbled on the test book. The State Defined Optional Data spaces will be used to bubble SRC.

MetriTech will pick-up hand-bubbled Bilingual/ESL Type and State Delivery Model from the test booklet even when the pre-ID label is attached.

DATA VALIDATION

In an effort to ensure accurate demographic information is recorded for each student, System Test Coordinators will have the opportunity to review and/or update all demographic information recorded for your tested student population prior to reports delivery.

REMINDERS

If an irregularity occurs during the administration, contact Deborah Houston to report the incident. Instructions will be given for coding. System Test Coordinators must document the incident on an irregularity form on the MyGaDOE portal. Follow the instructions provided by GaDOE Assessment. Some situations may result in an invalidation of one or more domains and reporting to the Professional Standards Commission. Guidance will be provided in these situations for proper documentation and reporting.

As a reminder, ELs may not be deferred from the ACCESS for ELLs.

Newly enrolled students who are identified as ELs and are unable to be assessed with ACCESS for ELs due to the date of their enrollment (after the ACCESS for ELLs window has closed) are **not eligible** to defer any CRCT, CRCT-M, or GHSGT assessments. These students must participate in all required state assessments that take place after enrollment. At no time may a student be deferred from an End-of-Course Test (EOCT).

CONTACT INFORMATION FOR METRITECH AND WIDA

To contact MetriTech Customer Service with inquiries about materials or reports, call the toll-free number at 1-800-747-4868 or email them at wida@metritech.com. Include the system name, system code, 'Ship To' address, and contact person in the email message.

To contact the WIDA Help Desk call the toll free at 1-866-276-7735 or email at help@wida.us.

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