

Information for Districts in Colorado

Presented by:

Susan C. Feldman

Vice President of Operations - MetriTech, Inc.



Company Background

- MetriTech is a full-service PDSR contractor we have fulfilled the WIDA contract for eight years, for what has become a group of 31 states testing 1,250,000 students per year.
- MetriTech is a professionally staffed organization specializing in the development and scoring of educational and psychological assessment products. Its products are used for assessment, program evaluation, and human resource planning. MetriTech also provides program development and evaluation services as well as test development and consulting services to other organizations.
- MetriTech was founded in 1982 and is directed by Dr. Samuel E. Krug, a recognized authority in the area of psychological and educational measurement. MetriTech is located in Champaign, Illinois, in close proximity to the University of Illinois, a world-class research institution. The Champaign location houses MetriTech's research and development, production, data processing, and customer service activities. MetriTech employs approximately 1000 full- and part-time staff in the development, scoring, and reporting of test results.



Workshop Goals

- Test Materials Ordering Step by Step
- Receipt of Materials Details regarding paperwork and booklet handling
- Test Administration
- Returning Materials Step by Step
- Materials Handling at MetriTech Details regarding receipt, alerts, etc.
- Scoring Materials
- Reporting to State and Districts



- Districts should place test material orders (including Large Print and Alternate ACCESS materials) based on the instructions contained in the following slides.
- The Colorado Department of Education will provide MetriTech with the Pre-ID data for each district.
- MetriTech will produce Pre-ID labels for each district based on that information.



Alternate ACCESS™

What is the Alternate ACCESS?

- a performance-based test developed specifically for English language learners who have significant cognitive disabilities.
- single form per grade cluster; it is not a tiered test it is available in four grade level clusters: grades 1-2, 3-5, 6-8, and 9-12. There will not be a kindergarten form this year

For whom is Alternate ACCESS intended

- This test is intended to serve the needs of English language learners who have significantly cognitively disabilities that prevent meaningful participation in the regular ACCESS for ELLs. A student with significant cognitive disabilities is identified as having one or more of the existing categories of disabilities under IDEA (eg.; intellectual disabilities, autism, traumatic brain injury, multiple disabilities, etc); and their cognitive impairments may prevent them from attaining grade level achievement standards, even with the best instruction.
- More information is available on the WIDA website
 - http://www.wida.us/assessment/alternateaccess.aspx



Step 1 - Test Materials Ordering

MetriTech emailed ordering information to each district contact October 10, 2013. During the ordering process, you have the opportunity to update the following:

- Contact Name (this should be the primary contact, the person who will receive all communications and materials)
- Contact Email Address
- Contact Phone and Fax numbers
- Shipping Address this is where materials will be sent; NO Post Office Boxes!



Step 2 - Test Materials Ordering

Web-Page Ordering

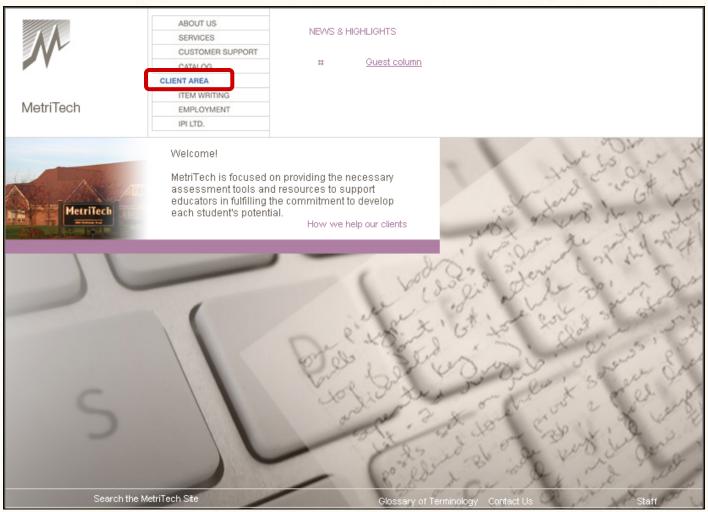
Your Step by Step web-ordering instructions

To: jsmith@sampleschool.org Subject: 2013-2014 ACCESS for ELLs® Test Ordering Information
Jane Smith,
ACCESS for ELLs® - IMPORTANT ORDERING INFORMATION -
The ACCESS for ELLs® ordering window for Sample State will open January 6, 2014.
You may order your ACCESS for ELLs® test materials on-line: *January 6 through January 21, 2014*
Ţo place your booklet order:
1. Access http://www.metritech.com.
2. Click on CLIENT AREA.
3. Select WIDA ACCESS for ELLs® from the list displayed.
4. Enter your District's User Name and Password.
User Name: SS111 Password: ********
The User Name and Password are case sensitive. If you make a mistake, you will be denied access, and the system will prompt you to try again.
When placing your order, request only the number of tests needed for each grade (form) and tier. MetriTech will automatically add overage to your order to accommodate any unforeseen increase in student numbers during the testing window.
If you need assistance, please call (800) 747-4868 and ask for WIDA Technical Support. A staff member will be happy to answer any questions you may have.
If one of your schools is not listed, please email or fax your order for that school. Download the 2014 WIDA Order Form located at the bottom left side of your district welcome page on our website. Email the form to MetriTech at wida@metritech.com or call
* Please note that all test materials for your state must be ordered by January 21, 2014.*
MetriTech, Inc Phone: 1-800-747-4868 Fax: 1-217-398-5798 wida@metritech.com



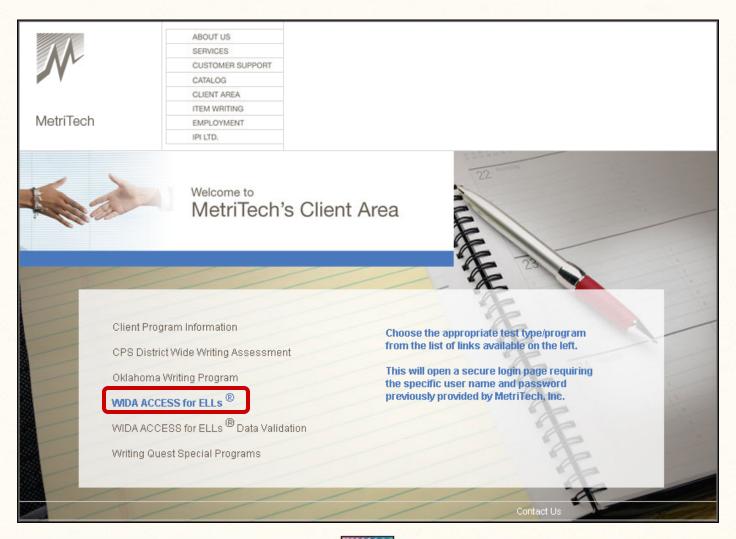
Web-Page Ordering – MetriTech Home

www.metritech.com



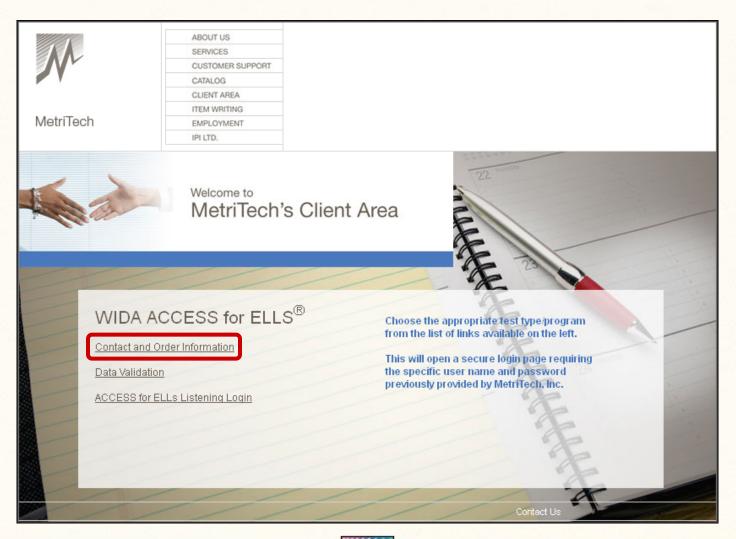


Web-Page Ordering – Select the Appropriate Test Type



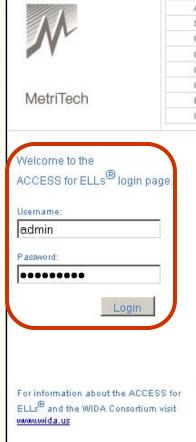


Web-Page Ordering – Select Appropriate Login Section





Web-Page Ordering – Secure Log In



ABOUT US
SERVICES
CUSTOMER SUPPORT
CATALOG
CLIENT AREA
ITEM WRITING
EMPLOYMENT
IPI LTD.

2013 - 2014 Academic Year: ACCESS for ELLs ®



For security purposes, passwords change each year. District contacts will receive the updated password in an instructional email from MetriTech shortly before each state's ordering window opens.

2013-2014 ACCESS for ELLs® - Administration Information & Updates

- 2014 WIDA Order Form.doc
- 2013-14 District and School Test Administration Manual.pdf
- Student Transfer Form.pdf Used within the state, districts, and schools to record a situation
 where a student moves within the state before completing the assessment.
- · Overview of Alternate ACCESS.pdf
- KInventory Checklist.pdf Used within districts and schools to keep track of the Kindergarten Kit materials as they are transferred among administrators
- WIDA Accommodations by Assessment Domains.pdf Used to record Accommodations provided by domain during the administration of the assessment.

Contact Us

Returning ACCESS for ELLs ® Test Materials to MetriTech Informational Video



Web-Page Ordering – Update Information & Place Order

Welcome First

Wednesday, September 18, 2013

Logout

District Name: Sample District

Contact Information:

Contact Name: First Last

Phone: (555) 555-5555 Ext:

Fax:

Email: first.last@metritech.com

Ship Name: Fake Contact

Shipping Address:

Sample District

789 S. School Street

Sample City, ST 12345

Sample State

Welcome - if you have questions during the ordering process please contact Customer Service by Phone (800.747.4868) or Email (wida@metritech.com).

Order Options

Place/Update Order	View Order
ACCESS for ELLs®	ACCESS for ELLs®
<u>Large Print</u>	<u>Large Print</u>
Alternate ACCESS	Alternate ACCESS

Edit Your Information



Web-Page Ordering – Placing an Order

Place or Update Your Order

Sample District

Return to Your Account Information

ACCESS for ELLs®

Click here if you have no ELL Students

The following is the list of schools within the district.

Please enter the number of booklets needed for each school participating.

- ** When placing your order, request only the number of tests needed for each grade (form) and tier. **
 For security purposes the browser will time out in 1 hour. Please save your order before that.
- O Sort By School Number
- Sort By School Name

School Num	School Name	К	1-2 A	1-2 B	1-2 C	3-5 A	3-5 B	3-5 C	6-8 A	6-8 B	6-8 C	9-12 A	9-12 B	9-12 C	Total
9999	Sample School A	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9997	Sample School B	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9998	Sample School C	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Save/Update Order



Web-Page Ordering – Successful Completion

Place or Update Your Order

Sample District

Return to Your Account Information

Your order was placed or updated successfully and we have sent you a confirmation email!

Click Here to Return to the Account Information Page

ACCESS for ELLs®

Click here if you have no ELL Students

The following is the list of schools within the district.

