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GEORGIA

STATE-SPECIFIC DIRECTIONS

ACCESS for ELLs 2.0 Administration Dates (2017-2018)

Description	Start Date	End Date
Testing Window	Tue 1/16/18	Fri 3/2/18
Deadline to Ship Completed Test Materials to DRC	Fri 3/9/18	Fri 3/9/18

CONTACT INFORMATION:

STATE EDUCATION AGENCY	WIDA Client Services	DRC Customer Support
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Materials Management

Depending on state, district, and school policy, not all Test Administrators will be responsible for initially labeling and/or bubbling test booklets. **However, it is the responsibility of all Test Administrators and Test Coordinators to ensure that correct and complete information is either labeled or bubbled in each student test booklet.**

Please refer to your state’s ACCESS for ELLs 2.0 Checklist on [your state’s page of the WIDA](#) website for more information on who is responsible for each task related to materials management in your state.

To ensure all test booklets have the detailed and necessary information needed to score, all Test Administrators must adhere to the following:

- **Prior to administration**
 - Review labels and/or bubbled information to ensure all student information is accurate.
 - Complete labeling or bubbling if needed.
 - If label is incorrect, please discard label, bubble in correct information, and edit student information in WIDA AMS.
- **During administration**
 - Distribute the test booklets, as applicable, to the correct students.
 - Verify that students have been given their assigned test booklet.
- **Immediately following administration**
 - Collect all material from all students.
 - Review student test booklets once more for any errors or discrepancies in student information.
 - Confirm all necessary fields are completed and all necessary labels are correctly adhered to student test booklets.

- Ensure all test booklets are in proper condition to be returned, with no loose or damaged pages.
- Return test materials to a Test Coordinator, or store the test booklets in a secure area until they can be handed over to a Test Coordinator.

Failure to address incorrect, missing, or incomplete test booklet information and labels may result in late reporting or no student score. In addition, the WIDA Consortium’s national research agenda relies on complete and accurate student demographic data to inform the field and benefit English language learners.

Test Materials

Depending on the type of ACCESS for ELLs assessment you are administering, you may need different types of testing materials, such as student test booklets or test tickets. Please refer to your specific assessment within Section Three of the District and School Test Coordinator Manual for a full list of the materials you can expect to receive from the District Test Coordinator prior to test administration.

Test Booklet Labels

Three types of labels may be affixed onto a student test booklet: Pre-ID, District/School, or Do Not Process.

Any test booklet that contains student response information must have either a Pre-ID or a District/School Label with bubbled student information. Failure to adhere a label with student information will result in test booklets being processed as unused and no score will be assigned.

Pre-ID Labels (White)

Pre-ID Labels contain the name, grade, and other pertinent information about individual students, as well as district and school information. The barcode on the label indicates that the test booklet should be processed and scored for the student whose name is printed on the label. These labels eliminate the need to complete the demographic pages on the front and back cover of the test booklet. Please note that booklets with a Pre-ID Label must still have the date of testing bubbled in on the front cover.

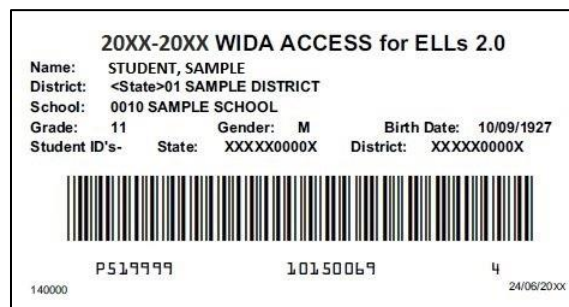


Figure 1: Sample Pre-ID Label

District/School (Yellow)

District/School Labels only contain the district- and school-specific information. If a student who needs to test does not receive a Pre-ID Label, a District/School Label must be affixed and the demographic pages on the front and back cover of the test booklet must be completed, following the directions in the next section. The label contains a barcode that indicates the test booklet should be processed and scored for the student whose information is bubbled on the demographics page.

