

**WIDA**<sup>TM</sup>

2019-2020

# **Test Administrator Manual**

ACCESS for ELLs

Kindergarten ACCESS for ELLs

Alternate ACCESS for ELLs

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Version 1.0

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**PART 1:**  
**ACCESS for ELLs Test**  
**Administration Overview**



# Section 1: Introduction to this Manual

## 1.1 About the ACCESS for ELLs Suite of Assessments

The ACCESS for ELLs suite of assessments are secure large-scale English language proficiency assessments administered to Kindergarten through 12th grade students who have been identified as English language learners (ELLs). The assessments are given annually in WIDA Consortium member states to monitor students' progress in acquiring academic English, and include Kindergarten ACCESS for ELLs, ACCESS for ELLs Online, ACCESS for ELLs Paper, and Alternate ACCESS for ELLs.

## 1.2 How to Use This Manual

This manual is designed to address the training needs of Test Administrators who deliver any of the assessments in the ACCESS for ELLs suite. It is organized into two parts:

### **Part 1: ACCESS FOR ELLs Test Administration Overview**

Section 1: Introduction

Section 2: Getting Started: Roles, Responsibilities, and Training

Section 3: Test Security and Material Management

### **Part 2: Assessment-Specific Administration Guidelines**

Section 4: Kindergarten ACCESS for ELLs

Section 5: ACCESS for ELLs Paper 1-12

Section 6: ACCESS for ELLs Online 1-12

Section 7: Alternate ACCESS for ELLs

All Test Administrators should read the entirety of Part 1 (Sections 1, 2, and 3). Within Part 2, Sections 4-7 cover each assessment within the ACCESS for ELLs suite of assessments. As a Test Administrator, you should review the section(s) related to the assessment(s) you will administer.

If you also have test coordination responsibilities, please refer to the *ACCESS for ELLs District and School Test Coordinator Manual*.

Detailed information about WIDA Assessment Management System (WIDA AMS) and specific procedures that must be completed within WIDA AMS are contained within the *WIDA Assessment Management System User Guide*.

### **1.3 New for the 2019–2020 School Year**

We've made some adjustments to the ACCESS for ELLs Online Writing test. Our guidance for overall test timing has changed only minimally. However, you might want to review the timing estimates on pages 128–129. We now anticipate that all students will spend roughly the same amount of time on each part of the Writing test.

In addition, take note that there are no longer any stop signs included in the online Writing test for Grades 4–12. Test administrators should, as always, circulate around the room as students are testing and verify that they are completing the Writing tasks to the best of their ability, but students will no longer be directed in the test platform to raise their hand after completing each task. They will be able to move through and complete the entire test without seeing any instruction to wait for the test administrator's approval.

All ACCESS for ELLs Braille forms for Grades 1–12 are now available in Unified English Braille (UEB). Use of English Braille American Edition has been discontinued.

## 1.4 Who To Contact

Refer to the following table to determine who to contact with questions and concerns.

Question or Concern	Contact
<ul style="list-style-type: none"> <li>• Creation of WIDA Secure Portal and WIDA AMS accounts (may vary by state)</li> <li>• Training certifications for ACCESS for ELLs</li> <li>• Scheduling and material logistics</li> <li>• Test irregularities/Security breaches</li> <li>• Test invalidations</li> </ul>	Your District/School Test Coordinator
<ul style="list-style-type: none"> <li>• WIDA Secure Portal content</li> <li>• ACCESS for ELLs Training Course content</li> <li>• Test administration procedures</li> <li>• Accommodations and accessibility policies/guidelines</li> <li>• Score report interpretation</li> </ul>	WIDA Client Services help@wida.us 866-276-7735
<ul style="list-style-type: none"> <li>• All WIDA AMS functionality               <ul style="list-style-type: none"> <li>• User administration (adding and editing users in AMS)</li> <li>• Materials ordering and additional materials</li> <li>• Adding and editing students in test setup</li> <li>• Adding and editing test sessions and printing test tickets</li> </ul> </li> <li>• INSIGHT and COS-SD installation, functionality, and troubleshooting</li> <li>• Viewing and downloading student reports</li> <li>• Materials receipt, inventory, and return</li> <li>• Labeling of test booklets (Pre-ID, District-School, and Do Not Process Labels)</li> <li>• Unique situations regarding paper materials               <ul style="list-style-type: none"> <li>• Handling damaged materials</li> <li>• When to transcribe</li> </ul> </li> </ul>	DRC Customer Service WIDA@datarecognitioncorp.com 855-787-9615

## Section 2:

# Getting Started: Roles, Responsibilities, and Training

## 2.1 Roles in Administration of ACCESS for ELLs

Before, during, and after your state's testing window, there are various roles that educators hold to ensure all tasks are carried out for successful test administration. These roles include Test Coordinators at the district and school level, Test Administrators, and, for online administration, Technology Coordinators.

### New Test Administrators

Please review your state's ACCESS for ELLs Checklist for a complete list of all tasks that must be completed before, during, and after testing. Prior to testing, training will include completing training modules online, reviewing this manual, and reviewing other test protocol documents as required by your state.

### Returning Test Administrators

Welcome to another year with ACCESS for ELLs! We recommend that you take a look at your state's ACCESS for ELLs Checklist to review the tasks you should complete for the upcoming year. Note that some tasks may have changed, and not all states will require you to retake the complete online training. Returning educators should use this manual as a reference guide and revisit any sections necessary to refresh your understanding of all testing policies and procedures.

## 2.2 Responsibilities of the Test Administrator

The Test Administrator administers and monitors the test. He or she is also responsible for managing student data prior to, during, and after testing. As the Test Administrator you have the following responsibilities:

### All Test Administrators

- Read Part 1 and applicable sections in Part 2 of this manual.
- Review your state's ACCESS for ELLs Checklist for a full understanding of the tasks you are responsible for.
- Complete all test administration training and certification requirements.
- Maintain test security throughout testing window.
- Receive and inventory test materials from the Test Coordinator.
- Provide and document appropriate accommodations for students.
- Administer the test and actively monitor student progress.
  - Set a positive tone for the students prior to administration.
  - Ensure pre-labeled test booklets are provided to the correct student.
  - Ensure the testing environment is quiet and free from distraction.
- Collect booklets and review all student demographic information to ensure label accuracy.
- Return test materials to the Test Coordinator.

### Online Test Administrators Only

- Become familiar with the WIDA AMS User Guide in order to learn how to manage student data details (as applicable, please see WIDA AMS section of this manual).
- Familiarize students with the online test demos and test practice, but also review both for your own understanding.
- Confirm student information on test rosters and test tickets is accurate.
- Monitor students to verify that they can successfully navigate the test in INSIGHT.

## 2.3 Training Resources for Test Administrators

### Your State's ACCESS for ELLs Checklist

WIDA has worked directly with your state education agency to develop the ACCESS for ELLs Checklist for the 2019-2020 school year. This list highlights all tasks that need to be completed before, during, and after testing within a school or district and outlines which tasks are assigned to Test Coordinators at the district and school level and Test Administrators. It also provides additional guidance that your state expects you to follow as you prepare for and administer the ACCESS for ELLs suite of assessments.

As a Test Administrator, it is your responsibility to review your state's checklist in detail prior to completing any training and to work with your district or school Test Coordinator to complete these tasks. Please review this carefully as policies and procedures have been updated to reflect your state's most current practices. Your state's checklist can be found on your state's page on the WIDA website.

## ACCESS for ELLs Training Course—WIDA Secure Portal

The training course within the WIDA Secure Portal ([portal.wida.us](http://portal.wida.us)) is where educators can access both training to become certified to administer ACCESS for ELLs as well as additional materials and resources to assist administrators and coordinators before, during, and after your state’s testing window.

WIDA user accounts provide access to the training course and Facilitator Toolkit within the WIDA Secure Portal. All training course users are subject to the terms and conditions outlined in the nondisclosure user agreement (NDUA). Users will be prompted to agree to the electronic NDUA upon initial login.

The WIDA Secure Portal can be accessed by logging in from the WIDA website homepage ( See Figure 2). After logging in, you will be directed to the Secure Portal homepage.



**Figure 2. My Account and Secure Portal**

On this page, you can do the following:

- Navigate to the various training course components
- Update personal account information, including your district and school information
- Access personal training records
- View important documents and resources related to test preparation and administration

Ideally, training should take place 2-3 weeks prior to administration of the test. The training course may be completed in one sitting or in as many sessions as necessary. Within the secure portal, you will see several tiles labeled with the names of the different assessments (e.g., Kindergarten, Alternate ACCESS Grades 1-12, etc.). Select a tile to begin training.

Refer to your state’s WIDA webpage to determine whether your state or district has selected the Online or Paper test for Grades 1-12. If a Test Administrator will administer both the paper and online tests, both training course components must be completed.

The ACCESS for ELLs Online and Paper training courses contain tutorials that outline important information to know before, during, and after testing. Your state’s ACCESS for ELLs Checklist contains information on which roles (Test Coordinator, Test Administrator, etc.) should view which tutorials.

Each assessment’s training course has a general administration quiz, which educators must pass with a score of 80% or higher in order to become certified to administer the assessment. WIDA recommends taking the quiz immediately after completing the training. There is no limit to the number of quiz attempts.

The following information outlines the requirements for the completion of each training course.



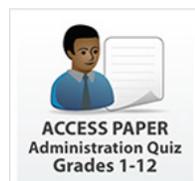
### Kindergarten ACCESS for ELLs

- Training pages and video
- Kindergarten Administration Quiz, passed with a score of at least 80%



### Alternate ACCESS for ELLs

- Training pages and tutorial
- Alternate Test Administration Quiz, passed with a score of at least 80%



### ACCESS for ELLs Paper

- Test preparation and administration tutorials
- If you are only administering the Listening, Reading and Writing domains, you must take the Paper Administration Quiz with a passing score of 80% or higher.
- If you also administer and score the Speaking test, you are required to go through the Speaking Scoring module series and pass the applicable Speaking Quiz (Grades 1-5 and/or 6-12) with a score of 80% or higher.



### ACCESS for ELLs Online

- Test preparation and administration tutorials
- Online Administration Quiz, passed with a score of at least 80%

## Training Certificates

Once you earn a score of 80% or higher on an administration quiz, the training certificate within the WIDA Secure Portal will be updated to reflect your status as a certified Test Administrator for that component of the assessment suite. Records of training will be available within the secure portal on the “My Training & Quiz History” page, and you can print a certificate listing completed training components by clicking “My Training Certificate.”



Figure 3. Training Certificates

## 2.4 WIDA Assessment Management System (WIDA AMS)

WIDA AMS ([www.wida-ams.us](http://www.wida-ams.us)) is the online resource used for material management and test coordination for the ACCESS for ELLs suite of assessments. The primary users of WIDA AMS are the Test Coordinators at the school and district level. **State and district policies determine whether a Test Administrator requires a WIDA AMS account. Please refer to your state’s checklist for more information on your role specifically.**

For more information on Test Administrator functions in WIDA AMS, please refer to Section 3, Test Security and Materials Management.

WIDA provides a complete manual for WIDA AMS, the WIDA AMS User Guide, found in the Training Course.

### Obtaining a WIDA AMS Account

WIDA AMS is accessible to Test Administrators with a login provided by the Test Coordinator. This account is separate from the WIDA Secure Portal user account login.

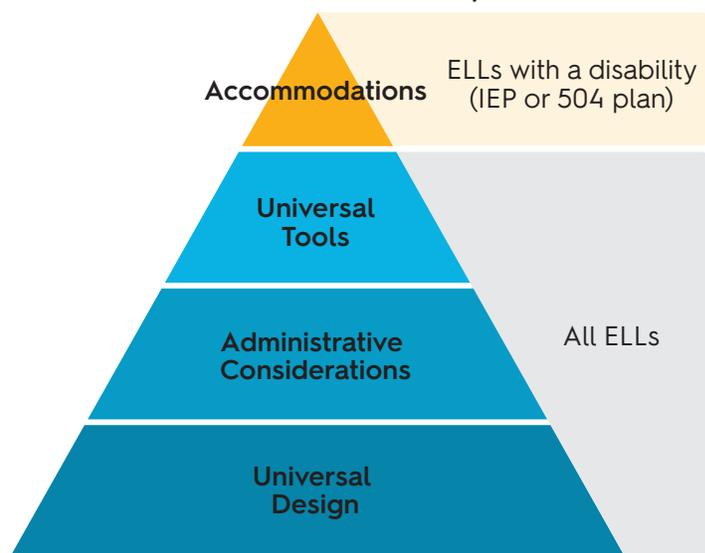
If you were a Test Administrator for ACCESS for ELLs last year, you may already have a login and access to the current administration.

- If you already have access to WIDA AMS, when you receive permissions for the 2019-2020 administration, you will receive a notification email. No action is needed in response to the email.
- If you cannot log in or see the 2019-2020 administration in the system, you should ask your Test Coordinator to provide you access.
- If you require a WIDA AMS account, you should ask your Test Coordinator to provide you the access that you need. You will then receive an email from WIDA AMS with a temporary user ID and a link to the website. Follow the instructions on the email to log in and read and accept the Security Agreement.

## 2.5 Accessibility and Accommodations

Detailed accommodations information can be found in the ACCESS for ELLs Accessibility and Accommodations Supplement, which is available on the WIDA Secure Portal in the Training Course.

The WIDA Accessibility and Accommodations Framework provides support for all ELLs, as well as targeted accommodations for students with Individualized Education Programs (IEP) or Section 504 plans. These supports are intended to increase the accessibility for the assessments for all ELLs.



**Figure 4. WIDA Accessibility and Accommodations Framework**

To protect the validity of the ACCESS for ELLs suite of assessments, only those accessibility supports explicitly identified in the Accessibility and Accommodations Supplement should be used during test administration. The use of supports that are not included could compromise the validity of the assessment and invalidate students' results.

Be sure to refer to your state's accommodations policies for English language proficiency assessments for specific guidance prior to administering the ACCESS for ELLs suite of assessments to students with disabilities.

## Section 3: Test Security and Materials Management

### 3.1 Test Security

All materials in the ACCESS for ELLs suite of assessments are considered secure test materials. Therefore it is important to take the appropriate measures to maintain security and confidentiality of all test materials.

School and district personnel carrying out their roles in the delivery of this assessment must follow the guidelines below to maintain test security. Please also remember to adhere to your state specific test security policies and procedures.

#### Test Security Reminders

- Keep personal login information secure.
- Do not duplicate any test materials (with the exception of this manual).
- Be aware that any **breaches of test security or problems with test administration may result in the invalidation of student scores.**
- Ensure that no specific information about the content of the test is shared with students or their families prior to or after testing.
- Ensure that online test content does not remain open unattended on screens before or after testing.
- Ensure that any paper materials are secure and are treated as secure test materials. Do not leave materials unattended before or after testing.

If test security has been compromised in any way, please contact your Test Coordinator to determine remediation steps.

### 3.2 Using WIDA AMS

Use of WIDA Assessment Management System (WIDA AMS) and INSIGHT test engine are also subject to the terms of use outlined in WIDA AMS. Users will be prompted to agree with the test security policy upon their first login.

**Please note that state policy will dictate if Test Administrators in your state will have access to WIDA AMS. Please refer to your state's ACCESS for ELLs Checklist to understand your role in using WIDA AMS.**

Test Coordinators will use WIDA AMS to set up users within their districts with varying levels of permissions. For online testing, all software installations and applications required for ACCESS for ELLs testing can be found on WIDA AMS. A district may also be able to securely upload Pre-ID label submissions with student demographics and accommodations in order to manage student data during testing. From there, the district can oversee all testing sessions with progress reporting, data corrections,

and final student reports. For more information on Test Coordinator responsibilities within WIDA AMS, please refer to the District and School Test Coordinator Manual and the WIDA AMS User Guide.

Test Administrators *may* use WIDA AMS for the following functions, depending on the state. See the following table for specific information.

ACCESS for ELLs Online	
Training Materials	Review test demos and sample items
Test Setup	Edit student information, add new students, set up test sessions, and print test tickets
	Edit student information for students using Writing Test Booklets
	Mark accommodations and Do Not Score Codes
	Monitor student test progress
Test Management Reports	Use to monitor testing
ACCESS for ELLs Paper, Kindergarten ACCESS for ELLs, Alternate ACCESS for ELLs	
Test Setup	Edit Pre-ID data for students whose Pre-ID Labels contain errors.
	Accommodations and Do Not Score Codes for students using Pre-ID Labels may be marked on the booklet or in Test Setup. Please note that WIDA AMS demographic updates will supersede booklet demographic updates.

### 3.3 Materials Management

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

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

**Prior to administration**

- Review labels and/or bubbled information to ensure all student information is accurate.
- Complete labeling or bubbling if needed.

**During administration**

- Distribute the test booklets, as applicable, to the correct students.
- Verify that students have been given their assigned booklet.

**Immediately following administration**

- Collect all material from all students.
- Review student test booklets once more for any errors or discrepancies in student information.
- Confirm all necessary fields are completed and all necessary labels are correctly adhered to student test booklets.
- Ensure all booklets are in proper condition to be returned, with no loose or damaged pages.
- Return test materials to a Test Coordinator, or store the booklets in a secure area until they can be handed over to a Test Coordinator.

**Failure to address incorrect, missing, or incomplete booklet information and labels may result in late reporting or no student score.** In addition, the WIDA Consortium’s national research agenda relies on complete and accurate student demographic data to inform the field and benefit English language learners.

**Test Materials**

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

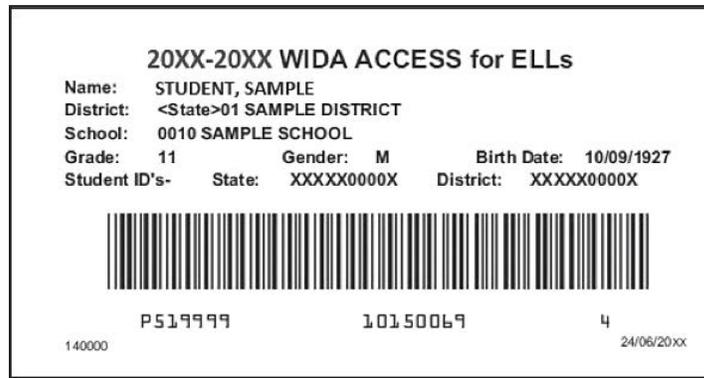
**Test Booklet Labels**

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

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

**Pre-ID Labels (White)**

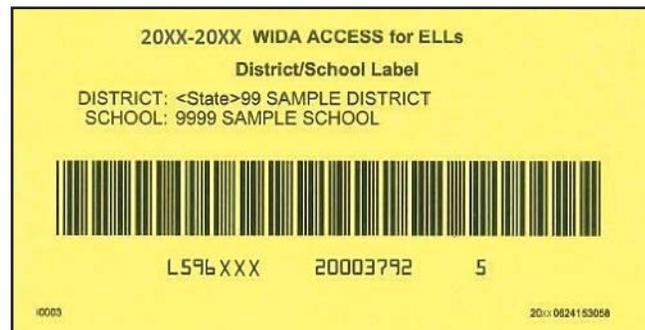
Pre-ID Labels contain the name, grade, and other pertinent information about individual students, as well as district and school information. The barcode on the label indicates that the test booklet should be processed and scored for the student whose name is printed on the label. These labels eliminate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



**Figure 5. Sample Pre-ID Label**

### **District/School Labels (Yellow)**

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



**Figure 6. Sample District/School Label**

### **Do Not Process Labels (White with Orange Stripe)**

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

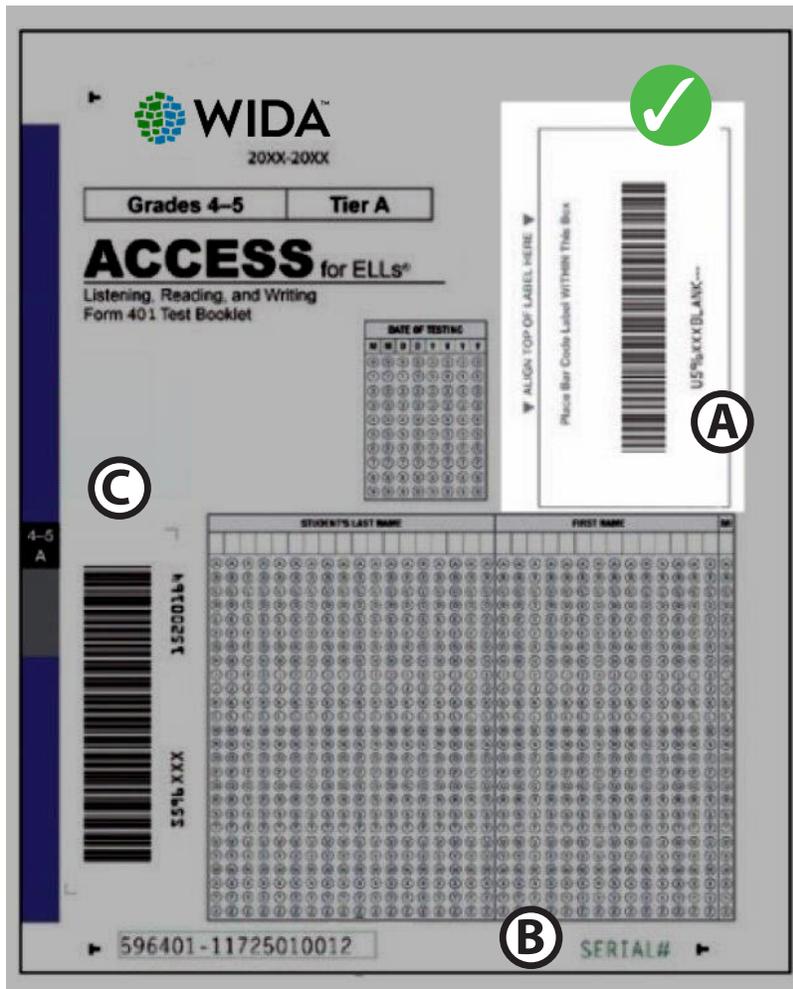
A Do Not Process Label is not the same as Do Not Score Code (field on booklet cover). A Do Not Process Label prevents any processing and the student will not receive a report. Students with a Do Not Score Code marked on the booklet cover must be processed in order to receive a report without scores in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

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



Figure 7. Sample Do Not Process Label

### Label Placement



Do not place labels anywhere except the specified box. Never cover a barcode outside the designated label box.

Figure 8. Test Booklet Cover Showing Where to Affix Labels

Please follow these steps:

- If using a Pre-ID Label, apply label to box marked **(A)** and begin testing.
- If no Pre-ID Label, apply District/School Label to the box marked **(A)** and bubble in entire student name, complete back cover and begin testing.
- If a USED test booklet should not be processed, apply a Do Not Process Label to box marked **(A)** and return to DRC.
- DO NOT apply any labels to areas marked **(B)** or **(C)**.

### Completing Demographic Information on the Test Booklet

Be sure to follow any special instructions provided by your state or district on your state's ACCESS for ELLs Checklist. Any bubbling on the front and back of the test booklet must be completed with a **Number 2 pencil**.

**It is important to note that the demographic information embedded in the Pre-ID label supersedes student information bubbled on the booklet. If Pre-ID Label information is incorrect, please contact your Test Coordinator to make updates in WIDA AMS.**

**Figure 9. Test Booklet Front Cover Showing Where to Enter Demographic Information**

1. **TEST BOOKLET LABEL** Place the Pre-ID, District/School, or Do Not Process Label in the box. Leave blank if booklet remains unused. It is the responsibility of the Test Coordinator to supply the correct District Code number and School Code number to the persons who will be responsible for verifying this information on the Pre-ID Label or recording this information on the student demographic pages of each test booklet.

**If a student does not have a Pre-ID Label, a District/School Label must be used and school personnel must complete the fields and fill in the corresponding circles on the front and back cover of the test booklet.**

2. **DATE OF TESTING** This field must be completed for all students, regardless of whether they use a Pre-ID Label or District/School Label. Starting at the left, bubble in the date testing was completed for this student (mm/dd/yyyy). (In situations where the student has transferred, bubble in the date testing ended in your school for this student.)

**In addition to DATE OF TESTING, the following fields (3-23) MUST be completed for booklets with a District/School Label:**

3. **STUDENT NAME** Starting at the left, print the student's last name in the appropriate area, putting one letter in each box. Completely fill in each of the corresponding bubbles below the letters of the student's last name. Repeat this process for the student's first name and middle initial. For a hyphenated name leave a blank space, and nothing bubbled below. If the student also tests online, bubble the name of the student as it appears in WIDA AMS in order for the online and paper records to merge so that the student receives a composite score.

**Student Response Booklets sent back without the student name both written and bubbled in below each letter may not be scored. Both steps must be completed for booklets to be processed and for students to receive a score.**

4. **DISTRICT NAME AND SCHOOL NAME** There are two different grids for District Name and School Name.
  - For District Name: starting at the left, print the district name, putting one letter or number in each box.
  - For School Name: starting at the left, print the school name, putting one letter or number in each box.
5. **NATIVE LANGUAGE** Starting at the left, print the student's native language (as defined by your state), putting one letter or number in each box. If the native language code provided by your state does not fill all boxes, please start at the left and leave the remaining box(es) blank. Contact your state education agency for the native language codes specific to your state.
6. **STATE NAME ABBREVIATION** Print the two-letter state name abbreviation for your state.
7. **GRADE LEVEL** Select the grade level for the student. **Important: Incorrect Grade level will impact reporting.**

8. **LENGTH OF TIME IN LEP/ELL PROGRAM** Starting at the left, fill in the number of years (rounded down) a student has been enrolled in an LEP or ELL program. If the student has been in the program less than a year, fill in 00; one year, 01; two years, 02; etc. Fill in one bubble in each column.
9. **GENDER** Fill in the M bubble if the student is male, or fill in F bubble if the student is female. In the case that a student does not identify as either male or female, leave this field blank.

**4** DISTRICT NAME

**5** NATIVE LANGUAGE

**6** STATE NAME ABBREVIATION

**7** GRADE LEVEL

**8** LENGTH OF TIME IN LEP/ELL PROGRAM

**9** GENDER

**10** RACIAL/ETHNIC GROUP

**11** BIRTH DATE

**12** DATE FIRST ENROLLED U.S. SCHOOL

**13** IEP STATUS

**14** TITLE III STATUS

**15** MIGRANT

**16** 504 PLAN

**17** STATE STUDENT ID NUMBER

**18** STATE DEFINED OPTIONAL DATA

**19** DISTRICT STUDENT ID NUMBER

**20** DISTRICT DEFINED OPTIONAL DATA

**21** SCHOOL USE ONLY

**22** ACCOMMODATIONS

**23** Do Not Score This Section For This Student  
(See the Test Administrator Manual for detailed instructions)

ABS  W

INV  W

DEC  W

SPD  W

Figure 10. Test Booklet Back Cover Showing Where to Enter Demographic Information

10. **RACIAL/ETHNIC GROUP** Part 1: if a student is Hispanic/Latino, fill in the Y bubble. Part 2: select all races that apply for the student.
11. **BIRTH DATE** Starting at the left, bubble in the student's birth date. For example, if the student's birth date is March 15, 1999, bubble in 03151999 (03 for March [MM], 15 for the day [DD], and 1999 for the year [YYYY]).
12. **DATE FIRST ENROLLED U.S. SCHOOL** Starting at the left, bubble the date the student enrolled in a U.S. school. For example, if the student enrolled in a U.S. school on October 1, 2006, bubble 10012006 (10 for October [MM], 01 for the day [DD], and 2006 for the year [YYYY]).
13. **IEP STATUS** Fill in the Y bubble if the student has been identified as having an Individualized Education Program under the Individuals with Disabilities Education Act.
14. **TITLE III STATUS** Fill in the Y bubble if the student is part of the district's Title III, ESSA allocation.
15. **MIGRANT** Fill in the Y bubble if the student is defined legally as a migratory agricultural worker under ESSA 2015. Classification as a migratory child requires the National Certificate of Eligibility (COE) form to be on file.
16. **504 PLAN** Fill in the Y bubble if the student has been identified as having special educational needs as defined in the Rehabilitation Act and Americans with Disabilities Act.
17. **STATE STUDENT ID NUMBER** Starting at the left, print the unique number the state has assigned to this student and fill in the corresponding bubble below each number. There is no need to fill in any remaining empty boxes with zeros.

Note: If you are completing this field for the Writing test for ACCESS for ELLs Online, bubble the State Student ID exactly how it appears in WIDA AMS.

18. **STATE DEFINED OPTIONAL DATA** Starting at the left, print the unique information your state has required you to record for each student and fill in the corresponding bubble below each number. The state will provide the type of information and instructions on how to record it on the State-Specific Directions, found on your state's page of the WIDA website.
19. **DISTRICT STUDENT ID NUMBER** Starting at the left, print the unique number your district has assigned to this student and fill in the corresponding box below each number. If your district has no unique District Student ID number, leave this section blank.
20. **DISTRICT DEFINED OPTIONAL DATA** Starting at the left, print the unique information your district has required you to record for each student and fill in the corresponding bubble below each number. The state will provide the type of information and instructions on how to record it on the State-Specific Directions, found on your state's page of the WIDA website.
21. **LIEP CLASSIFICATION** Fill in the bubble next to the Language Educational Program (LIEP) classification that best applies to the student. Please refer to your state policy for more information about these classifications. The following table shows the LIEP classifications.

LIEP Classification	Definition
EL Bilingual	Students gain proficiency in both their native language and English, with at least some instruction provided in the native language.  Class composition: ELLs who share a native language
Mixed Bilingual	Approximately equal focus on English and another language, including content instruction in the non-English language.  Class composition: ELLs and non-ELLs share a classroom
EL-Specific Transitional Instruction	The student's native language is used to support English proficiency acquisition, but native language proficiency is not a program goal.  Class composition: ELLs only
Mixed Classes with Native Language Support	The student's native language is used to support English proficiency acquisition, but most instruction is provided in English, either inside or outside of the regular classroom.  Class composition: ELLs and non-ELLs share a classroom
EL-Specific with English-only Support	English proficiency and content are the focus of instruction. The student's native language is not used in instruction or as support.  Class composition: ELLs only
Mixed Classes with English-only Support	English proficiency and content are the focus of instruction. The student's native language is not used in instruction or as support. Support is provided either inside or outside of the regular classroom.  Class composition: ELLs and non-ELLs share a classroom
No Support Provided	ELLs receive instruction in a mainstream classroom and have no contact with an ESL or bilingual-certified educator.
Parental Refusal of Services	The student's parent or guardian has opted to refuse language education services.

## 22. ACCOMMODATIONS

- **For District/School Labels**, accommodations provided to a student must be bubbled.
- **For Pre-ID Labels**, if accommodations were used, this section must be bubbled or accommodations must be marked in WIDA AMS Student Management. If the accommodations are marked in WIDA AMS, there is no need to also bubble. Please note that if an accommodation must be removed, it should be removed both in WIDA AMS and on the booklet.

**For detailed information on the available accommodations, please refer to the Accessibility and Accommodations Supplement.** For detailed information on entering accommodations in WIDA AMS, please review the WIDA AMS User Guide.

Fill in the bubble next to any accommodation that applies to the student. The following table shows the accommodations and the associated codes.

Code	Accommodation
BR	Braille
EM	Extended testing of a test domain over multiple days
ES	Extended Speaking test response time
ET	Extended testing time within the school day
HI	Human reader for items
HR	Human reader for response options
RI	Human reader for repeat of items
RR	Human reader for repeat of response options
SD	Interpreter signs test directions in ASL
LP	Large Print
MC	Manual control of item audio
RA	Repeat item audio
SR	Scribe
RD	Student responds using a recording device, which is played back and transcribed by the student
NS	Test may be administered in a non-school setting
WD	Word processor or similar keyboarding device to respond to test items

23. **DO NOT SCORE THIS SECTION FOR THIS STUDENT** Filled-in bubbles in this field indicate a special circumstance. Fill in the appropriate bubbles only for the conditions explained in the following table. If any of these bubbles are filled in, the score for that domain will not be reported in the data file sent to the state or on all score reports distributed to the district (replaced with an NA on reports). It is important to note that this is not the same as the Do Not Process Label detailed in the previous section.

- **For District/School Labels**, this section must be bubbled to indicate special circumstances as described below.
- **For Pre-ID Labels**, this section must be bubbled or Do Not Score Codes must be marked in WIDA AMS to indicate special circumstances as described below. For detailed information on entering Do Not Score Codes in WIDA AMS, please review the WIDA AMS User Guide, available in the training course. If the Do Not Score Code is marked in WIDA AMS, there is no need to also bubble. Please note that if you change the Do Not Score Code in WIDA AMS to codes *different* than what were bubbled on the booklet, the Do Not Score Code marked in

WIDA AMS will supersede what was bubbled in. Additionally, if changes must be made to the Do Not Score Code, they should be done both in WIDA AMS and on the booklet.

Code	Do Not Score Circumstance
ABS	The student was absent and did not take or complete a particular domain test.
INV	A particular domain test was invalid according to state or district policy. For example, this code might be used due to student illness or inappropriate testing practices. Consult your test coordinator before marking this code.
DEC	The student declined to take or complete a particular domain test. ACCESS for ELLs is a required annual assessment, and students cannot simply opt out. Use this code only after several unsuccessful attempts to engage the student in the assessment.
SPD	The student's IEP or 504 team has determined that the student should not participate in a particular domain test due to the student's special education needs.
<p style="text-align: center;">Always indicate the affected domains when using a Do Not Score Code. L = Listening S = Speaking R = Reading W = Writing</p>	

### Alternate ACCESS for ELLs Student Response Booklet

On the Alternate ACCESS for ELLs Student Response Booklet ONLY, there is an additional table on the inside cover on page 3 of the booklet that should be filled out. You should complete page 3 of the Alternate Student Response Booklet using the following information.

- 1. DOES (OR WILL) THE STUDENT PARTICIPATE IN ANY STATE ALTERNATE ASSESSMENT(S)?** Fill in the Yes bubble if the student participates (or will participate) in alternate state content assessments. Fill in the No bubble if the student does not participate (or will not participate) in alternate state content assessments.
- 2. NUMBER OF YEARS STUDENT HAS BEEN EXPOSED TO ACADEMIC ENGLISH** Starting at the left, write in the number of years the student has been exposed to academic English as a two digit number in the boxes (e.g., 01, 09, 10, etc.). Fill in the corresponding bubble below the written numeral.
- 3. STUDENT INFORMATION** Fill in the bubble next to the student's Primary Disability and Secondary Disability (if applicable). If the student's IEP indicates "Multiple Disabilities" as the disability category, fill in two bubbles in the appropriate column.

Note: The disability codes on page 3 and in the WIDA data files are not the same. The following table is provided for your reference.

Disability Category	Alt Page 3	Alt Data File	ACCESS Data File
Autism	AUT	AS	AS
Deaf-blindness	DB	DB	DB
Deafness/Hearing Impairment	D/HH	HI	HI
Developmental Delay	SDD	DD	DD
Emotional Impairment	EBD	SED	SED
Intellectual Disability	CD	ID	ID
Multiple Disabilities		MD	MD
Orthopedic Impairment	OI	OI	OI
Other Health Impairment	OHI	OHI	OHI
Specific Learning Disability	SLD	SLD	SLD
Speech or Language Impairment	S/L	SLI	SLI
Traumatic Brain Injury	TBI	TBI	TBI
Visual Impairment including Blindness	B/VI	VI	VI
Infant/Toddler with a Disability		ITD	ITD

Page 4 of the Alternate ACCESS for ELLs Student Response Booklet contains questions related to the administration of the assessment. Answer these questions to the best of your ability, clarifying any information with colleagues as needed. Please note that the responses to these questions appear on the second page of the Alternate ACCESS for ELLs Individual Student Report.

### Student Transfers

Handling student transfers before, during, or after the testing should always be done in consultation with your District or School Test Coordinator.

If a student transfers in or out of the school, district, or state **before testing**, follow all steps on your state’s ACCESS for ELLs Checklist regarding any new students who do not have Pre-ID Labels. Once the testing window opens, test the student as you normally would using a District/School Label and bubbling in all applicable information on the Student Test Booklet.

If a student transfers in or out of the school, district, or state **after testing**, you will not be able to test the student for that school year.

If a student transfers in or out of the school, district, or state **during testing**, please refer to the

information in the District and School Test Coordinator Manual regarding student transfer situations.