Please enter the number of booklets needed for each school participating.

** When placing your order, request only the number of tests needed for each grade (form) and tier. **
For security purposes the browser will time out in 1 hour. Please save your order before that.

- O Sort By School Number
- Sort By School Name

			_			_			_			_			
School Num	School Name	К	1-2 A	1-2 B	1-2 C	3-5 A	3-5 B	3-5 C	6-8 A	6-8 B	6-8 C	9-12 A	9-12 B	9-12 C	Total
9999	Sample School A	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9997	Sample School B	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9998	Sample School C	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0



Web-Page Ordering – Email Confirmation

Thank you for your 2013 - 2014 Academic Year - ACCESS for ELLs order.

Please review your order via the link provided below. You have until the close of the ordering window to adjust your order.

For your convenience, click below and login to view or update your order.

https://www.metritech.com/wida

Key Dates for Your State

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10/18/2013 - 11/29/2013 Test Ordering Window

10/18/2013 - 12/10/2013 Pre-ID files to MetriTech

1/11/2014 Schools Receive test materials

1/24/2014 - 3/4/2014 ACCESS for ELLs test window

3/10/2014
All Test Materials Received at MetriTech

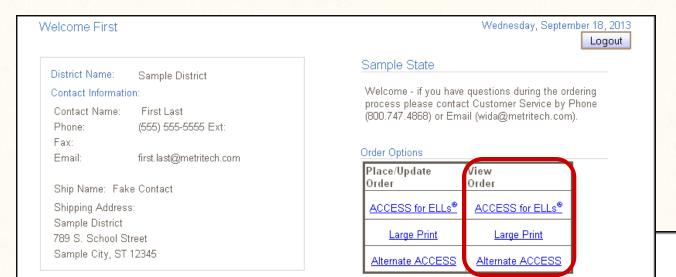
5/5/2014 - 5/10/2014 Results to Schools

If you have any questions please contact MetriTech Customer Service at 800.747.4868

Thank you again for ordering. MetriTech, Inc.



Web-Page Ordering – Viewing Your Order



Edit Your Information

ACCESS for ELLs®

Below is your current order.

O Sort By School Number

Sort By School Name

School Num	School Name	К	1-2 A	1-2 B	1-2 C	3-5 A	3-5 B	3-5 C	6-8 A	6-8 B	6-8 C	9-12 A	9-12 B	9-12 C	Total
9999	Sample School A	0	0	2	1	3	1	1	2	0	0	2	1	3	16
9997	Sample School B	3	1	1	0	0	0	0	0	0	0	0	0	0	5
9998	Sample School C	0	0	0	2	4	2	2	0	0	0	0	0	0	10
	Total	3	1	3	3	7	3	3	2	0	0	2	1	3	31



Step 3 - Test Materials Ordering

If you cannot order ACCESS for ELLs materials through the web, use the WIDA Order Form link on the MetriTech "Welcome" web page to download the required form.

- Fax it to us at 217.398.5798
- Email it to wida@metritech.com

or

 Call our customer service staff at 800.747.4868 between 8:00 am & 5:00pm CST for assistance.

If you cannot order Large Print or Alternate ACCESS materials through the web, please call our customer service staff for assistance.



Order Form

You can download this form from the MetriTech website:

- Fax it to MetriTech at 217.398.5798
- Email as an attachment to wida@metritech.com

or

 Call customer service and order over the phone at 800.747.4868

ACCESS for ELLs® Academic Year 2013 - 2014 – Order Form State Name: ST Contact Name: Jane Smith Phone Number: (111) 222-3333 E-mail Address: janesmith@samplestate.org District Name: Sample District District Number 123456 Ship Address: 125 S Street City, State, Zip: Sample City 12345 Send address changes to WIDA Support at MetriTech, Inc. Phone: (800) 747-4868 Fax: (217) 398-5798 E-mail: wida@metritech.com Please complete the following table by filling in the names of participating schools and the number of students to be tested (Form K and Forms 1-12 Tiers A, B, and C) in the appropriate boxes. You must also lat MatriTech know if you require no materials (θ students participating). School Name A B C A B A B C A B C 17 12 Sample School 1 26 22 19 Sample School 2

Please contact MetriTech directly if your district can accommodate delivery via private carrier freight shipping



DISTRICT TOTAL

Important Note About Order Quantities

States and districts will be charged for unused test booklets in excess of 15% of the total order. Carefully check your order to ensure that you are only ordering for the population you will be testing.





Questions About Ordering?



- Once we have received your District's Order and Pre-ID label information, MetriTech will put together a materials package for your District.
- Districts with 10 or more schools participating will receive the materials packaged by school; otherwise, the materials will be packaged by booklet type.
- You will receive one or more boxes. Each box will be identified as containing WIDA Secure Testing Materials and will be numbered alerting you to the number of boxes you should have received. Cut down and SAVE the boxes for returning the materials to MetriTech.



A sticker like this will be on every box you receive



District Bag

- Box 1 will contain the paperwork for the District and the schools.
- District paperwork is in the first plastic bag. That bag contains the following pages in the order you will see them:
 - Master Materials List All materials shipped to the district
 - District copy of School Materials Lists (district overage will be the first sheet)
 - Optional Services Order Form
 - Internal Tracking Security Check List
 - Documentation of Materials Not Returned
 - Additional Materials Order Form
 - Agreement to Maintain Confidentiality Information
 - Agreement to Maintain Confidentiality Letter (stays at District)
 - District School Header Sheet (for materials to be scored)
 - Unused & Non Scorable Testing Materials Header Sheet
 - District and School Test Administration Manual
 - Schedule & Special Instructions for your state



District Bag

Master Materials List

- Details all materials sent to district
- Use to verify that all listed materials have been received
- If you are missing materials, contact MetriTech at 800.747.4868 or email at wida@metritech.com, and we will immediately ship the missing materials.

aster	Materi	als List	State /District	Code:	
District N	ame:				
Address:					
City/State	/Zip:				
Contact N	lame:				
1		-			
,	Mastes M	Item [aterials List		Total	
		faterials Lists (Di	istrict Overage)		_
		laterials Lists (Di			
<u> </u>		rity Policy			
	Agreeme	nt to Maintain Co	nfidentiality		
			rvices and Reports		
_		Not Returned			
_		al Materials Order	r Form		
_	School H		<u> </u>		
		Interials Headers	* linator Directions*		
_		tructions/Labels*	If Ordered**		
		ipping Instruction		II Orucicu	
	School B				
_		*[Distributed in each school	l bag	
Grade		Test Booklets	Administrator's Scripts	Administrator's Manuals	Kits
Cindergart	en	Doomicis	Scripis	- January	
		Eits contain Stud e nt Sto	prybook, Packet of Cue Care	is, Card Pouch Booklet, and	Activity Board
Grade	,	Test Booklets	Listening CDs	Administrator's Scripts	Speaking Flip Charts
l-2 Tier A					
l-2 Tier B					
-2 Tier C					
3-5 Tier A					
3-5 Tier B					
3-5 Tier C					
5-8 Tier A					
5-8 Tier A 5-8 Tier B					
5-8 Tier A 5-8 Tier B 5-8 Tier C					
5-8 Tier A 5-8 Tier B	A				



District Bag

District Materials List (Overage)

- Details quantity of overage for a district
- Your district will receive 10% overage for all materials ordered

District Name: *** OVERAGE MATERIALS ** Grade Test Administrator's Administrator's Manuals Kits* Scripts Manuals Kits* Sindergarten *Kindergarten Kin coreain Sudent Scriptock, Packet of Cue Carde, Card Fouch, and Activity Board Grade Test Listening Administrator's Speaking Grade Booklets CDs Scripts Flip Cha
Grade Test Administrator's Administrator's Kits* Lindergarten *Kindergarten Stripts Oracle Carde, Card Pouch, and Activity Board Grade Test Listening Administrator's Speaking Crade Booklets CDs Scripts Flip Cho
Create Booklets Scripts Manuals KEE* Lindergarten *Kindergarten Kin cortain Sudent Storybook, Packet of Cue Cardit, Card Fowh, and Activity Board Create Test Listening Administrator's Speakin Grade Booklets CDs Scripts Flip Cha
*Kindergaren Kits corean Sudent Storpbook, Packet of Cue Carde, Card Pouch, and Activity Board Crade Test Listening Administrator's Speakin Chade Booklets CDs Scripts Flip Cho
Grade Test Listening Administrator's Speakin Grade Booklets CDs Scripts Flip Cha
Grade Booklets CDs Scripts Flåp Cha
-2 Tier A
-2 Tier B
-2 Tier C
-5 Tier A
-5 Tier B
5 Tier C
8 Tier A
-8 Tier B
8 Tier C
12 Tier A
12 Tier B
12 Tier C



District Bag

School Materials List(s)

- One Material List representing each school's order
- The ratio of scripts and flip charts is 1 per 8 student test booklets ordered for grades 1 through 12 and 1 per 15 for kindergarten students

NOTE: Alternate ACCESS test materials will arrive in separate boxes with separate paperwork

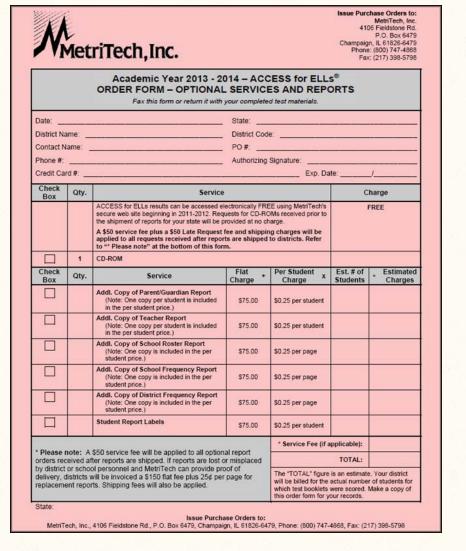
Sistrict Name: Chool State Administrator's Administrator's Kits* Manuals Kits* Manuals Manuals Chool State State of Cue Cards, Card Powin and Activity Board Chool Test Listening Administrator's Speaking
Crade Test Administrator's Administrator's Kits* Crade Booklets Scripts Manuals Kits* Indergarten *Kindergarten Kits contain Student Storybook, Packet of Cue Cards, Card Powih, and Activity Board Test Listening Administrator's Speaking
Crade Test Administrator's Administrator's Kits* Crade Booklets Scripts Manuals Kits* Indergarten *Kindergarten Kits contain Student Storybook, Packet of Cue Cards, Card Powih, and Activity Board Test Listening Administrator's Speaking
Crade Booklets Scripts Manuals Kits* Indergarten *Kindergarten Kits contain Student Storpbook, Packet of Cue Cards, Card Pouch and Activity Board Test Listening Administrator's Speaking
*Eindergarten Kits contain Student Storpbook, Packet of Cue Cards, Card Powits and Activity Board Test Listening Administrator's Speakin
*Eindergarten Kits contain Student Storpbook, Packet of Cue Cards, Card Powits and Activity Board Test Listening Administrator's Speakin
Grade Booklets CDs Scripts Flip Cha
2 Tier A
2 Tier B
2 Tier C
5 Tier A
5 Tier B
5 Tier C
8 Tier A
8 Tier B
8 Tier C
12 Tier A
12 Tier B
2 Tier C



District Bag

Optional Services Order Form

Order additional copies of provided reports





District Bag

Internal Tracking Security Checklist

- For the district to use in tracking assigned serial numbered materials by school
- For the school to use in tracking assigned serial numbered materials to administrators

Security Che	ecklist			WID
			District:	
MPORTANT: Jpon receipt of test molumn. After the boo	naterials, the test coo ok has been checked	ordinator should verify the out and returned, the teac	at each book has been received, then sign and ther should sign and date on the correct line t	I date on the correct line under the "RECEIV under the "RETURNED" column.
Booklet Type	Security #	Student Name	RECEIVED Signature & Date	RETURNED Signature & Date



District Bag

Documentation of Materials Not Returned

- Document the serial number and reason test materials can not be returned
- Will be used by MetriTech to confirm all materials are accounted for

Do	cumentation of Materials Not Returned
	State/Dist Code:
strict Name:	
Please indicat	e the serial number of the book not being returned and the reason why.
Exampl	le: 35CT123456 – A student was sick on one of the test booklets.
Serial Number	
35CT123456	A student was sick on one of the test booklets.
Date	
Signature	
_	int your name)
(1 icase pr	in you much



District Bag

Additional Materials Order Form

- District can fax or call with additional materials orders
- Schools are required to order through their district

State - ACCESS for ELLs®

Academic Year 2013 - 2014 - Additional Materials Order Form

State:	
Contact Name:	
Phone Number:	
E-mail Address:	
District Name:	
District Number:	
Ship Address:	
City/State/Zip:	

Send address changes to WIDA Support at MetriTech, Inc.