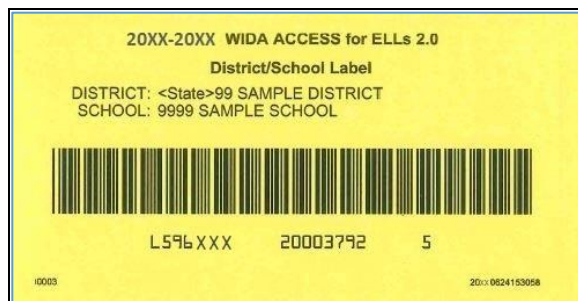


Figure 2: Sample District/School Label

Do Not Process (White with Orange Stripe)

The Do Not Process Label contains a barcode that indicates the test booklet should not be processed. Do Not Process Labels are supplied for use on test booklets that are damaged or should not be processed. Test booklets that have a Do Not Process Label will be processed as blank (i.e., not scored) even if there are student responses inside.

DRC has preprinted a “Blank” barcode on the front of every test booklet. A “blank” barcode without a label indicates that the test booklet has not been used and should not be processed. **There is no need to place a Do Not Process label on test booklets that haven’t been used.**

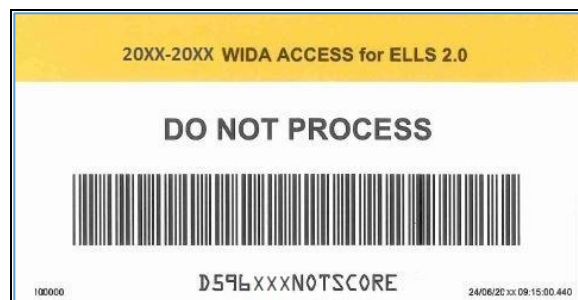


Figure 3: Sample Do Not Process Label

Label Placement

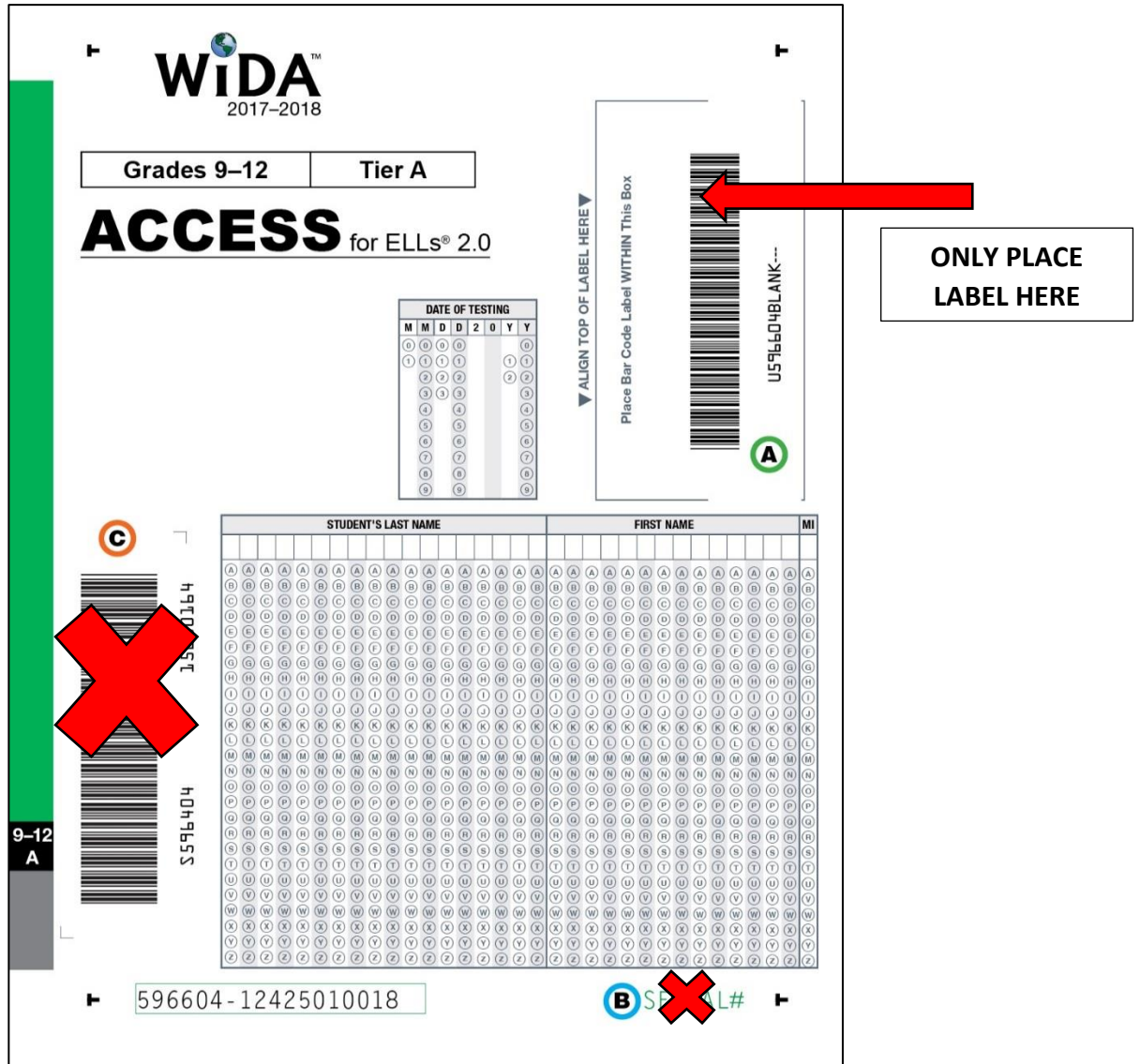


Figure 4: Sample Front Cover: Label Placement

Please follow these steps:

- If using a Pre-ID Label, apply label to box marked **A** and begin testing.
- If no Pre-ID Label, apply District/School Label to the box marked **A** and bubble in entire student name, complete back cover, and begin testing.
- If a USED test booklet should not be processed, apply a Do Not Process Label to box marked **A** and return to DRC.
- **DO NOT** apply any labels to areas marked **B** or **C**.

Materials Return

Please Return Your Test Materials as Soon as Possible to DRC for Processing.

Preparing Test Materials for Return

Please review the information listed here as you prepare to return test booklets to the Test Coordinator and DRC.

Remove any staples, paper clips, or sticky notes from test booklets unless otherwise indicated by customer support at DRC.

- Please securely destroy any student work written on scratch paper (e.g., notes for Plan Your Writing).
- Ensure **all** test booklets that contain student responses have the label in the box located in the upper right-hand corner on the front of the test booklet.
