

# Colorado Supplement to the ACCESS for ELLs Test Administration Manual

## *The Goldenrod Sheet*

ACCESS for ELLs® Key Dates for the 2014 – 2015 Academic Year

Task	Start Date	End Date
<b>Test Window</b>	01/12/15	02/13/15
Additional Materials Deadline		01/30/2015
Districts Pack Completed Material	02/13/15	02/19/15
Districts Ship Completed Material to MetriTech		02/19/15
All Materials Received at MetriTech		02/25/14
Reports Shipped to Districts (tentative)	04/22/15	04/25/15

### **IMPORTANT NOTE:**

District Assessment Coordinators (DAC) and School Assessment Coordinators (SAC) must follow the instructions below, in addition to those contained in the *ACCESS for ELLs Test Administration Manual (TAM)*.

**Note: Instructions in this document supersede the instructions in the TAM.**

### **Testing Schedule and Administration Deadlines**

<i>Prepare for Testing</i>	Receive test materials	December 19, 2014
	Order additional materials, if necessary	December 19, 2014–January 30, 2015
<i>Test Administration</i>	ACCESS for ELLs test sessions	January 12–February 13, 2015
<i>After Testing</i>	Schedule UPS pickup	Once testing is completed
	Deadline for UPS pickup	February 19, 2015

ACCESS for ELLs assessment for grades 1–12 is designed for each domain test to be completed in one session. Listening (approximately 25–45 minutes depends on length of CD), Reading (45 minutes), and Writing (65 minutes) all group administered. Speaking (approximately 15 minutes) individually administered. The kindergarten test is designed to be completed in approximately 45 minutes (1 session) individually administered.

### **Important Contact Information and Resources**

	Test Administration Information and Online Services	WIDA Standards, Passwords, and Test Administrator Training	Policy Information
	<u>MetriTech Help Desk</u>	<u>WIDA Client Services</u>	<u>CDE Assessment Unit</u>
<b>Web:</b>	<a href="http://www.metritech.com/wida/login.aspx">www.metritech.com/wida/login.aspx</a>	<a href="http://www.wida.us">www.wida.us</a>	<a href="http://www.cde.state.co.us/assessment/index.asp">http://www.cde.state.co.us/assessment/index.asp</a>
<b>Email:</b>	<a href="mailto:wida@metritech.com">wida@metritech.com</a>	<a href="mailto:help@wida.us">help@wida.us</a>	<a href="mailto:villalobos-paviah@cde.state.co.us">villalobos-paviah@cde.state.co.us</a>
<b>Telephone:</b>	800-747-4868	866-276-7735	303-866-6118
<b>Fax:</b>	217-398-5798	608-263-3733	303-866-6680

Refer to the Department's website for information about the following:

- For support with the identification of EL students and instructional programming contact The Office of Language, Culture, and Equity (LCE) at [www.cde.state.co.us/cde\\_english/index.htm](http://www.cde.state.co.us/cde_english/index.htm) or refer to the "Guidebook on Designing, Delivering, and Evaluating Services for English Learners" (<http://www.cde.state.co.us/sites/default/files/ELsG-book.pdf>).

## Important Information about Online Accounts and Passwords

Type of Account	Purpose	Who Has Access	How Login Information Is Provided
<b>W-APT account</b> <a href="http://www.wida.us">www.wida.us</a>	To access the WIDA ACCESS Placement Test (W-APT) test, guidance on administering the W-APT and scoring materials.	Districts	Emailed by WIDA or CDE to DACs, One W-APT login per district.
<b>ACCESS for ELLs personal account</b> <a href="http://www.wida.us">www.wida.us</a>	To access test administrator training modules, certification quizzes, and other secure WIDA materials.	DAC, EL Coordinator, SAC and TAs	Created in district with generic username and login. DACs need district permissions given by WIDA.
<b>MetriTech account</b> <a href="http://www.metritech.com/wida/login.aspx">http://www.metritech.com/wida/login.aspx</a>	To order ACCESS for ELLs test materials and additional materials.	DACs	Emailed by MetriTech to DACs at opening of the test window, new password annually.

## Test Security Requirements

**DACs, SACs and test administrators must follow the requirements listed below and may not participate in, direct, assist in, encourage, or fail to report any testing irregularity or act of misconduct. To report a testing irregularity, SACs must contact their DAC. DACs contact CDE for major misadministrations at 303-866-6118.**

DACs are responsible for ensuring that all test administrators comply with the requirements and instructions contained in this document and in the TAM. In addition, all test ethics and security requirements put forth by the State of Colorado are to be followed.

DAC's responsibilities for proper test administration include the following:

- Ensuring that test administrators have been properly trained to administer the ACCESS for ELLs tests, including administering tests with accommodations to students with IEPs and 504s, as necessary.
- Supporting proper administration of tests.
- Accounting for all secure test materials at the end of the testing window, training SACs to maintain the security with each actual testing session and keeping the testing materials in a locked secure area when not in use.
- Monitoring the receipt and return of all test materials from the SACs and to MetriTech.

