

ACCESS & Alternate ACCESS Test Coordinator Training

Winter 2021 Administration



RIDE Rhode Island
Department
of Education

October 29, 2020



- Introduction to ACCESS assessments
- Preparing for the 2020-2021 ACCESS administration
 - ✓ Tasks to complete before testing
 - ✓ Tasks to complete during testing
 - ✓ Tasks to complete after testing
 - ✓ Training
- ACCESS support resources



- Assessment dates and policies may shift to accommodate changes in response to Covid-19.
- RIDE will notify test coordinators of any changes or updates that impact any part of the state assessment system.
- Test Coordinators may need to adjust some test administration protocols in accordance with health and safety protocols released by RIDE. Please consult RIDE's COVID-19 / Re-Opening page for guidance (www.ride.ri.gov/COVID-19). Please contact us with any questions.
- Students must take the ACCESS tests **in-person**. There is **no** remote option for this year's administration.

What's new for the 2020-21 school year?



- **WIDA AMS** has a new look with minor changes to the menu structure. Also, be aware that there is no longer a Student Status menu in WIDA AMS. Use the Student Status Dashboard to monitor online testing progress.
- The **braille** format of ACCESS for ELLs Paper is now at a Tier B/C level instead of a Tier B level.
- Increased focus on **test security**.
- New resources on the WIDA website:
 - Visit the **Preparing for ACCESS Testing** page to review the sample items and guides that help you get students ready for testing.
 - Visit the **Family Engagement** page for a variety of resources that you can use to help explain ELL status, language testing, and ACCESS scores to your student's parents and guardians.
 - Check out the key resources box in the ACCESS for ELLs training courses in the WIDA Secure Portal to find **Test Administrator Essentials**, a quick-reference, best practices overview of test administration.
 - **Coming soon**: documentation outlining WIDA's recommendations for administering assessments safely during COVID, while ensuring the fidelity of the test administration and scores.

ACCESS Suite of Assessments



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The following assessments are used to satisfy state and federal requirements for the annual assessment of the English language proficiency of English language learners (ELLs):

- o **ACCESS for ELLs 2.0 (K-12):**

- **Kindergarten ACCESS for ELLs**, a paper-based assessment for Kindergarten
- **ACCESS for ELLs**, an online and paper-based* assessment for Grades 1–12

- o **Alternate ACCESS for ELLs**, a paper-based assessment for ELLs in Grades 1–12 who have significant cognitive disabilities

*All students in grades 1-12 are expected to take the test on computer unless they have an accommodation that requires paper testing or their school has an approved waiver to administer paper tests.

ACCESS for ELLs 2.0 Domains



Listening

Process, understand, interpret and evaluate spoken language in a variety of situations

Reading

Process, understand, interpret and evaluate written language, symbols and text with understanding and fluency

Writing

Engage in written communication in a variety of situations for a variety of purposes and audiences

Speaking

Engage in oral communication in a variety of situations for a variety of purposes and audiences

Kindergarten ACCESS for ELLs

- Individually administered
- Completely adaptive
- Includes manipulatives
- All components are scored by the Test Administrator (TA) during test administration

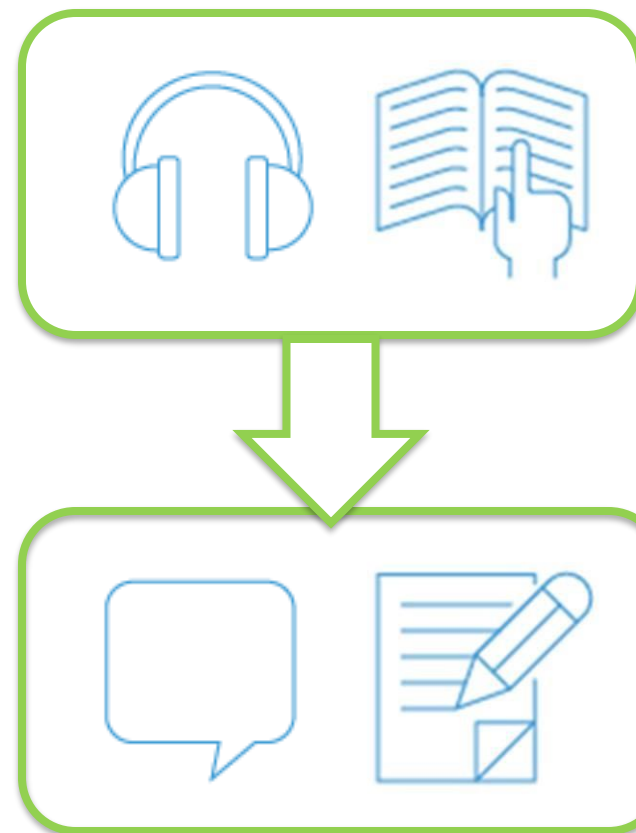


ACCESS for ELLs Online

- Grade Clusters
- Adaptive listening and reading test items determine placement in speaking and writing
- All test items scored by DRC



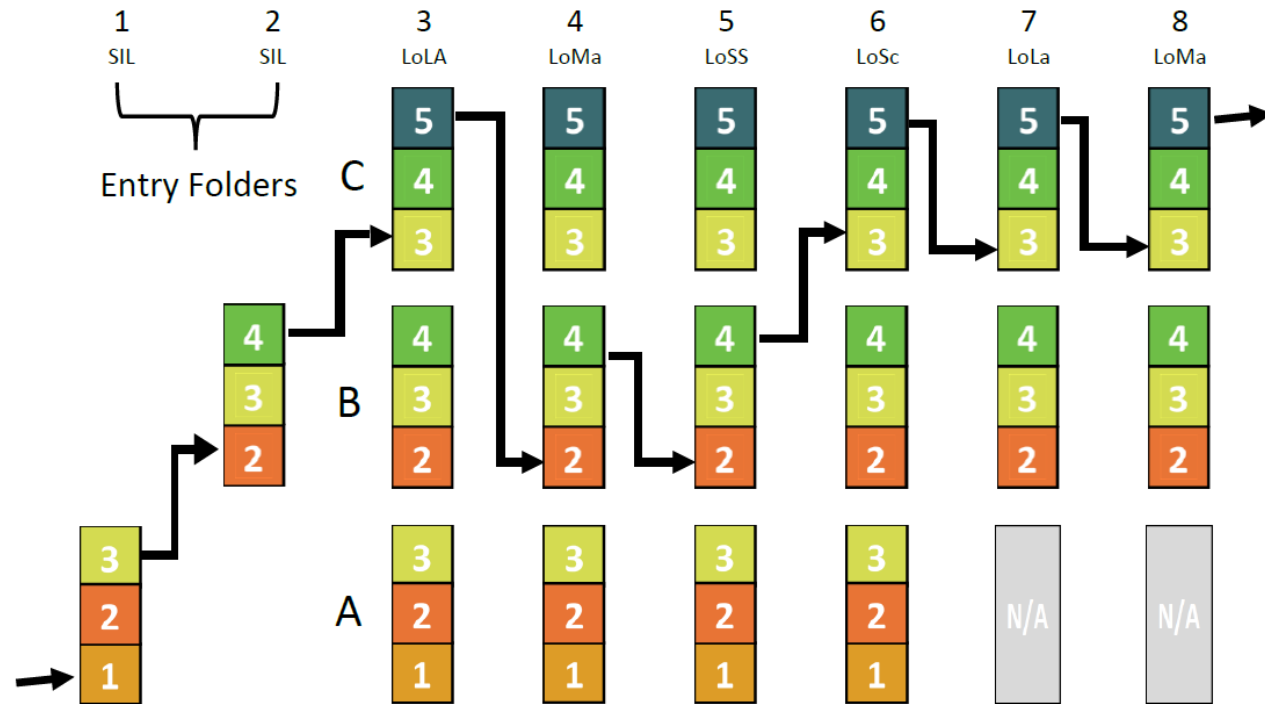
*Note: Kindergarten will remain an interactive, paper-based test.



