



COLORADO SPECIFIC INFORMATION

ACCESS for ELLs Administration Dates (2020-2021)

	Description	Start Date	End Date
Before Testing	Test Materials Ordering	Wed 10/21/20	Fri 11/6 /20
	Test Setup	Tue 12/1/20	Thu 2/18/21
	Districts Receive Test Material	Thu 12/17/20	
During Testing	Test Window	Mon 1/11/21	Fri 2/12/21
	Additional Test Material Window	Fri 12/18/20	Fri 2/5/21
	Districts Ship Completed Test Materials to DRC <i>*If shipping on the deadline date, test materials must be scanned for pick up before the shipping vendor's last package pickup time for the day, or materials will be considered as a late return.</i>	Thu 2/18/21	
	Districts Receive Electronic Reports	Tue 4/27/21	

Contact Information

STATE EDUCATION AGENCY Colorado Department of Education	WIDA Client Services	DRC Customer Support
villalobospavia_h@cde.state.co.us http://www.cde.state.co.us/assessment/index.asp	866-276-7735 widahelp@wcer.wisc.edu	855-787-9615 WIDA@datarecognitioncorp.com

District Assessment Coordinators (DACs) and School Assessment Coordinators (SACs) must adhere to the following instructions in addition to those contained in the ACCESS Test Administration Manual (<https://portal.wida.us/get.aspx?id=2056>)



Participation Requirements

All English Learners (NEP and LEP), including students with disabilities, must participate in the state English language proficiency assessment.

The student's educational team (EL, and IEP or 504 as applicable), which must include the parents, determines whether the student will take ACCESS for ELLs with or without accommodations or, for a student with the most significant cognitive disability, meets the participation requirements for the alternate assessment. According to federal requirements, there must be evidence of alignment between a student's educational plan, instruction, and the accommodations provided on any of the state assessments, as well as any determinations for students to participate in Alternate ACCESS. Three participation options exist:

1. The student participates in ACCESS for ELLs without an accommodation.
2. The student participates in ACCESS for ELLs with an accommodation*.
3. The student participates in Alternate ACCESS for students with the most significant cognitive disabilities.

Note: It is not appropriate or ethical to give the Alternate ACCESS to students who do not qualify to take the alternate assessment.

*Accommodations are practices and procedures that provide equitable access during instruction and assessment for students who have a documented need. To use accommodations on ACCESS for ELLs accommodations must be determined by the student's educational team and documented in the student's IEP or 504.

A test must be submitted for every EL student enrolled in your district. For computer-based testing, this means that the student needs to have both a test registration and submission in the vendor system. For paper-based testing, this means returning a test book for scoring. **This participation requirement also includes students who are NEP and LEP who waived services as well as students repeating a grade¹.**

How are students uploaded/submitted for testing?

Data is pulled by CDE from the initial Student October snapshot in the Student Interchange and loaded into WIDA AMS on behalf of the district (pull is scheduled for close of business **11/10/2020**).

- Students eligible for ACCESS/Alt-ACCESS must be indicated as NEP or LEP under Language Proficiency
- Alternate testers are indicated using the "Alternate Assessment Participation" field

Remote/Online Learners

English learners participating in online/remote learning programs who are enrolled in a Colorado public school under state law [CRS 22-30.7-105 (2) (a,b,c)], must take the English language proficiency assessment pursuant to Section 22-24-104. Testing is coordinated through the DAC of the district that runs the online/remote learning program. The assessment must be given at a district provided standardized testing site. Secure materials may not be taken from the testing site. The school district in which the student is enrolled is responsible for testing.

¹Student coded as "SpEd/Transition" will not be loaded into WIDA AMS.



If a student is in WIDA AMS and is no longer enrolled in your district or is no longer a NEP or LEP

- Remove the student from all test sessions. WIDA AMS does not allow deleting of students; taking the student out of all test sessions will remove the student from the final data file.

Students who are FEP, FELL or PHLOTE **do not** participate in ACCESS for ELLs. If these students test, results **will not** be provided. Do not manually add them.

Identification of Students who are English Learners and Instructional Programming Support

- For support with the identification of students who are EL (NEP/LEP/FEP) and questions about instructional programming, refer to the Office of Culturally and Linguistically Diverse Education (CLDE) website and contact information at: www.cde.state.co.us/cde_english/index.htm

Important Information about Online Accounts and Passwords

Type of Account	Purpose	Who Has Access	How Login Information is Provided
ACCESS for ELLs	To access test administrator (TA) training modules, certification quizzes, and other secure WIDA	DACs, EL Coordinators, SACs and TAs	Created for TAs and SACs by DAC, DAC accounts created by WIDA or CDE. https://wida.wisc.edu/
WIDA AMS Account	To order ACCESS for ELLs test materials, additional materials, print tickets, manage groups, etc.	DACs	Emailed by DRC to DACs before the order window opens
	Other permissions as assigned	Varies (assigned by DAC) could be DTC, SAC, and TA	Emailed by DRC after the DAC creates the account
Kindergarten W-APT & WIDA Screener	To access the W-APT and WIDA Screener test materials and trainings.	DACs and others who have been assigned permission by the DAC.	Created for TAs and SACs by DAC, DAC accounts created by WIDA or CDE. https://wida.wisc.edu/

Test Forms

- Kindergarten ACCESS (paper-based)
- ACCESS grades 1-12 (computer-based and paper-based)
- Alternate ACCESS grades 1-12, for students with IEPs written to the Extended Evidence Outcomes who meet the qualification criteria as outlined in the Alternate Assessment Worksheet. (paper-based)



When WIDA users first log in to WIDA, they click to agree to the terms of the Non-Disclosure and User Agreement (NDUA).

Maintaining the security of test materials is everyone's responsibility! During your ACCESS test window, test materials must be locked up when not in use, a chain of custody needs to be kept, and test administrators need to be **actively proctoring** during test sessions. Test administrators should closely monitor to prevent student use of electronic devices (cell phones, smartwatches, Bluetooth headsets, etc.) during testing.

