



GEORGIA

STATE-SPECIFIC DIRECTIONS

ACCESS for ELLs Administration Dates (2018-2019)

Description	Start Date	End Date
Testing Window	Wed 1/16/19	Fri 3/8/19
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>	Fri 3/15/19	Fri 3/15/19

CONTACT INFORMATION:

STATE EDUCATION AGENCY	WIDA Client Services	DRC Customer Support
Mary Nesbit-McBride Assessment Specialist Assessment and Accountability Georgia Department of Education (404) 232-1207 mnesbit@doe.k12.ga.us	866-276-7735 help@wida.us	855-787-9615 WIDA@datarecognitioncorp.com

Materials Management

Depending on state, district, and school policy, not all Test Administrators will be responsible for initially labeling and/or bubbling 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 booklet.** Please refer to your state's ACCESS for ELLs checklist for more information on who is responsible for each task related to materials management in your state.

To ensure all 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.
 - Apply either a Pre-ID label or a District/School label and accompanying bubbling of student information, when needed, to all student test booklets.
 - Verify that no English Learner-Monitored (EL-M) students are scheduled to participate in this assessment.
- **During Administration**
 - Distribute the test booklets, as applicable, to the correct students.
 - Verify that students have been given their assigned booklet.
- **Immediately Following Administration**
 - Collect all material from all students.



- Confirm all booklets with student response information have either a Pre-ID Label, District/School, or Do Not Process Label with accompanying bubbled student information applied.
- 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 booklets are in proper condition to be returned, with no loose or damaged pages.
- Return test materials to a Test Coordinator or store the booklets in a secure area until they can be handed over to a Test Coordinator.

Failure to address incorrect, missing, or incomplete 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 need different types of testing materials, such as student test booklets or test tickets. Please refer to your specific assessment within Part 2 of the Test Administration Manual for a full list of the materials you can expect to receive from the 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 Booklet that contains student response information must have either a Pre-ID Label or a District/School Label with bubbled student information. Failure to adhere a label with student information will result in 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.**

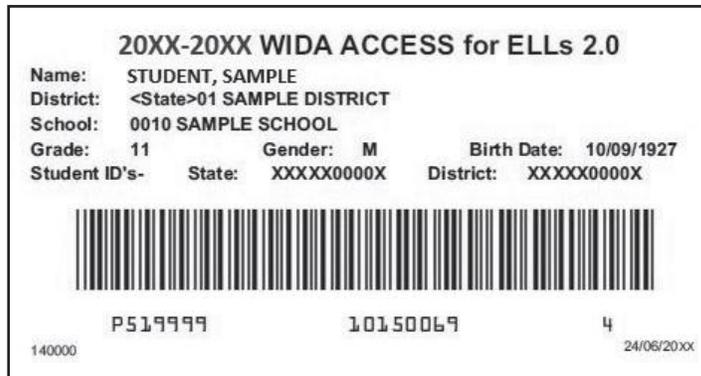


Figure 1. Sample Pre-ID Label

District/School Labels (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 subsection, Completing the Demographic Information. 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.

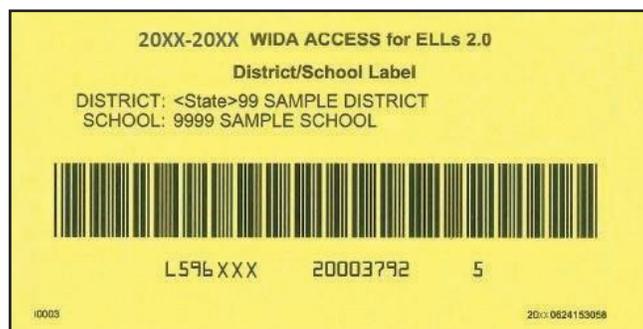


Figure 2. Sample District/School Label

Do Not Process Labels (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 even if there are student responses inside.

