

ACCESS for ELLs 2.0

Test Coordinator Handbook

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Introduction

Beginning in 2015–2016, ACCESS for ELLs for grades 1-12 is an online assessment. This new assessment builds on earlier versions of ACCESS for ELLs and the WIDA English Language Development Standards.

Purpose of this Handbook

This Handbook is designed as a quick reference guide to outline key information for coordinating ACCESS for ELLs. This information is drawn from existing documents and training materials available on the WIDA website and WIDA Assessment Management System (WIDA AMS). Appendix A provides links to source materials where you can find more detailed information on these topics.

Change in Vendor

As part of the move online, a new vendor selection process was held. The Data Recognition Corporation (DRC) was selected as the vendor for the new test, and will take over the printing, distribution, scoring, and reporting duties. MetriTech can still be contacted for 2014-2015 test scores, but DRC will be the contact for the 2015-2016 school year and beyond.

Contact Information

<p>For Questions about:</p> <ul style="list-style-type: none">• ACCESS for ELLs 2.0 Training• WIDA website logins and passwords <p>Contact: WIDA Client Services Center (866) 276-7735 help@wida.us</p>	<p>For Questions about:</p> <ul style="list-style-type: none">• WIDA AMS, DRC Insight, DRC TSM• Scoring & Reporting• Materials <p>Contact: DRC Customer Service (855) 787-9615 WIDA@datarecognitioncorp.com</p>
<p>For Questions about:</p> <ul style="list-style-type: none">• ACCESS for ELLs Testing• EL Accommodations <p>Contact: Jesse Roberts (608) 267-5153 jesse.roberts@dpi.wi.gov</p>	<p>For Questions about:</p> <ul style="list-style-type: none">• Title III• Identification of ELs• EL Programs <p>Contact: Audrey Lesondak (608) 266-7292 audrey.lesondak@dpi.wi.gov</p>

Online ACCESS for ELLs

Why go online?

Moving ACCESS for ELLs online was a logical next step in the constant development and improvement of this assessment. Leveraging technology, we can support our English learners in many ways that we were unable to fully do on the paper assessment.

ACCESS for ELLs 2.0 is designed to increase student engagement through a more dynamic testing experience. It is highly student-centric, with voice acting from students of similar ages modeling responses to the test and providing school-based situations for the testing students to respond to.

With built-in accommodations and accessibility features, a wide range of student needs can be met without the need for a test administrator or testing aide to provide one-on-one support. In addition, a move from a pre-selected difficulty tier to a staged adaptive test allows ACCESS for ELLs 2.0 to much more accurately target students' individual range of language skills.

One major benefit of moving online is a reduction in the amount of effort required to administer the assessment. As the computer is now delivering much of the test content, including practice items and directions, it is possible to simultaneously administer the test to multiple grades and proficiency levels. The online test will also record all student answers, scoring the reading and listening domains as they are taken, and sending the writing and speaking responses to DRC for centralized scoring. This frees test administrators from having to assess the speaking domain one-on-one, on the fly, and allows the Speaking domain to be assessed in small groups.

Changes to the Structure of ACCESS for ELLs

Grade Clusters

The grade clusters have changed slightly, as shown in the following graphic:



During the 2016-2017 school year and beyond, the Paper grade clusters will be aligned with the Online clusters.

Kindergarten and Alternate ACCESS for ELLs have not changed.

Tiers

While Tiers still exist, they are substantially less critical than in the previous version of ACCESS for ELLs. The three tiers of A,B,C have been combined into two tiers of A and B/C. Tier A is for students who are just beginning to speak English, ELP 1-2. Tier B/C is for all other English learners.

Test administrators will no longer need to select the appropriate tier for students taking the online test. The adaptivity of the test will allow them to find the appropriate level of difficulty in the assessment and ensure that they are challenged but not overly challenged.

After taking the Listening and Reading domains, the Writing and Speaking Tier will be automatically determined for a student.

New Speaking Tier: Pre-A

Very new English speakers may not have the ability to access even the Tier A questions. For these students, a limited Speaking Domain test is available called Pre-A. This is a shortened version of the Tier A Speaking domain, and it can only produce an ELP 1 result. It should not be used for students who could possibly be ELP 2 or higher.