- [Non-Disclosure and User Agreement](#)
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WIDA Secure Portal Non-Disclosure and User Agreement

IMPORTANT INSTRUCTIONS: This document is for local school/district record keeping. Each school/district shall require that every individual involved in administering WIDA assessments sign a nondisclosure and user agreement (NDUA). This paper version of the agreement can be signed in cases where a user cannot sign the electronic NDUA in the training course in the WIDA Secure Portal, or in cases where the school/district decides a signed paper version is appropriate. Please do not return the signed copies of this agreement to DRC and/or WIDA. This document needs to be signed once per year.

NON-DISCLOSURE and USER AGREEMENT (NDUA) for WIDA assessments and Use of the WIDA Secure Portal

The WIDA Secure Portal (that part of the WIDA website that is password protected starting at URL <https://portal.wida.us>) contains a combination of secure test materials, proprietary information, and copyrighted materials. As a user of the WIDA Secure Portal and/or WIDA test materials, you must agree to the conditions of this WIDA Non-Disclosure and User Agreement.

WIDA ACCESS for ELLs. The Board of Regents of the University of Wisconsin System (the "Regents"), on behalf of the WIDA Consortium ("WIDA") is the copyright owner of the secure, unpublished ACCESS for ELLs test (the "Test"), as defined in 37 C.F.R. § 202.20(b)(4). WIDA treats the Test as constituting valuable and proprietary trade secrets. WIDA maintains the Test as confidential and secure, and only provides access to the Test to individuals who are legally bound to maintain the confidentiality and security of the Test. Publicly posting, displaying or distributing in any medium WIDA test materials, in part or in whole, is strictly prohibited and may lead to legal sanctions.

In consideration for my participation in the online training course (the "WIDA Training Course"), for my role as a Test Coordinator or Test Administrator for the school district of:

_____, (print district) in _____, (print state)

I, _____, (print name)

agree as follows:

1. The Test is confidential, proprietary information and material of the Regents.
2. The WIDA Training Course contains confidential and proprietary information from the Test.
3. I shall not disclose or reproduce any Test information or Test forms I receive, including Test items, except for the sole purpose of carrying out my role as a Test Coordinator or Test Administrator.



4. The Test must be kept secure and confidential, since disclosure of the Test could adversely affect the validity of the Test items, Test results, intellectual property value of the Test, and/or WIDA's financial standing. I shall keep all Test materials secure and confidential at all times in accordance with any instructions that I receive from the WIDA Training Course, the WIDA Test Administration Manuals, or WIDA Test Administration Instructions provided by my district coordinator.
5. I shall follow all test security requirements prescribed by WIDA and my employer and shall immediately report any incidents concerning the security and/or misuse of the Test that I witness or otherwise experience, whether verified or not.

WIDA Screener. The following WIDA Screener materials are available to educators under a limited license: Test Administration Manual, Student Response Booklets, and Test Administrator Scripts. These WIDA Screener materials are available for download from the WIDA website and may be printed and used only for internal school district or school system use in accordance with state and district language screening policies. These WIDA Screener materials are also available for purchase from the WIDA Store.

WIDA Screener Test Booklets, Speaking Test audio files, and Listening Test audio files, which are only available for purchase from the WIDA Store (or through your state department of education in some states), may not be copied or modified and shall only be used/ distributed for internal school district or school system use in accordance with state and district language screening policies. Posting online, displaying or distributing in any medium the WIDA Screener materials, in part or in whole, is strictly prohibited. Use of the WIDA Screener test materials may be subject to additional limitations as specified in the individual test components, on the WIDA Screener training website, or on the WIDA Store website.

WIDA Secure Portal Materials. The materials provided to WIDA Secure Portal users are for the purpose of understanding and implementing WIDA Standards, WIDA Assessments, and WIDA Professional Learning. The Regents own the copyrights to these materials. **NO CONTENT FROM THE WIDA SECURE PORTAL SHOULD BE COPIED AND STORED ON EXTERNAL SERVERS.**

User Accounts and Passwords. WIDA Secure Portal user accounts are assigned to individuals only and may not be shared with multiple users. As a registered user of the WIDA Secure Portal, you agree to keep your user account name and password confidential. The WIDA Secure Portal NDA is an annual requirement for each Test cycle that begins on July 1 of one calendar year and ends on June 30 of the following calendar year.

Signature

Date

District Coordinator

Date

Please sign and return this agreement to your district coordinator. Do not return this document or signed copies of this document to DRC. Direct any questions regarding its terms to the WIDA Client Services Center (help@wida.us).



WIDA

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It is the DAC's responsibility to ensure steps are in place to meet the expectations of the NDUA. This includes (but is not limited to) the following:

Providing training that allows School Assessment Coordinators and Test Administrators to be prepared to:

- ✓ Administer the ACCESS for ELLs tests, including administering tests with accommodations to students with IEPs and 504 plans, as necessary.
- ✓ Maintain the security and standardized administration of the assessment:
 - Use a chain of custody form
 - SACs must retain the chain of custody form in the school's assessment files for three years
 - Do not leave materials unattended (includes test tickets, used scratch paper, etc.)
 - Keep testing materials in a locked (2 key access) secure area when not in use
 - Prepare a quiet secure testing environment
 - Post do not disturb signs
 - Limit timers, bells, announcements, etc.
 - Testing seating chart
 - Keep cell phones, smartwatches and other like devices out of the testing area^{2,3}
 - Prohibit visitors in the testing environment
 - Ensure that students are not provided access to test questions before testing, provided any coaching or assistance from test administrators or other students, and do not engage in any form of cheating
 - Actively proctor
 - Do not view, discuss, or reveal the contents of the test or student responses
 - Do not duplicate any portion of the test materials
 - Do not retain or discard test materials at the school
 - Account for all secure test materials at the end of the testing window

Monitor the receipt and return of all test materials from the SACs and to DRC.

Materials Tracking - In addition to the documented chain of custody, keeping track of the booklet number assigned to each student is strongly encouraged.

² If a student uses a cell phone or other device to monitor a documented medical condition, the student may have the device in the testing environment. The cell phone or device must be placed so the Test Administrator and the student can see the device.

³ If the school has a policy that prohibits the collection of cell phones, smartwatches, etc. verify students have stored cell phones in lockers, backpacks, or other designated areas before starting the assessment.



