

ACCESS for ELLS®
Assessment Reference Guide

Grades K - 12



Office of Research, Planning and Accountability

January 2011

The Assessment Reference Guide has been developed by the Office of Research, Planning and Accountability to assist in the administration and security of the ACCESS for ELLS®. It provides information on security and administration requirements. Specific directions for the administration are included.

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Background

As part of the federal regulations, all ELL students in grades K-12 must be assessed on their knowledge of the English language. In Rhode Island this is accomplished through the ACCESS for ELLS®.

The Assessment

ACCESS for ELLS® was developed through the efforts of the World-Class Instructional Design and Assessment (WIDA) Consortium. WIDA is a partnership among fifteen states focused on creating and implementing standards and equitable educational opportunities for English language learners.

ACCESS for ELLS® is a standards based assessment that addresses English language proficiency for English language learners. The goal of the assessment is to allow students to demonstrate their level of proficiency through performance indicators which are incorporated within the WIDA standards.

ACCESS for ELLS® assesses student performance in both social and academic English by testing the following six content areas: Social and Instructional Language; Instructional Language; the language of English Language Arts, Mathematics, Science and Social Studies.

The test forms are divided into five grade-level clusters: Kindergarten, 1-2, 3-5, 6-8 and 9-12. Each grade level cluster with the exception of Kindergarten has three test forms or tiers which reflect the continuum of English language development: (Tier A, Tier B and Tier C). The Kindergarten test consists of one form only.

ACCESS for ELLS® consists of the following:

- *Listening and Reading*: multiple choice items
- *Writing*: constructed-response items
- *Speaking*: answers to short-answer questions

Administration Time

Administration time is as follows:

Kindergarten	40–50 minutes
Listening*	20-25 minutes
Reading*	35-40 minutes
Writing	Up to 60 minutes
Speaking	15-30 minutes

*Listening and Reading are administered together.

Who Takes ACCESS for ELLS®

All English Language Learners in Program in grades K through 12 who are enrolled in Rhode Island schools must participate in testing. In addition, students who were eligible for either Bilingual or English as a Second Language (ESL) placements but were signed out of such a placement by their parents will be tested.

Qualifications for Test Administrators

Staff that will be administering ACCESS must meet certain requirements. What follows is a description of what is required and how test administrators should proceed.

If you have been trained on the administration of the Group Subtests in Listening, Reading and Writing all you need to do is re-take and pass the Speaking Quiz.

Here's how:

1. Go to the WIDA site at www.wida.us/assessment/ACCESS/index.aspx. At the top right hand side of the page you will see the log in prompt. Log in and select the option to take the Speaking Subtest. If you have forgotten your password or user name, assistance is provided by WIDA or you may contact Sandy Rainone.
2. You must score at least an 80 to pass. If you do not pass you must retake the test.
3. Complete the re-certification process by January 12th.

If you have never received training to administer ACCESS:

1. Contact Sandy Rainone so that a test administrator training account can be created for you.
2. Review the two options available which are listed below.
3. **Speak** with your principal to determine which option s/he supports for you.

Option One: Register for a RPA training session on Survey Monkey at https://www.surveymonkey.com/s/ACCESS_Workshop.

Sessions are two hours long and include how to administer ACCESS and certification for the Speaking Subtest. One session is available after school. There will be no stipend for that session.

Or

Option Two: Go to the Office of RPA site on the Providence School Department web page at

http://www.providenceschools.org/assessments/access_docs/index.htm. There you will find two video training sessions. These sessions take approximately 40 minutes each to complete. Power point presentations are also available. After you have completed the sessions, log on to the WIDA site to take the Speaking Quiz.

Here's how:

1. Go to the WIDA site at www.wida.us/assessment/ACCESS/index.aspx. At the top right hand side of the page you will see the log in prompt. Log in and select the option to take the Speaking Subtest. If you have forgotten your password or user name, assistance is provided by WIDA or you may contact Sandy Rainone.
2. You must score at least an 80 to pass. If you do not pass you must retake the test.
3. Complete the re-certification process by January 12th.