Order of Domain Testing

The staged adaptivity of the test requires that the domains be given in the following order:

1. Listening
2. Reading
3. Speaking and Writing, in either order

Results from the Listening and Reading domains will determine whether a student is given Tier A or Tier B/C on the Speaking and Writing. For grades 4-12, the test administrator will not need to do any additional work with Tiers. For grades 1-3, and students in 4-12 who will handwrite their answers, test administrators will have to run a Tier Report and ensure that students are given the appropriate booklet for the Tier they are in. DRC will ship an appropriate number of booklets of each Tier, based on an estimation of what percent of students will fall into each Tier.

Length of the Assessment

The length of the assessment remains about the same. It is untimed, but students are generally able to finish well within the following expected assessment times:

Domain	Time
Listening	40 minutes
Reading	35 minutes
Speaking	30 minutes
Writing Tier A	65 minutes
Writing Tier B/C	65 minutes

Test Session Size, Makeup

Significantly more flexibility will be available for scheduling test sessions. In most cases, it will be possible to test a mixture of grades and tiers within the same domain.

Writing for grades 1-3 is an exception to this, as students will need tiered booklets with an appropriate administrative script read to them.

There is also a new tier for Speaking this year, called Pre-A. This is for students who are at or below ELP 1, and for whom even the Tier A Speaking domain would be inappropriate. Students taking this assessment must not be mixed with other grades/tiers.

Website Information

There will be two websites you and your staff will need access to in order to administer ACCESS for ELLs:

WIDA website

- <https://www.wida.us/index.aspx>
- W-APT screener and training materials
- ACCESS for ELLs training materials
- professional development materials
- ELD standards
- other WIDA products and services

WIDA Assessment Management System

- <https://www.wida-ams.us/default.aspx>
- hub for ACCESS for ELLs test organization and administration duties
- user guides
- software downloads
- order tests and paper materials
- add students to test sessions
- designate accommodations
- create test sessions
- print test tickets
- monitor student progress
- view/print reports

District Assessment Coordinators (DACs) should have access to both websites, and should be able to create and modify permissions for other staff in their district involved in ACCESS for ELLs testing.

If you are a DAC and do not have access, ensure you are listed as a DAC on the DPI website (link below) and contact help@wida.us for access to the WIDA website, and WIDA@datarecognitioncorp.com for access to the WIDA AMS.

If you are not a DAC and do not have access, please contact your DAC. A list of DACs can be found here: <http://dpi.wi.gov/assessment/dac/update> (download the DAC contact list)

Software Information

There are two pieces of software required to administer ACCESS for ELLs, both available in the WIDA AMS:

DRC Insight Secure Browser

- students use this to take ACCESS for ELLs
- can be mass-deployed on most systems
- network install for Windows, Mac
- pushed to Chromebooks, although extra config is required prior to the push

DRC Testing Site Manager (TSM)

- manages and streamlines communication between the test computers and DRC's servers
- typically reduces bandwidth traffic by about 50%
- if communication stalls between Insight Browsers and DRC, caches responses and tries to resend them every 15 minutes
- handles system readiness checks, load simulation, tech readiness checks, etc.

Changes to Administration Roles

The move online reduces the role of the Test Administrator, but it also requires that a Technology Coordinator role be introduced to help facilitate the deployment of Insight and the TSM. This has resulted in the following roles:

Test Coordinators

- responsible for the overall coordination of test administration
- set up user accounts within the new WIDA Assessment Management System (WIDA AMS)
- ensure everyone has access to the WIDA website (wida.us) for training
- complete the Training Course and verify that Test Administrators and Technology Coordinators have also completed their trainings and checklists

Technology Coordinators

- responsible for all technical and system setup for online testing
- troubleshoot and provide tech support during testing
- complete web-based trainings and checklists available through the WIDA website (wida.us)

Test Administrators

- responsible for administering ACCESS for ELLs

- complete the WIDA Training Course, including review of all applicable Test Administration Manuals and web-based modules
- complete checklists that will be available through the WIDA website (wida.us) to prepare for test administration activities.

Using the WIDA AMS

A new feature for both online and paper testing this year is the WIDA Assessment Management System (AMS). This online portal houses accounts for test administration, is where tests are ordered, test sessions organized, and where reports will be downloaded.

Managing Testing Roles

Adding a User

When you add a user, there are five roles available to pick from:

- District (District Test Coordinator, generally a DAC)
- School (School Test Coordinator)
- Test Administrator (School)
- District Technology Coordinator
- School Technology Coordinator

School-level users are tied to a single school, and can only impact testing in that school. District-level users are able to impact testing in all the schools in their district.