A Do Not Process Label is not the same as Do Not Score Code (field on booklet cover). A Do Not Process Label prevents any processing and the student will not receive a report. Students with a Do Not Score Code marked on the booklet cover must be processed in order to receive a report without scores in the domain(s) marked

There is no need to place a Do Not Process Label on test booklets that haven't been used.

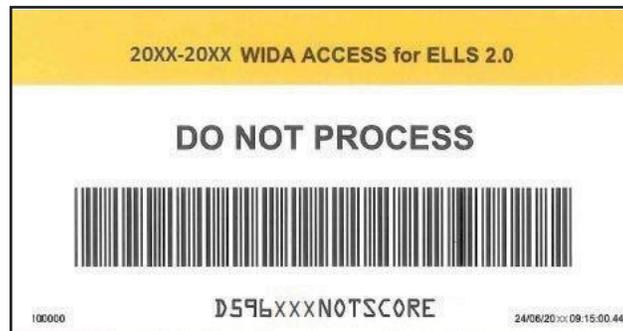


Figure 3. Sample Do Not Process Label

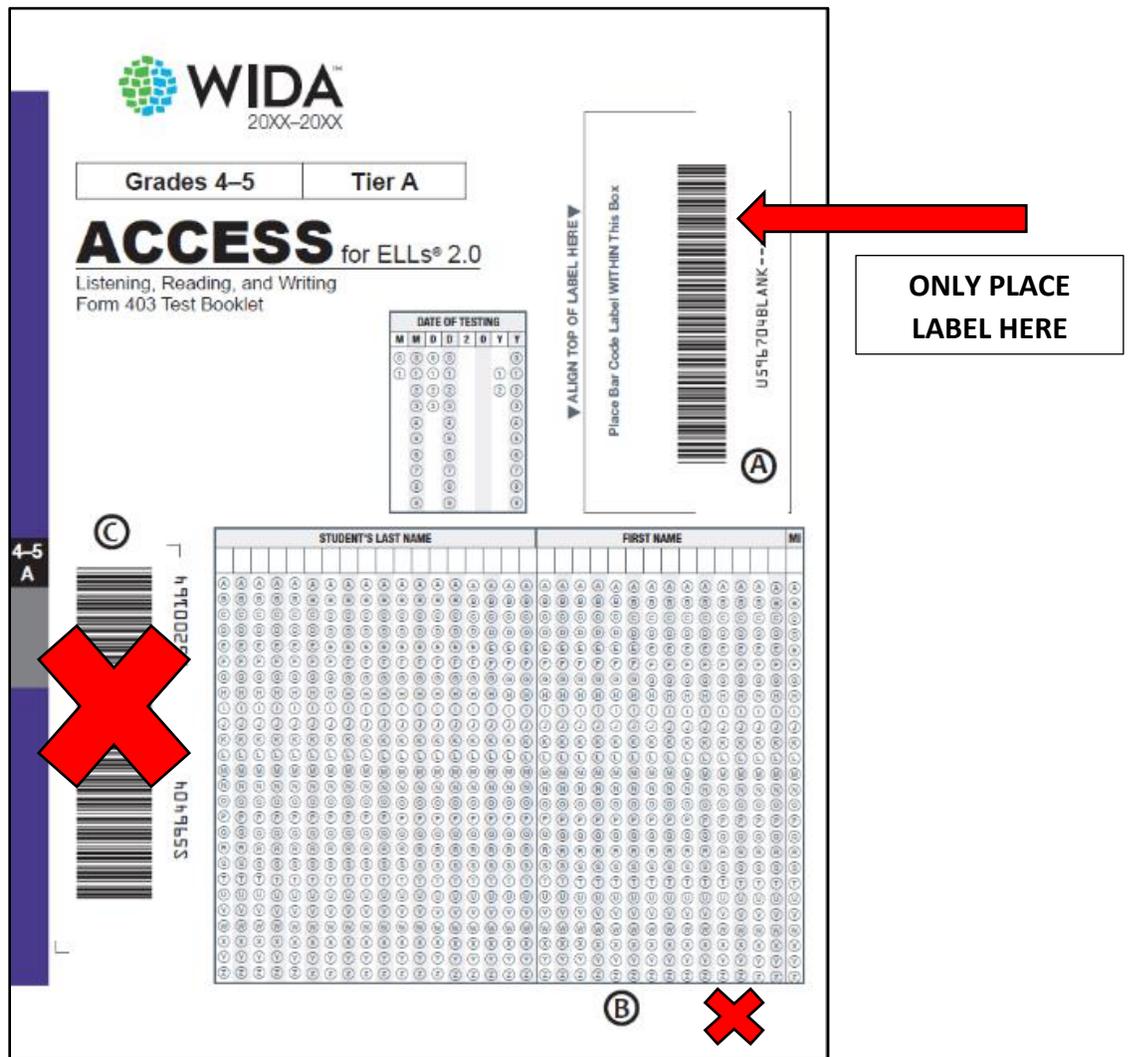


Figure 4. Test Booklet Cover Showing Where to Affix Labels

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 the 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**.



Preparing Test Materials for Return

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

Use the following steps when preparing all test booklets for return.

1. Ensure all booklets that contain student responses have a Pre-ID or District/School Label in the box located in the upper right-hand corner on the front of the test booklet. There should not be a label anywhere else on the booklet besides this space. If a test booklet does not have a label with a barcode, the student will not receive a score.
2. Ensure all booklets with a yellow District/School Label have complete demographic pages on the front and back cover of the test booklet.
 - a. Use a number 2 pencil.
 - b. Make sure the student name on the front of the booklet has been bubbled correctly.
 - c. Make sure the date of testing has been filled in.
 - d. Make sure the information on the back of the booklet has been bubbled correctly using the Completing Demographic Information section of this manual.
 - e. Make sure the correct grade has been bubbled.
3. If a booklet is unused, there is no need to place any labels on the booklet. Placing a Pre-ID or District/School Label on an unused booklet will cause it to be processed and scored. Do Not Process Labels should be reserved for booklets that are used but should NOT be processed and scored.
4. Remove any staples, paper clips, or sticky notes from test booklets.