Phone: (800) 747-4868 Fax: (217) 398-5798 E-mail: wida@metritech.com

window. Please use all materials from the overage before requesting additional materials from MetriTech. Inc.

Please wait and order all additional materials at the same time.

The test coordinator can make requests for additional materials with up to two weeks left in the testing

Grade	Test Booklets	Administrator's Scripts	Administrator's Manuals	Kits
Kindergarten				

Grade	Test Booklets	Listening CD	Recording Script	Administrator's Scripts	Speaking Flip Charts
1-2 Tier A					
1-2 Tier B					
1-2 Tier C					
3-5 Tier A					
3-5 Tier B					
3-5 Tier C					
6-8 Tier A					
6-8 Tier B					
6-8 Tier C					
9-12 Tier A					
9-12 Tier B					
9-12 Tier C					



District Bag

Agreement to Maintain Confidentiality

Explanation of the agreement



State Test Security Policy

Spring 2014

The goal of the WIDA Consortium in addressing test security is to maintain the integrity of ACCESS for ELLs[®], a copyrighted test of English language proficiency for students K-12.

Because ACCESS for ELLs[®] is a secure test, all who interact with the test itself, including all Coordinators and all Test Administrators, must sign the enclosed *AGREEMENT TO MAINTAIN CONFIDENTIALITY*.

Please make copies as necessary. All completed copies should be maintained in the district files in case of a possible future audit.

Thank you,

WIDA Consortium



District Bag

Agreement to Maintain Confidentiality Letter

- Should be signed by everyone in contact with test materials
- Make copies as required
- Stays at the district do not return to MetriTech



ACCESS FOR ELLS®:

ACCESSING COMPREHENSION AND COMMUNICATION IN ENGLISH STATE TO STATE FOR ENGLISH LANGUAGE LEARNERS ENGLISH LANGUAGE PROFICIENCY TEST AT GRADES K -12

AGREEMENT TO MAINTAIN CONFIDENTIALITY

WIDA CONSORTIUM AND THE STATE BOARD OF EDUCATION

The test instrument you are about to view, ACCESS for ELLs®, was developed for the WIDA Consortium on behalf of its member states. It is important to note that this test is a secure, proprietary test instrument published by the WIDA Consortium and copyrighted by the State of Wisconsin on behalf of the WIDA Consortium. Any disclosure or dissemination of test items to any person will undermine the value of the test and adversely affect the validity of test results. The confidentiality of test questions and answers is paramount in maintaining the integrity and validity of the ACCESS for ELLs® test. Accordingly, the WIDA Consortium and educators must take every step to assure the security of these test instruments. I hereby agree that I will not disclose any materials (such as, but not limited to: test items, graphics, tasks, scoring rubrics, item specifications, test design, content limits, and measurement/research data) related to the ACCESS for ELLs® at Kindergarten through Grade 12.

I understand that the test is a secure, confidential, and proprietary test instrument, and I agree that I will **NOT** do any of the following:

- Discuss, disseminate, describe, or otherwise reveal the contents of the test to any third party with the intent to violate the copyright or compromise the validity of the test:
- Publish, or cause to be published, the test or any of the test items;
- Make copies of the test or any test items, take notes, or otherwise reproduce the

Signature	Date
Name (Please Print)	
Title	
Organization/Employer Name	
Street Name, Address, City, State, Zip	

Wisconsin Center for Education Research (WCER) - University of Wisconsin, Madison

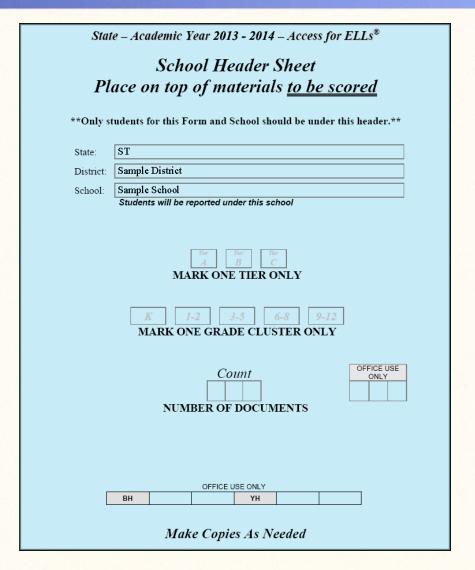
1025 West Johnson Street * Madison, WI 53706 * Phone 608-263-4275 * Fax 608-263-3733 * www.wida.us



District Bag

School Header Sheet

- Placed on top of materials to be scored
- Each school receives this header district has a master copy
- Make copies as required





District Bag

Unused & Non Scorable Header Sheet

Place the following under this header:

- Scripts and Speaking Flip Charts
- Unused Test Booklets
- DO NOT SCORE Test Booklets

State - Academic Year 2013 - 2014 - ACCESS for ELLs®

UNUSED & NON SCORABLE TESTING MATERIALS

- Kindergarten Acnillary Kit bag containing activity board, picture cue cards, card pouch, and storybook
- · Kindergarten Test Administration Manual
- · Test Administrator's Scripts
- · Listening Test CDs (including Listening Recording Script)
- Speaking flip charts (including large print)
- · Unused test books (including large print)
- · Completed or partially completed test books that you do not want to be scored

NOTE: Test books that you do not want scored be marked DO NOT SCORE on the front cover of the book.

NOTE: Test books that require suppression of scores for one or more domains should go behind a School Header Sheet for processing.

State ST

District Number 123456

District Name
Sample District

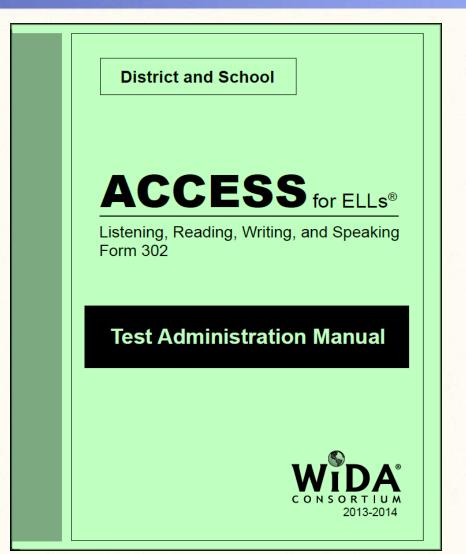
Make Copies As Needed



District Bag

Test Administration Manual

 Descriptions of materials and directions of materials handling are in this manual





District Bag

State Schedule and Special Instructions

- Located in the front cover of each District and School Test Administration Manual
- Provides the schedule for your state
- Details special instructions from your state

Testing Schedule for **Sample State** 2013 – 2014 Academic Year

Task	Start Date	End Date
Test Window	01/03/14	02/10/14
Additional Materials Deadline		01/27/14
Districts Pack Completed Material	02/10/14	02/16/14
Districts Ship Completed Material to MT		02/16/14
All Materials Received at MT		02/20/14
Data Validation Window	03/21/14	03/30/14
Reports Shipped to Districts	04/18/14	04/20/14

Special Instructions for Bubbling Demographic Information:

If you have an ACCESS pre-id label, bubble in the following on the test booklet:

 Do Not Score This Section For This Student: Only as it applies to the LEP student: Absent, Invalid, Declined and Deferred Special Education

If you do not have an ACCESS pre-id label or incorrect label, bubble in the following on the test booklet:

. Bubble in all the information on the test booklet



Return Instructions

- The second plastic bag contains return instructions for the District
- After familiarizing yourself with the materials in the bag, move them to a safe place until testing is complete for your District and you are ready to begin the return process
- The bag contains:
 - Return Shipping Instructions 2-sided document
 - District Packing Instructions 2-sided document
 - RS UPS Return Instructions and RS Labels for shipping



Return Instructions

District Shipping Form

Shipping Form	
State: ST District: Sample District 123456 Contact: Jane Smith	
Number of boxes being returned	
Date Shipped: / /	
Signature of responsible party	
print name here	
Telephone ()	
Place this completed form in the top of Box 1.	
Make a copy of this form for your records.	
See Return Shipping Instructions on other side.	

RETURN SHIPPING INSTRUCTIONS

- 1. Prepare materials for shipping. Follow the Return Materials Packing Instructions.
- Pack testing materials in boxes. Follow the Return Materials Packing Instructions.
- Complete the DO NOT REMOVE OR COVER label on the outside of the original shipping box(es).



In the bottom area marked USE THIS SPACE FOR RETURN SHIPPING:

A) Complete the RETURN BOX _____ OF ____ section. (i.e. Box 1 of 3, Box 2 of 3, Box 3 of 3)

- B) Mark the PACKING LIST ENCLOSED box on the label of the shipping box that contains the packing lists.
- Complete the Shipping Form on the back of this sheet. Place in the top of Box #1.
- Apply the UPS RS labels. Follow the instructions on the Returning Materials to MetriTech sheet (bright green).

Fill out the District Shipping Form on other side.



Return Instructions

Packing Instructions

Academic Year 2013-2014 - ACCESS for ELLs®

STEP ONE

Under the Unused and Non Scorable Testing Materials (cherry) form place:

- · Test Administrator's Scripts
- · Kindergarten Test Administration Manual
- · Speaking flip charts (including large print)
- Unused test books (including large print)
- Kindergarten Ancillary Kit bag containing activity board, picture cue cards, card pouch, and storybook
- Completed or partially completed test books that you do not want to be scored; for example, the test
 was spoiled, the student moved, or the test was given in error.

NOTE: Test books that you do not want scored should be marked DO NOT SCORE on the front cover of the book

NOTE: Test books that require suppression of scores for one or more domains (see directions in Test Administration Manual for Do Not Score This Section for This Student) should go behind a (blue) School Header Sheet for processing.