To add a user:

1. Log into the WIDA AMS
2. Open the Manage Users panel on the left
3. Click User Administration

4. Select 'Add Single User'

▼ CLOSE MENU ▼

User Administration

User Administration allows the user to perform various administrative tasks. You can change a user's password, add new user(s) to the system or activate/inactivate user(s).

Edit User Add Single User Upload Multiple Users

* Indicates required fields

First Name * Middle Initial Last Name *

Email Address *

Administration * User Role *

District School

Tip: When you select a permission, its description will display below the list

Available Permissions	Assigned Permissions
Administrator	
Correction Primary Window	
Documents - View	
Enrollment - Primary Window	
Materials - Accountability - User Informa	
Materials - Additional - Primary Window	
Materials - Additional - View/Edit	
Materials - Primary Window	
Materials - Return Materials Receipt	
Online Testing - Secured Resources	
Online Testing Statistics	

To see the description, select a permission

Save

5. Fill out the information. When you select User Role, it will enable a Permission-set box below the District dropdown menu.

Administration User Role

ACCESS for ELLS 2.0 - 2019 Test Administrator

District School

DRC Use Only - Sample District (Select)

Permission-set

Test Administrator

Tip: When you select a permission, its description will display below the list

Available Permissions	Assigned Permissions
Test Session - Status Summary	
Test Session - Upload	
Test Sessions - Tier Placement Report	
Test Setup - Device Toolkit	
Test Setup - Primary Window	
Test Setup - View Student Status	
Test Tickets - Invalidate/Validate	
Test Tickets - Unlock	
Test Tickets - View Questions Attempted	
Test Tickets - View/Print	
View Reports - Download - District/School	
View Reports - Download - State	

To see the description, select a permission

Save

6. If you choose the Permission-set, it will pre-select the default permissions in the bottom window. Click the right-pointing arrow to Assign those permissions.
7. If necessary, modify the user's permissions
8. Click Save

Adding Multiple Users at Once

1. In the 'User Administration' section, click 'Upload Multiple Users'

Close Menu

User Administration

User Administration allows the user to perform various administrative tasks. You can edit a user's password, add new user(s) to the system or activate/inactivate user(s).

Edit User | Add Single User | **Upload Multiple Users**

First time? Download the [File Layout](#) (PDF document) and a [Sample File](#) (CSV text file).

Instructions

* Indicates required fields

Administration
ACCESS for ELLS 2.0 - 2015-2 *

File
 Browse... *

Upload

User Listing				
First Name	MI	Last Name	Email Address	Role
If there are errors in your file, then they will display h				

2. If you need the file layout, download and inspect one of the files linked
3. Format a .csv file as noted in the File Layout populated with your staffs' information
4. Browse to the .csv, select it, and click 'Upload'
 - a. Any errors in formatting will be shown in red under the blue user information bar

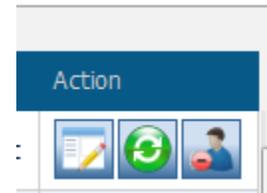
Managing Users

If you need to reset a user account, change permissions, or otherwise modify a user account, follow these steps.

1. Open the Manage Users panel on the left
2. Click User Administration

- Click on 'Edit User'

- Enter a first or last name, or a partial name, and click 'Find User'
 - If you leave everything blank you will search for all users in your district, or all users in a school if one is selected
- Users will appear in the panel below
- To the far left there is a column called 'Action'
 - The first button allows you to edit their contact information and permissions
 - The second resets the account, and re-sends the invite email
 - The third inactivates the account and prevents the user from logging in
- At the bottom there is also an option to export the users, in case you need their information in a convenient (excel) format



Ordering Tests

All ACCESS for ELLS tests can be ordered through the WIDA AMS. To order tests:

- Open the Materials Tab
- Click 'Materials Ordering'

3. Choose your District and/or School, if not already selected. You may only have one option.
4. Click 'Show Materials'
5. You will see a list of the materials you can order

Order Materials | Summary | Status Report

[Instructions](#)

Select the most accurate testing mode for this school:

