Administering ACCESS for ELLs Kindergarten

November 5, 2013

Learning Objectives

Participants will be able to:

- Explain PA eligibility and certification requirements for test administrators
- Access and use the WIDA Consortium's online test administrator training course
- Describe the structure and format of the ACCESS for ELLs® Kindergarten individually administered, adaptive listening, speaking, reading, and writing components
- Implement appropriate administration procedures for the ACCESS for ELLs® Kindergarten assessment
- Apply reliable evaluative scoring protocols for the ACCESS for ELLs® Kindergarten speaking and writing components
- Utilize resources on the WIDA Consortium website

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2014 ACCESS for ELLs Test Schedule

Task	Start Date	End Date
LEA Test Administrator Training Window	--	01/26/14
LEAs Order Test Materials	11/11/13	12/13/13
PIMS Precode Data Collection period for ACCESS for ELLs®	11/14/13	11/28/13
LEAs Receive Test Materials	--	01/13/14
Test Window	01/27/14	03/07/14
Order Additional Materials Deadline	--	02/21/14
PIMS ACCESS for ELLS Data Collection Snapshot Date	--	03/07/14
PIMS ACCESS for ELLs Data Collection Period	03/07/14	03/14/14
LEAs Ship Completed Materials to MetriTech	--	03/14/14
MetriTech Data Validation website open for corrections	04/22/14	04/25/14
PIMS ACCESS for ELLs Correction Window	04/22/14	04/25/14
PIMS ACCESS for ELLs data corrections (only for LEAs notified by PDE)	05/12/14	05/15/14
Reports Shipped to District*		Week of 06/09/14*

*Subject to change depending on timeliness of materials returned to Metritech and accuracy of demographic data in PIMS & Metritech.

2013-14 LEP Data Collections

Data Collected	Window	Templates Required	Purpose	Impact
Student Data	October	• District Snapshot • School Enrollment • Programs Fact • Student • Student Snapshot	Collects data on LEP students in programs designed for LEP students. This data is used for federal reporting purposes.	Title III LEP & Immigrant Children & Youth funding determined by this report
PreCode	November	• School Enrollment • Program Fact • Student • Student Snapshot	Provides student precode labels for the ACCESS for ELLs, Alternate ACCESS for ELLs, PSSA, and Keystone test booklets.	Labels for WIDA ACCESS for ELLs and Alternate ACCESS for ELLs assessments are generated from this collection.
ACCESS for ELLs Reporting Collection	February	• Student • Student Snapshot • Program Fact • District Fact	Collects data on LEP and Title III LEP students who are administered the ACCESS for ELLs English Language Proficiency Assessment during the ACCESS for ELLs test window. This snapshot is used for federal reporting purposes and for accountability purposes. Collects counts of Title III nonpublic students served. This data is used to determine Title III allocations.	ACCESS Test Files are matched to reported LEP students. Test booklets that do not match demographic data in PIMS are invalidated for federal reporting and accountability purposes. Data MUST be accurate. Failure to report a count of nonpublic students served may negatively impact Title III funding.
LEP System	March	• NA • Application is online and accessed through the PDE Portal.	Collects data on LEP students in programs designed for LEP students. This data is used for federal reporting purposes and program compliance monitoring.	Based on compliance reviews, PDE provides technical assistance to LEAs.
ELL End of Year Count	June	• Student Snapshot • School Enrollment • Program Fact • Student • District Fact	Collects data on LEP, ICY, and Title III students who were enrolled in a school at any time during the school year. This snapshot is used for federal reporting purposes.	Reported to Congress. Impacts federal decisions concerning policy and funding for LEP and Immigrant students.

NEW for 2014 Administration

Test Administrator Training Course
- Due to changes in the administration of the listening component, all test administrators must certify or recertify on the group module, which addresses the listening component, in addition to the speaking module.

- Due to updates to the online training course, this certification/recertification must take place from October 7, 2013—January 26, 2014.

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Test Facilitator Responsibilities

Test Facilitator is responsible to:

- Oversee all aspects of testing
    - Ordering, receiving, returning test booklets
    - Schedule testing times/locations
    - Maintain test security
    - Train test administrators
    - Collaborate with PIMS Coordinator to ensure accurate upload to PIMS ACCESS for ELLs data collection
    - Ensure that all test administrators receive the Special Instructions for Pennsylvania sheet (goldenrod sheet)
- Maintain LEA's W-APT login
- Create personal accounts for test administrators
- Update LEA's personal accounts—add new and remove obsolete
- Assign training modules to eligible test administrators.
- Collect test administrators' test security and non-disclosure agreements
- Verify course certificates documenting test administrators' completion of on-line training course modules

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Test Administrator Responsibilities

Test Administrator is responsible to:

- Update personal information (school, district) in the online training course by clicking on "My Account"
- Complete online training course modules as assigned by the Test Facilitator, including the kindergarten module
- Read and sign the test security and non-disclosure agreement
- Download and print *Kindergarten Test Administration Manual*
- Read and follow Special Instructions for Pennsylvania (goldenrod sheet)
- Print and provide to the Test Facilitator certificates of completion for assigned online training modules
  - Review feedback
  - Retake as necessary to meet each criterion

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ACCESS to Online Training Course

Test Facilitator:
- For LEAs who are ordering assessments for the first time, the designated ACCESS for ELLs test facilitator must contact PDE and provide your AUN number. PDE will contact WIDA and WIDA will provide you with a W-APT login.