STEP TWO

Plastic Bags (12x15)

- Use these bags to protect scorable test books (test books behind the (blue) School Header Sheet) during shipment.
- . Place the tests into the bag with the School Header Sheet (blue) on top.
- Bags will hold up approximately 20-30 test books (60 kindergarten test books).
- More than one header with test books can go in a bag. (e.g. header with 10 test books, header with 8 test books, and header with 6 test books can all go in one bag.)
- More than one school can go in a bag. (e.g. header for Big HS with 19 test books and header for Little HS with 4 test books can all go in one bag.)
- . If there are more tests than can fit in the bag, make a header for each bag

STEP THREE

Packin

- . Use the box/boxes that you received test materials in to return test materials.
- DO NOT USE copy paper boxes or similar lightweight boxes.
- · DO NOT USE overly large size boxes.
- · Place the unused and non scorable test materials in the bottom of the box or in the last box/boxes.
- · Place the Unused and Non Scorable Testing Materials (cherry) form on top.
- · Place the plastic bags of scorable material in the box/boxes.
- · Place any paper work in the top of Box 1.

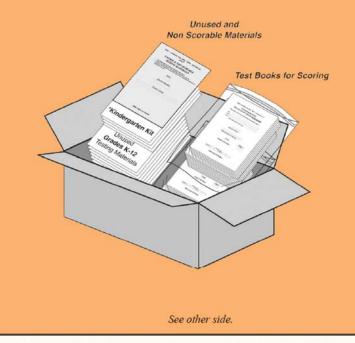
See other side.

Academic Year 2013-2014 - ACCESS for ELLs®

STEP FOUR

Closing the box/boxes

- Follow the directions on the Return Shipping Instructions (bright blue) form and complete the Shipping Form (bright blue) with the number of boxes being returned, date shipped, signature of the responsible party, and telephone number.
- · Place in the top of Box 1.
- . If box is not full, fill empty spaces with enough packing material to prevent crushing during shipping.
- Use packing tape on the top and bottom of the box to seal box securely and prevent it from opening
 during shipping
- Follow the instructions on your Return Materials to MetriTech (bright green) memo to attach the UPS RS label and arrange for pick-up by UPS.





Return Instructions

UPS Return Instructions

RS Return Labels

One for each box to be returned



RETURNING MATERIALS TO METRITECH

Using the UPS Return Service (RS) Label

Your district should have one UPS RS Label for each box being returned.



- Remove the backing from the label, and place the label <u>over the original shipping label only</u>. The original shipping label must be covered or crossed out so that the UPS scanner cannot read the bar code information displayed on the label.
- If the district/school does not have regular UPS service, call 1-800-823-7459 and arrange an RS pick-up.
 (You will need an RS tracking number to complete this process.) The teller will need the following information.
 - The phone number of the location where the shipment will be picked up.
 - The address of the location where the shipment will be picked up.
 - The RS tracking number on the package(s) being picked up.

The teller should also ask if the shipment is ready to be picked up and what time the location closes.

- Box(es) should be picked up within 48 hours.
- · Please make sure the shipment was picked up.

Questions? Contact MetriTech at 1-800-747-4868.



- Each school will have its own plastic bag which should be forwarded to the school with their test materials
- Each bag contains the following:
 - School Materials List one for each school
 - School Header Sheet
 - Unused & Non Scorable Header Sheet
 - Internal Tracking Security Checklist
 - District & School Test Administration Manual
 - Schedule & Special Instructions for your state
 - Pre-ID Header (if District has provided Pre-ID data)
 - Pre-ID labels sorted by grade, then alpha by student last name, first name, MI, birth date



School Materials List

Details the school's materials

School Materials	s List	State /Dts Code/Sch Code:		
District Name:				
School Name:				

Grade	Test Booklets	Administrator's Scripts	Administrator's Manuals	Kīts*
Kindergarten				

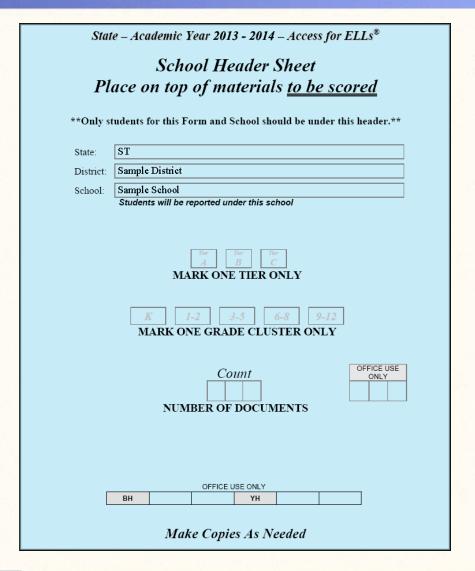
*Kindergarten Kits contain Student Storybook, Packet of Cue Cards, Card Pouch, and Activity Board

Grade	Test Booklets	Listening CDs	Administrator's Scripts	Speaking Flip Charts
1-2 Tier A				
1-2 Tier B				
1-2 Tier C				
3-5 Tier A				
3-5 Tier B				
3-5 Tier C				
6-8 Tier A				
6-8 Tier B				
6-8 Tier C				
9-12 Tier A		_		
9-12 Tier B				
9-12 T ier C				



School Header Sheet

- Each school's books should be sorted by Grade-Cluster and Tier
- One clearly marked header should be placed on top of each pile of sorted books
- Only books for scoring should be placed under this header
- Make copies as needed





Unused & Non Scorable Header Sheet

- All Non Scorable material should be sorted out for the school
- One clearly marked header should be placed on top of this complete pile of materials
- Any test booklets under this header should be unused or clearly marked DO NOT SCORE

State - Academic Year 2013 - 2014 - ACCESS for ELLs®

UNUSED & NON SCORABLE TESTING MATERIALS

- Kindergarten Acnillary Kit bag containing activity board, picture cue cards, card pouch, and storybook
- · Kindergarten Test Administration Manual
- · Test Administrator's Scripts
- · Listening Test CDs (including Listening Recording Script)
- Speaking flip charts (including large print)
- · Unused test books (including large print)
- · Completed or partially completed test books that you do not want to be scored

NOTE: Test books that you do not want scored be marked DO NOT SCORE on the front cover of the book.

NOTE: Test books that require suppression of scores for one or more domains should go behind a School Header Sheet for processing.

State ST

District Number 123456

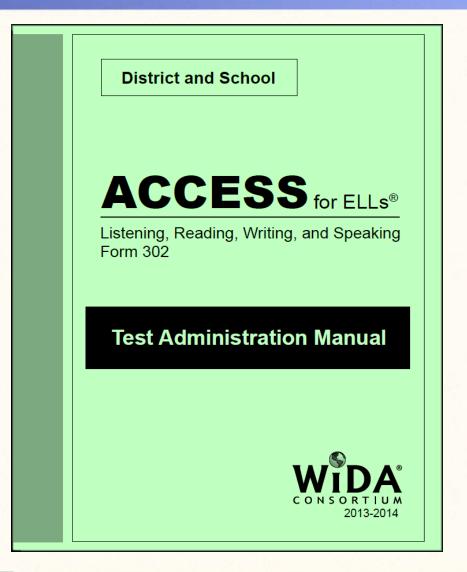
District Name
Sample District

Make Copies As Needed



Test Administration Manual

 Descriptions of materials and directions of materials handling are in this manual





State Schedule and Special Instructions

- Located within the front cover of every district/school Test Administration Manual
- Highlights the test schedule
- Details special instructions as dictated by the state for all participants

Testing Schedule for **Sample State** 2013 – 2014 Academic Year

Task	Start Date	End Date
Test Window	01/03/14	02/10/14
Additional Materials Deadline		01/27/14
Districts Pack Completed Material	02/10/14	02/16/14
Districts Ship Completed Material to MT		02/16/14
All Materials Received at MT		02/20/14
Data Validation Window	03/21/14	03/30/14
Reports Shipped to Districts	04/18/14	04/20/14

Special Instructions for Bubbling Demographic Information:

If you have an ACCESS pre-id label, bubble in the following on the test booklet:

 Do Not Score This Section For This Student: Only as it applies to the LEP student: Absent, Invalid, Declined and Deferred Special Education

If you do not have an ACCESS pre-id label or incorrect label, bubble in the following on the test booklet:

· Bubble in all the information on the test booklet



School's Pre-ID Labels

- Pre-ID labels contain the name, grade, and other pertinent information about individual students
- One label will be received for each Student Test Booklet
- The labels should be checked to be sure that the displayed information is correct

 Name: LAST NAME, FIRST NAME 0
 10843662

 District 0001 - SAMPLE BORTRUCT
 Gender - Oracle: M - 0

 School: 0001 - SAMPLE SCHOOL
 8th bale: 010042005

 Stuteril 09 - Slate: 1234690 | 018161: 11111111
 1



 Name : LAST NAME, FIRST NAME Q
 10843676

 Dis Hol: 0001 - SAMPLE DISTRICT
 Gender - Orade: M - 2

 School: 0001 - SAMPLESCHOOL
 Birth Date: 034032003



 Name : LAST NAME, FIRST NAMES
 10843590

 District (2001 - SAMPLE 0 STRICT
 Oender - Orade: M - 4

 School (2001 - SAMPLE SCHOOL)
 8inh Date: 05405/2001

 Subtentility - State: (22456 - 0)s high: 122565
 9



 Name: LAST NAME, FIRST NAME U
 10843704

 District 0001 - SAMPLE BISTRUCT
 Gender - Grade: M - 6

 School: 0001 - SAMPLE SCHOOL
 8inh Date: 07407/1986

 Stutent IDV - State: 1234696
 01816: 8235907



 Name : LAST NAME , FIRST NAME (W)
 308437 05

 District (2001 - SAMPLE 0 STRICT
 Gender - Grade: 18 - 8

 School: 0001 - SAMPLE SORROOL
 Birth Date: 020021997

 Student (09 - State: 1234982 - 018 Not: 1825988)
 Birth Date: 020021997



 Name : LAST NAME , FIRST NAME Y
 \$188437 D8

 District (2001 - SAMPLE 0 STRICT
 Gender - Grade: 18 - 10

 School: 2001 - SAMPLE SCHOOL
 Birth Date: 11/11/1955

 Studentil (05 - State: 1234970 - 01strict: 689-3155)
 Birth Date: 11/11/1955



 Name : LAST NAME , FIRST NAME A
 70843710

 0ls rict: 0001 - SAMPLE 0 STRICT
 Gender - Orade: M - 12

 School: 0001 - SAMPLE SCHOOL
 8irh 0at: 01/31/1993

 Saften 0 in Safe: 073477 - Nickfol: Safe31



Name: LAST NAME, FIRST NAME P DB McI: 0001 - SAMPLE DBTRICT School: 0001 - SAMPLESCHOOL Student IDs - State: 1234561 | DB McI: 222222



10843669

Birth Date: 02/02/2004

 Name: LAST NAME, FIRST NAME R
 10343683

 0 b Not: 0001 - SAMPLE 0 STRICT
 Gender - Orade: F - 3

 School: 0001 - SAMPLESCHOOL
 Bir in Date: 0+0 4/2002



Name : LAST NAME , FIRST NAME T 10843697
| District : D001 - SAMPLE DISTRICT | Oender - Orade : F - 5
| School: D001 - SAMPLE SCHOOL | SIFE | D00622000
| Suden | 109 - Sahe : 123-955 | District + 123695 |



 Name : LAST NAME , FIRST NAME V
 208 (3705)

 District : 2001 - SAMPLE DISTRICT
 Gender - Grade : F-7

 School: 2001 - SAMPLESC (600 L
 8inh Date : 0202/986

 Student (105 - Sale : 123/967 - District : 257982)
 3inh Date : 0202/986



 Name: LAST NAME, FIRST NAME X
 40843707

 District 10001 - SAMPLE DISTRICT
 Gender - Grade: F - 9

 School: 00001 - SAMPLE SO (NO 0 L
 Birth Date: 10/10/1996

 Student (DV - State: 12/3659 - 0 brick: 4521458
 Birth Date: 10/10/1996



Name : LAST NAME , FIRST NAME Z 60843719
08 Not: 0001 - SAMPLE 0 8TRICT 9 0ender - Orade : F - 11
School: 0001 - SAMPLE SCHOOL 8 1712/12/1994
804001 107 - SAMPLE SCHOOL 989641







Test Materials

Test Book, Scripts & Flip Charts

- Test materials will arrive 3 weeks before the test window opens and will be grouped by grade cluster and tier (K-Kits are bagged to keep parts together)
- Districts receive the exact number of materials ordered
- Large print materials will be packaged with the standard size ACCESS test materials
- Alternative ACCESS test materials will arrive in separate boxes with their own paper work







Questions About Received Materials?