Training

District-level training/support: The District will provide principals with background and administration protocols. Test security protocols and documentation will also be outlined. A power point presentation will also be provided.

Building-level training/support: The principal and/or test coordinator is required to hold training informing staff of the test schedule, procedures and responsibilities and answer questions about testing procedures. Documents included in this protocol are provided for that purpose.

Testing Schedule and Timeline

ACCESS for ELLS® will be administered from January 19, 2011 to February 11, 2011.

Administration Dates

Elementary and Middle Schools:

Wednesday January 19: Reading and Listening Group Tests
 Thursday January 20: Writing Group Test, Make-up Reading or Listening Tests
 Friday January 21– February 11: Speaking Subtest and Group Make-up tests

High Schools

Thursday January 20: Reading and Listening Group Tests
 Friday January 21: Writing Group Tests, Make-up Reading or Listening Tests
 Monday January 24–February 11: Speaking Subtest and Group Make up tests

Procedure for Returning Materials

Tests are to be returned to the Office of Research, Planning and Accountability (Office of RPA) at Central High School, room 105 beginning **Friday, February 11, and through Thursday, February 16**. Be sure to check the *Schedule for Returning Materials* found on the following page for your appointment to return test materials. All materials will need to be secured in the school building until that day and time using the double lock method. **All materials including administration manuals and unused test booklets must be returned.**

Before delivering the materials, check all test booklets to confirm that test booklets without labels have all necessary information gridded in. Materials are to be packaged per the directions provided to schools by MetriTech.

The person delivering materials **must be able to remain** until all materials are checked. That person will be responsible for contacting the school for information and completing the test booklets as needed. Also, if materials are not packed correctly, that person will assist with the final packing.

Timeline

January 13, 2011

- *Test Plan* must be completed and submitted on Survey Monkey
- *Out-Placed Student Form* completed /faxed to Office of RPA at 278-2842

Beginning January 12, 2011: Delivery of test materials to schools begins.

- Upon delivery, inventory materials received against enclosed security checklist.
- *Complete the Certification of Receipt and Security* and fax to Office of RPA at 278-2842 by January 19.
- The Office of RPA will send your school an ***Authorization to Begin Testing*** form as soon as all required documents are completed and approved. **Testing may not begin until schools receive authorization.**

January 19, 2010 – February 11, 2011: Test Administration, Make-up Testing and Packaging for Scoring

February 11 - February 16, 2011

- Complete and fax *Students Not Taking/Completing the 2011 ACCESS for ELLS® Assessment* form to 278-2842.
- Return all test materials to Central High, room 105, at appointed time.

February 17, 2011: Materials pick-up by MetriTech

SCHEDULE FOR RETURNING MATERIALS

FRIDAY, FEBRUARY 11, 2011

9:00 AM	ML King, Kennedy
9:30 AM	Times2
10:00 AM	Gregorian, Pleasant View
10:30 AM	Bailey
11:00 AM	Greene, PCTA
11:30 AM	Webster, Bridgham

MONDAY, FEBRUARY 14TH, 2011

9:00 AM	Williams
9:30 AM	Fogarty
10:00 AM	Carnevale
10:30 AM	Stuart
11:00 AM	Kizirian
11:30 AM	West
1:00 PM	Fortes, Fortes Annex
1:30 PM	Reservoir
2:00 PM	Spaziano, Hopkins
2:30 PM	Veazie

TUESDAY, FEBRUARY 15TH, 2011

9:00 AM	Messer, West Broadway
9:30 AM	E-Cubed
10:00 AM	Lauro, Flynn
10:30 AM	Lima, Lima Annex
11:00 AM	Sackett
11:30 AM	D'Abate, Windmill
1:00 PM	Alvarez, Woods, Young
1:30 PM	Del Sesto
2:00 PM	Bishop

WEDNESDAY, FEBRUARY 16TH, 2011

9:00 AM	Central
9:30 AM	Hope Arts, Hope Technology
10:30 AM	Mt. Pleasant
11:30 AM	PAIS, HSTA
1:00 PM	Broad Street