Adaptive Testing Online



Sample path through the ACCESS for ELLs Listening and/or Reading





ACCESS for ELLs Online: Student Experience

- Graphic-supported items
- Audio-supported directions
- Narrated and guided introduction by a human voice for each domain test
- Thematic folders pertaining to a unified theme
- Practice items
- Modeled responses for the productive domains
- Simple navigation
- Uncluttered and streamlined interface
- Embedded accessibility features, such as:
 - Magnification
 - Highlighter
 - Writing tools (e.g. cut and paste, copy, underline)

ACCESS for ELLs 2.0 Online: Listening Item Layout



Listening | Training Student
Progress

Two Systems of Government

Student Government at Two Middle Schools in Parkville

How Students Are Selected for Positions in the Student Council		
Position in Student Council	Lincoln Middle School	Wilson Middle School
President and Vice President	<ul style="list-style-type: none"> Elected by all students Is not a Student Council Representative 	<ul style="list-style-type: none"> Elected by only Student Council members Must be a member of the Student Council
Representative	<ul style="list-style-type: none"> Elected by the students in each English class 20 representatives total 1 representative from each English class 	<ul style="list-style-type: none"> Elected by the students in each grade 21 representatives total 7 representatives from each grade (6th, 7th, and 8th)

3

At both schools, the students elect representatives to the Student Council.

At Lincoln Middle School, the students elect the Student Council President.

At Wilson Middle School, the Student Council elects the Student Council President.

Pause Test

Line Guide

Next


ACCESS for ELLs 2.0 Online: Reading Item Layout



Reading | Training Student Progress

Fun at the School Fair

Ji-hoon wants to buy a toy at the fair. Ji-hoon can buy a toy that costs more than \$0.50 but less than \$1.00.



PRICE LIST	
Stuffed Animal	\$1.50
Bouncy Ball	\$1.15
Large Balloon	\$0.80
Fancy Ring	\$0.65

1 Look at the price list. Which items can Ji-hoon buy?

A bouncy ball or a stuffed animal

A fancy ring or a large balloon

A large balloon or a bouncy ball

Settings | Pause Test | ? | Pencil | Magnifying Glass | Line Guide | Next

ACCESS for ELLs 2.0 Online: Writing Item Layout



Writing | Training Student

Progress


My Life in Medieval England




I live above a store.



I wear a cap and a tunic.



I help my family.



I play with my friends at the fair.

1 Write an essay that compares and contrasts your life today with Caris's life long ago. Use details to support your writing.

✕ 📄 📏

⚙️ Pause Test ? 🖋️ 📄 🔍 Line Guide ⬅️ Back ➡️ Next



ACCESS for ELLs 2.0 Online: Writing Domain Considerations

The different test delivery and response modes of the Writing test are designed to meet the needs of all learners:



Grade Level Cluster	Writing Test Format	Writing Response Mode
1-3	Paper	Handwriting
4-12	Online	Keyboarding default, with option to change to Handwriting for individual students

ACCESS for ELLs 2.0 Online: Speaking Item Layout



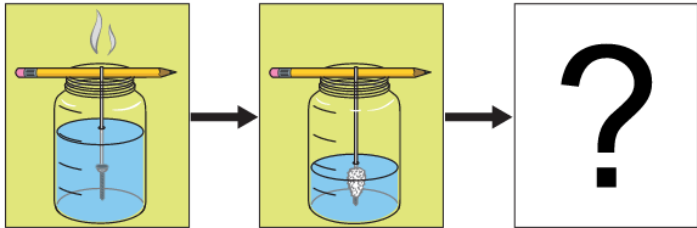
Speaking | Training Student Progress

Rock Candy Investigation







Now it's your turn.
Make a hypothesis, or a scientific prediction,
about what you think will happen to the hot water
mixture by Day 24.

Day 1 Hot Water Mixture Day 24



○ ● Record ■ Stop

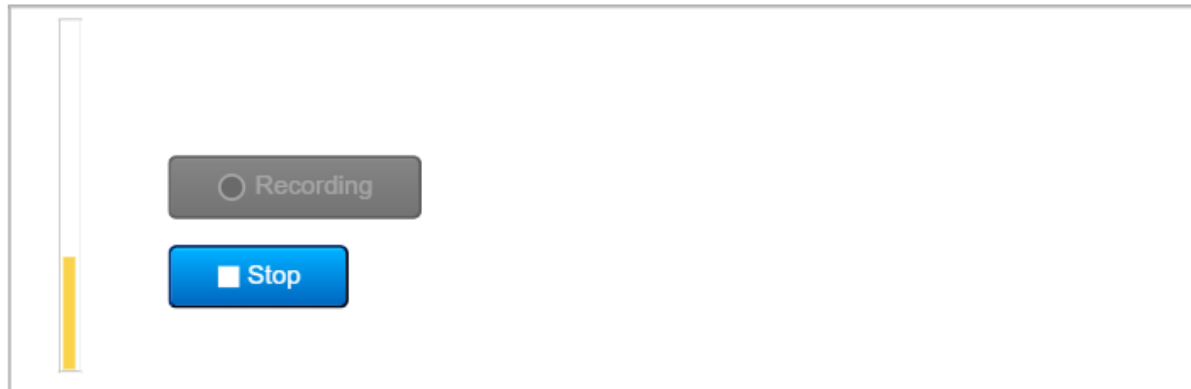
 Pause Test ?  Line
GuldeNext 

ACCESS for ELLs 2.0 Online: Microphone Check



You will record your answers using a microphone. Does your microphone work? Follow these steps.

1. Click **Record**.
- 2. Say your name into the microphone.
Then, say the name of your school.
3. Click **Stop**.
Listen. Do you hear what you said?
 - If yes, click **I heard my recording**.
 - If no, raise your hand and ask for help.



Exit



ACCESS for ELLs 2.0 Online: Equipment & Technology Requirements

Technology requirements for the online test are listed on the ACCESS for ELLs 2.0 Technology Page

- Headset:
 - **Must have a microphone**
 - Can be used for all domains
 - Necessary for the Speaking domain to record student responses



- Headphones:
 - Can be used for Listening, Reading, and Writing tests
 - To hear test directions and practice items
 - To hear test items on the Listening & Writing tests



- Speaking Test Guidance

- o Guidance has been posted to help teachers and students prepare for the speaking portion of the ACCESS tests at www.ride.ri.gov/Assessment-Manuals

- [Guidance to Students Prior to Taking the Online Speaking Test](#)

- Some Highlights:*

- WIDA recommends testing no more than 3-5 students per test administrator.
 - For students in all tiers, the Speaking test may be administered individually, or in smaller groups of students than mentioned above if needed. [?]
 - Newcomers and/or students at lower proficiency levels may need to be assessed individually, so Test Administrators can provide additional support during the test. [?]
 - For new (or shy) students, the test administrator should sit next to the student in an individual testing session and ask them to "talk to you" while speaking into the microphone. [?]

ACCESS for ELLs Paper

- Grade Clusters
- Tiers
- Group administered Listening, Reading and Writing;
individually administered Speaking
- Media-delivered Listening and Speaking
- Listening, Reading and Writing are scored by DRC
- Speaking responses are locally scored



