WiDA®
CONSORTIUM

ACCESS for ELLs®

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 36 states testing 1,500,000 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 1,000 full- and part-time staff in the development, scoring, and reporting of test results.

Webinar Goals

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

Test Materials Ordering

- Districts should place test material orders (including *Alternate ACCESS, Braille*, *Large Print* and 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, along with instructions on October 3. During the ordering process, you will 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 P.O. Boxes!

Step 2 - Test Material Ordering

Web-Page Ordering

Your Step by Step web-ordering instructions

Coordinator,

ACCESS for ELLs® - ORDERING INFORMATION

The ACCESS for ELLs® ordering window for Sample State will open November 29, 2014.
You may order your ACCESS for ELLs® test materials on-line: *November 29 through January 9, 2015*

To place your booklet order:
1. Access http://www.metritech.com/wida/access/login.aspx
2. Enter your District's User Name and temporary password provided below

User Name: SS0000001omt
Password: YsIKnez

NOTE: This temporary password will expire in 5 business days, follow the directions on the screen if the password has expired.

The Password is case sensitive. If you make a mistake, you will be denied access, and the system will prompt you to try again.

3. You will be directed to change your password, follow the directions on the page to change your password.

4. Once you've changed your password you will be directed to review your contact information before placing your order

5. Once you've confirmed the contact information is correct, select "Order" from the menu choices along the top of the screen

When placing your order, request only the number of tests needed for each grade (form) and tier (there is no tier required for Kindergarten). Please be aware, excessive ordering can end up costing the state extra fees. MetriTech will automatically add overage to your order to accommodate any unforeseen increase in student numbers during the testing window.

If you have NO ELL students:

1. Follow the instructions listed above (steps 1-5) to log in to the materials ordering website.
2. Once the ordering page loads, click on the yellow button on the right side of the page entitled 'I have no ELL Students'.

If one of your schools is not listed, please email or fax your order for that school. Download the 2015 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 and ask for WIDA support (800)-747-4868.

* Please note that all test materials for your state must be ordered by January 9, 2015.*

ACCESS for ELLs® - PreID LABEL SUBMISSION INFORMATION

The Missouri Department of Elementary and Secondary Education will be providing the data for the PreID labels. In order to receive PreID labels, your district must participate in the DESE pre-code process.

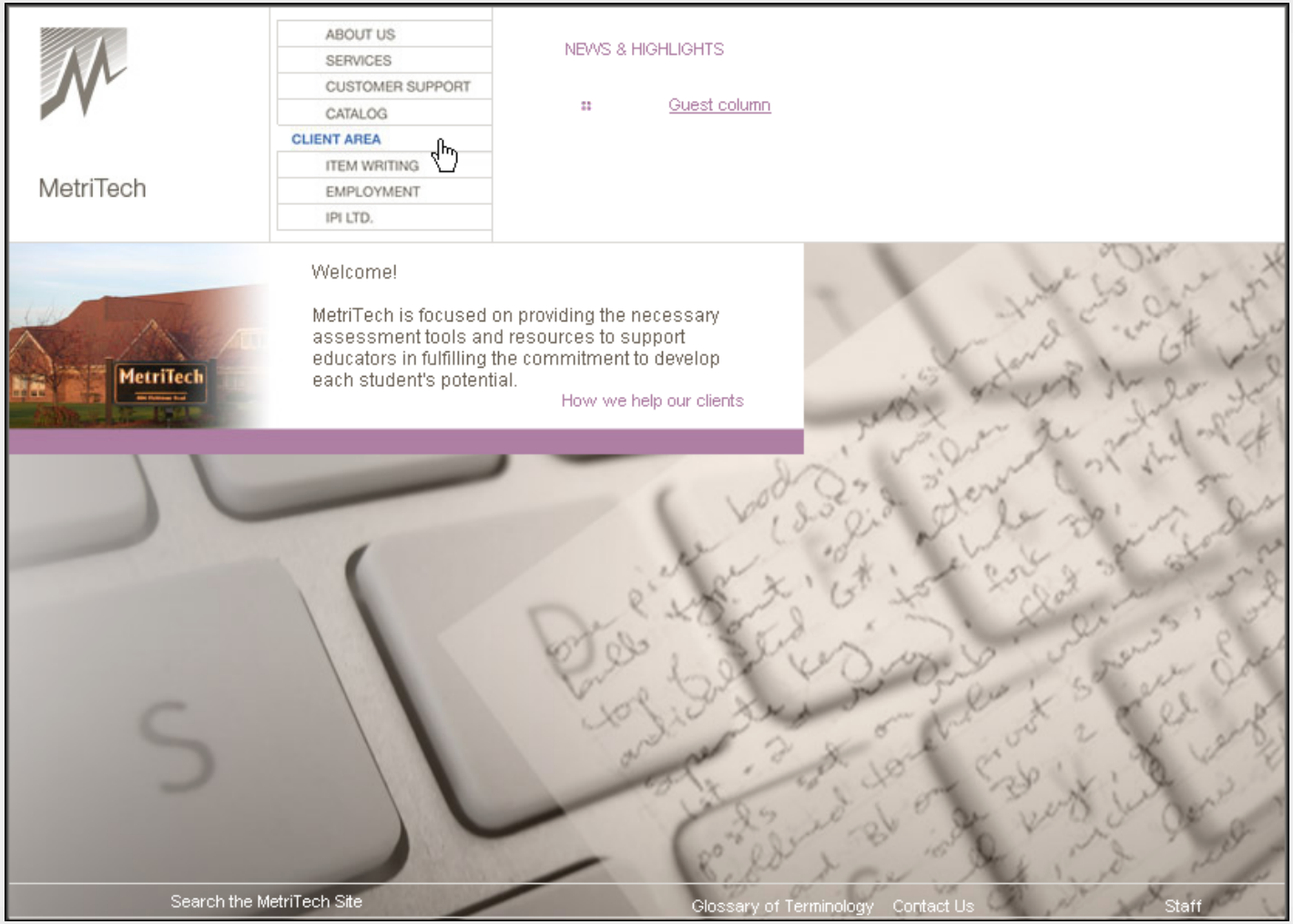
Thank you,

MetriTech, Inc.
Phone: 800-747-4868
Fax: 217-398-5798
wida@metritech.com

Step 2 - Test Material Ordering

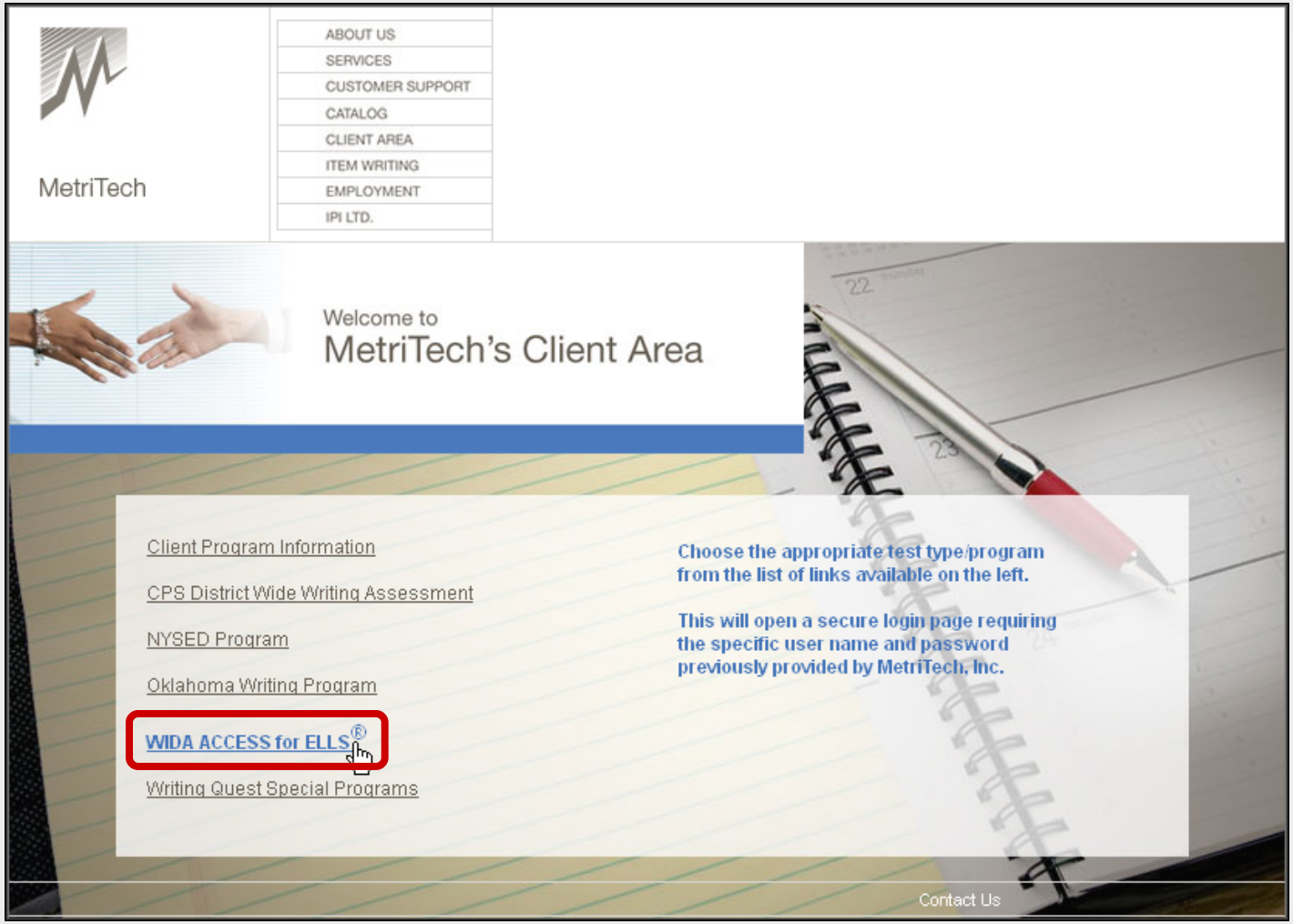
Web-Page Ordering - MetriTech Home

www.metritech.com



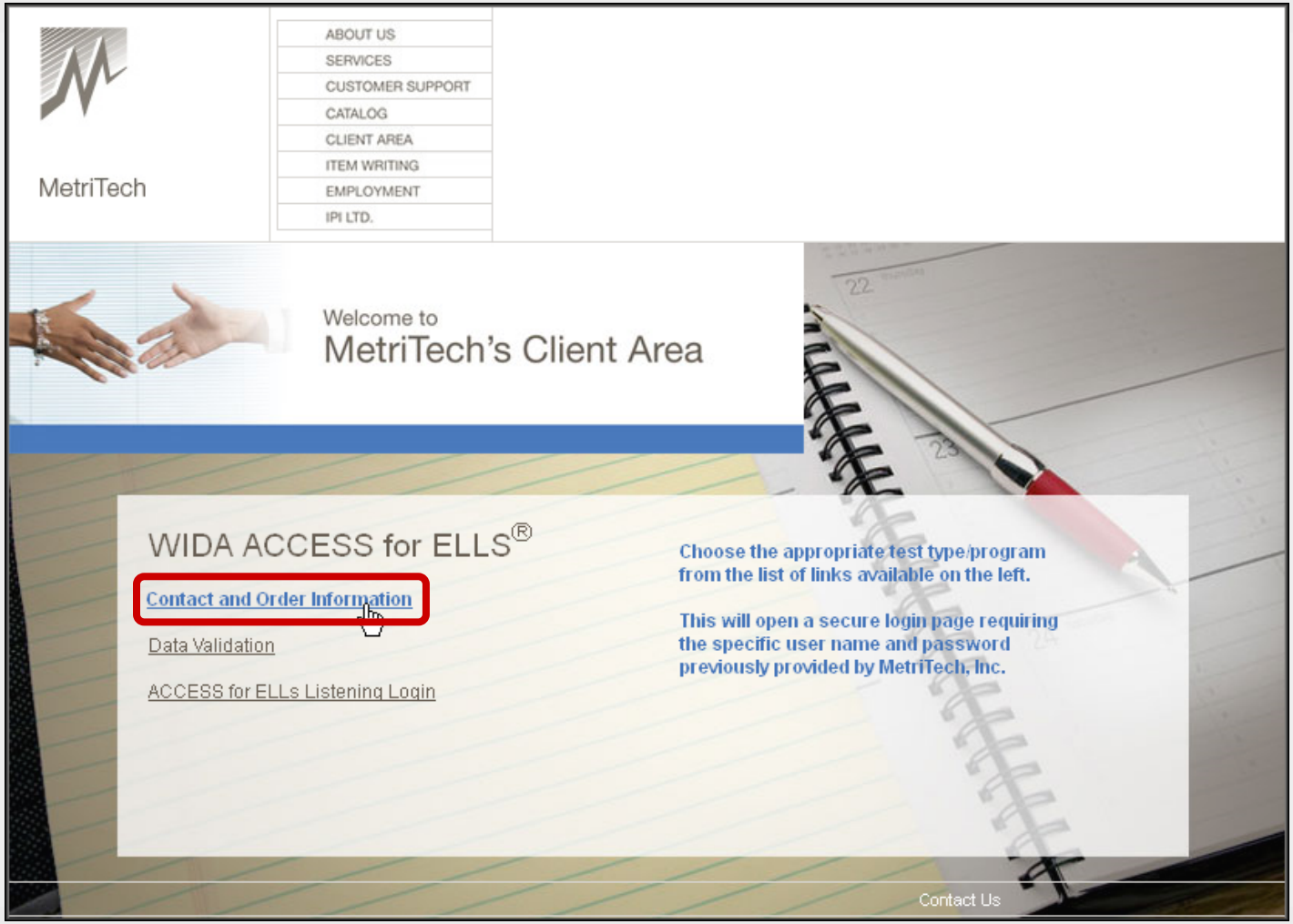
Test Material Ordering

Web-Page Ordering - Test Type Selection



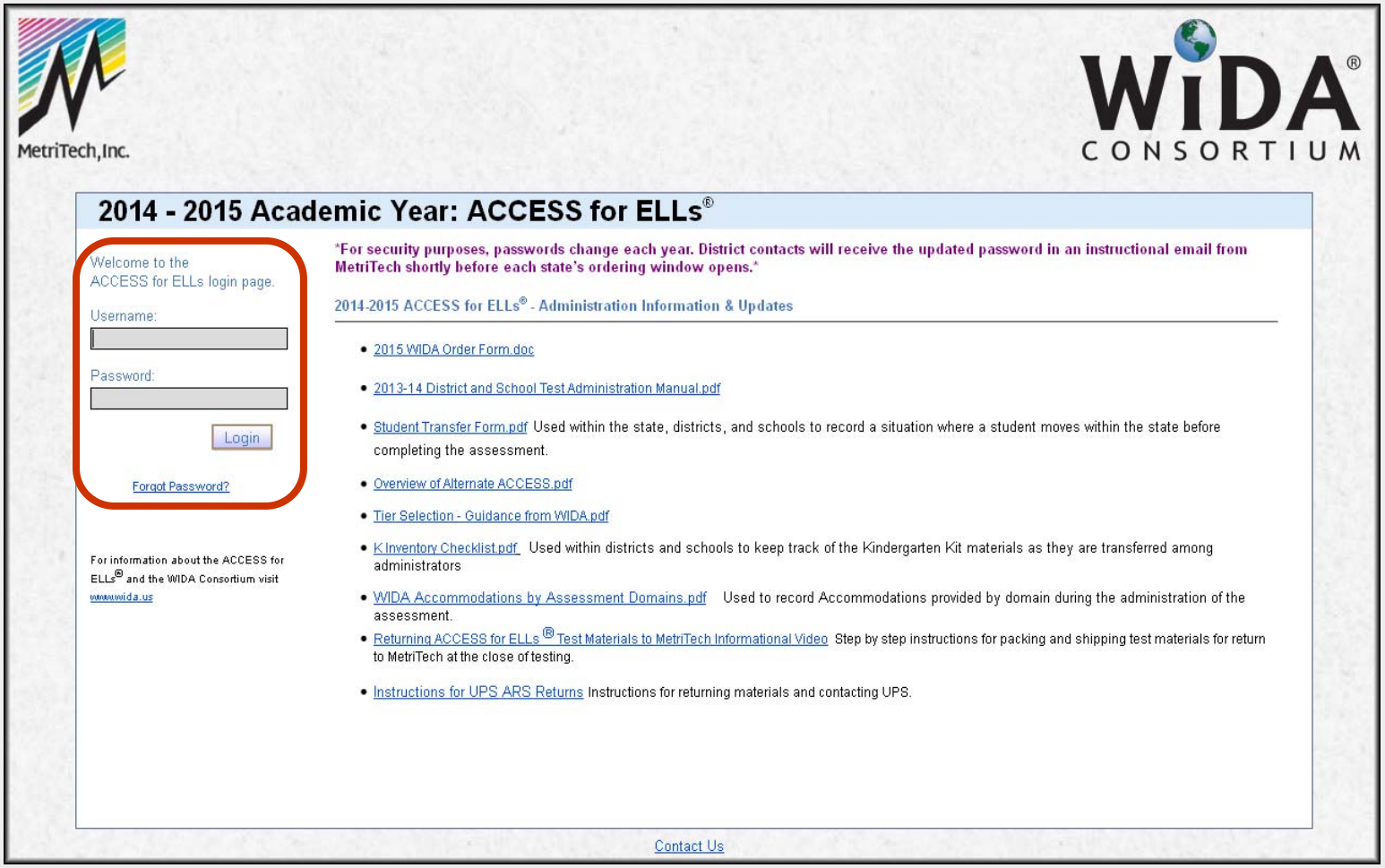
Test Material Ordering

Web-Page Ordering - Select Appropriate Login Section



Test Material Ordering

Web-Page Ordering - Secure Login



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2014 - 2015 Academic Year: ACCESS for ELLs®

Welcome to the ACCESS for ELLs login page.