*

This school is testing all online. Enter material quantities in the appropriate

This school has some students testing paper for grades 1-12. Enter material

This school is testing Grades 1-12 all on paper. Enter material quantities

Kindergarten

Online Order for School ME99999-99999 (ACCESS for ELLs 2.0 - 2015-2016 - Maine)

Grade Cluster	Number of Online Testers
1	<input type="text"/>
2-3	<input type="text"/>
4-5	<input type="text"/>
6-8	<input type="text"/>
9-12	<input type="text"/>

Alternate ACCESS Order for School ME99999-99999 (ACCESS for ELLs 2.0 - 2015-2016 - Maine)

Grade Cluster	Number of Students
1-2	<input type="text"/>
3-5	<input type="text"/>
6-8	<input type="text"/>
9-12	<input type="text"/>

Customized Order for School ME99999-99999 (ACCESS for ELLs 2.0 - 2015-2016)

Grade Cluster	Number of Customized Booklets			
	Large Print Tier A	Large Print Tier B	Large Print Tier C	Contracted Braille Tier B
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

6. Choose the most accurate testing mode for the school
 - a. All online
 - b. Online with some paper (if you need one of the specialized tests listed below)
7. Enter the number of students testing in each grade level cluster
 - a. Include online
 - b. Also include specialized tests, such as Alternate ACCESS, braille, etc.
 - c. Indicate the number of pure paper tests needed, if any
8. Submit your order

Writing Booklet Orders

Grades 1-3 will still take the Writing domain in a paper booklet, as many of these students aren't fluent keyboarders. Booklets will be automatically sent when you order online tests.

Grades 4-12 will take all of the domains online, unless they fall into one of the categories that need to test on paper. (Alternate ACCESS, Braille, large print, IEP/504 accommodation that can't be met on a computer.)

Paper writing booklets will be available for students in grades 4-12 who are not fluent keyboarders. If a student in these grades needs to handwrite the Writing domain, they will read the prompts off the screen and write in the booklet. DRC will ship a small number of paper writing booklets for grades 4-12.

If you find (or know) you need additional Writing booklets, you'll be able to order them after December 3rd when the Additional Materials window opens, with three day shipping.

Adding Students

On November 12th DPI will pull the EL student rosters for public schools from ISES. These rosters should be available for test session creation in the WIDA AMS around November 23rd. Districts will need to upload students that are new to their district after November 12th. In addition, districts will need to work with non-public schools to upload student rosters.

If you are required to upload a student roster initially, or if you need to add students who are new in your school, do the following:

1. Click on 'Test Setup' and 'Manage Students'
2. If you need to add a single student, at the bottom of the 'Mange Students' tab is an 'Add Student' button

- a. Click this button

Add Student

[Instructions](#)

* Indicates required fields

Last Name * First Name * Middle Initial State Student ID *

Student * Ima * [] 123456789 *

Student Detail Accommodations Demographics

Administration District School

ACCESS for ELLs 2.0 - 2015 * DRC Use Only - Sample Dist * DRC Use Only - EIS Sample *

Date of Birth Grade Gender District Student ID

1/15/2000 06 Male []

(mm/dd/yyyy)

Save Save & Add Another Cancel

- b. On the following screen, fill in the required information and click 'Save'
3. If you need to add multiple students, you may batch upload them.
4. Click the tab titled 'Upload Multiple Students'

Manage Students

Manage Students allows the user to search for student(s), edit student data, view a student

Manage Students Upload Multiple Students

Test Setup will not be available for selected Administration until 11/23/2015.

Download the [File Layout \(PDF document\)](#) and a [Sample File \(CSV Text File\)](#).

[Instructions](#)

* Indicates required fields

Administration District School

ACCESS for ELLs 2.0 - 2 * DRC Use Only - Sample [] * (All) []

File [] Browse... *

Upload

5. Download the file layout, and configure your student roster to match.
6. Browse to the location of this file, ensure that the correct district and school are chosen, and click 'Upload'

Test Session Creation

The WIDA AMS will also be used to organize test sessions. When students are uploaded, they will be organized into default test sessions based on grade level cluster and domain. You may need to organize them into more functional test sessions if this default does not work for you.

1. Click on 'Test Setup' and then 'Test Sessions'
2. If you have already added students, they may be listed in test sessions already based on grade level cluster and domain

WIDA™

Test Sessions

Test Sessions allow the user to search/view existing test sessions for a specific district or school. The user can export session details, print test tickets or view the status of the test session.