DISTRICT SECURITY PLAN
ACCESS for ELLS® Administration

1. Office of Assessment delivers all testing materials to schools.
 - School personnel count the number of boxes/envelopes delivered and sign the *Inventory Packing List*.
2. All materials moved immediately to a secure double locked storage area.
3. Principal/test coordinator or designee inventory materials and verify against the *School Packing List*.
 - Any discrepancy is reported to the District test coordinator.
 - Principal/test coordinator signs the *Certification of Receipt and Security* form and faxes to 278-2842 by the end of the day on Wednesday, January 18.
 - All materials maintained in secure double locked storage area.
4. Principal/test coordinator checks material inventory against school enrollment and secures additional materials from District test coordinator as needed.
5. Principal/test coordinator verifies all test administrators have been trained and certified and ensure that test administrators have a copy of the *ACCESS for ELLS® Guidelines for Accommodating English Language Learners with Disabilities*.
6. Principal/test coordinator organizes materials in class sets for distribution to test administrators. Materials issued to each administrator are recorded on the *Materials Record Form*.
8. Principal/test coordinator ensure that all test administrators have signed the *Agreement to Maintain Confidentiality* and are familiar with the test administration before issuing secure test materials. Materials are issued to test administrators on the first morning of testing.
9. Test Administrator verifies the number of student booklets and signs the *Materials Record Form* acknowledging receipt.
10. Test administrators place materials in a secure double locked area until the actual time for use.
11. Test administrators properly follow all procedures for test.
12. Return materials to a secure location when not in use during testing window.
13. Principals/test coordinator must verify that materials are kept secure during testing.
14. When all testing (including make ups) have been completed, principal/test coordinator
 - physically counts the student booklets received from Test Administrators to verify the count listed on the *Materials Record Form*.
 - checks each student booklet to be sure demographic information has been entered correctly.
 - physically inventories all non-scorables received from Test Administrators and checks off against the *Materials Record Form* to verify receipt.
15. All materials must be kept secure until materials are returned to district staff during scheduled appointment.
16. Principal/test coordinator packages all materials according to the directions provided by Metri-Tech.
17. Principal/test coordinator complete, sign and include the *2011 ACCESS for ELLS® Test Materials Inventory Worksheet* when returning, at the school's scheduled time, all test materials. Be sure to include all *Agreement to Maintain Confidentiality* forms.

Certification of Receipt and Security of 2011 ACCESS for ELLS®

I, _____, do hereby certify that I have received and secured the following **ACCESS for ELLS®** test booklets. The levels and numbers of booklets are as follows:

Grade	Student Test Booklets			Teacher Manuals			Picture Cue Booklets
	Tier A	Tier B	Tier C	Tier A	Tier B	Tier C	
K							
1-2							
3-5							
6-8							
9-12							

I can affirm that access to **ACCESS for ELLS®** testing materials will be limited solely to selected teachers during the designated testing window and that no other members of my staff or parties external to my building may gain access to the **ACCESS for ELLS®** materials without my expressed knowledge and/or consent. I can affirm that with the completion of the annual assessments, all process and non-process materials will be counted, packaged and returned to 70 Fricker Street. I understand that these security measures are necessary so that the impartiality and integrity of this test instrument is not compromised.

Principal/Administrator

School/Building

Date

Please complete this form by January 18, and fax to 278-2842.

Providence Public Schools

2011 ACCESS for ELLS® Authorization to Administer Testing

The District requires each school to submit specific information prior to the administration of Rhode Island's ACCESS for ELLS® testing. Each of the following required pieces of information are reviewed and approved based upon standardized testing protocol.

_____ has submitted the following:
(Name of school)

- Signed copy of the *Certification of Receipt and Security form* acknowledging receipt of all testing materials
- Test Plan and Test Schedule*
- Out-Placed Student Form*

-
- The school is missing required information and is not authorized to begin testing. Please submit the missing information for approval.
 - The school is **authorized** to begin administration of the ACCESS for ELLS® on Wednesday January 19th, 2011.