Test Security

DACs, SACs, and test administrators may not direct, participate in, assist in, encourage, or fail to report any testing irregularity or act of misconduct. To report a testing irregularity, SACs must contact their DAC. DACs must contact CDE (for major misadministrations).

Students must do their own work on ACCESS for ELLs. To help ensure this is the case, do not allow students to have internet-connected devices, such as cell phones, smartwatches, or Bluetooth headsets, in the testing area. **Copied or plagiarized responses will result in a student's score being invalidated.**

Annual Training Requirements

All district and school personnel involved in the administration of Colorado's state assessments must be familiar with test security protocols and with their responsibilities. Training is required on an annual basis for all district and school personnel involved in any aspect of Colorado's state assessments. Thorough training is one of the best ways districts can ensure successful assessment administrations and prevent misadministrations from occurring.

DACs must meet with School Assessment Coordinators (SACs) to ensure a training plan is in place for training Test Administrators, Technology Coordinators, and any other district or school staff handling secure materials.

Districts are required to collect, from all personnel who have completed training, signed documentation that demonstrates an understanding of the policies and procedures set forth by the State of Colorado and the district.

District-developed trainings must be based on the live training, webinars, and PowerPoint slides provided by CDE and/or the assessment contractor. Additional information should be included in trainings to provide district-specific policy information. CDE recommends training is provided in a format that allows participants to ask questions and receive immediate feedback.

What are the training requirements for ACCESS Test Administrators?

Test Administrators must:

- Be trained annually.
- Complete the requirements of the district or school's annual ACCESS training.
- Participate in WIDA's online training modules and pass the applicable quiz (quizzes) at 80% or better).
- Read instructions in the Test Administrator Manual and familiarize themselves with test administration procedures before administering the test to students.
- Be trained on specific accommodations if administering assessments in which students are provided accommodations.

Note: Student teachers may not serve as Test Administrators who are in charge of administering ACCESS for ELLs. However, they may serve as proctors who assist the Test Administrators.

Refer to the State Assessment Training Requirements at
http://www.cde.state.co.us/assessment/annual_trng_requirements.



Who can administer ACCESS for ELLs?

- Test Administrators must be employed by the school or district.
- Preferably, Test Administrators will be licensed teachers, licensed administrators, and instructional support paraprofessionals, substitute teachers who hold a teaching certificate, school psychologists, school social workers, school librarians, school counselors, or speech pathologists.
- School/district employees may administer the assessments at the grade levels of their own children, but they may not administer the test to their own children, relatives, or household members nor be in the testing environment during testing.
- For Kindergarten ACCESS or Alternate ACCESS, the Test Administrator needs to be a proficient English speaker who is able to model clear standard pronunciation of the English phonemes that will impact student responses.
- Test Administrators administering the Alternate ACCESS must hold a State of Colorado educator license.

Scheduling

Administering Kindergarten ACCESS for ELLs usually takes about 45 minutes. However, due to the adaptive nature of the test, high proficiency students will likely take longer and beginning proficiency students might need significantly less time

Alternate ACCESS for ELLs is administered in four testing sessions, one for each domain. Each domain test takes about 20 minutes. However, due to the adaptive nature of the test and the unique abilities and behaviors of your students, actual test times can vary widely.

Untimed does not mean unlimited testing time; STOP testing when a reasonable amount of time has been spent testing.

ONLINE

These timing estimates are provided for scheduling and planning purposes. They include time for tasks like seating students, distributing and collecting test materials, and going over test directions.

See the Test Administrator Manual for details of in-seat testing time (pp. 62-63 , 66).

Domain	Administration	Description	Timing	Scoring
Listening	Group administration ⁴	Test administrator reads a brief, scripted introduction as students log in to the online test platform, where they view test items and mark responses.	65 minutes	Centrally scored
Reading		Test administrator reads a brief, scripted introduction as students log in to the online test platform, where they view test items and mark responses.	60 minutes	
Writing		For students in grades 1–3, test administrator reads read a script while students view test items and handwrite responses in paper test booklets. For students in grades 4–12, test administrator reads read a brief, scripted introduction as students log in to the online test platform, where they view test items. Students either type responses in the online test platform or handwrite responses in paper test booklets.	70–90 minutes	
Speaking	No more than 5 students ⁵	Test administrator reads a scripted introduction as students log in to the online test platform, where they view test items and record their spoken responses	50 minutes	
ACTIVE proctoring needs to take place during administration of all domains.				

⁴ As fits within state/local health department guidance and district/school policy regarding appropriate social distancing procedures.

⁵ As fits within state/local health department guidance and district/school policy regarding appropriate social distancing procedures.

PAPER

These timing estimates are provided for scheduling and planning purposes. They include time for tasks like seating students, distributing and collecting test materials, and going over test directions.

See the Test Administrator Manual for details of in-seat testing time (pp. 40, 42-44, 47).

Domain	Administration	Description	Timing	Scoring
Listening	Group administration ⁶	The test administrator plays a CD* and the students mark responses in a paper test booklet	60 minutes	Centrally scored
Reading		Students read passages and mark responses in a paper test booklet.	70 minutes	
Writing		Students handwrite responses in a paper test booklet.	Grade 1, Tier A: 40 minutes Grades 2–12, Tier A: 75 minutes Grades 1–12, Tier B/C: 80 minutes	
Speaking	Individual administration	The test administrator plays a CD* and the student responds verbally. The test administrator marks scores in a paper test booklet.	45 minutes	Locally scored by the test administrator

ACTIVE proctoring needs to take place during administration of all domains.

⁶ As fits within state/local health department guidance and district/school policy regarding appropriate social distancing procedures.

Ending Incomplete Online Tests





If an incomplete test needs to be submitted, the Test Administrator needs to instruct the student to stop testing by pressing pause. The TA will then notify the SAC about the incomplete test. The SAC can end the incomplete test in WIDA AMS.