***Note:** Kindergarten will remain an interactive, paper-based test.



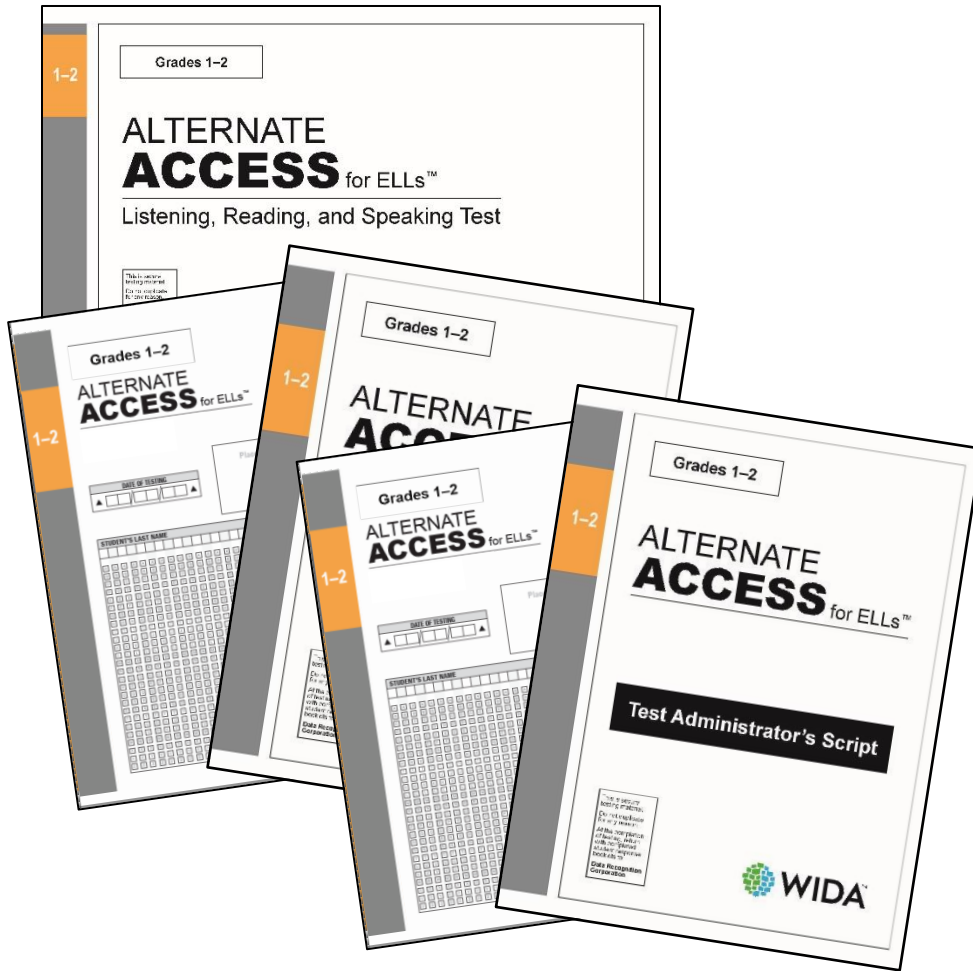
Tier Placement



Level 1 Entering	Level 2 Beginning	Level 3 Developing	Level 4 Expanding	Level 5 Bridging	Level 6 - Reaching
<p>TIER A is most appropriate for English language learners who</p> <ul style="list-style-type: none"> • have arrived in the U.S. or entered school in the U.S. within this academic school year without previous instruction in English, OR • currently receive literacy instruction ONLY in their native language, OR • have recently tested at the lowest level of English language proficiency 		<p>TIER B/C is most appropriate for English language learners who</p> <ul style="list-style-type: none"> • have social language proficiency and are beginning to approach or have acquired academic language proficiency in English, OR • have acquired some literacy in English or are approaching grade level literacy in English, OR • will likely meet the state’s exit criteria for support services by the end of the academic year 			



- Developed specifically for students identified as English language learners with significant cognitive disabilities
- Measures student performance in relation to the WIDA Alternate English Language Proficiency levels
- Currently only available in grades 1-12 but a Kindergarten assessment is under development.



- Paper-based assessment
- Individually administered
 - 4 sections (Domains)
 - 8 - 10 Tasks in each domain
 - 20 minutes each (Approximately)
- Test format
 - Selected response: listening and reading
 - Constructed response: speaking and writing
- All sections are hand-scored by test administrator.

Before Testing



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Tasks to complete **before** testing



- Plan your schedule
 - Test schedule and sessions
 - Student participation
 - Plan communication with families
- Student registration
 - Ensure MLL census is up to date
 - Enter accessibility features and accommodations
- Assemble and train your team
 - Roles and responsibilities
 - Online accounts and user set-up
 - Test security and administration policies
- Prepare technology
- Prepare students for testing
- Inventory materials received
- One week before testing
 - Manage test sessions in WIDA AMS
 - Verify accommodations for students with an IEP or 504 plan
 - Gather and organize testing materials
 - Print testing tickets



Testing Dates

11/25/20-2/26/21

WIDA AMS test setup available for test sessions

12/21/20

Districts receive test materials

1/4/21-2/12/21

Additional test materials ordering window in AMS

1/4/21-2/12/21

Test Window

2/19/21

Deadline for shipping completed test materials to DRC

4/28/21

Districts receive reports - Online

5/13/21

Districts receive reports - Printed



- Training plan for test administrators
 - Required online certifications
 - Test security and confidentiality procedures
 - Appropriate use of accommodations
 - Ensure all Test Administrators have read Test Administrator Manual
- Preparing students for testing
 - Technical skills (including computer skills)
 - Familiarity with test platform they will use
 - Familiarity with item types (including Speaking tasks)



All public school students who are English learners and who are currently receiving, or are eligible for, ELL services are required to participate in either ACCESS or Alternate ACCESS.

- ACCESS: K-12
- Alternate ACCESS: 1-12

Please note:

Students who are receiving “provisional services” are considered active ELLs and will be required to participate in either ACCESS or AltACCESS. All efforts should be made to complete the Screener prior to the ACCESS testing window.



RIDE submits a Pre-ID file to DRC in mid November. The Pre-ID file is generated from data submitted through the MLL Census.

Please ensure **SASID** and demographic data in Section 1 is accurate.

SECTION 1: Demographic Data (this information is updated by RIDE weekly based on your district's reported data)

First Name		Last Name		Middle Initial	
X		Y			
Date of Birth		Gender		Grade	
04/05/2014		F		01	
Hispanic	Native	Asian	Black	White	Pacific
N	N	Y	N	N	N
Immigrant		Date 1st Enrolled in District		Date 1st Enrolled in Any RI Public School	
No		09/10/2017		09/10/2017	



Section 3a must be completed by **November 10** for RIDE to order the appropriate test materials on the behalf of LEAs.

SECTION 3a: ACCESS Testing

Alternate ACCESS	Pre-Order: Accommodations	Tier
No	None	None

Alternate ACCESS: *Yes*- Student is eligible for Alternate Assessment and will take the AltACCESS or *No* – the student will not take the AltACCESS

Pre-order Accommodation: Braille, Large Print, Paper, None

Tier: A, BC, or *None* – student has no tier



ACCESS for ELLs 2.0 Online: Student Test Tickets & Rosters

Student Test Ticket

WIDA Online Test Ticket
Gr 2-3

<StudentFirstName>
<StudentLastName>
Date of Birth: 05/01/2008
Accommodations: N/A
Domain: Reading
Test Session Name: Sample Session 1
State Student ID: 123456789012345678901234567890