 - ✓ Follow the guidelines in the Materials Management section of District and School Test Coordinator Manual.
 - ✓ If a test booklet does not have a label with a barcode, **the student will not receive a score.**
- Ensure **all** test booklets with a yellow district/school label have complete demographic pages on the front and back cover of the test booklet.
 - ✓ Use a number 2 pencil.
 - ✓ Make sure the student name on the front of the test booklet has been bubbled correctly.
 - ✓ Make sure the date of testing has been filled in.
 - ✓ Make sure the information on the back of the test booklet has been bubbled correctly.
 - ✓ Make sure the correct grade has been bubbled.
 - If the student is in kindergarten, fill in 00; first grade, 01, etc.
- Ensure damaged test booklets are transcribed. Test booklets with **significant tearing** or **water damage** cannot be scanned by DRC, but must be returned. Follow these procedures for damaged test booklets.
 1. Transcribe the student’s responses into a new test booklet. (See the Accessibility and Accommodations Supplement for guidelines on transcription.)
 2. Apply a yellow District/School Label to the new test booklet.
 3. Complete student demographic information on the new test booklet.
 4. Place an orange Do Not Process label on the damaged test booklet.
 5. Return the damaged test booklet to the Test Coordinator.
- Ensure test booklets **soiled by bodily fluids** (e.g., blood, vomit) are transcribed; however, these should **not** be returned to DRC. Follow these procedures for soiled test booklets.
 1. Transcribe student responses to a new test booklet. (See the Accessibility and Accommodations Supplement for guidelines on transcription.)
 2. Apply a yellow District/School Label to the new test booklet.
 3. Complete student demographic information on the new test booklet.
 4. Document the security barcode of the soiled test booklet in the Materials Accountability Form in WIDA AMS.
 5. Securely destroy the soiled test booklets.