**Please note that state/district policy may dictate that you follow steps that are different than the general directions provided in the District and School Test Coordinator Manual.** If you are unsure or cannot find your specific situation, please contact your Test Coordinator and/or DRC Customer Service with questions at 855-787-9615 or WIDA@datarecognitioncorp.com

## Preparing Test Materials for Return

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

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

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

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

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

### **Common Errors and Unique Situations When Preparing Materials for Return**

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

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

Follow these procedures for damaged booklets.

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

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

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

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

Issue	Solution
<b>No student label on booklet</b>	<p>Obtain a label from your Test Coordinator and ensure it is correctly affixed to the front of the student test booklet. Bubble in student demographic information as needed.</p> <p>Every used student booklet <b>must</b> have a Pre-ID or District/School Label or it will not be processed for scoring.</p>
<b>District/School Label, but demographic information not bubbled</b>	<p>Use a number 2 pencil to complete student demographic information on the front and back of the test booklet. If you do not have access to some of the needed information, contact the Test Coordinator.</p> <p>If a District/School Label is used, the demographic pages on the front and back cover of the test booklet must be completed. You must fill in this information accurately; errors may result in incorrect, late, or no reporting of scores for the affected students.</p>
<b>Pre-ID Label crossed out</b>	<p><b>Note: You cannot edit the Pre-ID Label by writing on it.</b></p> <ul style="list-style-type: none"> <li>• If the barcode is crossed out, obtain a yellow District/School label and place it over the Pre-ID label. Use a number 2 pencil to complete student demographic information on the front and back of the test booklet. If you do not have access to some of the needed information, contact your Test Coordinator.</li> <li>• If the barcode has no marks on it and it is able to be scanned, contact your Test Coordinator for information to be corrected in WIDA AMS Student Management. For detailed information on editing Pre-ID data in WIDA AMS, please review the WIDA AMS User Guide.</li> </ul>
<b>Pre-ID Label applied and demographic information bubbled (with the exception of date of testing, accommodations, and Do Not Score codes)</b>	<p><b>The demographic information embedded in the Pre-ID Label supersedes student information bubbled on the booklet.</b></p> <ul style="list-style-type: none"> <li>• If the Pre-ID Label is incorrect, you may still use the label. Please contact the Test Coordinator for information to be corrected in the WIDA AMS Student Management.</li> <li>• If the information on the Pre-ID Label is correct, return document as is.</li> </ul>
<b>Do Not Process Label placed incorrectly</b>	<p>The Do Not Process Label should be applied in the box on the upper right-hand corner of the front of the test booklet. If a Pre-ID or District/School Label is already in that box, apply the Do Not Process Label directly over the top of it.</p> <p>If a Do Not Process Label has been placed on a booklet that should be scored, affix a Pre-ID or District/School Label over the incorrect Do Not Process Label, and bubble in demographic information as applicable.</p> <p>NOTE: Do Not Process is <b>not</b> the same as Do Not Score (field 23 of booklet cover). A Do Not Process Label prevents any processing and the student will not receive a report. Students with Do Not Score marked in field 23 must be processed in order to receive a report without scores in the domain(s) marked.</p>

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

**PART 2:**  
**Assessment-Specific  
Administration Guidelines**



## Section 4: Kindergarten ACCESS for ELLs

### 4.1 Test Design and Materials

#### Test Design

Kindergarten ACCESS for ELLs is an individually administered, adaptive assessment designed to take an **average of 45 minutes per student**. Test items are thematically centered around two sections, each based on a particular type of text, either narrative or expository.

- **Both sections of the test must be administered, and the narrative section (Parts A-C) must come before the expository section (Parts D-F).**
- Within each section, there are three parts, for a total of six parts, each part assessing one or more of the language domains.
- Each part is divided into five levels, which correspond with the first five WIDA English language proficiency levels. The tasks at each level are designed to appropriately assess language at that specific proficiency level. For example, Part D, Level 3 includes the Listening and Speaking questions aimed at Proficiency Level 3

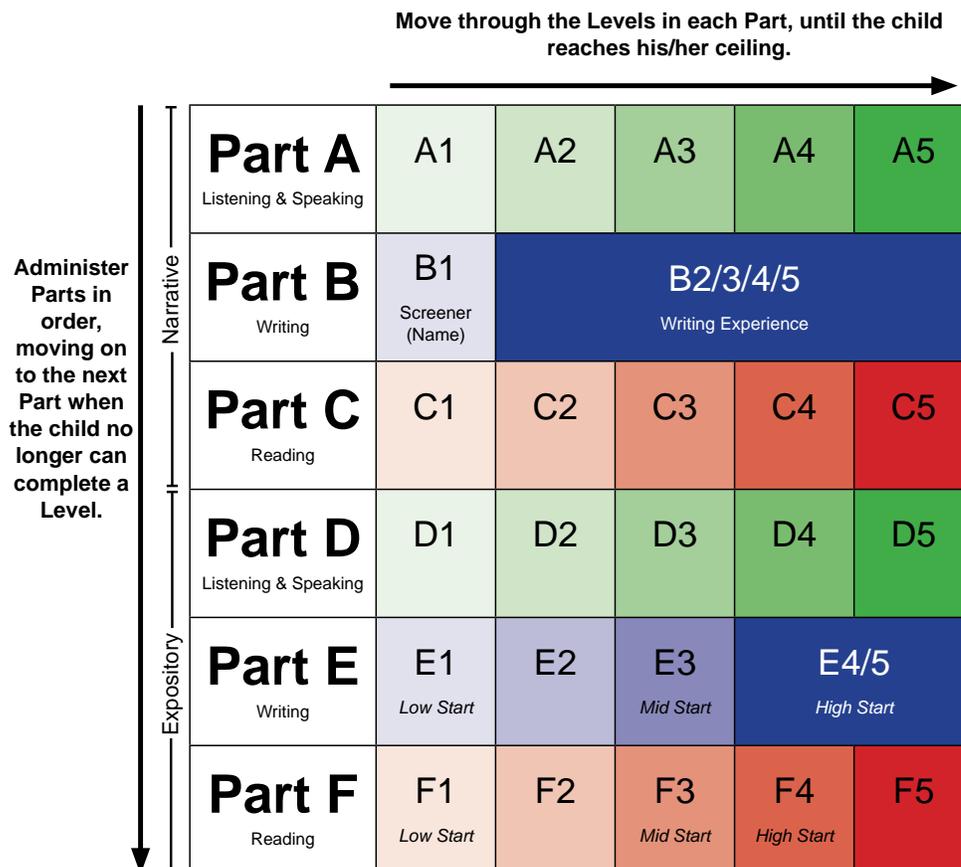


Figure 11. Test Parts and Proficiency Levels

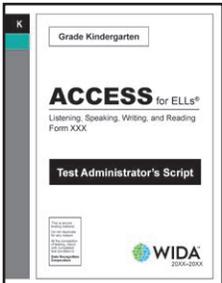
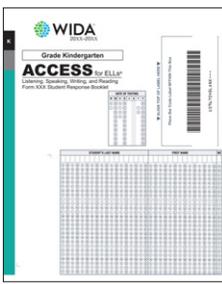
Kindergarten ACCESS for ELLs is an adaptive assessment. This means that a student is presented only with questions that the Test Administrator reasonably expects the student will be able to understand and respond to, based on the student’s response to questions in the previous level. Additionally, the Writing and Reading tasks in the second half of the assessment, the expository section (Parts E and F, respectively), have low, mid, and high starting points for students depending on their performance on the previous Writing and Reading tasks (Parts B and C).

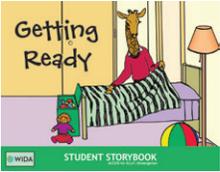
As a result, each student is tested in all parts, although each student may or may not be administered all levels in each part.

The test is composed of performance-based tasks for all four language domains. The Test Administrator presents the items to the student using pictures in the Student Storybook and Activity Board, as well as manipulatives (cards). For the Listening, Speaking, and Reading tests, the Test Administrator records student responses in the Student Response Booklet. For the Writing test only, Kindergarten students record their responses themselves directly in the Student Response Booklet.

### Test Materials

All of the following test materials are secure and must be returned to the Test Coordinator upon completion of testing. The following table describes materials and their uses.

Kindergarten ACCESS for ELLs Secure Test Materials and Their Uses			
Image	Title	Content & Use	Return to DRC?
	<p>Test Administrator’s Script (part of Ancillary Kit)</p>	<ul style="list-style-type: none"> <li>• Always in use by Test Administrator</li> <li>• Contains everything the Test Administrator says</li> <li>• Must be followed exactly</li> </ul>	<p>Yes</p>
	<p>Student Response Booklet</p>	<ul style="list-style-type: none"> <li>• Used primarily by the Test Administrator to record the student’s answers</li> <li>• For Writing (Parts B and E), the booklet is placed in front of students for them to write their responses                             <ul style="list-style-type: none"> <li>• Note: When the students finish the Writing Experience (Parts B and E), the Test Administrator transcribes what students say they wrote</li> </ul> </li> </ul>	<p>Yes</p>

Kindergarten ACCESS for ELLs Secure Test Materials and Their Uses			
Image	Title	Content & Use	Return to DRC?
	Student Storybook (part of Ancillary Kit)	<ul style="list-style-type: none"> <li>Used by the student</li> <li>Includes the narrative story and pictures, background graphics, and a graphic organizer for Reading items</li> </ul>	Yes
	Activity Board (part of Ancillary Kit)	<ul style="list-style-type: none"> <li>Placed in front of students during the expository sections of the test (Parts D and E)</li> <li>One panel is opened at a time, to reveal graphics related to the expository story</li> </ul>	Yes
	Cards and Card Pouch (part of Ancillary Kit)	<ul style="list-style-type: none"> <li>Held in a card pouch by the Test Administrator but placed in front of students as directed in the script</li> <li>Students may be asked to point to the correct card, find the cards that go together, or move the cards to the appropriate place</li> </ul>	Yes

## 4.2 Test Setup

### Test Timing

The Kindergarten assessment takes an average of 45 minutes per student. However, due to the adaptive nature of the assessments, high proficiency students will likely take longer than 45 minutes, while low proficiency students may take less than 45 minutes.

Keep in mind that an average of 45 minutes per student does not include breaks during the test administration session, which may be appropriate for Kindergarten students. See the subsection on breaks within this section for more information on breaks during the test.

### Reviewing Test Materials

Prior to testing, you should become familiar with the Test Administrator's Script for each portion of the Kindergarten test as allowable per your state's testing policies. Test booklets may not be distributed to students prior to the states' designated testing dates.

Several days prior to testing, however, Test Administrators may check out one set of Kindergarten test materials to familiarize themselves with how to administer the test. Test Administrators who receive materials in advance must have completed Test Administrator Training and must handle testing materials in compliance with the security requirements of their state and district. It may be helpful for Kindergarten Test Administrators to conduct a mock administration of the test with a colleague who also has signed WIDA’s NDA. Please note that some states do not allow administrators to preview test material or scripts in advance of the testing day. Refer to your state’s checklist for details on material handling policies.

### Setting up Materials

- Make or obtain from your Test Coordinator a Do Not Disturb Testing sign to be placed outside the testing room. Please note that some states have specific policies around the sign used.
- Use the previous table to ensure you have all necessary materials ready for administration.
- Ensure the student’s response booklet has the student’s name either bubbled in or on a Pre-ID Label on the front cover.
- You need at least two sharpened number 2 pencils—one for yourself and one for the student. It is useful if both pencils have good erasers; you should use the eraser of one pencil to point to objects as instructed in the Test Administrator’s Script.

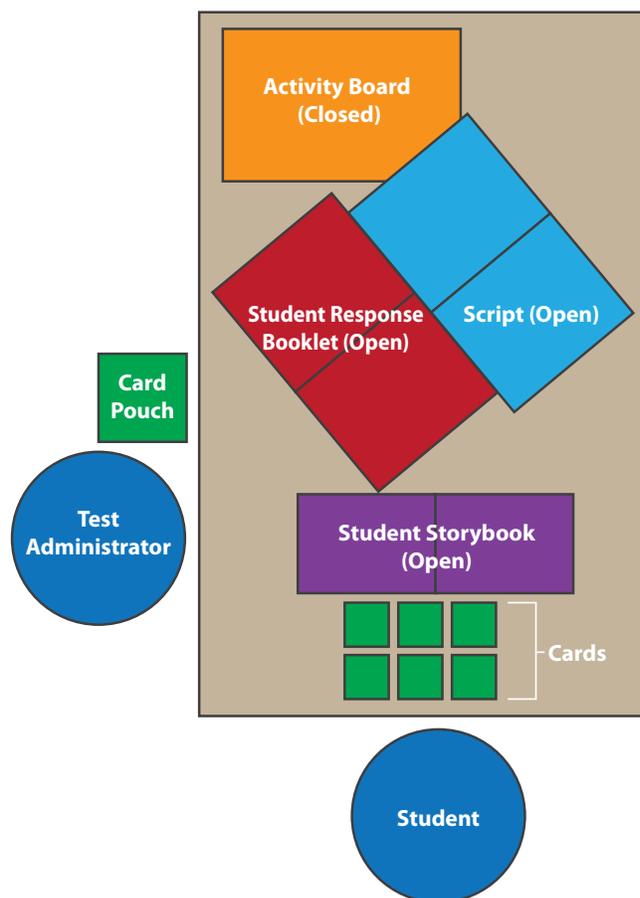


Figure 12. Setting up Materials

## Setting up on a Table

You should sit at a right angle to the student, rather than across from or next to the student. **The student should sit on your right-hand side.** Orient the Student Storybook and the Student Activity Board to the student so the student can see both easily. (Refer to Figure 12 for an example of how to set up on a table.)

Sit with the student at a rectangular or circular table that is large enough to accommodate all testing materials. The chair in which the student sits must be high enough for him or her to see the pictures in the Student Storybook and Student Activity Board lying flat on the table.

## 4.3 Administration Procedures During Testing

### Turning Pages

When you are ready to begin testing, place the closed Student Storybook in front of the student. Keep the Student Storybook closed as you read the introduction to the student from the Test Administrator’s Script. When instructed in the script, use the Student Storybook to read aloud the narrative story (used as the theme for Parts A-C) to the student. Using the Student Storybook requires a lot of page turning. The instructions provided for “Moving on,” shown in Figure 13, explicitly state when to turn a page in the Student Storybook, although you may choose to ask for the student’s help with turning the pages between levels or parts of the test, which allows you time to score responses in the Student Response Booklet.

Moving on	
	
<p><b>Good job. Now let’s turn the page.</b> Turn to A4 in the Student Storybook and Script.</p>	<p><b>Good job. Let’s close the book now.</b> Close Student Storybook. Go to Part B1 in script.</p>

**Figure 13. An Example of a “Moving on” Box from the Script**

### Using Manipulatives

Some items require the use of manipulatives. These are cards that students manipulate as instructed. Whenever a set of cards is required for the item, you should take them from the section of the card pouch booklet labeled with the corresponding part/level.

- For some test questions, cards must be replaced in the pool of cards after a student has selected them, either because the student selected incorrectly or to add to the response options. When that is the case, you say, “Let’s put this (back) here.” Place the picture card back with the remaining possible choices.
- If students hold cards upside down while using them during testing, it is not necessary to correct them.
- The student may also be asked to point to a card. Sometimes, a student may choose to pick up the card and hand it to you. This should only be scored as incorrect if the student has identified the incorrect card.

## Demonstrating Sample Items

There are sample items embedded within the test to allow you to demonstrate how the student should complete the task or item. When demonstrating the sample item, perform it exactly as the student will have to in the task. A sample item excerpted from the Test Administrator’s Script follows:

**I’m going to turn over a card.** Flip over sample card. (turkey)  
**Now I’m going to look for the shape of this word.** Look at the word formation cards and find the match for “Turkey.”  
**Here it is!** Pick up card with turkey shape. **I’m going to put these two cards over here.** Put cards together and put off to the side.  
**Now it’s your turn. Turn over a card and find the shape that matches the word.**

**Figure 14. Sample Item Script**

## Providing Instructions

If the student correctly anticipates the task before all instructions are provided, let the student continue with the task. Repeat the instructions only if the student misinterprets the task.

## Scoring

You must record and score student responses as they are given; keep in mind that the order of student responses may vary depending on whether a task uses cards. The “Moving on” boxes in the Test Administrator’s Script provide additional guidance regarding when to continue testing in a part and when to move to the next part of the test. Administer and score all items in a level of a part of the test before deciding whether to continue to the next level of that part or to stop that part and move on to the next part. For example, once a student has completed all of A3, you will use their responses to determine if you should move on to A4 or to Part B. **Mark all student responses by filling in the bubble completely.**

**It is important to note that if a student cannot successfully complete the level on which you have started the student, do not go back to a previous level.**

## Giving Feedback

It is important to give Kindergarten students some mild positive reinforcement on the test, especially if students look to the Test Administrator for confirmation. Examples of appropriate feedback are provided in the Test Administrator’s Script and should not depend on the accuracy of the student’s response. Although the Test Administrator’s Script consistently uses the phrase “Good job,” other acceptable phrases indicating praise, such as “Very good,” “Nice job,” and “Okay,” may be substituted.

Responses of this type should be given to both correct and incorrect responses to further encourage students and to keep the test administration flowing. Giving feedback at the end of each level, rather than after every item, is appropriate.

## Encouraging Students

Students should be given the opportunity to be successful on all tasks presented to them. Although you must adhere to the script, sometimes encouragement, or rephrasing or clarification of a task per the script, is appropriate. Encouraging too strongly or “pushing” the student too much, however, may cause the student to withdraw. Exercise caution in encouraging the student too strongly, and move on after one attempt at motivating the student to respond. For example, it is okay to say to the student one time (per the script), “Can you tell me more?” If the student is still unsure, do not continue to probe.

## Breaks

While the test is designed to be administered in one sitting, Kindergartners may need a couple of breaks during the test administration. The break time is not included in the total testing time, which takes an average of 45 minutes. In addition, please note the information in the following table:

Breaks	When?	For how long?
The break included in the scripting marks the transition between the narrative and expository sections.	Between Part C and Part D	10 minutes max
Only if a student doesn't reach C5	Before the start of D1	Brief; According to TA's professional judgment
As needed	At the end of a level and/or part	Brief; According to TA's professional judgment

If scheduling requires that a test administration be divided into two sessions, the break between administrations must

- Occur between the administration of Part C and Part D.
- Last no more than **two consecutive school days**. That is, if the narrative section of the test is administered to a student on a Monday, the latest the expository section should be administered is on Thursday of that week. If the student is sick and unable to return to school for longer than two consecutive days, it is appropriate to continue the test upon his or her return.

As directed in the Test Administrator's Script, before beginning Part D (expository section), indicate how the test was administered by checking the appropriate box at the top of Part D in the Student Response Booklet.

**Part D: Listening & Speaking**

Indicate below how the test was administered. (Choose only one.)

One session, no break   
  One session, stretch break   
  Two sessions

**Figure 15. Part D in the Student Response Booklet**

## Winding Down

It is important that students leave feeling positive about their test-taking experience. If a student ends the test unable to respond to a task, you mark the item incorrect and you may help the student answer the question without scoring the response. For example, if the student is becoming frustrated while attempting to read words, it is okay to say, “I’ll help you.” Model the item together with the student as you did with the practice items. Sound out the word and allow the student to point to the appropriate picture. In this way, you help the student feel a bit more successful. When rehearsing the script, think about how you might phrase such questions for winding down. The principle here is that no task presented to the Kindergarten students should be a source of frustration, which could affect performance in other areas of the test. Remember that the item should be marked incorrect, and that any questions not administered are not scored.

## 4.4 Listening and Speaking Test

Parts A and D of the Kindergarten assessment include the Listening and Speaking test. **The Kindergarten test differs from the other grade levels in that the Speaking tasks are administered *in conjunction* with the Listening tasks and together are considered the Listening and Speaking test.**

- Listening tasks present the student with tasks meant to elicit closed-ended responses. That is, students can indicate their responses nonverbally by pointing (which you will cue them to do) or by shaking or nodding their head. Students may also give responses verbally, although a verbal response is not required.
- Speaking tasks typically include several questions, identified in the script with the letter “Q” (for “question”) followed by a number, for example, “Q1,” “Q2,” etc. Some tasks also include scripting, which provides a model of the language the student is expected to produce. **Student responses are rated holistically for any given level (as a whole, rather than as separate right or wrong items) according to the expectations defined in the Speaking Rubric of the WIDA Consortium (See Figure 18.)**

Because the test is adaptive, you must score student responses as they are given, at the end of each level of a task. To record the students’ responses, fill in the bubbles completely in the Student Response Booklet.

## Administering the Listening and Speaking Test

While administering the Listening and Speaking test, follow these general steps:

### Reading the Script

- When administering the Speaking tasks, read aloud any text that appears in **boldface** type in the script.
- Read the script exactly as printed. Test administration is standardized and all test parts are scripted. Do not read any directives that are not in boldface type, such as “Point to xxx,” or any other instructions intended to guide the administration, such as “If necessary.” Words that are underlined should be emphasized, and you should adjust your intonation accordingly.
- When the script presents alternative readings for an item, these alternatives will be linked using the notation “(OR)”: for example, “Can you tell me anything else?” (OR) “Can you give me more

details?” In these cases, choose the reading that flows best given the student’s previous responses. You may also use more than one of these alternatives as the occasion demands.

- Some tasks allow you to customize an item. For instance, if the student responded to an item, “Are these the same or different?” with “Same,” then you would fill in the blank in the following item of the script with, “How are they the same?”
- An item marked “If necessary” should be asked only if the student’s responses to previous items leave some doubt about what score to give. That is, ask an “If necessary” item only if you need more information to assign a rating. Do not ask “If necessary” items if there is no doubt about what score the student earned from the responses to previous items in the task.
- Never use a language other than English when administering the test, and never write out scripted parts of the test for the student.

### Repeating Items

**For the Listening tasks,** you **may not repeat** an item unless a severe disturbance or interruption occurs. Disturbances that may warrant repetition of a test item include an announcement over the loudspeaker at the time you are reading an item, a lawn mower going by an open window outside the testing room while you are reading an item, and similar events.

**For the Speaking tasks,** if the student asks to repeat an item, it is acceptable to repeat an item **one time**. Rephrasing options are contained in the script. You should ask the student to repeat a response **if and only if the student’s response is inaudible**.

### “Moving on” Criteria for the Listening and Speaking Test

As long as a student continues to score Meets on the Speaking tasks and/or correctly answers more than one Listening task, proceed to the next level of the part and continue to administer items in that part.

According to the stopping criteria established in the Student Response Booklet, if a student scores Approaches on a Speaking task and scores zero (0) or one (1) on a Listening task for that particular level, move to the next part of the test. “Moving on” scripts and a sample wind-down are provided in the Test Administrator’s Script.

**Important:** The Listening and Speaking tasks stop only when students reach their ceiling in **both** domains, as established using the stopping criteria in the Student Response Booklet. When the ceiling is reached in **both** domains, you wind down that part of the Listening and Speaking test and move to the next part of the test. Figure 16 contains an example of the guidance for stopping contained in the Student Response Booklet.

A4	Listening Level 4			Speaking Level 4			STOP IF:	Stopped Here
	#	Key	Correct	Incorrect	Meets	?	Approaches	
1	Sarah	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	Correct = 0 or 1 <b>AND</b> Speaking is “Approaches”	<input type="checkbox"/>
2	Leo	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>		
3	Nina	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>		

Figure 16. Stopping Criteria Contained in the Student Response Booklet

### Scoring the Listening and Speaking Test

As the Test Administrator, you should score Listening items (Parts A and D, which also include Speaking tasks) in the Student Response Booklet by filling in the bubble to indicate either correct or incorrect. You should note that some items require two steps to complete a task. For example, the student might have to select the correct card **and** place it in the correct location on a graphic in the Student Storybook or Student Activity Board. Such tasks are not considered correct unless both parts are completed correctly.

Speaking items are also scored in the Student Response Booklet, but they are scored based on a rubric, the Speaking Rubric of the WIDA Consortium (Kindergarten Only) (see Figure 18). This rubric contains a set of task-level expectations that students either meet or approach for each level within each part of the Speaking test. The Kindergarten Speaking tasks allow you to score the student as Meets, Approaches, or ?. There is not a No Response scoring option on the Kindergarten Speaking tasks. If an item is administered and a student does not respond, mark the item as Approaches.

If a student correctly answers zero (0) or one (1) Listening task **and** scores Approaches on a Speaking task, discontinue that particular part of the test and mark “Stopped Here” in the Student Response Booklet (see Figure 17).

A1	Listening Level 1			Speaking Level 1			STOP IF:	Stopped Here
	#	Key	Correct	Incorrect	Meets	?	Approaches	
1	teacher	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	Correct = 0 or <b>AND</b> Speaking is "Approaches"	<input type="checkbox"/>
2	flag	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>		
3	scissors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>		

**Figure 17. Marking “Stopped Here” in Student Response Booklet**

Indicating “Stopped Here” means that the student did not meet the criteria for moving on to the next level. If you reach and complete Level 5 with the student, marking “Stopped Here” indicates that the student completed the final level. Instructions for moving to the next part of the test are provided in the Test Administrator’s Script.

The full criteria for each level are contained within the Speaking Rubric of the WIDA Consortium (Kindergarten Only), shown in Figure 18.

<b>Speaking Rubric of the WIDA Consortium (Kindergarten Only)</b>			
<b>Task Level</b>	<b>Linguistic Complexity</b>	<b>Vocabulary Usage</b>	<b>Language Control</b>
<b>1 Entering</b>	Single words, set phrases, or chunks of memorized oral language	Highest frequency vocabulary from school setting and content areas	When using memorized language, is generally comprehensible; communication may be significantly impeded when going beyond the highly familiar
<b>2 Emerging</b>	Phrases, short oral sentences	General language related to the content area; groping for vocabulary when going beyond the highly familiar is evident	When using simple discourse, is generally comprehensible and fluent; communication may be impeded by groping for language structures or by phonological, syntactic, or semantic errors when going beyond phrases and short, simple sentences
<b>3 Developing</b>	Simple and expanded oral sentences; responses show emerging complexity used to add detail	General and some specific language related to the content area; may grope for needed vocabulary at times	When communicating in sentences, is generally comprehensible and fluent; communication may from time to time be impeded by groping for language structures or by phonological, syntactic, or semantic errors, especially when attempting more complex oral discourse
<b>4 Expanding</b>	A variety of oral sentence lengths of varying Linguistic Complexity; responses show emerging cohesion used to provide detail and clarity	Specific and some technical language related to the content area; groping for needed vocabulary may be occasionally evident	At all times generally comprehensible and fluent, although phonological, syntactic, or semantic errors that don't impede the overall meaning of the communication may appear at times; such errors may reflect first language interference
<b>5 Bridging</b>	A variety of sentence lengths of varying Linguistic Complexity in extended oral discourse; responses show cohesion and organization used to support main ideas	Technical language related to the content area; facility with needed vocabulary is evident	Approaching comparability to that of English-proficient peers in terms of comprehensibility and fluency; errors don't impede communication and may be typical of those an English-proficient peer might make

**Figure 18. Speaking Rubric of the WIDA Consortium (Kindergarten Only)**

Please note that the above rubric is used only for rating Kindergarten speaking. Grades 1-12 use a different scale, found in the Speaking Scoring Module in the training course on the WIDA website.

You should follow these guidelines to determine if the student meets or does not meet the task-level expectations, consulting the full Speaking Rubric of the WIDA Consortium (Kindergarten Only) (Figure 18) as necessary. The scoring of the Kindergarten Speaking tasks operates on the same principles as the Speaking test for other grade levels, but task-level expectations are adapted for the Pre-K/K grade level and are rated as “Meets/Approaches” while other grades levels use ratings such as “Adequate,” “Strong,” “Exemplary,” etc.

You should internalize the expectations at each proficiency level prior to giving the test. For extra assistance, a short description of the language you should expect from the student is included in the Test Administrator's Script. At the end of the Speaking task questions, a box labeled "EXPECT" provides general guidance as to the speech you should expect Kindergarten students to produce at a given level of the test. (See Figure 19.) The EXPECT box contains a short summary; if more information is needed, refer to the complete task-level expectations in the Speaking Rubric. Criteria for stopping a part of the Speaking tasks are provided in the Student Response Booklet.

EXPECT	Comprehensible single words
--------	-----------------------------

**Figure 19. Sample Speaking Task "Expect" Guidance**

It is important to note that there are slight differences between the description of language in the EXPECT boxes and the Speaking Rubric. Namely, such a difference is present at Level 3, where the Speaking Rubric calls for the students to produce sentences, while the EXPECT box mentions the production of phrases. While the Speaking Rubric is a detailed description of the language that is expected to be produced by the students at various proficiency levels, the EXPECT boxes serve as a useful distillation of the Speaking Rubric and incorporate slightly adapted expectations (particularly in the area of Linguistic Complexity) that take into account expert awareness of Kindergartners' development. When scoring Speaking responses, utilize the adapted descriptions in the EXPECT boxes, because they provide expectations appropriate for Kindergartners' language at each level of proficiency.

**Question-Mark (?) Column:** In some cases, it may be difficult to determine whether a student's response to the current task warrants a score of Meets or a score of Approaches. In this case, if there is a task at the next higher proficiency level, you may fill in the box in the question-mark column, labeled (?), and move on to the next level.

- If the student gives a performance that meets the task-level expectations on the next level, assign that level a score of Meets, and go back and assign the previous level a score of Meets.
- If the student gives a performance that clearly fails to meet the task-level expectations on the next level, it is likely that the performance was also deficient on the level in question. Assign the current level a score of Approaches, and go back and assign the previous level a score of Approaches.
- A rating of question mark (?) may not be assigned to two consecutive tasks. After administering the task that follows the one with the rating of question mark (?), you must go back and change the score on the previous task to Meets or Approaches.
- A temporary rating of question mark (?) may be assigned to any task except the last task in each level of the Speaking test. If a student has reached the last task in the level, a score of Meets or Approaches must be assigned to this task. See Figure 20.

When returning to a previous level to change a score from the question-mark column, educators should erase the mark in the question-mark column before marking the revised score.

**For practice rating Kindergarten student responses, please refer to the Kindergarten training course component within the WIDA Secure Portal.**

A1	Listening Level 1			Speaking Level 1			STOP IF:	Stopped Here
	#	Key	Correct	Incorrect	Meets	?	Approaches	
1	teacher	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	Correct = 0 or 1 <b>AND</b> Speaking is "Approaches"	<input type="checkbox"/>
2	flag	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>		
3	scissors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>		

Figure 20. Meets or Approaches

## 4.5 Writing Test

The Kindergarten Writing test consists of two parts (B and E) associated with the two different text types used in the test (narrative and expository). The Writing test is the only component of Kindergarten ACCESS for ELLs in which the students directly record their responses in the Student Response Booklet.

The narrative story in the Part B Writing task consists of a “screener” portion in which students are directed to write their name, followed by a subsequent “Writing Experience.”

- If students are able to correctly write their name in the screener portion of Part B, the open-ended Writing Experience of Part B is administered. Note that if students are able to write their first name, including a nickname, anywhere on the page, the Writing Experience in Part B should be administered.
- If students are not able to write their name, you should wind down administration of Part B and proceed to Part C (Reading).

Part E consists of leveled writing tasks (E1-E3) and a second open-ended writing task (E4/5). A student’s starting point in Part E is determined by their performance on Part B. Further explanation about determining the Part E starting point is discussed later in this section.

### Tips for Reading the Writing Script

- When administering items on the Kindergarten Writing test, read aloud any text that appears in **boldface** type in the script.
- Do not read any directives that are not in boldface type, such as “Point to xxx,” or any other instructions intended to guide the administration, such as “If necessary.”
- A prompt or direction marked “If necessary” should be asked only if the student needs additional information, directions, or help from the Test Administrator. Do not read an “If necessary” prompt or follow an “If necessary” direction if the student does not need additional encouragement, help, or clarification.
- You may scaffold the open ended writing tasks (Part B2-5 and Part E4/5) as appropriate to the student’s proficiency level. The script includes some suggested prompts. If a student copies text that appears in the picture(s), you may say, “Can you write anything else about the story?” **It is important to note that the Writing Experience is not a Speaking task.** You should not persist in prompting the student to continue giving oral output. As soon as the student says something and there is a pause in speech, the student should be encouraged to try to write that down.

- Part B2-5 and Part E4/5 require that you record what the student tells you he/she has written. Follow the script exactly and record a transcription of the language the student has produced. This is done to help you understand the sound-symbol correspondence in the students' responses that may not have been obvious otherwise.

### **Administering Part B of the Writing Test**

1. At the beginning of each part of the Writing test, hand the student the Student Response Booklet and read the scripted sections from the Test Administrator's Script.
2. Following the script, start with B1.
  - a. If the student writes a name, proceed to B2/3/4/5.
    - i. Work with the student to produce a sample of writing associated with a retelling of the narrative text.
    - ii. Follow the script and record a transcription of the language the student produces.
3. After the student completes Part B1 and (if applicable) B2/3/4/5, you must score the Writing sample using the rubric to determine where to start the student in Part E, (i.e., E1, E3).
  - a. Using the student's writing from Part B, make a judgment of high, mid, or low, with each rating corresponding to a different entrance point in Part E.
  - b. Mark the appropriate box in the Student Response Booklet. You must fully complete the Writing Test Score page at the end of Parts B and E in the Student Response Booklet by filling in the bubbles completely after the student finishes the Writing test. Guidance for identifying the appropriate level at which to start Part E is included in the "EXPECT" box in Part B of the Test Administrator's Script.
  - c. More details are included in the following subsection called "Scoring the Writing Test." Figure 21 shows a segment of the Test Administrator's Script for Part B of the Writing test.
4. After determining the student's entrance point, fill in the "Started Here" box in the Student Response Booklet (see Figure 22) next to the corresponding entrance point.

B2/3/4/5    B2/3/4/5    B2/3/4/5    B2/3/4/5    B2/3/4/5



1 Invite student to write sentences.  
**Let's look at the pictures again. What do you remember about the story?** Pause.  
**Now try to write that here.** Point to box.

If necessary, invite student to write words.  
**What do you see in the pictures?** Pause.  
**Can you write some of those words here?** Point to box.  
 (If necessary) **Can you write another?**

If necessary, invite student to write sounds.  
**What sounds do you hear in that word?** Pause.  
**Can you write the sounds you hear?** Point to box.  
 (If necessary) **Do you hear any other sounds? Can you write them?**

When student finishes writing, say:  
**Good job. Please give me your pencil. I'm going to write what you wrote. What did you write here?** Point to student's writing. Pause to listen to what the student says. Write it in the box on Part B of the Student Response Booklet.

	HIGH	MID	LOW
EXPECT	"word and letter/sound knowledge"	"letter/sound knowledge"	"no letter/sound knowledge"
	<ul style="list-style-type: none"> <li>• Two or more recognizable words with some evidence of word boundary knowledge</li> <li>• Words can be independent or in a list, phrase, or sentence</li> <li>• Inventive spelling expected</li> </ul>	<ul style="list-style-type: none"> <li>• Separated words not clear, but there are multiple examples of knowledge of letter/sound correspondence</li> <li>• At least one example of two sounds from a single word</li> <li>• Inventive spelling expected</li> </ul>	<ul style="list-style-type: none"> <li>• Might include the student's name, but writing does not provide multiple examples of knowledge of letter/sound correspondence</li> </ul>
MARK	E4/5, High	E3, Mid	E1, Low

Figure 21. Script for Part B, the Writing Experience, Including an EXPECT Box

Started Here	Writing Level 3			STOP IF:	Stopped Here	
	#	Key	Correct	Incorrect		
E3 Mid	1	g	<input type="radio"/>	<input type="radio"/>	Correct = 0 or 1	<input type="checkbox"/>
	2	m	<input type="radio"/>	<input type="radio"/>		
	3	t	<input type="radio"/>	<input type="radio"/>		
	4	n	<input type="radio"/>	<input type="radio"/>		

Figure 22. Started Here and Stopped Here Check Boxes

## Administering Part E of the Writing Test

After administering Part B, continue the test administration with Part C and D and then administer Part E, following the script.

1. If a student beginning at E1 (Low) or E3 (Mid) is unable to complete the task, answers only one item correctly, or does not answer any items correctly, you must mark “Stopped Here,” indicating that the student is done with the Writing test.
2. If a student begins at E4/E5 (High), you score the written response on a scale of 0-6 according to the criteria after the test administration is complete.

Do not go back to a previous level in Part E if a student cannot successfully complete the level on which you have started the student. **It is important to check the box that corresponds to where you begin and stop the student in Part E under the columns labeled “Started Here” and “Stopped Here.”** (See Figure 22.)