- If you forget your password, contact WIDA (help@wida.us) and they will send you a link to reset your password.

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ACCESS to Online Training Course

Test Administrator:
- For first time test administrators, your LEAs' test facilitator must create a personal account for you to enter the ACCESS for ELLs online training course.

- Contact a department supervisor or building administrator at your LEA to identify your test facilitator.

- If you forget your password, contact WIDA (help@wida.us) and they will send you a link to reset your password.

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Test Administrator Eligibility Requirements

A test administrator must:

- Be a certified teacher
- Have knowledge of the WIDA levels of English language proficiency and PA English Language Proficiency Standards (PA ELPS) and have experience teaching English language learners
- Complete the WIDA on-line training course modules with passing quiz scores of 80%
- The speaking quiz must be retaken every year in PA

- A reading specialist or any certified teacher who meets these criteria is eligible to administer the assessment

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Test Administrator Certification Requirements

<u>A test administrator must:</u>

- Meet eligibility requirements (listed on previous slide)
- Complete the training modules assigned by the test facilitator and obtain a score of 80% or higher
    - Overview
    - Group
    - Speaking
    - Kindergarten
    - Alternate
- Retake the speaking module every year
- Provide proof of training to test facilitator
- NEW for 2014 administration: all test administrators must certify or recertify on the group module, which addresses the significant changes to the administration and delivery of the listening component.
- Certification/recertification must take place from October 7, 2013—January 26, 2014, due to updates to WIDA's online training course.

Registering onto your account:

Online Training Course

Creating personal accounts for test administrators:

TEST ADMIN HOME   OVERVIEW   GROUP TEST   SPEAKING TEST

ACCESS for ELLs

Test Administrator Training Account Creator

Please select your school district.

Step 1:
State
[▼]

Step 2:
Pick the First Letter of Your School District

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z

Step 3:
District Name
[▼]

Continue

Online Training Course

EST ADMIN HOME   OVERVIEW   GROUP TEST   SPEAKING TEST   KINDERGARTEN TEST   MY QUIZZES   VIDEOS

ACCESS for ELLs

Test Administrator Training Account Creator

WI - WIDA Test District WI - 9999901

Use this Test Administrator Training Account Creator to create an account for test administrators. After the account is created the test administrator will be able to take the Quizzes.

Account Information

First Name
Last Name
Email Address

Retype Email Address
Password
Retype Password

Please provide as much information as possible:

Position Type   Other
School Name
Receive Newsletter? ☑

Create My Account!

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ACCESS for ELLs

Test Administrator Training Account Creator

WI - WIDA Test District WI - 9999901

Congratulations!

[Create Another Account - Same District]

[Create Another Account - New District]

You have successfully created a training account! Please print this page 1

The course is located at: www.wida.us

Username: ssample1
Password: sample

Please don't use the back button on your browser at this point!   Thanks

An email has been sent to the new user's email address containing the us

[Go to ACCESS Training Overview]

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Online Training Course (Test Administrators)

Test administrators receive a confirmation email:

From WIDA Help Desk
Subject **Your new WIDA ACCESS for ELLs� training account**   4:18 PM
to widasample@wida.us   other actions ▾

Welcome Susie Sample!

You have successfully created a WIDA ACCESS for ELLs training
account.
To sign in to the training course, please visit www.wida.us

Here is the information you have submitted.
Please save this in your records.

Username: ssample1
Password: sample
State: WI
District Name: WIDA Test District WI
District Number: 9999901
Teacher ID:
Position Type: Other
School Name:

If you need to update any of your personal information such as your
password, school or district, please login to the training course
and click on "My Account" under "My ACCESS Training."

For security reasons, if you did not create your own password, we
recommend that you login and change it.

Quiz scores from 2005 through June 2008 do not appear in the course.
If you need record of your past quiz scores, please contact
help@wida.us to request it.