Username: ReallyrealR1
Password: 123456

Student Test Roster

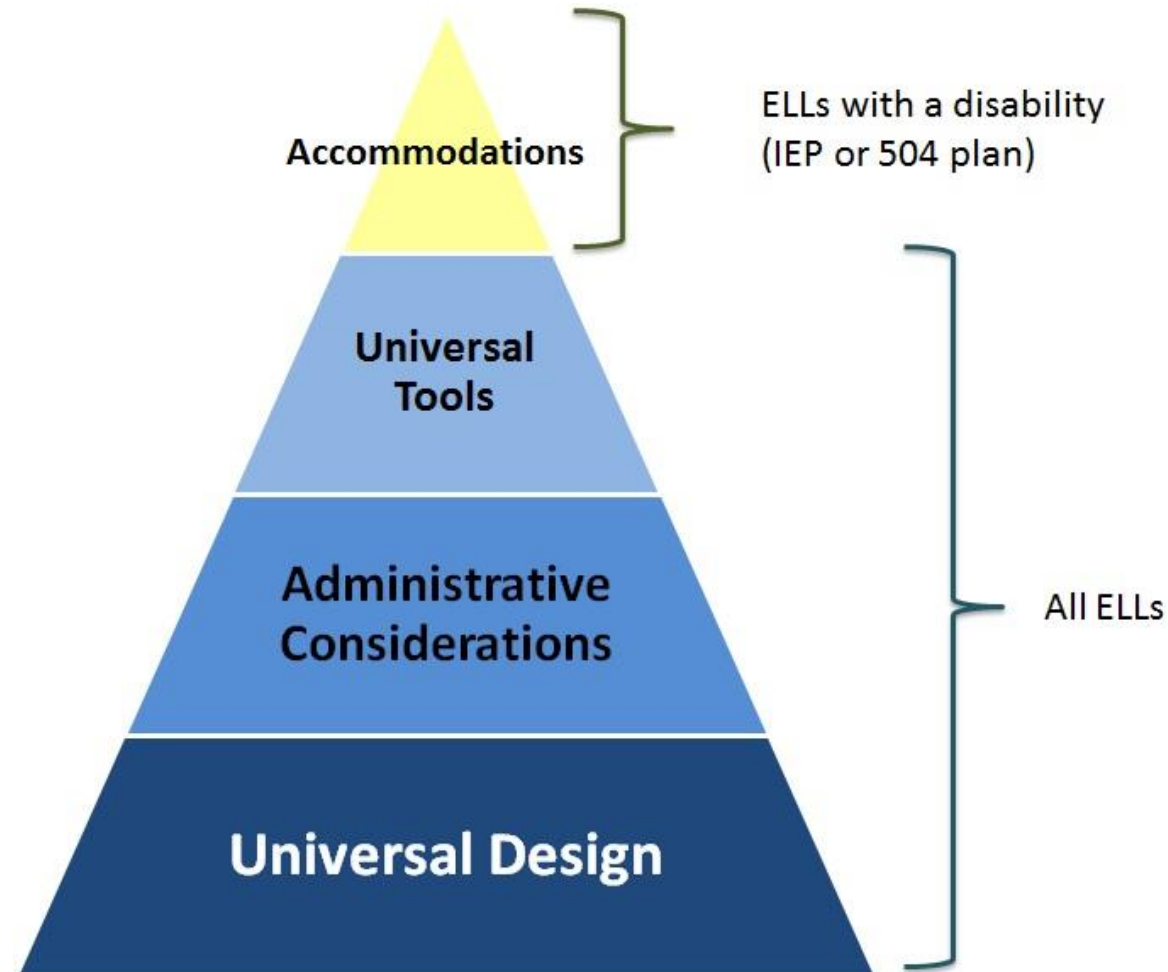
ACCESS for ELLs ® 2.0

Student Test Roster

District:DRC Use Only - Sample District MS
School:DRC Use Only - Sample School
Domain:Reading
Assessment:Reading Gr 45
Test Session:Generic Grade 4

Completed	Accommodation(s)	Student Name	Date of Birth	State Student ID	User Name	Password
<input type="checkbox"/>	N/A	Brown, Charlie	12/24/2001	3333333334	cbrown30	212463
<input type="checkbox"/>	N/A	Dog, Goofey	11/15/2000	1111111111	gdog2	503949
<input type="checkbox"/>	N/A	Mouse, Mickey	12/21/2001	6543212345	mmouse3	513893

The WIDA Accessibility and Accommodations Framework

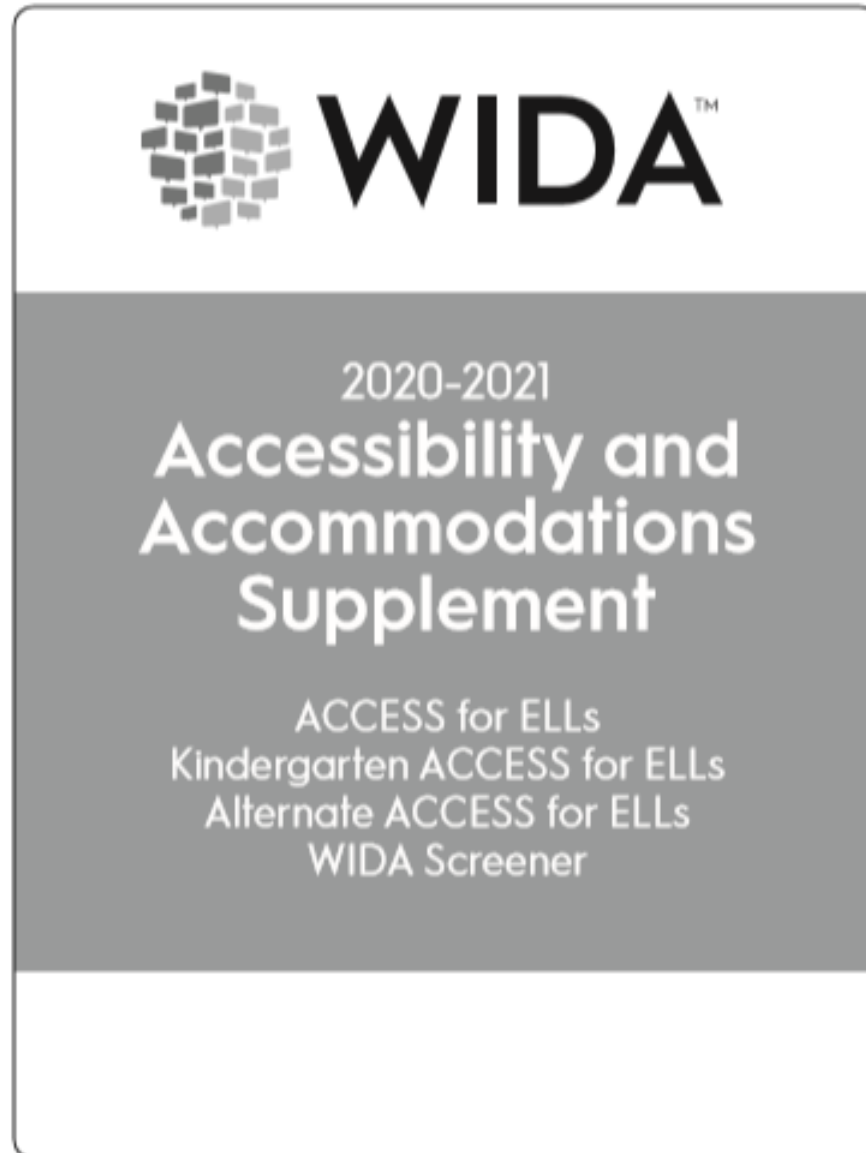


Selecting Accommodations



- Make a *team* decision
- Using guiding decision-making questions
- Be careful not to confuse content area testing with ELP testing
- Base accommodation decisions on *individual* student needs





ACCESS Accommodations Checklists



ACCESS for ELLs[®] Accommodation Selections - Online

(Place an "x" in the empty box below. TA = Test Administrator)

Student:	Student ID:	Date:			
Grade:	Recommended test administration (check state policy): Online? Paper?	Team Members:			
School:	District:	Completed by:			
Accommodation	ACCESS for ELLs Test Domains				Key Information Refer to the <i>Accessibility and Accommodations Supplement</i> for complete information
	Listening	Reading	Speaking	Writing	
Extended testing of a test domain multiple days (EM)					Must provide written request and evidence supporting the need due to a student's illness, disability, or extended interruption in testing, to the state assessment office.
Extended Speaking test response time (ES)	N/A	N/A		N/A	This feature provides twice the programmed time to complete. Must be pre-selected in AMS.
Extended testing time within the school day (ET)			N/A		Listening, Reading and Writing domains may have until the end of the school day. Speaking domain see ES.
Human reader for response options (HR)		No	N/A	N/A	The reader must read answer choice text exactly as it appears on screen.
Human reader for repeat of response options one time (RR)		No	N/A	N/A	Option to repeat 1x only. The reader must read text exactly as it appears on screen.
Interpreter signs test <u>directions</u> in ASL (SD)					Directions refer to administration logistics, test directions and practice items provided prior to the first test item.
Manual control of item audio (MC)		No			Allows the play button to be enabled by the student one time but cannot be paused or stopped. Must be pre-selected in AMS.
Repeat item audio (RA)		No			Listening audio may be repeated only one time. Speaking and Writing audio can be repeated multiple times. Must be pre-selected in AMS.
Scribed response (SR)			N/A		For students who are unable to write due to a disability. TA types student responses as the student dictates responses directly into the test platform.
Student responds using a recording device, which is played back and transcribed by the student (RD)	N/A	N/A	N/A		Student uses a recording device to respond; and then the student transcribes the response into the test.
Test may be administered by school personnel in non-school setting (NS)					For students who are enrolled but unable to attend school due to hospitalization or other extended absence during the testing window. Must be approved by SEA.
Word processor or similar keyboarding device to respond to test items (WD)			N/A		Responses must be transcribed verbatim onscreen as soon as possible after testing by TA.