## Scoring the Writing Test

The Writing test is scored locally by the Test Administrator only. DRC will not review Kindergarten Writing samples and scores. The rating assigned by you, the Test Administrator, will be the final rating on this section of Kindergarten ACCESS for ELLs.

The Kindergarten Writing Experience (Part B) as well as the Story Writing (Part E4/5) are scored based on a grade-appropriate version of the WIDA Writing Rubric for Grades PreK-K. When scoring the students’ Writing samples you should refer to the rubric in Figure 23.

**Again, remember to fully complete the Writing Test Score page at the end of each section of the Writing parts in the Student Response Booklet by filling in the bubbles completely.**

Writing Rubric of the WIDA Consortium Grades PreK–K			
Task Level	Linguistic Complexity	Vocabulary Usage	Language Control
<b>6</b> Evidence: “Complete Story”	<ul style="list-style-type: none"> <li>Text presents <b>one</b> clear example of a successful attempt at producing related, connected English phrases and sentences</li> <li>At least <b>two</b> clear sentences are present</li> <li>A logical sequence or relationship between phrases and sentences is present</li> <li>Each phrase or sentence contains at least <b>two</b> “words”</li> </ul>	<ul style="list-style-type: none"> <li>“Words” go beyond memorized, high-frequency vocabulary, though some sight words and easily decodable words may be present and written accurately</li> <li>“Words” are clearly recognizable and contain beginning, middle, and ending sounds (in longer words)</li> </ul>	<ul style="list-style-type: none"> <li>Invented spelling and/or lack of mechanics may impede full comprehensibility of the text</li> <li>Inventive spelling closely approximates standard spelling</li> <li>Evidence of capitalization and punctuation may be present</li> <li>No clear observable influence of native language is present</li> </ul>
<b>5</b> Evidence: “Story”	<ul style="list-style-type: none"> <li>Text contains at least <b>one</b> clear example of a successful attempt at producing at least <b>two</b> related or connected English phrases or sentences</li> <li>At least <b>one</b> clear sentence is present</li> <li>A logical or sequential word order within phrases or sentences is present</li> <li>Each phrase or sentence contains at least <b>two</b> “words”</li> </ul>	<ul style="list-style-type: none"> <li>“Words” go beyond memorized, high-frequency vocabulary</li> <li>“Words” are generally recognizable and contain attempts at beginning, middle, and ending sounds (in longer words)</li> <li>All key “words” in the related or connected phrases or sentences are attempted</li> </ul>	<ul style="list-style-type: none"> <li>Invented spelling and/or lack of mechanics may impede comprehensibility of the text</li> <li>Evidence of word boundaries is present</li> <li>Observable influence of native language may be present</li> </ul>
<b>4</b> Evidence: “Phrase or sentence”	<ul style="list-style-type: none"> <li>Text contains at least <b>one</b> clear example of a successful attempt at producing an English phrase or short sentence</li> <li>The phrase or short sentence contains at least <b>three</b> “words”</li> </ul>	<ul style="list-style-type: none"> <li>At least one “word” in the phrase or short sentence goes beyond “memorized” text (e.g., ‘I like . . .,’ ‘I play . . .’)</li> <li>“Words” are generally recognizable and contain attempts at beginning, middle, and ending sounds (in longer words)</li> <li>Letter sounds within words may be out of order</li> <li>All key “words” in the phrase or short sentence are attempted</li> </ul>	<ul style="list-style-type: none"> <li>Invented spelling and lack of clear word boundaries may impede comprehensibility of the text</li> <li>Attempts at word boundaries may be present</li> <li>Observable influence of native language may be present</li> </ul>

Figure 23. Writing Rubric of the WIDA Consortium

Writing Rubric of the WIDA Consortium Grades PreK–K			
Task Level	Linguistic Complexity	Vocabulary Usage	Language Control
<b>3</b> Evidence: “Words”	<ul style="list-style-type: none"> <li>Text contains at least <b>two</b> clear, independently produced examples of successful attempts at producing English words</li> </ul>	<ul style="list-style-type: none"> <li>At least one “word” goes beyond memorized, high-frequency words (e.g., ‘cat,’ ‘dog’)</li> <li>“Words” may be recognizable and contain attempts at beginning, middle, and ending sounds (in longer words)</li> <li>Letter sound within words may be out of order</li> </ul>	<ul style="list-style-type: none"> <li>Invented spelling and lack of clear word boundaries may impede comprehensibility of the words</li> <li>Observable influence of native language may be present</li> </ul>
<b>2</b> Evidence: “Sound/letter correspond- ence”	<ul style="list-style-type: none"> <li>Text contains at least <b>two</b> clear, independently produced examples of successful attempts at producing English sound/ letter correspondence</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of knowledge of sound/letter correspondence may be provided by attempts at any of the following:               <ul style="list-style-type: none"> <li>beginning and ending word sounds</li> <li>beginning and middle word sounds</li> <li>middle and ending word sounds</li> <li>beginning word sounds only</li> <li>a single sound representing a word</li> </ul> </li> <li>Examples of letters may be in list form, written vertically or horizontally</li> <li>Evidence of “memorized” writing in English (e.g., proper names, ‘mom,’ ‘dad’) may be present</li> </ul>	<ul style="list-style-type: none"> <li>Poor letter formation and/or lack of any type of boundaries within text may impede recognition of attempts of producing sound/ letter correspondence</li> <li>Observable influence of native language may be present</li> </ul>
<b>1</b> Evidence: “Letter copying”	<ul style="list-style-type: none"> <li>Text contains clear evidence of successful attempts at writing at least <b>two</b> letters, of which one may display knowledge of sound/letter correspondence</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of ability to write letters may be provided by any of the following:               <ul style="list-style-type: none"> <li>writing own names</li> <li>copied letter(s)</li> <li>random letter(s)</li> <li>traced letter(s)</li> <li>scribble writing</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Poor letter formation quality may impede recognition of letters</li> </ul>
<b>0</b> Evidence: “Letter and/ or picture”	<ul style="list-style-type: none"> <li>Text contains no more than <b>one</b> clear, independently written letter</li> <li>No response</li> </ul>	<ul style="list-style-type: none"> <li>Symbols or pictures, perhaps copied from graphics, may be present</li> </ul>	<ul style="list-style-type: none"> <li>No language control is evident due to lack of text</li> </ul>

Figure 23. Writing Rubric of the WIDA Consortium (continued)

### Analyzing Inventive Spelling

You need to become familiar with these guidelines for “inventive spelling” before administering the Writing test. Inventive spelling is acceptable in all areas of the Writing test (Parts B and E), including part B1 where the student is asked to write his or her own name.

- Consider monosyllabic words as consisting of initial, middle, and final sounds. Multisyllabic words follow this pattern for each syllable of the word.
- Sounds are represented by letters as in the rules of regular English spelling, but the spelling system of English is highly irregular in terms of letter-sound correspondences. So students may do the following:
  - Approximate the sounds, especially vowels, with some letter or letter combination other than what appears in regular spelling, (e.g., “k” for “c,” “ai” for “i”). These kinds of substitutions may be due to an inter-language effect (if the student has any literacy experience in the home language) or an attempt to regularize or generalize to some other letter-sound correspondence in English.
  - Invert letters, but the inverted letter is a close approximate to the correctly spelled letter (e.g., “d” for “b” or vice versa, “q” for “d” or vice versa).
  - Omit letters; (e.g., “lac” for “like”). This is especially common when the letters of the regularly spelled word have no one-to-one sound correspondence in English.

**It is important to determine whether the students show evidence that they understand the regularity of relationships between sounds and letters.** Students should not simply use arbitrary letters or made-up written marks to indicate meaning. Figures 24 and 25 provide examples of instances and guidance to students’ inventive spelling.

<b>Partial Word</b>	Single sounds from a word or two sounds from the reported word are represented by letters	BF B	“butterfly” “bookbag”
<b>Word</b>	At least the initial, middle, and final sounds of the reported word are represented by letters	babak afes Tak	“backpack” “office” “talk”
<b>Phrase</b>	A word (as defined in the row above) and at least one modifying word, with evidence of word boundaries	BONE PREBE	“bunny pretty”
<b>Sentence</b>	A phrase (as defined in the row above) including a subject and verb. A sentence may or may not have punctuation, capitalization, or accurate inflection.	OUT DLY DVIN LOZ HIZ PAK BKC	“One day David lost his backpack.”

**Figure 24. Examples of Inventive Spelling**

	Initial Sound	Middle Sounds	Final Sound
dog	"d"	"aw" or "a"	"g"
bike	"b"	"ai"	"k"
tree	"tr" or "ch"	"ee"	--

Figure 25. Sounds

**Scoring Part B (Quick Score)**

- “High” characteristics include two or more words with some evidence of word boundary knowledge (where one word ends and another begins). The words can be individual, or in a phrase or sentence. At least two words must be complete. Start at Part E4/5 and mark “Started Here” column.
- “Mid” characteristics include clear evidence of sound-symbol correspondence, showing more than one sound-letter correspondence from the same word. Start this student at Part E3.
- “Low” is the appropriate rating if the student produces no writing, or there is no clear evidence of sound-symbol correspondence. Begin the student at Part E1.

Refer to the table below for more information on transitioning from Part B to Part E.

Sample characteristics in Part B	Starting point for Part E
Two or more recognizable words with some evidence of word boundary knowledge. Words can be either independent, or in a list, phrase or sentence.	Free write “High” - Part E4/E5
Clear evidence of sound-symbol correspondence, shows more than one sound-letter correspondence from the same word (i.e., at least two sounds from a word are represented using inventive spelling).	Initial/Final sounds “Mid” - Part E3
Might include the student’s name, but does not show clear evidence of sound/symbol correspondence.	Trace “Low” - Part E1

Figures 26-28 show scoring examples.

## Kindergarten Part B (Quick Score) Examples

## LOW Score in Part B - Starting Point: E1

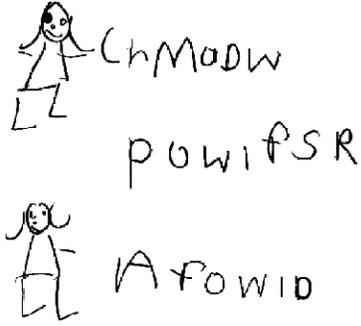
Sample	Transcription	Explanation
	Teacher, backpack, doctor	This student has written a string of letters that does not correspond to what he or she says was written. This student does not appear to be able to write sounds he or she hears.
	Girl	This student has not written any words, only drawn a picture.
	Bookbag	The student only recognizes the first sound of one word. This student may be able to start at Level 3, but to check and to build the student's confidence, start at Level 1.

Figure 26. Low Score in Part B

**MID Score in Part B - Starting Point: E3**

Sample	Transcription	Explanation
	Alex says to the teacher where you see my backpack?	This student appears to have some sound-symbol correspondence, but no word boundaries. In some cases, the student uses one letter to represent a word (example: “see” = “s”)
	Nurse	Although this student has written the beginning and ending sound for the word “nurse,” this was the only word the student produced. We can assume that the student will perform well at E3 but might not at E4, and so to decrease the student’s frustration, begin at E3.
	Teacher	This student successfully produced the beginning and middle sounds of the word “teacher,” but it is unclear if the student wrote a “u” or an “n” as the final sound. In either case, those sounds are not correct, and this student has not produced enough language to comfortably start him at E4/5.
	Flower, boy	The student does a good job of identifying beginning, middle, and end sounds in the word “flower,” but the word “boy” is not as clear. It appears that this student has inverted the “b” so that it looks like a “p” (which is fine for our purposes of beginning /b/ sound), but the student writes “ll” for the /oy/ sound. This may be evidence of the inter-language effect, but since this is a test of English writing, it is not accepted at this level.

**Figure 27. Mid Score in Part B**

## HIGH Score in Part B - Starting Point: E4/5

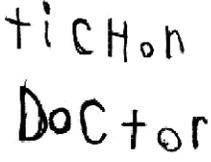
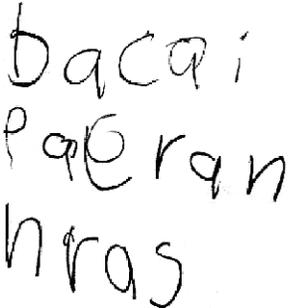
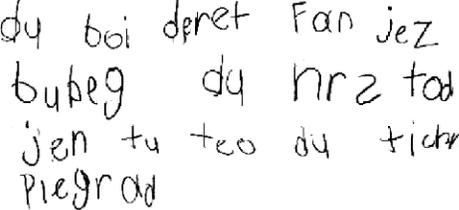
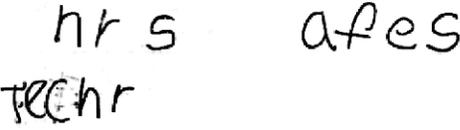
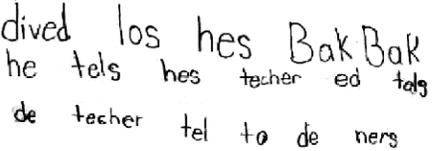
Sample	Transcription	Explanation
	Backpack, teacher, nurse	This student can clearly identify beginning, middle, and end sounds.
BOY CAN FOUND BOPUC	Boy can find backpack	This student is writing high frequency words (boy, can), and has identified beginning, middle, and end sounds in her writing.
	One day, David lost his backpack.	This student is making attempts at beginning, middle, and end sounds. He writes a "Z" for an "S" in "lost" and "his." The second letter in the first word may be an inverted "n." This student appears to be learning word boundaries as well.
	Teacher, doctor	This student has very good sound-symbol correspondence, and recognizes beginning, middle, and ending sounds. Start this student at the high level.
	When he lost his backpack	This student clearly can write sentences in English, so this student should start at E4/5.
	Boy, girl, talk, clock, doctor	At this age, it is normal for a student to confuse the "B" and the "D." This student also used "Oi" to represent the "oy" sound in boy.  In the other examples, this student understands beginning, middle, and end sounds.

Figure 28. High Score in Part B

**HIGH Score in Part B - Starting Point: E4/5***Continued*

Sample	Transcription	Explanation
	Bookbag, playground, nurse	“G” in “playground” is backwards, but this is acceptable at the kindergarten level. The student recognizes beginning, middle, and end sounds, so begin at the high starting point.
	The boy didn't find his book bag. The nurse told him to tell the teacher playground.	This student shows a good example of writing what he hears. The word “the” is written as “du.” This student has good word spacing. He recognizes beginning, middle, and ending sounds.
	Nurse, office, teacher	Good sense of beginning, middle, and ending sounds.
	David lost his backpack. He tells his teacher and tells the teacher to tell the nurse.	This student is writing “stories” with spelling that approximates standard spelling. This student would easily complete E3, and so begin at E4/5.
	Backpack, teacher	This student has a clear knowledge of beginning, middle, and ending sounds. Although he has represented the /t/ sound as “ch,” it is acceptable according to inventive spelling rules.

**Figure 28. High Score in Part B (Continued)**

### Scoring Part E

Part E is divided into three leveled tasks, plus a second open-ended Writing Experience (Story Writing) that relates to the expository text. You must choose the level where the student begins in Part E based on the student's previous performance in Part B.

The tasks in E1, E2, and E3 are all scored as either correct or incorrect. As the student completes a level successfully, move on to the next level. Guidance for moving on to the next level is included in the Test Administrator's Script. Figures 29-31 present examples of student writing in tasks E1-E3.

#### E1—Tracing Task

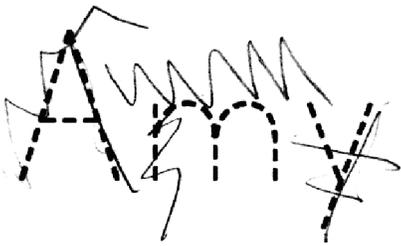
Correct		The student has traced on the lines.
Correct		Although this student has not traced on the lines, still mark this as correct. This student is beyond the tracing stage and can successfully copy a word.
Incorrect		This student was unable to stay on the lines.

Figure 29. E1 Task

**E2—Copying Task**

<p>Correct</p>		<p>The student clearly copied the word “rock.”</p>
<p>Correct</p>		<p>The student inverted the “v” and the “e,” which is normal for children at the PreK/K levels. Still mark as correct.</p>
<p>Incorrect</p>		<p>This student has written a random strand of letters that do not spell “rock.”</p>

**Figure 30. E2 Task**

**E3—Initial and Final Sounds Task**

The items in this level require you to say the beginning and ending sounds of some words. This is indicated in the script by use of the phonetic alphabet. Phonemic sounds are indicated using a “/” before and after the letter, as in “/g/” for the sound the letter “g” makes. It is important to be familiar with letter sounds, and when reading the script, do not say the name of the letter but rather the **sound** the letter makes.

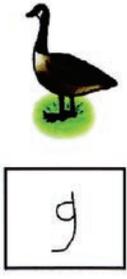
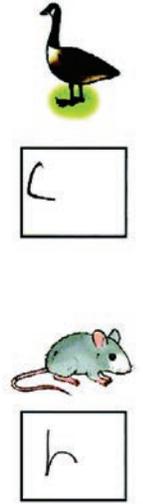
Correct		This student has inverted a “g,” which is the correct initial sound in “goose.”
Correct		This student has correctly demonstrated both knowledge of the appropriate initial sound and correct letter formation.
Incorrect		The student is asked to produce the /g/ sound for “goose” and the /m/ sound for “mouse.” The student writes a “c” and an “r” or what may be interpreted as an “h.” Neither of these answers is acceptable.

Figure 31. E3 Task

**E4/5—Story Writing**

In this section students are instructed to write a story using the Activity Board. For scoring of this section, you must refer to the full Writing Rubric of the WIDA Consortium for Grades PreK-K (Figure 23).

## 4.6 Reading Test

The Kindergarten Reading test consists of two Parts (C and F) associated with the two different text types (narrative and expository) used in the test. Tasks on the Reading test use manipulatives (cards) to engage the student in the activities, beginning with pre-literacy skills and proceeding gradually up the reading continuum. Words selected for the test were drawn from lists of Kindergarten sight words; the Dolch primer and pre-primer word lists; and other high-frequency, easily decodable words.

Tasks at each WIDA proficiency level focus on English reading skills as follows:

- **Level 1:** Pre-literacy skills such as matching pictures and shapes, or words and word shapes
- **Level 2:** Beginning sounds of words, using sorting and matching activities
- **Level 3:** Single words (high-frequency, easily decodable words)
- **Level 4:** Short 2-3 word phrases (with high-frequency, easily decodable words)
- **Level 5:** Short sentences (with high-frequency, easily decodable words).

It is important to note that students are not required by the script to read the items out loud, but you may tell the student, “You can read that out loud if you’d like,” if the student seems uncertain or in need of encouragement. It is, however, important to remember that the student is **not** scored on what he or she reads aloud, but rather on his or her action of pointing to the correct picture.

### Administering the Reading Test

The Reading Test is administered much like the Listening/Speaking Test. The Test Administrator must read the script and then allow time for a student to respond, recording whether the student was “correct” or “incorrect” in their response.

Most of the tasks on the Reading test require the use of cards. It is important to verify that all cards are in the card pouch booklet prior to each test session. Cards have words, shapes, or pictures on them, which are shown in the script above the test items. The Test Administrator’s Script includes instructions about card layout. (See Figure 32.)

- Cards with a pointing hand icon indicate that the orientation of the card needs to be pointing up.
- A hand icon above the picture(s) of the card in the scripts indicates that card will be held in the Test Administrator’s hand.
- Gray shading behind the picture(s) of the card in the script indicates the card is placed face down.
- Word cards are always placed face down.
- Otherwise cards are laid out face up.
- The order in which you place the cards in front of the student is modeled in the Test Administrator’s Script.

Many tasks are preceded with a sample modeled by you, the Test Administrator.

- The cards used in the sample are indicated with an asterisk (\*).
- The script directs you to set aside the pair of cards used to model the item. Those cards are not to be included in the set of cards the student has the option of picking from as a correct answer.

- Additionally, the student may give you both the word card and the picture card after completing subsequent items. In these cases, collect only the word card and be sure to replace the picture card for future use as a response option.

**C3   C3   C3   C3   C3   C3   C3   C3**

**David is bringing something to show at circle time. I'm going to take out some new cards. I'm going to put some face up and some face down.** Take cards out and lay out picture cards face up and word cards face down as shown.

**Here are some things he wants to bring to show.**

\*water

bike

bug

nuts

**Now I'm going to turn over a card.** Flip over sample card.

**This word says "water."** Now I'm going to point to the picture of water.

Point to the bottle of water. **Here it is!** Now I'm going to put this card aside. Put card aside.

**Now you are going to do the same thing. Turn over a card.**

1	<p>(If necessary, flip over a card) <b>Look at this word. Point to the picture that goes with the word.</b> If necessary, say "You can read it aloud if you want."</p> <p><b>Good job. Now I'll take the card.</b> Take word card away from student.</p> <p>(If necessary) <b>Turn over another card.</b></p>
2	<p>(If necessary, flip over a card) <b>Look at this word. Point to the picture that goes with the word.</b> If necessary, say "You can read it aloud if you want."</p> <p><b>Good job. Now I'll take the card.</b> Take word card away from student.</p> <p>(If necessary) <b>Turn over another card.</b></p>
3	<p>(If necessary, flip over a card) <b>Look at this word. Point to the picture that goes with the word.</b> If necessary, say "You can read it aloud if you want."</p> <p><b>Good job. Let's put the cards away.</b> Put cards away.</p>

**Figure 32. Directions on cards within the script**

### Adaptivity in Reading

Similar to Part B (Writing), at the end of Part C (Reading), you must make a determination about where to start in the next Reading Part (Part F), based on the student's performance on the Reading items in Part C. Specific scoring guidance is included in the Student Response Booklet and Test Administrator's Script. As with the Writing test, be sure to precisely follow the instructions for determining the starting point, and do not go back and administer a level lower than where you began with the student in Part F. Be sure to check off where the student will begin Part F as "High," "Mid," or "Low" in Part C of the Student Response Booklet (see Figure 33).

	HIGH, F4	MID, F3	LOW, F1
CHECK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Figure 33. Part F Starting Point**

NOTE: In C1 and F1, there are no criteria for stopping. After administering C1 and F1, always move on to the next level, regardless of the number of correct answers the student receives.

### Scoring the Reading Test

Responses are scored as Correct/Incorrect as test items are administered. Indicate the score by filling in the bubble completely for each test item in the Student Response Booklet. Follow the guidance in the Test Administrator's Script.

### Ending the Reading Test

When the student is no longer able to successfully complete a level in Part F, the test is complete. Follow the script in the “Moving on” box to end the administration.

Winding down from the Reading tasks is especially important, since reading is a developmental skill for all children at this level and can be a source of frustration if the students feel they have not successfully completed the task. You may elect to wind down the task by reading or decoding the tasks with the students and scoring the Reading tasks as incorrect responses.

After the student has left the testing area, review the Student Response Booklet and make sure all parts of the test have been scored.

NOTE: For additional guidance on the coordination and administration of Kindergarten ACCESS for ELLs, refer to the Kindergarten ACCESS for ELLs Test Administrator Training within the WIDA Secure Portal, which includes a training video. If you do not have access to the WIDA Secure Portal, contact your Test Coordinator.

**For information on material management after completion of the test, please refer to Section 3.3 of this manual.**

## Section 5: ACCESS for ELLs Paper (Grades 1-12)

### 5.1 Test Design and Materials

#### Test Design

ACCESS for ELLs Paper is a paper-based assessment for students in Grades 1-12. Like other ACCESS assessments, it tests four domains: Listening, Reading, Writing, and Speaking. Depending on each state's guidelines, the paper-based test is available for students who need a paper-based option, for example, when a student is unable to test online, as outlined in an IEP or 504 plan. Some states use the paper-based test more widely. To determine whether your state is administering ACCESS for ELLs Paper for the 2019-2020 administration, please visit your state's page on the WIDA website.

ACCESS for ELLs Paper is divided into grade level clusters that depend on the domain students are taking.

#### ACCESS for ELLs Paper Listening, Reading, and Writing Domain Clusters



#### ACCESS for ELLs Paper Speaking Domain Clusters



ACCESS for ELLs Paper is administered in three sessions. Only the Speaking test is scored locally; other domains are returned to DRC for central scoring.

Session	Domain	Description	Scoring
Session 1, group administration	Listening	The test administrator plays a CD and students mark responses in a paper test booklet.	Centrally scored by DRC
	Reading	Students read passages and mark responses in a paper test booklet.	
Session 2, group administration	Writing	Students handwrite responses in a paper test booklet.	
Session 3, individual administration	Speaking	The test administrator plays a CD and students respond verbally. The test administrator marks scores in a paper test booklet.	Locally scored by the test administrator
In the rare event that a student requires a human reader as an accommodation, the test administrator reads from the Human Reader Accommodation Script, which includes a transcription of the audio files on the Listening and Speaking CD.			

## Tier Placement

The tier structure of ACCESS for ELLs Paper helps ensure that students see test content that is challenging enough to allow them to fully demonstrate their English language skills but not so difficult as to prevent them from showing any skills at all. Educators determine which tier is most appropriate for each student before test materials are ordered. WIDA recommends basing your choice of test tier on the English language proficiency level score the student earned on previous ACCESS for ELLs or WIDA Screener assessments.

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

Tier Placement through 2017–18	Tier Placement in 2018–19	PL score guidance
A	A	Overall PL 2.0 or below
B	B/C	Overall PL above 2.0
C	B/C	NA

Prior to the 2018–2019 test administration year, the Listening and Reading domains of the ACCESS for ELLs Paper test were divided into three tiers: A, B, and C. Now, the consolidated Tier B/C Listening and Reading tests target the WIDA-described English language proficiency levels 3–5.

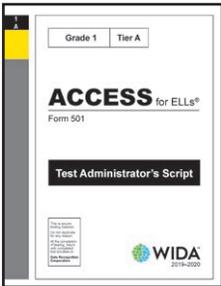
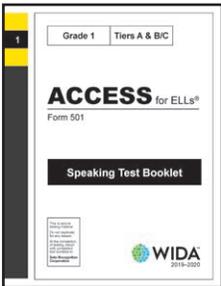
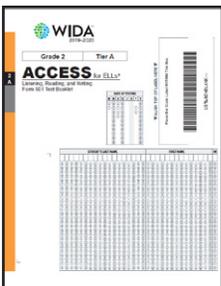
In addition to the guidance above, WIDA recommends educators take into account any of the following circumstances that apply to an individual student:

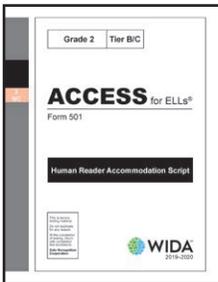
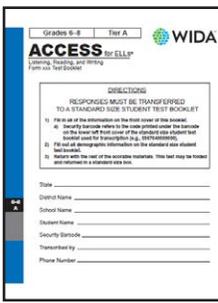
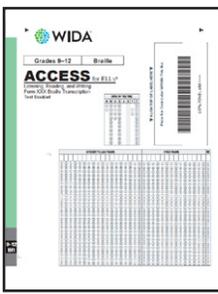
- **Noteworthy Progress:** Some students who earn low proficiency level scores demonstrate significant growth between initial testing and the time when materials must be ordered for the next round of testing. If you think the Tier B/C test is most appropriate to the student's current English language proficiency level, you can use that test even if the student's previous scores suggest Tier A.
- **Literacy Development:** Students who have emerging English literacy skills can find the Tier B/C Writing test challenging, and younger students, particularly those in Grade 1, can find the Reading

test challenging. If you think the Tier A test is most appropriate to the student's current literacy skill level, you can use that test even if the student's previous scores suggest Tier B/C.

As always, refer to your state's page of the WIDA website for any specific guidance from your state or district on tier placement. If you have questions about tier placement for your students, contact your test coordinator.

## Materials

ACCESS for ELLs Paper Secure Test Materials and Their Uses			
Image	Title	Content & Use	Return to DRC?
	Test Administrator's Script	<ul style="list-style-type: none"> <li>Always in use by Test Administrator</li> <li>Contains everything the Test Administrator says for all four domains</li> <li>Must be followed exactly</li> </ul>	Yes
	Listening and Speaking CD	<ul style="list-style-type: none"> <li>To be used in a CD player or Computer for Listening and Speaking administration</li> </ul>	Yes
	Speaking Test Booklets	<ul style="list-style-type: none"> <li>Used by the Student during the Speaking administration to see the pictures and prompts.</li> <li><b>This is a reusable test material; students should not write in this booklet.</b></li> </ul>	Yes
	Student Test Booklet	<ul style="list-style-type: none"> <li>Used by the student to record their responses during the Listening, Reading, and Writing tests.</li> <li>The Test Administrator also records the ratings for the Speaking test in this booklet as well.</li> <li>To be labeled, bubbled as needed, distributed to students during test administration, collected, and returned to DRC.</li> </ul>	Yes

ACCESS for ELLs Paper Secure Test Materials and Their Uses			
Image	Title	Content & Use	Return to DRC?
<b>Only if ordered during Additional Materials Ordering</b>			
	Human Reader Accommodation Script*	<ul style="list-style-type: none"> <li>Only for students with specific accommodations</li> <li>Accompanies the Listening and Speaking portions played on CD</li> </ul>	Yes
	Large Print Test Materials	<ul style="list-style-type: none"> <li>Note that this must be pre-ordered in WIDA AMS for students with specific accommodations</li> <li>The kit includes the Test Administrator's Script and Listening and Speaking CD.</li> </ul>	Yes
	Braille Test Materials	<ul style="list-style-type: none"> <li>Note that this must be pre-ordered in WIDA AMS for students with specific accommodations</li> <li>The kit includes the Test Administrator's Script, the Speaking Test Booklet, and Listening and Speaking CD.</li> </ul>	Yes

*\* The Human Reader Accommodation Script is intended for use only in cases where students have the specific Human Reader accommodation for ACCESS for ELLs Paper. To order this document, please work with your Test Coordinator and DRC Customer Service and have the information ready for the student for whom this accommodation applies. More information about the Human Reader accommodation can be found in the Accessibility and Accommodations Supplement. Please note that this accommodation is not applicable for ACCESS for ELLs Online.*

All materials listed above are considered secure test materials that must be returned to the Test Coordinator upon completion of testing. Additionally, your Test Coordinator may also distribute Test Administrator Manuals and/or Student Test Booklet Labels. Please see Section 3 for more information on labels.

Minimal Technical Requirements for Playing a Listening/Speaking CD on a Computer		
	Mac	PC
1998 or Older	<ul style="list-style-type: none"> <li>• Mac LC III or higher</li> <li>• 25 MHz 68030 or faster</li> <li>• 8 Megabytes or more of RAM</li> <li>• System 7.1 or later</li> <li>• Double speed multi-session CD-ROM drive</li> <li>• Apple CD-ROM Extension 5.1.1.1 or later</li> <li>• SoundManager 3.0</li> </ul>	<ul style="list-style-type: none"> <li>• IBM compatible 486 SX</li> <li>• 25 MHz or faster</li> <li>• 8 Megabytes or more of RAM</li> <li>• Microsoft Windows 3.1 or higher</li> <li>• Double speed multi-session CD-ROM drive</li> <li>• Enhanced CD compatible firmware</li> <li>• 8 bit sound card</li> </ul>
1999 or Newer	<ul style="list-style-type: none"> <li>• 120 MHz PowerPC Mac</li> <li>• 32 MB or more of installed RAM</li> <li>• Mac OS 8.1 or later</li> <li>• CD-ROM drive (Blue Book/Multi-session) compatible firmware</li> </ul>	<ul style="list-style-type: none"> <li>• 166 MHz Pentium PC processor or greater</li> <li>• 32 MB or more of installed RAM</li> <li>• Microsoft Windows 95 or higher 16 bit sound card</li> <li>• CD-ROM drive</li> </ul>

## 5.2 Test Setup

### Test Scheduling

Please refer to your state's checklist for information on who in your school or district is responsible for scheduling test sessions. Detailed information about scheduling test sessions is available in the District and School Test Coordinator Manual, and in the tutorials within the training course.

ACCESS for ELLs is designed to measure a student's proficiency level in English at a specific point in time; therefore, it is recommended that test administration sessions (Session 1, Session 2, and Session 3) are scheduled as close as possible to one another.

- WIDA recommends not including more than 22 students in a single group-testing session.
- Schedule only one Tier (A or B/C) in a single test session. For example, students taking the Tier A test must not be mixed with students taking the Tier B/C test in the same room at the same time.
- Schedule only one grade-level cluster in a single test session. Do not mix clusters together. You may split clusters into several test sessions if you choose.
- It is important to note that each domain must be administered in one session and cannot be split across multiple days or times during a single day.
- Although it is not required, students with very limited English proficiency may benefit from being tested in smaller groups. For example, you may test Tier A fourth graders separately from Tier A fifth graders, and Tier A sixth graders separately from Tier A seventh and eighth graders. However, if this is not possible, you may test all Tier A students in all of the grades within a grade-level cluster together.
- If possible, test the same students together across both test sessions (Session 1: Listening/Reading and Session 2: Writing). That is, do not change the roster of students from one session to another, as this will require reorganizing stacks of test booklets.

In summary, a single Test Session for group administered tests will only include **one** grade-level cluster and **one** tier.

## Test Timing

The table below provides approximate times to test for each domain across all grade levels. Included are approximate times educators should plan for convening students and taking attendance, test setup (including material distribution), test directions and embedded student test practice, and dismissing students. **For scheduling purposes, the times listed below represent the approximate amount of time that a domain test may take. These times may be different based on school, district, and state policies.**

Test Administrators can use the information in the following tables to plan for each test session. For more detailed information on how long administration takes, see the domain-specific information later in this subsection.

### At a Glance: Test Administration Times for ACCESS for ELLs Paper

Paper Test Administration Time (Approximate)			
Domain	Convening/Dismissing Students and Test Setup	Test Directions and Student Practice	Test Time
Listening	15-20 min. depending on group size (less for Speaking as it is administered individually)	About 10 min.	Up to 40 min.
Reading		About 5 min.	Up to 45 min.
Speaking		5-10 min.	15-35 min. per student
Writing Tier A, Grade 1		5-10 min.	Up to 35 min.
Writing Tier A, Grades 2, 3, 4-5, 6-8, 9-12		5-10 min.	Up to 60 min.
Writing Tier B/C		5-10 min.	Up to 65 min.

Test Administrators may use their professional judgment in accordance with state policies to determine if additional time is needed. It is important to note that a domain must be administered in one sitting and domain administration cannot be split across multiple days. Testing must be completed within the testing window. WIDA does not provide guidelines for the amount of time in which all domains should be completed, but your state policy may reflect otherwise.

The following tables go into further detail on the timing of each test session based on grade cluster and tier.

Session 1 Listening and Reading Administration (Group Administered)			
Grade-level Cluster	Tier	Domain	Time to Administer the Test
ALL	ALL	Listening	25-40 minutes (higher grade-level clusters and tiers take more time)
ALL	ALL	Reading	35-45 minutes (higher grade-level clusters and tiers take more time)

Session 2 Writing Administration (Group Administered)		
Grade-level Cluster	Tier	Time to Administer the Test
1	A	30 minutes plus five (5) additional minutes to finish writing if needed
	B/C	60 minutes plus five (5) additional minutes to finish writing if needed
2, 3, 4-5, 6-8, 9-12	A	45 minutes, plus fifteen (15) additional minutes (five minutes per task) to finish writing if needed
	B/C	60 minutes, plus five (5) additional minutes to finish writing if needed

Session 3 Speaking Administration (Individually Administered)			
Grade-level Cluster	Tier	Domain	Time to Administer the Test
ALL	ALL	Speaking	15-35 minutes per student

## Implementing Accommodations

ACCESS for ELLs Paper offers several different types of accommodation and accessibility features. Please refer to the *ACCESS for ELLs Accessibility and Accommodations Supplement* for more information on these features. Please note that Alternate ACCESS for ELLs is a separate assessment that is also paper-based. You can find more information on this assessment later in this manual.

## Preparing Students with Sample Items

Sample items are available on the Student Preparation page of the WIDA website. These sample items provide educators and students with additional practice questions based on previous content of ACCESS for ELLs assessments. Educators who use the sample items to supplement student preparation should do so in conjunction with the Sample Items User Guide, also found on the WIDA website.