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Online Training Course
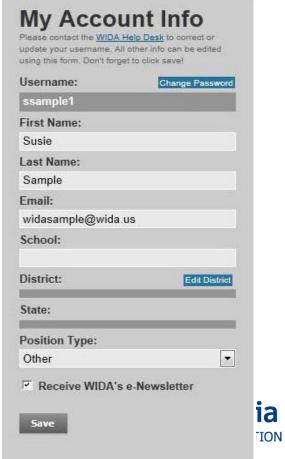
Logging into the course:

Online Training Course

My Account and secure portal:

Online Training Course

Course content:

TEST ADMIN HOME   OVERVIEW   GROUP TEST   SPEAKING TEST   KINDERGARTEN TEST   MY QUIZZES   VIDEOS

Test Administrator Training Home

Welcome!

This course will prepare you to administer the annual ACCESS for ELLs assessment of English language proficiency. It consists of 4 modules:

- Overview Module (Note: this module does not include a quiz)
- Group Test Administration Module (covers Listening, Reading, Writing tests)

This course is brought to you by the World-Class Instructional Design and Assessment Consortium and its partner, the Center for Applied Linguistics.

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Online Training Course (Modules)

Overview Module:

- Provides background on the ACCESS for ELLs test

- Provides links to the Test Administration Manuals (Kindergarten and Grades 1-12)

- Provides information about accommodations for students with disabilities

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Online Training Course

Group Components Test Training:

- Provides essential background on the structure of Listening, Reading, and Writing items

- Provides sample test items

- Provides a quiz to test knowledge and skill with group administered components of the test & to establish certification/approval to administer the test

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Online Training Course

Speaking Test Training:

- Provides essential background in the Speaking test and Speaking items

- Provides samples of responses at all grade levels and proficiency levels.
  - Samples provide models for standardization of administration procedures.
  - Samples allow for calibration on the scoring rubric
  - Calibration better assures inter-rater reliability

- Provides a quiz to test knowledge and skill with Speaking test and to establish certification/approval to administer test

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Online Training Course

Kindergarten Test Training:

- Provides essential background on the unique aspects of administration of the Kindergarten test

- ALL components of the test are individually administered and scored by the test administrator

- Provides sound samples of kindergarten responses
  - Samples provide models for standardization of administration procedures.
  - Samples allow for calibration on the scoring rubric
  - Calibration better assures inter-rater reliability

- Provides a quiz to test knowledge and skill with Kindergarten test and to establish certification/approval to administer test

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Online Training Course

Quiz Details:

- Each quiz includes 10-20 questions

- Quiz is "passed" at 80% correct

- Quiz results, feedback, and correct answers are available after completion of the quiz

- Quiz may be retaken as necessary

- Only highest graded attempt is recorded in the grades section

- A certificate will be available to print once a quiz is passed and will be accessible at any time

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PA-Specific Guidance for Test Administration

<u>ACCESS for ELLs Kindergarten must be administered:</u>

- By appropriately certified test administrator

- During the test window (January 27-March 7, 2014)

- According to PA-specific instructions on the Special Instruction Sheet (goldenrod sheet that accompanies testing materials)

- Using WIDA's guidance for accommodations for students with disabilities

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Accommodations for ELLs with Disabilities

- Apply only to ELLs with disabilities

- Must be stated in the student's IEP or 504 Plan.

- Are provided in the *Kindergarten Test Administration Manual*

Reminders:

- Students should be encouraged to complete as much of the assessment as possible. However, no student, including those students with disabilities, should be required to continue the assessment if evidence of the frustration level and inability to continue is evident.

- See page 24 of the *District and School Test Administration Manual* for instructions on how to code students with exemptions for **Special Education/504** reasons.

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Resources

- Kindergarten ACCESS for ELLs Video
  - Narrative Listening Part A
  - Narrative Writing Part B
  - Narrative Reading Part C

- Administering Kindergarten ACCESS for ELLs
  and MODEL PPT

- Scoring the Kindergarten Speaking Tests
  (K-ACCESS for ELLs & K-MODEL) PPT

- Scoring the Kindergarten Writing Tests
  (K-ACCESS for ELLs & K-MODEL) PPT

- Kindergarten Writing Samples Scoring
  Practice PDF

- Kindergarten Assessment Video Show

- Go to WIDA website
  (www.wida.us)

- Click on Download Library

- Log in with your personal login for the online training course

- Go to the center of the page to the heading ACCESS for ELLs

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Resources

Administering ACCESS for ELLs Grades 1-12:

WIDA Client Service, WIDA Consortium

help@wida.us

1-866-276-7735

PA-Specific Guidance:

Linda Long, PDE

lilong@pa.gov

Tami Shaffer, PDE

tshaffer@pa.gov

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QUESTIONS?

The mission of the department is to academically prepare children and adults to succeed as productive citizens. The department seeks to ensure that the technical support, resources and opportunities are in place for all students, whether children or adults, to receive a high quality education.

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