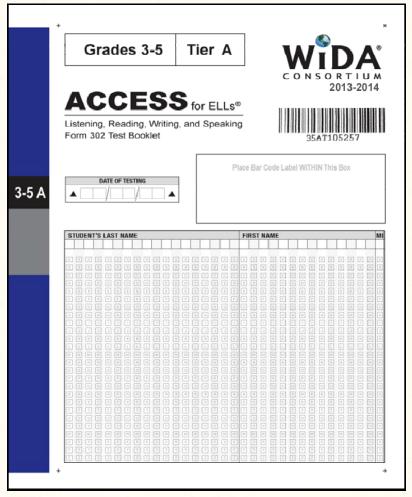
School Bag(s)Distribution of Materials

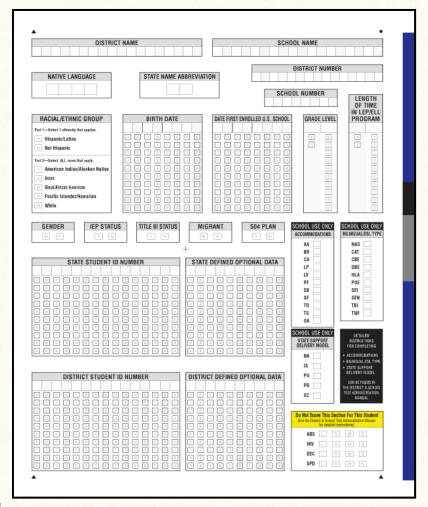
- After confirming all materials have arrived and your District has what it needs to administer ACCESS, materials should be distributed to the schools for testing
- Districts and schools must follow the same security guidelines in place for all state-mandated secure assessments – you must confirm that your district has received all serial bar coded test materials assigned to you
- Districts will then distribute the test materials and the school plastic bags to each participating school – assigning serial numbered booklets to each school



Test Booklets

Test booklets are color coded by Cluster and Tier

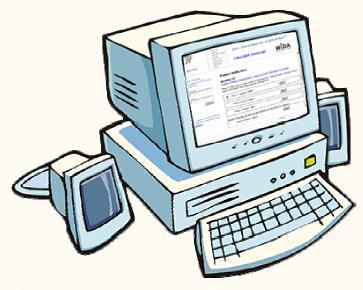






New Listening Test Options for 2014

The Listening Test is now administered via CD or Web Streaming



Web Streaming via MetriTech's web site

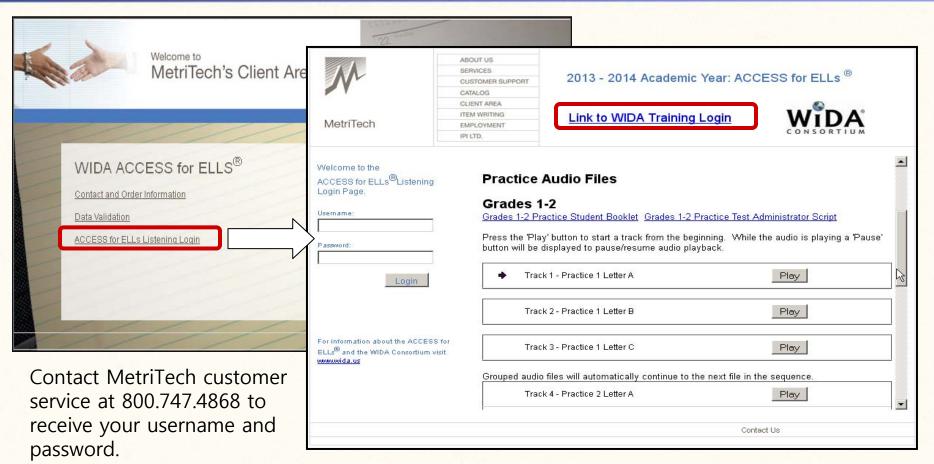
www.metritech.com/wida/listening/login.aspx



Use the provided CD to play the recording on a PC or CD Player



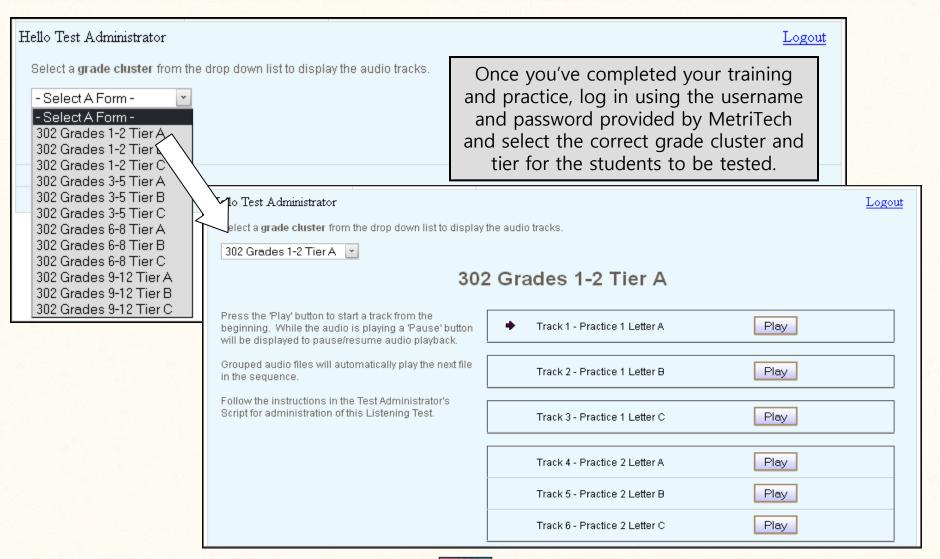
Streaming the Listening Test on the Web



There are practice items and scripts available for lower and upper grades, passwords will not be required to access the practice items. The link to WIDA's training page is also available here.



Streaming the Listening Test on the Web





Streaming the Listening Test on the Web

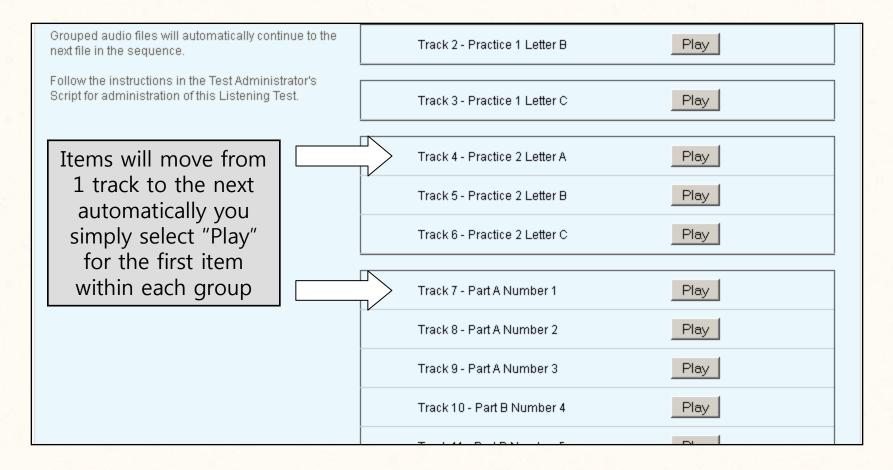
Follow the instructions in the Form 302 Listening, Reading, Writing Script. Step by step instructions are provided for administering the Listening Test.

Hello Test Administrator		Logout
Select a grade cluster from the drop down list to display 302 Grades 1-2 Tier A	Practice Items require you to select "Play". The CD icon spins as the audio plays.	
Press the 'Play' button to start a track from the beginning. While the audio is playing a 'Pause' button will be displayed to pause/resume audio playback.	Track 1 - Practice 1 Letter A	Play Pause
Grouped audio files will automatically play the next file in the sequence.	Track 2 - Practice 1 Letter B	Play
Follow the instructions in the Test Administrator's Script for administration of this Listening Test.	Track 3 - Practice 1 Letter C	Play
	Track 4 - Practice 2 Letter A	Play
	Track 5 - Practice 2 Letter B	Play
	Track 6 - Practice 2 Letter C	Play



Streaming the Listening Test on the Web

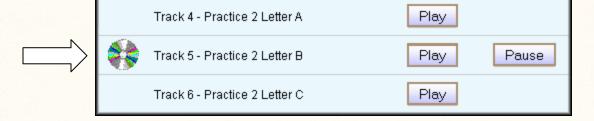
Follow the instructions in the Form 302 Listening, Reading, Writing Script. **Headphones are not allowed**.





Streaming the Listening Test on the Web

Once you've selected "Play" within a group, the "Pause" button and spinning CD appears next to the track currently playing.



If you need to pause during the administration of the test, the "Resume" button will appear.





Listening Test on Compact Disc

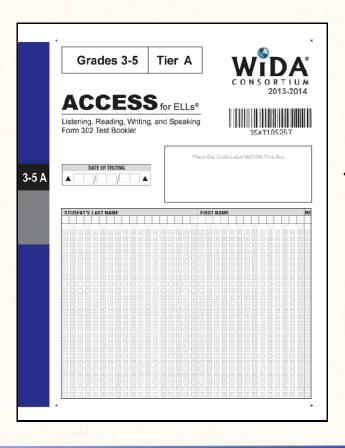
The Listening Test CD can be played on any CD player with speakers, or on a desktop or laptop computer. When using a computer, make sure to have working external speakers and that the device meets the minimal technological requirements listed below. Follow the directions in the Form 302 Listening, Reading and Writing Script when administering the Listening Test. Headphones are not allowed.