Username:

Password:

Login

Forgot Password?

For information about the ACCESS for ELLs® and the WIDA Consortium visit www.wida.us

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.

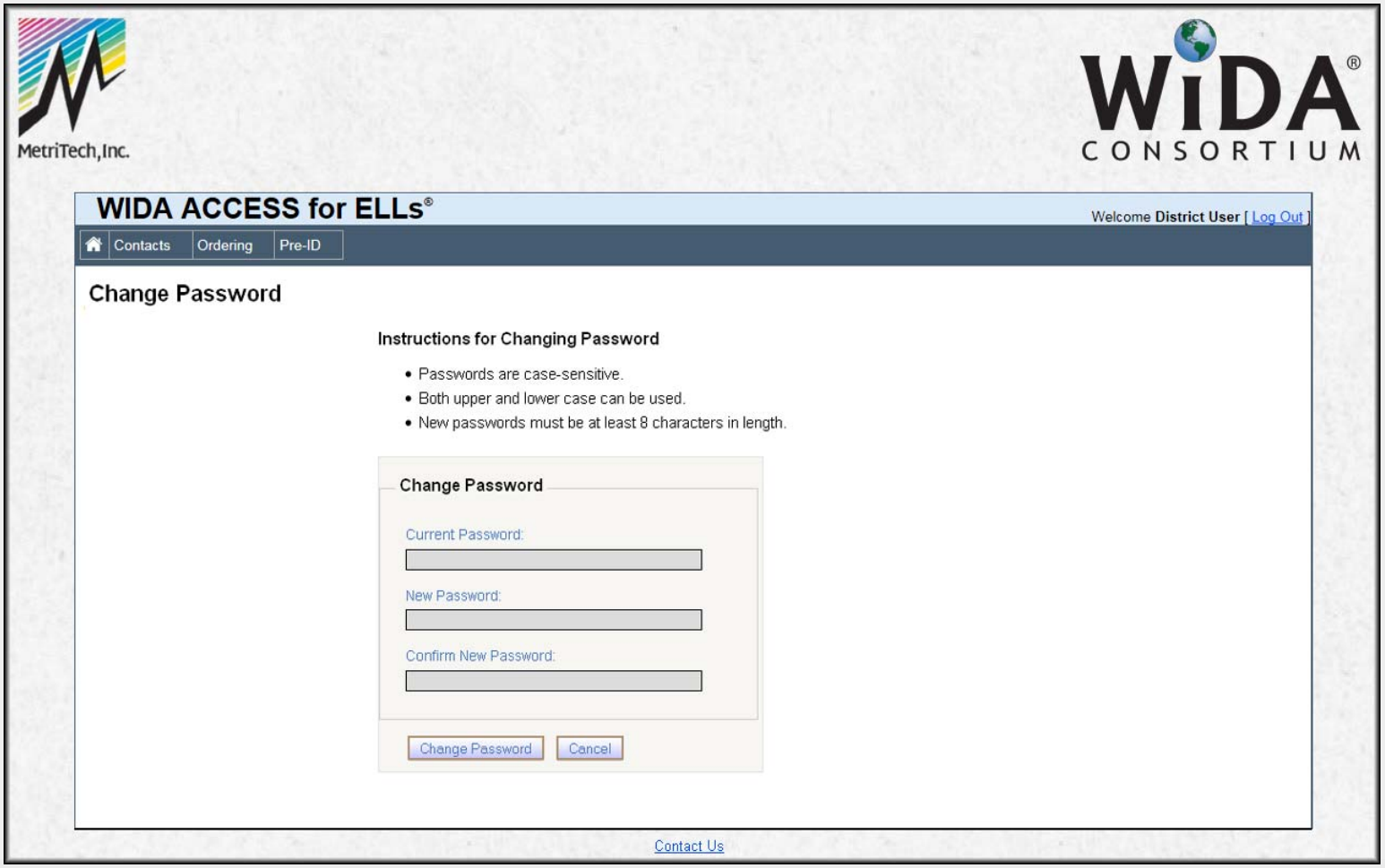
2014-2015 ACCESS for ELLs® - Administration Information & Updates

- 2015 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
- Tier Selection - Guidance from WIDA.pdf
- K Inventory 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.
- Returning ACCESS for ELLs® Test Materials to MetriTech Informational Video Step by step instructions for packing and shipping test materials for return to MetriTech at the close of testing.
- Instructions for UPS ARS Returns Instructions for returning materials and contacting UPS.

Contact Us

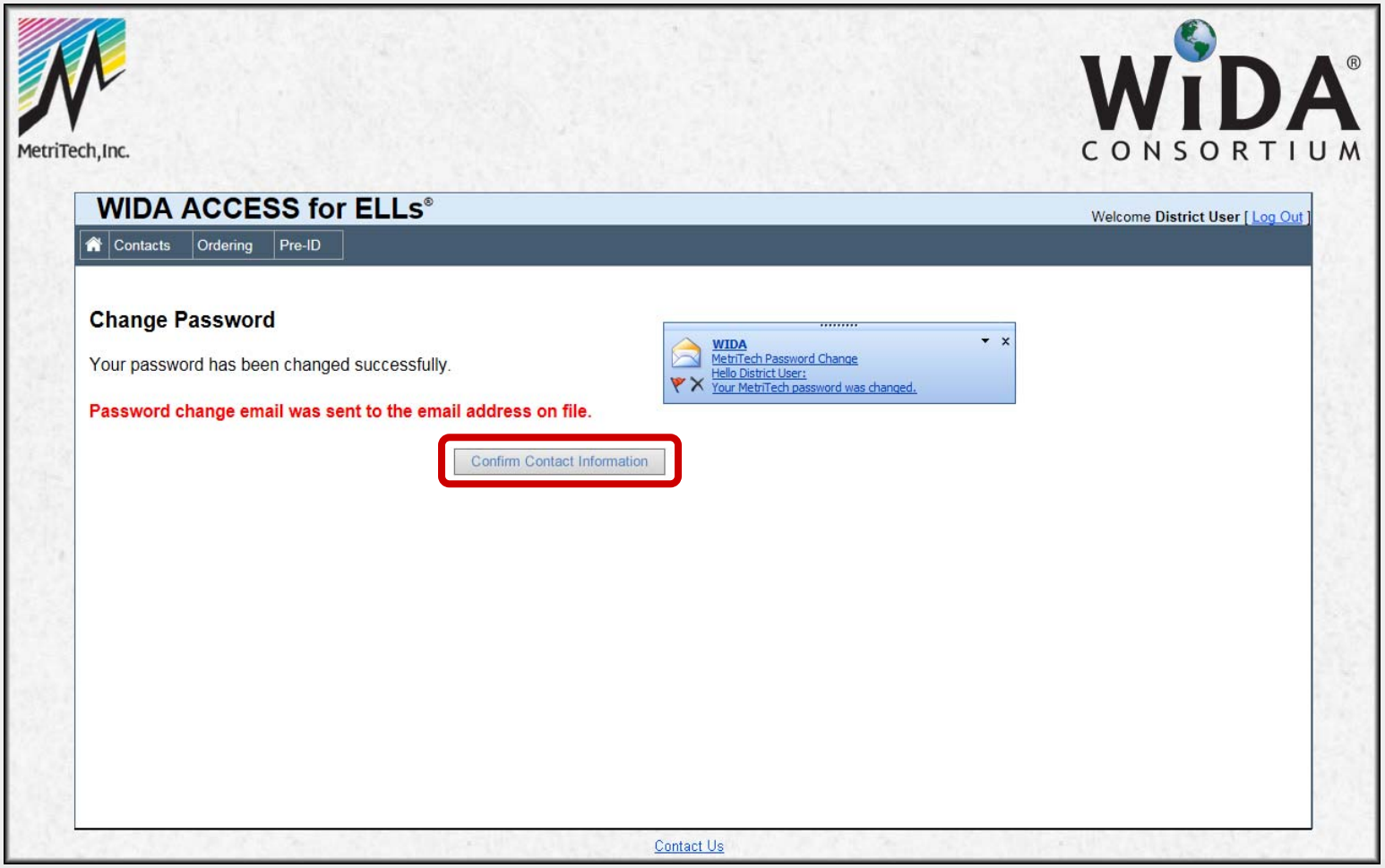
Test Material Ordering

Web-Page Ordering - Change Password



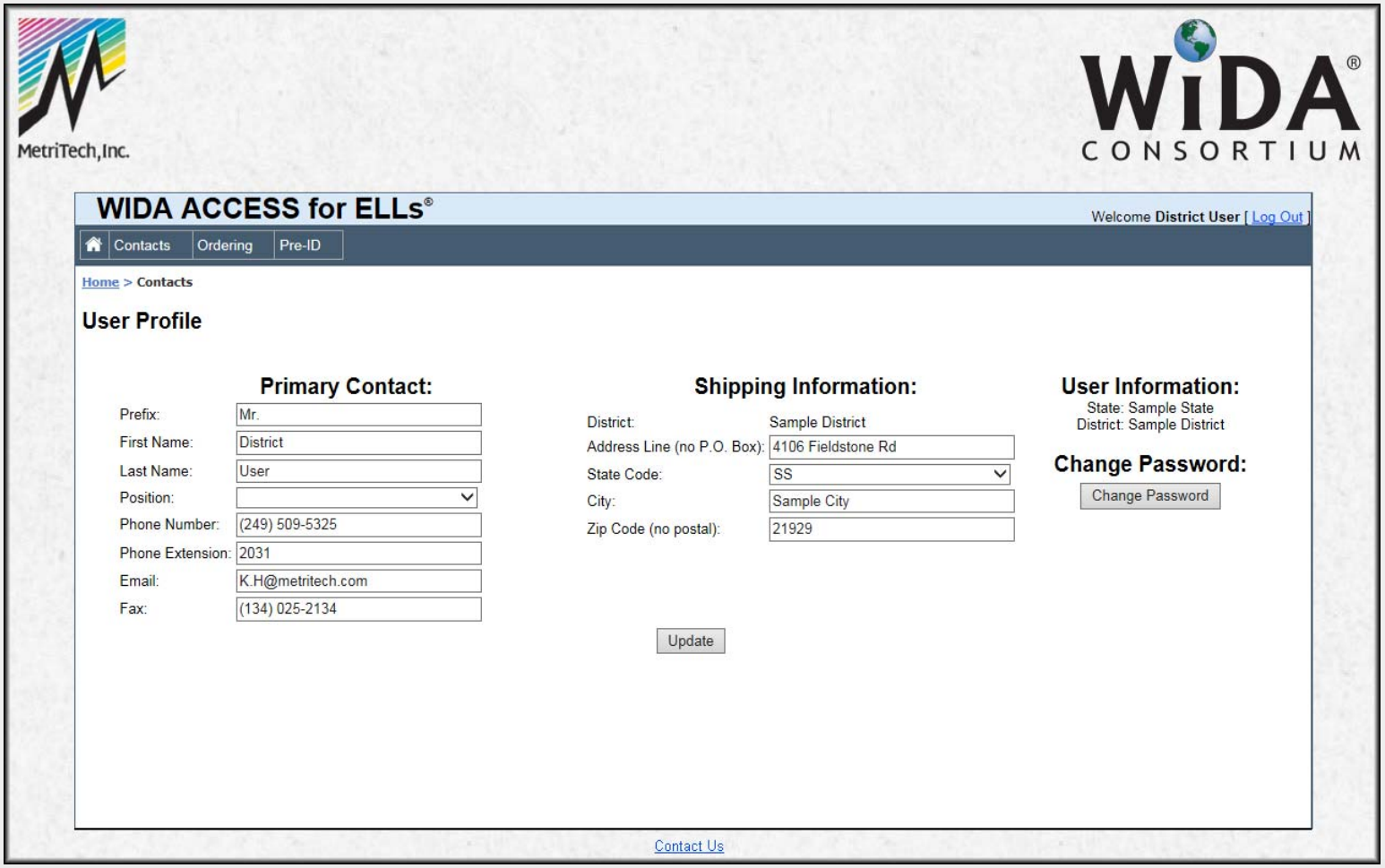
Test Material Ordering

Web-Page Ordering - Change Password



Test Material Ordering

Web-Page Ordering - Verify Contact Information



Test Material Ordering

Web-Page Ordering - Home Page

MetriTech, Inc.