Kindergarten ACCESS for ELLs[®] Accommodation Selections

(Place an "x" in the empty box below. TA = Test Administrator)

Student:	Student ID:	Date:			
Grade:		Team Members:			
School:	District:	Completed by:			
Accommodation	ACCESS for ELLs Test Domains				Key Information Refer to the <i>Accessibility and Accommodations Supplement</i> for complete information
	Listening	Reading	Speaking	Writing	
Extended testing of a test domain multiple days (EM)	N/A	N/A	N/A	N/A	Allowable per administration procedures
Extended Speaking test response time (ES)	N/A	N/A	N/A	N/A	Untimed.
Extended testing time within the school day (ET)	N/A	N/A	N/A	N/A	Untimed.
Interpreter signs test <u>directions</u> in ASL (SD)					Directions refer to administration logistics, test directions and practice items provided prior to the first test item.
Large Print (LP)					Response options may be further enlarged at the local level if allowable per state policy. All student response booklets, storybook, and cards are already in 18 point font or larger.
Scribed response (SR)	N/A	N/A	N/A		For students who are unable to write due to a disability. TA writes student responses as the student dictates responses directly into the test book during testing.
Test may be administered by school personnel in non-school setting (NS)					For students who are enrolled but unable to attend school due to hospitalization or other extended absence during the testing window. Must be approved by SEA.
Word processor or similar keyboarding device to respond to test items (WD)			N/A		Responses must be transcribed verbatim in test booklet as soon as possible after testing by TA.



- All documents regarding accommodations are at www.ride.ri.gov/accommodations
- Documents available:
 - *RISAP Accommodations and Accessibility Features Manual*
 - Accommodations and Accessibility Features Excel sheet
 - Bilingual Dictionaries and Glossaries for EL Students
 - Any test-specific accommodations manuals and guides
- Online Accommodations Training:
 - There are several recorded online training modules for accommodations available at the web address above.
 - Please also check that web page for live webinars on accommodations, including FAQ sessions. All educators are welcome to attend.



ACCESS for ELLs 2.0 Online: Administration Considerations

- **Order of Administration:** Students' performance on the Entry Tasks for the Listening and Reading tests will determine their placement for Writing and Speaking.
- **Listening then Reading:** will be administered first. They may be administered together or separately.
- **Writing and Speaking:** can be administered in either order, after the Listening and Reading tests.



ACCESS for ELLs 2.0 Online: Estimated Administration Times

Students work at their own pace using the following guidelines:

- Listening: Approximately 40 minutes.
- Reading: Approximately 35 minutes.
- Speaking: Approximately 30 minutes.
- Writing: Approximately 45 minutes (Tier A) and 60 minutes (Tier B/C)



Administration considerations for 2020-21

LEAs should consider the percentage of students in these instructional models and anticipate changes based on the latest data.

- In-person
- Hybrid
- Distance Learning

o Scheduling will likely require additional test administrators.

o RIDE is available to serve as a thought partner with scheduling.

During Testing



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Tasks to complete **during** testing



- Track all secure materials
- Monitor test activity
- Investigate security breaches and testing irregularities
- Maintain a list of students requiring make-up tests and schedule their make-up tests
- Be available to test administrators and proctors
- Continue to check and update students' accommodations in WIDA AMS



Assessment Monitoring

Appendix F: RISAP Test Coordinator Handbook

- RIDE is required by federal law to conduct monitoring of *all* state assessments including ACCESS and AltACCESS.
 - Process outlined in Appendix F of the *RISAP Test Coordinator Handbook*
- Schools are considered for monitoring visits if:
 1. a district or school administrator requests a visit.
 2. a district or school has not been visited for three years or more.
 3. a district or school had a serious irregularity.
 4. a district or school test coordinators did not attend the necessary test coordinator training sessions.
 5. a district or school had a very low participation rate.



Assessment Monitoring

If your school is selected...

1. An email will be sent to all schools selected for monitoring to the superintendent, assistant superintendent, district testing coordinator, and school principal and to schedule a conference call with district and school staff.
2. The conference call will discuss what the district and school have done to prepare for testing:
 1. How did the test coordinator prepare themselves?
 2. How did the district/ school train teachers?
 - **NEW:** Principals are *required* to provide copies of sign-in sheets and/or rosters of completed online test administrator training to RIDE for every state assessment given in that school, regardless of whether it's being administered on the day of the visit.
 3. How did the district/ school prepare students?
 4. Any questions still outstanding for the district or school?

General Test Security Requirements



- *All* educators involved with preparing for or administering any part of the state assessments *must*:
 - o be trained in test security requirements and document their participation, and
 - o sign the required affirmation of test security documents for each assessment.
 - o receive and read the Test Administrator Manual(s) for that assessment and follow the security and test administration protocols therein.
 - o ensure all secure materials are tracked and monitored when not stored in the locked storage area designated by the School Test Coordinator.
 - o report all testing irregularities to their School Test Coordinator and follow protocol to ensure test security is not compromised.
- *Only* authorized personnel may enter testing rooms while students are testing.
 - o Researchers, parents, reporters, students not scheduled to be testing, and school personnel not assigned to the room as test administrators or proctors are *not allowed* to enter the testing rooms.
 - o School administrators, district personnel, and RIDE observers may enter testing rooms to monitor and observe testing procedures.
 - o Technology staff may enter testing rooms to troubleshoot problems, but like all other personnel, are not permitted to photograph or otherwise secure test content.



What materials are prohibited for student use during testing?

- Before and during testing, all materials relating to the subject area being tested must be covered or removed from the testing space. See test-specific TAMs for details.
- Note that the following materials are *always* prohibited for use by students during testing:
 - o Cell phones
 - o Electronic devices (other than the device used for computer-based testing or an accommodation) that access the Internet
 - o Devices that can take photographs
 - o Dictionaries or thesauruses (other than word-to-word dictionaries for ELs as a testing support for certain assessments)
 - o Any reference sheets or notes prepared or created prior to the current testing session, other than the approved printed reference sheets listed in the TAM (as applicable) or approved materials (e.g., reference sheets, graphic organizers) for students with disabilities using those accommodations
- Use of prohibited materials during testing is considered a testing irregularity and may result in invalidation of scores.

Examples of Test Irregularities



A test irregularity is any action that results in non-standard test administration. Test irregularities may result in invalidating scores.

Examples include:

- coaching, erasing, altering, or interfering with students' test responses in any way;
- giving students access to test questions or prompts prior to testing;
- questioning students about test content after the test;
- copying, reproducing, or using any test materials in a way that is inconsistent with test administration or security policies;
- making notes on any test content that students see; this includes test items, reading passages, and science scenarios;
- failing to follow security procedures for receiving and returning test materials as directed, or failing to account for all secure test materials before, during, and after testing;
- failing to follow test administration directions or failing to read provided script;
- failing to provide a documented accommodation or providing an accommodation not documented in the student's IEP; and
- failing to prohibit cell phone use during testing.

What if a student has a cell phone during the test?



If the student has a device during testing:

- Collect the device.
- *Stop testing the student.*
- Remove the student from the testing room.
- Notify the test coordinator immediately.
- The school test coordinator will contact the district test coordinator.
- The district test coordinator will contact RIDE.

If you suspect the student has a device during testing:

- Collect the device.
- *Allow the student to finish the test.*
- Notify the test coordinator immediately.
- Confirm whether or not the device was actually used after testing.
- The school test coordinator will contact the district test coordinator.
- The district test coordinator will contact RIDE.