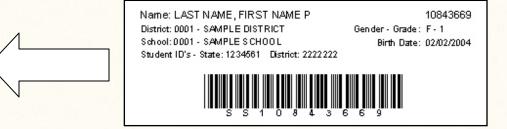
	Macintosh	PC
1998 or Older	Mac LC III or Higher 25 MHz 68030 or Faster 8 Megabytes or More of RAM System 7.1 or Later Double Speed Multi-Session CD-ROM Drive Apple CD-ROM Extension 5.1.1 or Later SoundManager 3.0	IBM Compatible 486 SX 25 MHz or Faster 8 Megabytes or More of RAM Microsoft Windows 3.1 or Higher Double Speed Multi-Session CD-ROM Drive With Enhanced CD Compatible Firmware 8 Bit Sound Card
1999 or Newer	120 MHz PowerPC Macintosh 32 MB or More of Installed RAM Mac OS 8.1 or Later CD-ROM Drive (Blue Book/ Multi-Session) Compatible Firmware	166 MHz Pentium PC Processor or Greater 32 MB or More of Installed RAM Microsoft Windows 95 or Higher 16 Bit Sound Card



Pre-ID Labels

Administrators/teachers must verify the Pre-ID information prior to applying the labels. If all of the information is correct, place it on the front cover of the test booklet.







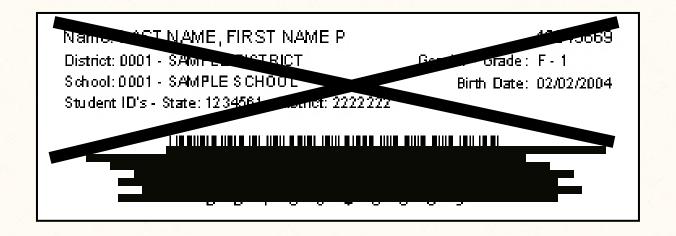
Pre-ID Labels

- If the label is incorrect, discard the label and bubble in the student information on the front and back covers of the test booklet
- Pre-ID labels that are incorrect or provided for students who will not be tested may be discarded
- Do not cross out or write in information on a Pre-ID label: this does not change any data and causes misinformation when tabulating your students' information



Pre-ID Labels

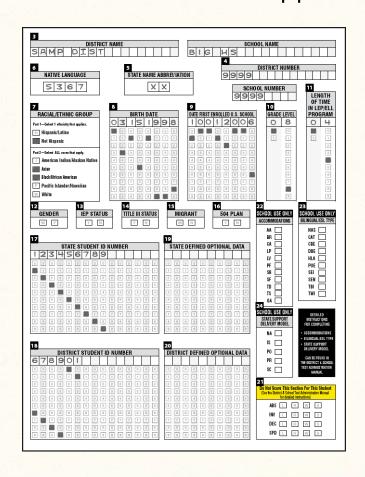
If a label has been placed on a test booklet in error, put an "X" through the demographic information <u>and</u> mark through the bar code, covering it completely using a heavy black marker.

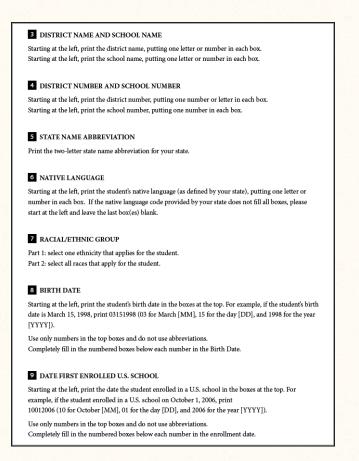




Bubbling Books

Detailed direction to assist you in filling out the student information on test booklets are on pp 19-27 of the Test Administration Manual.



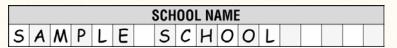


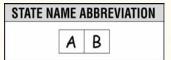


Bubbling Books

Starting at the left, fill in the designated fields accordingly (Examples shown below).



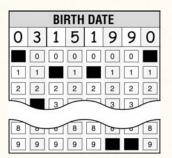


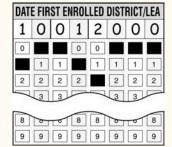


NATI	VE L	ANGU	AGE	
5	3	6	7	

	DISTRICT NUMBER								
0	1	2	3	4	5	6	7		

SCHOOL NUMBER							
0	1	2	3	4	5	6	7

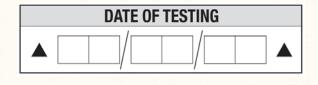






Bubbling Books – Testing Date

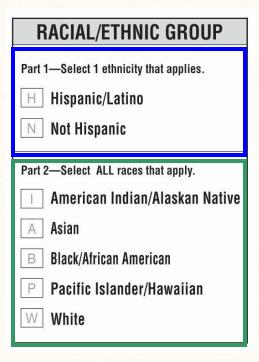
The date of testing is located on the front cover of the test book. Record the date testing was **completed** for the student.



(DD/MM/YY)



Bubbling Books - Racial/Ethnic Group



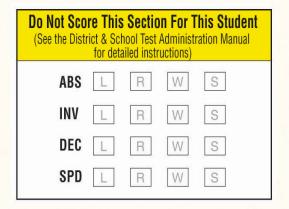
Part 1 – Select <u>one</u> ethnicity that applies for the student

Part 2 – Select <u>all</u> races that apply to the student



Bubbling Books – Do Not Score Section

If boxes in this section are filled out, scores for that domain will not be reported.



Domains:

L = Listening

R = Reading

W = Writing

S = Speaking

ABS – **Absent** indicates the student was absent for a domain of the test; if so, fill in the appropriate box/boxes for the domain the student did not take.

INV – **Invalidate** indicates that even though a student completed some or all of the test items, the testing was not valid. This code can be used if a student becomes ill during a test or if a student engages in inappropriate testing practices.

DEC – **Declined** indicates a student refused to test. This test is a required activity. This indicator is used only when a student refuses to participate even after the test administrator has made several attempts to engage the student in the assessment.

SPD – **Deferred Special Education** indicates that an IEP or 504 team determined that the student should defer participation from one or more of the domains.



Guidelines

- The Test Administration Manual has specific instructions and suggestions for administering the test
- If you have specific questions regarding students who should be administered the test contact the CDE.
- If you have materials questions, please call MetriTech customer service at 800.747.4868.



Questions About Test Administration?



Overview

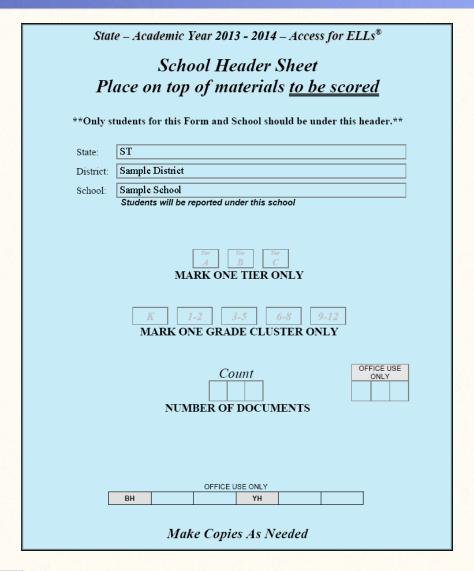
- Once testing is completed, each school should package their materials as directed and return them to the district – checking to ensure all serial numbered materials assigned are accounted for
- Districts will double check that ALL materials have been returned and are packaged correctly
- Districts will seal and update the box labels and put RS labels on all boxes to be shipped
- Call UPS to schedule a pick-up if the district does not have a regularly scheduled pick-up
- Call MetriTech customer service at 800.747.4868 if you have any questions or require assistance with UPS



School

School Header Sheet

- Each school's books should be sorted by Grade-Cluster and Tier
- One clearly marked header should be placed on top of each pile of sorted books
- Only books for scoring should be placed under this header
- Make copies as needed

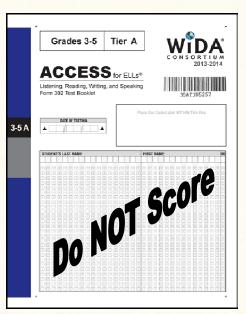




School

Unused & Non Scorables

The Unused & Non Scorable header should be placed on top of "Do Not Score" and unused test booklets and all scripts and flip charts



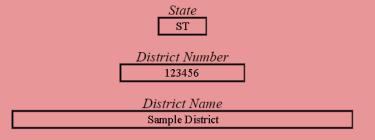
State - Academic Year 2013 - 2014 - ACCESS for ELLs®

UNUSED & NON SCORABLE TESTING MATERIALS

- · Test Administrator's Scripts
- · Kindergarten Test Administration Manual
- · Speaking flip charts (including large print)
- · Unused test books (including large print)
- Kindergarten Ancillary Kit bag containing activity board, picture cue cards, card pouch, and storybook
- Completed or partially completed test books that you do not want to be scored; for example, the test was spoiled, the student moved, or the test was given in error

NOTE: Test books that you do not want scored should be marked DO NOT SCORE on the front cover of the book.

NOTE: Test books that require suppression of scores for one or more domains should go behind a (blue) *School Header Sheet* for processing.



Make Copies As Needed



District

Package your materials for return following these directions.

Academic Year 2013-2014 - ACCESS for ELLs®

STEP ONE

Under the Unused and Non Scorable Testing Materials (cherry) form place:

- · Test Administrator's Scripts
- Kindergarten Test Administration Manual
- · Speaking flip charts (including large print)
- Unused test books (including large print)
- Kindergarten Ancillary Kit bag containing activity board, picture cue cards, card pouch, and storybook
- Completed or partially completed test books that you do not want to be scored; for example, the test
 was spoiled, the student moved, or the test was given in error.

NOTE: Test books that you do not want scored should be marked DO NOT SCORE on the front cover of the book.

NOTE: Test books that require suppression of scores for one or more domains (see directions in Test Administration Manual for Do Not Score This Section for This Student) should go behind a (blue) School Header Sheet for processing.

STEP TWO

Plastic Bags (12x15)

- Use these bags to protect scorable test books (test books behind the (blue) School Header Sheet)
 during shipment.
- . Place the tests into the bag with the School Header Sheet (blue) on top.
- . Bags will hold up approximately 20-30 test books (60 kindergarten test books).
- More than one header with test books can go in a bag. (e.g. header with 10 test books, header with 8 test books, and header with 6 test books can all go in one bag.)
- More than one school can go in a bag. (e.g. header for Big HS with 19 test books and header for Little HS with 4 test books can all go in one bag.)
- . If there are more tests than can fit in the bag, make a header for each bag,

STEP THREE

Packing

- Use the box/boxes that you received test materials in to return test materials.
- DO NOT USE copy paper boxes or similar lightweight boxes.
- DO NOT USE overly large size boxes.
- Place the unused and non scorable test materials in the bottom of the box or in the last box/boxes.
- · Place the Unused and Non Scorable Testing Materials (cherry) form on top.
- Place the plastic bags of scorable material in the box/boxes.
- Place any paper work in the top of Box 1.

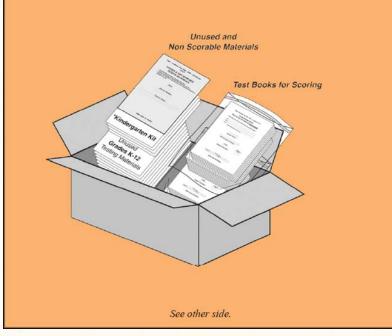
See other side.

Academic Year 2013-2014 - ACCESS for ELLs®

STEP FOUR

Closing the box/boxes

- Follow the directions on the Return Shipping Instructions (bright blue) form and complete the Shipping Form (bright blue) with the number of boxes being returned, date shipped, signature of the responsible party, and telephone number.
- · Place in the top of Box 1.
- If box is not full, fill empty spaces with enough packing material to prevent crushing during shipping.
- Use packing tape on the top and bottom of the box to seal box securely and prevent it from opening during shipping.
- Follow the instructions on your Return Materials to MetriTech (bright green) memo to attach the UPS RS label and arrange for pick-up by UPS.