Testing Status

[Instructions](#)

Last Name: Status:

Testing Status - manually added 2 (Screener Gr 4-5)

Select	Last Name	First Name	User Name	Password	Assessment	Status	Started	Completed	Action
<input type="checkbox"/>	manually	added	amanually1	550200	LISTENING	Not Started			
<input type="checkbox"/>	manually	added	amanually1	550200	READING	Not Started			
<input type="checkbox"/>	manually	added	amanually1	550200	SPEAKING	Not Started			
<input type="checkbox"/>	manually	added	amanually1	550200	WRITING	Not Started			

"End Incomplete Selected Tests" button



Overview of Protocols

Ordering Additional Test Materials

Your order will include an automatic 15% overage. Online assessments, Kindergarten, and Alternate ACCESS are ordered through the state submitted Pre-ID file. Grade 1-12 paper assessments must be ordered for general paper testing, accessibility paper testing, and accommodated paper testing (i.e. large print or braille).

Order assessments only for students who are identified as NEP or LEP. The additional materials order window is from December 18, 2020 – February 5, 2021.

Note – if you are an online testing school and you order a paper test, be sure to also order the Speaking test booklet (this is the book that has the pictures to accompany the Speaking CD). Also, if you are a completely online site and you need to order a paper material, check to see if you have district/school labels for that site. You may also need to order a sheet of district/school labels.

Policy on Testing Time

The ACCESS for ELLs assessment is not timed. Stop students when a reasonable amount of time has been spent testing.

Deaf or Hard of Hearing (DHH)

Colorado allows presentation and response of the Listening and Speaking in Pidgin Signed English (PSE), Signing Exact English (SEE), or Conceptually Accurate Signed English (CASE) to DHH students as deemed appropriate by their IEP team. **This accommodation requires paper testing.**

Scribe on the Writing Domain

Colorado requires a UAR for the use of Scribe on the Writing domain. (Speech-to-text will be considered a UAR Scribe for ACCESS.) The UAR for the writing domain may be available for a limited number of students on an IEP or 504 with a neurological or physical disability which limits or prevents the student from accessing the writing domain. ACCESS for ELLs [UARs](#) are due December 1, 2020.

EL Students with an IEP or 504 Plan

Accommodations are available to students with an IEP or 504 Plan

In addition to WIDA's [Accessibility and Accommodations Supplement](#), utilize the State Accommodations Crosswalk: http://www.cde.state.co.us/assessment/accommodations_crosswalk.



Only students with an IEP or 504 are allowed to utilize accommodations on English language proficiency assessments. When marking accommodations in WIDA AMS

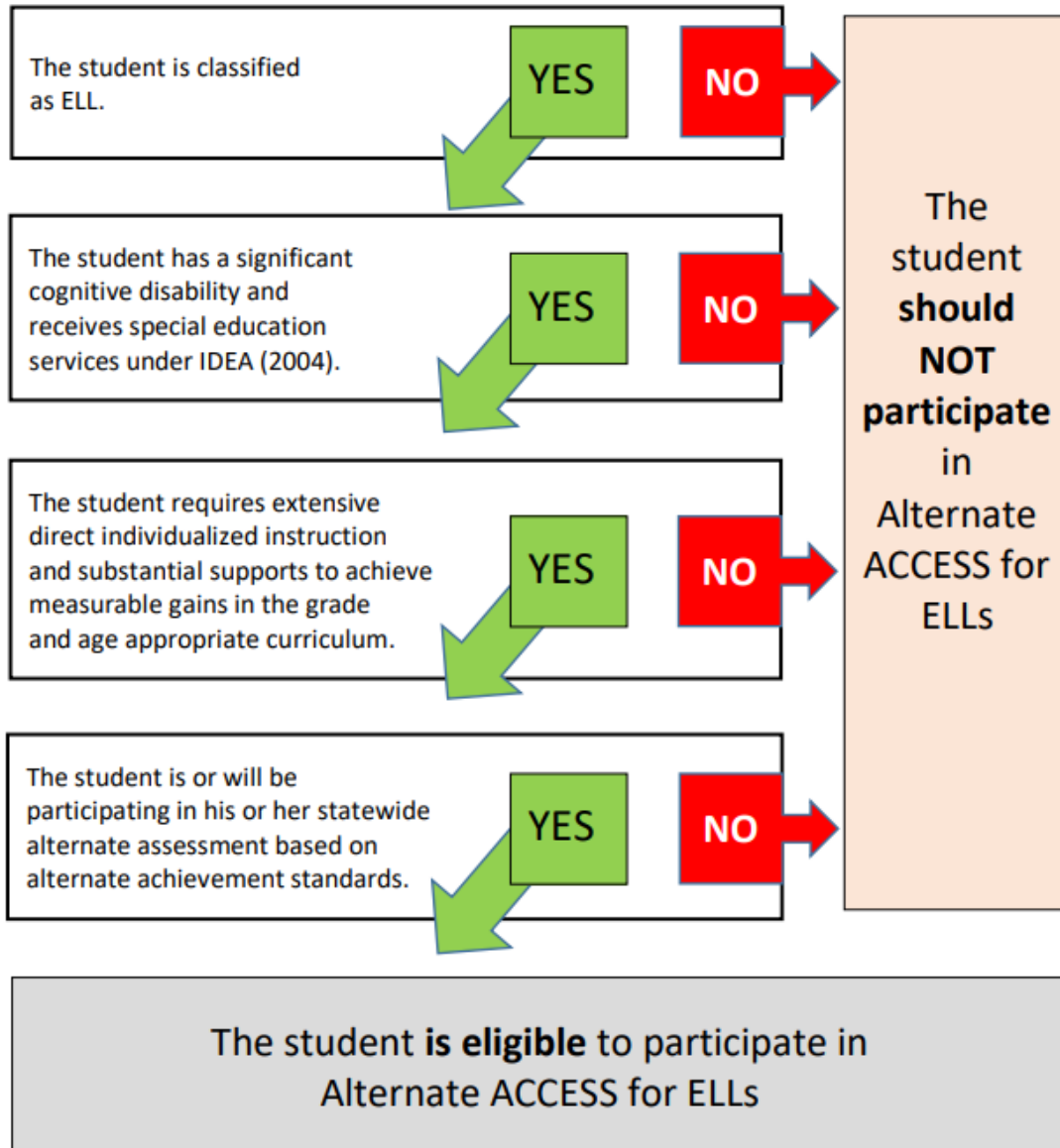
If a student's IEP or 504 Plan identifies the use of a Scribe on the Writing domain of ACCESS for ELLs (grades 1-12) a Unique Accommodation Request (UAR) must be submitted. A UAR is not required for Scribe on the Reading, Listening or Speaking domains.