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WIDA ACCESS for ELLs®

Welcome **District User** [Log Out]

Contacts | Ordering | Pre-ID

Home >

Home Page

2014-2015 State Calendar for Sample State

Date Range	Description	Status
1/1/2014 - 12/31/2014	Test Ordering Window	OPEN
1/1/2014 - 12/31/2014	Pre-ID files to MetriTech	CLOSED
2/1/2014	Districts Receive test materials	OPEN
2/15/2014 - 3/15/2014	ACCESS for ELLs test window	CLOSED
3/28/2014	All Test Materials Received at MetriTech	CLOSED
5/5/2014 - 5/10/2014	Results to Districts	CLOSED

State Specific Instructions:

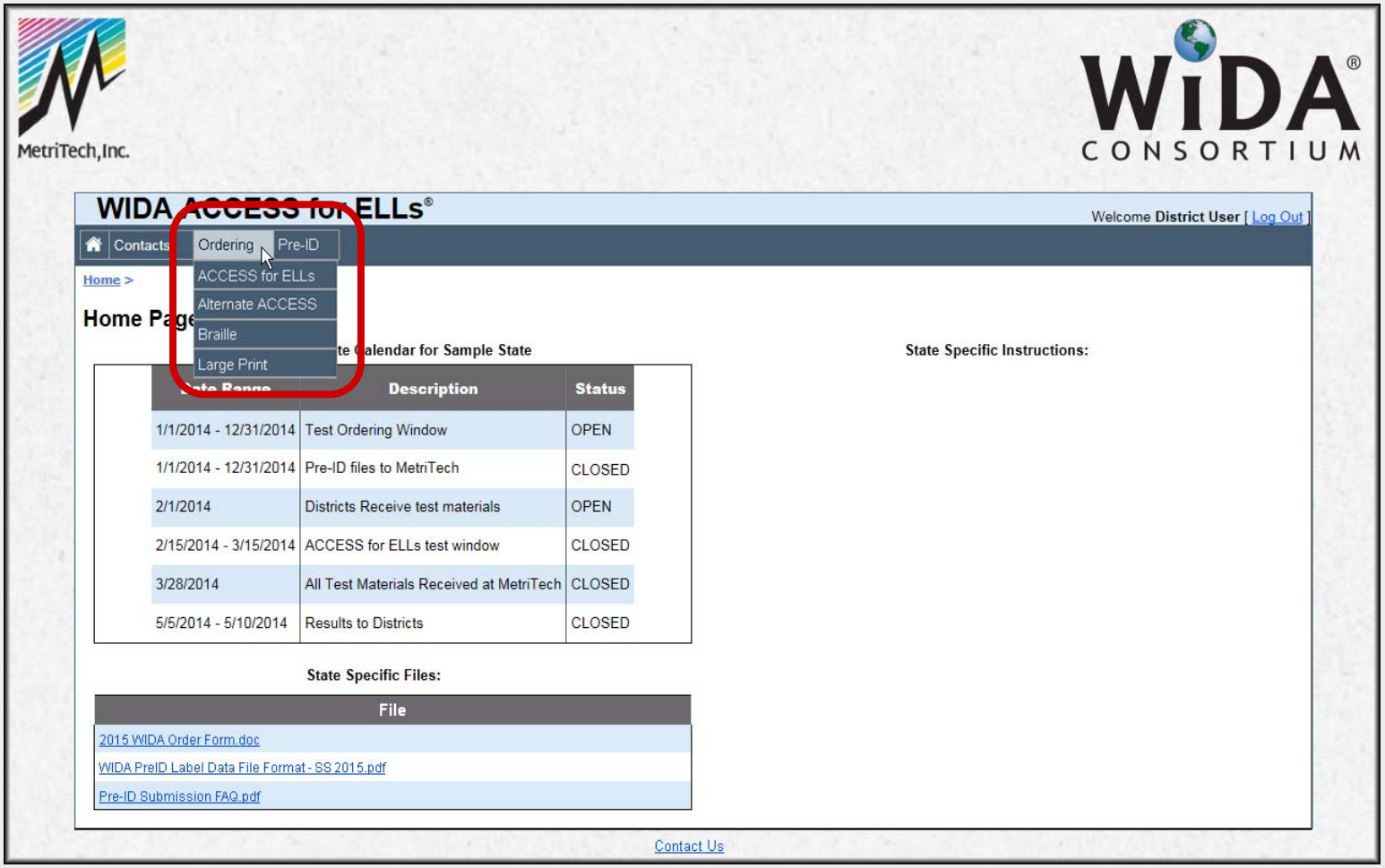
State Specific Files:

File
2015 WIDA Order Form.doc
WIDA PreID Label Data File Format - SS 2015.pdf
Pre-ID Submission FAQ.pdf

Contact Us

Test Material Ordering

Web-Page Ordering - Placing an Order



Test Material Ordering

Web-Page Ordering - Placing an Order

MetriTech, Inc.

WiDA® CONSORTIUM

WIDA ACCESS for ELLs®

Welcome **District User** [Log Out]

Contacts | Ordering | Pre-ID

Home > Ordering > ACCESS for ELLs

Place or Update Your Order - ACCESS for ELLs®

Sample District (1234)

Order Instructions

- 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.
- If you do not see your school listed or if information is listed incorrectly, please contact MetriTech.

Place or Update Order

Please enter the number of booklets needed for each school participating.
Then click on the 'Save/Update Order' button.

Order confirmation will be sent to the following email address:
k.h@metritech.com

No ELL Students

If you have no ELL students and do no wish to order any booklets, click on the 'I Have No ELL Students' button.

I Have No ELL Students

Export Orders | Import Orders

School Name	School Number	K	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
No data available in table															

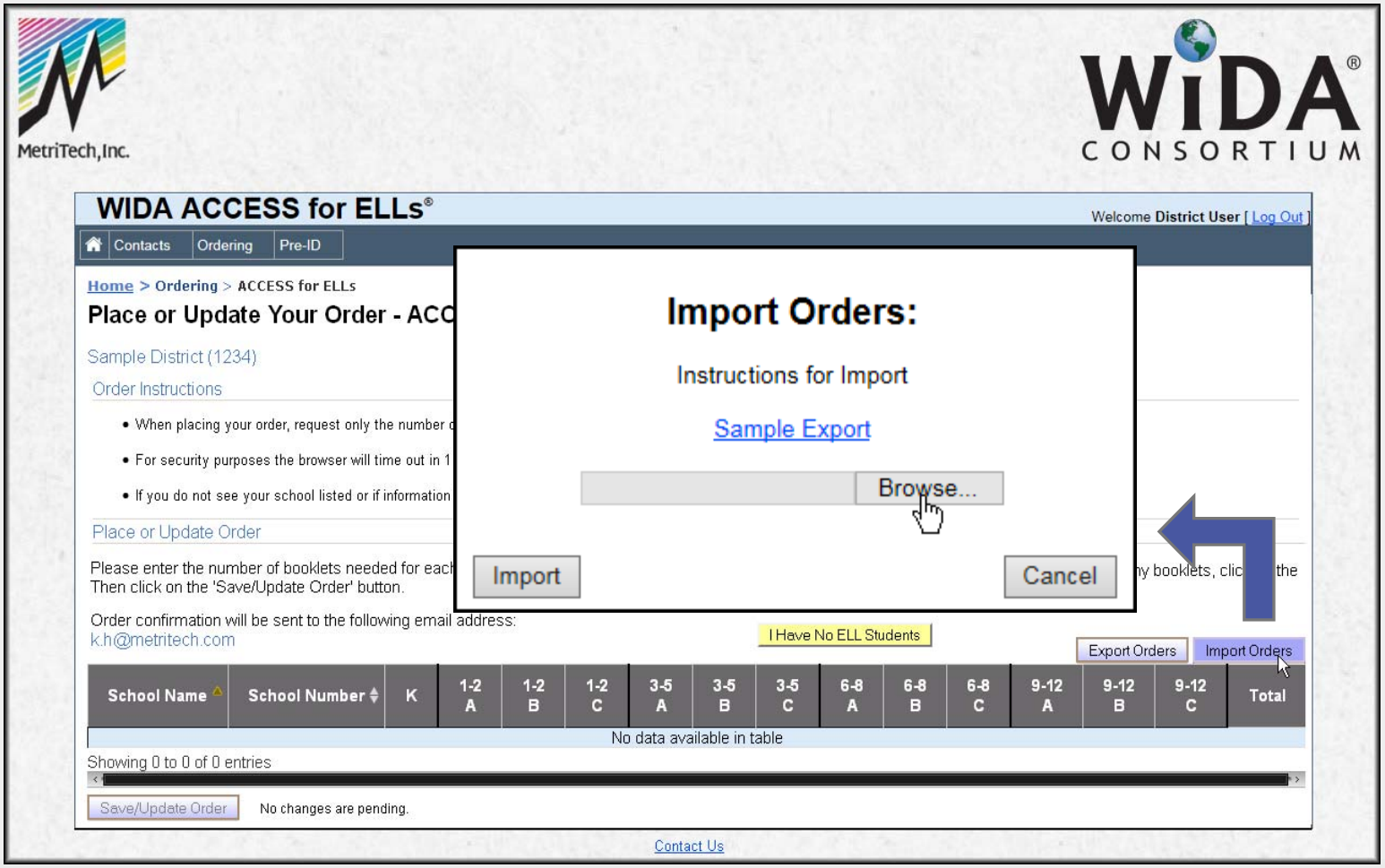
Showing 0 to 0 of 0 entries

Save/Update Order | No changes are pending.

Contact Us

Test Material Ordering

Web-Page Ordering - Exporting / Importing an Order



Test Material Ordering

Web-Page Ordering - Successful Submission

MetriTech, Inc.

WIDA CONSORTIUM

WIDA ACCESS for ELLs®

Welcome **District User** [Log Out]

Contacts | Ordering | Pre-ID

Home > Ordering > ACCESS for ELLs

Place or Update Your Order - ACCESS for ELLs®

Sample District (1234)

✔ **Your order was placed or updated successfully. A confirmation email was sent.**

Order Instructions

- 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.
- If you do not see your school listed or if information is listed incorrectly, please contact MetriTech.

Place or Update Order

Please enter the number of booklets needed for each school participating.
Then click on the 'Save/Update Order' button.

Order confirmation will be sent to the following email address:
k.h@metritech.com

No ELL Students

If you have no ELL students and do no wish to order any booklets, click on the 'I Have No ELL Students' button.

I Have No ELL Students

Export Orders | Import Orders

School Name	School Number	K	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
No data available in table															

Showing 0 to 0 of 0 entries

Save/Update Order No changes are pending.

Contact Us

Test Material Ordering

Web-Page Ordering - Email Confirmation

Thank you for your 2014 - 2015 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/access/login.aspx/

Key Dates for Your State (Sample State)

11/1/2014 - 11/12/2015	Test Ordering Window
11/1/2014 – 11/1/2014	Pre-ID file data will be provided by the state (for public schools)
11/20/2014	Districts Receive test materials
12/1/2014 - 2/6/2015	ACCESS for ELLs test window
1/9/2015	MetriTech sends Pre-ID labels to Districts
2/18/2015	All Test Materials Received at MetriTech
4/14/2015 - 4/16/2015	Results to Districts

If you have questions please contact MetriTech Customer Service at 800.747.4868 or wida@metritech.com

Thank you again for ordering.
MetriTech Inc.

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 & 5:00 pm CST for assistance.

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

Test Material Ordering

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	ST	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 let MetriTech know if you require no materials (0 students participating).***

School Name	*K*	*1-2*			*3-5*			*6-8*			*9-12*		
		A	B	C	A	B	C	A	B	C	A	B	C
Sample School 1	15	17	12	9									
Sample School 2					8	15	7	26	22	19			
DISTRICT TOTAL													

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

Test Material Ordering

Important Note About Order Quantities

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.

> 15 % =

Questions About Ordering?

Receipt of Materials

- 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

Receipt of Materials

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 Overage Materials List
  - District Copy of School Materials Lists
  - Internal Tracking Security Checklist
  - Documentation of Materials Not Returned
  - Additional Materials Order Form
  - Agreement to Maintain Confidentiality Letter (stays at District)
  - School Header Sheet (generic for materials to be scored)
  - Unused & Non Scorable Testing Materials Header Sheet
  - District and School Test Administration Manual
  - Schedule & Special Instructions for your state

Receipt of Materials

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 800.747.4848 or email to wida@metritech.com, and we will immediately ship the missing materials

State – Academic Year 2014 - 2015 – ACCESS for ELLs®

Master Materials List State /District Code:

District Name:
Address:
City/State/Zip:
Contact Name:

Item	*Total*
Master Materials List	
District Materials Lists (District Overage)	
School Materials Lists (District Copy)	
Order Form – Optional Services and Reports	
Test Security Policy	
Agreement to Maintain Confidentiality	
Materials Not Returned	
Additional Materials Order Form	
School Headers*	
Unused Materials Headers*	
District/School Test Coordinator Directions*	
PreID Instructions/Labels*	**If Ordered****
Return Shipping Instructions Bag	
School Bags	

**Distributed in each school bag*

Grade	*Test Booklets*	*Administrator's Scripts*	*Administrator's Manuals*	*Kits**
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 Tier C				

Receipt of Materials

District Bag

District Materials List (Overage)

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

State – Academic Year 2014 – 2015 – ACCESS for ELLs®

District Materials List

State Code/District Code:

District Name:

** OVERAGE MATERIALS **

Grade	*Test Booklets*	*Administrator's Scripts*	*Administrator's Manuals*	*Kits**
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 Tier C				

Receipt of Materials

District Bag

School Materials List(s)

- One Materials 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

Alternate ACCESS test materials will arrive in separate boxes with separate paperwork.

State – Academic Year 2014 - 2015 – ACCESS for ELLs®

School Materials List

State /Dist Code/Sch Code:

District Name:

School Name:

Grade	*Test Booklets*	*Administrator's Scripts*	*Administrator's Manuals*	*Kits**
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 Tier C				

Receipt of Materials

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

Academic Year 2014 - 2015 – ACCESS for ELLs®

WIDA CONSORTIUM

Security Checklist

MD 16 Prince George's County – 1411 Gaywood Elementary

IMPORTANT:
Upon receipt of test materials, the test coordinator should verify that each book has been received, then sign and date on the correct line under the "RECEIVED" column. After the book has been checked out and returned, the teacher should sign and date on the correct line under the "RETURNED" column.

Booklet Type	Security #	Student Name	RECEIVED Signature & Date	RETURNED Signature & Date
K Lg Print Script	LP0K000023			
1-2A Lg Print Test	LP1A000024			
1-2A Lg Print Script	LP1S000059			
1-2B Lg Print Script	LP1S000060			
1-2C Lg Print Script	LP1S000061			
1-2 Lg Print Speak	LP1S000053			
3-5A Lg Print Script	LP3S000103			
3-5B Lg Print Script	LP3S000106			
3-5C Lg Print Script	LP3S000107			
3-5 Lg Print Speak	LP3S000108			

Receipt of Materials

District Bag

Documentation of Materials Not Returned

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

State – Academic Year 2014 - 2015 – ACCESS for ELLs®

Documentation of Materials Not Returned

State/Dist Code:

District Name:

Please indicate the serial number of the book not being returned and the reason why.

Example: 35CT123456 – A student was sick on one of the test booklets.

Serial Number	*Reason for Not Returning*
35CT123456	*A student was sick on one of the test booklets.*

Date _____

Signature _____

(Please print your name) _____

Make additional copies as necessary.

Receipt of Materials

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 2014 - 2015 – 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**

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

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

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 Tier C				

Receipt of Materials

District Bag

Agreement to Maintain Confidentiality

- Explanation of the agreement

WIDA CONSORTIUM

State Test Security Policy

Spring 2015

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 states security agreement (please contact your state if you have questions about the forms).

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

Receipt of Materials

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

WIDA CONSORTIUM

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 test or test items.

_____ _____

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

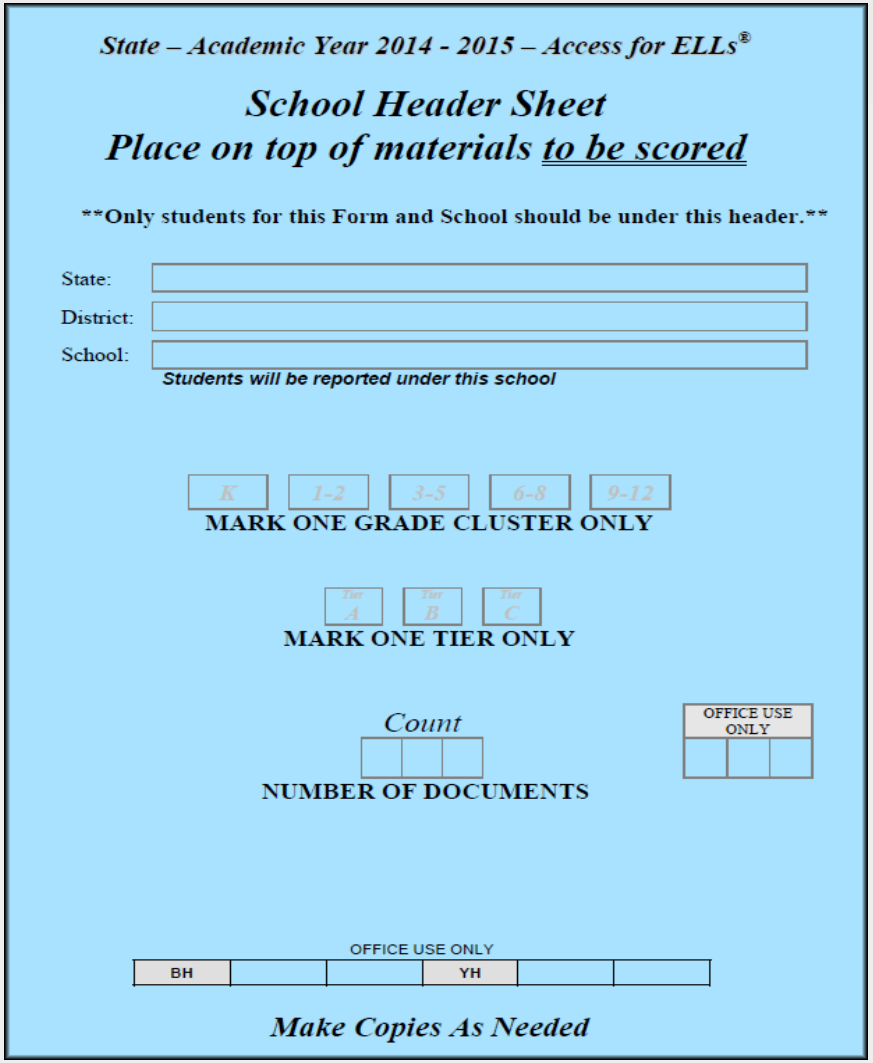
1025 West Johnson Street * Madison, WI 53706 * Phone 608-263-4275 * Fax 608-263-3733 * www.wida.us

Receipt of Materials

District Bag

School Header Sheet

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



State – Academic Year 2014 - 2015 – Access for ELLs®

School Header Sheet

Place on top of materials to be scored

Only students for this Form and School should be under this header.