## Preparing the Testing Room

Preparing the testing room in advance will facilitate smooth test administration. It will also help to ensure independent work on the part of the test takers. It is recommended that you do the following:

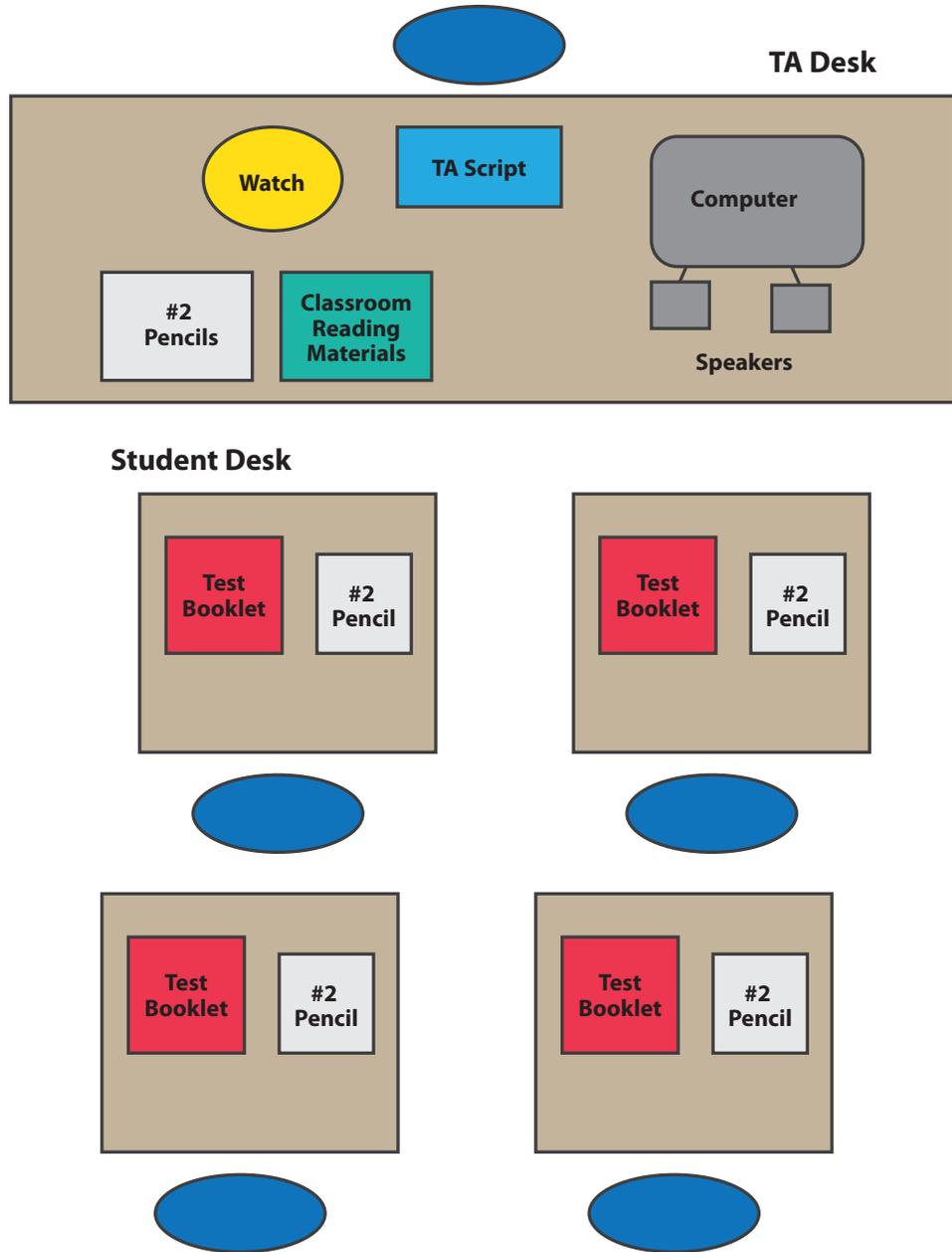
- Test in a classroom with desks that can comfortably accommodate the number of students being tested (indicated on the Test Session Roster), where you can see all students, circulate between desks, and students cannot see each other's test booklets.
- For the Speaking domain, a classroom or quiet room with space for the student and Test Administrator will be sufficient. Review the subsection “General Guidelines for Administering the Test” for directions about setting up materials and seating for the Speaking domain
- Cover up any posters that could possibly assist students during testing. Your state or district may have more specific room setup requirements to follow in addition to these general guidelines.
- Obtain enough sharpened number 2 pencils for students being tested. Have extra sharpened pencils available, as sharpening pencils during a test session could be a distraction. Have a plan for sharpening pencils between test sessions.

- State policy determines if scratch paper should be distributed to each student for the Writing test. For the Listening and Reading tests, students can request to use this as needed. Use of scratch paper during the Speaking test is permissible in specific situations with the professional judgment of the Test Administrator. However, use of scratch paper during the Speaking test is discouraged, as students writing a draft of their spoken responses may compromise the validity of the test.
- Make or obtain from your Test Coordinator a Do Not Disturb: Testing sign. The sign should be placed on the outside of the testing room door during test sessions. Please note that some states have specific policies around the sign used.
- If allowed by your state/local policy, have reading materials available for students who finish early.
- Have a watch available or make sure there is a functioning clock in the testing room. The Test Administrator's Script contains guidance on pacing the test.
- Make sure the speakers are loud enough for the student(s) to hear (applicable for the Listening and Speaking domains).

### **General Guidelines for Administering the Test**

Scripted instructions for administering each section of ACCESS for ELLs Paper are contained in the Test Administrator's Script. Adhere to the following procedures:

- Do not pass out test materials until all students are seated.
- When distributing the test booklets, ensure that the name of the student to whom you are giving the test matches the name on the test booklet.
- Make sure each student has a least one sharpened number 2 pencil.
- Students answer questions by marking directly in the test booklet with a number 2 pencil, with the exception of the Speaking domain, during which students respond orally.
- Students should completely fill in the circles indicating their answers to the Listening and Reading domains. You should encourage students to fill in their answers properly in their test booklet.
- Students should not make marks in the test booklet other than in the specified places. Stray marks could cause errors in scanning and scoring the test booklet.
- When reading the Test Administrator's Script, stand in front of the class where all students can see and hear you clearly.
- Follow the Test Administrator's Script exactly. In the Test Administrator's Script, read only the parts that are printed in bold font on a white background. The instructions students hear are black and bold, while the test questions are blue and bold. Anything that is in regular (not bold) font should not be read aloud; it is there to help guide you through the test session. Figure 36 provides a sample of the script with these points
- Answer all students' questions before beginning the test (as indicated in the Test Administrator's Script). Let the students know that you will not be able to answer questions once the test begins.
- Please note that there is no penalty for guessing on ACCESS for ELLs, though guessing should never be encouraged by the Test Administrator.
- At all points before, during, and after test administration, you should ensure that test materials are stored and handled following the test security guidelines. For more information about test security, see Section 3 of this manual.



Note that the Speaking test can only be administered one on one and not in a group.

**Figure 35. Room Setup for Group Administration**

## Test Dos and Don'ts

During the test, Test Administrators should follow all guidelines and instructions in the Test Administrator's Script as well as any state policies and procedures outlined in your state's ACCESS for ELLs Checklist. Additionally, the following table outlines best practices of what to do and what not to do during testing for all domains.

Test Items Dos and Don'ts	
Do	Don't
<ul style="list-style-type: none"> <li>✓ Answer students' procedural questions.</li> <li>✓ Monitor student progress and be proactive in helping students if they are having difficulty progressing through the test.</li> <li>✓ Rephrase, explain in English, or, if specifically requested, translate the directions into the student's native language.*</li> <li>✓ Assist with adjusting the volume for students for Listening and Speaking.</li> <li>✓ Assist students with turning the page, especially during the Speaking test and/or for younger grades.</li> </ul>	<ul style="list-style-type: none"> <li>× Interrupt students who are working independently.</li> <li>× Translate the test item prompts and/or responses into the student's native language.</li> <li>× Answer questions about content or language. Instead, remind students to try their best.</li> <li>× Confirm correct or incorrect responses.</li> <li>× Rephrase, explain, or read aloud the test item prompts.</li> <li>× Provide or change a response for the student.</li> </ul>

*\* Translating test practice and test directions may not be permissible per your state's policy. Please consult with your state education agency for more information.*

## Practice Items

Please note that built in to each domain of the test are several practice items to acclimate the students to the format of the test prior to the start of the test. Instructions for walking students through the practice items are built in to the script. However test administration time does not include completion of the practice items.

As students practice each domain of the test, adhere to the following Dos and Don'ts regarding test practice.

Test Practice Items Dos and Don'ts	
Do	Don't
<ul style="list-style-type: none"> <li>✓ During practice items only, answer content questions.</li> <li>✓ Rephrase, explain in English, or, if specifically requested, translate the directions into the student's native language.*</li> <li>✓ Assist with adjusting the volume for students for Listening and Speaking.</li> </ul>	<ul style="list-style-type: none"> <li>× Interrupt students who are working independently.</li> <li>× Confirm correct or incorrect responses.</li> </ul>

\* Translating test practice and test directions may not be permissible per your state's policy. Please consult with your state education agency for more information.

### Coordinating Breaks

Breaks	When?	For how long?
As needed	Between domains	Brief; According to TA's professional judgment
Emergencies	During a domain section; between different parts	According to TA's professional judgment

### What to Do in Unusual Circumstances and Unique Situations

Every attempt should be made to administer each test (Listening, Reading, Writing, and Speaking). While it is not recommended, you may find rare situations when it may be appropriate to pause administration and allow the student to try again at a later time or to discontinue administering the domain altogether.

If it becomes apparent that a student is having an unusually difficult time (e.g., not responding/writing in the test booklet) during the administration of one domain, you may discontinue that test domain for the student and attempt to administer the test again at a later time. If it is apparent that a second attempt may need to also be discontinued, you may discontinue the administration of the domain and move on to administer the next domain. Please consult with your state policy to determine when it is appropriate to attempt to resume the administration of the test domain.

When discontinuing a test after administration has already begun, please leave the remaining items and response options in that section blank. **Do not mark the Do Not Score Code on the back cover of the test booklet for that domain, as this will result in the student not receiving a score for that domain.** Likewise, do **not** affix a Do Not Process Label to the test booklet, as this will result in the booklet not being processed for scoring.

While each of the ACCESS for ELLs domains (Listening, Reading, Writing, or Speaking) should be completed in one session, there are rare situations when it may be appropriate to stop or pause the test. It should be noted that while Listening and Reading are recommended to be administered in one session, it is appropriate to take a break between the two domains, according to the Test Administrator’s professional judgment (see the earlier table).

In an emergency event such as a student illness during the test administration, or disruptive situations such as an announcement over the loudspeaker, a fire drill, or a loud noise outside, it is acceptable to stop or pause the testing session, pausing test audio if applicable. After the situation has been resolved, resume the test from the beginning of the last test item that was being administered.

In the event that you experience technical difficulties during the Listening or Speaking test administration (e.g., the CD player stops working, the CD begins to skip, etc.), instruct the students to wait while the issue is being resolved. After the technical issue has been resolved, resume the test from the beginning of the last item (for Listening) or page of the test booklet (for Speaking) that was being administered. In the event the technical difficulty cannot be immediately resolved, you may have to reschedule the administration of the test.

If the Listening or Speaking test must be rescheduled, note the current track you are on, wind down the test administration, and let the students know that they will be able to continue the test as soon as the technical issue is resolved. When resuming the test administration after a considerable amount of time has passed (15 minutes or more), begin the test from the beginning of the part that was being administered when the interruption occurred. See the table below for information on where to start the test when resuming administration after a disruption.

Starting Points for Resuming the Listening or Speaking Test After an Interruption		
Length of Interruption	Less than 15 minutes	15 minutes or more
Where to Resume Test	Listening: Replay audio track for current item Speaking: Replay audio track for the current page	Replay current Part

To resume the test after an interruption or to replay a test item, refer to the Track List provided in the Test Administrator’s Script for that grade-level cluster and tier.

## 5.3 Listening Test Administration

The ACCESS for ELLs Listening test is media-delivered. Listening test items are delivered via CD. If you need clarification on administering the Listening test using a CD beyond what is explained in the following sections, contact the WIDA Client Services Center at [help@wida.us](mailto:help@wida.us), or 866-276-7735.

### Listening Test Materials

Test materials include the following items:

- Test Administrator’s Script
- Student Test Booklet(s)
- Listening and Speaking Test CD (A separate CD is provided for each grade-level cluster and tiered test form). In the rare event that a student requires a human reader as an accommodation, the Human Reader Accommodation Script is required to administer the Listening section individually for that particular student.
- At least one sharpened number 2 pencil for each student to mark his or her response
- Speakers (Do not use headphones to administer the Listening test.)
- A CD player or desktop/laptop computer (to play the CD)

When playing the CD, keep the following in mind:

- Check in advance that the CD player and the CD are functioning properly. Test the CD player by playing the entire Listening test audio from the CD prior to beginning the Listening test without students present.
- Make sure that the CD player that you are using is not set on “shuffle” or “random.” The tracks on the CD must be played in the order they appear on the track list.
- Make sure that the grade-level cluster and the form (Tier A or B/C) of the CD match the grade-level cluster and the form on every student’s Test Booklet.
- Adjust the volume so that all students taking the test can hear the audio.

When reading the Listening Script section of the Test Administrator’s Script, keep the following in mind:

- The contents of the gray shaded boxes in the Listening Script should not be read aloud (see Figure 36).
- The grey shaded boxes contain the transcript of the recorded practice items to allow the test administrators to follow along with the recording.
- The Listening Script provides the transcript text for practice items only. None of the text for test items is included in the script.

Practice administering the test. If possible, listen to the practice items while reading the script, and practice starting and pausing the recording as indicated in the Test Administrator’s Script (see Figure 36). If you are administering more than one grade level, listen to and practice each test separately. Follow your state-specific test security policy with regards to reviewing test materials prior to test administration.

## Organization and Timing of the Listening Test

The Listening test is designed to take approximately 25 to 40 minutes, depending on the grade-level cluster and tier. The length of test items increases with students' language proficiency and grade level. For example, the Tier B/C Listening test takes longer to administer than the Tier A Listening test, and the Listening test for Grades 6-8 may take slightly longer than the test for Grade 3. **Note that in addition to the approximate test administration time, Test Administrators should plan 15-30 minutes for convening students, taking attendance, distributing and collecting test materials, explaining test directions, and completing practice items. Please make sure to consult your state's policy on test timing in addition to the guidelines provided.**

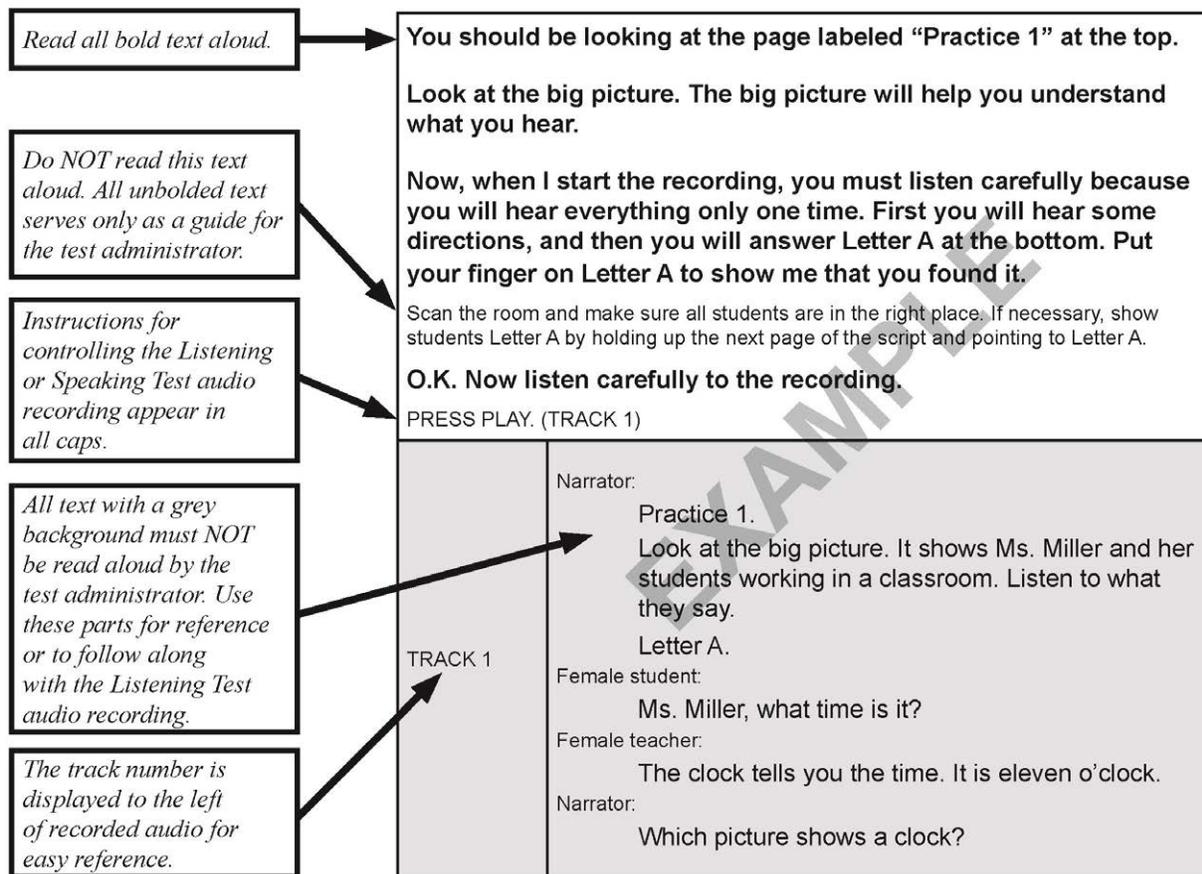
To further assist with scheduling, the following table provides the run times for the Listening test audio on each CD.

Listening Test Audio on the CD	Approximate Run Time (in minutes) Excludes the audio run time for the practice items.
Grade 1, Tier A	16:00
Grade 1, Tier B/C	25:00
Grade 1 Braille	21:00
Grade 2, Tier A	16:00
Grade 2, Tier B/C	25:00
Grade 2 Braille	21:00
Grade 3, Tier A	19:00
Grade 3, Tier B/C	30:00
Grade 3 Braille	27:00
Grades 4-5, Tier A	19:00
Grades 4-5, Tier B/C	30:00
Grades 4-5 Braille	27:00
Grades 6-8, Tier A	22:00
Grades 6-8, Tier B/C	32:00
Grades 6-8 Braille	30:00
Grades 9-12, Tier A	18:00
Grades 9-12, Tier B/C	31:00
Grades 9-12 Braille	27:00

## Administering the Practice Items

The Listening test starts with a scripted walkthrough of the practice items using Practice 1 and Practice 2. This gets students acquainted with how to take the media-delivered test. Students begin the test after taking the practice items.

Play and pause audio at certain points when indicated in the Test Administrator's Script. In the Test Administrator's Script, you will see "PRESS PAUSE" or "PRESS PLAY" when the recording needs to be paused or resumed. See Figure 36 for a sample of the Test Administrator's Script with pausing and resuming directions. When directed to pause the recording, make sure to press the Pause button rather than the Stop button. Pressing Pause allows you to resume the recording from the correct point.



**Figure 36. Directions for Reading the Test Administrator's Script for Listening**

PRESS PLAY. (TRACK 1)	
TRACK 1	Narrator: Practice 1. Look at the big picture. It shows Ms. Miller and her students working in a classroom. Listen to what they say. Letter A.
	Female student: Ms. Miller, what time is it?
	Female teacher: The clock tells you the time. It is eleven o'clock.
	Narrator: Which picture shows a clock?
PRESS PAUSE.	

**Figure 37. Play and Pause Directions for Test Practice in the Test Administrator's Script**

### Administering the Listening Test

After administering the practice items, continue with the following directions to administer the Listening test items:

1. Follow the Test Administrator's Script exactly to transition from practice items to administering the Listening test items.
2. Allow each track to play only one time. Refer to the earlier subsection for instructions on what to do in unusual circumstances.
3. Do not read the answer choices aloud. While the Listening test primarily assesses the domain of Listening, all academic language skills are integrative, which results in answer choices incorporating multiple domains. Some answer choices use words, phrases, or sentences, but the answer choices are at a lower reading level than the listening level being assessed.
4. Do not pause tracks to allow students time to mark responses once the test administration begins. The audio tracks contain an appropriate amount of silence time (20 seconds) to allow students to mark their responses in the Student Test Booklet. Likewise, allow the silence time to play and do not fast forward or skip to the next track. At 15 seconds (5 seconds prior to the beginning of the next item), a tone will sound to alert students that the next test item will begin soon.
5. Use the 45-second Check-in on Track 13.
  - Use this time to circulate the room and make sure that each student has followed the recording to this point, as indicated in the Test Administrator's Script.
  - Do not press Play or Pause during the Check-in; the track will automatically advance to continue the test. Prior to the beginning of the next test item, the narrator in the recording will indicate that the test will resume soon.

Once the Listening test has begun, do not stop or pause the audio. If a student raises his or her hand for a nonemergency issue during test administration, attend to him or her quietly without stopping or pausing the audio or disturbing other students who are taking the test.

Once the Listening test audio has played in its entirety, stop the Listening and Speaking test CD. Because the Listening and Speaking test audio are on the same CD, it is important not to let the Speaking test audio play during the Listening test.

### Important Reminders for the Listening Test

- The Listening Test lasts approximately 25 to 40 minutes after students go through the practice items; the Tier B/C test will take longer than the Tier A test.
- During the test, there is no need to pause or stop audio files to allow students to respond.
- Response time is included in the audio files.
- Practice the Test Administrator's Script ahead of time.
- Play each track only one time. Only in the case of a significant interruption should a track be replayed one time.

## 5.4 Reading Test Administration

The ACCESS for ELLs Reading test is completed within Student Test Booklets after a scripted introduction by the Test Administrator. A unique feature of the Reading test is the built in check-ins. Stop signs in the Student Test Booklet indicate check-ins. Circulate through the testing room at appropriate intervals and when doing individual check-ins, as detailed later in this section.

### Reading Test Materials

Reading test materials include the following items:

- Test Administrator's Script
- Student Test Booklet(s)
- At least one sharpened number 2 pencil for each student to mark his or her responses

### Organization and Timing of the Reading Test

The Reading test is designed to take no more than 35 to 45 minutes. **Note that in addition to the approximate test administration time, Test Administrators should plan 15-30 minutes for convening students, taking attendance, distributing and collecting test materials, explaining test directions, and completing practice items.**

You should make a note for yourself of the start time and end time (around 35 to 45 minutes later) once you finish the practice items with the students. This should provide ample time for all students to complete the Reading test. The testing session is complete when all students have finished the Reading test.

In rare situations, you may use your professional judgment in determining whether a student needs additional time to complete the test. You may consider the following when determining how much extra time to provide:

- Are students working productively?
- Will extending the testing session over the recommended 45 minutes benefit students?
- Is the amount of extra time reasonable?
- Is extra time for testing permissible in my state and/or district policies?
- Does the Test Session Master Schedule permit additional time to be provided to students?

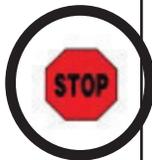
## Administering the Reading Test

1. When administering the Reading test, be sure to follow the Test Administrator’s Script exactly.
2. Stand in front of the class where all students can see and hear you clearly.
3. After completing the practice items, note the time. Allow for 35-45 minutes for students to complete the test.
4. Circulate through the testing room at appropriate intervals and when doing individual check-ins. Stop signs in the Student Test Booklet indicate check-ins.
5. The testing session is complete when all students have completed the Reading test.

## Using Check-ins

“Check-ins,” represented by stop signs in the Student Test Booklet, are intended to help guide students at the lower grade levels and beginning proficiency levels through the parts of the Reading test and are scripted at appropriate points in the Test Administrator’s Script. Check-ins also allow you to give continual encouragement to students to do their best.

<b>A</b>	How many notebooks are on the table?		
	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>
<b>B</b>	What is the total number of scissors on the table?		
	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>
<b>C</b>	There are 2 pencils, 4 scissors, and 5 rulers.		
	Which number is the largest?		
	2 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>



**Figure 38. Stop Sign Representing a Check-in**

There are two types of check-ins on the Reading test: whole-group and individual. Both types of check-ins are scripted. The check-in procedure is reviewed for the students in the practice session preceding the test.

- Whole-group check-ins: Check in with all students simultaneously and explain the next part of the test. There are whole-group check-ins after most of the parts of the Tier A Reading test for the Grade 1 and Grade 2 clusters so that you can guide students through the sample items. You should instruct students who finish a part before you have started a whole-group check-in to wait before proceeding.
- Individual check-ins: Students raise their hands when they arrive at a stop sign. You circulate through the room, checking to see that students have completed the part before instructing them to go on (or to stop if completing the last part of the Reading test). There are individual check-ins about halfway through the following Reading tests: 1B/C, 2B/C, 3A, 3B/C, 4-5A, 4-5B/C, 6-8A, and 9-12A. In addition, there are individual check-ins at the end of the Reading test for each tier and grade-level cluster.

## 5.5 Writing Test Administration

The ACCESS for ELLs Writing test encourages ELLs to demonstrate their academic English language proficiency in writing. Students respond to a set of tasks, writing their responses in their Student Test Booklets. Stop signs in the Student Test Booklet indicate check-ins. Circulate through the testing room at appropriate intervals and when doing individual check-ins.

### Writing Test Materials

Writing test materials include

- Test Administrator's Script
- Student Test Booklet(s)
- At least one sharpened number 2 pencil for each student to write his or her responses
- Scratch paper. Consult state policy to determine whether it is appropriate to provide scratch paper to students.

### Organization and Timing of the Writing Test

There are three tasks (Parts A, B, and C) on each tier (Tiers A and B/C) of the Writing test for all grade levels except Tier A for Grade 1, which contains four tasks. The following tables show the breakdown of the WIDA English Language Development Standards assessed on each Writing task and the times given for each task for each grade-level cluster and tier. **Note that in addition to the approximate test administration time, Test Administrators should plan 15-30 minutes for convening students, taking attendance, distributing and collecting test materials, and explaining test directions. Please note that some states have time limits and policies that must be adhered to, while others allow students to take as much time as needed. Please make sure to consult your state's policy on test timing in addition to the guidelines provided.**

For Grade-level cluster 1, the Tier A Writing test has recommended timing guidelines for Parts A, B, C, and D of 5, 5, 10, and 10 minutes, respectively, with up to an additional five minutes if needed for students to finish writing, for a total time of 35 minutes.

<b>Grade 1 Tier A Writing Test: Organization, Content, and Timing Guidelines Per Task</b>			
	<b>WIDA English Language Development Standard</b>	<b>Time</b>	<b>Extra Time</b>
Part A	Social and Instructional Language	5 minutes	Additional five (5) minutes to finish writing may be given to the students at the end of Part D
Part B	Social and Instructional Language	5 minutes	
Part C	Social and Instructional Language	10 minutes	
Part D	Social and Instructional Language	10 minutes	
<b>Total time-35 minutes</b>			

For Grade-level clusters 2, 3, 4-5, 6-8, and 9-12, the Tier A Writing tests have recommended guidelines for Parts A, B, and C of 15 minutes each with up to five additional minutes for each part if needed for students to finish writing, for a total of 60 minutes.

<b>Grades 2, 3, 4-5, 6-8, and 9-12 Tier A Writing Tests: Organization, Content, and Timing Guidelines Per Task</b>			
	<b>WIDA English Language Development Standard</b>	<b>Time</b>	<b>Extra Time</b>
Part A	Social and Instructional Language	15 minutes	5 minutes if needed
Part B	Language of Language Arts	15 minutes	5 minutes if needed
Part C	Language of Mathematics/ Language of Science	15 minutes	5 minutes if needed
<b>Total time-60 minutes</b>			

For all grade-level clusters, the Tier B/C Writing test has recommended timing guidelines for Parts A, B, and C of 10, 20, and 30 minutes, respectively. Sixty minutes is still the time allocation for the entire Writing test in Tier B/C, with up to an additional five minutes if needed for students to finish writing, for a total time of 65 minutes.

<b>All Grades Tier B/C Writing Test: Organization, Content, and Timing Guidelines Per Task</b>			
	<b>WIDA English Language Development Standard</b>	<b>Time</b>	<b>Extra Time</b>
Part A	Social and Instructional Language	10 minutes	Additional five (5) minutes to finish writing may be given to the students at the end of Part C
Part B	Language of Mathematics/ Language of Science	20 minutes	
Part C	Integrated Task (Language of Language Arts/Language of Social Studies/Social and Instructional Language)	30 minutes	
<b>Total time-65 minutes</b>			

Because students work at their own pace on the Grades 4-12 Tier B/C Writing test, the time students spend on each task will vary somewhat. Although the test is self-paced, timing guidelines are provided and students should be monitored and encouraged to progress. In particular, they should have enough time to do their best on the longest task at the end. The Test Administrator's Script provides guidance on how to encourage students to pace their writing to respond to each task.

### **Administering the Writing Test**

1. Follow the Test Administrator's Script exactly.
2. Make sure that students begin the Writing test on the appropriate page. You may need to assist students in locating the beginning of the test.
3. The sample writing contained in certain writing tasks presents students with an example they can follow to complete the task. Instructions on guiding students through the sample writing are scripted in the Test Administrator's Script. The time it will take you to guide students through the sample writing is included in the time allocated for each task.
4. Stand in front of the class where all students can see and hear you clearly when reviewing the sample writing or doing whole-group check-ins. Circulate through the testing room at appropriate intervals and when doing individual check-ins.
5. Keep track of the time. For the exact amounts of time for each grade-level cluster and tier, refer to the tables in the earlier section on organizing and timing the Writing test.
6. When students raise their hands, check with each one individually to make sure that they have finished doing their best to respond to the writing task.
  - a. Students taking the Grades 1-3 Tier A or Tier B/C test and the Grades 4-12 Tier A tests will move on as a group after the Test Administrator checks in with everyone individually.
  - b. Each student taking the Grades 4-12 Tier B/C test can move on independently after you check in with him or her. To prompt students to move on, you may say: "Okay, you may go on. Turn the page."
7. For those taking the Tier B/C test, circulate through the room to monitor students' progress after Parts A and B.
8. If students are still working on the part to be completed within this time period, gently ask each

student “Are you close to finishing this part?” If necessary, you can prompt students who are lagging by saying: “Make sure you save enough time for the other parts.”

- In the event the student seems surprised by the amount of space provided for writing, advise the student to follow the directions regarding the amount of writing he/she needs to produce, and assure the student that the space is there only if needed.
9. Collect all test materials. If all students are finished before the time has elapsed, Test Administrators may end the Writing test according to the Test Administrator's Script.
- If students have extra time after completing a writing task, they can go back to check, revise, or add to their response on any Writing task. If all students finish earlier than the allotted hour and cannot be dismissed from the session, assign them to read supplementary materials.

### **Using the Check-ins**

“Check-ins,” represented by stop signs in the test booklet, are intended to help guide students through the parts of the Writing test and are scripted at appropriate points in the Test Administrator’s Script. Check-ins also allow for Test Administrators to give continual encouragement to students to do their best.

There are two types of check-ins on the Writing test: whole-group and individual. Both types of check-ins are scripted. The check-in procedure is reviewed for the students in the practice session preceding the test.

- **Whole-group check-ins:** Whole-group check-ins are scripted before each part of the Tier A Writing test for every grade-level cluster, and before each part of the Writing test in all tiers for Grades 1, 2, and 3. During whole-group check-ins, you explain the next part of the test to all the students together, including the sample writing, if applicable. Before allowing students to work independently on the task, you will remind them to stop when they see the stop sign, which is at the end of the task. When the time estimated in the script has passed, you will check in again with the students, according to the script. If all students have completed the part before the estimated time, you may move on to the next part with the students, or, if already on the last part, finish the test according to the script.
- **Individual check-ins:** Students raise their hands when they arrive at a stop sign. You circulate through the room, checking to see that students have completed the part. You then instruct them to go on (or to stop if completing the last part of the Writing test). Individual check-ins occur after each part of the Tier B/C Writing test for Grades 4-12.

### Important Reminders for the Writing Test

- The Writing test is designed to take approximately 30 minutes in Tier A in Grade 1, 45 minutes in Tier A in Grades 2-12, and 60 minutes in Tier B/C in all Grades 1-12. If needed, Test Administrators may allow students additional time to finish writing.
- Follow the Test Administrator's Script exactly.
- Whole-group and individual check-ins are indicated by stop-sign symbols in the test booklets.
- For tasks that contain a sample, the time it takes to explain the sample writing is included in the overall time allocated for the Writing test.
- Monitor students periodically, encouraging them to keep pace so they have the opportunity to do their best on the longer task at the end (Tier B/C Writing tests). Responses are scored for the student's academic English language proficiency in writing. Student responses are considered first drafts when scored.
- Students should address each task completely; however, the number of sentences or paragraphs written is not a scoring criterion.

## 5.6 Speaking Test Administration

The ACCESS for ELLs Speaking test is an individually administered test that standardizes test administration across students. Speaking test items are media-delivered. Speaking test audio is provided on the same Listening and Speaking test CD. Your role as the Test Administrator is to monitor the student as they take the test and to score the student's responses during the test administration.

The Speaking test is the only portion of ACCESS for ELLs Paper that the Test Administrator scores. **Anyone who administers the ACCESS for ELLs Speaking test must complete the Speaking Scoring Module and the Speaking quiz.** The purpose of the ACCESS for ELLs Speaking Scoring Module is to prepare educators to confidently and accurately rate students' speaking test performances by applying the scoring scale and scoring rules.

Before administering the Speaking test, adhere to the following procedures:

- Complete the Speaking Scoring module and pass the certification quiz.
- Read the Test Administrator's Script for Speaking in its entirety and practice navigating the audio as described in the script.
- Review all Speaking tasks and model student responses for the Speaking test(s) being administered by listening to audio in its entirety and following along in the Student Test Booklet.

The Speaking test provides ELLs with the opportunity to demonstrate their academic English language proficiency in speaking across the WIDA ELD Standards through a set of constructed-response tasks. The Speaking test is tiered. Students will either take the Tier A form or the Tier B/C form, which are included in the same Speaking Test Booklet.

## Audio Format on the Speaking Test

The Speaking test is multi-modal. The student hears audio input and also sees the input as text in their Speaking Test Booklet. This presentation format supports the student in understanding test input. Media delivery of the Speaking test means that an audio recording will guide the student through the Speaking test.

The audio recording includes two voices: a Model Student and a Virtual Test Administrator.

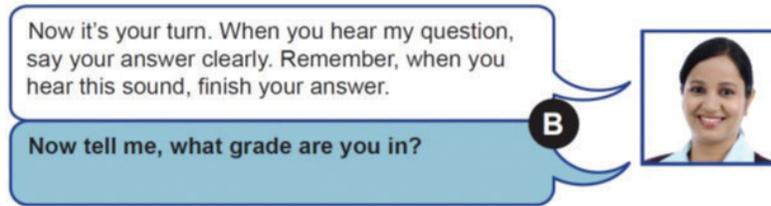
- Each task on the Speaking test is preceded by a Model Student task and response. The questions posed to the Model Student are the same proficiency level as the tasks to which the student will respond, allowing the Model Student to demonstrate the expected language use at a given proficiency level. In most cases the model questions are designed to be parallel to but not exactly the same as the examinee questions. The model student also has an important function for scoring using a scoring scale that is designed to evaluate student responses relative to the Model Student's response.
- The Virtual Test Administrator guides the student through the test and asks the student questions designed to elicit language at targeted proficiency levels. While the Virtual Test Administrator will instruct and guide the student through the Speaking test, you may also need to assist the student in navigating test materials (e.g., turning the page when prompted).

The Speaking test includes standardized, built-in response time for every task. The amount of time varies according to the grade-level cluster, tier, and proficiency level of the task, and ranges from 15 to 50 seconds in Grades 1-3 and from 15 to 45 seconds in Grades 4-12. **Five seconds prior to the end of the response time, a tone will sound. This alerts the student that the response time is coming to an end. Students may not require the entire time allotted. After the response time has ended, the test audio will automatically continue to the next Speaking task.**

## Organization and Timing of the Speaking Test

Speaking tasks are contained within three parts—A, B, and C. As in other domains of ACCESS for ELLs, tasks on the Speaking test are grouped thematically. Each part addresses one or more of the WIDA ELD Standards. Each part contains two tasks. The following tables show the breakdown of tasks and levels assessed on each part of the Speaking test.