Process for Reporting Irregularities



Appendix B: RISAP Test Coordinator Handbook

Follow these steps to report a test irregularity:

1. All test irregularities must be reported by the test administrator to the school test coordinator.
2. The school test coordinator must collect any information and/or documentation and inform the LEA or district test coordinator.
3. The LEA or district test coordinator must contact RIDE.
4. The Office of Instruction, Assessment, and Curriculum will inform the local LEA/district if it is required to submit a formal investigation report of the irregularity to RIDE.



2020-21 Statewide Assessment Test Irregularity Form

APPENDIX B: TEST IRREGULARITY FORM

Instructions: Use this form for all statewide assessments, including PSAT 10 and SAT. Districts and schools must also follow College Board procedures for reporting test irregularities. An MS Word document of this form may be downloaded at www.ride.ri.gov/ri.

1. **School Test Coordinator** must call their LEA Test Coordinator to report a test irregularity.
2. The **LEA Test Coordinator** then contacts Phyllis Lynch, Director of Curriculum, Assessment, and Instruction at 401-222-4693 to discuss the situation immediately upon receiving call.
3. **LEA Test Coordinator** will instruct the school test coordinator to complete this form, as necessary. This form must be completed within five school days. The LEA Test Coordinator then faxes the form to the state at 401-222-3605.
4. Maintain a copy (electronic or physical) of the submitted form for your LEA/district and school files for three years.

LEA/District Name:	
School Name:	
Contact Name:	Role:
Contact Phone and Extension:	

Select type of irregularity: Test Administration Test Security Technology

Test (circle one): ACCESS for ELLs FCAS DLM NGA PSAT 10 SAT	Content Area:	Test Administration Grade:
Date of Incident:		
Test Administrator's Name:		
Student's Name:		
Student's SASID Number:	Date of Birth:	
Detailed description of incident, investigation steps taken, and actions taken by staff to resolve:		

After Testing



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Tasks to complete **after** testing



- Ensure all accommodations and Do Not Score codes are correctly marked on the booklet or WIDA AMS
- Destroy/shred secure computer-based testing materials (used scratch paper, unused labels, student testing tickets)
- Recycle unused **non-secure** test materials (Test Administrator Manual, Test Coordinator Manual)
- Return test materials to DRC (do not return non-secure materials)
- Communicate with students' parents/family members about ACCESS results (Individual Score Reports must be provided to families within 2 months of LEAs receiving paper copies)



Medical Exemptions

www.ride.ri.gov/exemptions

- **Reminder:**
 - ALL state assessments included in online eRIDE system
- **Due Dates:**
 - **Friday, February 26 , 2021:** ACCESS for ELs and Alternate ACCESS for ELs
- **Criteria:**
 - **Definition:** An incident involving a medical condition, injury, or crisis requiring hospitalization, clinical care, or treatment in response to the incident. Typically, a medical emergency prevents the student from receiving instruction and from participating in assessment for the remainder of the testing window
 - *Cannot* receive classroom instruction either in school, at home or in the hospital/ mental health facility.
 - *Cannot* participate in testing even with accommodations.

Steps for Completing a Medical Exemption*



There are five steps for submitting an exemption to RIDE:

1. **District:** Completes Form 1** (*District Assurances Form*) and fax to 401-222-3605. Incomplete forms and forms submitted after the deadline will not be accepted unless the exemption has already been logged in eRIDE.
2. **School:** Completes Forms 2 and 3** and gives to district office. Forms are retained by the District.
3. **District:** Submits request through the eRIDE Medical Exemption System.
4. **RIDE:** Reviews Form 1 and verifies that the request has been logged through the eRIDE system. If needed, RIDE will contact the district for clarification.
5. **RIDE:** emails final decision to the superintendent.

* Outplacement Schools must complete step 2 and contact the sending district of the student in order to initiate the exemption request process; **outplacement schools cannot submit a request.**

**All forms are available in English, Portuguese, and Spanish.

Training



RIDE Rhode Island
Department
of Education



RISAP Test Coordinator Handbook (page 8)

- Coordination of test administration across the district
 - o Develop local policies and procedures to maintain test security
 - Investigate test security breaches and report them to RIDE as necessary.
 - o Ensure that student data delivered to RIDE is accurate and up-to-date.
 - o Ensure all staff involved with test administration are trained and receive their certification.
 - o Ensure all students are tested.



RISAP Test Coordinator Handbook (page 8)

- Testing schedule development
- Training schedule for test administrators AND students
- Security protocols, including cell phone policy enforcement
- Order, receive, inventory, distribute, and return test materials
- Report security breaches and/or irregularities to district test coordinator.
- Communicate information to parents and students about testing
- Ensure accommodations are administered properly and that staff receive proper training
- Ensure accurate and up-to-date student data in the district SIS



RISAP Test Coordinator Handbook (page 9)

- Attend all training sessions for the tests you will be administering
- Read all test administration manuals and accommodations manuals prior to testing
- Follow all test security procedures.
 - Make sure you understand and sign the Test Security Agreements
- Actively supervise the test at all times
- Ensure that any accommodations decisions are made well before testing begins.
- Know how to administer any accommodations students will be using
- Practice with students receiving accommodations, especially if using any assistive technology or other accommodation delivered online.

Who can be a test administrator?



RISAP Test Coordinator Handbook (page 9)

- Individuals employed by the LEA as teachers
- LEA and school administrators
- Long-term substitutes
- School psychologists, school social workers, librarians, school guidance counselors, and speech pathologists who hold certifications for their positions
- Teachers employed by the district who hold provisional certificates
- **NOTES:** Student teachers **may not** administer state assessments but can serve as hall monitors and assist the test administrator with materials.

RISAP Test Coordinator Handbook (page 9)

- Proctor Responsibilities:
 - o ensuring test security protocols are followed
 - o answering basic test questions
 - o helping the test administrator monitor the students
- Who can be a proctor?
 - o Must be an employee of the school or LEA.
 - o Student teachers may serve as proctors but they cannot administer the test or be alone with the students; the test administrator must be present at all times.
 - o Classes larger than 25 students may benefit from having a proctor in addition to the Test Administrator.

Test Administrator Training Requirements



For all state assessments, any school personnel who will have access to secure test content must:

- Be trained in:
 - Test security policies and procedures; including security procedures implemented by your school.
 - Test administration policies and procedures
 - Accommodations administration.
- Receive:
 - test administrator manuals
 - test security requirements documents
 - Any other manuals or information necessary for the tests being given.
- Document:
 - **Training:** Sign-in for all in-person training and submit a copy of your certificates of completion for any online training modules to your school test coordinator. *Keep a copy of online training module completion for your records.*
 - **Test Security Agreements:** submit a signed test security agreement to your school test coordinator and *keep a copy of the test security agreement for your records.*
 - **Test Materials:** Sign all tracking sheets for any test materials you receive.



ACCESS Test Administration Roles

- **Test Coordinator:** the individual responsible for facilitating overall test administration from start to finish. This includes managing logistics and supporting others' roles. Some places have District Test Coordinators and others have School Test Coordinators – and some have both.
- **Test Administrator:** gives the assessment and monitors the students while they complete it.
- **Technology Coordinator:** provides technological support prior to and during test administration (for ACCESS for ELLs 2.0 Online only).

ACCESS Training Requirements: Test Coordinator



1. View training tutorials for the tasks listed in state checklist
2. Complete the knowledge checks at the end of each training tutorial
3. Recommended to complete the trainings and quizzes for Test Administrators that are appropriate

ACCESS Training Requirements: Test Administrator



1. View training tutorials for the tasks listed in state checklist.
2. Complete the knowledge checks at the end of each training tutorial
3. Complete the appropriate quizzes


ACCESS Training Requirements: Technology Coordinator



1. Read DRC INSIGHT Technology User Guide
2. Complete Technology Readiness Checklist

ACCESS for ELLs Training Courses



**WIDA™** ACCESS for ELLs Online
Training

[MY ACCOUNT & SECURE PORTAL](#) [LOG OUT](#)
[MAIN WIDA WEBSITE](#)

[ONLINE HOME](#) [PREPARING](#) [TESTING](#) [AFTERWARD](#) [DOMAINS](#) [GLOSSARY](#) [QUIZZES](#)

Welcome to the ACCESS for ELLs Online Training Course.