Signature of Designated Individual

Date

PROCEDURE FOR HANDLING TESTING IRREGULARITIES

2011ACCESS for ELLS® Administration

Should an irregularity occur during testing, the school test coordinator should do **all** of the following:

- report the irregularity to the principal,
- call the District test coordinator with a report of the irregularity, and
- complete the *Testing Irregularities Documentation Form* attached and fax to the Office of Research, Planning and Accountability before the end of the day.**

The District test coordinator will do the following:

- respond to the issue and give appropriate guidance.

**Office of Research, Planning and Accountability
Testing Irregularities Documentation Form**

If you become aware of a testing irregularity at any time during the testing window, immediately contact the Office of Research, Planning and Accountability at 456-9128 to explain the details of the irregularity. Provide written documentation using this form and fax to 278-2842.

School Test Coordinator Name _____

Please list all parties involved (use additional sheets of paper if needed):

Test Examiner or Other Personnel: _____

Test Examiner or Other Personnel: _____

Test Examiner or Other Personnel: _____

Student Name: _____ 10 Digit Sasid _____

Student Name: _____ 10 Digit Sasid _____

Student Name: _____ 10 Digit Sasid _____

Irregularities (select all that apply):

Security Procedures

- Examinee was give access to test questions prior to testing.
- Test Examiner or other personnel copied or reproduced and distributed secure test materials.
- Test Examiner or other personnel coached examinee(s) during testing.
- Test Examiner or other personnel altered or interfered with examinee's response in some way.
- Test Examiner or other personnel made responses available to examinee(s)

- Test Examiner or other personnel failed to follow security regulations for distribution and/or return of test materials, before, during, or after testing, resulting in a breach of security.
- Test Examiner or other personnel used or handled the test materials for a purpose other than test administration.
- Examinee cheated.
- Other (please explain)

Test Administration

- Test Examiner or other personnel failed to follow administration directions for the test.
- Examinee's test booklet or answer booklet became lost.
- An interruption occurred during testing that resulted in examinee(s) being forced to leave the classroom.
- Examinee was exposed to teaching aide in the environment (i.e., a bulletin board containing relevant instructional materials during testing).
- Other (please explain)

Test Incident

- Defective pages-pages missing or out of sequence
- Fire Drill-building fire alarm goes off during testing.
- Construction noise outside the building.
- Other (please explain)

Roles and Responsibilities of the Principal Test Coordinator

Upon Receipt of Materials District and School Test Administration Manual

- Read and become familiar with all procedures in the *District and School Test Administration Manual*.
- Inventory and secure all materials immediately upon their arrival.
- Immediately report any discrepancy or need for additional materials to the district assessment coordinator.
- Save packing cartons for return shipping.**

Prior to Testing Period

- Maintain testing security prior to and during testing.
- Count out booklets for each grade and tier as appropriate for your school.
- Verify information on pre-id labels. Apply accurate pre-id labels to appropriate student booklets; discard labels with incorrect information.
- Ensure all tests have correct demographic information through either the pre-id label or hand-entered information
- If a label has been placed on a booklet in error, void the label per instructions in the *District and School Test Administration Manual*.
- Make sure that the test administrator has signed the *Agreement to Maintain Confidentiality* before issuing secure test materials.
- Keep one copy of all completed security forms and return the original to the District Test Coordinator with the secure test materials.
- Emphasize to test administrators that all testing materials are secure, must be accounted for and may not be duplicated and must remain secure and confidential
- Ensure that all test administrators have sufficient pencils for students participating in testing.
- Ensure that Test Administrators become familiar with procedures in *Test Administration Manual*.

Distribution of Materials

- Materials may not be distributed prior to the District testing dates.
- When distributing materials, have all Test Administrators count and verify all assigned materials.
- Remind Test Administrators that materials must remain secure and confidential when not testing.

During Testing

- Be available to answer questions.