SACs and test administrators must:

- Maintain the security and standardization of the assessment
  - Do not leave materials unattended.
  - Do not view, discuss, or reveal the contents of the test or student responses.
  - Do not duplicate any portion of the test materials.
  - Do not retain or discard test materials at the school.
  - Ensure that students are not provided access to test questions prior to testing, or provided any coaching or assistance from test administrators or other students, or do not engage in any form of cheating.
  - Ensuring security by prohibiting visitors to the testing environment.

## Participation Requirements

All EL (NEP/LEP) students **must participate** in ACCESS for ELLs testing for their grade. Students who are absent on the date of their school's scheduled testing should participate in make-up sessions. EL students are to be reported as English learners in the Department's data submission.

**A test booklet must be submitted for every EL student enrolled in your district.** (This participation requirement includes NEP and LEP EL students that have waived services.)

## Overview of Protocols

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### 1. Ordering Additional Test Materials

Your order will include an automatic 10% overage. **Only order assessments for currently identified students.** Due to mid-year new EL student enrollment, you may need to order additional ACCESS assessments in January. MetriTech will be able to honor additional test orders through January 30, 2015.

### 2. Policy on Testing Time

It is Colorado policy that only students with disabilities (IEP/504) may receive extended time (up to time and a half) for the Reading and Writing sections. See page 1 of this document for the prescribed test schedule and information about session length (time allotments conform to WIDA consortium policy). Note that all students, including students with disabilities, must complete **a test session** in one school day (a test session is one language domain).

### 3. Test Directions

For **all** students, test directions (excluding any part of the actual test) may be:

- translated into a student's native language
- repeated to the student

## EL Students with an IEP or 504

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### Accommodations available to students with an IEP or 504

Refer to the "ACCESS for ELLs Colorado Guidelines for Accommodating English Language Learners with Disabilities" document. <http://www.cde.state.co.us/sites/default/files/ACCESS%20for%20ELLs%20Accommodations%208-28-13.pdf>

## Providing Accurate Student Information

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### *Before Testing*

- You will receive a Pre-ID Label for each ACCESS for ELLs eligible student reported in the Student Interchange. This data will be generated from data in the untagged Student Demographic and School Association files in early November.
- Before test administration, if the label contains the student's correct SASID, apply a label to a test booklet cover where indicated. Labels with incorrect information must not be applied to test booklets. **Remember:** Labels are not Tier specific.
- If a student does not have a Pre-ID Label, complete **box 3** on the front cover of the student's booklet (see page 19 of the TAM): print the student's Last Name(s), First Name, and Middle Initial (MI) and fill in the corresponding boxes.

### *During Testing*

- If a label has been attached to a book and the student moves, the assessment booklet may move with the student. Follow secure transfer protocol. Follow directions on page 30 of the ACCESS TAM for correct submission of the assessment.
- If a student participated in at least one, but not all, of the test sections because he or she transferred **out of** the school during the testing window, make every effort to get the test booklet to the new school (if this move is between districts this is facilitated by the DAC). If a student transfers to your school during the test window, make every effort to get their test booklet from their previous school if all test sections were not completed. Download and complete a **Student Transfer Form** (posted at <https://www.metritech.com/userfiles/file/WIDA%20-%20Student%20Transfer%20Form.pdf>). Follow instructions on the form for submitting the student's booklet and notifying the receiving district.

### Before Returning Tests

- Complete **box 1** on the front cover of the student's booklet (Date of Testing) with the date that each student completed testing.
- Complete the **back cover** of each student's test booklet according to the following instructions:

Box Number and Description	Students with a Label	Students without a Label
4. District Name and School Name	Leave Blank	Print the district name and school name
5. District Number		Print the district number
6. Native Language		Print the 3 letter CDE home language code
7. State Name Abbreviation		Print the state abbreviation
8. Racial/Ethnic Group		Select 1 ethnicity and select ALL races that apply.
9. Birth Date		Print the birth date and fill in the boxes
10. Date First Enrolled U.S. School		Print the first enrolled date and fill in the boxes
11. Grade Level		Print the grade level and fill in the boxes
12. Length of Time in LEP/EL Program		Leave Blank
13. Gender		Fill in the appropriate box
14. IEP Status		Fill in the appropriate box
15. Title III Status		Leave Blank
16. Migrant		Fill in the appropriate box
17. 504 Plan		Fill in the appropriate box
18. State Student ID Number (SASID)		Print the 10-digit SASID and fill in the boxes. <b>It is important that the SASID be provided accurately.</b>
19. District Student ID Number		Optional (some district's do not have)
20. State Defined Optional Data		See the next page for instructions
21. District Defined Optional Data		See the next page for instructions
22. Do Not Score This Section For This Student	Fill in the appropriate box for each test section the student should not receive a score for, see Colorado Instructions below	
23. School Use Only – Accommodations	Fill in the appropriate box to indicate accommodations used (see the next page for instructions).	
24. School Use Only – Bilingual/ESL Type	Leave blank, already collected through box 20	
25. School Use Only – State Support Delivery Model	Leave blank, CDE is not collecting this information	