To become certified to administer ACCESS for ELLs Online, follow the instructions below:

1. View the tutorials on the Preparing, Testing, and Afterward tabs.
2. Review the materials in the Key Resources box and on the relevant domain pages by clicking on the green menu bar at the top of this page.
3. Take the Online Administration Quiz and pass with a score of 80% or above.

You may view and print your certificate on the **My Account and Secure Portal** page by clicking on "My Training Certificate." If you have any questions about the training course, please contact the WIDA Client Services Center at [1-866-276-7735](tel:1-866-276-7735) or email help@wida.us.

Key Resources

- [Test Administrator Manual](#)
- [Test Administrator Essentials](#)
- [District and School Test Coordinator Manual](#)
- [Online 4-12 Test Administrator Script](#)
- [Non-Disclosure and User Agreement](#)
- [Accessibility and Accommodations Supplement](#)
- [WIDAAMS User Guide](#)
- [ACCESS Webinars](#)
- [Technology Coordinators](#)

 [RI ACCESS for ELLs Online Checklist](#)

[PORTAL HOME](#) | [WIDA PRIVACY POLICIES](#)





NEED HELP? Contact the WIDA Client Services Center at help@wida.us or call us toll free [1-866-276-7735](tel:1-866-276-7735).

WIDA is housed within the [Wisconsin Center for Education Research](#) at the [School of Education, University of Wisconsin-Madison](#).

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Certification Quizzes



If you are administering...	Then you must take...
ACCESS for ELLs 2.0 Online	Online General Administration Quiz 
ACCESS for ELLs 2.0 Paper: Listening, Reading, and Writing	Paper General Administration Quiz 
ACCESS for ELLs 2.0 Paper: Speaking	Paper Speaking Quiz for applicable grade cluster(s)  

Certification Quizzes



If you are administering...	Then you must take...
Kindergarten ACCESS for ELLs	Kindergarten Administration Quiz  The icon for the Kindergarten Administration Quiz, showing two stylized figures (a boy and a girl) and the text "ACCESS KINDERGARTEN Quiz".
Alternate ACCESS for ELLs	Alternate Administration Quiz  The icon for the Alternate Administration Quiz, showing two stylized figures (a boy and a girl) and the text "ALTERNATE ACCESS for ELLs Quiz".

Recertification Requirements for Returning Test Administrators



- Any test administrator who will be scoring a Speaking domain (Kindergarten, Paper, Alternate) must recertify **annually**
- Otherwise recertification is required every **three years** or upon adoption of a new tool.

Resources



RIDE Rhode Island
Department
of Education



<https://wida.wisc.edu/>

Members/States



Login



[Assess](#) [Teach](#) [Grow](#) [About](#) [Memberships and Programs](#)

Rhode Island

[Memberships and Programs](#) < [WIDA Consortium](#) < Rhode Island

Member of the WIDA Consortium since 2004.

Assessment

Rhode Island uses Kindergarten W-APT, WIDA MODEL for Kindergarten, and WIDA Screener (Grades 1-12) to identify English language learners (ELLs). ACCESS for ELLs is given to all ELLs during the annual testing window, which typically lasts from early January through mid-February.

Testing Dates

11/25/20-2/26/21	WIDA AMS test setup available for test sessions
12/21/20	Districts receive test materials
1/4/21-2/5/21	Additional test materials ordering window in AMS
1/4/21-2/12/21	Test Window
2/19/21	Deadline for shipping completed test materials to DRC
4/28/21	Districts receive reports - Online
5/13/21	Districts receive reports - Printed

Requirements and Resources

See below for state-specific information and resources related to ELL assessment, including your state's ACCESS for ELLs Checklist, where you can find each step in the ACCESS testing process from beginning to end.

[ACCESS for ELLs Online Checklist](#)

[ACCESS for ELLs Paper Checklist](#)

Contacts

[Rhode Island Department of Elementary and Secondary Education](#)

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WIDA Client Services Center
Contact us for questions about training materials or test administration procedures, classroom resources, or for problems with your WIDA Secure Portal account.

help@wida.us
(866) 276-7735

Logging In



RHODE ISLAND
ACCESS for ELLs Online Checklist
2020-2021



This state checklist is a guide for personnel involved in administering [ACCESS for ELLs](#) Online, and includes unique steps related to Kindergarten and Alternate ACCESS assessments. The checklist highlights all tasks that need to be completed **before**, **during**, and **after** testing within a school or district and uses color to indicate who typically completes those tasks in your state. This checklist has been customized for your state. The state-specific clarification column contains guidance that your state education agency expects you to follow as you prepare for and administer the test.

State-specific information	
Test delivery mode	Online
Testing Window	January 4, 2021 – February 12, 2021
WIDA member page	wida.wisc.edu/memberships/consortium/ri
Online Resources	
<ul style="list-style-type: none"> • ACCESS for ELLs Test Administrator Manual (TAM) <i>Test administration policies and procedures</i> • ACCESS for ELLs Test Coordinator Manual (TCM) <i>Test coordination policies and procedures</i> • ACCESS for ELLs Accessibility and Accommodations Supplement <i>Accessibility and accommodations policies and procedures</i> • Technology Readiness Checklist <i>For Technology Coordinators</i> 	<ul style="list-style-type: none"> • ACCESS for ELLs Interpretive Guide for Score Reports • Alternate ACCESS for ELLs Interpretive Guide for Score Reports • WIDA AMS User Guide • Q&A Webinar Calendar <p>For more state-specific resources, visit your WIDA member page.</p>
Checklist Key	
<ul style="list-style-type: none"> ■ District Test Coordinator (DTC) task ■ School Test Coordinator (STC) task ■ Test Administrator (TA) task 	<ul style="list-style-type: none"> K Kindergarten ACCESS task A Alternate ACCESS task Opt Task may be optional depending on school or district procedures.

The WIDA Secure Portal



[Assess](#) [Teach](#) [Grow](#) [About](#) [Memberships and Programs](#) [Join WIDA](#)

Login

If you work in a WIDA Consortium member state, or teach in a school that belongs to the WIDA International School Consortium, you may have teaching and/or test administration responsibilities that require an account for the following

Secure Portals

WIDA Secure Portal

Test preparation and administration resources and training courses for ACCESS for ELLs, WIDA Screener and Kindergarten W-APT, user account management, SEA resources

- Have an account but you're having trouble logging in? Contact the WIDA Client Services Center.
- Have a WIDA Secure Portal account but forgot your password? Go to our password reset page.

WIDA International Secure Portal

Members-only resources and training materials for the International School Consortium

Testing Systems

WIDA AMS

Testing system for ACCESS for ELLs and WIDA Screener Online

WIDA MODEL Online

Training and testing system for WIDA MODEL Online, hosted by Metrittech

Log In

Select Site ▼

Log In

The WIDA Secure Portal



WIDA™

MY ACCOUNT & SECURE PORTAL LOG OUT

Help Desk Tracking

My Training CERTIFICATE

My Training & Quiz HISTORY

Download LIBRARY

TECHNOLOGY Coordinators

Account Creator

ACCESS for ELLs 2.0 Training Course

Kindergarten

Alternate ACCESS Grades 1-12

PAPER-BASED Grades 1-12

ONLINE Grades 1-12

Facilitator Toolkit Training Materials

My Account Info

Please contact the [WIDA Help Desk](#) to correct or update your username. All other info can be edited using this form. Don't forget to click save!