After Testing

- Count and verify all materials collected from test administrators
- Confirm that each test booklet has the correct pre-id label.
- Confirm that booklets without pre-id labels have been correctly gridded.
- Complete the Grade/Header Sheet for each grade and tier and place directly on top of the test booklets. Repeat for each grade: one grade and one header sheet. Copies of the Grade/Header Sheet may be made if needed.
- Be sure to return all original security agreements to the District Coordinator with the secure test materials.

Packaging Materials

- Use the *Unused & Non Scorable Testing Materials* sheet as a header for other materials to be returned:
 - ✓ All supplied Test Administrator's Scripts and Speaking Flip Charts
 - ✓ All unused Test Booklets and Voided Test Booklets
- Be sure that all completed booklets that should not be scored have "VOID" written across them.
- Pack all materials following the exact directions provided by WIDA.
- Be sure all materials have been inventoried and the "Inventory Sheet" has been completed and packaged with the materials at the top of the first box. Use the original boxes to pack the materials.
- Return materials to Office of RPA, Central HS at the time provided in the return schedule.

Preparing for Testing: Dos and Don'ts for Test Administrators

Do

Prior to testing:

- become certified by completing and passing the on-line assessment.
- become familiar with all procedures in *Test Administration Manual*.
- meet with other test administrators to discuss procedures, test accommodations for ELLs with disabilities and ensure accommodations are provided.
- carefully count all materials received and sign the *Materials Record Form*. Report discrepancies immediately.
- read and sign the *Agreement to Maintain Confidentiality* form.
- ensure that all student id labels are correct and placed in the appropriate location on the test booklet.
- maintain test security using the double lock method: materials must be in a locked closet or cabinet in a locked room.
- secure additional materials needed for testing (#2 pencils, scratch paper, etc.) prior to testing. See your principal/test coordinator for additional materials.
- follow exactly all administration directions.

During the test:

- post a "Testing-Please Do not Disturb" sign on the classroom door.
- administer tests according to the directions in the *Test Administrator Manual*.
- be sure that students clearly understand directions before testing begins.
- walk around the room to be sure students are marking answers in the correct section and that they have not returned to the previous section.

After Testing (each session):

- collect a student booklet from all students after each session of testing.
- attach an explanatory note to each student booklet that needs special handling and place this material on top of your stack of test materials.
- follow your school's *Test Plan* for administering make-up testing protocol.
- inform the principal/test coordinator of any problems that occur during testing.

Do not:

- administer a test without having been trained in proper test procedure.
- have content-related instructional materials displayed in the testing room.
 - ✓ Charts, diagrams and posters should not be visible.
 - ✓ Reference material should not be used.
- copy tests, allow anyone to copy tests or make notes about the content or use test materials to prepare students.
- allow anyone to see tests before they are administered.
- allow students to intentionally damage test materials.
- give students the answer or clues to the answer to a test question.

Sample Parent Letter

school letter head]

Sample Parent Letter

[date]

Dear Parents:

From January 19 to February 11, our English language learners in grades K through 12 will take the Assessing Comprehension and Communication in English State-to-State for English Language Learners (ACCESS). The purpose of this letter is to give you an understanding of the test. It will also give you a few ideas for helping your child to do his/her best on this test.

Students will be tested for English language skill with a focus on speaking, listening, reading and writing. The ACCESS test is an important test. It provides useful information about your child's progress in learning English. The test helps both parents and schools see how well we are helping students meet standards in learning language.

The most important thing that you can do for your child during testing is make sure that he/she comes to school on the days they have tests. Making up a missed test means time out of class and losing important learning time that cannot be made up. In addition to attendance, your child will do his/her best on the tests if they:

- take the tests seriously and give his or her best effort,
- get to bed early the night before to be well-rested on the day of the test,
- have a good breakfast on the morning of the test,
- come to school on time.

This testing is very important for your child, the (your school name here), and the Providence Public School District. Let's do everything in our power to help our children succeed and feel good about themselves for a job well done!!

Thank you for supporting your child and our school during this test. Please call if you have any questions.