In all, the Speaking test contains six individual tasks across the three parts. Each task is associated with a Proficiency Level (1, 3, or 5) and includes one or two questions to which the student responds. Student questions are indicated by a blue speech bubble in the test booklet. Figure 39 shows an example of the blue speech bubble from the Directions and Practice.



**Figure 39. Blue Speech Bubble in the Speaking Test Booklet**

Tier A Speaking Tasks by Part, Standard, and Proficiency Level			
	WIDA English Language Development Standard	Task 1	Task 2
Part A	Social and Instructional Language	Level 1	Level 3
Part B	Language of Language Arts, Language of Social Studies	Level 1	Level 3
Part C	Language of Mathematics, Language of Science	Level 1	Level 3

Tier B/C Speaking Tasks by Part, Standard, and Proficiency Level			
	WIDA English Language Development Standard	Task 1	Task 2
Part A	Social and Instructional Language	Level 3	Level 5
Part B	Language of Language Arts, Language of Social Studies	Level 3	Level 5
Part C	Language of Mathematics, Language of Science	Level 3	Level 5

Test Administrators score student responses to test tasks as they are given according to the expectations defined in the Speaking Scoring Scale (see Figure 40).

The Speaking test is designed to take approximately 15-35 minutes per student, but the actual time will depend on the grade-level cluster and tier of the test administered. **Note that in addition to the approximate test administration time, Test Administrators should plan approximately 15 minutes for convening the student, distributing and collecting test materials, explaining test directions, and completing practice items. Please make sure to consult your state's policy on test timing in addition to the guidelines provided.**

To further assist with scheduling, the following table provides the run times for the Speaking test audio on each CD.

<b>Speaking Test CD Audio Run Times by Grade and Tier (in minutes)</b> Excludes the audio run time for the practice items.		
<b>Grade</b>	<b>Tier</b>	<b>Run time</b>
Grade 1	A	10:00
	B/C	18:00
Grade 2	A	11:00
	B/C	18:00
Grade 3	A	11:00
	B/C	18:00
Grades 4-5	A	11:00
	B/C	19:00
Grades 6-8	A	13:00
	B/C	21:00
Grades 9-12	A	12:00
	B/C	23:00

### **Speaking Test Materials**

Speaking test materials include the following items:

- Test Administrator’s Script
- Speaking Test Booklet (contains test graphics and prompts)
- Student Test Booklet (contains Speaking Test Scoring Sheet and Scoring Scale)
- Listening and Speaking Test CD (A separate CD is provided for each grade-level cluster and tiered test form). Note: In the rare event that a student requires a human reader as an accommodation, the Human Reader Accommodation Script is required to administer the Speaking section.
- A CD player or desktop/laptop computer (to play the CD)
- Speakers (Do not use headphones to administer the Speaking test).

### **Speaking Test Room Setup**

The test should take place in a quiet room free of distractions. The ideal testing arrangement would have the student seated at a table in front of the Speaking Test Booklet with the Test Administrator to the right side of the student. As the Test Administrator, you should be positioned to clearly see the Speaking Test Booklet and hear the student’s response.

The computer speakers/CD player should be placed where both you and the student can clearly hear the audio and where you can control the audio as needed. It is important that the student and test administrator can clearly hear the Speaking test audio in order to respond to prompts, monitor test

progress, and score the test effectively. When using a computer, external speakers are preferred and headphones should not be used.

The Speaking Test Booklet should be placed in front of the student, while the Test Administrator's Script and Student Test Booklet, which includes the scoring sheet, should be directly in front of the Test Administrator (away from view of the student).

## **Administering the Speaking Test**

Follow these directions to administer the Speaking test:

1. Prepare the Listening and Speaking Test CD to begin at the appropriate track number. Refer to the Speaking Test Recording Track List in the Test Administrator's Script to determine which track of the CD marks the beginning of the Speaking test.
2. Read the Test Administrator's Script aloud to the student.
3. Press Play when indicated in the script to begin the Directions and Practice. The Virtual Test Administrator guides the student through this section.
4. Follow along with the student as he or she goes through the Directions and Practice. Use the guidelines for monitoring the test provided in the Test Administrator's Script.
5. Pause the recording at the end of the Directions and Practice.
6. Read the Test Administrator's Script aloud to begin the test.
7. Press Play when indicated in the script to begin administration of the test.
8. Follow along with the student as he or she goes through the test. Monitor the test according to the guidelines provided in the Test Administrator's Script.
9. Evaluate and score student responses immediately after the student gives a response to each task.
10. Record the score on the Speaking Test Scoring Sheet before the next audio track begins.

While administering the test, adhere to the following procedures:

- Do not pause any audio.
- Allow each track to play only one time. The student may not listen to tracks again or look back at previous pages of their test booklet.
- Allow the response time to play and do not fast forward or skip to the next track even if the student has finished his or her response.
- You should help the student if he or she needs assistance navigating the test or understanding what to do (e.g., turning pages; understanding when to respond). You should not help the student with any test content (e.g., rephrasing questions).
- You may prompt the student to respond or to provide more extended answers. You should use the scripted language provided in the Test Administrator's Script to assist the student.

## **Scoring the Speaking Test**

In this subsection, you will learn the basic procedures for scoring the Speaking test. You will be introduced to the Speaking Scoring Criteria and scoring sheet, as well as learn about task-level expectations. All of the information outlined in following subsections about the Speaking test are provided in detail in the Speaking Scoring module, located in the WIDA Secure Portal.

### **Criteria for Scoring Responses**

Responses to Speaking test tasks will be scored according to the Speaking Scoring Scale. This scale describes features of student responses and uses the model responses as a benchmark for comparison. The Speaking Scoring Scale includes five possible score points: *Exemplary*, *Strong*, *Adequate*, *Attempted*, and *No Response*. For Speaking tasks that target Proficiency Level 1, the score points are as follows: *Adequate and Above*, *Attempted*, and *No Response*. Scoring decisions are made relative to the proficiency level of each task.

In some cases, a Speaking task may contain two questions. For example, a student may be asked to give an answer and then explain why they think that. In these cases, the two responses should be scored together, taking into account the whole performance across both response opportunities. These questions are grouped together on the scoring sheet and receive a single score.

**You must complete the training modules for Scoring Speaking for the grades you will score and the relevant certification quiz before scoring the Speaking test.**

### **Task-Level Expectations**

Each task on the Speaking test is targeted to one of three proficiency levels on the WIDA scale (1, 3, or 5) as defined by the Performance Definitions and Speaking Rubric. Each of these tasks is designed to elicit spoken language at the designated level.

The expectations for the task level are exemplified by the Model Student response. The model response is developed to reflect the target proficiency level of a task. For example, for tasks designed to elicit language at Proficiency Level 1, the model provides words and short phrases. On tasks designed to elicit language at Proficiency Level 5, the model provides an extended, elaborated response that represents an example of the Exemplary score point on the Speaking Scoring Scale.

The Speaking Scoring Scale is designed to capture differences in student performances relative to the task level and the model. At the highest level of the Speaking Scoring Scale, Exemplary, student responses may be comparable to the model or go beyond it. To better understand how the task demands are related to the response, refer to the following list of task-level expectations, which describes how questions aimed at different levels are framed.

#### **Expectations at Level 1: Entering**

Tasks on the Speaking test targeted at Level 1 require students to identify items in a picture. Tasks require students to produce responses that consist of words or short phrases.

#### **Expectations at Level 3: Developing**

Tasks on the Speaking test targeted at Level 3 may ask students to describe, give an opinion, or compare/contrast. Tasks require students to draw information from visual stimuli or personal experience. Tasks at this level require sentences in response.

#### **Expectations at Level 5: Bridging**

Tasks on the Speaking test targeted at Level 5 require students to explain, recount, or argue using elaborated and sophisticated language. Tasks at this level are designed to elicit extended oral responses

which use precise content-area vocabulary. Responses to Level 5 tasks at the Exemplary score point include elaboration using multiple complex sentences in which each idea is joined appropriately to the last thought. These responses are well-formed internally and expressed clearly in grade-level speech. In addition, the response must be clear, automatic, and fluent and use precise vocabulary.

### Using the Scoring Scale

The WIDA Speaking Scoring Scale (Figure 40) presents the possible ratings of the student's response: *Exemplary*, *Strong*, *Adequate*, *Attempted*, and *No Response*. You do not assign numeric scores to a student's speaking performance. Instead, you assign a descriptive rating from the Speaking Scoring Scale as discussed below.

In order to administer and score the ACCESS Paper Speaking test, it is crucial to internalize the Speaking Scoring Scale.

<b>ACCESS for ELLs Speaking Scoring Scale</b>	
<b>Score point</b>	<b>Response characteristics</b>
<b>Exemplary</b> use of oral language to provide an elaborated response	<ul style="list-style-type: none"> <li>• Language use comparable to or going beyond the model in sophistication</li> <li>• Clear, automatic, and fluent delivery</li> <li>• Precise and appropriate word choice</li> </ul>
<b>Strong</b> use of oral language to provide a detailed response	<ul style="list-style-type: none"> <li>• Language use approaching that of model in sophistication, though not as rich</li> <li>• Clear delivery</li> <li>• Appropriate word choice</li> </ul>
<b>Adequate</b> use of oral language to provide a satisfactory response	<ul style="list-style-type: none"> <li>• Language use not as sophisticated as that of model</li> <li>• Generally comprehensible use of oral language</li> <li>• Adequate word choice</li> </ul>
<b>Attempted</b> use of oral language to provide a response in English	<ul style="list-style-type: none"> <li>• Language use does not support an adequate response</li> <li>• Comprehensibility may be compromised</li> <li>• Word choice may not be fully adequate</li> </ul>
<b>No response (in English)</b>	<ul style="list-style-type: none"> <li>• Does not respond (in English)</li> </ul>

**Figure 40: Speaking Scoring Scale**

It is important to note that for Level 1 tasks, the *Exemplary*, *Strong*, and *Adequate* categories are collapsed into a single score point: *Adequate and Above*. The scale relates to how well student responses demonstrate meeting the corresponding task-level expectations. Before the student responds, the Model Student will answer a similar question, modeling the language use of the response expected of the test taker. The first bullet points on the Speaking Scoring Scale address the extent to which a student's response compares to that of the Model Student. When applying the Speaking Scoring Scale, be sure to listen to and keep in mind the Model Student response.

In order for a student's response to be awarded a score point on the scale, that response must meet all of the criteria outlined in the response characteristics column. If the response does not meet all three

criteria of a score point, review the score point below. The Speaking Scoring Scale also contains additional scoring rules, which include guidance and directions for scoring off-task and off-topic responses. See Figure 41.

The Speaking Scoring scale is printed on the page next to the Speaking Test Scoring Sheet for reference during test administration and scoring. You may also want to have a printed copy of the Scoring Scale with you in order to refer to scoring notes (e.g., directions for scoring off-task and off-topic responses) during test administration.

Scoring processes
<p>Select the score point that best describes the overall response relative to the qualities of the model</p> <ul style="list-style-type: none"> <li>• Check to ensure each bullet point is met</li> <li>• If not, check one level below</li> </ul>
Scoring notes & rules
<ul style="list-style-type: none"> <li>• For P1 tasks, assign a score of <b>Adequate and above</b> if the response includes more than one word in English. This includes an article plus noun (e.g., “a chair”), and words repeated verbatim from the model.</li> <li>• For P3 and P5 tasks, students may take up and use language from the model and should not be penalized for this. This is particularly relevant for personal-preference tasks.</li> <li>• At all task levels, simply repeating or reading all or part of the task question should be scored <b>Attempted</b>.</li> <li>• At all task levels, responses of “I don’t know” should be scored <b>Attempted</b>.</li> </ul> <p><b>Off-task response:</b> The response shows no understanding of or interaction with the prompt. It may answer another, unrelated task. A response that is entirely off task receives a score of <b>Attempted</b>.</p> <p><b>Off-topic response:</b> The response shows a misinterpretation of the instructions. An off-topic response is <i>related</i> to the prompt, but does not address it. (Note that this does not refer to task completion—for example, if a student is asked for 3 reasons and gives 1, this should be scored based on language use and is not considered off topic.) <b>The maximum score for an off-topic response is Adequate.</b> If any part of the response is on topic, the entire response is scored as on topic.</p>

**Figure 41. Additional Scoring Notes and Rules**

### Speaking Test Scoring Sheets

You should apply the scoring procedures outlined in this subsection to rate student responses on the Speaking test. To mark student responses, use the ACCESS for ELLs Speaking Test Scoring Sheet located at the back of the Student Test Booklet. Also provided with the Scoring Sheet is the Speaking Scoring Scale.

The task number on the Scoring Sheet corresponds to the task number printed in the Speaking Test Booklet. The Model Student question and part of the model response for each task are also printed on the Scoring Sheet to support Test Administrators in attending to and remembering the model when scoring the corresponding student response. The Scoring Sheet should be completed for each task

immediately following the student’s response. Fill the bubbles in completely, and assign one score for each task.

Note that on the Scoring Sheet, Speaking tasks targeting Proficiency Level 1 (e.g., Number 1) do not include score bubbles for the Strong and Exemplary score points. For Level 1 tasks, Adequate, Strong, and Exemplary are collapsed into a single score point, Adequate and Above.

When tasks include two questions, the questions are labeled “a” and “b” (e.g., 6a and 6b) in both the Student Test Booklet and on the Scoring Sheet. You should assign a single score to tasks that include two questions.

### **Important Reminders for the Speaking Test**

- Test Administrators administering and scoring the Speaking test must complete the Speaking Scoring Module from the training course.
- The Speaking Scoring Module will provide extensive training on how to administer the test, how to evaluate student responses, how to fill in the Scoring Sheet and all necessary tasks needed to administer and score the Speaking test.
- The Speaking test is designed to take approximately 15-35 minutes per student, but the actual time will depend on the grade-level cluster and tier of the test administered.
- The test administration time is approximate and does not include the administration of the practice items or test set-up. An additional 10 minutes should be allocated to set up the Speaking test.
- During the test, there is no need to pause or stop audio files to allow students to respond. Response time is included in the audio files.
- Refer to the Monitoring the Directions and Practice section of the speaking script in the Test Administrator's Script

## **5.7 Test Materials Handling and Return (After Testing)**

Upon the completion of testing all domains, Test Administrators must:

- Collect all material, both used and unused.
- Confirm all necessary labels and student information is filled in.
- Consult state policy to determine whether scratch paper should be disposed of or returned with secure materials.
- Return all test materials to the Test Coordinator after each test session, or securely store materials until they can be collected by a Test Coordinator for return shipment.

**Please refer to Section 3.3 of this guide for more information on materials management and a complete list of steps to follow after testing.**

## Section 6:

# ACCESS for ELLs Online (Grades 1-12)

## 6.1 Test Design and Materials

### Test Design

ACCESS for ELLs Online is a semi-adaptive assessment. This means that the test is designed to challenge students to show their English language abilities as they progress through the test. When taking ACCESS for ELLs Online, students must first take the Listening and Reading tests because their performance on those domains determines their placement into a “tiered” form of the remaining domains (Speaking and Writing). WIDA recommends that students take the Listening test first, followed by the Reading test; however, this is not a requirement. Listening and Reading can be administered in either order. Then, students may take Speaking and Writing in either order.

When taking Listening and Reading, students will progress through the test based on their performance on previous folders (test items grouped around a common theme) and domains. Based on their performance in an individual folder, the test engine will determine the appropriate next folder for individual students.

Test Administrators may administer the Speaking and Writing tests right after the Listening and Reading domains are complete since the test engine tracks students’ performance and determines placement immediately. Students will be placed into one of three tiers for Speaking: Pre-A, A, or B/C, and one of two tiers for Writing: A or B/C. Students will complete all tasks in the Speaking and Writing domains (i.e., these are not adaptive within the domains).

ACCESS for ELLs Online Grade Clusters

K\*

1

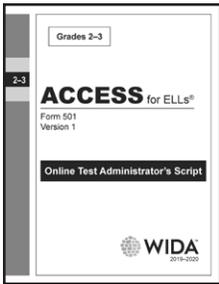
2-3

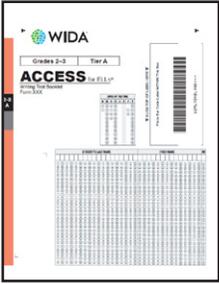
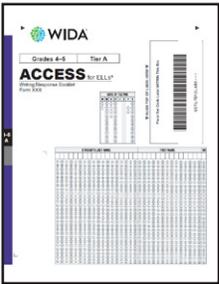
4-5

6-8

9-12

### Test Materials

ACCESS for ELLs Online Secure Test Materials and Their Uses			
Image	Title	Content and Use	Return to DRC
	Test Administrator's Script	Used by the Test Administrator for giving instructions <ul style="list-style-type: none"> <li>Listening, Reading, Writing, and Speaking script for test administration</li> <li>Available for Grades 1, 2-3, and 4-12</li> </ul>	Return Grades 1 and 2-3 Test Administrator's Scripts. Do not return Grades 4-12 Test Administrator's Scripts as these are not secure and can be discarded.

ACCESS for ELLs Online Secure Test Materials and Their Uses			
Image	Title	Content and Use	Return to DRC
	Grades 1-3 Writing Test Booklets	For administering the Writing test to Grades 1-3 as the online Writing test is not available for students in these grades.	Yes
	Grades 4-12 Writing Response Booklets (as applicable)	<ul style="list-style-type: none"> <li>Grades 4-12 students who handwrite Writing responses instead of keyboarding.</li> <li>Booklets for Grades 6-12 may be ordered via WIDA AMS. Please consult with your Test Coordinator on Additional Materials Ordering</li> </ul>	Yes

## 6.2 Test Setup

### Test Timing

The table below provides approximate times to test for each domain across all grade levels. Included are approximate times educators should plan on for convening students and attendance, test setup (including launching the test and student login), test directions and embedded student test practice, and dismissing students. **For scheduling purposes, the times listed below represent the approximate amount of time that a domain test may take. These times may be different based on school, district, and state policies.** More specific information about timing each domain test is detailed later in this section.

Online Test Administration Time (Approximate)			
Domain	Convening/Dismissing Students and Test Setup (Launch and Login)	Test Directions and Student Practice	Test Time
Listening	15-20 min. depending on group size	About 5 min.	Up to 40 min.
Reading		About 5 min.	Up to 35 min.
Speaking		Up to 10 min.	Up to 30 min.
Writing Tier A		About 5 min.	45-60 min.
Writing Tier B/C		About 5 min.	60-65 min.

ACCESS for ELLs Online is self-paced, but WIDA provides time estimates for the following reasons:

- The time estimates provide guidance to help determine test scheduling, including booking rooms and/or reserving any necessary equipment.
- Similarly, the estimates can help you decide whether there is enough time to begin a test session. Each domain must be given in one sitting (except for the case of emergency or as directed by IEP teams as an accommodation).
- On the Speaking domain, once students click “Record,” they have a limited time to respond.
- While individual students will naturally work through the test at different paces, field test data has suggested that students working productively will finish the domain in the approximate time provided. If a student is struggling to finish the domain in the suggested time, the TA should take into consideration how productively the student is working and whether he/she may be gently refocused.

In ACCESS for ELLs Online, each domain is a separate test session. Each domain must be given in one sitting and cannot be separated across multiple days or times during a single day, unless in the case of emergency. Testing must be completed within the testing window. WIDA does not provide guidelines for the amount of time in which all domains should be completed, but your state policy may reflect otherwise.

Educators need to plan for enough time for each domain so that students working productively aren't interrupted by normal classroom disruptions and breaks, such as lunchtime or the end of the school day. For example, a morning test session is planned and lunch is at 11:30 am. While a student working productively could theoretically take as long as necessary to complete the domain, when scheduling the domain's start time, educators should be mindful of not letting the test run into the lunch period. Educators should also evaluate the productivity of any students not finished by 11:30 am when sufficient time has already passed to determine if it is appropriate to allow the student to continue based on your state's policies and WIDA's timing recommendations.

Test Administrators who wish to extend time for a student testing (who does not have an extended time accommodation) should use professional judgment to determine the appropriate length of time to allow, within state policy. Test Administrators should consider factors like how the student is working and progressing within the test, as well as the specific pacing and response time outlined in the guidelines for administering the test within the Test Administrator's Script.

## Test Scheduling

ACCESS for ELLs Online administration allows for students in multiple grade-level clusters and tiers to be within the same group for ease of administration. See below for exceptions to this.

Can Administer Together	Exceptions (Must Administer Separately)
Same domain, different grade-level clusters and tiers <ul style="list-style-type: none"> <li>Ex: During the Writing test session, students taking either the Tier A and Tier B/C tests and/or students from Grade-level clusters 4-5 and 6-8 can be together.</li> </ul>	Speaking Tier Pre-A <ul style="list-style-type: none"> <li>Administer separately from students taking the Tier A and Tier B/C Speaking tests</li> </ul>
Writing domain, students who keyboard and handwrite in booklets	Writing 1 and 2-3 <ul style="list-style-type: none"> <li>Cannot be combined with Writing test sessions for Grades 4-5, 6-8, and 9-12.</li> <li>Must be separated into test sessions by both grade-level cluster and tier (e.g. Grade 1 Tier A, Grade 1 Tier B/C, Grades 2-3 Tier A, and Grades 2-3 Tier B/C).</li> </ul>
<b>Test domains should not be combined into one test session. For example, the Listening test should be administered in a different test session than the Reading, Writing, or Speaking test.</b>	

Please refer to the District and School Coordinator Manual for more information on scheduling test sessions.

## Number of Students in a Session

The number of students scheduled in a test session should depend on how many students the Test Administrator can comfortably monitor and assist as needed. For the Listening and Reading test sessions, the number of students may depend on the number of desktops, laptops or tablets available in a room, while in a Writing test session, fewer students may be scheduled so that the Test Administrator can perform check-ins with students (for more about the Writing test administration procedures, see the Writing administration section).

Smaller groups are recommended for the Speaking test. Specific recommendations for the number of students in a test session and room set up for the Speaking test can be found further along in this subsection.

Keep in mind that, although it is not required, students with very limited English proficiency may benefit from being tested in smaller groups, regardless of domain.

## Accommodations and Accessibility Tools

Embedded within the online test platform are various tools available to all students and possible accommodations that can be assigned to students during testing. Please refer to the Accessibility and Accommodations Supplement for complete information on the available tools.

## Preparing the Testing Room

Preparing the testing room in advance for the day of testing will facilitate a smooth test administration. It will also help ensure independent work on the part of the students. School, district, and state policy will also need to be considered when scheduling rooms.

### Materials Needed

- Test Administrator's Script
- Instructions on how to launch the test (found later in this section)
- Student test tickets and Student Test Roster
- A desktop or laptop computer or a tablet for each student with the INSIGHT secure test browser installed (unless you are administering Writing Grades 1–3, which is entirely paper based).
- Headphones or headsets for each student (unless you are administering Writing Grades 1–3, which is entirely paper based); do not use speakers to administer the test. The headsets used for the Speaking test must include a functioning microphone to allow students to record their responses. Information on technological requirements for devices used to administer the test can be found in the WIDA AMS User Guide and INSIGHT Technology User Guide.
- Scratch paper should be distributed to each student for the Writing test. For the Listening and Reading tests, students can request to use this as needed. Use of scratch paper during the Speaking test is permissible in specific situations and at the professional discretion of the Test Administrator. However, use of scratch paper during the Speaking test is discouraged, as students writing a draft of their spoken responses may compromise the validity of the test.

### Room Setup

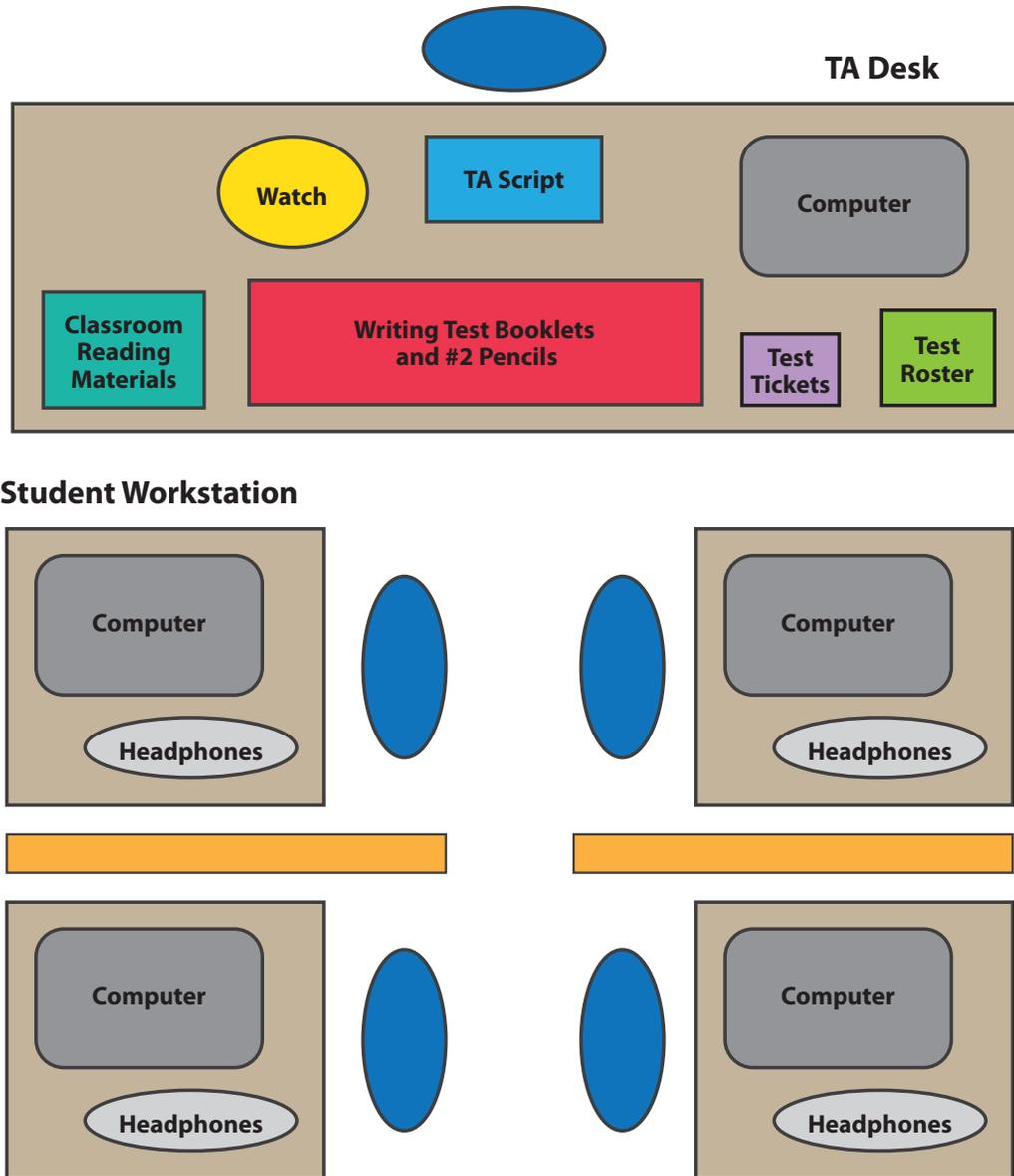
- Test in a room that has enough devices (i.e., desktops, laptops or tablets) for each student.
- Cover up any posters that could possibly assist students during testing. Your state or local district may have specific room setup requirements to follow in addition to these general guidelines.
- Make or obtain from your Test Coordinator a ***Do Not Disturb: Testing*** sign to be placed on the outside of the testing room door during test sessions. Please note that some states have specific policies regarding the sign used.
- Test the audio on all the headphones. Note that you should not use speakers to administer any part of the test.
- Verify that the internet connection is functional on the devices used to administer the test.
- If you are using portable devices, verify the charge will last for the duration of the test. It is recommended that all devices be plugged in for power during the test.
- If allowed by your state/local policy, have on hand reading materials for students who finish early.
- Have a watch available or make sure there is a functioning clock in the testing room. The Test Administrator's Script contains guidance on pacing the test.
- Plan to stand in a place where all students can see and hear you clearly.

Specific material and setup considerations for the Writing test include:

- Make sure that students have enough room on their desks to comfortably place the Writing Response Booklet (Grades 4-12), if needed, and blank scratch paper.

- Obtain enough sharpened pencils for students being tested, and have extra pencils available, as sharpening pencils during a test session could be a distraction.
- The Writing test for Grades 1-3 is administered only on paper. No computer or tablet is needed for these administrations.
- Have a plan for sharpening pencils between test sessions.

Please see Section 6.7 for detailed information on Speaking Test setup.



Note that for the Speaking test, student workstations should be spaced far apart. No more than 3-5 students should be tested at the same time.

**Figure 42. Room Setup**

## Test Tickets and Student Test Roster



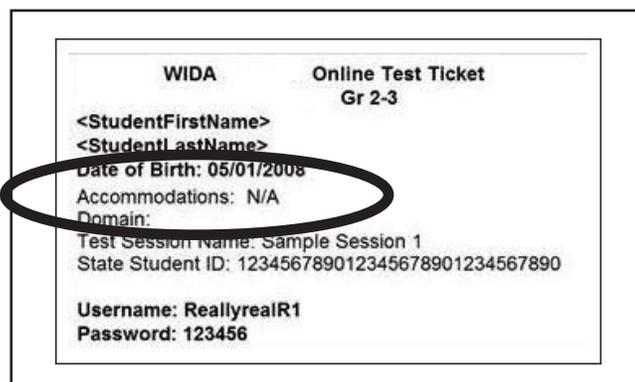
**WIDA      Online Test Ticket**  
**Gr 2-3**

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

**Username: ReallyrealR1**  
**Password: 123456**

**Figure 43. Example Test Ticket**

A test ticket contains the unique login credentials a student must use to access and begin the test. These tickets are secure materials and must be treated as such. The test tickets for a given test session are part of the Student Test Roster. See Figure 43 for an example of a student test ticket. It is important to check the test ticket prior to distributing to students to ensure you are giving both the correct ticket to its assigned student and that all information on the ticket matches the test plan for the student (Figure 44). For example, for Writing, confirm the type of Writing test that a student is taking. The ticket will either say Writing, for a keyboarded response, or Writing HW, for a handwriting booklet. Not Applicable (NA) in the Accommodation field is used for all accommodations outside of the three online accommodations (Manual Control of item audio [MC]; Repeat item audio [RA]; and Extended Speaking Response time [ES]).



**WIDA      Online Test Ticket**  
**Gr 2-3**

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

**Username: ReallyrealR1**  
**Password: 123456**

**Figure 44. Test Ticket with Accommodations Information**

The Student Test Roster summarizes test session information such as the test name, test session name, and the district and school. In addition, it provides a list of students who are registered to participate in the test session as well as if an INSIGHT test engine online accommodation has been assigned to a student. See Figure 45 for an example of a Student Test Roster. For more information on editing and printing Student Test Rosters and test tickets, see the WIDA AMS User Guide.

ACCESS for ELLs®						
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

**Figure 45. Example of a Student Test Roster**

## Order of Administration

Instructions for administering each domain test of ACCESS for ELLs can be found in the Test Administrator's Scripts and later in this manual.

- Administer the Listening test and Reading test first. Then you may administer the Writing and Speaking tests in either order.
- It is necessary to administer the Listening and Reading tests first because a student's tier placement for Writing and Speaking is determined by his or her performance on the Listening and Reading tests.
- Within each domain test, in order for a student to move on to the next item on the test, the student will need to have responded to the item on the current screen.
  - For the Listening and Reading tests, this means the student will need to have selected one of the answer choices.
  - For the Writing test, the student will need to have entered text into the response area.
  - For Speaking, the student will need to have hit Record to capture their response.

Please note that there is no penalty for guessing on ACCESS for ELLs, though guessing should never be encouraged by the Test Administrator.

## Breaks

Breaks	When?	For how long?
As needed	Between domains	Brief; According to TA's professional judgment
Emergencies	During a domain section; between different parts	According to TA's professional judgment

## **Unusual Circumstances and Unique Situations**

Every attempt should be made to administer each section of the test (Listening, Reading, Writing, and Speaking). While it is not recommended, there are rare situations when it may be appropriate to pause administration and allow the student to try again at a later time or to discontinue administering the domain altogether. If it becomes apparent that a student is having an unusually difficult time (not responding to the test prompts) during the administration of one domain, Test Administrators may discontinue that domain test for the student and should attempt to administer the test again at a later time. If it is apparent that a second attempt may need to also be discontinued, Test Administrators may discontinue the administration of the domain and move on to the next domain. Because of the design of the online test, students must have completed the Listening and Reading domains before taking Speaking and Writing. Therefore, if a Listening or Reading domain must be discontinued, the incomplete domain(s) must be ended within WIDA AMS. Please consult with your Test Coordinator for more information on ending an incomplete domain.

## **6.3 Preparing Students to Test**

### **Preparing Students with the Test Demo**

Preparing students on how to take the computer-delivered test in advance will facilitate a smooth test administration. ACCESS for ELLs provides both a test demo and a test practice session.

The ACCESS for ELLs test demos are designed to be viewed by students prior to taking ACCESS for ELLs. The test demos use graphics, screen capture, and sound to present visual and verbal descriptions of the properties and features of the ACCESS for ELLs assessment by walking the students through animated test directions. Each test demo contains a series of small modules. There is a unique test demo for each of the following grade spans:

- Grades 1-3
- Grades 4-5
- Grades 6-12

The test demo should be viewed by the students prior to the administration of the test practice items. Many schools schedule a test demo session for students and then immediately have students practice what they've viewed by completing the test practice items.

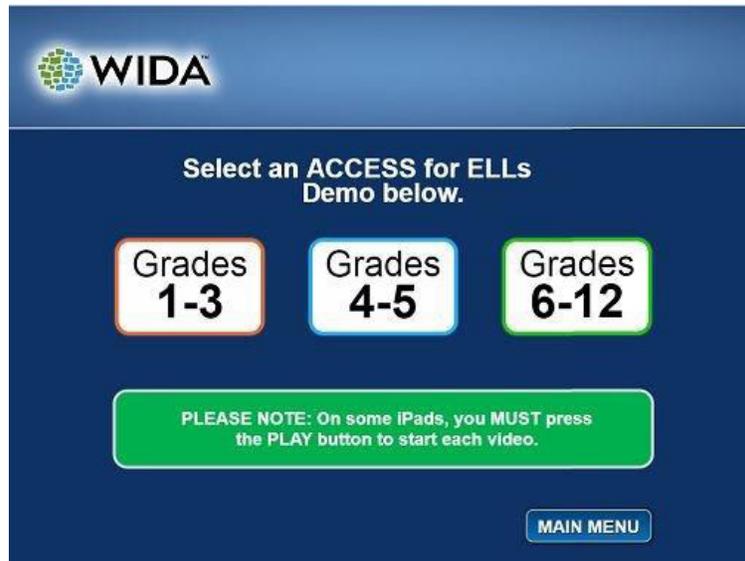
If your school has capacity issues with computer labs, Test Administrators may show the test demo in the regular classroom using an LCD projector and internet connection. This option could also be appropriate with younger learners to ensure that students understand they do not need to interact with the video, but rather just listen and watch. However, the test practice items will require that students have access to individual devices.

Students should be allowed to repeat the test demo as often as desired and needed. There are no restrictions on accessing this tool.

## Accessing the Test Demo

Follow the instructions below to access the ACCESS for ELLs test demos.

1. The test demos can also be accessed through the WIDA AMS website at [www.wida-ams.us](http://www.wida-ams.us) as shown in Figure 46. They are accessible without needing to log in to the website. Google Chrome is the preferred browser for the test demo.



**Figure 46. Test Demo Website Shortcut**

2. Under Public Test Resources on the WIDA AMS home page, select select Test Demo and ACCESS for ELLs.
3. Select the appropriate grade cluster or instruct students on which grade cluster to select. The video will automatically play.

## Viewing the Test Demo

Each test demo will take approximately 15 minutes, although additional time should be scheduled for students to view the test demo again if needed.

As the Test Administrator, you should review the test demo(s) at least once before showing them to students, in order to familiarize yourself with the content. Before you have students view the demo, remind them that they should not try to interact with the test demo, but simply listen and watch.

The narration within the test demo is included both as spoken audio and as printed captioning displayed directly on the screen, allowing the student to be able to read along as the script is read aloud. It is recommended that headphones be provided for those students who might be going through the test demo at individual devices in large groups.