Username: [Change Password](#)
kmmorris19

First Name

Last Name

Email

State: Wisconsin

District: WIDA Test District WI

School: Search For School

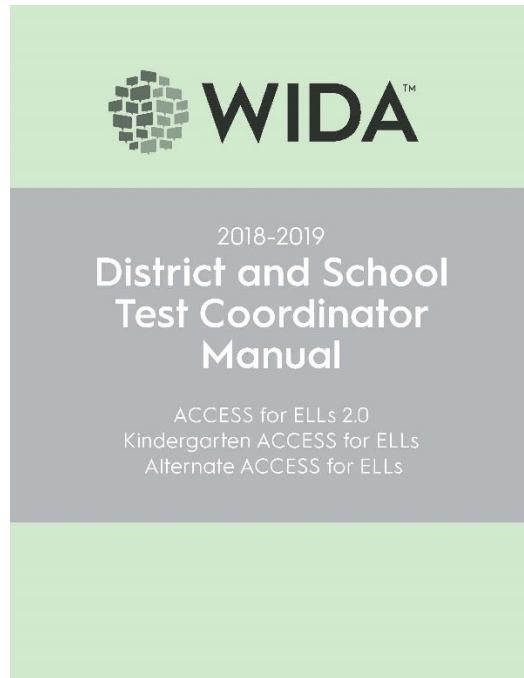
Position Title: Other

Job Title

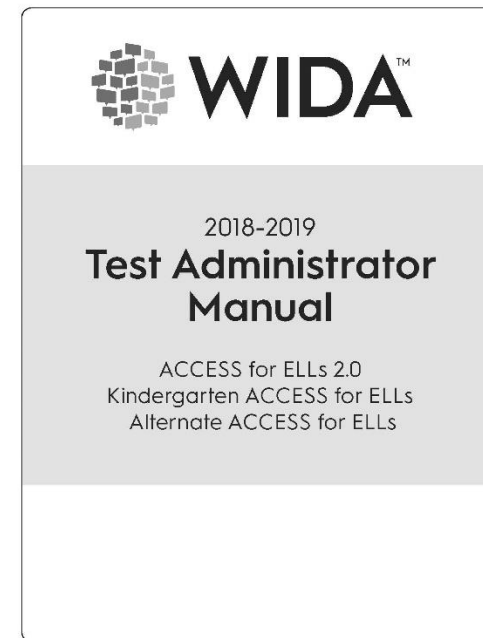
[Manage Subscriptions](#)

Preparation Resources: Manuals

District and School Test Coordinator Manual



Test Administrator Manual



Preparation Resources: WIDA AMS User Guide



2018–2019 WIDA Assessment Management System (WIDA AMS)

User Guide

Data Recognition Corporation (DRC)
13490 Bass Lake Road
Maple Grove, MN 55311

Direct: 1-855-787-9615
Website: <https://www.wida-ams.us>

- 1 book
- Located on the WIDA website
- Step-by-step instructions for using WIDA AMS





QuickStart Guide for Preparing Students for ACCESS Online

 [Download this guide](#)

QuickStart Guide for Preparing Students for ACCESS Paper

 [Download this guide](#)



- Data Recognition Corporation (DRC) serves as the operational test vendor for ACCESS for ELLs and Alternate ACCESS for ELLs.



WIDA Assessment Management System (WIDA AMS)



DRC INSIGHT™

Username

Password

 Show Text

Welcome to the WIDA Assessment Management System (AMS)!

This website supports your preparation for and administration of ACCESS for ELLs suite of assessments and WIDA Screener Online.

To access the WIDA AMS library of technical and test administration materials [click here](#) (login not required).

Logging into WIDA AMS

To access WIDA AMS, login using your username (email address) and password.

If you do not have a WIDA AMS login, please see the 'Logging in' section of your WIDA member/state page. You can find your member/state page using the drop down on the [WIDA website](#). The WIDA Client Services Center can also assist you.

Public Test Resources

- The [Test Demo](#) is a series of videos that explain how students will take the online test and interact with the test platform.
- The [Sample Items](#) provide students, parents, and educators with a better understanding of the ACCESS for ELLs Online assessment that is based on the WIDA English Language Development (ELD) Standards. These are not items that will appear on the operational test, but they provide a close proximity to the items that students will see on the test. **To access and view the Sample Items, a Chrome browser must be used.**
- The [Test Practice](#) items are designed to allow students to experience taking the assessment online and to experiment with the features available to them during the actual assessment. The above link provides access to the Test Practice items for ACCESS for ELLs Online and WIDA Screener Online. **To access and view the Test Practice Items, a Chrome browser must be used.**

DRC System Status Indicator: <https://status.drctdirect.com/WIDA>

DRC System Status Indicator reports normal operations or problems and outages.



Within the system, designated staff may:

- o Access any needed user guides or software downloads
- o Add students
- o Designate accommodations
- o Create test sessions
- o Print test tickets
- o Monitor student progress
- o View/print reports



WIDA AMS

District test coordinators may order additional paper materials via WIDA AMS:

- o Kindergarten ACCESS for ELLs
- o Alternate ACCESS for ELLs
- o Braille (Grades 1–12 only)
- o Large Print (Grades K-12)
- o ACCESS for ELLs 2.0 Online Writing Test Booklets (Grades 1–3)
- o ACCESS for ELLs 2.0 Paper 1–12 test materials

*Extra materials are shipped to LEAs so be sure to check inventory before ordering additional materials.



Reminders:

- Activate and check your Account/User
- WIDA will communicate when other accommodations can be added on WIDA AMS
- Compare your Student Roster from the MLL Census to the roster on WIDA AMS – DRC for accuracy
- Any new student will have to be recorded on the WIDA AMS – DRC website
- IMPORTANT: make sure the SASID is correct

RIDE webpage



- RISAP Test Coordinator page: www.ride.ri.gov/tc
 - o Includes state policies for all state assessments
 - o RISAP Test coordinator handbook
 - o Alternate Assessment eligibility

The screenshot shows the RIDE website header with navigation links for Home, News, and Events. Below the header is a search bar and a navigation menu with categories: Students & Families (Great Schools), Teachers & Administrators (Excellent Educators), Instruction & Assessment (World-Class Standards), Information & Accountability (User-Friendly Data), and Funding & Finance (Wise Investments). The main content area is titled "Rhode Island State Assessment Program (RISAP) Test Coordinator Information" and includes a breadcrumb trail: Home > Instruction & Assessment > Assessment > RISAP Test Coordinator Information. The page text states that RIDE has consolidated test coordination information for all assessments in RISAP onto this page. It also provides instructions on how to find general information about each assessment in the statewide assessment system. A note mentions that RIDE is updating information for the 2020-21 cycle and that statewide assessments except ACCESS for ELLs have been canceled for spring 2020. A table at the bottom lists resources: Monthly Test Coordinator Webinar Presentations and Recordings, Test Coordinator Memos, RISAP Test Coordinator Handbook, and Outplacement Schools. A right-hand sidebar contains a table of contents with links to Overview, Curriculum, and Assessment (with sub-links for RISAP Test Coordinator Information, Assessment Schedules, Assessment Manuals & Materials, Resources for Families, Statewide Assessment Training, Assessment Accommodations, Assessment Exemptions, Assessment Results, and Released Items & A).



2020-2021 ACCESS for ELLs Online Checklist

<https://wida.wisc.edu/sites/default/files/checklists/RI-online-checklist.pdf>

2020-2021 ACCESS for ELLs Paper Checklist

<https://wida.wisc.edu/sites/default/files/checklists/RI-paper-checklist.pdf>

2020-2021 Accessibility and Accommodations Supplement

<https://wida.wisc.edu/sites/default/files/resource/ACCESS-Accessibility-Accommodations-Supplement.pdf>

ACCESS for ELLs Interpretive Guide for Score Reports

<https://wida.wisc.edu/sites/default/files/resource/Interpretive-Guide.pdf>

Alternate ACCESS for ELLs Interpretive Guide for Score Reports

<https://wida.wisc.edu/sites/default/files/resource/Alt-Interpretive-Guide.pdf>

Webinar onboarding new users

<https://portal.wida.us/GetResource/2592>

WIDA & DRC Contacts



<ul style="list-style-type: none">• WIDA Secure Portal and ACCESS for ELLs training• Test administration procedures• Accommodations and accessibility procedures• Understanding score reports	<p>WIDA Client Services help@wida.us 866-276-7735</p>
<ul style="list-style-type: none">• WIDA AMS and DRC INSIGHT• Data validation and accessing score reports• Material ordering, management, and return• Test booklet labels• Damaged test booklets	<p>DRC Customer Service WIDA@datarecognitioncorp.com 855-787-9615</p>



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Questions?



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of Education