Manage Test Sessions | Upload Multiple Test Sessions

The data for this Administration is read-only.

Indicates required fields

Administration: ACCESS for ELLs 2.0 - 2015 - 2016
District: DRC Use Only - Sample Dist
School: DRC Use Only - eDirect Sample
Last Name: _____
First Name: _____
State Student ID: _____
Session: _____
Domain: (All)
Assessment: (All)

Show Sessions | Print All Tickets

Sessions | Status Summary

Session Detail

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	DRC Use Only - Sample District	DRC Use Only - eDirect Sample School	34850/L	Rd - Gr 2-3 Tier C	Not Started	3/25/2014	6/30/2014	[Icons]

3. Below any existing test sessions you will find an 'Add Session' button. You may wish to create a naming convention for your sessions based on grade cluster and domain, online/paper, etc.

<input type="checkbox"/>	DRC Use Only - Sample District	DRC Use Only - eDirect Sample School	Balderson Period 3	Sp - Gr 6-8 Tier A	Completed	3/25/2014	6/30/2014	[Icons]
--------------------------	--------------------------------	--------------------------------------	--------------------	--------------------	-----------	-----------	-----------	---------

Add Session | Export to Excel | Unlock Selected | Unlock All

- When you add a test session, you will need to fill out the test session information and add students.

The screenshot shows a web-based interface for configuring a testing session. At the top, there are two summary bars: "Testing Window: 11/30/2015 - 01/29/2016" and "Eligible Grades: 04, 05". Below these is a section titled "Instructions" with a red asterisk indicating required fields. The form includes several input fields: "Session Name" (Smith Writing 4), "Domain" (Writing), "Assessment" (Writing Gr 45), "Mode" (Online), "Begin Date" (11/30/2015), and "End Date" (1/29/2016). A search section for available students has fields for "Student Last Name", "Student First Name", "State Student ID", and "Grade" (set to All). Below the search fields are buttons for "Find Students", "New Student", and "Clear". Two list boxes are present: "Available Students" containing "Studentalso, Ima (123456781)" and "Students in Session" containing "Student, Ima (123456789)". Between these lists are four arrow buttons for moving students. At the bottom are "Save" and "Cancel" buttons.

- You may also bulk upload sessions, and export existing sessions for reference.

Materials Returning

Not yet available. To be added in a future handbook release.

Score Reporting

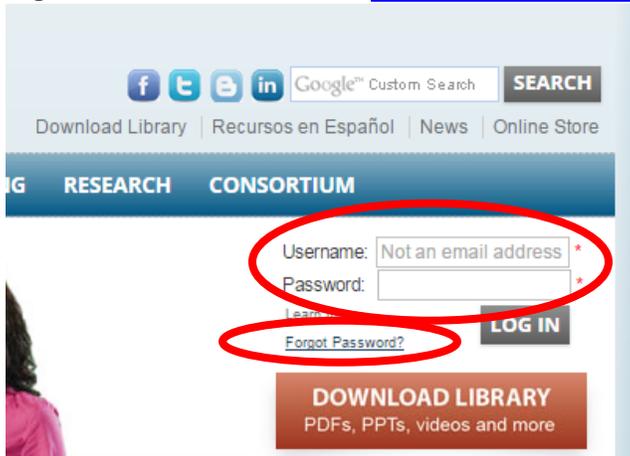
Not yet available. To be added in a future handbook release.

Training for Administering ACCESS For ELLs

Training is hosted on the WIDA website.

Accessing Training

1. Log onto the WIDA website, <https://www.wida.us>



- a. Your username was sent to you when you created your account. If you've forgotten your username or password, choose the 'Forgot Password?' link and it will be emailed to you.
2. Once logged in, click the 'My Account & Secure Portal' link at the top



3. The top row of icons should show ACCESS for ELLs 2.0 Training.

ACCESS for ELLs 2.0 Training



- a. If you do not see this row of icons, you do not have permission to access these trainings. Contact the appropriate person to request that they change your permissions.

4. Click on the training you need to complete. You will see a checklist of activities, broken down by when they need to be done.

Online Test Administrator Checklist

Test Administrator

Test Coordinator

The Grades 1-12 ACCESS for ELLs 2.0 Online Test Administrator training requires completion of this electronic checklist of training tasks. Test Coordinators and Test Administrators should select the checklist for their role by clicking the appropriate button to the right.