The test demo consists of a series of modules describing the different aspects of the test:

- How to Log In
- How to Use Universal Tools

- How to Take the Listening Test
- How to Take the Reading Test
- How to Take the Speaking Test
- How to Take the Writing Test
- How to Take the Writing Test—Handwriting, as applicable
- Accommodations, as applicable

Each module automatically plays for the student in the test demo, with the exception of the How to Take the Writing Test—Handwriting and Accommodations modules. You should assist or instruct students to click on these modules from the left side of the menu on the screen in order to view them.

The How to Take the Writing Test—Handwriting module is only applicable for the Grades 4-12 students who are handwriting their Writing responses rather than keyboarding their responses. The Accommodations module is only applicable for students who will receive embedded test platform accommodations.

### **Preparing Students with Sample Items**

Sample items are available on the WIDA website on the Student Preparation page and on the WIDA AMS log in screen at [wida-ams.us](http://wida-ams.us). These sample items provide educators and students with additional practice questions based on previous content of ACCESS for ELLs assessments. Please note that the online sample items only supply additional practice test questions for students and do not include embedded direction screens like the test practice. Educators who use the online sample items to supplement student preparation should do so in conjunction with the Sample Items User Guide, also found on the WIDA website.

### **Preparing Students with the Test Practice**

Like the test demo, the test practice should be completed before the scheduled test administration day. Experience with and awareness of the computerized assessment format is essential to support the student's understanding of the test process.

Test practice items are designed to allow students to experience taking the assessment on a desktop, laptop, or tablet and to experiment with the features available to them during an actual assessment. Unlike the test demos, the test practice items are interactive.

The test practice is not designed to demonstrate complete coverage of the tested content and is not scored. The practice items have been chosen to demonstrate the features and tools of the assessment and do not test the language proficiency within any language domain or standard.

**It is especially important to show students the test practice for the Speaking test, as it involves features that some students may not be familiar with. The more opportunities students have to interact with the test practice, the more comfortable they will be with navigating through the test. Online Speaking Guidance documents are available for educators to reference when working with students, and can be found on the Student Preparation page of the WIDA website.**

The test practice is available for each of the following language domains and grade-level clusters:

Listening	Reading	Writing	Speaking
Grades 1–3 Grades 4–5 Grades 6–8 Grades 9–12	Grades 1–3 Grades 4–5 Grades 6–8 Grades 9–12	Grades 4–5 Grades 4-5 (Handwritten) Grades 6–8 Grades 6-8 (Handwritten) Grades 9–12 Grades 9-12 (Handwritten)	Grades 1–3 Grades 4–5 Grades 6–8 Grades 9–12

Students should be allowed to repeat the test practice as many times as desired and needed. There are no restrictions on accessing this tool.

### Administering the Test Practice

The administration of the test practice for an individual test domain will take approximately 5-10 minutes, depending on how many questions students may have about the directions or practice items. Additional time should be scheduled for students to go through the test practice again if needed.

As the Test Administrator you should review the test practice at least once prior to administering it to students, in order to familiarize yourself with its contents. Before the students begin the test practice, you should clarify to the students that the items they will complete are not scored.

The narration within the test practice is included both as spoken audio and as text captioning displayed directly on the screen, allowing the student to be able to read along as the script is read aloud. Students must be provided with headphones to go through the test practice. Students will need headsets with microphones for the Speaking test practice.

You may help students with questions and show students how to use the tools during administration of the test practice. Detailed information about answering student questions during the administration of practice items is found in the table below.

Practice Items Dos and Don'ts	
Do	Don't
<ul style="list-style-type: none"> <li>✓ Answer student procedure and content questions.</li> <li>✓ Monitor student progress and be proactive in helping students if they are having difficulty progressing.</li> <li>✓ Rephrase, explain in English, or, if specifically requested, translate the directions and practice into the student's native language.*</li> <li>✓ Assist with adjusting the volume for students if the audio is not loud enough (applicable for Listening and Speaking domains).</li> <li>✓ Assist students if they are having issues with technology.</li> <li>✓ Assist students with username and/or password.</li> <li>✓ Assist students with putting on their headsets/headphones and adjusting volume.</li> <li>✓ Assist students with clicking and/or scrolling.</li> <li>✓ Ensure students record a response during the audio check at the beginning of the Speaking test.</li> </ul>	<ul style="list-style-type: none"> <li>× Confirm correct/incorrect responses.</li> <li>× Interrupt students who are working independently.</li> </ul>

*\* Translating test practice and test directions may not be permissible per your state's policy. Please consult with your state education agency for more information.*

### Accessing the Test Practice

Follow the instructions below and refer to the following figures to access the test practice.

The test practice can only be accessed from INSIGHT using the INSIGHT desktop icon from students' desktops, laptops or tablets (see Figure 47).



Figure 47. INSIGHT Desktop Icon

1. Instruct students to select test practice under ACCESS for ELLs. (See Figure 48.)

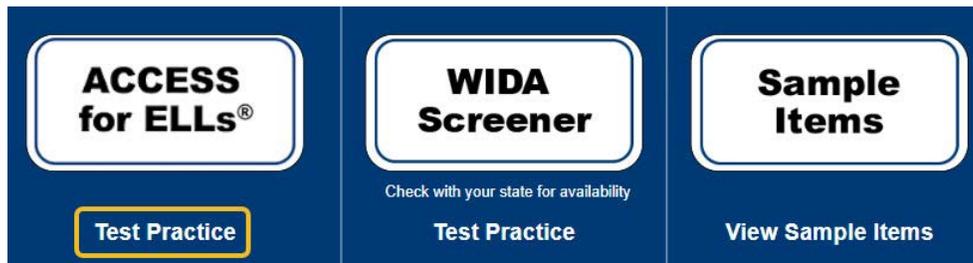


Figure 48. Test Practice Items Link

2. Instruct students to choose the appropriate language domain (see Figure 49).

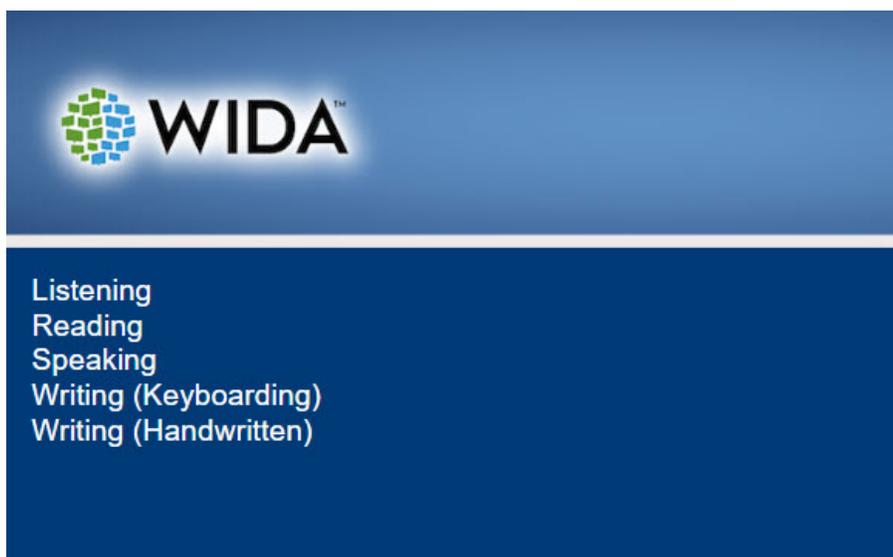
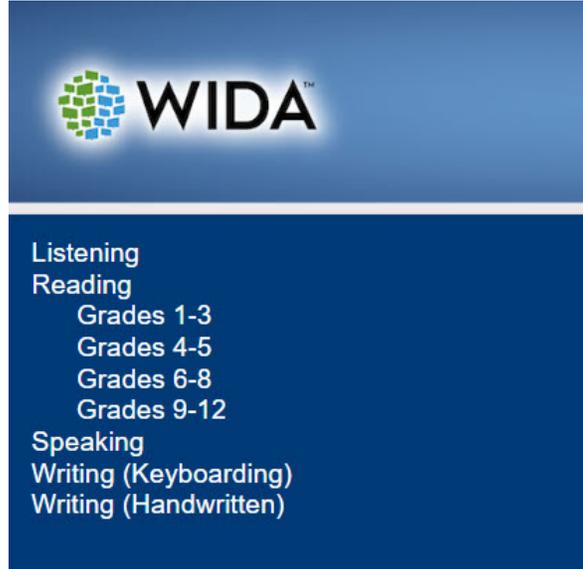


Figure 49. Selecting Language Domain

3. Instruct students to select the appropriate grade-level cluster or test type (see Figure 50).



**Figure 50. Selecting Grade-level Cluster**

4. After selecting the language domain and grade-level cluster, instruct students to sign in using the login information unique to that training session. This login information will appear on the screen (see Figure 51) and can also be found in Figure 52. Please refer to Figure 52 for the correct login for each training session. Figure 52 also shows practice test sessions with embedded accommodations.



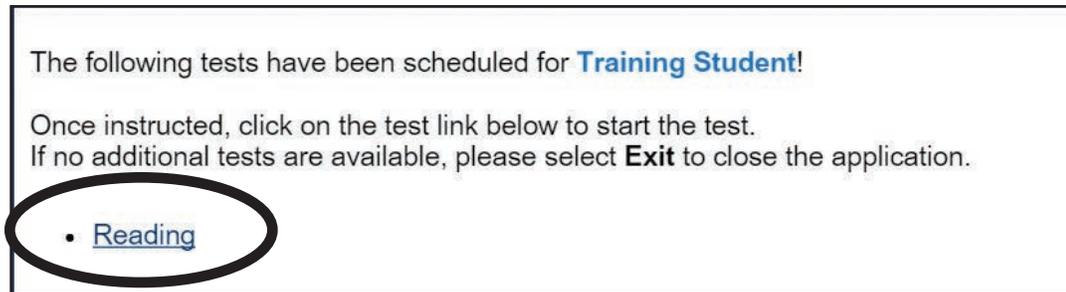
**Figure 51. Logging into the Test Practice Items**

Test Practice Login Information				
Domain	Grade Cluster and Tier	Username	Password	Accommodations
Listening	Grades 1-3	listening1	test1234	
Listening	Grades 1-3	listening1acc	test1234	MC, RA
Listening	Grades 4-5	listening2	test1234	
Listening	Grades 4-5	listening2acc	test1234	MC, RA
Listening	Grades 6-8	listening3	test1234	
Listening	Grades 6-8	listening3acc	test1234	MC, RA
Listening	Grades 9-12	listening4	test1234	
Listening	Grades 9-12	listening4acc	test1234	MC, RA
Reading	Grades 1-3	reading1	test1234	
Reading	Grades 4-5	reading2	test1234	
Reading	Grades 6-8	reading3	test1234	
Reading	Grades 9-12	reading4	test1234	
Speaking	Grade 1, Tiers Pre-A and A	speaking1	test1234	
Speaking	Grade 1, Tiers Pre-A and A	speaking1acc	test1234	MC, RA, ES
Speaking	Grade 1, Tier B/C	speaking2	test1234	
Speaking	Grade 1, Tier B/C	speaking2acc	test1234	MC, RA, ES
Speaking	Grades 2-3, Tiers Pre-A and A	speaking3	test1234	
Speaking	Grades 2-3, Tiers Pre-A and A	speaking3acc	test1234	MC, RA, ES
Speaking	Grades 2-3, Tier B/C	speaking4	test1234	
Speaking	Grades 2-3, Tier B/C	speaking4acc	test1234	MC, RA, ES
Speaking	Grades 4-5, Tiers Pre-A and A	speaking5	test1234	
Speaking	Grades 4-5, Tiers Pre-A and A	speaking5acc	test1234	MC, RA, ES
Speaking	Grades 4-5, Tier B/C	speaking6	test1234	
Speaking	Grades 4-5, Tier B/C	speaking6acc	test1234	MC, RA, ES
Speaking	Grades 6-8, Tiers Pre-A and A	speaking7	test1234	
Speaking	Grades 6-8, Tiers Pre-A and A	speaking7acc	test1234	MC, RA, ES
Speaking	Grades 6-8, Tier B/C	speaking8	test1234	
Speaking	Grades 6-8, Tier B/C	speaking8acc	test1234	MC, RA, ES
Speaking	Grades 9-12, Tiers Pre-A and A	speaking9	test1234	
Speaking	Grades 9-12, Tiers Pre-A and A	speaking9acc	test1234	MC, RA, ES
Speaking	Grades 9-12, Tier B/C	speaking10	test1234	
Speaking	Grades 9-12, Tier B/C	speaking10acc	test1234	MC, RA, ES
Writing (Keyboarding)	Grades 4-5	writing1	test1234	
Writing (Keyboarding)	Grades 4-5	writing1acc	test1234	MC, RA
Writing (Keyboarding)	Grades 6-8	writing2	test1234	
Writing (Keyboarding)	Grades 6-8	writing2acc	test1234	MC, RA
Writing (Keyboarding)	Grades 9-12	writing3	test1234	
Writing (Keyboarding)	Grades 9-12	writing3acc	test1234	MC, RA
Writing (Handwritten)	Grades 4-5	writing4	test1234	
Writing (Handwritten)	Grades 4-5	writing4acc	test1234	MC, RA
Writing (Handwritten)	Grades 6-8	writing5	test1234	
Writing (Handwritten)	Grades 6-8	writing5acc	test1234	MC, RA
Writing (Handwritten)	Grades 9-12	writing6	test1234	
Writing (Handwritten)	Grades 9-12	writing6acc	test1234	MC, RA

MC= Manual control of item audio RA= Repeat item audio ES= Extended speaking response time

**Figure 52. Test Practice Items Usernames and Passwords**

5. Instruct students to verify that the test domain is correct and then click **Continue**.
6. Only the language domain and grade-level cluster selected on the previous screen will be available. Instruct the student to click on the test link (see Figure 53).



**Figure 53. Selecting Training**

7. Students will see the screen in shown in Figure 54. Instruct students to select Begin the Test to start the test practice items.



**Figure 54. Beginning the Test Practice Items**

## 6.4 Administering ACCESS for ELLs Online

### Prior to Testing

- Review the Student Test Roster to ensure all students scheduled to test have a test ticket and that all student information is correct, including accommodations if applicable to the assessment.
- Verify the student is listed in a test session for the grade-level cluster that they should take. If the grade-level cluster is incorrect, remove the student from the incorrect test session, update the student's grade if incorrect, move the student to the correct test session and print a new ticket. The incorrect ticket should be securely destroyed.
- If students are missing from the Student Test Roster, make the proper adjustments to the test session specified above and reprint the test tickets.

- If a student is missing or has been incorrectly assigned an accommodation (MC, RA, ES), notify your Test Coordinator so that a correction can be made to the student record and the test session before reprinting the test tickets.
- Cut/Separate test tickets and keep in a secure location until the test is administered.
- Complete a System Readiness Check to ensure all INSIGHT test engines are ready for testing. More details on the System Readiness Check can be found in the INSIGHT Technology User Guide.

## Launching the Test

1. Assign students to a computer.
2. Verify each ticket contains the correct Student Name and Date of Birth.
3. Distribute the test tickets to the students.
4. Ensure each student has the necessary equipment, as outlined in the materials subsection earlier in this section.
5. Verify that students with a test engine accommodation(s) (MC, RA, ES) have it noted on their test tickets.
6. Following the Test Administrator’s Script, instruct students to login to the assessment using the Username and Password on their test tickets. Once this information is correctly entered, the test will become “active” for the student.
  - a. The ACCESS for ELLs online test can be accessed directly from the student’s device by opening the INSIGHT icon (see Figure 55). The Technology Coordinator will have installed this on the devices prior to testing. If INSIGHT doesn’t appear to be available on the device, please contact your school’s Test Coordinator and/or Technology Coordinator.



Figure 55. INSIGHT Icon

7. After accessing the test interface, instruct students to select the Test Sign In link under ACCESS for ELLs (see Figure 56).

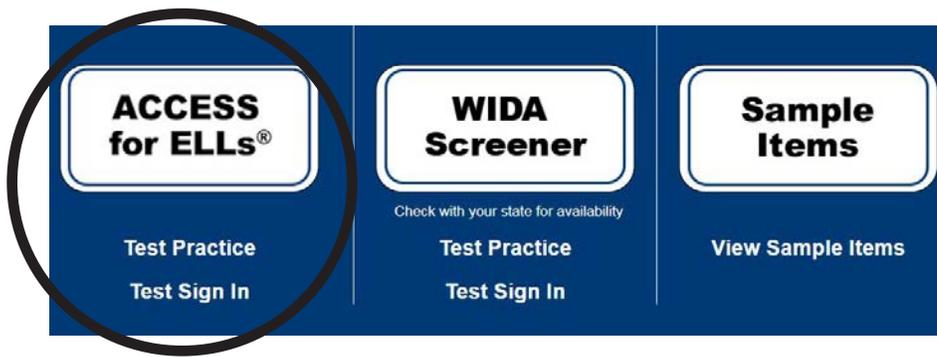
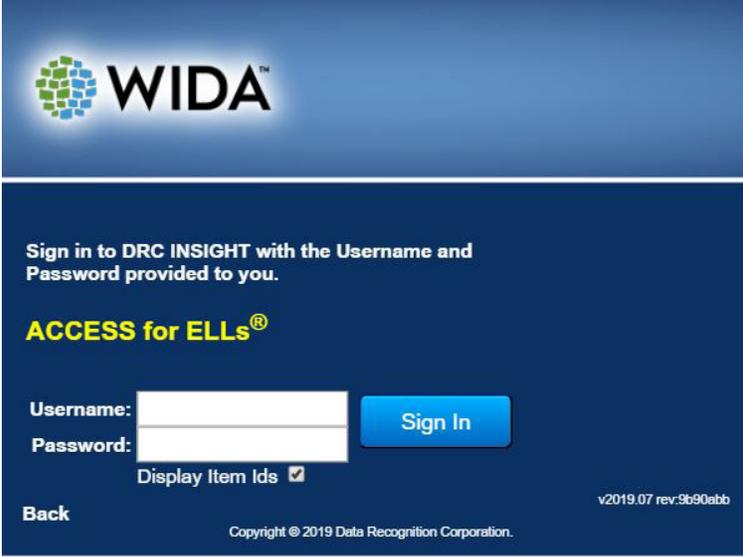


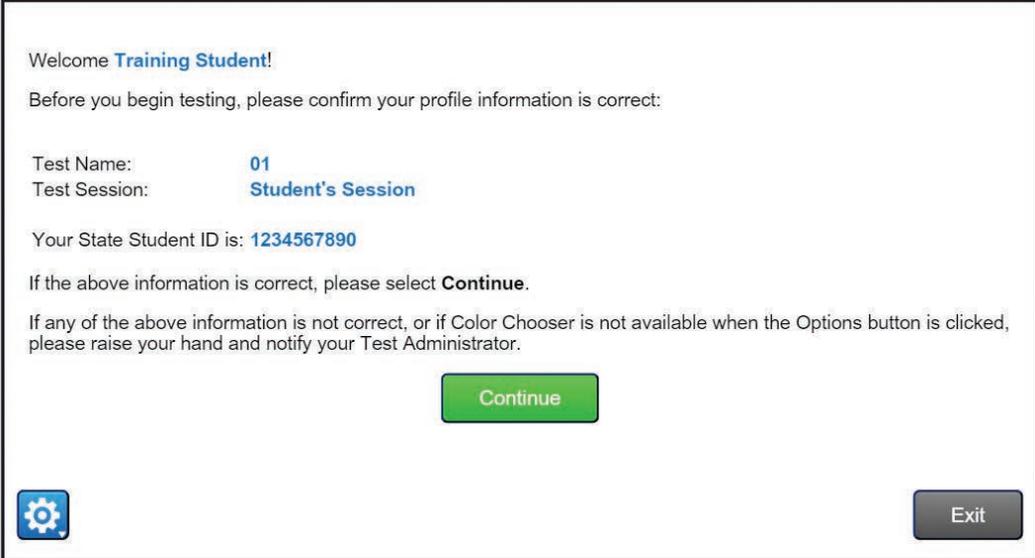
Figure 56. Test Sign In

8. Instruct students to enter the login information found on each student’s test ticket and then click **Sign In** (see Figure 57). You can help younger students (or any students who may need extra help) by entering this information for them. If a student receives the following message “Invalid Username or Password. Please try again,” instruct the student to try again or assist them as this is not a technical error but an error in typing the username or password.



**Figure 57. Logging in to the Test**

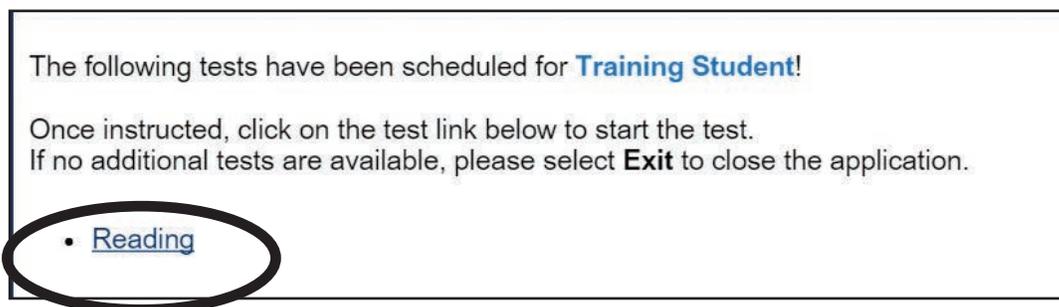
9. After entering his or her login information, each student will see the screen in Figure 58, listing his or her name and test information. Instruct students to make sure that their name is correct. If so, the student should click **Continue**.



**Figure 58. Student Verification Page**

Note: If a student's information is not correct, instruct the student to exit the test and enter his or her login information again. To exit the test, instruct the student to click **Exit**, and when prompted, click **Yes, Exit**. The student should then reenter his or her information. If the information is still incorrect, ensure the student has the correct test ticket and contact the Test Coordinator.

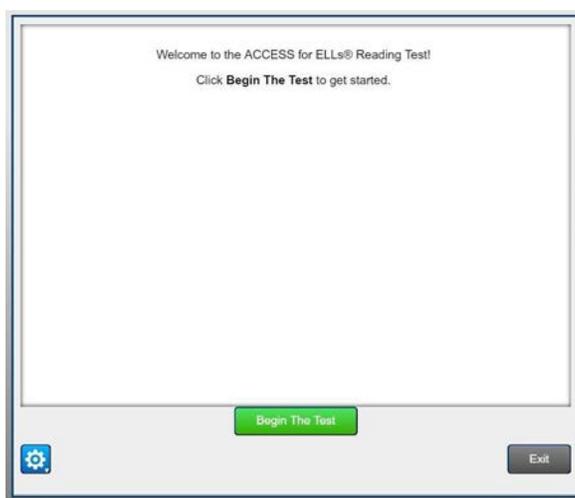
10. The test domain that is available to the student will appear on the screen. Instruct the student to click on the domain. (See Figure 59.)



**Figure 59. Selecting the Test**

Note: Students taking the Speaking Test will be prompted to perform a microphone check after they have selected their test. Refer to the Test Administrator's Script for monitoring the Speaking test setup to assist students during the microphone check.

11. Students will be ready to launch the test once they click on **Begin the Test** (see Figure 60). When the test is launched, students will begin by completing the directions and practice items for their domain test, then move on to taking the test.



**Figure 60. Begin the Test**

## During the Test

After students sit down to take the test, follow these steps:

1. Read the introductory Test Administrator's Script for that domain test.
2. Monitor and assist the students while they go through the test practice section.

Please note that these practice items are the same as the test practice that students see before the test administration session; however, this time, the test will start immediately after the students complete them. The directions and practice items are intended to familiarize the students with the test administration procedures and provide an opportunity to practice responding to test items.

Test directions demonstrate to the students what they will hear and see on the screen during the test and instruct them how to select their responses during the test. During the administration of directions, students will see and hear instructions. See Figure 61 for an example of the Listening test directions screen. Practice items present students with an opportunity to practice listening to and responding to tasks. See Figure 62 for an example of a practice item screen.

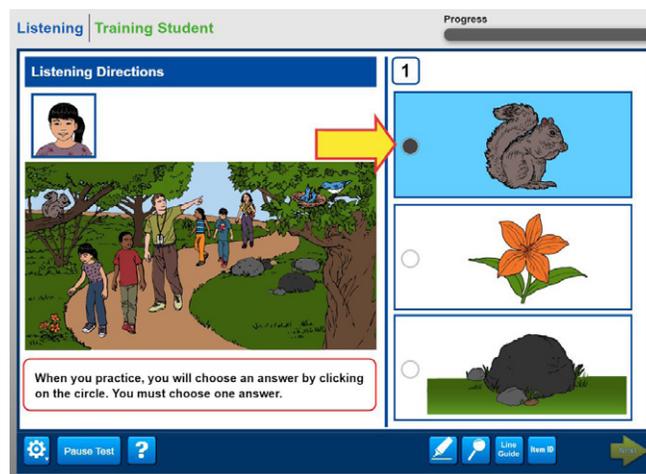


Figure 61. Test Directions Screen



Figure 62. Practice Item Screen

3. After the test practice items or tasks have been completed, the students proceed directly to the test by clicking the Next button. It is not necessary for the Test Administrator to do anything at that point, unless a student is having difficulty.
4. While students are completing the test, you should circulate through the room making sure that the students are completing the test. During this time, test tickets should also be collected and kept in the Test Administrator’s possession for the duration of the test.

While monitoring student progress through the test, please keep the following in mind:

- Students cannot go back and review or change their answers. When a student selects a response and clicks the Next button to move on, his or her answer has been submitted and cannot be changed. Similarly, students have only one chance to record their Speaking response. The exception is the Writing test, which has a back button that allows the student go back to their responses.
- The audio will automatically play once the student navigates to the page and will only play one time. Note, students taking the test with accommodations can manually play and/or repeat the audio (for more details about accommodations, see the Accessibility and Accommodations Supplement).
- If a student pauses for a long time (one or two minutes) during the test, and it is clear that the student is not just listening to the test audio, the Test Administrator should prompt the student to provide a response and move on.
- The Test Administrator should monitor student use of the pause button to ensure students are not excessively pausing the test or misusing the pause button. Pause should only be used with explicit Test Administrator instruction.
- The Test Administrator should encourage students to ask questions before the beginning of the test. Detailed instructions about answering student questions during directions and practice and during the administration of actual test items are presented in the following domain administration sections.

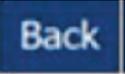
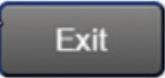
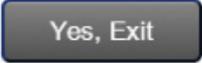
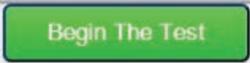
### Test Items Dos and Don’ts

Test Items Dos and Don’ts	
Do	Don’t
<ul style="list-style-type: none"> <li>✓ Answer student procedural questions.</li> <li>✓ Monitor student progress and be proactive in helping students if they are having difficulty progressing.</li> <li>✓ Rephrase, explain in English, or, if specifically requested, translate the directions (and practice) into the student’s native language.*</li> <li>✓ Assist with adjusting the volume for students if the audio is not loud enough.</li> <li>✓ Assist students with turning the page during the Writing test, especially at the younger grades.</li> </ul>	<ul style="list-style-type: none"> <li>× Answer student content, vocabulary or grammar questions. Instead, remind students to try their best.</li> <li>× Confirm correct/incorrect responses.</li> <li>× Provide, select, or change an answer for students (applicable for all domains).</li> <li>× Translate test items into a student’s native language.</li> <li>× Rephrase, explain, or read aloud the test item prompts.</li> <li>× Interrupt students who are working independently.</li> </ul>

*\* Translating test practice and test directions may not be permissible per your state’s policy. Please consult with your state education agency for more information.*

## Understanding Test Icons

Every screen of ACCESS for ELLs contains a set of buttons, links, and options that have important functions for the administration of the test. Refer to the tables below to study the functionality of these buttons, links, and options.

Starting the Test Screen Buttons		
Button/Icon	Button/Icon Name	Purpose/Function
	Sign In	Verifies the student's Username and Password, and logs the student into the test.
	Back	Returns the student to previous page within the Log In Pages.
	Continue	Allows the student to navigate to the Test Selection Page.
	Exit	Allows the student the option to exit the test or resume testing.
	No, Return to Test	Allows the student the option to resume testing after clicking the <b>Exit</b> button.
	Yes, Exit	Allows the student to exit the test.
	Begin The Test	Allows the student to begin the test session, starting with the test directions.

Test Screen Accessibility Tools, Buttons, and Icons		
Button/Icon	Button/Icon Name	Purpose/Function
	Magnifier	Allows the student to access the magnifier options.
	Magnifier Options	Allows the student magnification of the testing engine either x 1.5 or x 2.0. Once the magnification option is selected, then the "Off" option will become available.
	Highlighter	Allows the student to highlight a portion of the text or graphic. To turn this feature off after use, the student must select the highlighter tool button a second time.
	Line Guide	Allows the student to follow along with each line of text. Student can drag the straightedge line up or down on the screen as an aid in reading an item or passage.

	Help	The Help Library provides information on tool usage, test directions, helpful hints, and other topics.
	Pause	Allows the student to leave his or her machine for up to 30 minutes for a break without logging out of the test, while not presenting the items on screen. Student should only use the Pause button when instructed to by the Test Administrator.
	Resume	Allows the student to resume testing after the test was paused (for 30 minutes or fewer).
	Options	Allows the student to access the “Color Contrast” and “Color Overlay” options. These options are available for all students.
	Next (Disabled)	Disabled until the student records a response.
	Next (Enabled)	Allows the student to navigate forward one page.
	Sticky Note	Allows the student to create and place a small note in which he or she can type a short message for later reference. Multiple notes can be created for each item or passage. <b>Sticky notes are only available for Writing.</b>
	Back	Allows the student to navigate back one page. <b>This button is only available for Writing.</b>

## Pausing and Exiting the Test

During test administration, if the student needs to leave the testing room for a short break, for example a restroom break or office visit, instruct the student to click on the Pause Test button. Once the student clicks on this button, the test questions are removed from the screen for test security reasons. A countdown beginning with 30 minutes appears on the screen notifying the student of the time left before the system automatically exits the test. To resume the test within 30 minutes of pausing, instruct the student to click the Resume button. The student will be taken to the screen they were on when they clicked to pause the test. If the test was on a screen that had audio, the audio will restart from the beginning.

If the test is paused for more than 30 minutes, or if there is no mouse or keyboard activity for more than 30 minutes, the INSIGHT test system will automatically exit the test. The student must log back in to finish the test, which will start up again on the screen at which the test was exited.

If the student needs to leave the testing room for more than 30 minutes, click the Exit Test button. The student will be able to log back in and pick up where they left off. The Exit Test button can also be used if the student needs to move to a different testing location.

## Technology Troubleshooting: Where to Find Information

On the WIDA AMS login page, you will find a link to the DRC System Status Indicator. Follow the link to confirm that all systems are working as expected. See the *WIDA Assessment Management System (WIDA AMS) User Guide* for details on this feature.



## Common Issues and Error Messages

Error or Issue	Troubleshooting Steps
<b>Invalid Username and Password</b>	Return to the main menu. Verify the student is logging in to the correct test location. Have the student re-enter the username and password.
<b>Connection Retry is in Progress</b> DRC INSIGHT cannot send a response to DRC due to a connectivity issue.	Wait. The message will remain until the connection is reestablished, until 5 minutes have elapsed, or until the student clicks Exit the Test. If the issue persists after 5 minutes, proceed with Internet/Network Connection Error troubleshooting.
<b>Connection Error Retrieving Content</b> Testing Device cannot connect to the COS Service Device to access test content.	<ul style="list-style-type: none"> <li>Contact your technology support team to confirm that all content files are on the COS Service Device and up to date.</li> <li>Proceed with Internet/Network Connection Error troubleshooting.</li> </ul>
<b>Internet/Network Connection Error</b> There was an interruption in the network or internet connection and the testing device cannot reach DRC servers and/or the COS Service Device.	<ul style="list-style-type: none"> <li>Verify that your technology coordinator whitelisted both the URLs and the IP addresses of all devices on all content filters, firewalls, and antivirus software.</li> <li>Check the ratio of wireless access points to testing devices (if applicable). Work with your technology coordinator to verify that there are not too many devices connecting to a single access point and that each testing device has a clear line of sight to the access point.</li> <li>Contact your technology coordinator to confirm that the local machine firewall is turned off on the COS Service Device and that the services on the COS Service Device are running. If no student is able to test, your technology coordinator can restart or reboot the COS Service Device service.</li> <li>Go to <a href="http://www.speedtest.net">www.speedtest.net</a> and conduct a speed test to Minneapolis, Minnesota. If your upload or download speed is less than 10 Mbps, let your technology coordinator know your connection is too slow for you to test.</li> </ul>

Error or Issue	Troubleshooting Steps
<p><b>Configuration Not Found, Configuration Error</b> The testing device is not registered to the Device Toolkit and cannot proceed with testing until assigned an ORG Unit ID.</p>	<p>Contact your technology support team to have them register the affected device to the Device Toolkit.</p>
<p><b>Proxy -336 Error</b> This is an issue with configuration within the Device Toolkit.</p>	<p>Contact your technology support team to have them check the Proxy Host field in the Device Toolkit. If anything appears in the Proxy Host field, erase it and redeploy a new configuration file with no proxy server settings.</p>
<p>No Audio</p>	<ul style="list-style-type: none"> <li>• Check the volume level on the testing device and increase it if possible.</li> <li>• Verify that the headphones or headset is connected correctly. If Insight doesn't recognize that the headphones or headset has been connected, close the program and sign back in.</li> <li>• Contact your technology support team and have them help you install the most up-to-date sound card driver.</li> </ul>
<p>Frozen or gray screen with spinning wheel</p>	<p>Close INSIGHT and reboot the testing device.</p>
<p>The Record button is grayed out.</p>	<p>The student has already recorded a response and must proceed to the next screen.</p>
<p>The Next button is grayed out.</p>	<p>The student must respond to the question before proceeding to the next screen.</p>
<p>For all other error messages, see the FAQ and Error Messages sections in Volume V of the Technology User Guide, available in WIDA AMS.</p>	

## System Error Messages

If multiple students are experiencing the same issue:

- Check the system status page (linked on the WIDA AMS login page) for any system outage information.
- Check with your technology coordinator to see if there are any known issues.

If only a few students are experiencing the issue:

- Reboot the machine.
- Move the affected students to different computers or mobile laptop carts, mark the affected computers, and notify your technology coordinator.

If you can't resolve the issue, work with your technology coordinator to fill out the Issue Report form below.

### ISSUE REPORT FORM

If the troubleshooting steps above don't resolve your issue, work with your technology coordinator to complete this form and call DRC Customer Service at 1-855-787-9615.

Today's date:

Your name and phone number or email:

---

Your school, district, and state:

---

Specific system or error message (if applicable) and when the message appeared (for example, while the student was signing in, in the middle of testing, etc.):

---

Description of the issue:

---

The number of affected test-takers or devices:

---

The IDs, usernames, and passwords of affected test-takers:

---

The operating system and version of the affected devices:

---

Are the affected devices wired or connecting wirelessly?

---

The ORG Unit ID specified in the Device Toolkit:

---

When you run a System Readiness Check, which settings are marked with red exclamation points?

---

### **Monitoring Test Completion at the End of the Testing Window**

As you complete test sessions for all domains for all students in your school, it is important to confirm all tests have been completed for all necessary students prior to the close of the testing window. It is recommended that Test Administrators monitor testing progress throughout the testing window.

Test Administrators and/or Test Coordinators should take the following steps to confirm testing is progressing as scheduled and all tests will be completed by the close of your state's testing window.

### Viewing Test Progress by Student

1. In WIDA AMS, from the Student Management menu, choose Student Test Progress. Select the school and click Find Students.
2. Test session status will appear for each student, including each student's name, grade level, and domain.
3. Not Started indicates this domain has not been started by the student. In Progress indicates the student has started some testing within a domain, but has not finished the domain. Completed indicates the student has finished the test, and the start and end time, as well as the length of the test session, will display.

### Viewing Test Progress by Test Session

1. In WIDA AMS, from the Test Management menu, choose Manage Test Sessions. Enter the search criteria and select Show Sessions.
2. Test session status will appear for a school or district.
3. Not Started indicates this test session has not been started. In Progress indicates one or more students have started testing, but not all students have finished the test. Completed indicates the test session has finished, and all students in the test session have finished the test. When a test session is completed, the start and end time, as well as the length of the test session, will display.