State:

District:

School:

Students will be reported under this school

K | 1-2 | 3-5 | 6-8 | 9-12

MARK ONE GRADE CLUSTER ONLY

Tier A | Tier B | Tier C

MARK ONE TIER ONLY

Count

NUMBER OF DOCUMENTS

OFFICE USE ONLY

OFFICE USE ONLY

BH			YH		

Make Copies As Needed

Receipt of Materials

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

Academic Year 2014 - 2015 – ACCESS for ELLs®

UNUSED & NON SCORABLE TESTING MATERIALS

- Kindergarten Ancillary 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 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 School Header Sheet for processing.

State

District Number

District Name

School Number

School Name

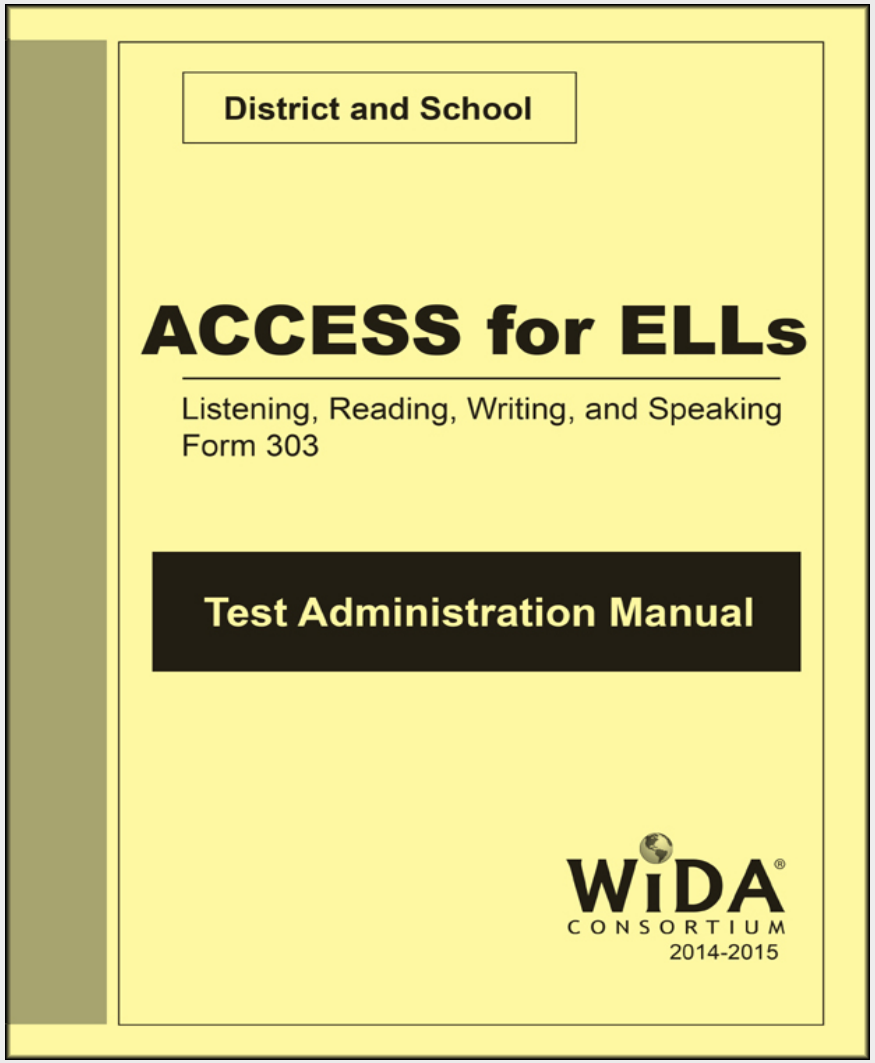
Make Copies As Needed

Receipt of Materials

District Bag

Test Administration Manual

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



Receipt of Materials

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**
2014 - 2015 Academic Year

Task	Start Date	Arrival or End Date
Test Window	01/03/15	02/10/15
Additional Materials Deadline		01/27/15
Pack Completed Materials	02/10/15	02/16/15
Ship Completed Materials To MetriTech		02/16/15
All Materials Received at MetriTech		02/20/15
Reports Shipped to Districts/Schools	04/18/15	04/20/15

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*.
2. **Pack testing materials in boxes**. Follow the *Return Materials Packing Instructions*.
3. **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.

4. **Complete the *Shipping Form*** on the back of this sheet. Place in the top of Box #1.
5. **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 2014 - 2015 – ACCESS for ELLs®

RETURN MATERIALS PACKING INSTRUCTIONS

Visit www.metritech.com/WIDA/rtmvideo.aspx for step by step instructions for packing test materials.

STEP ONE

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

- Test Administrator's Scripts
- Listening Test CDs (including Listening Recording Script)
- 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.

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.

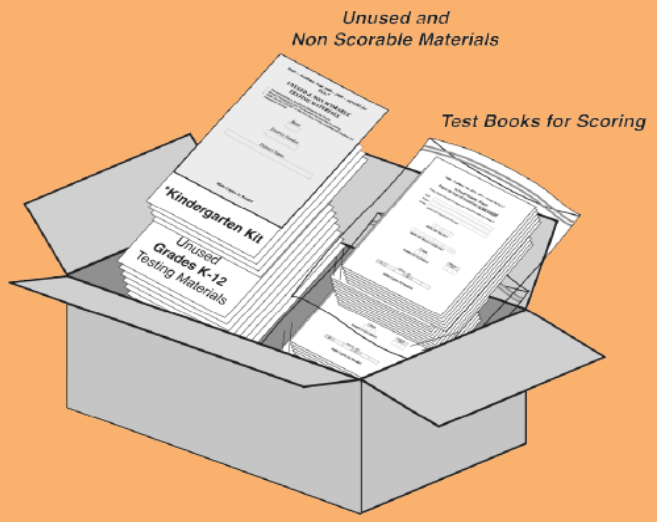
Questions? Contact MetriTech at 1-800-747-4868.

Academic Year 2014 - 2015 – 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.



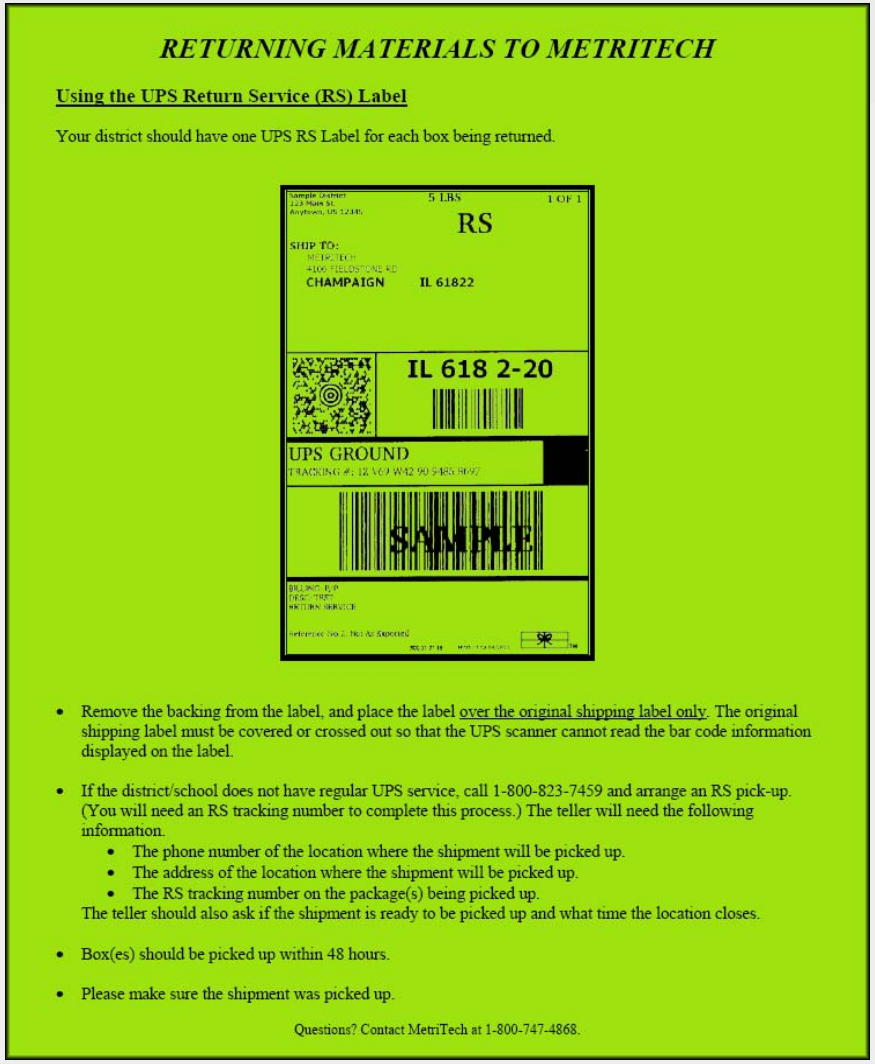
See other side.

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.

5 LBS 1 OF 1
RS
SHIP TO:
CHAMPAIGN IL 61822
IL 618 2-20
UPS GROUND
SAMPLE

- Remove the backing from the label, and place the label over the original shipping label only. 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.

School Bag(s)

- 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
  - Pre-ID Labels – sorted by grade, then alpha by student last name, first name, middle initial, birth date

School Bag(s)

School Materials List

- Details the school's materials

State – Academic Year 2014 - 2015 – ACCESS for ELLs®

School Materials List

State /Dist Code/Sch Code:

District Name:

School Name:

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

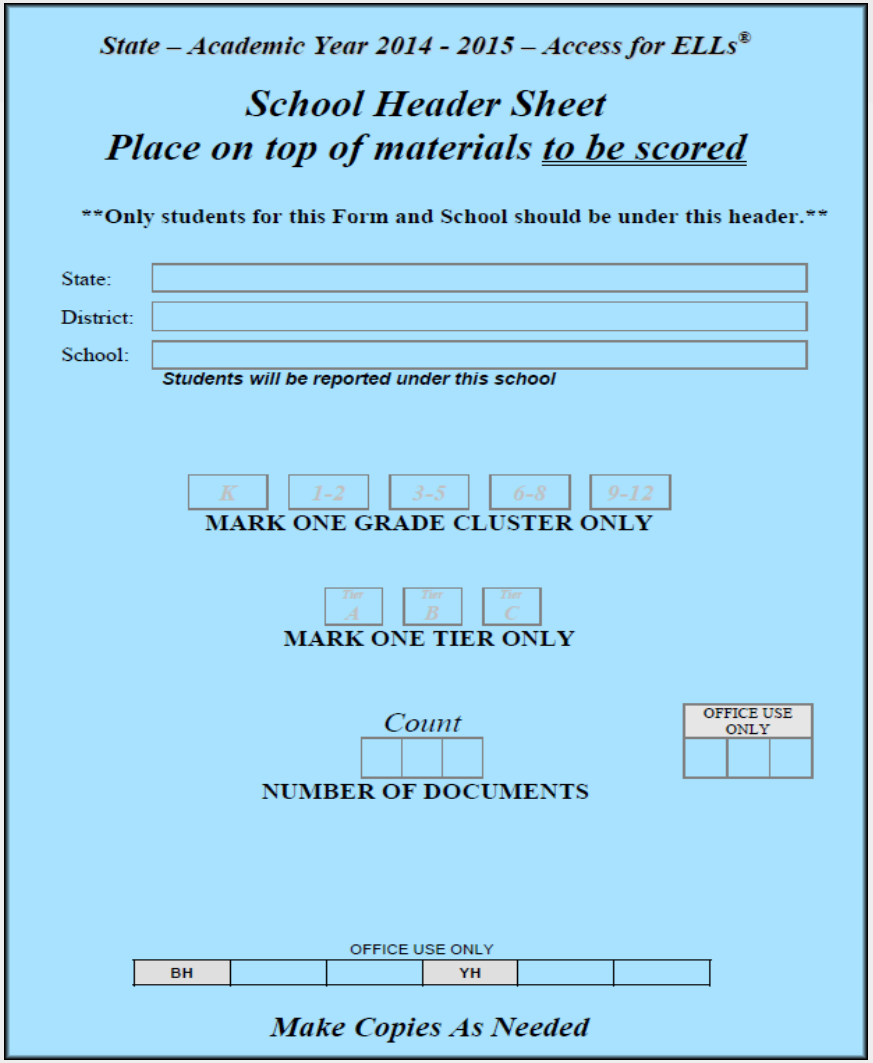
**Kindergarten Kits contain Student Storybook, Packet of Cue Cards, Card Pouch, and Activity Board*

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 Tier C				

School Bag(s)

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



State – Academic Year 2014 - 2015 – Access for ELLs®

School Header Sheet
Place on top of materials to be scored

Only students for this Form and School should be under this header.

State:
District:
School:
Students will be reported under this school

K | 1-2 | 3-5 | 6-8 | 9-12
MARK ONE GRADE CLUSTER ONLY

Tier A | Tier B | Tier C
MARK ONE TIER ONLY

Count
NUMBER OF DOCUMENTS

OFFICE USE ONLY

OFFICE USE ONLY
BH | YH

Make Copies As Needed

School Bag(s)

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

Academic Year 2014 - 2015 – ACCESS for ELLs®

UNUSED & NON SCORABLE TESTING MATERIALS

- Kindergarten Ancillary 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 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 School Header Sheet for processing.