### Instructions for Completing Box 20 (State Defined Optional Data):

Position	Variable	Students with a Label	Students without a Label
1 and 2	Primary Disability*	Leave Blank	Page 11
3 and 4	Federal Race/Ethnicity*		Pages 5 and 6
5	Language Proficiency*		Page 13
6	EL Program – Bilingual*		Pages 13 and 14
7	EL Program – ESL*		Page 14
8	Continuously Enrolled 1 year in School**		No – 0 Yes – 1
9	Continuously Enrolled 1 year in District**		No – 0 Yes – 1
10	Continuously Enrolled 3 years in Colorado**		No – 0 Yes – 1

~Link to Student Interchange File Layout and Definitions: [http://www.cde.state.co.us/datapipeline/inter\\_student](http://www.cde.state.co.us/datapipeline/inter_student).

\*Student Interchange – Student Demographics

\*\*Student Interchange – Student School Association

**Instructions for Completing Box 21 (District Defined Optional Data):**

Position	Variable	Students with a Label	Students without a Label
1	Title 1***	Leave Blank	No – 0 Yes – 1
2	October New To School***		No – 0 Yes – 1
3	Immigrant*		Page 8
4	Homeless*		Page 11 and 12
5	Expelled**		No – 0 Yes – 1
6 and 7	Free and Reduced Lunch*		Not Eligible – 00 Free Lunch Eligible – 01 02 – Reduced Lunch Eligible
8	Gifted**		Page 21
9, 10	Not Currently Used	Leave Blank	

~Link to Student Interchange File Layout and Definitions: [http://www.cde.state.co.us/datapipeline/inter\\_student](http://www.cde.state.co.us/datapipeline/inter_student) .

\*Student Interchange – Student Demographics

\*\*Student Interchange – Student School Association

\*\*\*Link to ACCESS for ELLs SBD File Layout and Definitions: [http://www.cde.state.co.us/datapipeline/per\\_access-ell](http://www.cde.state.co.us/datapipeline/per_access-ell) .

**Instructions for Completing Box 22 (Do Not Score This Section For This Student):**

If a student was not tested in one or more sections, indicate the reason (see below) by filling in the appropriate box.

- **ABS:** indicates the student was absent for a domain of the test; if so, fill in the appropriate boxes for the domain the student did not take. *In Colorado, this code is used for students who were absent the entire testing window but have not withdrawn from the district or school.*
- **INV:** indicates that even though a student may have completed some or all of the test items, the testing was not valid, and no score should be reported for that domain. For example, this code can be used if a student becomes ill during the test or if a student engages in inappropriate testing practices or test administrator error. *In Colorado, this will be used to indicate ANY test misadministration as outlined in the “Colorado Department of Education’s Procedures Manual.”*
- **DEC:** indicates a student refused to test. This annual state assessment is NOT an optional activity. It is a required activity. A student cannot opt out of the state’s annual assessment. This indicator is typically used when a student will not participate even after the test administrator has made several attempts to engage the student in the assessment. In this event, fill in the appropriate box/boxes. *In Colorado, typically this is when a student is present during testing, and was administered the test, but did not participate.*
- **SPD:** *In Colorado, this exception can be used for the following:*
  - For both the general and alternate versions of ACCESS for ELLs it may be used for students who*
    - withdrew from the school/district during the testing window after starting the assessment (the school or district was unable to transfer the book to another school or district), or*
    - should be used for “District Education Services” which is defined as a student who is homebound due to illness or injury (not discipline) and receiving instruction through district educational services.*
  - For the general ACCESS for ELLs it is used to indicate a student who was administered the standard ACCESS for ELLs but should have been administered the Alternate ACCESS for ELLs. Once test administration is corrected and the student is administered the Alternate ACCESS for ELLs, their standard ACCESS for ELLs needs to be invalidated using SPD.*

**Note:** If any of these boxes are filled in, the test booklet should be returned with the other test booklets to be scored behind the School Header Sheet (blue).

**Instructions for Completing Box 23 (School Use Only – Accommodations):**

Fill in the box corresponding to an accommodation that was used by a student with a disability, documented by an IEP or 504. Please use the information in the ACCESS for ELLs Colorado Guidelines for Accommodating ELLs with Disabilities. (<http://www.cde.state.co.us/sites/default/files/ACCESS%20for%20ELLs%20Accommodations%208-28-13.pdf>)

***Alternate ACCESS***

These data instructions also apply to the Alternate ACCESS. It is not necessary to fill in the data fields on pages 3 and 4 of the Alternate ACCESS Student book. If you would like to provide that information, you will be providing WIDA with additional data for future Alternate assessment development.