Sincerely,

Principal

[signature]

[principal name]

[school letter head]

[date]

Estimados padres:

Del 19 de enero al 11 de febrero, nuestros estudiantes aprendiendo inglés, en los grados K-12, estarán tomando el examen de Evaluación de Comprensión y Comunicación del Inglés de Estado-a-Estado, para Estudiantes Aprendiendo Inglés (Assessing Comprehension and Communication in English State-to-State for English Language Learners o ACCESS). El propósito de esta carta es darles un entendimiento del examen. También les dará algunas ideas para ayudar a su niño(a) para que obtenga los mejores resultados. Los estudiantes serán evaluados en sus habilidades en el idioma inglés, con un enfoque en cómo lo hablan, escuchan, leen y escriben. El examen de ACCESO es importante. Este proporciona información útil sobre el progreso de su niño(a) en el aprendizaje del inglés. El examen ayuda a los padres y las escuelas, a ver cómo les están ayudando a los estudiantes cumplir con los estándares de aprendizaje del idioma.

Lo más importante que usted puede hacer por su niño(a), durante el examen es asegurarse que él/ella vaya a la escuela los días que tiene examen. Retomar exámenes significa que estará fuera de clases y perderá un tiempo de aprendizaje que no podrá recobrase. Además de la asistencia, su niño(a) obtendrá mejores resultados en los exámenes, si:

toma los exámenes seriamente y pone su mejor esfuerzo,
se acuesta temprano la noche anterior, para estar bien descansado el resto del día,
toma un buen desayuno la mañana del examen,
llega a la escuela a tiempo.

Este examen es muy importante para su niño(a), la **(your school name here)** y el Departamento Escolar de Providence. ¡Hagamos todo lo que esté en nuestro poder para ayudar a que nuestros niños(as) tengan éxito y se sientan bien de si mismos por un trabajo bien hecho!

Gracias por apoyar a su niño(a) y a nuestra escuela durante los exámenes. Favor de llamarnos si tiene alguna pregunta.

Sinceramente,

Director(a)

Sinceramente,

[signature]

[principal name]

2011 ACCESS for ELLS® Request for Additional Materials

If you are in need of additional test materials please contact Sandy Rainone at 456-9128. Complete this form and bring it with you to verify the additional materials ordered have been received.

Student Test Booklets			
Grade	Tier A	Tier B	Tier C
K			
1-2			
3-5			
6-8			
9-12			
Teacher Manuals			
Grade	Tier A	Tier B	Tier C
K			
1-2			
3-5			
6-8			
9-12			
Grade	Picture Cue Booklets		
K			
1-2			
3-5			
6-8			
9-12			

Distributed By: _____ Date _____

Received By: _____ Date _____

Materials Record Form – 2011 ACCESS for ELLS® Assessment

Due to the fact that all test materials must be accounted for at all times, for the duration of test administration this form is to be signed by the Test Administrator and the Test Coordinator any time a transfer of test materials occurs. The Test Administrator must sign out the materials listed on this sheet and the Test Coordinator (or designee) must sign the materials back in at the conclusion of each day's testing. One copy should be used for each Test Administrator.

Name of Test Administrator:

DATE									
Materials	# of Items	To Administrator	To Coordinator	To Administrator	To Coordinator	To Administrator	To Coordinator	To Administrator	To Coordinator
Student Booklets									
Picture Booklets									
Teacher Manuals									

DATE									
Materials	# of Items	To Administrator	To Coordinator	To Administrator	To Coordinator	To Administrator	To Coordinator	To Administrator	To Coordinator
Student Booklets									
Picture Booklets									
Teacher Manuals									

DATE									
Materials	# of Items	To Administrator	To Coordinator	To Administrator	To Coordinator	To Administrator	To Coordinator	To Administrator	To Coordinator
Student Booklets									
Picture Booklets									
Teacher Manuals									

DATE									
Materials	# of Items	To Administrator	To Coordinator	To Administrator	To Coordinator	To Administrator	To Coordinator	To Administrator	To Coordinator
Student Booklets									
Picture Booklets									
Teacher Manuals									