State

District Number

District Name

School Number

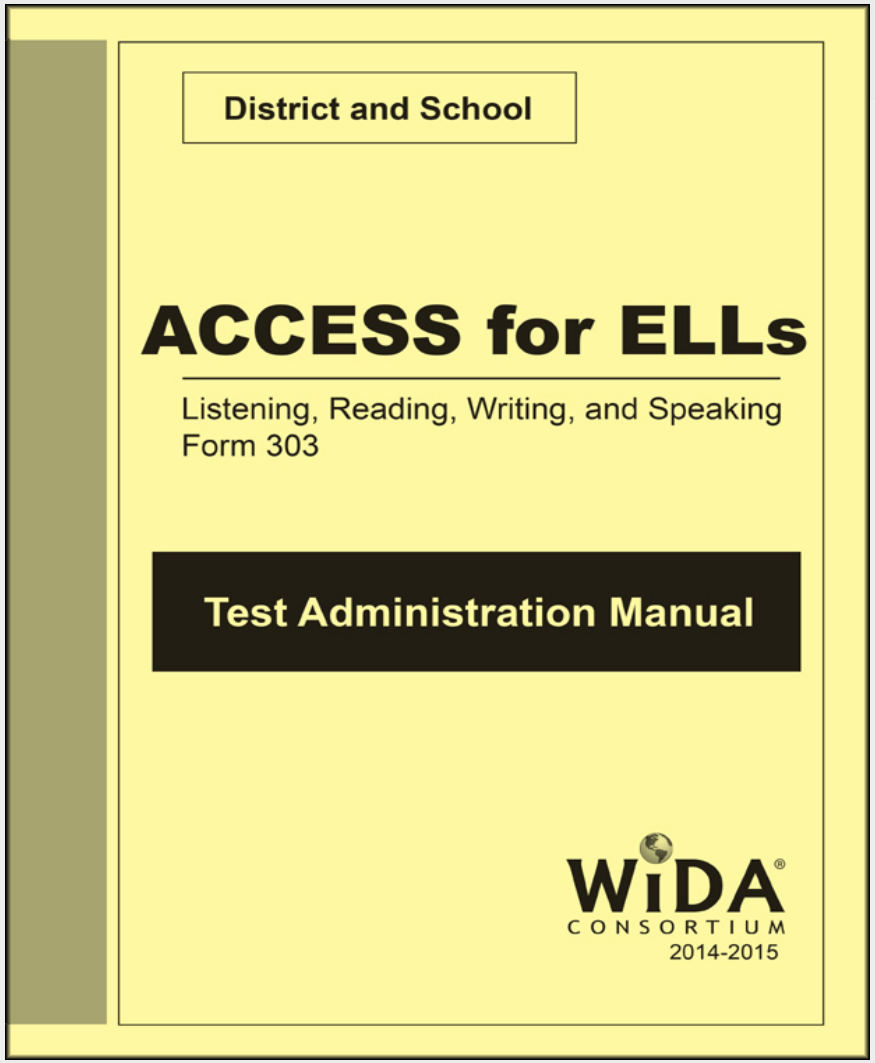
School Name

Make Copies As Needed

School Bag(s)

Test Administration Manual

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



School Bag(s)

State Schedule and Special Instructions

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

Testing Schedule for **Sample State**
2014 - 2015 Academic Year

Task	Start Date	Arrival or End Date
Test Window	01/03/15	02/10/15
Additional Materials Deadline		01/27/15
Pack Completed Materials	02/10/15	02/16/15
Ship Completed Materials To MetriTech		02/16/15
All Materials Received at MetriTech		02/20/15
Reports Shipped to Districts/Schools	04/18/15	04/20/15

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

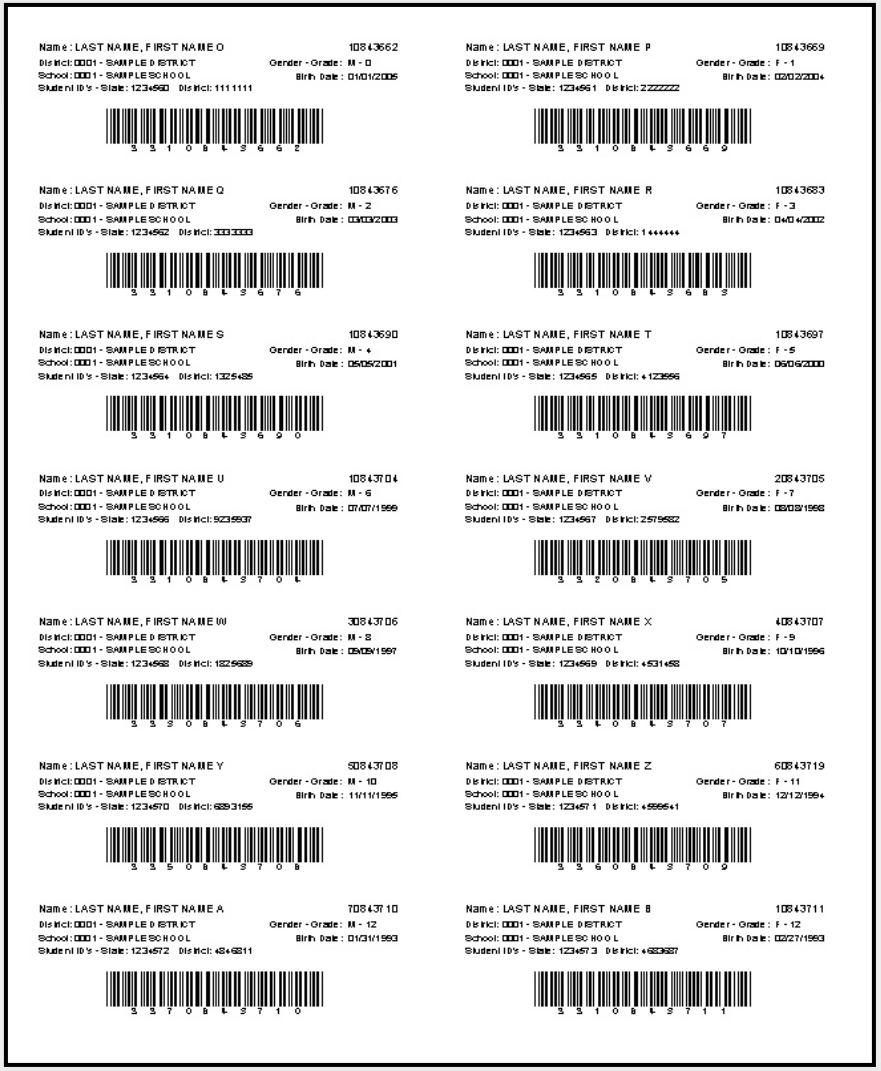
If you do not have an ACCESS pre-id label or incorrect label, bubble in the following on the test booklet:

- Bubble in all the information on the test booklet

School Bag(s)

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



Test Materials

Test Books, Scripts, CDs & Flip Charts

- Test materials arrive a month before the test window opens and will be grouped by grade cluster and tier (K-Kits are bagged to keep parts together). Listening CDs will be packaged with the appropriate grade cluster

- Large print materials will be packaged with the standard ACCESS test materials

- Braille materials will arrive in separate boxes with test books for transcription.

- Alternative ACCESS test materials will arrive in separate boxes with their own paperwork

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

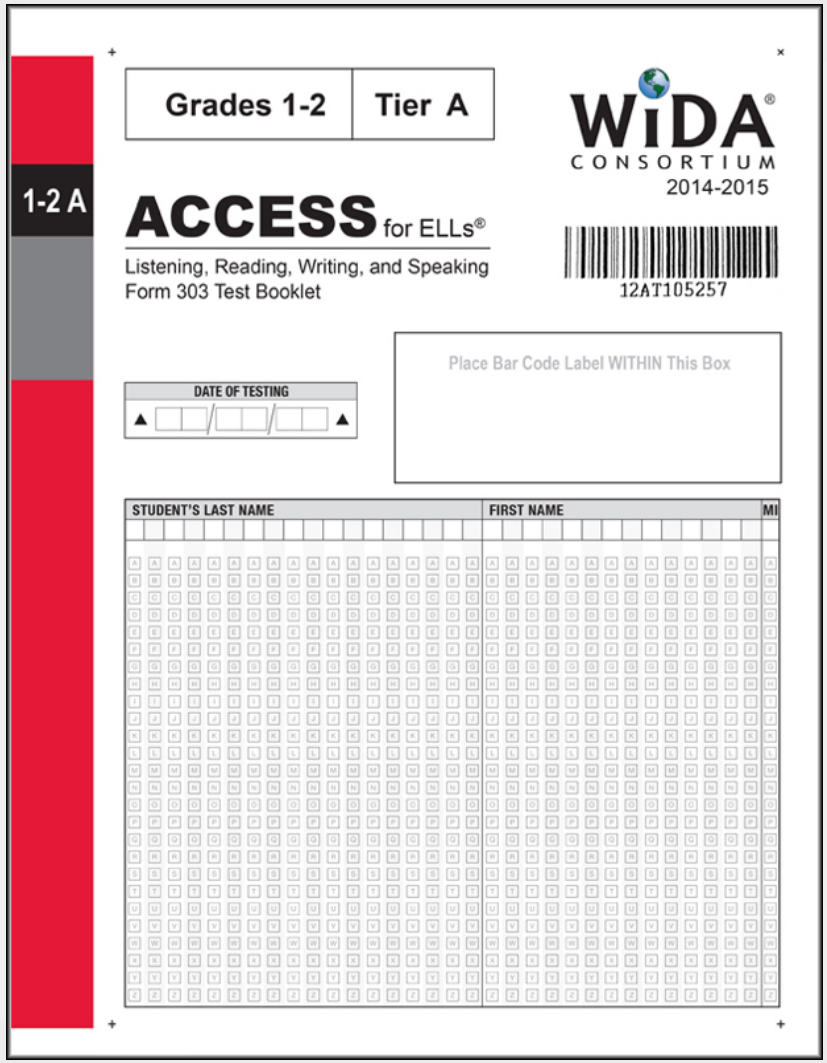
- Districts and schools must follow the same security guidelines in place for all state-mandated secure assessments – you must confirm that your district has received all serial bar coded test materials assigned to you. Listening CD's are bar coded and secure as well

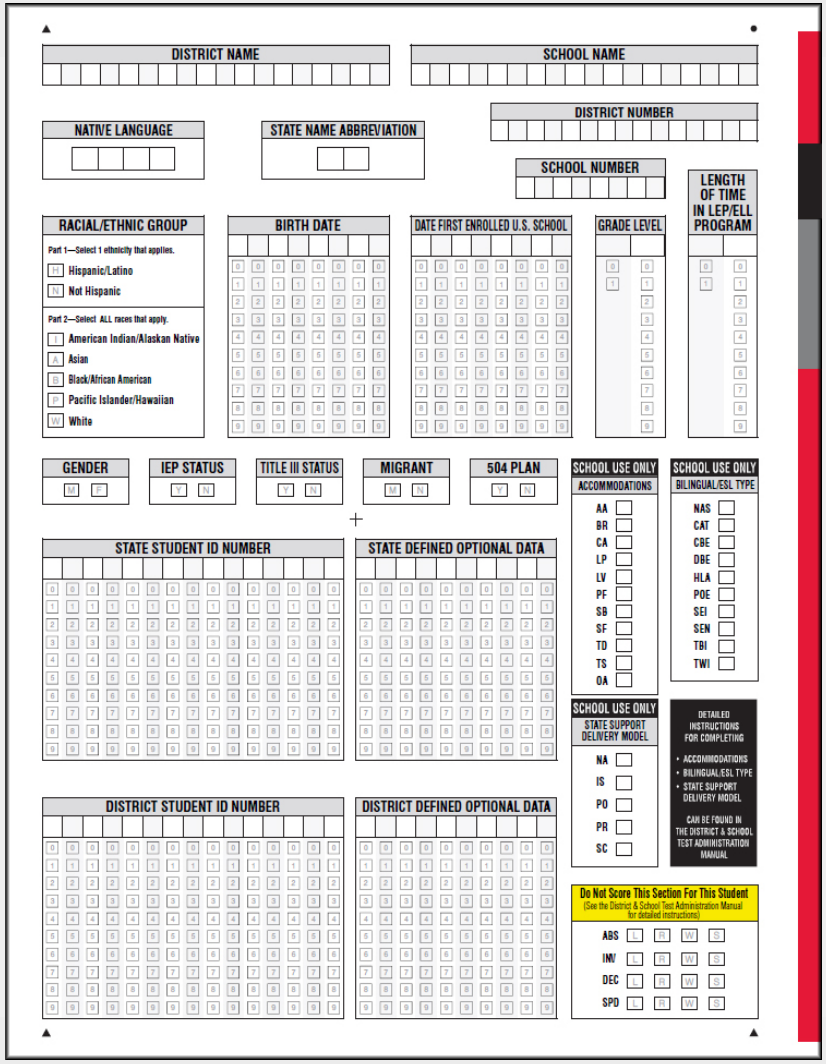
- Districts will then distribute the test materials and the school plastic bags to each participating school, assigning serial numbered booklets to each school