5. If there is student scratch paper, securely destroy it on site. Any final student responses written on scratch paper must be transcribed into a student response booklet and appropriately labeled.

Use the following procedures when returning large print and Braille test booklets:

1. Verify that student responses have been transcribed into a standard test booklet.
2. Verify that a student Pre-ID label has been applied to the standard test booklet or that demographic information has been bubbled if a District-School Label was used.
3. Return with the rest of the test materials when testing is complete. No special sorting is needed.
4. Large print test booklets may be folded and shipped with the other materials in a standard sized box.

Common Error and Unique Situations when Preparing Materials for Return

The following information describes common situations that occur when preparing materials for return.

If a booklet is **damaged**, it should be transcribed. Booklets with significant tearing or water damage cannot be scanned by DRC but must be returned. If in doubt about the extent of the damage and whether a new booklet is needed, contact DRC Customer Service at 855-787-9615 or WIDA@datarecognitioncorp.com.

Follow these procedures for damaged 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 using the Completing Demographic Information section of this manual.
4. Place an orange Do Not Process Label on the damaged booklet.
5. Return both the damaged booklet and the transcribed booklet to the Test Coordinator.

If a booklet is soiled by bodily fluids (e.g., blood, vomit), it should be transcribed; however, these should not be returned to DRC. Follow these procedures for soiled 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 using the Completing Demographic Information section of this manual.
4. Document the security barcode of the soiled booklet and notify the Test Coordinator.
5. Document the soiled booklet in the Materials Accountability Form in WIDA AMS.
6. Securely destroy the soiled booklet.

The following table outlines common errors and situations that may occur during and after testing. In addition to these guidelines, please follow any additional steps outlined in your state’s ACCESS for ELLs checklist.