Be sure to add the IEP or 504 code in WIDA AMS if students are staffed into services after the October data pull.

READ Plans or MTSS plans **do not** qualify for accommodations on ACCESS for ELLs

Districts should set guidelines on who is allowed to update accommodations and Do Not Score (DNS) codes; to ensure accommodations and DNS codes are not inadvertently marked.

Alternate ACCESS for ELLs Participation Criteria Decision Tree



Check with your state education agency for your state's specific participation criteria for Alternate ACCESS for ELLs.

Alternate ACCESS for ELLs is a trademark of the Board of Regents of the University of Wisconsin System, on behalf of the WIDA Consortium.



Student Transfers

District to District Transfers for Online Testing when at Least 1 Domain has Been Completed

ONLY when a student has completed at least 1 domain before moving, the [Student Transfer Form](#) must be filled out and placed in Syncplicity.

Receiving district; **do not** create a record for the student, wait for the student to be transferred.

- 1) The district receiving the student emails Heather and the sending district.

Information to include in email about student transfer request

To: Heather Villalobos Pavia; Sending District DAC

Subject line: STUDENT TRANSFER REQUEST

Body of email: I am uploading a student transfer request to Syncplicity. The student is from _____ district, _____, school and in ____ grade. The last three digits of the student SASID are: ____.

- 2) The sending district must remove the student from remaining test sessions reply all confirming that the student is no longer in their district and available for transfer.
- 3) The receiving district must upload the [Student Transfer Form](#) to the WIDA folder in Syncplicity. (use [online](#) form)

Providing Accurate Student Information (ACCESS for ELLs, Kindergarten, and Alternate ACCESS)

Before Testing

- Students are placed into DRC generated sessions, these are students who were reported and NEP or LEP in grades K-12 in the Student Interchange. Per local decision, these generated sessions are used or other sessions are created.
- You will receive a Pre-ID Label for each eligible student reported in the Student Interchange. This data will be generated from data in the Student Demographic and School Association files in early November
 - If a student is in WIDA AMS and is no longer enrolled in your district or is no longer a NEP or LEP; remove the student from the test session. WIDA AMS does not allow deleting of students; taking the student out of all test sessions will remove the student from the data file
- Paper-based testing, paper materials within Computer-based testing as applicable: write the student's first and last name on the front of the book.
- Review roster and labels – make sure only NEP and LEP students are participating in ACCESS for ELLs testing
- Print off test tickets



During Testing

If a student is in WIDA AMS and is no longer enrolled in your district or is no longer a NEP or LEP

- Remove the student from the test session. WIDA AMS does not allow deleting of students; taking the student out of all test sessions will remove the student from the data file
- **If a label has incorrect information**, the label can still be used information must be corrected in WIDA AMS. The record in WIDA AMS will take precedence during the data validation window.
- **If a student is new and your district participates in SBD**, apply a district school label, bubble all information on the front cover of the student's booklet and the SASID, Date of Birth and Grade on the back cover and then complete the rest of the information during SBD.
- **If a student is new and your district does not participate in SBD (or you prefer working in WIDA AMS over SBD)**, bubble all information on the front cover of the student's booklet and the SASID, Date of Birth and Grade on the back cover and then complete the rest of the information in WIDA AMS.

Before Returning Tests

- Complete box 1 on the front cover of the student's booklet (Date of Testing) with the date that each student completed testing.
 - Apply a label to the correct book
 - Pre-ID
 - Or
 - If the student does not have a Pre-ID label apply a District-School and bubble all of the information on the front cover of the student's booklet and the SASID, Date of Birth and Grade on the back cover. Bubbling the grade is important, the system defaults to the lowest tier grade, and if that does not match the student record the student will not receive an overall composite score.
 - Enter all remaining student information into WIDA AMS or complete during SBD
 - **Books must have a label to be processed for scoring**

Check that there are no stray (student applied) marks in the accommodations section. This is the only area of the bubbling that overrides the label. Marks in the accommodation section on the back of the book override the label because there is no accommodation information in the label.



All Demographic and Accommodation Fields are updated through WIDA AMS

WIDA AMS User Guide, Student Management section page 55.

Student Detail Tab

Field Name	Directions
Administration	Already populated
District	Already populated
School	Already populated
Date of Birth	MUST match information bubbled on book
Grade	Enter correct grade, system defaults to lowest tier grade, if that does not match the student record the student will not receive an overall composite score
Gender	Select gender
District Student ID	If your district uses IDs enter for your records

Accommodations Tab

Accommodation	Listening	Speaking	Writing	Field Test	Reading
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Accommodations are **only** for students who have an **IEP or 504 Plan**. If students without an IEP or 504 use an accommodation(s) their test will be invalidated during SBD.

Accommodations that must be marked before testing begins are Manual Control of Item Audio, Repeat Item Audio, and Extended Speaking Response Time. Use the “Preparing Students for ACCESS for ELLs Online” document to activate practice tests with accommodations (<https://wida.wisc.edu/sites/default/files/resource/Preparing-Students-ACCESS-ELLs-Online.pdf>).

All other accommodations can be marked before or after administration.

Districts should set guidelines on who is allowed to update accommodations and Do Not Score (DNS) codes; to ensure accommodations and DNS codes are not inadvertently marked.