Test Administration

Test Booklets

Test booklets & CDs are color coded by Cluster and Tier

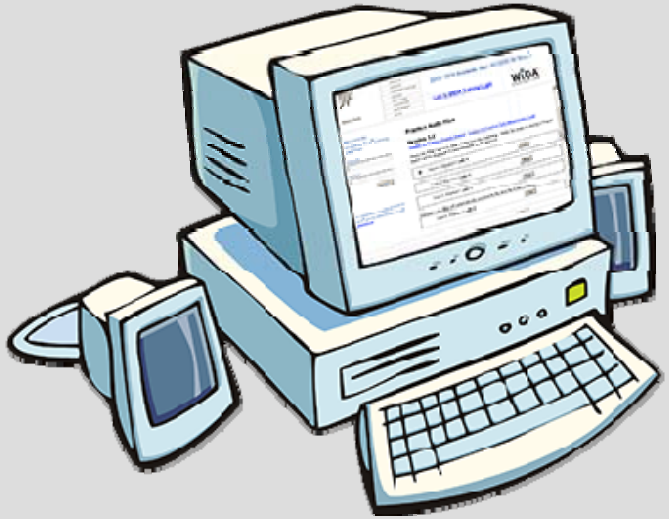




Test Administration

Listening Test Options

The Listening Test is now administered via CD or Web Streaming



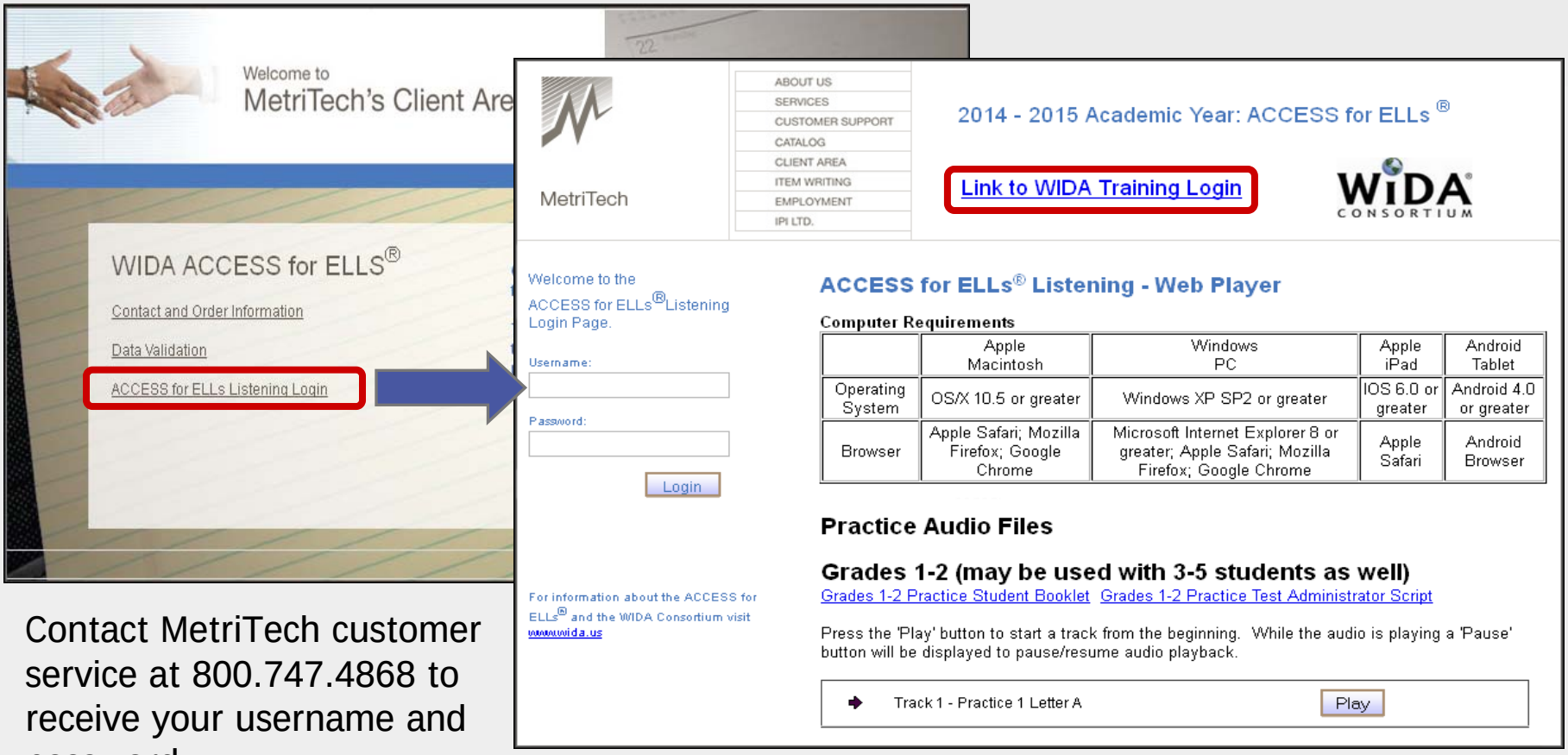
Web Streaming via MetriTech's web site

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

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

Test Administration

Streaming the Listening Test on the Web

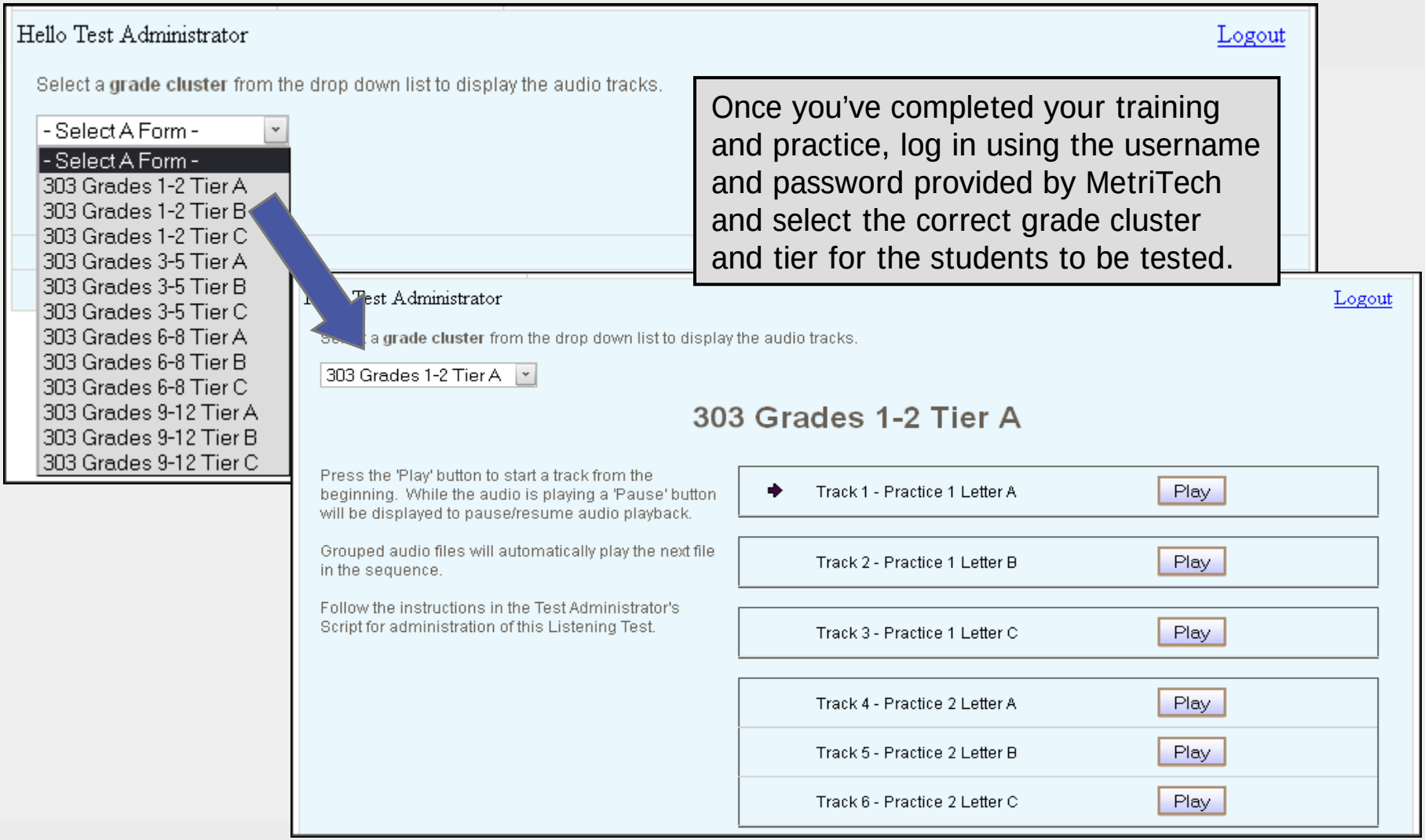


Contact MetriTech customer service at 800.747.4868 to receive your username and password.

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.

Test Administration

Streaming the Listening Test on the Web

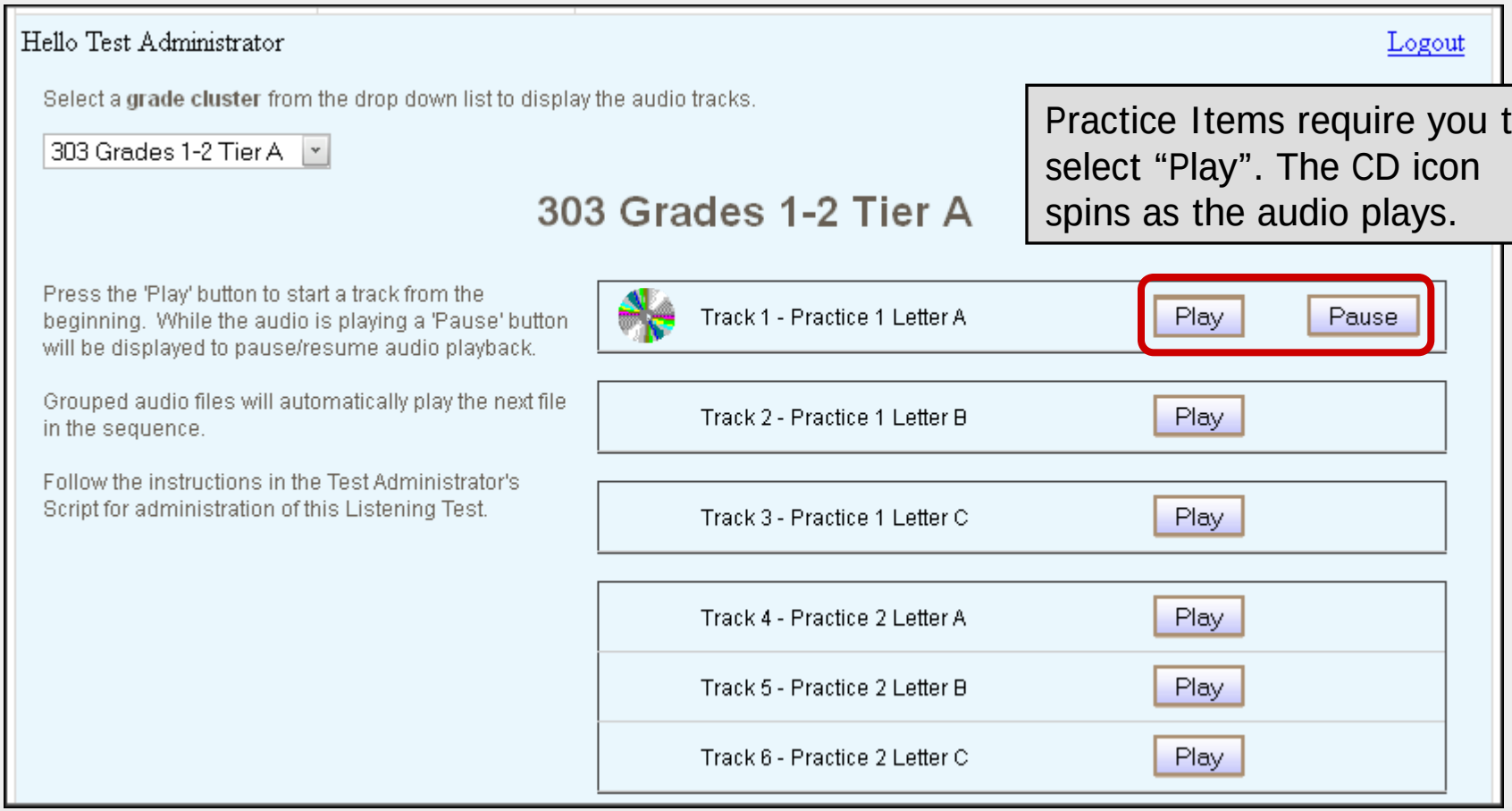


Once you've completed your training and practice, log in using the username and password provided by MetriTech and select the correct grade cluster and tier for the students to be tested.

Test Administration

Streaming the Listening Test on the Web

Follow the instructions in the Form 303 Listening, Reading, Writing Script. Step by step instructions are provided for administering the Listening test



Practice Items require you to select “Play”. The CD icon spins as the audio plays.

Test Administration

Streaming the Listening Test on the Web

Follow the instructions in the Form 303 Listening, Reading, Writing Script. **Headphones are not allowed**.

Grouped audio files will automatically continue to the next file in the sequence.

Follow the instructions in the Test Administrator's Script for administration of this Listening Test.

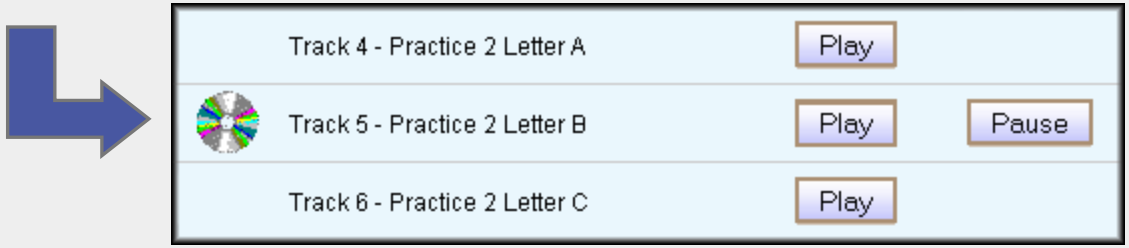
Items will move from 1 track to the next automatically you simply select "Play" for the first item within each group

Track 2 - Practice 1 Letter B	Play
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
Track 7 - Part A Number 1	Play
Track 8 - Part A Number 2	Play
Track 9 - Part A Number 3	Play
Track 10 - Part B Number 4	Play

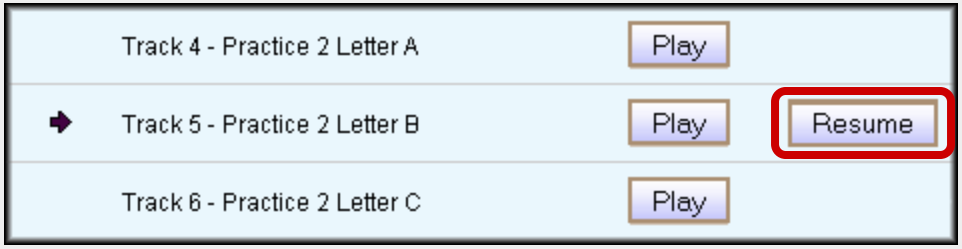
Test Administration

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.



Test Administration

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 303 Listening, Reading and Writing Script when administering the Listening Test.

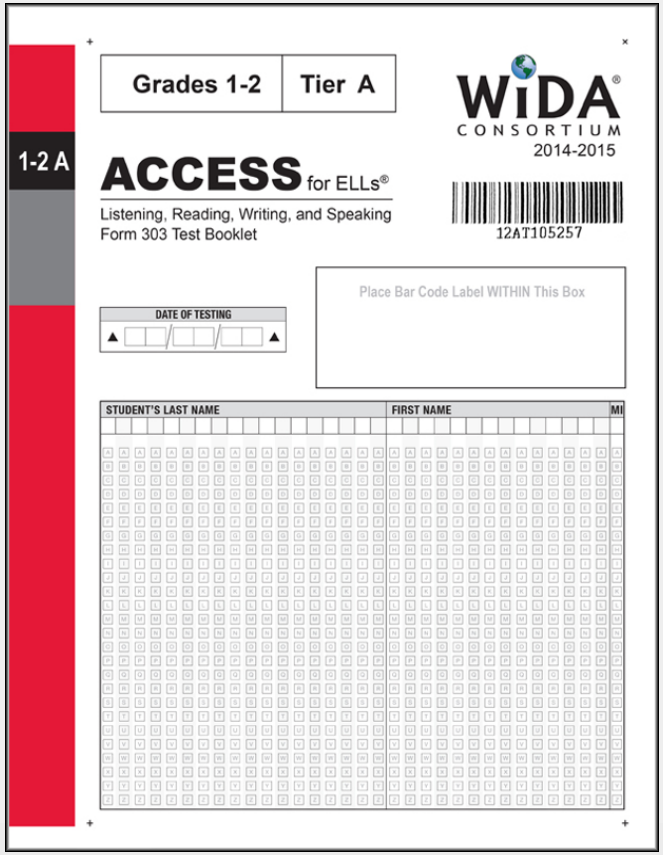
Headphones are not allowed.

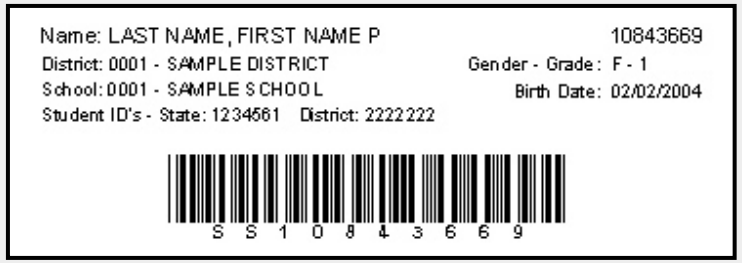
	Macintosh	PC
1998 or Older	Mac LC III 25 MHz 68030 8 Megabytes RAM System 7.1 or later Double speed CD-ROM drive Apple CD-ROM Extension 5.1.1 SoundManager 3.0	IBM compatible 486 SX 25 MHz 8 Megabytes of RAM Microsoft Windows 3.1 Double Speed CD-ROM drive Enhanced CD Compatible Firmware 8-bit sound card
1999 or Newer	120 MHz PowerPC Macintosh 32MB of RAM Mac OS 8.1 CD-ROM drive (Blue book/Multi-session firmware)	166 MHz Pentium processor 32 MB of RAM Microsoft Windows 95 16-bit sound card

Test Administration

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.





Test Administration

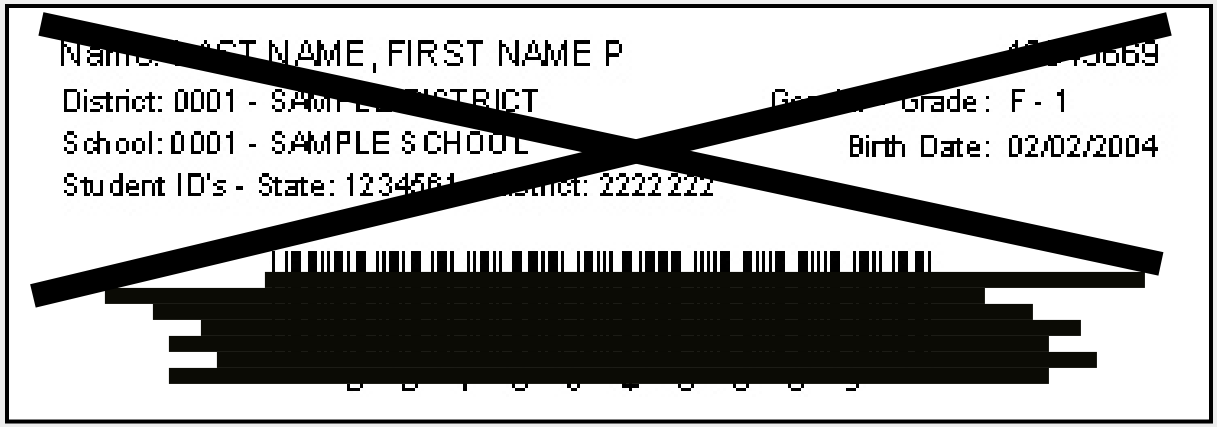
Pre-ID Labels

- 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.