## 6.5 Listening Test Administration

### Timing

The Listening test is designed to take approximately 30-40 minutes. **The total amount of allowable time may be different based on school, district, and state policies.** Note that educators should plan an additional 15-20 minutes for convening students and taking attendance, test setup (including launching the test and student login) test directions and embedded student test practice, and dismissing students.

### Important Considerations During the Listening Test

While monitoring student progress through the Listening test, please keep the following in mind:

- The Listening test is adaptive and will adjust to student performance to provide items that are appropriately challenging based on the performance in the previous questions. **For some students, this may mean the test ends sooner than the progress bar might indicate.** Students cannot go back and review or change their answers. When a student selects a response and clicks the **Next** button to move on, his or her answer has been submitted and cannot be changed.
- The audio will automatically play once the student navigates to the page and will only play one time. Note, students taking the Listening test with certain accommodations can manually play and/or repeat the audio (for more details, see the Accessibility and Accommodations Supplement).
- If a student pauses for a long time (one or two minutes) during the Listening test, and it is clear that the student is not just listening to the test audio, the Test Administrator should prompt the student to select a response and move on.
- Please note that the Listening test contains many different item types, including multiple choice, drag and drop, and hot spot answer types. Please see the following section, 6.6 Reading Test Administration, for more information on these item types.

## 6.6 Reading Test Administration

### Timing

The Reading test is designed to take approximately 35 minutes. **The total amount of allowable time may be different based on school, district, and state policies.** Note that educators should plan an additional 15-20 minutes for convening students and taking attendance, test setup (including launching the test and student login), test directions and embedded student test practice, and dismissing students.

### Important Considerations During the Reading Test

While monitoring student progress through the Reading test, please keep the following in mind:

- Students cannot go back and review or change their answers. When a student selects a response and clicks the **Next** button to move on, their answer has been submitted and cannot be changed.
- The Reading test is adaptive and will adjust to student performance to provide items that are appropriately challenging based on the performance in the previous questions. For some students, this may mean the test ends sooner than the progress bar might indicate.
- Headphones are only required during the Reading test directions. After the students have listened to the test directions, you may direct the students to take the headphones off, as there will be no more audio for the remainder of the Reading test.
- If a student pauses for a long time (one or two minutes) during the Reading test, you should prompt the student to select a response and move on.

### Reading and Listening Test Item Types

The Reading and Listening test may include three different item types: multiple choice, hotspot, and drag and drop. Although a student may not see all three of these item types, it is important to ensure that students know what to do for these different item types. The test demo and test practice show students how to respond to each of these types of items (see previous subsections within this section for more information on the test demos and test practice).

- **Multiple Choice**—Students choose an answer from a set of ordered response options under the question. The response options may be images or text. Students select their answer by clicking anywhere within the box that denotes the response options, including inside the circle that appears to the left of the text or image. Students are able to change their answer by clicking on a different response option. Figure 62 shows an example of a multiple choice response screen.
- **Hotspot**—Students see a large response area under the question. The response area may be an image, a paragraph of text, or some combination of images and text, such as a timeline, a webpage, etc. The answer choices may be pictures or text and are embedded in the response area inside blue boxes. Students answer the question by clicking on one of the boxes in the response area. Each answer choice changes color when selected. Students are able to change their answer by clicking on a different blue box; or by clicking on the Reset eraser button (Figure 65), which clears the original response, and clicking on a different blue box. See Figures 63 and 64 for examples of a hotspot screen and the same screen with an answer choice selected.

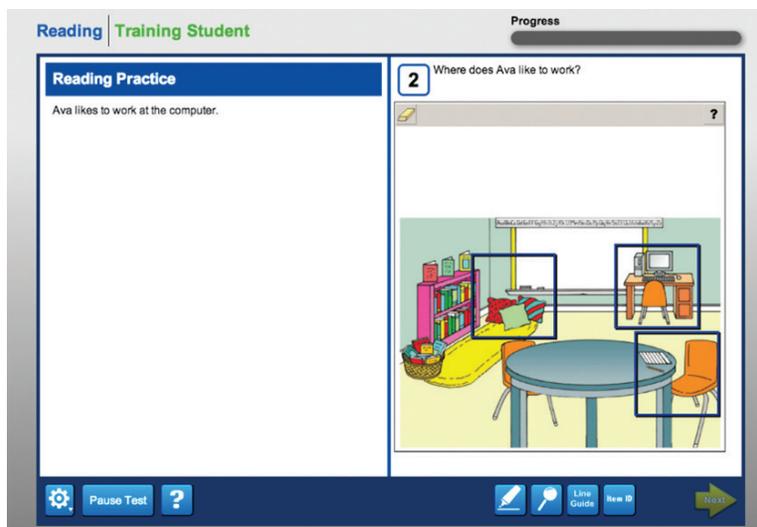


Figure 63. Hotspot Practice Item Screen

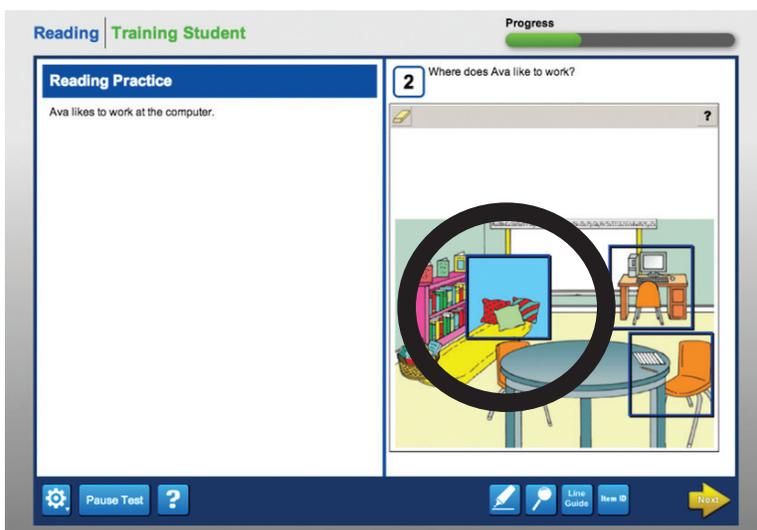


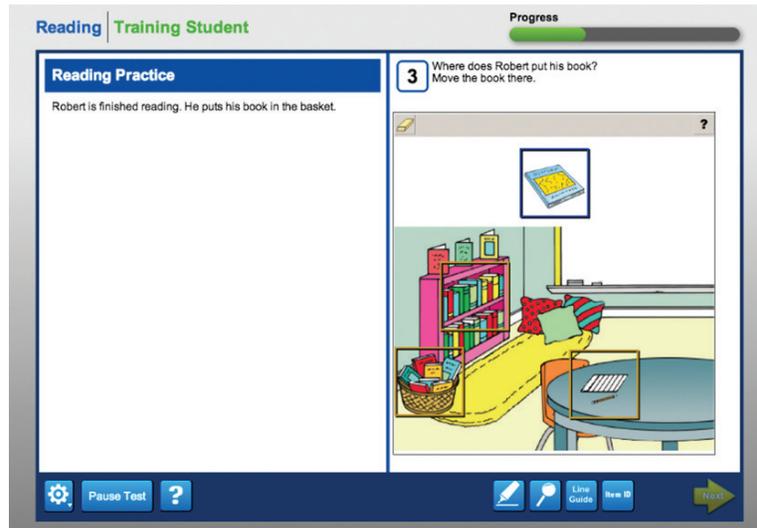
Figure 64. Hotspot Practice Item Screen with an Answer Choice Selected



Figure 65. Reset Eraser Button

- Drag and Drop—There are two examples of this item type. Students see one object, either a small image or a line of text, above the response area, which may be an image, a paragraph of text, or some combination of images and text, such as a timeline, a webpage, etc. The response area has three or four blue boxes in it. To show their answer, students click and drag/move the small object into a blue box within the response area. Students do not

have to place the object exactly in the blue box; the object snaps into place when students release the mouse button. In this type of drag and drop item, students are able to change their answer by dragging their object into a different blue box in the response area; or by clicking on the reset eraser button (see Figure 65), which clears the original response, and then dragging the object into a different blue box in the response area. See Figure 66 for an example of this drag and drop type.



**Figure 66. Drag and Drop Practice Item Screen**

- Alternatively, students may see small objects above the response area. In this case, students select one object to drag into the single blue box within the response area. In drag and drop screens, students are able to change their answer by dragging the object back to the space above the response area and dragging a different object into the blue box in the response area; by dragging a different object into the blue box in the response area; or by clicking on the Reset eraser button (see Figure 65), which clears the original response, and then dragging a different object into the blue box in the response area.

You should become familiar with these additional item types in case students encounter them and ask for assistance in how to respond. For information about accessing the test practice, see Section 6.3.

## 6.7 Running a Tier Placement Report

It is important to note that all Test Administrators who have administered Listening and Reading and wish to proceed to administer Writing and Speaking must first run a Tier Placement Report in WIDA AMS. This report allows Test Administrators to see the tier into which each student in a test session has been placed. Students are placed into tiers automatically by the DRC INSIGHT system, based on their performance on the Listening and Reading tests. This step is important for the Writing test for students in Grades 1-3 and in cases where students in Grades 4-12 will be handwriting instead of keyboarding their response, as Test Administrators must distribute the correctly tiered booklet to each student.

The Tier Placement Report also alerts educators of students who have placed in Speaking Tier Pre-A, which requires a different administration protocol; that protocol is detailed in the Speaking section of this manual. Test Administrators may also wish to divide students differently for the Speaking test based upon tier, as it is recommended that students who may require more support (due to circumstances such as a lower proficiency level) are placed in smaller groups to allow more support from Test Administrators, if necessary.

To run a Tier Placement Report, educators must log in to WIDA AMS. The option to run and print a Tier Placement Report is listed under **Manage Test Sessions**, then **Show Sessions** once the necessary criteria have been entered. Complete instructions for accessing the Tier Placement Report can be found in the WIDA AMS User Guide.

## 6.8 Writing Test Administration

### Timing

The following tables outline Writing test administration by grade-level cluster and tier. Additional time may be allowable depending on state policy and at the professional discretion of the Test Administrator. **The total amount of time listed may be different based on school, district, and state policies.** Note that educators should plan an additional 15-20 minutes for convening students and taking attendance, test setup (including launching the test and student login), test directions and embedded student test practice, and dismissing students.

Grade 1 Writing Test Tier A Tasks and Timing		
	Standard	Time
Part A	Language of Language Arts	15 minutes
Part B	Social and Instructional Language	15 minutes
Part C	Language of Science	15 minutes
<b>Total time-45 minutes</b>		

Grades 2-3 Writing Test Tier A Tasks and Timing		
	Standard	Time
Part A	Language of Language Arts	20 minutes
Part B	Language of Mathematics/Language of Science	20 minutes
Part C	Language of Science OR Social and Instructional Language	20 minutes
<b>Total time-60 minutes</b>		

Grades 1-3 Writing Tests Tier B/C Tasks and Timing		
	Standard	Time
Part A	Language of Language Arts/Language of Social Studies	20 minutes
Part B	Language of Mathematics/Language of Science	20 minutes
Part C	Language of Mathematics/Language of Science OR Social and Instructional Language	20 minutes
<b>Total time-60 minutes</b>		

Grades 4-12 Writing Tests Tier A Tasks and Timing			
	Standard	Time	Extra Time
Part A	Language of Language Arts	15 minutes	Additional five (5) minutes to finish writing may be given to the students at the end of Part C
Part B	Language of Mathematics/Language of Science	15 minutes	
Part C	Language of Science OR Social and Instructional Language	15 minutes	
<b>Total time-50 minutes</b>			

Grades 4-12 Writing Tests Tier B/C Tasks and Timing			
	Standard	Time	Extra Time
Part A	Language of Language Arts/Language of Social Studies	20 minutes	Additional five (5) minutes to finish writing may be given to the students at the end of Part C
Part B	Language of Mathematics/Language of Science	20 minutes	
Part C	Language of Mathematics/Language of Science OR Social and Instructional Language	20 minutes	
<b>Total time-60 minutes</b>			

### Administration Mode: Keyboarding or Handwriting

All students in Grades 1-3 will complete the ACCESS for ELLs Writing test for Grades 1-3 on paper. The test is group-administered.

Additionally, your state policy may dictate whether Grades 4-5 are tested via keyboarding or handwriting using Writing Response Booklets. Please refer to your state's ACCESS for ELLs Checklist for more information on grade-level cluster administration modes.

Should a student in Grades 6-12 require a Writing Response Booklet rather than keyboarding their response, Test Coordinators will need to order these as Additional Materials in WIDA AMS. Please refer to the District and School Test Coordinator Manual for more information on this process.

## Writing Test Tiers

Student performance on the Listening and Reading tests will determine the appropriate tier that the student will take in the Writing and Speaking tests. Once the students have completed the Listening and Reading tests, Test Coordinators will run a Tier Placement Report that will identify the tier each student is assigned to take. Test Administrators will use the report to know which form to administer to which student. For specific details on how to generate the report, see the WIDA AMS User Guide.

### Grades 1-3 Tiers

The Writing test has two tiers: A and B/C. In Grades 1-3, students must be tested in groups organized by grade-level cluster **and** tier. That means that if you are testing students in groups, your groups must be organized like this:

- Grade 1 Tier A students together
- Grade 1 Tier B/C students together
- Grades 2-3 Tier A students together
- Grades 2-3 Tier B/C students together.

Note that the need to separate out test administrations by grade-level clusters and tiers differs from the Writing test for Grades 4-12 and from the other domain tests, in which students from different tiers may take the test in the same session.

### Grades 4-12 Tiers

If students are keyboarding, the correct tier will automatically be assigned within the writing test platform.

If administering the test with students who are handwriting their responses, make sure that the grade-level cluster and the tier of the test that you will be administering matches the information on the student's Writing Response Booklet.

When distributing Writing Response Booklets, double-check to ensure that the name of the student to whom you are giving the booklet matches the name on the booklet.

## Administering the Grades 1-3 Writing Test

### Test Materials

- Test Administrator's Script (Grade 1 or Grades 2-3). Please note that there is a separate Test Administrator's Script for Grade 1 and for Grades 2-3. Each Test Administrator's Script contains the scripts for both the Tiers A and B/C Writing test for the relevant grade-level cluster.
- Writing Test Booklet(s)
- At least one sharpened number 2 pencil for each student to mark his or her responses.
- Pre-ID or District/School Labels applied to each student booklet and the applicable demographic information bubbled in on the front and back cover.

### Procedures

Keep the following information in mind as you administer and monitor the Writing test.

1. Follow the Test Administrator's Script exactly.

2. Make sure that students begin the Writing test on the appropriate page. You may need to assist students in locating the beginning of the test.
3. Instructions on guiding students through the writing tasks are scripted in the Test Administrator's Script. The time it will take you to introduce the tasks and guide students through them is not included in the time allocated for students to complete each task.
4. To ensure that students do not skip any parts, and that they progress appropriately (see information on check-ins below), Test Administrators and Test Coordinators may plan to have an additional adult helping to proctor or monitor the group-administered tests (for instance, one adult for every 10-12 students). In addition to Test Administrators, any additional adult assisting with the test administration must also have taken the training course component for ACCESS for ELLs Online.
5. You must collect all test materials at the end of testing. If all students are finished before the time has elapsed, you may end the Writing test according to the script.
6. Check all booklets to ensure all student information is correct and the correct label is affixed to each booklet prior to returning to a Test Coordinator.

### **Check-ins**

“Check-ins,” represented by stop signs in the test booklet, are intended to help guide students through the parts of the Writing test and are scripted at appropriate points in the Test Administrator's Script. Check-ins also allow for Test Administrators to give continual encouragement to students to do their best.

The check-ins in the Grades 1-3 Writing test are whole-group check-ins and are scripted in the Test Administrator's Script. The whole-group check-ins are scripted before each part of the Writing test. During the check-ins, explain the next part of the test to all the students together, including the sample writing, if applicable. Before allowing students to work independently on the task, remind them to stop when they see the stop sign, which is at the end of the part. When the estimated time suggested in the script has passed, check in again with the students, according to the script.

If all students have completed the part before the estimated time, you may move on to the next part with the students, or, if already on the last part, finish the test according to the script.

### **Administering the Grades 4-12 Writing Test**

In the Grades 4-12 Writing test, students follow directions and view practice tasks and writing tasks on the desktop computer, laptop or tablet and respond by keyboarding their responses on the device or handwriting their responses in the test booklet.

### **Test Materials**

- Test Administrator's Script
- Writing Response Booklets (if needed for Handwriting Response Mode)
- A sheet of blank scratch paper for each student
- At least one sharpened number 2 pencil for each student (if needed for Handwriting Response Mode)
- Instructions on how to launch the test
- Student test tickets and Student Test Roster

For Grades 6-12, all students view the Writing tasks on the desktop computer, laptop or tablet. The default response mode is keyboarding.

For Grades 4-5, all students will also view the Writing tasks on the device. However, each state determines whether the default response mode for students in Grades 4-5 will be keyboarding or handwriting. This information is provided on your state's ACCESS for ELLs Checklist. You only need to handle test materials if you have students who are handwriting their response.

If students will handwrite their responses, they must be placed into a handwriting test session in WIDA AMS. More information about using the handwritten response mode is found later in this section.

Do not pass out test materials until all students are seated. When distributing Grades 4-12 Writing Response Booklets, double-check to ensure that the name of the student to whom you are giving the booklet matches the name on the booklet.

A sheet of blank scratch paper for notes, diagrams, etc. should be provided to every student taking the Writing test. Prior to the beginning of the test, you should instruct students to write their names on the blank scratch paper (in the top right-hand corner). Only blank plain paper or blank lined paper is appropriate.

### **Organization of the Test**

The Writing test is designed to take approximately 45-60 minutes. Note that the approximate test administration time does not include convening students, taking attendance, distributing and collecting test materials, or explaining test directions, including completing the directions and practice tasks that precede the test.

Because students work at their own pace in the online Writing tests, the time students spend on each task will vary somewhat. Although each part is not individually timed, timing guidelines are provided, and students should be monitored and encouraged to keep pace.

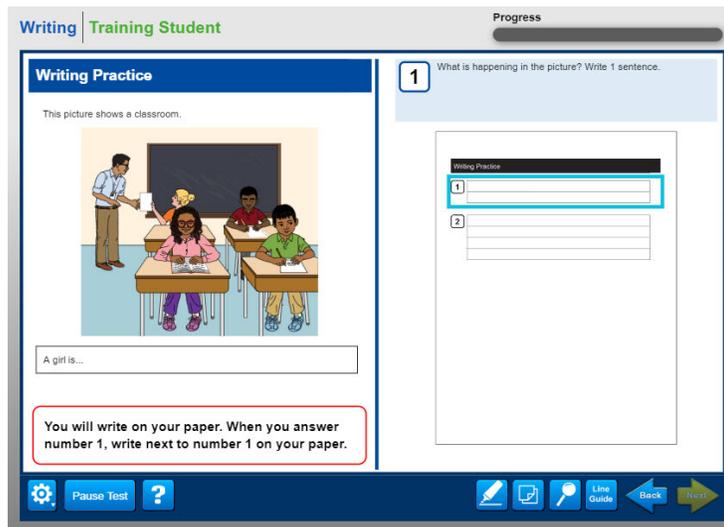
If you are administering the test to both students taking the Tier A and Tier B/C Writing test forms in the same test session, consider having students taking Tier A sit in one part of the room and having students taking Tier B/C sit in a distinct part of the room. Because the timing of the parts of the two tiers differs, this arrangement may make it easier to monitor and to know when to encourage which students to keep pace.

### **Directions and Practice**

The test directions for the Writing test demonstrate to the students what they will see on the screen during the test and instruct them where to type or write their responses during the test. See Figures 67 and 68 for examples of test directions screens.



**Figure 67. Test Directions Screen for Writing (Keyboarding Response Mode)**



**Figure 68. Test Directions Screen for Writing (Handwritten Response Mode)**

Writing practice tasks present students with an opportunity to practice typing their response on the keyboard or writing their response in the designated space in their Writing Response Booklets. See Figures 69 and 70 for an example of a practice task screen.

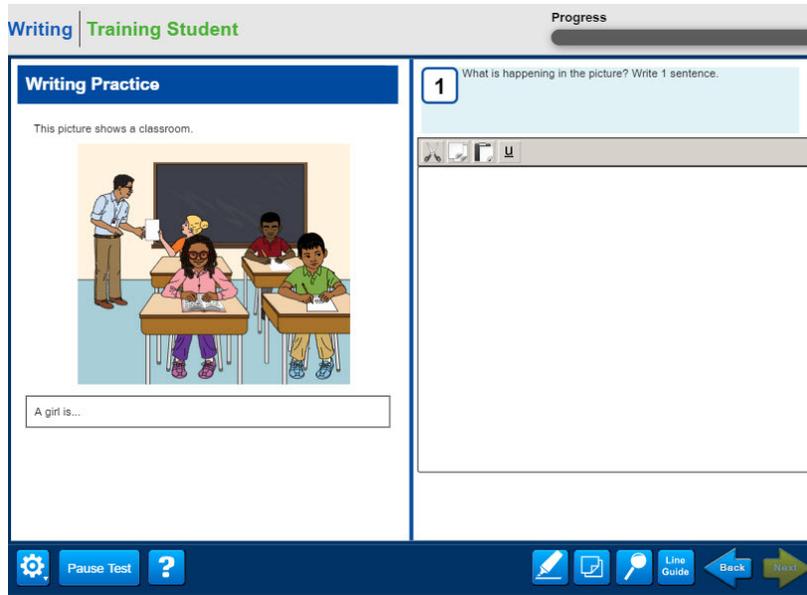


Figure 69. Practice Item Screen for Writing (Keyboarding Response Mode)

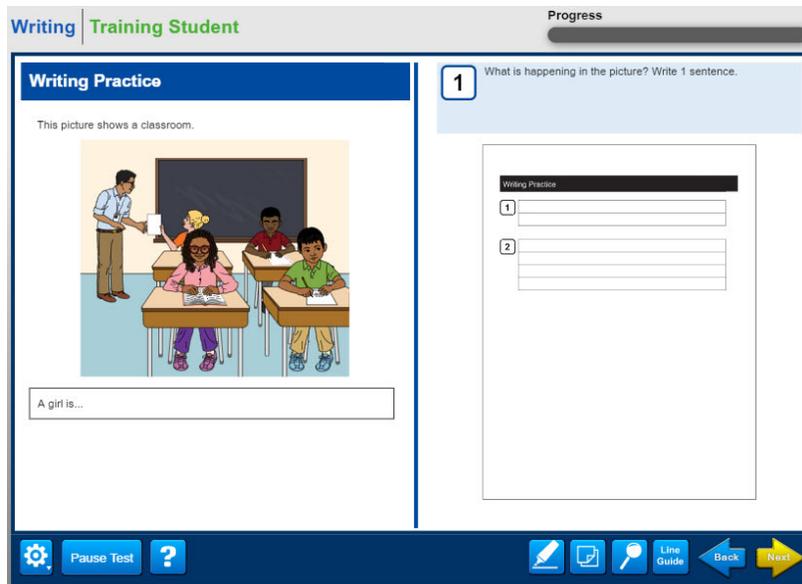


Figure 70. Practice Item Screen for Writing (Handwritten Response Mode)

**Check-Ins**

Monitor students as they complete the test directions and practice tasks. Make sure that each student has completed the tasks. If a student is keyboarding his or her responses, you will need to use the Back button in order to view the student's responses. If a student is handwriting his or her responses, you will check the student's responses in the Writing Response Booklet.

If a student has not completed the practice Writing tasks, you should help them navigate back to the appropriate screen on the device using the Back button and encourage the student to do their best to complete the tasks. When students complete the practice tasks, you should instruct the students to click the Next button and, if handwriting, go on to the next page in the Writing Response Booklet.

Monitor students as they complete each part of the Writing test (i.e., Part A, Part B, and Part C). If necessary, help students use the Back button to go back and respond to previous tasks. If necessary, instruct the student to proceed to the next task by clicking the Next button and, if handwriting, going to the next page in the Writing Response Booklet.

**Monitoring Student Progress**

- While students are completing the Writing test, circulate through the room making sure that the students are completing the tasks and pacing their writing so that they will have enough time to do their best on all parts
- Please note that when checking whether a student has finished responding to a Writing task, it is not necessary to evaluate the quality or quantity of the student's writing. The purpose is rather to ensure that the student attempted to respond and didn't accidentally move forward without attempting or completing a response.
- In the case when a student has not finished responding to the Writing task, you should help the student navigate back to the Writing task by clicking the Back button and should encourage the student to complete the task.
- The audio will automatically play once the student navigates to a screen and will only play one time. Note, students taking the Writing test with certain accommodations can manually play and/or repeat the audio.

### Maximum Character Limit

For keyboarding responses to the Writing test, the response space has a character limit that varies based on the space provided. Most students typing an appropriate response should not reach this limit. In longer responses, if a student reaches 4,050 characters, he or she will see the message in Figure 72.



**Figure 72. Message When Student Has Typed 4,050 Characters**

In all writing responses, if a student reaches the limit of characters, he or she will see the message in Figure 73.



**Figure 73. Message When Student Has Reached Character Limit**

If a student sees either message in Figure 72 or Figure 73, you should instruct the student to click **OK** and then ensure that the student is appropriately completing the task.

### Changing to Handwritten Response Mode in WIDA AMS as Needed

If keyboarding is the default response mode and upon logging in and starting the test, a student expresses discomfort, concern, or anxiety about keyboarding, you may switch the student to responding to the Writing test on paper. Complete instructions for making this switch are included in the WIDA AMS User Guide. You must log the student out of the test completely and contact your Test Coordinator for assistance in changing the Writing mode for a given student.

### Monitoring Handwritten Responses

Schools for which the default writing mode is keyboarding will receive an estimated number of Writing Response Booklets for Grades 4-5. If additional copies are needed for students in Grades 4-12, contact your Test Coordinator.

Student Pre-ID labels will be shipped with the test materials. Pre-ID Labels contain the name, grade, and other pertinent information about the individual students, as well as district and school information. If you need to bubble student information on the test booklet, refer to the directions found in Section 3 of this manual.

Remember, even if a student will respond on paper, the student still needs to be seated at the desktop computer, laptop or tablet in order to view the Writing task and click through the prompts using the mouse. Make sure that each student has enough space in front of him or her to comfortably fit the test booklet and be able to write in it without difficulty. Students who are handwriting their responses will not need to utilize the keyboard after logging into the test, so it may be possible to gain more space for the Writing Response Booklet by moving the keyboard out of the way at that point.

The INSIGHT test system is setup to automatically exit a student's test session after 30 minutes of no keyboard or mouse activity. As students are writing in their Writing Response Booklets, you should monitor the student's progress to ensure that the session does not automatically exit due to inactivity, since any such student won't necessarily need to use the keyboard or mouse while responding. If a student is logged out automatically, he or she should return to the login screens and re-enter their log in information from the test ticket.

### **Collecting and Disposing of Materials**

- After the administration of the Writing test has been completed, you must collect the Student Test Roster, all of the student test tickets, any test booklets, and all of the scratch paper from the students and ensure that every student turned in his or her test ticket and scratch paper. You must collect scratch paper even if the student did not write anything on it.
- For handwritten student responses, you should ensure the return of the Writing Response Booklets to the Test Coordinator, who should ensure that these materials are stored in a secure place at the school and either returned properly to DRC (Writing Response Booklets) or securely disposed of (Student Test Roster, student test tickets, scratch paper), in accordance with the school/district policy.
- Note that scratch paper should only be used for notes and diagrams. Student responses that are intended to be scored should not be on the scratch paper. This is especially true for instances when the student is providing a handwritten response to the Writing test rather than keyboarding.
- For handwritten responses: if the student exceeds the response space provided, it is recommended that you transcribe all the student's responses to another test booklet in the appropriate writing box, ensuring that the whole response fits within the allotted space. See the Accessibility and Accommodations Supplement for guidelines on transcription.
- Make sure no loose papers are tucked into the test booklets, as DRC will not score any material on loose paper. In the event that a student's response runs off the page or is incomplete, raters will score what is submitted on the student response pages in the booklet. Note that the response space provided for each Writing task is specifically matched to the task expectations and so is adequate for a full credit response barring unusual circumstances.

## 6.9 Speaking Test Administration

### Timing

The Speaking test is designed to take approximately 30 minutes. **The total amount of allowable time may be different based on school, district, and state policies.** Note that educators should plan an additional 15-20 minutes for convening students and taking attendance, test setup (including launching the test and student login), test directions and embedded student test practice, and dismissing students.

The recording response time on every task on the Speaking test has a pre-set time limit, which varies depending on the grade-level cluster, tier, and task level. Students learn about the time limits in the test directions and practice. Students see a circle change color and then disappear as the time to respond elapses. While there is a time limit to how long a student can take to record their response, students can navigate the directions, practice, and test items at their own pace. Students click the **Next** button when they are ready to move on from a screen, without time limits. The test does not advance automatically.

Test Administrators should monitor students as they proceed through the test and ensure that students are not pausing for more than a few minutes to review a single screen. Thus, the time to complete the Speaking test will depend on the grade-level cluster of the test, the test tier, and the pacing of each student.

### Speaking Test Design

The Speaking test is completely computer-delivered and student responses are captured as they speak into the microphone. Students are guided through the Speaking test and administered tasks by a Virtual Test Administrator. The Speaking test includes a Model Student who is also administered similar tasks by the Virtual Test Administrator. The purpose of the Model Student is to demonstrate the language use expectations of the Speaking task.

The Speaking test is divided into three different forms, Pre-A, A, and B/C. The form the student will take will be determined by the student's Listening and Reading test results and will automatically load for the student upon logging into the test platform with their test ticket information. The Pre-A form is designed to address the needs of newcomer students and to allow those students at the beginning stages of English language development an opportunity to respond to tasks appropriate to what they are able to do. The Pre-A forms also include a simplified version of the Speaking test practice to ease the burden of learning how to respond to Speaking tasks on the screen for newcomer students. The majority of students will be placed in either the A or B/C form. Tier placement report should always be run, as the placement may affect how you schedule the Speaking administration.

### Group vs. Individual Delivery

The Speaking test should be administered in small groups of students. For students in all grade-level clusters taking the Tier A and Tier B/C forms, it is recommended that the Speaking test be administered to groups of 3-5 students.

**During group delivery, the Test Administrators should make sure that there are at least 2-3 computers between each student, or that the students are seated approximately 4-6 feet apart. During the Speaking test, students should be seated far enough apart so they can speak at a normal volume without disrupting other students.**

Individual administration would generally occur because students at lower proficiency levels may need extra support in taking the online Speaking test. It is recommended that students taking the Pre-A form be administered the test individually so Test Administrators can provide additional support during the test. Please note that for students in all tiers, the Speaking test may be administered individually, or in smaller groups of students than mentioned above if needed. Test Administrators should use their professional judgment to consider whether students with high test anxiety, or students requiring extra support should be given the test individually or in a very small group.

### **Speaking Test Audio**

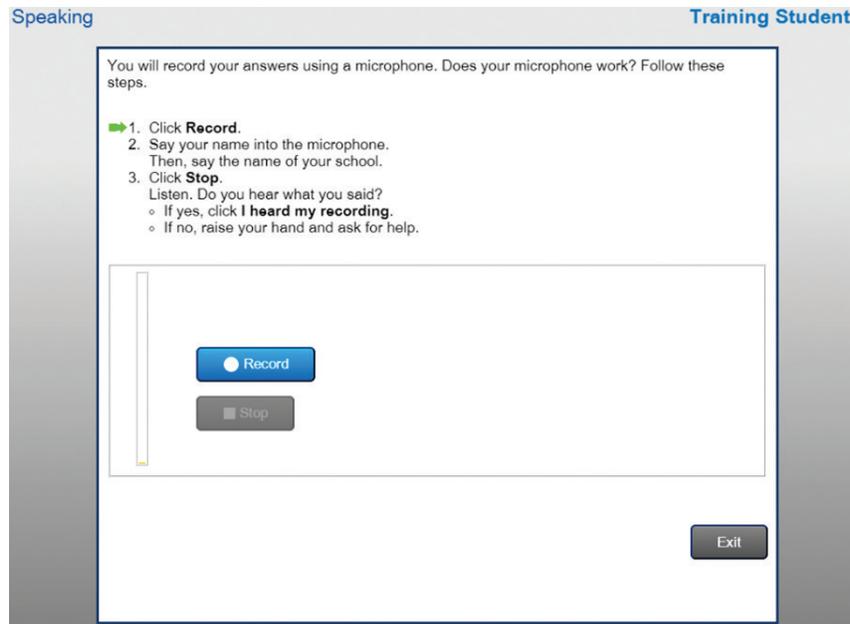
Do not use speakers to administer the Speaking test. The students should only use headsets with built-in microphones to listen and respond to the Speaking tasks. For a list of recommended headsets, refer to the headset recommendation list from the WIDA webpage. Please note that some headsets have two separate ports for connecting audio-out (headphone) and audio-in (microphone), while some laptop computers and tablets only have a dual port for both audio-out and audio-in.

In this situation an adapter is also required to ensure that the headset is working properly. Make sure to check specific equipment requirements before using headsets and work with your Technology Coordinator to ensure that the proper equipment is available and working properly before administering the test.

### **Speaking Test Microphone Check**

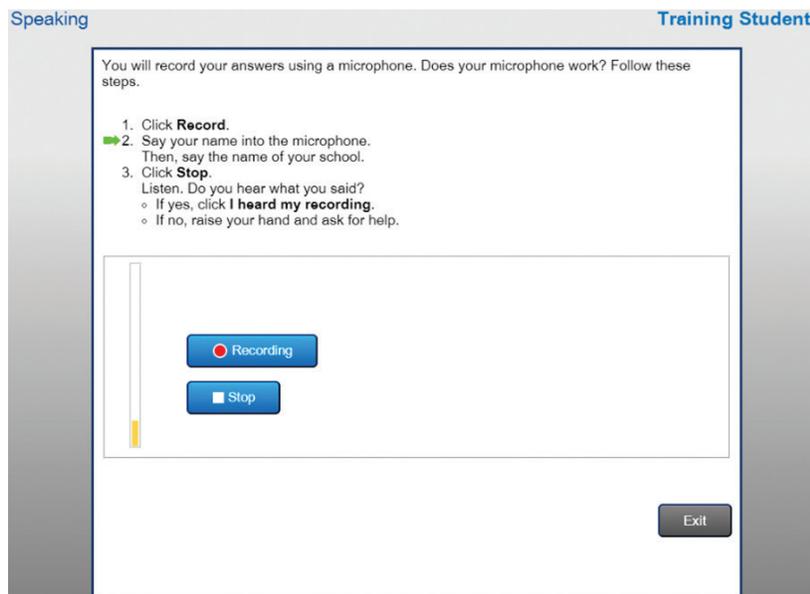
After logging into the Speaking test, students will be required to do a microphone check. The microphone check is only done once prior to the student beginning the Speaking test. During the microphone check the students will record their voice and listen to make sure that the student's voice has recorded. Refer to the Test Administrator's Script to assist students during the microphone check.

Students will click on the **Record** button and each student will say his or her name and school's name into their microphone (see Figure 74). When the student is done talking, he or she will click the **Stop** button.



**Figure 74. Student Microphone Check Screen Step 1**

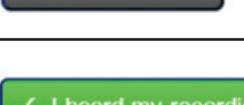
The student's recording will play back. If the student hears his or her recording, the student should click **I heard my recording**. If not, the student will be instructed to raise his or her hand. In this case, you should assist the student. Ensure that the student is speaking directly into the microphone. If the student's headset has a mute button, ensure that the mute function is not turned on. Then ask the student to click **Try Again**.



**Figure 75. Student Microphone Check Screen Step 2**

It is very important that students do not proceed to the test directions unless they have heard their voice replayed during the microphone check.

## Speaking Test Buttons and Icons

Speaking Test Screen Buttons and Icons		
Button/Link/Option	Button/ Icon Name	Purpose/Function
	Progress Indicator (Blue)	An indicator of the time remaining to record the response. The indicator is blue when the student clicks on the <b>Record</b> button.
	Progress Indicator (Yellow)	An indicator of the time remaining to record the response. The indicator changes from blue to yellow when 10 seconds remain.
	Progress Indicator (Count Down)	The indicator will move within the circle for the final 10 seconds of allotted response time.
	Progress Indicator (White)	An indicator of the time remaining to record the response. The indicator changes to white when the time is up and the recording automatically ends.
	Spectrum Analyzer	Visual indicator that the student is speaking loudly enough.
	Record (Disabled)	Disabled until the audio has finished playing.
	Record (Enabled)	Allows the student to begin recording a response.
	Recording (Enabled)	Highlights that recording is in progress.
	Stop (Disabled)	Disabled until the student clicks on the <b>Record</b> button to begin recording.
	Stop (Enabled)	Enabled once the student clicks the <b>Record</b> button to begin recording. Ends the recording of the student response.
	Try Again	Navigates the student back to the beginning of the Student Microphone Check, as the student did not hear the recording and wishes to try again.
	I heard my recording	Allows the student to navigate to the Test Directions Page from the Student Microphone Check.