Demographics Tab

Student Detail	Accommodations	Demographics	Do Not Score	Test Sessions
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Field Name	Directions
Ethnicity and Race	Select all that apply
Native Language	Enter the 3 letter CDE home language code found here
Date First Enrolled U.S. School	Enter the first enrolled date
Length of Time in LEP/EL Program	Leave Blank
Title III Status	Mark if yes
Migrant	Mark if yes
IEP Status	Mark if yes
504 Plan	Mark if yes
Primary Disability	Select correct disability from the drop-down menu
Secondary Disability	Select correct disability from the drop-down menu
LIEP Classification	Leave blank, collected in State Defined Optional Data
State Defined <i>Optional</i> Data 10-character string used to provide values for the following: <ul style="list-style-type: none"> • Language Proficiency Status • Language Instruction Program • Continuous in School • Continuous in District • Free or Reduced Lunch Entering this information is not optional (the information we collect here is optional across WIDA)	In position 1 of the 10-character string enter one digit that corresponds to the student's language proficiency status <ul style="list-style-type: none"> • 1: NEP • 2: LEP
	In positions 2 and 3 of the 10-character string enter two digits that correspond to the student's Language of Instruction program <ul style="list-style-type: none"> • 01: English as a Second Language (ESL) or English Language Development (ELD) • 02: Dual Language or Two-way Immersion • 03: Transitional Bilingual Education or Early-Exit Bilingual Education • 04: Content Classes with integrated ESL Support • 05: Newcomer programs • 97: Other • 98: Not in a Language Instruction Program, Parent Choice
	In position 4 of the 10-character string enter one digit that corresponds to the student's Continuously Enrolled in School (since October 1 st) status <ul style="list-style-type: none"> • 1: yes • 0: no
	In position 5 of the 10-character string enter one digit that corresponds to the student's Continuously Enrolled in District (since October 1 st) status <ul style="list-style-type: none"> • 1: yes • 0: no
	In positions 6 and 7 of the 10-character string enter two digits that correspond to the student's Free and Reduced Lunch status: <ul style="list-style-type: none"> • 00: Not Eligible • 01: Free Lunch Eligible • 02: Reduced Lunch Eligible
	Leave positions 8, 9 and 10 of the 10-character string blank.

District Defined <i>Optional</i> Data 10-character string used to provide values for the following: <ul style="list-style-type: none"> • Title 1 • Homeless • Expelled • Gifted and Talented Entering this information is not optional (the information we collect here is optional across WIDA)	In position 1 of the 10-character string enter one digit that corresponds to the student's Title 1 status <ul style="list-style-type: none"> • 1: yes • 0: no
	In position 2 of the 10-character string enter one digit that corresponds to the student's Homeless status <ul style="list-style-type: none"> • 3: yes and in custody of parent/guardian • 4: yes and not in custody of parent/guardian • 0: no
	In position 3 of the 10-character string enter one digit that corresponds to the student's Expelled status <ul style="list-style-type: none"> • 1: yes • 0: no
	In position 4 of the 10-character string enter one digit that corresponds to the student's Gifted status <ul style="list-style-type: none"> • 1: yes • 0: no
	Leave positions 5 -10 of the 10-character string blank

ACCESS for ELLs - SBD information: file layout: https://www.cde.state.co.us/datapipeline/per_access-ell

Do Not Score Tab

Do not use Do Not Score codes for students who should not participate in ACCESS for ELLs (only students who are NEP or LEP participate in ACCESS for ELLs). Removing ineligible testers from test sessions will remove the record from your final file. Marking their record with a Do Not Score code will keep them in your file.

Student Detail	Accommodations	Demographics	Do Not Score	Test Sessions								
<table border="1"> <tr> <td>Listening Gr 4-5</td> <td>Reading Gr 4-5</td> <td>Speaking Gr 4-5</td> <td>Writing Gr 4-5</td> </tr> <tr> <td>Do Not Score</td> <td></td> <td></td> <td></td> </tr> </table>					Listening Gr 4-5	Reading Gr 4-5	Speaking Gr 4-5	Writing Gr 4-5	Do Not Score			
Listening Gr 4-5	Reading Gr 4-5	Speaking Gr 4-5	Writing Gr 4-5									
Do Not Score												

ABS: Indicates the student was absent for a domain of the test but was present for at least one other domain. Fill in the appropriate boxes for the domain the student did not take. Students should be tested on any missing domains if they return to school any time during the available testing window. This code should only be used if the student is not present to complete the test for the entire remaining testing window.

INV: Indicates that even though a student may have completed some or all of the test items, the testing was not valid, and no score should be reported for that domain. For example, this code can be used when there are inappropriate testing practices or there is a test administrator error. Do not use this to indicate students who were redesignated before the testing window, those students should be removed from the test session which will remove them from your data files.



DEC: Indicates a student refused to test after their test session has been started. A student cannot opt-out of the English language proficiency assessment.⁷ This indicator is typically used when a student will not participate; even after the test administrator has made several attempts to engage the student in the assessment. *(In Colorado, typically this is when a student is present during testing and was administered the test, but did not participate.)*

SPD: In Colorado, this code can be used for the following:

- a. For both the general and alternate versions of ACCESS for ELLs, it may be used for students who withdrew from the school/district during the testing window after starting the assessment (the school or district was unable to transfer the book or online record to another school or district to complete the test on the same record)
- b. It is used to indicate that a student was administered one or more domains on the ACCESS for ELLs but should have been administered the Alternate ACCESS for ELLs. Once test administration is corrected and the student is administered the Alternate ACCESS for ELLs, any domains that were taken on ACCESS for ELLs need to be invalidated using SPD.

Materials Management

Depending on the district, and school policy, not all Test Administrators will be responsible for initially labeling and/or bubbling booklets. **However, it is the responsibility of all Test Administrators and Test Coordinators to ensure that correct and complete information is either labeled or bubbled on each student booklet.** Please check in with your DAC for more information on who is responsible for each task related to materials management in your state.

To ensure all booklets have the detailed and necessary information needed to score, all Test Administrators must adhere to the following:

- **Prior to Administration**
 - Review labels to ensure all student information is accurate
 - Review roster to ensure only NEP and LEP students are participating in ACCESS for ELLs
 - Print/distribute test tickets
 - Distribute the test booklets or test tickets as applicable, to the correct test administrators
- **During Administration**
 - Test administrators distribute the test booklets or test tickets as applicable, to the correct students.
 - **Verify** that students have been given the correct test ticket or their assigned booklet.
- **Immediately Following Administration**
 - Collect all material from all students.
 - TAs return test materials to the SAC
 - Shred test tickets
 - Review student test booklets once more for any errors or discrepancies in student information.
 - Complete labeling and bubbling
 - Confirm all necessary fields are completed and all necessary labels are correctly adhered to student test booklets.
 - Ensure all booklets are in proper condition to be returned, with no loose or damaged pages.
 - Return test materials to DAC or store the booklets in a secure area until they can be handed over to the DAC.