Test Administration

Pre-ID Labels

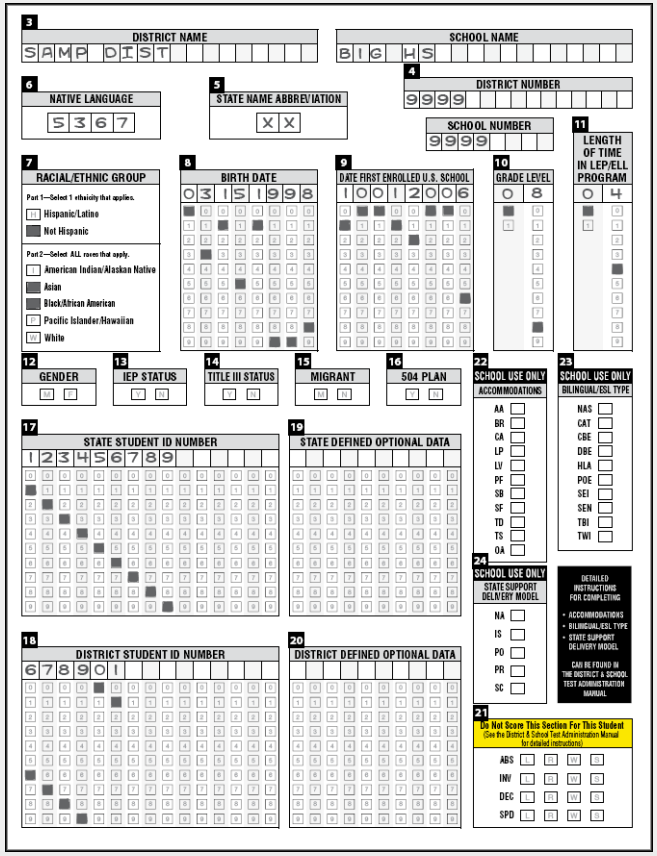
If a label has been placed on a test booklet in error, put an “X” through the demographic information **<u>and</u>** mark through the bar code, covering it completely using a heavy black marker.

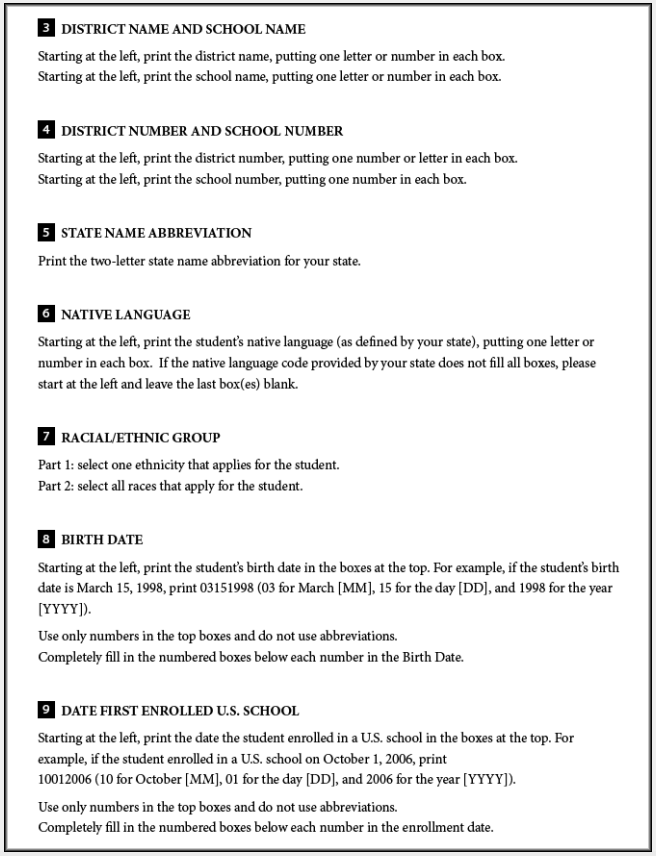


Test Administration

Bubbling Books

Detailed directions to assist you in filling out the student information on test booklets are on pp 20-27 of the Test Administration Manual.





3 DISTRICT NAME AND SCHOOL NAME

Starting at the left, print the district name, putting one letter or number in each box.
Starting at the left, print the school name, putting one letter or number in each box.

4 DISTRICT NUMBER AND SCHOOL NUMBER

Starting at the left, print the district number, putting one number or letter in each box.
Starting at the left, print the school number, putting one number in each box.

5 STATE NAME ABBREVIATION

Print the two-letter state name abbreviation for your state.

6 NATIVE LANGUAGE

Starting at the left, print the student's native language (as defined by your state), putting one letter or number in each box. If the native language code provided by your state does not fill all boxes, please start at the left and leave the last box(es) blank.

7 RACIAL/ETHNIC GROUP

Part 1: select one ethnicity that applies for the student.
Part 2: select all races that apply for the student.

8 BIRTH DATE

Starting at the left, print the student's birth date in the boxes at the top. For example, if the student's birth date is March 15, 1998, print 03151998 (03 for March [MM], 15 for the day [DD], and 1998 for the year [YYYY]).

Use only numbers in the top boxes and do not use abbreviations.
Completely fill in the numbered boxes below each number in the Birth Date.

9 DATE FIRST ENROLLED U.S. SCHOOL

Starting at the left, print the date the student enrolled in a U.S. school in the boxes at the top. For example, if the student enrolled in a U.S. school on October 1, 2006, print 10012006 (10 for October [MM], 01 for the day [DD], and 2006 for the year [YYYY]).

Use only numbers in the top boxes and do not use abbreviations.
Completely fill in the numbered boxes below each number in the enrollment date.

Test Administration

Bubbling Books

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

DISTRICT NAME

S A M P L E D I S T R I C T

SCHOOL NAME

S A M P L E S C H O O L

STATE NAME ABBREVIATION

A B

NATIVE LANGUAGE

5 3 6 7

DISTRICT NUMBER

0 1 2 3 4 5 6 7

SCHOOL NUMBER

0 1 2 3 4 5 6 7

BIRTH DATE

0 3 1 5 1 9 9 0

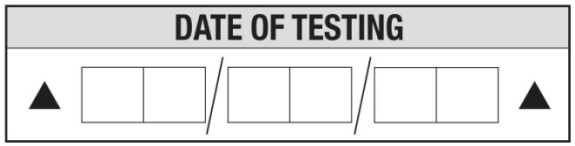
DATE FIRST ENROLLED DISTRICT/LEA

1 0 0 1 2 0 0 0

Test Administration

Bubbling Books - Testing Date

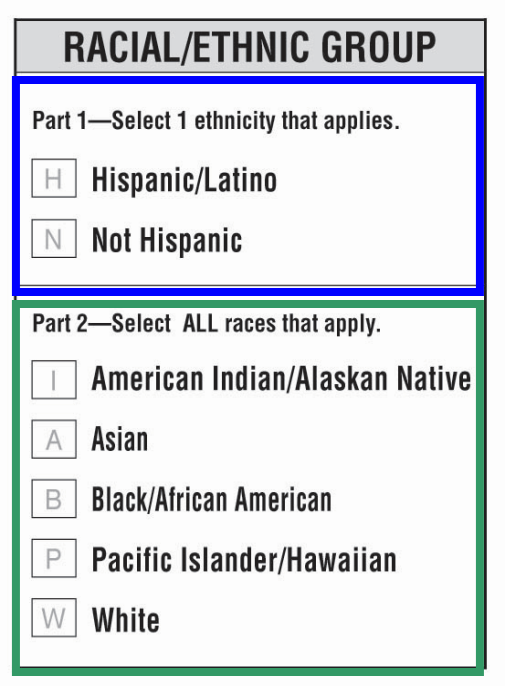
The date of testing is located on the front cover of the test book. Record the date testing was **completed** for the student.



(DD/MM/YY)

Test Administration

Bubbling Books - Racial/Ethnic Group



RACIAL/ETHNIC GROUP

Part 1—Select 1 ethnicity that applies.

- H Hispanic/Latino
- N Not Hispanic

Part 2—Select ALL races that apply.

- I American Indian/Alaskan Native
- A Asian
- B Black/African American
- P Pacific Islander/Hawaiian
- W White

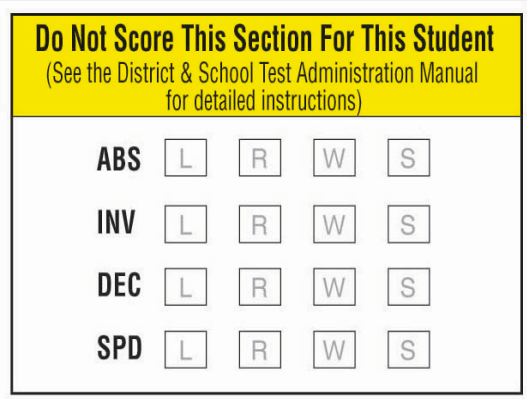
Part 1 – Select **one** ethnicity that applies for the student

Part 2 – Select **all** races that apply to the student

Test Administration

Bubbling Books - Do Not Score Section

If boxes in this section are filled out, scores for that domain **<u>will not</u>** be reported.



Do Not Score This Section For This Student
(See the District & School Test Administration Manual for detailed instructions)

ABS	L	R	W	S
INV	L	R	W	S
DEC	L	R	W	S
SPD	L	R	W	S

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.

Test Administration

Guidelines

- The Test Administration Manual has specific instructions and suggestions for administering the test, handling materials and scheduling. Accommodation information is also located in the Test Administration Manual.

- If you have specific questions regarding students who should be administered the test, contact the Department of Education for your state.

- If you have questions about test materials handling, contact MetriTech customer service at 800.747.4868.

Questions About Test Administration?

Materials Return

Overview

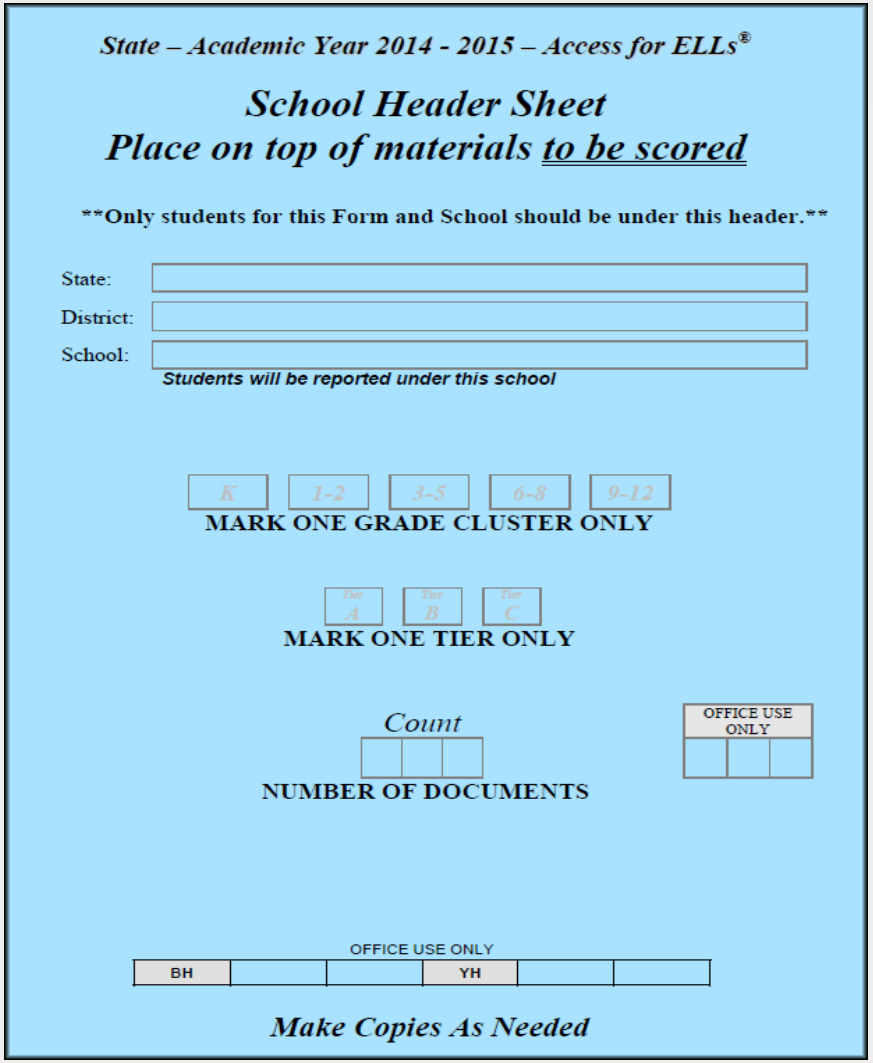
- Once testing is completed, each school should package their materials as directed and return them to the district, checking to ensure all serial numbered materials assigned are accounted for.
- Districts will double check that ALL materials have been returned and are packaged correctly. Please make sure **no CDs** have been left in a computer.
- 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.
- Review the MetriTech video www.metritech.com/wida/rtmvideo.aspx

Materials Return

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.



State – Academic Year 2014 - 2015 – Access for ELLs®

School Header Sheet

Place on top of materials to be scored

Only students for this Form and School should be under this header.

State:

District:

School:

Students will be reported under this school

K | 1-2 | 3-5 | 6-8 | 9-12

MARK ONE GRADE CLUSTER ONLY

Tier A | Tier B | Tier C

MARK ONE TIER ONLY

Count

NUMBER OF DOCUMENTS

OFFICE USE ONLY

OFFICE USE ONLY

BH			YH		

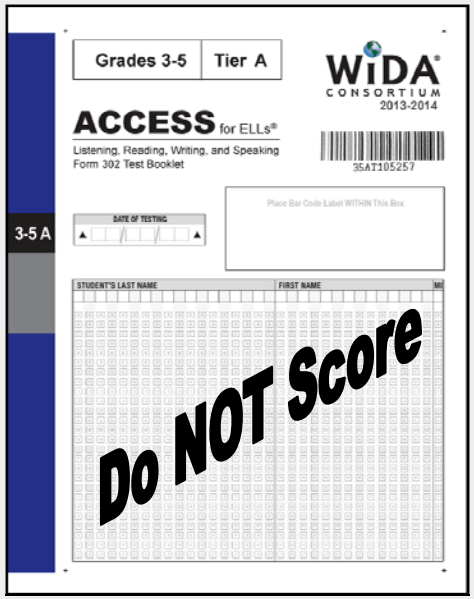
Make Copies As Needed

Materials Return

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



Academic Year 2014 - 2015 – ACCESS for ELLs®

UNUSED & NON SCORABLE TESTING MATERIALS

- Kindergarten Ancillary 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 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 School Header Sheet for processing.

State

District Number

District Name

School Number

School Name

Make Copies As Needed

Materials Return

District

Package your materials for return following these directions.

Academic Year 2014 - 2015 – ACCESS for ELLs®

RETURN MATERIALS PACKING INSTRUCTIONS

Visit www.metritech.com/WIDA/rtmvideo.aspx for step by step instructions for packing test materials.

STEP ONE

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

- Test Administrator's Scripts
- Listening Test CDs (including Listening Recording Script)
- 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.

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.

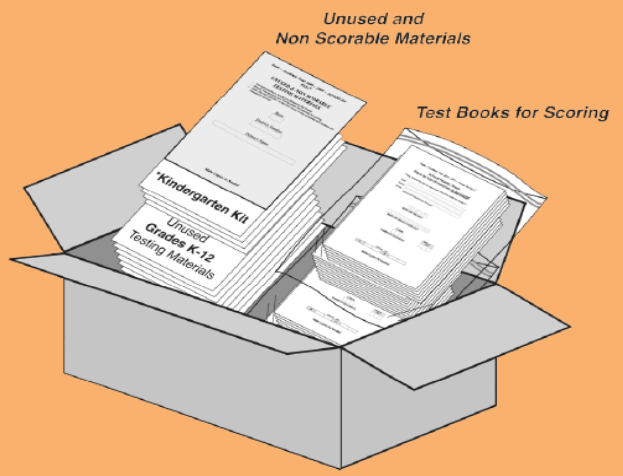
Questions? Contact MetriTech at 1-800-747-4868.

Academic Year 2014 - 2015 – 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.



See other side.

Materials Return

District

When your materials are ready to ship, fill out the Shipping Form.
This helps track 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.

RETURN SHIPPING INSTRUCTIONS

1. **Prepare materials for shipping**. Follow the *Return Materials Packing Instructions*.
2. **Pack testing materials in boxes**. Follow the *Return Materials Packing Instructions*.
3. **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.

4. **Complete the *Shipping Form*** on the back of this sheet. Place in the top of Box #1.
5. **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.