Issue	Solution
No student label on booklet	Obtain a label from your Test Coordinator and ensure it is correctly affixed to the front of the student test booklet. Bubble in student demographic information as needed. Every used student booklet must have a Pre-ID or District/School Label or it will not be processed for scoring.
District/School Label, but demographic information not bubbled	Use a number 2 pencil to complete student demographic information on the front and back of the test booklet. If you do not have access to some of the needed information, contact the Test Coordinator. If a District/School Label is used, the demographic pages on the front and back cover of the test booklet must be completed. You must fill in this information accurately; errors may result in incorrect, late, or no reporting of scores for the affected students.



Issue	Solution
<p>Pre-ID Label crossed out</p>	<p>Note: You cannot edit the Pre-ID Label by writing on it.</p> <p>If the barcode is crossed out, obtain a yellow District/School label and place it over the Pre-ID label. Use a number two pencil to complete student demographic information on the front and back of the test booklet. If you do not have access to some of the needed information, contact your Test Coordinator.</p> <p>If the barcode has no marks on it and it can be scanned, contact your Test Coordinator for information to be corrected in WIDA AMS Student Management. For detailed information on editing Pre-ID data in WIDA AMS, please review the WIDA AMS User Guide.</p>
<p>Pre-ID Label applied and demographic information bubbled (except for date of testing, accommodations, and Do Not Score codes)</p>	<p>The demographic information embedded in the Pre-ID Label supersedes student information bubbled on the booklet.</p> <ul style="list-style-type: none"> • If the Pre-ID Label is incorrect, you may still use the label. Please contact the Test Coordinator for information to be corrected in the WIDA AMS Student Management. • If the information on the Pre-ID Label is correct, return document as is.
<p>Do Not Process Label placed incorrectly</p>	<p>The Do Not Process Label should be applied in the box on the upper right-hand corner of the front of the test booklet. If a Pre-ID or District/ School Label is already in that box, apply the Do Not Process Label directly over the top of it.</p> <p>If a Do Not Process Label has been placed on a booklet that should be scored, affix a Pre-ID or District/School Label over the incorrect Do Not Process Label, and bubble in demographic information as applicable.</p> <p>NOTE: Do Not Process is not the same as Do Not Score (field 23 of booklet cover). A Do Not Process Label prevents any processing and the student will not receive a report. Students with Do Not Score marked in field 23 must be processed to receive a report without scores in the domain(s) marked.</p>

Issue	Solution
<p>Student mistakenly completes domains in multiple booklets</p>	<p>Transcribe responses as necessary to create single test booklet for the student. (See the Accessibility and Accommodations Supplement for guidelines on transcription.) This booklet should be labeled with a Pre-ID Label or District/ School Label. If a District/School Label is affixed, complete all student demographic information. The incorrect or damaged booklet(s) should have a Do Not Process Label applied prior to returning to DRC. Document the issue and resolution; keep a copy for your records.</p>
<p>Student mistakenly responds in another student’s test booklet</p>	<p>Please contact DRC Customer Service at 855-787-9615 or WIDA@datarecognitioncorp.com for direction.</p>
<p>Student mistakenly completes domains using another student’s test ticket (online administration only)</p>	<p>Please contact DRC Customer Service at 855-787-9615 or WIDA@datarecognitioncorp.com for direction.</p>
<p>Alternate ACCESS for ELLs materials have been physically modified to fit the needs of the student</p>	<p>Alternate ACCESS for ELLs allows for adaptation of the Listening, Reading and Speaking Test Booklet as needed to meet the communication needs of students in this population. As such, this booklet may be dissembled or cut apart. It is important that all assessment materials be accounted for, thus WIDA recommends the pieces be kept in a large manila envelope labeled with the student's name and with the bar code from the back of the book securely affixed to the envelope. The bar code is critical in ensuring the Listening, Reading and Speaking Test Booklet is accounted for.</p>



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.