State-Specific Guidelines:

These instructions should be used when completing demographic information on the test book for students who do not have a PRE-ID label. These instructions are also needed for coding the primary disability for students with an IEP or IAP, even if a PRE-ID label is applied.

- ✓ **NATIVE LANGUAGE:** Use the state-designated codes to indicate the student’s primary language. See list provided in these instructions.
- ✓ **Student STATE ID NUMBER:** Use the student’s **10-digit Georgia Test Identification Number (GTID)**. Code numbers left to right. Do not add zeros in spaces 11-15.
- ✓ **DISTRICT STUDENT ID Number:** Do Not Code, Leave Blank..
- ✓ **STATE DEFINED OPTIONAL DATA:** Use this area to bubble the State Required Code (SRC) for the student’s primary disability according to the directions below.

Columns 1 and 2: For students with disabilities, code the student’s primary classification using SRC 01 – 12 or 15. Code only one classification. For SRC 01-09, retain the leading zero. Code numbers left to right.

Columns 3 and 4: Code SRC 16 for students receiving Title I Reading services in a targeted-assistance school; schools providing services on a school-wide basis do not need to code.

Columns 5 and 6: Code SRC 17 for students receiving Title I Mathematics services in a targeted-assistance school; schools providing services on a school-wide basis do not need to code.

Columns 7-10: Leave blank.

Note: SRC 13 Limited English Proficient and SRC 19 English Learner– Monitored (EL-M) are not available for coding.

Remember, non-EL and EL-M students should not be tested.

State Required Codes (SRC)

01=Visual Impairments

02=Deaf/Hard of Hearing

03=Deaf and Blind

04=Specific Learning Disabilities

05=Mild Intellectual Disabilities

06=Traumatic Brain Injury

07=Moderate/Severe/Profound Intellectual
Disabilities

08=Autism

09=Orthopedic Impairments

10=Speech-Language Impairments

11=Emotional and Behavioral Disorders

12=Other Health Impairments

15=Significant Development Delay (K-5 Only)

16=Title 1 Reading

17=Title 1 Mathematics

DISTRICT DEFINED OPTIONAL DATA: This area will be used to code irregularities. Should an irregularity occur during the test administration, report this to your School Test Coordinator. The School Test Coordinator will contact the System Test Coordinator for instructions.

SCHOOL USE ONLY—NON-SCORING CODES: Notify your School Test Coordinator for instructions prior to coding information in this box. The School Test Coordinator will contact the System Test Coordinator for confirmation of codes in this section:

Code	Language	Code	Language	Code	Language
1	Akan, Twi, Fanti, Housa	22	Filipino, Tagalog	42	Hmong
2	American Indian	23	Polish	43	Hungarian
3	Amharic, Tigrinya, Tigre	24	Portuguese	44	Iranian
4	Arabic	25	Russian	45	Punjabi
5	Chinese	26	Spanish	46	Romanian
6	Czech/Slovak	27	Swedish	47	Somali
7	Dutch	28	Thai	48	Swahili
9	Farsi, Dari, Persian	29	Turkish	49	Ukrainian
10	French	30	Vietnamese	50	Urdu
11	German	31	Other African	51	English – Other than Standard American
12	Greek	32	Other Asian	52	Creole and pidgins
13	Gujarati	33	Other European	53	Creole and pidgins, English base
14	Haitian Creole	34	Other Indian	54	Creoles and pidgins, French base
15	Hebrew	35	Mayan Languages	55	Creoles and pidgins, Portuguese base
16	Hindi	36	Mixteco		
17	Italian	37	Nahuatl		
18	Japanese	38	Zapoteco		
19	Khmer, Cambodian	39	Bosnian		
20	Korean	40	Bulgarian		
21	Lao	41	Croatian		

PRIMARY LANGUAGE indicates the student’s primary spoken language, if other than English. The code ‘08’ English has been removed since the purpose of this data element is to collect information on the student’s primary language if other than English.