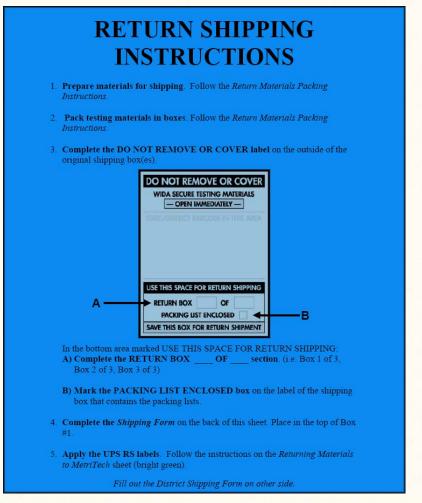




District

When your materials are ready to ship, fill out the Shipping form. This helps MetriTech understand what was shipped and who we should contact with questions.

Shipping Form
State: ST District: Sample District 123456 Contact: Jane Smith
Number of boxes being returned
Date Shipped: / /
Signature of responsible party
print name here
Telephone ()—
Place this completed form in the top of Box 1.
Make a copy of this form for your records.
See Return Shipping Instructions on other side.





Materials Return

Box Label

The label below is on each of the boxes you saved from shipping. When preparing the box for return be certain to:

- A Fill in the number of boxes you are returning on each box
- B Indicate if the Packing List is located in a particular box by checking this field.





Materials Return

Using RS Return Labels

 Step by step instructions for preparing and arranging a UPS pickup



RETURNING MATERIALS TO METRITECH

Using the UPS Return Service (RS) Label

Your district should have one UPS RS Label for each box being returned.



- Remove the backing from the label, and place the label <u>over the original shipping label only</u>. The original shipping label must be covered or crossed out so that the UPS scanner cannot read the bar code information displayed on the label.
- If the district/school does not have regular UPS service, call 1-800-823-7459 and arrange an RS pick-up.
 (You will need an RS tracking number to complete this process.) The teller will need the following information.
 - The phone number of the location where the shipment will be picked up.
 - The address of the location where the shipment will be picked up.
 - The RS tracking number on the package(s) being picked up.

The teller should also ask if the shipment is ready to be picked up and what time the location closes.

- . Box(es) should be picked up within 48 hours.
- · Please make sure the shipment was picked up.

Questions? Contact MetriTech at 1-800-747-4868.



Materials Return

MetriTech Receiving

Once materials are in our warehouse, we will confirm that we have received all of the boxes shipped from a district.

- If boxes are damaged and/or the paperwork and materials returned do not agree, we will contact the district with questions
- Scorable booklets are separated for high-speed imaging
- Non Scorable materials are serial barcode scanned and then securely recycled





Questions About Returning or Shipping Materials?



MetriTech Scoring

High-Speed Imaging

Booklets to be scored are run through our high-speed imaging equipment.

- Student demographic information is recorded
- Multiple-choice responses are captured and recorded
- Student writing is prepared for secure open ended scoring





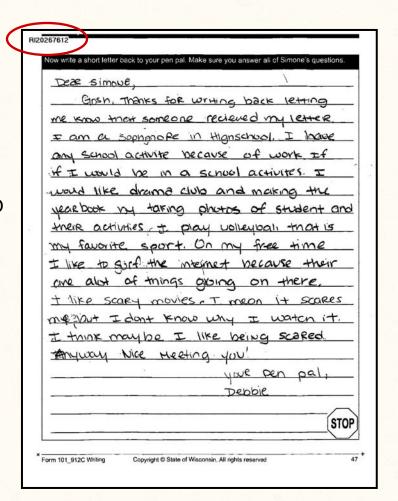


MetriTech Scoring

Open-Ended Scoring of Writing

Each student's open-ended writing responses are electronically routed to our scoring staff

- Each student receives a unique MetriTech ID (no student identification is available to the scorer)
- Materials are routed to scorers by Cluster, Tier, and Prompt
- Each student's response is scored by a trained MetriTech scorer – 10% are double-scored for accuracy – and each scorer's accuracy is checked by a master scorer







MetriTech Scoring Staff









Questions About Processing or Scoring?



After the tests for your state have been scored, your district will receive the following reports (the format of the reports has not been finalized for 2014, and they may look slightly different when your district receives them).

- District Frequency Report
- School Frequency Report
- Student Roster Report
- Teacher Report
- Parent/Guardian Report



One copy of the **District Frequency Report** grouped by grade and cluster



ACCESS for ELLS[®] English Language Proficiency Test

District: Sample Dist

Grade: 2 Cluster: 1-2

DISTRICT FREQUENCY REPORT - 2014

Proficiency	Liste	ening	Spea	iking	Rea	fing	Wri	ting	Oraflan	ng wa ge^	Liter	acy [®]	Compre	hension ^c	Overall	Score®
Level	# of Students at Level	% of Total Tested	# of Students at Level	% of Total Tested	# of Students at Levell	% of Total Tested	# of Students at Level	% of Total Tested								
1 - Entering Knows and uses minimal social language and minimal academic language with visual and graphic support	0	0%	0	0%	4	27%	1	7%	0	0%	1	7%	1	7%	0	0%
2 - Beginning Knows and uses some social English and general academic language with visual and graphic support	2	13%	0	0%	1	7%	7	47%	1	7%	6	40%	3	20%	5	33%
3 — Developing Knows and uses social English and some specific academic language with visual and graphic support	1	7%	4	27%	3	20%	7	47%	2	13%	4	27%	3	20%	4	27%
4 — Expanding Knows and uses social English and some technical assetumic language	6	40%	2	13%	0	0%	0	0%	5	33%	2	13%	1	7%	4	27%
5 — Bridging Knows and uses social English and scademic language working with grade level material	2	13%	0	0%	4	27%	0	0%	3	20%	2	13%	4	27%	2	13%
6 - Reaching Knows and uses social and academic language at the highest level measured by this test	4	27%	9	60%	3	20%	0	0%	4	27%	0	0%	3	20%	0	0%
Highest Score	39	98	39	97	37	76	30	96			% Listening + ding + 50% V		1			
Lowest Score	25	58	33	31	23	39	23	37			0% Reading + % Reading + 3			+ 15% Speak	ing	
Total Tested:	1	5							-							



One copy of the **School Frequency Report** grouped by grade and cluster



ACCESS for ELLs® English Language Proficiency Test

strict: Sample Distr

Grade: 2 Cluster: 1-2

SCHOOL FREQUENCY REPORT - 2014

Proficiency	Liste	ning	Spea	king	Rea	ding	Wri	ting	OralLa	ng ua ge^	Liter	acy [®]	Compre	hension ^e	Overali	Score
Level	# of Students at Level	% of Total Tested	# of Students at Level	% of Total Tested	# of Students at Levell	% of Total Tested	# of Students at Level	% of Total Tested								
1 - Entering Knows and uses minimal social language and minimal scademic language with visual and graphic support	0	0%	0	0%	4	27%	1	7%	0	0%	1	7%	1	7%	0	0%
2 — Beginning Knows and uses some social English and general academic language with visual and graphic support	2	13%	0	0%	1	7%	7	47%	1	7%	6	40%	3	20%	5	33%
3 — Developing Knows and uses social English and some specific academic language with visual and graphic support	1	7%	4	27%	3	20%	7	47%	2	13%	4	27%	3	20%	4	27%
4 - Expanding Knows and uses social English and some technical academic language	6	40%	2	13%	0	0%	0	0%	5	33%	2	13%	1	7%	4	27%
5 — Bridging Knows and uses social English and academic language working with grade level material	2	13%	0	0%	4	27%	0	0%	3	20%	2	13%	4	27%	2	13%
6 - Reaching Knows and uses social and academic language at the highest level measured by this test	4	27%	9	60%	3	20%	0	0%	4	27%	0	0%	3	20%	0	0%
Highest Score	35	98	39	97	37	76	30	06			% Listening + eding + 50% V		1			
Lowest Score	2!	58	33	31	23	39	23	37			0% Reading + % Reading + 3		i 15% Listening	+ 15% Speak	ing	
Total Tested:	1	5							•							



One copy of the **Student Roster Report**Iisting all the students that took the test, grouped by grade within a school

WIDA

ACCESS for ELLs® English Language Proficiency Test

District: Sample District School: Sample ES 5

School: Grade:

STUDENT ROSTER REPORT - 2014

STUDENT NAME			Liste	ening	Spe	aking	Rea	ding	Wri	ting	Oral La	n gu age ^A	Liter	acy ⁸	Compre	hem sio n ^c	Overail	I Score®
STATE STUDENT ID	Tier	Cluster	Scale Score	Prof Level	Scale Score	Prof Level	Scalle Scare	Prof Level	Sicale Sicere	Prof Level	Scale Score	Prof Level	Scale Scere	Prof Level	Scale Score	Prof Level	Scale Score	Prof Level
SAMPLE, STUDENT 100	В	1.2	305	5.0	345	4.0	288	4.5	248	2.3	325	4.3	268	2.9	293	4.7	285	3.3
SAMPLE, STUDENT 123	Α	1.2	293	3.9	345	4.0	251	1.9	261	2.7	319	3.9	256	2.4	264	2.8	275	2.9
SAMPLE, STUDENT 125	В	1.2	267	3.0	358	4.6	272	3.2	260	2.7	313	3.8	266	2.8	271	3.2	280	3.1
SAMPLE, STUDENT 127	C	1.2	289	3.8	378	5.6	293	4.9	260	2.7	334	4.9	277	3.3	292	4.6	294	3.7
SAMPLE, STUDENT 149	Α	1-2	269	3.1	331	3.5	232	1.8	250	2.4	300	3.3	241	1.9	243	1.9	259	2.4
SAMPLE, STUDENT 151	В	1.2	305	5.0	397	6.0	294	5.0	273	3.0	351	5.7	284	3.5	297	5.0	304	4.1
SAMPLE, STUDENT 153	С	1.2	326	5.9	397	6.0	315	6.0	283	3.3	362	6.0	299	4.2	318	5.9	318	4.9
SAMPLE, STUDENT 27	В	1.2	305	5.0	345	4.0	266	2.9	255	2.5	325	4.3	261	2.6	278	3.6	280	3.1
SAMPLE, STUDENT 29	С	1.2	281	3.5	397	6.0	310	5.8	283	3.3	339	5.1	297	4.1	301	5.2	309	4.4
SAMPLE, STUDENT 4	С	1.2	350	6.0	397	6.0	320	6.0	273	3.0	374	6.0	297	4.1	329	6.0	320	4.9
SAMPLE, STUDENT 5	С	1.2	366	6.0	397	6.0	349	6.0	275	3.1	382	6.0	312	4.9	354	6.0	333	5.5
SAMPLE, STUDENT 54	C	1-2	366	6.0	397	6.0	302	5.4	269	2.9	382	6.0	286	3.6	321	6.0	314	4.6
SAMPLE, STUDENT 75	В	1.2	286	3.7	378	5.6	288	4.5	279	3.2	332	4.8	284	3.5	287	4.0	298	3.8
SAMPLE, STUDENT 99	А	1.2	295	4.0	331	3.5	239	1.9	258	2.6	313	3.8	249	2.1	256	2.4	268	2.7

A - Oral Language = 50% Listening + 50% Speaking



B - Literacy - 50% Reading + 50% Writing

NA - Not Attempted — Student B coldet is marked with a Non-Sc oring Code of Abount, Invalidated, Declined or Special Education/504 Exemption

C - Comprehension = 7'0% Reading + 30% Listening

D - Overall Score = 35% Reading + 35% Writing + 15% Listening + 15% Speaking Overall Scores are computed when all 4 domains have been completed

One copy of the grade 1 through 12 (or kindergarten) **Teacher Report** listing all the scores for each student (with detailed scoring explanations)

WIDA ACCESS for ELLs English Language Proficiency Test

Teacher Report - 2014

District: Sample	District		Student: SAMPLE, STUDENT 100	
School: Sample	ES 5		State ID:	District ID:
Grade: 1	Tier: B	Grade Level Cluster: 1-2	Birth Date: 09/03/2005	

Report Purpose: This report provides information regarding the levels of social and academic English language proficiency the student has attained. Social language is used to communicate for everyday purposes. Academic language is used to communicate the content of language arts, mathematics, science, and social studies. This report can be used to monitor progress from year to year and to help determine instructional strategies by content areas and standards. Please refer to the ACCESS for ELLs* Interpretive Summary for more information on the meaning and use of these scores. You may also refer to the complete Interpretive Guide for Score Reports at www.wida.us for more detailed information.