Materials Return

Box Label

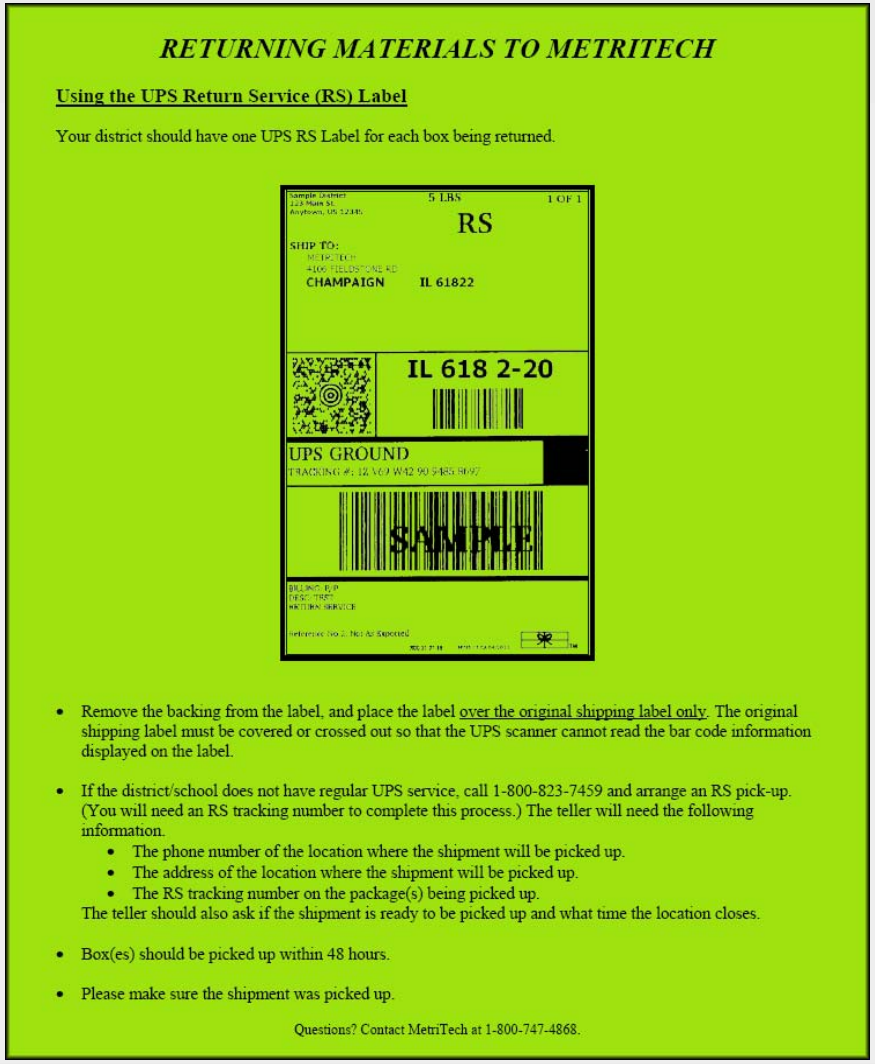
The label below is on each of the boxes you saved from shipping. When preparing the box for return be certain to:

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

Test Materials

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.

5 LBS 1 OF 1
RS
SHIP TO:
CHAMPAIGN IL 61822
IL 618 2-20
UPS GROUND
SAMPLE

- Remove the backing from the label, and place the label over the original shipping label only. 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.

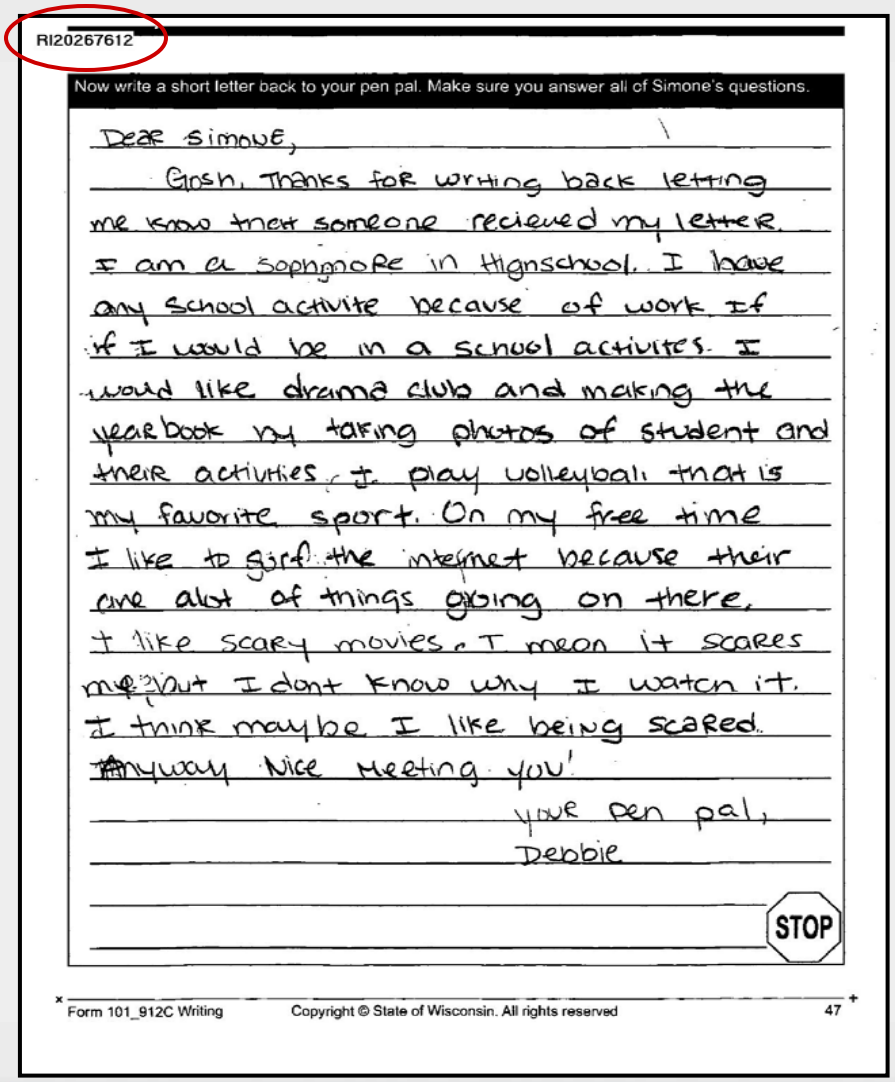
- Student demographic information is recorded
- Multiple-choice responses are captured and recorded
- Student writing is prepared for secure open-ended scoring

MetriTech Scoring

Open-Ended Scoring of Writing

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 check by a master scorer



RI20267612

Now write a short letter back to your pen pal. Make sure you answer all of Simone's questions.

Dear simone,

Gosh, Thanks for writing back letting me know that someone recieved my letter. I am a sophmore in Highschool. I have any school activite because of work. If if I would be in a school activites. I would like drama club and making the yearbook by taking photos of student and their activities. I play volleyball that is my favorite sport. On my free time I like to surf the internet because their are alot of things going on there. I like scary movies. I mean it scares me but I dont know why I watch it. I think maybe I like being scared. Anyway Nice Meeting you!

your pen pal,
Debbie

STOP

Form 101_912C Writing Copyright © State of Wisconsin. All rights reserved 47

MetriTech Scoring Staff

Questions About Scoring or Data Validation?

Reporting

After the tests for your state have been scored, your district will receive the following reports:

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

Reporting

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

WIDA CONSORTIUM

ACCESS for ELLs® English Language Proficiency Test

District: Sample District
Grade: 2
Cluster: 1-2

DISTRICT FREQUENCY REPORT - 2015

Proficiency Level	Listening		Speaking		Reading		Writing		Oral Language[A]		Literacy[B]		Comprehension[C]		Overall Score[D]	
	# of Students at Level	% of Total Tested	# of Students at Level	% of Total Tested	# of Students at Level	% of Total Tested	# of Students at Level	% of Total Tested	# of Students at Level	% of Total Tested	# of Students at Level	% of Total Tested	# of Students at Level	% 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 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	398		397		376		306									
Lowest Score	258		331		239		237									
Total Tested:	15															

A - Oral Language = 50% Listening + 50% Speaking
B - Literacy = 50% Reading + 50% Writing
C - Comprehension = 70% Reading + 30% Listening
D - Overall Score = 35% Reading + 35% Writing + 15% Listening + 15% Speaking

Reporting

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

WIDA CONSORTIUM

ACCESS for ELLs® English Language Proficiency Test

District: Sample District
School: Sample ES 5
Grade: 2
Cluster: 1-2

SCHOOL FREQUENCY REPORT – 2015

Proficiency Level	Listening		Speaking		Reading		Writing		Oral Language[A]		Literacy[B]		Comprehension[C]		Overall Score[D]	
	# of Students at Level	% of Total Tested	# of Students at Level	% of Total Tested	# of Students at Level	% of Total Tested	# of Students at Level	% of Total Tested	# of Students at Level	% of Total Tested	# of Students at Level	% of Total Tested	# of Students at Level	% 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 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	398		397		376		306									
Lowest Score	258		331		239		237									
Total Tested:	15															

A - Oral Language = 50% Listening + 50% Speaking
B - Literacy = 50% Reading + 50% Writing
C - Comprehension = 70% Reading + 30% Listening
D - Overall Score = 35% Reading + 35% Writing + 15% Listening + 15% Speaking

Reporting

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

WIDA CONSORTIUM

ACCESS for ELLs® English Language Proficiency Test

District: Sample District
School: Sample ES 5
Grade: 1

STUDENT ROSTER REPORT – 2015

STUDENT NAME STATE STUDENT ID	Tier	Cluster	Listening		Speaking		Reading		Writing		Oral Language[A]		Literacy[B]		Comprehension[C]		Overall Score[D]	
			Scale Score	Prof Level	Scale Score	Prof Level	Scale Score	Prof Level	Scale Score	Prof Level	Scale Score	Prof Level	Scale Score	Prof Level	Scale Score	Prof Level	Scale Score	Prof Level
SAMPLE, STUDENT 100	B	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	A	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	B	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	5.0	293	4.9	260	2.7	334	4.9	277	3.3	292	4.0	294	3.7
SAMPLE, STUDENT 149	A	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	B	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	C	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	B	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	C	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	C	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	C	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	B	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	A	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 Booklet is marked with a Non-Scoring 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

Overall Scores are computed when all 4 domains have been completed

Reporting

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

WIDA CONSORTIUM *ACCESS for ELLs*® English Language Proficiency Test

Teacher Report – 2015

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 (Possible 100 - 600)	Confidence Band See Interpretive Summary for definitions (100 200 300 400 500 600)	Proficiency Level (Possible 1.0 - 6.0)
Listening	305	267|---♦---|343	5.0
Speaking	345	313|--♦--|377	4.0
Reading	288	266|-♦--|310	4.5
Writing	248	234|♦-|262	2.3
Oral Language[A]	325	302|-0-|348	4.3
Literacy[B]	268	255|0-|281	2.9
Comprehension[C]	293	274|-0-|312	4.7
Overall Score[D] (Composite)	285	274|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, Invalidated, Declined or Special Education/504 Exemption
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

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 *Social Studies*	3	9

SPEAKING TASKS

English Language Proficiency Standards (Score based on # 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 Special Education/504 Exemption

WRITING TASKS

English Language Proficiency Standards (Scores based on writing rubric)	Linguistic Complexity		Vocabulary Usage		Language Control	
	Raw Score	Total Possible Points	Raw Score	Total Possible Points	Raw Score	Total Possible Points
Social & Instructional	0	6	1	6	0	6
Language Arts		0		0		0
Mathematics & Science	1	6	1	6	1	6
Language Arts & Social Studies	2	6	2	6	1	6

Description of Proficiency Levels

- 1 Entering = Knows 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 specific academic language with visual and graphic support
- 4 Expanding = Knows and uses social English and some technical academic language
- 5 Bridging = Knows and uses social English and academic language working with grade level material
- 6 Reaching = Knows and uses social and academic language at the highest level measured by this test

WIDA CONSORTIUM *ACCESS for ELLs*® English Language Proficiency Test

Kindergarten Teacher Report – 2015

District: Sample District 2		Student: SAMPLE, STUDENT	
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 language 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, district and state use)

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 (Possible 100 - 600)	Confidence Band See Interpretive Summary for definitions (100 200 300 400 500 600)	Proficiency Level (Possible 1.0 - 6.0)
Listening	290	249|----♦---|331	5.2
Speaking	375	301|------♦------|449	5.6
Reading	240	209|---♦--|271	2.2
Writing	271	230|---♦---|312	3.3
Oral Language[A]	333	304|--0--|362	5.4
Literacy[B]	256	233|-0-|279	3.0
Comprehension[C]	255	232|-0-|278	3.3
Overall Score[D] (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	The Instructional levels (right) describe a student's proficiency relative to the PreK-K cluster of the WIDA ELP Standards. The Instructional levels indicate how a student is doing *in Kindergarten*, where pre-literacy and early literacy skills are being developed by all students.	5.3
Speaking	375		6.0
Reading	240		5.5
Writing	271		5.0
Oral Language[A]	333		5.7
Literacy[B]	256		5.2
Comprehension[C]	255		5.4
Overall Score[D] (Composite)	279		5.3

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, Invalidated, Declined or Special Education/504 Exemption
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

Reporting

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

WiDA CONSORTIUM *ACCESS for ELLs*® English Language Proficiency Test

Parent/Guardian Report – 2015

District: Sample District	**Student:** Last Name, First Name MI	
School: Sample School	**State ID:** 123456789	**District ID:**
Grade: 4	**Birth Date:** 10/31/2001	

Report Purpose: This report gives information about your child's level of social and academic English language proficiency. 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.

Student's English Language Proficiency Level

Test Section	1 – Entering	2 – Beginning	3 – Developing	4 – Expanding	5 – Bridging	6 – Reaching
Listening						
Speaking						
Reading						
Writing						
Oral Language[A] (Listening and Speaking)						
Literacy[B] (Reading and Writing)						
Comprehension[C] (Listening and Reading)						
Overall Score[D] (Listening, Speaking, Reading and Writing)						

Proficiency Level	Description of English Language Proficiency Levels
1 – Entering	Knows and uses minimal social language and minimal academic language with visual support
2 – Beginning	Knows and uses some social English and general academic language with visual support
3 – Developing	Knows and uses social English and some specific academic language with visual support
4 – Expanding	Knows and uses social English and some technical academic language
5 – Bridging	Knows and uses social and academic language working with grade level material
6 – Reaching	Knows and uses social and academic language at the highest level measured by this test
Other Information	Test Section is Blank – If the student was absent for this Section of the test A – Oral Language = 50% Listening + 50% Speaking B – Literacy = 50% Reading + 50% Writing C – Comprehension Score = 70% Reading + 30% Listening - will be blank if student was absent for one or both of the Sections D – Overall Score = 35% Reading + 35% Writing + 15% Listening + 15% Speaking - will be blank if student was absent for one or more of the Sections

Reporting

Parent/Guardian Reports are available in 40 native language translations via the secure MetriTech web site (the login is provided by our customer service staff)

WIDA CONSORTIUM ACCESS *for ELLs*®试 英语能力测试

家长/ 监护人报告 – 2015 年

校区：SSSSSSSSSSSSSSSSSS	学生： LLLLLLLLLLLLLLLL, FFFFFFFFFFFFF M	
学校：SSSSSSSSSSSSSSSSSS	州编码： 999999999999999	校区编码：999999999999999
年级：3	出生日期：07/28/2001	

报告目的： 本报告提供有关您的孩子的社交语言及学科英语能力水平的资料。社交语言用于日常交流。学科语言用于语言学科、数学、科学及社会研究学科的交流。

学生的英语能力水平

测试项目	1 – 入门	2 – 初级	3 – 发展	4 – 扩大	5 – 过渡	6 – 达到
听力						
口语						
阅读						
写作						
理解[A] (听力与阅读)						
总分[B] (听力, 口语, 阅读, 及写作)						

能力水平	英语能力水平等级之描述
1 – 入门	借助于图画帮助，了解及使用最低程度的社交语言及学科语言
2 – 初级	借助于图画帮助，了解及使用一些社交英语及一般学科语言
3 – 发展	借助于图画帮助，了解及使用社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，并达到本测试要求的最高水平
其他资料	该考试部分的分数为空白–如果该学生在本考试中缺席 A – 理解得分数 = 70% 阅读 + 30% 听力 – 如果学生此两项考试之中缺考一项或两项其分数栏就是空白 B – 总分 = 35% 阅读 + 35% 写作 + 15% 听力 + 15% 口语 – 如果该学生在一上一项, 或以上的的测试中缺考, 其总分将是空白

Questions About Reporting?

Thank you!