⁷ Colorado Revised Statutes, 22-7-1013(8)(a-c) only allows for parental excusal from state assessments in the instructional areas of English language arts, mathematics, science, and social studies.



Failure to address incorrect, missing, or incomplete booklet information and labels may result in no student score.

Test Materials

Depending on the type of ACCESS for ELLs assessment you are administering, you need different types of testing materials, such as student test booklets or test tickets. Please refer to your specific assessment within Part 2 of the Test Administration Manual for a full list of the materials you can expect to receive from the Test Coordinator before test administration.

Test Booklet Labels

Three types of labels may be affixed onto a student test booklet: Pre-ID, District/School, or Do Not Process.

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

Pre-ID Labels (White)

Pre-ID Labels contain the name, grade, and other pertinent information about individual students, as well as district and school information. The barcode on the label indicates that the test booklet should be processed and scored for the student whose name is printed on the label. These labels eliminate the need to complete the demographic pages on the front and back cover of the test booklet. **Please note that booklets with a Pre-ID Label must still have the date of testing bubbled in on the front cover.**


20XX-20XX WIDA ACCESS for ELLs 2.0			
Name:	STUDENT, SAMPLE		
District:	<State>01 SAMPLE DISTRICT		
School:	0010 SAMPLE SCHOOL		
Grade:	11	Gender:	M
		Birth Date:	10/09/1927
Student ID's-	State:	XXXXX0000X	District: XXXXX0000X
			
P519999		10150069	4
140000			24/06/20xx

Figure 1. Sample Pre-ID Label

District/School Labels (Yellow)

District/School Labels only contain the district- and school-specific information. If a student who needs to test does not receive a Pre-ID Label, a District/School Label must be affixed and the demographic pages on the front and back cover of the test booklet must be completed, following the directions in the next subsection, completing the Demographic Information. The label contains a barcode that indicates the test



booklet should be processed and scored for the student whose information is bubbled on the demographics page.

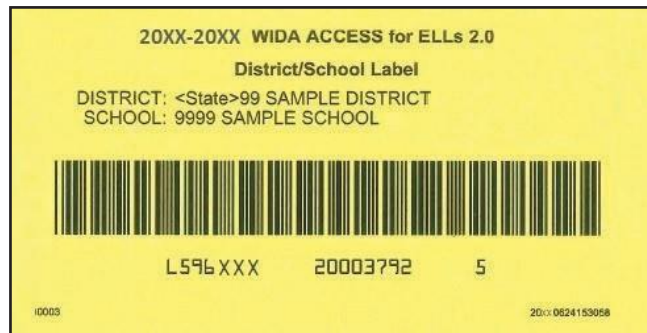


Figure 2. Sample District/School Label

Do Not Process Labels (White with Orange Stripe)

The Do Not Process Label contains a barcode that indicates the test booklet should not be processed. Do Not Process Labels are supplied for use on test booklets that are damaged or should not be processed. Test booklets that have a Do Not Process Label will be processed as blank even if there are student responses inside.

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

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

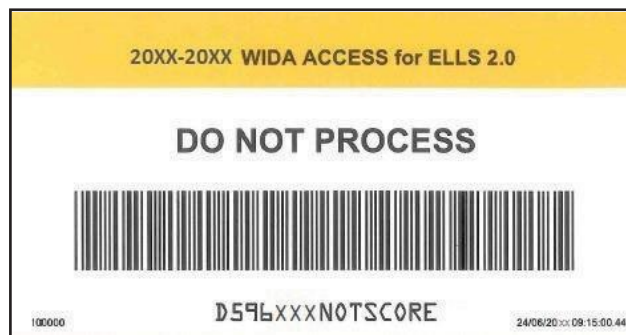
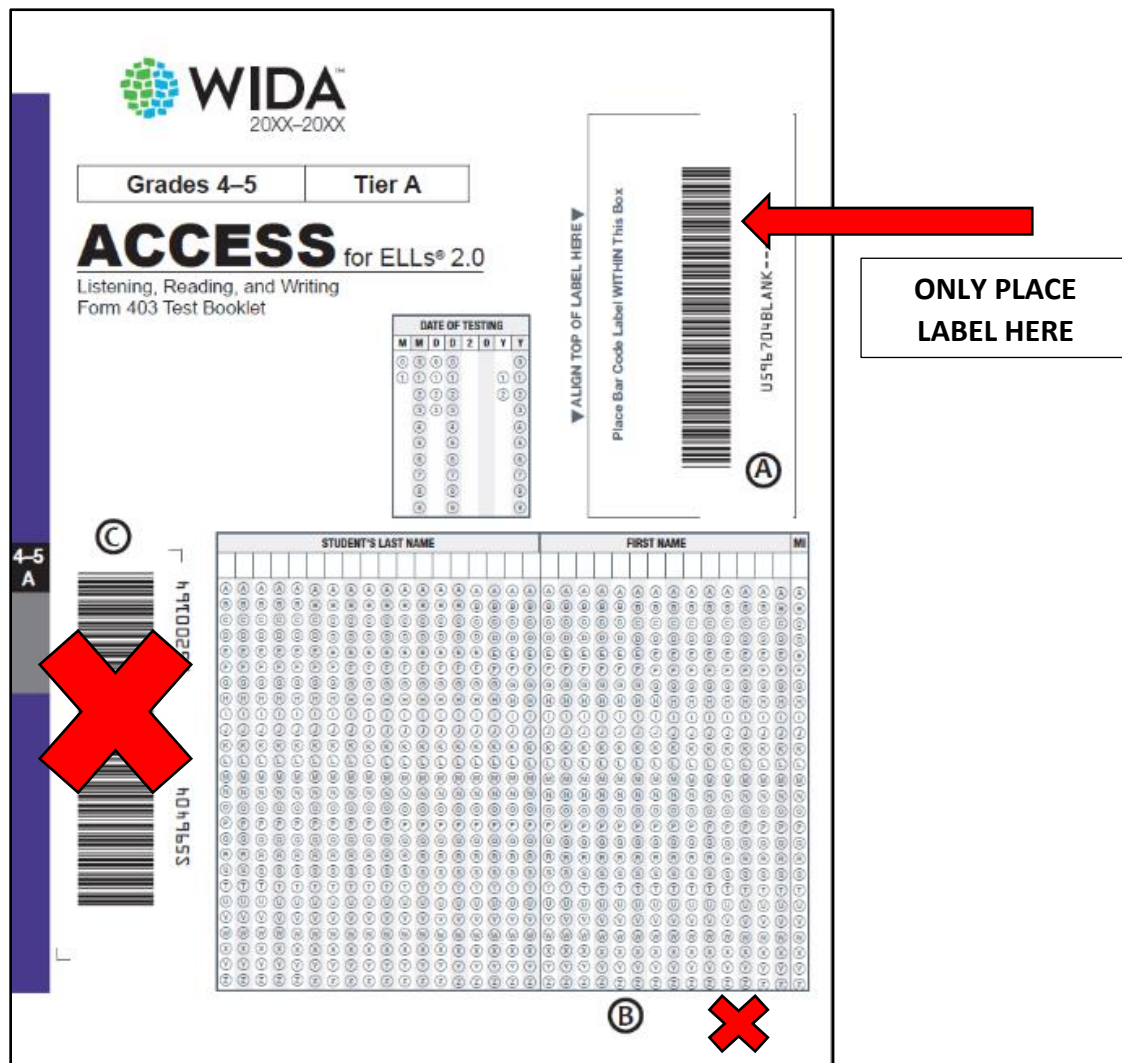