Student's level of English proficiency by language domains

Language Domain	Scale Score		See		nce Band mmary for definit	tions		Proficiency Level
tanguage bondin	(Possible 100 - 600)	100	200	300	400	500	600	(Possible 1.0 - 6.0)
Listening	305		26	7 +	343			5.0
Speaking	345			313 +	377			4.0
Reading	288		26	6 -+ 310				4.5
Writing	248		234 +-	- 262				2.3
Oral Language ^A	325			302 -0-	348			4.3
Literacy ⁸	268		255	0- 291				2.9
Comprehension ^c	293		2	74 -0- 312				4.7
Overall Score® (Composite)	285		21	74 0 296				3.3

- A Oral Language = 50% Listening + 50% Speaking
- B Literacy = 50% Reading 50% Writing
- NA Not Attempted = Student Booklet is marked with a Non-Scoring Code of Absent.
- C Comprehension = 70% Reading 30% Listening
- D Overall Score = 35% Reading 35% Writing 15% Listening 15% Speaking
- Overall Scores are computed when all 4 domains have been completed

CDEAVING TACKS

Student's performance by WIDA English Language Proficiency Standards

Due to varying numbers of items and their levels of difficulty, raw scores should be used with caution. See the Interpretive Guide for Score Reports for details.

COMPREHENSION (Listening and Reading)

English Language Proficiency Standards	# of Items Correct	Total # of Items
Social & Instructional Language	5	7
Language of Language Arts	5	12
Language of Mathematics	9	12
Language of Science	5	9
Language of Cooled Studies	2	

English Language Proficiency Standards Soure based on F of tasks student met or exceeded	Raw Score	Total # of Items
Social & Instructional	3	3
Language Arts/Social Studies	2	5
Mathematics/Science	5	5

NA - Not Attempted = Student Booklet is marked with a Non-Scoring Code of Absent, Invalidated, Declined or

WRITING TASKS

F		uistic lexity		bulary age	Languag	e Control
English Language Proficiency Standards Scores based on writing rubric	Raw Score	Tetal Pessible Points	Raw Score	Tetal Possible Points	Rass Score	Tetal Pessible Peints
Social & Instructional	0	6	1	6	0	6
Language Arts		0		0		0
Mathematics & Science	1	6	1	6	1	6
Language Arts & Carial Studies	2	6	2	6	1	- 6

Description of Proficiency Levels

- 1 Entering Naews and uses minimal social language and minimal academic language with visual and graphic support
- · 2 Beginning Knows and uses some social English and
- general academic language with visual and graphic support 3 Developing - Knows and uses social English and some

- 3 Developing Netword and uses secul traggin also sone specific acceleratio (larguage with Visual and gruppis respont a people acceleration (larguage of the visual and sone technical scanner (larguage 5 Bringlin and sone acceleration) and acceleration (larguage united must be such such such as a case of the scanner and sone social and acceleration united of Receiving Norway and uses social and acceleratio tragguage.

WIDA ACCESS for ELLs English Language Proficiency Test

Kindergarten Teacher Report - 2014

District: Sample Dis	strict 2		Student: SAMPLE, STUD	ENT	
School: Sample ES	1		State ID:		District ID:
Grade: 0		Grade Level Cluster: K	Birth Date: 10/13/2006		

Report Purpose: This report can be used to monitor individual student progress in developing English language proficiency and to examine performance by Janouage domains. Note that for each scale score there are two proficiency level interpretations for Kindergarten: (1) the Accountability proficiency level and (2) the Instructional proficiency level (preceded by the notation "K"). Refer to the 2011 ACCESS for ELLs® Interpretive Summary for more information on the meaning and use of these scores. You may also refer to the complete 2011 Interpretive Guide for Score Reports at www.wida.us for more detailed information.

Student's level of English language proficiency by language domains for accountability purposes (for program,

Accountability levels describe student performance across the entire K-12 continuum. They take into consideration that the student will be entering first grade, where the language demands, especially literacy, are higher than in kindergarten.

Language Domain	Scale Score	Confidence Band See Interpretive Summary for definitions	Proficiency Level
Language Domain	(Possible 100 - 600)	100 200 300 400 500 6	00 (Possible 1.0 - 6.0)
Listening	290	249 + 331	5.2
Speaking	375	301 449	5.6
Reading	240	209	2.2
Writing	271	230 + 312	3.3
Oral Language ^A	333	304 0 362	5.4
Literacy ⁸	256	233 -0- 279	3.0
Comprehension ⁶	255	232 -0- 279	3.3
Overall Score® (Composite)	279	261 0- 297	3.7

Student's level of English language proficiency by domains for instructional purposes (for classroom use)

Language Domain	Scale Score (Possible 100 - 600)	Interpretation of the English Language Proficiency Levels for Kindergarten Students	Proficiency Level (Possible K1.0 - K6.0)
Listening	290		5.3
Speaking	375		6.0
Reading	240	The Instructional levels (right) describe a student's proficiency relative to the PreK-K	5.5
Writing	271	cluster of the WIDA ELP Standards. The Instructional levels indicate how a student is	5.0
Oral Language ⁴	333	doing in Kindergarten, where pre-literacy and early literacy skills are being developed by	5.7
Literacy ⁸	256	all students.	5.2
Comprehension ⁶	255		5.4
Overall Score® (Composite)	279		5.3

- A Oral Language = 50% Listening + 50% Speaking
- B Literacy = 50% Reading + 50% Writing
- NA Net Attempted = Student Beoklet is marked with a New-Sceling Code of Absent. Invalidated. Declined or Special Education 504 Exemption
- C Comprehension = 70% Reading 30% Listening
- D Overall Score = 35% Reading + 35% Writing + 15% Listening + 15% Speaking





One copy of the **Parent/Guardian Report** per student – to be distributed to parents

	Pare	nt/Guardia	an Report	- 201	4	
District: Sample District			Student: Last Nam	e, First Name	МІ	
School: Sample School			State ID: 1234567	89	District ID:	
Grade: 4			Birth Date: 10/31/	2001		
	guage is used to co arts, mathematics	mmunicate for eve s, science, and soci	ryday purposes. Ac		academic English lang uage is used to commun	
Test Section	1 – Entering	2 – Beginning	3 - Developing	4 – Expan	ding 5 - Bridging	
Listening 3		_				
Speaking (1
Reading 🗐						٦,
Writing						- Keacning
Oral Language ^A (Listening and Speaking)						ening
Literacy ⁹ (Reading and Writing)						7
Comprehension ^c (Listening and Reading)						1
Overall Score®						1
Listening, Speaking, Reading and Whitegy						4
D		Dannelation of	FE-b	D	. Laurela	
1 - Entering	Knows and user mini		English Language minimal academic language			
2 - Beginning			ral academic language witi			_
3 - Developing			fic academic language with			_
4 - Expanding		al English and some speci al English and some techi		n visuel support		_
		-		material		_
5 - Bridging 6 - Reaching			working with grade level			
Other Information	Test Section Is Blank – I A – Oral Language = 50' B – Literacy = 50% Rea	f the student was absent for th 5 Listening - 50% Speaking dag - 50% Writing	e at the highest level meas vis Section of the test ming - will be blank if student wa			_



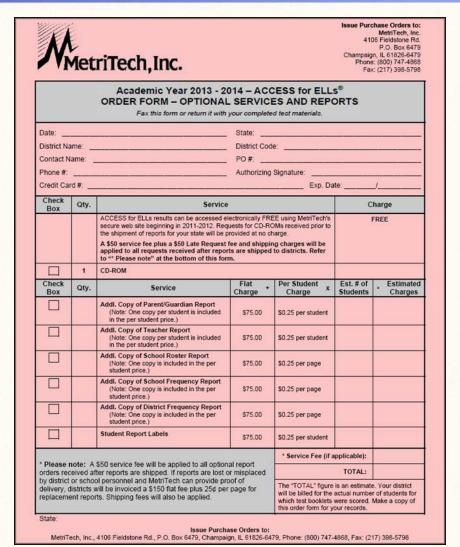
Parent/Guardian Reports are available in 40 native language translations via the secure MetriTech website (username and password information is provided by our customer service staff).

校区: \$			学生: LLLLLLLLLLLLLL, FFFFFFFFF M 州編码: 9999999999999 校区编码: 999999999999			
						出生日期: 07/28/2001
			报告目的: 本报告提 用于语言学科、数学 学生的英语能力	科学及社会研究		*科英语能力水平的资
测试项目	1-入门	2 - 初級	3-发展	4-扩大	5 – 过渡	
听力 9						
口语						
阅读						
写作					7	
理解^ (听力与阅读)				7		
总分B						
(听力,口语, 阅读,及写作)						
能力水平	英语能力水平等級之描述					
1-入门	信助于医画帮助,了解及使用最低程度的社交而言及学科语言					
2 – 初級	借助于医画帮助,了解及使用一些社交英语及一般学科语言					
3 - 发展	借助于医面预助,了解及使用往交英语及一些特别的学科语言					
4-扩大	了解及使用社交英语及一些技术性的学科语言					
5 – 过渡	使用经调配的年级水平资料,了解及使用社交语言及学科语言					
6-达到	了解及使用社交语言及学科语言,并达到本期试要求的最高水平					
其他资料	这专试据分的分数为空口-加票该学生在本考试中映席 A一度服务分配。70% 同读 * 30% 可力 - 加票学生近再准考以之中缺考一项或再项其分数包装适空白 B - 品分 * 35% 阅读 * 35% 写作 * 15% 听力 * 15% 可面 - 加票设学生在一上一项。或以上的的解状中缺考,其品分容是 空自					



Additional report copies may be purchased from MetriTech

- Return the completed Order Form with your test materials
- Fax the Order Form to MetriTech at 217.398.5798
- To order over the phone, Call 800.747.4868 and ask for Customer Service





Questions About Reporting?



Thank you!

