

## Examples of Errors Resulting in EL Students' Non-Participation on the ACCESS for ELLs Assessment

Non-Participation Issues/Errors	Strategies for Resolution
<b>Category: Mismatched Data</b>	
<p>Incorrect EL Exit Date: (This was the #1 reason for 2019 ACCESS Non-Participation errors.)</p> <p>An EL-1 student appears on the <i>Non-Participation List</i> as an EL=Yes student because the LEA used a July or August date as the students' EL EXIT DATE.</p>	<p>Using a July or August date will cause the student to appear on the "Non-Participation List" because his EL EXIT DATE is incorrect. LEAs must only report EL student's EL EXIT DATE using an "end of the school year" date (May or June) and no later than June 31<sup>st</sup>. Please see information in the <a href="#">EL Language Programs – State Guidance</a>.</p> <p>This student really was an EL=1 and should not have been tested, but current Data Collections' business rules require any students with July or August exit to be EL=Yes for that entire school year.</p>
<p>Inaccurate GTID (another common error in 2019 and 2020)</p>	<p>Two (2) Data Validation Windows are provided for the LEA to correct coding errors. Collaboration between LEA's ESOL Coordinator and STC is vital to ensure accurate data.</p>
<p><b>Non-merged Example:</b> Student was tested on all four (4) language domain subtests; but the writing section did not appear on the same report because one of the key data elements on both records did not match (i.e. different schools, different I.D. etc.)</p>	<p><b>Before testing</b>, LEA should verify student demographic information (FName, LName, Middle Initial, DOB, and GTID) in WIDA AMS and on HW booklet match.</p> <p><b>After testing</b>, LEA should make use of the <b>Pre-Data Validation window to correct</b> the demographic information of students with multiple test records. If LEA did not notice the student had more than one ISR when electronic reports were first posted in WIDA AMS, local staff should use the <b>Post-Data Validation</b> window to make sure student data (FName, LName, Middle Initial, DOB, and GTID) match. If this information matches, then DRC will merge test records and students will obtain a composite score.</p>
<p>Transfer student was coded as an EL=Yes when he was an EL=1, =2, =3, or =4.</p>	<p>Capture transfer students in GUIDE during enrollment and check student's EL history in GUIDE. Code correctly to avoid errors.</p>
<p>Student was incorrectly identified as EL=Yes.</p>	<p>Establish procedures to ensure proper EL coding. Take advantage of Data Collections and EL Language Programs technical assistance and trainings. Follow guidance in Data Collections and EL Language Programs handbooks. Correct all errors during FTE 1 &amp; 3 and Student Record.</p>
<p>Student was incorrectly identified as EL=1.</p>	<p>Establish procedures to ensure proper EL coding. Take advantage of Data Collections and EL Language Programs technical assistance and</p>



	trainings. Follow guidance from Data Collections and EL Language Programs. Correct all errors during FTE 1 & 3 and Student Record.
School did not know the student was an EL=Yes student.	Capture transfer students in GUIDE during enrollment and check student's EL history in GUIDE. Code correctly to avoid errors.
<b>Category: Enrollment, Transfers, &amp; Attendance Issue</b>	
Student enrolled 2-8 days before the testing window closed.	Schools are obligated under the ESSA & Office for Civil Rights to identify a student's EL status and services within 10 days when a potential EL enrolls during the school year and within 30 days when they enroll at the beginning of the school year. If the potential EL student is new to U.S. schools, the student should be screened for ELP, and then, if the student qualifies as an EL, he should be administered the ACCESS.
Student withdrew from the school before he could be tested, because "we only test the last week of February".	Several months are provided for students to be tested. Utilize the entire testing window. Test early to avoid weather delays or transfer scenarios like this one.
Student transferred in during testing window and we did not know he was an EL.	Capture transfer students in GUIDE during enrollment and check student's EL history in GUIDE. Code correctly to avoid errors. During the testing window, receiving schools should contact sending schools to ensure students are properly coded and tested within a timely manner.
Student withdrew before completing the test. Receiving LEA or state is unknown.	Student would count as a non-participant in Title I and Title III participation calculations.
Student was absent for most of the testing window. Student was withdrawn for lack of attendance.	Student would count as a non-participant in Title I and Title III participation calculations.
Student transferred from out-of-state and had already been administered the current year's ACCESS test in the previous WIDA state. <i>Do we administer the ACCESS again?</i>	No. If the sending state already administered the current year's ACCESS test to the student, the LEA <b>must not re-test</b> the student on the ACCESS. Unfortunately, this student would appear to be a non-participant in the LEA's test participation record.
<b>Category: Parents REFUSAL of ESOL PROGRAM vs. ACCESS TEST</b>	
Student's parents waived ESOL services, so student was not administered the ACCESS.	The Office for Civil Rights (OCR) grants parents the right to waive ESOL language program services, but they cannot waive the English language proficiency assessment. To avoid errors, test all EL=Yes students including those whose parents have waived ESOL.
Parents refused ACCESS testing for their child.	Establish procedures to ensure parents understand the importance of students demonstrating that they are proficient enough in English to no longer qualify as an EL nor receive ESOL services.
Student refused to take the test.	Follow LEA's assessment procedures. Some LEAs require parents to sign a formal "test refusal" form to document the refusal in case of an OCR review. Title IA has established a 95% ELP Participation Rate threshold.