Figure 3. Sample Do Not Process Label

Label Placement



WIDA™
20XX-20XX

Grades 4-5 Tier A

ACCESS for ELLs® 2.0
Listening, Reading, and Writing
Form 403 Test Booklet

DATE OF TESTING
M M D D Z Z Y Y
1 2 3 4 5 6 7 8 9 0

Place Bar Code Label WITHIN This Box
U5916704BLANK--

ALIGN TOP OF LABEL HERE

4-5 A

STUDENT'S LAST NAME FIRST NAME MI

556L404

4PT0028

4049655

ONLY PLACE LABEL HERE

(A)

(B)

(C)

Figure 4. Test Booklet Cover Showing Where to Affix Labels

Please follow these steps:

- If using a Pre-ID Label, apply the label to box marked (A) and begin testing.
- If no Pre-ID Label, apply District/School Label to the box marked (A) and bubble **all front cover information** and the **SASID, Date of Birth and Grade** on the **back of the book**.
- If a USED test booklet should not be processed, apply a DO NOT PROCESS Label to box marked (A) and return to DRC.
- **DO NOT** apply any labels to areas marked (B) or (C).



Preparing Test Materials for Return

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

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

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

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

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



Common Errors and Unique Situations when Preparing Materials for Return

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

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

Follow these procedures for damaged booklets.

1. Transcribe the student's responses into a new test booklet. (See the Accessibility and Accommodations Supplement for guidelines on transcription.)
2. Apply a yellow District/School Label to the new test booklet.
3. Complete student demographic information on the new test booklet using the Completing Demographic Information section of this manual.
4. Place an orange Do Not Process Label on the damaged booklet.
5. Return both the damaged booklet and the transcribed booklet to the Test Coordinator.

If a booklet is soiled by bodily fluids (e.g., blood, vomit), it should be transcribed; however, these should not be returned to DRC. Follow these procedures for soiled booklets.

1. Transcribe student responses to a new test booklet. (See the Accessibility and Accommodations Supplement for guidelines on transcription.)
2. Apply a yellow District/School Label to the new test booklet.
3. Complete student demographic information on the new test booklet using the Completing Demographic Information section of this manual.
4. Document the security barcode of the soiled booklet and notify the Test Coordinator.
5. Document the soiled booklet in the Materials Accountability Form in WIDA AMS.
6. Securely destroy the soiled booklet according to local district biohazard protocols.

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

Issue	Solution
No student label on a booklet	<p>Obtain a label from your Test Coordinator and ensure it is correctly affixed to the front of the student test booklet. Bubble in student demographic information as needed.</p> <p>Every used student booklet must have a Pre-ID or District/School Label or it will not be processed for scoring.</p>

Issue	Solution
District/School Label, but demographic information not bubbled	<p>Use a number 2 pencil to complete student demographic information on the front and back of the test booklet. If you do not have access to some of the needed information, contact the Test Coordinator.</p> <p>If a District/School Label is used, the demographic pages on the front and back cover of the test booklet must be completed. You must fill in this information accurately; errors may result in incorrect, or no reporting of scores for the affected students.</p>
Pre-ID Label crossed out	<p>Note: You cannot edit the Pre-ID Label by writing on it.</p> <p>If the barcode is crossed out, obtain a yellow District/School label and place it over the Pre-ID label. Use a number two pencil to complete student demographic information on the front and back of the test booklet. If you do not have access to some of the needed information, contact your Test Coordinator.</p> <p>If the barcode has no marks on it and it can be scanned, contact your Test Coordinator for information to be corrected in WIDA AMS Student Management. For detailed information on editing Pre-ID data in WIDA AMS, please review the WIDA AMS User Guide.</p>
Pre-ID Label applied and demographic information bubbled (except for the date of testing, accommodations, and Do Not Score codes)	<p>The demographic information embedded in the Pre-ID Label supersedes student information bubbled on the booklet.</p> <ul style="list-style-type: none"> • If the Pre-ID Label is incorrect, you may still use the label. Please contact the DAC or SAC for information to be corrected in the WIDA AMS Student Management. • If the information on the Pre-ID Label is correct, return the document as is.

Issue	Solution
<p>Do Not Process Label placed incorrectly</p>	<p>The Do Not Process Label should be applied in the box on the upper right-hand corner of the front of the test booklet. If a Pre-ID or District/ School Label is already in that box, apply the Do Not Process Label directly over the top of it.</p> <p>If a Do Not Process Label has been placed on a booklet that should be scored, affix a Pre-ID or District/School Label over the incorrect Do Not Process Label, and bubble in demographic information as applicable.</p> <p>NOTE: Do Not Process is not the same as Do Not Score (field 23 of booklet cover). A Do Not Process Label prevents any processing and the student will not receive a report. Students with Do Not Score marked in field 23 must be processed to receive a report without scores in the domain(s) marked.</p>



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