Please check off the tasks below to mark your progress as you proceed through your training. Once you check off a box, you can navigate away from this page or log out of the website. The completed check marks will be there upon your return. Once you have completed the training checklist for your role, your [personal training certificate](#) will be updated as a record of completion.

Initial preparation steps	<ul style="list-style-type: none"><input type="checkbox"/> View and try out the interactive ACCESS for ELLs 2.0 Sample Items for the Public. (Instructions and screenshots are also available.)<input type="checkbox"/> Review the Accessibility and Accommodations Guidelines and Accessibility and Accommodations Descriptions.<input type="checkbox"/> Stay informed of developments in ACCESS for ELLs 2.0 by periodically reviewing the FAQs and preparation resources on the ACCESS for ELLs 2.0 webpage.
Fall 2015	<ul style="list-style-type: none"><input type="checkbox"/> Review state-specific information about ACCESS for ELLs 2.0 administration on your state's page.<ul style="list-style-type: none">• Read the Important ACCESS for ELLs Administration Dates section and any other sections your state agency has included on the webpage.<input type="checkbox"/> <i>Optional:</i> Attend or watch the Test Administrator Overview Webinar (September 30, 2015; 10:30am CST and 1:00pm CST). The webinar will be recorded and archived for reference.<input type="checkbox"/> Complete the ACCESS for ELLs 2.0 Training Course.

5. Go through the checklist, and check off items you have completed.
- a. You do not need to complete all of the training at once. However, everything must be completed prior to undertaking the tasks listed in the section titled, "Within one month of scheduled Test Administration".

Training Checklists

- [Test Coordinator Checklist - Online](#)
- [Test Administrator Checklist - Online](#)
- [Technology Coordinator Checklist](#)

Training Modules

- [WIDA Assessment Management System - Account Setup](#)
- [WIDA Assessment Management System -Test Materials Ordering](#)
- [WIDA Assessment Management System Pre-ID upload](#)
- [WIDA Assessment Management System Documents Download](#)
- [WIDA Assessment Management System Test Session Creation](#)
- [WIDA Assessment Management System Manage Students](#)

Accommodations

ACCESS for ELLs 2.0 has new accommodations and guidance. The following two documents explain the available accommodations for both the paper and online ACCESS For ELLs, and provide guidance for selecting the appropriate ones.

- [ACCESS for ELLs 2.0 Accessibility and Accommodations Descriptions](#)
- [ACCESS for ELLs 2.0 Accessibility and Accommodations Guidelines](#)

In addition, the following two documents will help provide IEP teams the necessary information to allow them to select appropriate accommodations for ACCESS for ELLs.

- [ACCESS for ELLs 2.0 Accommodations, Accessibility, and Test Administration FAQs](#)
- [ACCESS for ELLs 2.0 IEP/Multidisciplinary Team Checklist](#)

Appendix A: Manuals and Resources

The following references were used in the creation of this handbook. For more specifics, please ensure that you are familiar with these documents and websites.

You will need a login to the WIDA website to gain access to some of these materials.

The Online Test Administration Manual:

<https://www.wida.us/ACCESSTraining/online/ACCESS%20for%20ELLs%202.0%20Online%20Test%20Administration%20Manual.pdf>

Online ACCESS for ELLs training checklist: <https://www.wida.us/ACCESSTraining/online/>

The ACCESS for ELLs Overview Page: <https://www.wida.us/assessment/ACCESS20.aspx>

Technology Requirements: <https://www.wida.us/assessment/access20-tech.aspx>

Preparation Resources: <https://www.wida.us/assessment/access20-prep.aspx>
(Webinars, manuals, Q&A sessions, etc.)

The WIDA AMS: <https://www.wida-ams.us/default.aspx>

WIDA AMS User Guide Part 1:

<https://www.wida.us/ACCESSTraining/documents/WIDAAMSUserGuidePart1.pdf>

WIDA AMS User Guide Part 2:

<https://www.wida.us/ACCESSTraining/documents/WIDA-AMS-User-Guide-Part2.pdf>

ACCESS for ELLs 2.0 FAQs: <https://www.wida.us/assessment/ACCESS%202.0/FAQ.aspx>

DPI's ACCESS for ELLs information: <http://dpi.wi.gov/assessment/ell>

Wisconsin's ACCESS Calendar: <http://dpi.wi.gov/assessment/ell/calendar>