## Virtual Test Administrator and Model Student

Test directions introduce students to the Virtual Test Administrator, who will guide students through the Speaking test, and the Model Student, who will model test responses for the students. The test directions demonstrate to the students what they will see on the screen during the test, and instruct them how to record their responses during the test. Students first listen to directions for recording their answers. Figure 76 shows the Virtual Test Administrator explaining to the students how to use record buttons during the Speaking test. Figure 77 shows the Virtual Test Administrator explaining the role of the Model Student.

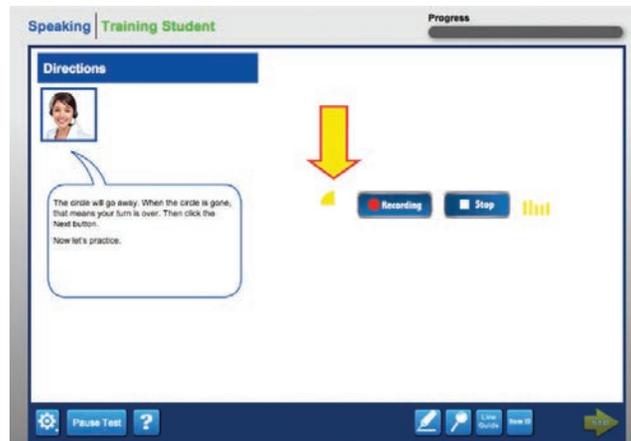


Figure 76. Test Directions Screen Introducing Virtual Test Administrator

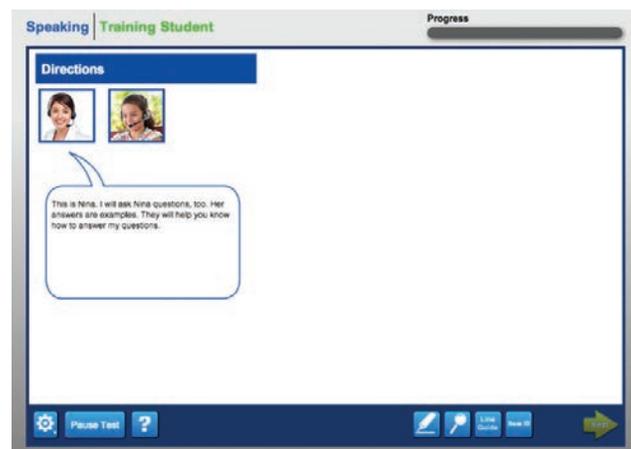


Figure 77. Test Directions Screen Introducing Model Student

## Monitoring Student Progress

While students are completing the Speaking test, you should circulate through the room making sure that the students are completing the tasks. Make sure that students continue to speak directly into the microphone and that they haven't moved the microphone away from where it can record their voice.

- Monitor the Spectrum Analyzer on each student's response screen (see Speaking Test Buttons and Icons in the previous section for more information about the Spectrum Analyzer). The Spectrum Analyzer shows yellow bars that will move quickly up and down if a student's voice is being recorded successfully. If these bars don't show any movement while a student is speaking, assist this student in recording his or her voice.
- If at any point, a student sees the audio check pop ups pictured in Figures 78 and 79, assist the student in ensuring that they're speaking loudly enough and that their microphone is positioned and connected properly. If the system has exited the student from the test, assist the student in logging back in to the test once the issue has been addressed.

While monitoring student progress through the Speaking test, please keep the following in mind:

- You can remind to students to think about their responses before clicking **Record**. However, you should only intervene during the test administration if students have issues or questions. Otherwise, allow students to work through the test independently.
- The audio will play once the student navigates to the page and will only play one time. Note, students taking the Speaking test with accommodations can manually play/or repeat the audio (for more details about accommodations, see the Accessibility and Accommodations Supplement). Students cannot go back to review and listen or change their answers. Once a student has clicked on the **Stop** button their response has been submitted and cannot be changed.
- Once a student hits the **Record** button, he or she will have a set amount of time to record a response. The Progress Indicator circle shows the student when there are ten or fewer seconds remaining. **The student only has one chance to record. If the record button is grayed out, that means the student has already selected the button, and the student didn't respond verbally in time.**
- When a student records a response, it is not possible to re-record a response to that task. The only exception is cases when the system has not been able to record the response, and the student is prompted to re-record.
- Students can pause while recording to consider what else to say in their response. Students should be mindful of remaining time if they pause during their response.
- You should emphasize to students that they should not feel obligated to fill up the whole amount of time given for the recording. If they are finished with their response, they may click the **Stop** button and move on.

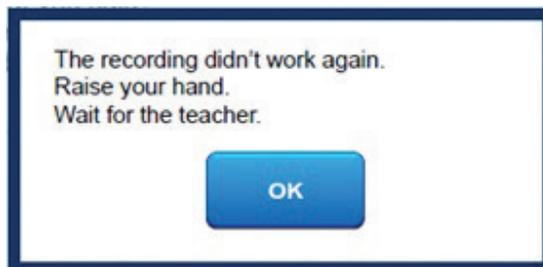
## Troubleshooting Speaking Test Audio

The system will automatically verify if a student's response was recorded at an acceptable volume throughout the test practice and test items at any point where the student records a response. If the system determines that the volume of the student's voice is too low, a pop up will appear prompting the student to check the microphone and speak louder (see Figure 78).



**Figure 78. Pop up When Student's Voice is not Successfully Recorded**

Instruct the student to click **OK**. After clicking **OK**, the student will have an opportunity to re-record an answer. If the volume of the student's voice is still determined to be too low, a pop up will prompt the student to raise his or her hand for the Test Administrator to assist (see Figure 79).



**Figure 79. Pop up Asking the Student to Raise his or her Hand for Help**

- At this point, the system will exit the student from the test to allow for manual trouble shooting. You should ensure that the student's headset is properly connected to the device.
- Ensure that the student's microphone is properly adjusted so that the student can speak directly into it.
- Ensure that the student's headset is set as the default device. On a Windows computer, select Control Panel, select Sound, and then select the Recording tab. If the headset is not set as the default device, right-click on it and select Set as Default Device.
- Headsets with mute buttons are not recommended for the Speaking test. However, if a student is using a headset with this button, ensure that it is not set to mute.

After following these manual trouble shooting steps, instruct or assist the student to log back in to the test using the same procedures used initially to log in. Encourage the student to speak loudly enough and not to whisper.

When a student logs back in to the test, the test will resume from the last task to which the student was responding and any previously recorded responses will have been saved.

If the above steps don't resolve the issue, and the student still sees the pop up messages in Figures 78 and 79, you should

1. Have the student use a different headset.
2. Have the student move to a different computer.
3. If an issue persists, you should consult with the Technology Coordinator or contact DRC Customer Service (WIDA@datarecognitioncorp.com or 855-787-9615) for further assistance.

## 6.10 Returning Materials

Upon the completion of testing all domains, Test Administrators must:

- Collect all material, both used and unused.
- Confirm all necessary labels and student information is filled in.
- Test tickets must be returned to a Test Coordinator for secure disposal.
- Dispose of any scratch paper.
- Securely store all test materials until they can be collected by a Test Coordinator for return shipment.

**Please refer to Section 3.3 for complete information on material management preceding testing.**

## Section 7: Alternate ACCESS for ELLs

### 7.1 Test Design and Materials

Alternate ACCESS for ELLs<sup>1</sup> is a large-scale test of English language proficiency intended for ELLs with the most significant cognitive disabilities who participate, or who would be likely to participate, in their state's alternate content assessment(s). Alternate ACCESS for ELLs is divided into the following grade-clusters.



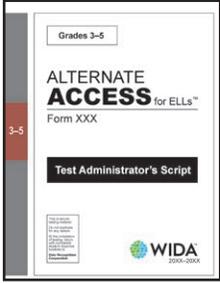
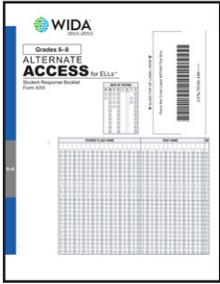
Alternate ACCESS for ELLs has items targeting alternate proficiency levels (A1-Initiating, A2-Exploring, A3-Engaging, P1-Entering, P2-Emerging, and P3-Developing). Alternate ACCESS for ELLs is made up of four sections assessing the four language domains- Listening, Reading, Speaking, and Writing. **Each section is individually administered.** The Listening and Reading Sections are made up of one part. The Speaking Section is divided into two parts, Parts A and B. The Writing Section is divided into three parts, Parts A, B, and C. All sections of Alternate ACCESS for ELLs are semi-adaptive, which means that the administration of a test section should be ended if the student scores No Response, Incorrect, or Approaches on three consecutive tasks.

Components of Alternate ACCESS for ELLs				
Test Section		Standards	Number of Tasks	Range of Levels
Listening		SIL, LoMA, LoSC, LoLA	9	A1-A3 and P1-P2
Reading		SIL, LoMA, LoSC, LoLA	9	A1-A3 and P1-P2
Speaking	Part A	LoMA, LoSC	8	A1-A3 and P1-P2
	Part B			
Writing	Part A	SIL, LoSC, LoLA	10	A1-A3 and P1-P3
	Part B			
	Part C			

### Test Materials

The materials described on the next page comprise the materials for the Alternate ACCESS for ELLs. Test Administrators will mark scores in the Student Response Booklet for all domains. Students will write in the Student Response Booklet only for the Writing domain. Please note that only responses in the Student Response Booklet are scanned and any writing on other materials will not be scored.

<sup>1</sup> The Alternate ACCESS for ELLs was initially developed by a team led by Craig A. Albers, Ph.D., at the University of Wisconsin-Madison in collaboration with the District of Columbia Office of the State Superintendent of Education (OSSE) on behalf of the WIDA Consortium. Funds for this assessment development were made available through a 2007 U.S. Department of Education Enhanced Assessment Grant award to OSSE and the WIDA Consortium.

Alternate ACCESS for ELLs Secure Test Materials and Their Uses			
Image	Title	Content and Use	Return to DRC?
	Test Administrator's Script	<ul style="list-style-type: none"> <li>• Contains the text and directions for Test Administrators</li> <li>• One copy</li> <li>• Grade-level cluster specific</li> </ul>	Yes
	Test Booklet	<ul style="list-style-type: none"> <li>• Contains Listening, Reading and Speaking stimulus and response options</li> <li>• One copy needed for each student taking the test during an administration</li> <li>• Grade-level cluster specific</li> </ul>	Yes
	Student Response Booklet	<ul style="list-style-type: none"> <li>• Contains additional student information bubble pages</li> <li>• Contains Listening, Reading, and Speaking answer sheets</li> <li>• Contains writing stimulus and response options including writing space</li> <li>• One booklet is needed per student.</li> </ul>	Yes

## 7.2 Test Setup and Scheduling

Preparing the testing room in advance will facilitate smooth test administration. It is recommended that you do the following:

- Test in a quiet, familiar space with enough room to comfortably accommodate the student, yourself, and the test materials
- Arrange the space so that you are either facing the student, sitting at a forty-five degree angle from the student, or sitting on the same side of the table as the student.
- If the student uses assistive technology devices, have them available in the testing room.
- Obtain at least one sharpened number 2 pencil for yourself. Ensure the students preferred writing instrument is available for the Writing test.
- Make or obtain from your Test Coordinator a “Do Not Disturb: Testing” sign to be placed on the outside of the testing space door on test days. Please note that some states have specific policies around the sign used.
- Plan to have a table on which to lay out test materials.

**Note:** It is recommended that Test Administrators cover any print on the walls or on classroom materials; however, Test Administrators have the option for Alternate ACCESS for ELLs ONLY to leave material uncovered should covering the print on the walls be considered significantly disruptive for the student.

## Test Scheduling

Alternate ACCESS for ELLs is not a timed test. Approximate administration times for each individual section are provided for scheduling purposes only; there likely will be variation in testing times based on the students' grade levels, abilities, and behaviors.

It is recommended that the Alternate ACCESS for ELLs test be administered in four separate administration sessions.

Language Domain	Number of Tasks	Time	Range of Proficiency Levels	Standards
Listening	9	20 minutes	A1 - P2	SIL, LoMA, LoSC, LoLA
Reading	9	20 minutes	A1 - P2	SIL, LoMA, LoSC, LoLA
Speaking	8	20 minutes	A1 - P2	LoMA, LoSC
Writing	10	20 minutes	A1 - P3	SIL, LoSC, LoLA

**Note:** The approximate test administration times listed do not include the time that may be needed to set up the testing space, bring the student to the testing space, and distribute the testing materials.

Listening, Reading, Speaking, and Writing sections can be administered in any order. However, in the sections that contain more than one part—the Writing and the Speaking Sections—the order of the parts cannot be changed (i.e., Part A needs to be administered before Part B). The different domain sections can also be administered on different days, with no minimum or maximum break between the administrations, as long as the entire Alternate ACCESS for ELLs assessment is administered within the allotted testing window of your district.

## 7.3 Accessibility and Accommodations

The following accommodations, which administrators may see in ACCESS for ELLs online and paper-based administration, are not applicable for the Alternate ACCESS for ELLs as they are embedded in the administrative procedures:

	Accommodation
MC	Manual control of item audio
RA	Repeat item audio
HR	Human Reader for Response options
HI	Human Reader for Items
RR	Human Reader for Repeat of Response Options one time
RI	Human Reader for Repeat of paper-based Test Items
ET	Extended testing time within the school day
EM	Extended testing of a test domain over multiple days

### Adapting Materials

Test Administrators may adapt the Listening, Reading, and Speaking Test booklet (where the answer choices are). You can cut apart the booklet to use the provided graphics in order to provide individualized supports to meet student needs, such as attaching them to an eye gaze board. Additionally, graphics can be mounted on a foam core or blocks to add depth if needed. The pieces of the disassembled booklet must be kept together. It is recommended the pieces be kept in a large manila envelope labeled with the student's name and with the bar code from the back of the book securely affixed to the envelope.

The Student Response Booklet is scanned and may not be disassembled in any way.

The Writing test is the only time the student interacts directly with the Student Response Booklet. The student can be given a separate piece of paper, or whatever they typically use during instruction to write on for this domain. WIDA recommends student work is transcribed into the Student Response Book, though it is not required.

Alternate ACCESS for ELLs test booklets should not be copied except for enlarging the provided graphics. If copying is needed, make sure the copiers digital memory is erased after the test materials are copied. Check with your SEA to find out if there is a specific policy on how to do this.

### Instructional Supports Used During Assessment

During the administration of Alternate ACCESS for ELLs, individualized instructional supports that are used by teachers in everyday classroom instruction may be used to meet individual student needs, only if they do not change what is being measured on the assessment. The Alternate ACCESS for ELLs is not a modified English Language Arts assessment, and is developed to show a student's receptive and expressive communication in English. When using instructional supports during test administration, make sure that the student is the one selecting or providing responses to the test tasks. Additionally, the number of answer choices presented may not be decreased.

## **Augmentative Communication Devices**

Use of Augmentative/Alternate Communication (AAC) devices to respond to items is no longer called out as a separate accommodation for the Alternate ACCESS for ELLs assessment. This is considered the student's voice for students who are physically unable to produce functional speech and would be the same accommodation as a Scribe for students without AAC devices.

It is important to note that it is unusual for individual sounds to be programmed into speech-generating device, thus for administration items where the student is asked to produce an isolated phoneme, such as /g/, the student would indicate the correct letter, "g." Additionally, available vocabulary may impact student's ability to respond to specific test items. For example, if a student is asked to identify an apple, yet the student does not have access to the word "apple" on their AAC, it is unreasonable to require the student specifically say apple. On multiple choice items, the student can say A, B, or C (or 1, 2, 3) to indicate their response choice if needed. For the speaking test, refer to the scoring guidance to determine if a response provided by the student's AAC is "meets" or "approaches."

A special "Alternate ACCESS for ELLs" page should not be provided on a student's communication device just for the assessment, as this is not representative of their English language skills.

Care must be taken when interpreting English language proficiency scores for students using AAC systems, as their proficiency with the device as well as available vocabulary may impact the score.

## **7.4 General Test Administration Procedures**

Detailed instructions for administering each section of the Alternate ACCESS for ELLs are contained in the Test Administrator's Script. Below are some additional details for Test Administrators about preparing for and administering the test.

### **Distributing Test Materials**

- Wait until the student is seated before giving the student any test materials.
- Double-check to ensure that the name of the student you are testing matches the name on the Student Response Booklet. Please see Section 3 of this manual for information on completing page 3 (the inside cover) of the Student Response Booklet.
- Make sure the student has their preferred writing instrument for the writing test.
- Open the Student Response Booklet to the correct page.

### **Testing Considerations**

Much like in any testing situation, it is recommended that Test Administrators build rapport with students and set a positive tone for testing. This may be done by following the warm-up questions in the Test Administrator's Script. The warm-up script helps create a welcoming environment, but you should greet students as naturally as possible in accord with whether and how well you know them. Preliminary questions help students feel more comfortable in the test setting and ease some of the nerves they may have before taking the test.

While it is important for you to follow the standardized test procedure, it is also important that you pay close attention to the student throughout the test. You should be particularly attentive to both a student's responses and attitude throughout the entire duration of the test. For example, if a student is having a bad day, he or she may not be able to truly demonstrate his or her linguistic abilities. If time allows, you may decide to suspend administration of that domain and re-administer from where they left off on a different day within the allotted testing window. The main goal of Alternate ACCESS for ELLs is to produce the most valid results of students' abilities as possible. Therefore, it is important for Test Administrators to exercise their professional judgment while administering the test to ensure that students accurately demonstrate their abilities and leave the test feeling positive about their experience.

### Breaks during Testing

Breaks	When?	For how long?
As needed	Between domains	According to TA's professional judgment
As needed	During a domain section	According to TA's professional judgment
As needed: For Speaking and Writing domains only	Between different parts is preferable (e.g., between Part A and Part B)	According to TA's professional judgment

### Using the Test Administrator's Script

The Test Administrator's Script includes all of the text to be read aloud to the student during administration, as well as directions that should be read silently to help guide the Test Administrator. Following the Test Administrator's Script exactly ensures consistent administration of Alternate ACCESS for ELLs and reliable and valid results. Follow these instructions when using the script. Figure 80 shows an example of the script.

- Read aloud all text in **black bold** font. Black and bold indicate instructions and test tasks that are read aloud to the student.
- Anything that is in regular (not bold) text should not be read aloud; it is there to help guide the Test Administrator through the test session.
- Some words may be underlined for emphasis, in which case you should adjust your intonation accordingly.

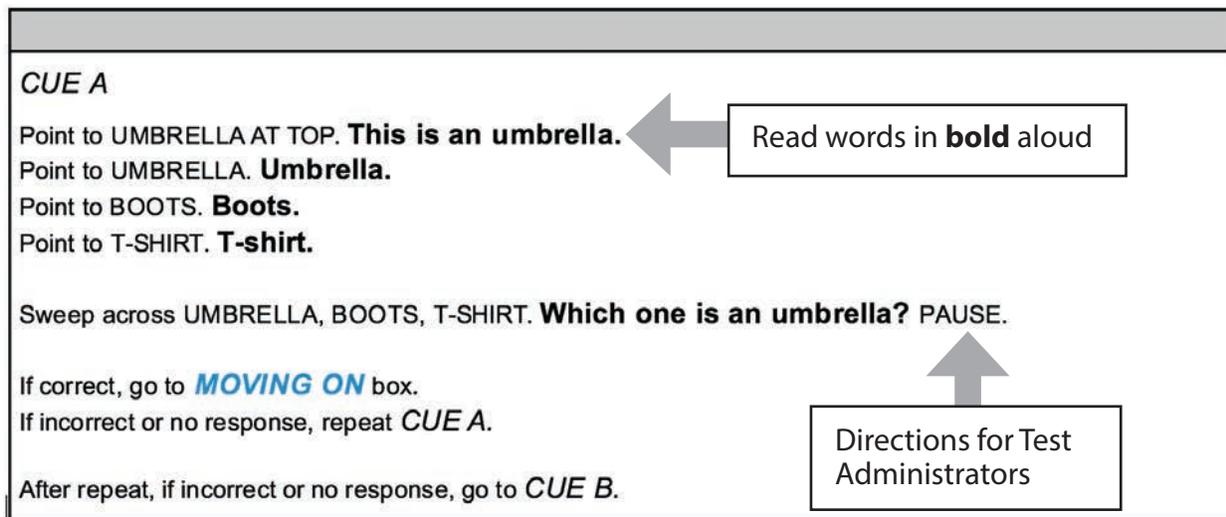


Figure 80. Sample Test Administrator's Script

### About the Moving On Box

After each task there is a Moving On box, which gives directions to the Test Administrator, and scripts for either moving on or stopping. Figure 81 shows a Moving On box from the Listening Section. As with the rest of the script, only read aloud the text that is in bold.

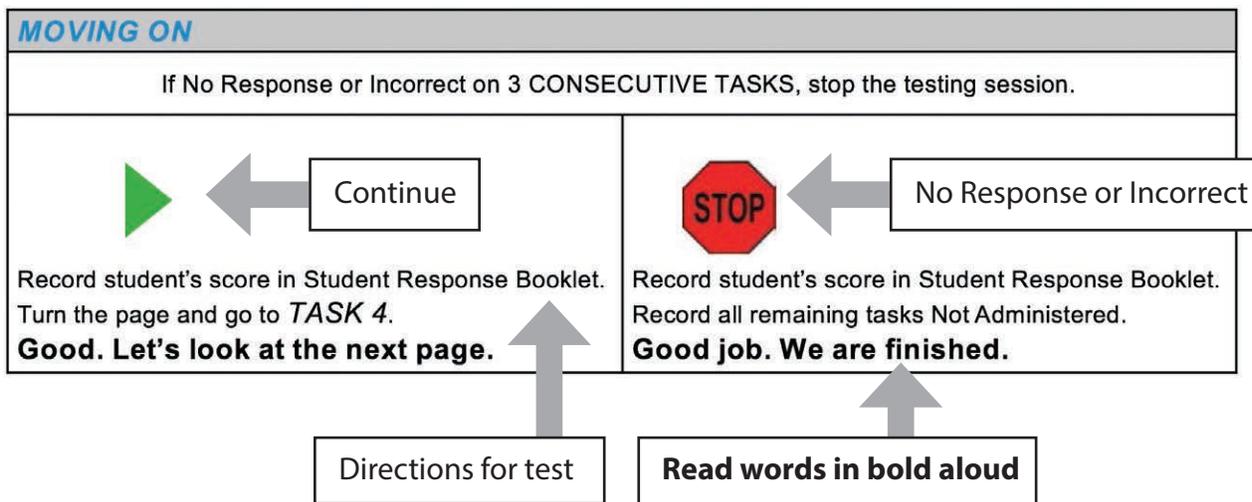


Figure 81. Moving On Box

### Stopping Criteria

The Alternate ACCESS for ELLs is a semi-adaptive administration. Language domain sections are ended if the student scores Incorrect (Reading and Listening Sections), Approaches (Speaking and Writing Sections), or No Response on **three** consecutive tasks. When stopping a domain section, wind down the test administration, as instructed in the Moving On box, and mark the remaining tasks in that section as Not Administered in the Student Response Booklet.

Stopping Criteria EXAMPLE in Listening		
Task	Student Score	Stopping Criteria
1	Cue A	
2	Incorrect	
3	Incorrect	Student received a score on Task 1, so testing continues.
4	Cue C	Student answered correctly, counting begins again.
5	Incorrect	
6	Incorrect	
7	Incorrect	Three “incorrect” in a row, testing ends.
8	Not Administered	
9	Not Administered	

If an entire domain is not administered for any reason, do not mark the Not Administered bubbles inside the Student Response Booklet. If an entire domain is not administered, use the Do Not Score code on the back of the test booklet. See Section 3 of this manual for more information on the use of Do Not Score codes.

## 7.5 Listening Administration and Scoring

### Materials

- Test Administrator’s Script
- Test Booklet
- Student Response Booklet
- At least one sharpened number 2 pencil to mark student scores

### Listening Administration

Follow these steps to administer each task in the Listening section. (Task 1 is measuring attending, so the student receives a score for any response.)

1. Point to the appropriate graphic.
2. Read and follow the directions for CUE A (initial prompt and question of the task). If the student answers correctly mark the Student Response Booklet and move on to the next task.
3. If the student answers **incorrectly** or **does not respond** the Test Administrator will repeat CUE A again. If the student answers correctly mark the Student Response Booklet and follow the script in the Moving On box to continue to the next task.
4. If the student answers **incorrectly** or **does not respond** to CUE A (even after repeating the prompt), the Test Administrator will read CUE B. CUE B simplifies the initial prompt and asks the question again. If the student answers correctly mark the Student Response Booklet and follow the script in the Moving On box to continue to the next task.

5. If the student responds **incorrectly**, or **does not respond** at all after the Test Administrator reads CUE B, the Test Administrator will read CUE C. CUE C provides the answer to the question, restates the prompt, and asks the question again.
6. Mark the Student Response Booklet after CUE C and follow the direction in the Moving On box.

Keep the Listening Section going at a steady pace. Read each task clearly and at a natural pace. Do not rush, but also avoid slowing down unnaturally; pause when the script indicates to pause. After reading each task, pause to allow students to provide their answers.

### Sample Listening Task

In Figure 82, you will find a sample Test Administrator’s Script for a Listening task for Grade-level cluster 3-5. Please remember you will only read out loud the text that appears in **bold** in the script.

<b>SAMPLE LISTENING TASK 1</b>	<b>3-5 LA A2</b>
<p><b>CUE A</b></p> <p>Point to UMBRELLA AT TOP. <b>This is an umbrella.</b>                  Point to UMBRELLA. <b>Umbrella.</b>                  Point to BOOTS. <b>Boots.</b>                  Point to T-SHIRT. <b>T-shirt.</b></p> <p>Sweep across UMBRELLA, BOOTS, T-SHIRT. <b>Which one is an umbrella?</b> PAUSE.</p> <p>If correct, go to <b>MOVING ON</b> box.</p> <p>If incorrect or no response, repeat <b>CUE A</b>.                  After repeat, if incorrect or no response, go to <b>CUE B</b>.</p>	
<b>SAMPLE LISTENING TASK 1</b>	<b>3-5 LA A2</b>
<p><b>CUE B</b></p> <p>Point to UMBRELLA AT TOP. <b>Umbrella.</b>                  Point to UMBRELLA. <b>Umbrella.</b>                  Point to BOOTS. <b>Boots.</b>                  Point to T-SHIRT. <b>T-shirt.</b></p> <p>Sweep across UMBRELLA, BOOTS, T-SHIRT. <b>Which one is an umbrella?</b> PAUSE.</p> <p>If correct, go to <b>MOVING ON</b> box.                  If incorrect or no response, go to <b>CUE C</b>.</p>	
<p><b>CUE C</b></p> <p>Point to UMBRELLA AT TOP. <b>Umbrella.</b></p> <p>Point to BOTH UMBRELLAS. <b>These two show an umbrella.</b> PAUSE.</p> <p>Point to UMBRELLA. <b>Umbrella.</b>                  Point to BOOTS. <b>Boots.</b>                  Point to T-SHIRT. <b>T-shirt.</b></p> <p>Sweep across UMBRELLA, BOOTS, T-SHIRT. <b>Which one is an umbrella?</b> PAUSE.</p> <p>Go to <b>MOVING ON</b> box.</p>	
<div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; padding: 5px; margin-right: 10px;">1</div> <div style="border: 1px solid black; padding: 10px; display: flex; flex-direction: column; align-items: center;">  <div style="display: flex; justify-content: space-around; width: 100%; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">  </div> <div style="border: 1px solid black; padding: 5px; text-align: center;">  </div> <div style="border: 1px solid black; padding: 5px; text-align: center;">  </div> </div> </div> </div>	

**Figure 82. Sample Listening Task**

## Scoring Listening

After administering each Listening task, you need to record the student's responses in the Student Response Booklet. Please note that the responses are recorded **after** the completion of the entire task (i.e., after the administration of CUE A, CUE B, and CUE C, if necessary).

Listed below are the definitions of scoring options for Listening tasks.

- **Cue A:** Mark the **Cue A** bubble when the student provides the answer that matches the key (provided in the Student Response Booklet) after hearing CUE A read aloud (including one repetition).
- **Cue B:** Mark the **Cue B** bubble when the student provides the answer that matches the key after hearing CUE A two times (includes one repetition) and CUE B read aloud.
- **Cue C:** Mark the **Cue C** bubble when the student provides the answer that matches the key after hearing CUE A two times (includes one repetition), CUE B, and CUE C read aloud.
- **Incorrect:** Mark the **Incorrect** bubble when the student has heard CUE A, CUE B, and CUE C read aloud, and the student provides an answer that does not match the key. (If a student provides an incorrect response at any point during the task administration, followed by no further responses, the task should be scored as Incorrect.)
- **No Response:** Mark the **No Response** bubble when the student provides no evidence of engagement (i.e., student is not pointing, looking, etc.), or the response is not in English even after the student has been presented CUE A, CUE B, and CUE C.
- **Not Administered:** Mark the **Not Administered** bubble if the task was not administered to the student for any reason.

**Note:** For Task 1, where the student is required to “attend” or “acknowledge,” you should rate the student's response as correct if there is evidence that the student is engaged in the test task by paying attention. The evidence of engagement through attention on the part of the student can vary and may manifest itself in a variety of ways. For example, students may demonstrate their engagement by looking at the response option, by nodding, by placing an object on the correct response option, etc. In order to allow the student to demonstrate his or her proficiency, any evidence of engagement that is typical for that student in an instructional setting should be scored as a correct response. Additionally, there is no repeat of CUE A for Task 1.

LISTENING							
If No Response or Incorrect on 3 CONSECUTIVE TASKS, stop the testing session.							
Task	Key	Correct			Incorrect	No Response	Not Administered
		Cue A	Cue B	Cue C			
1	student "attends"	<input type="radio"/>	n/a				
2	star	<input type="radio"/>	n/a				
3	sock	<input type="radio"/>	n/a				
4	coat	<input type="radio"/>					
5	circle	<input type="radio"/>					
6	mouse	<input type="radio"/>					
7	chair	<input type="radio"/>					
8	paper & pencil	<input type="radio"/>					
9	snow	<input type="radio"/>					

Fill in one bubble per task (i.e., per row).  
Mark all tasks that were not administered **Not Administered**.

**Figure 83. Sample Listening Scoring Sheet**

## 7.6 Reading Administration and Scoring

### Materials

- Test Administrator's Script
- Test Booklet
- Student Response Booklet
- At least one sharpened number 2 pencil to mark student scores

### Reading Administration

Follow these steps to administer each task in the Reading section after Task 1.

1. Point to the appropriate graphic.
2. Read and follow the directions for CUE A (initial prompt and question of the task). If the student answers correctly mark the Student Response Booklet and move on to the next task.
3. If the student **does not respond**, or responds **incorrectly**, the Test Administrator will repeat CUE A again. If the student answers correctly mark the Student Response Booklet and follow the script in the Moving On box to continue to the next task.
4. If the student answers incorrectly or does not respond to CUE A (even after repeating the prompt), the Test Administrator will read CUE B. CUE B simplifies the initial prompt and asks the question again. If the student answers correctly mark the Student Response Booklet and follow the script in the Moving On box to continue to the next task.

5. If the student responds incorrectly, or does not respond at all after the Test Administrator reads CUE B, the Test Administrator will read CUE C. CUE C provides the answer to the question, restates the prompt, and asks the question again.
6. Mark the Student Response Booklet after CUE C and follow the direction in the Moving On box.

### Sample Reading Task

In Figure 84, you will find a sample Test Administrator's Script for a Reading task for the Grade-level cluster 3-5 in the Standard of Language of Mathematics for Level A3. Please remember you will only read out loud the text that appears in **bold** in the script.

<b>SAMPLE READING TASK</b>		
<p><b>CUE A</b>            Point to <b>THREE CUPS. There are three cups.</b>            Point to <b>QUESTION. Which shows the number of cups?</b></p> <p>Point to <b>NUMBER 1. Number one.</b>            Point to <b>NUMBER 3. Number three.</b>            Point to <b>NUMBER 4. Number four.</b></p> <p>Sweep across <b>NUMBER 1, NUMBER 3, NUMBER 4. Which shows the number of cups?</b></p> <p><b>PAUSE.</b> If correct, go to <b>MOVING ON</b> box.            If incorrect or no response, repeat CUE A.            After repeat, if incorrect or no response, go to CUE B.</p>		
<p><b>CUE B</b>            Point to <b>THREE CUPS. There are three cups.</b>            Point to <b>QUESTION. Which shows the number of cups?</b></p> <p>Point to <b>NUMBER 1. One.</b>            Point to <b>NUMBER 3. Three.</b>            Point to <b>NUMBER 4. Four.</b></p> <p>Sweep across <b>NUMBER 1, NUMBER 3, NUMBER 4. Which shows the number of cups?</b></p> <p><b>PAUSE.</b> If correct, go to <b>MOVING ON</b> box.            If incorrect or no response, go to CUE C.</p>		
<p><b>CUE C</b>            Point to <b>THREE CUPS. There are three cups.</b>            Point to <b>QUESTION. Which shows the number of cups?</b></p> <p>Point to <b>NUMBER 3. This is the number 3. There are three cups. PAUSE.</b></p> <p>Point to <b>NUMBER 1. One.</b>            Point to <b>NUMBER 3. Three.</b>            Point to <b>NUMBER 4. Four.</b></p> <p>Sweep across <b>NUMBER 1, NUMBER 3, NUMBER 4. Which shows the number of cups?</b>  <b>PAUSE.</b> Go to <b>MOVING ON</b> box.</p>		
 <p>Three cups</p> <p>Which shows the number of cups?</p>		
1	3	4

**Figure 84. Sample Reading Task**

## Scoring Reading

After administering each Reading task, you should record the student's responses in the Student Response Booklet. Please note that the responses are recorded **after** the completion of the entire task (i.e., after the administration of CUE A, CUE B, and CUE C, if necessary).

Listed below are the definitions of scoring options for Reading tasks.

- **Cue A:** Mark the **Cue A** bubble when the student provides the answer that matches the key (provided in the Student Response Booklet) after hearing CUE A read aloud (including one repetition).
- **Cue B:** Mark the **Cue B** bubble when the student provides the answer that matches the key after hearing CUE A two times (includes one repetition) and CUE B read aloud.
- **Cue C:** Mark the **Cue C** bubble when the student provides the answer that matches the key after hearing CUE A two times (includes one repetition), CUE B, and CUE C read aloud.
- **Incorrect:** Mark the **Incorrect** bubble when the student has heard CUE A, CUE B, and CUE C read aloud, and the student provides an answer that does not match the key. (If a student provides an incorrect response at any point during the task administration, followed by no further responses, the task should be scored as Incorrect.)
- **No Response:** Mark the **No Response** bubble when the student provides no evidence of engagement (i.e., student is not pointing, looking, etc., or the response is not in English even after the student has been presented CUE A, CUE B, and CUE C).
- **Not Administered:** Mark the **Not Administered** bubble if the task was not administered to the student for any reason.

**Note:** For Task 1, where the student is required to “attend,” you should rate the student's response as correct if there is evidence that the student is engaged in the test task by paying attention. The evidence of engagement through attention on the part of the student can vary and may manifest itself in a variety of ways. For example, students may demonstrate their engagement by looking at the response option, by nodding, by placing an object on the correct response option, etc. In order to allow the student to demonstrate his or her proficiency, any evidence of engagement that is typical for that student in an instructional setting should be scored as a correct response. Additionally, there is no repeat of CUE A for Task 1.

READING							
If No Response or Incorrect on 3 CONSECUTIVE TASKS, stop the testing session.							
Task	Key	Correct			Incorrect	No Response	Not Administered
		Cue A	Cue B	Cue C			
1	student "attends"	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	n/a	<input type="radio"/>	n/a
2	ball	<input type="radio"/>	n/a				
3	can	<input type="radio"/>					
4	hat	<input type="radio"/>					
5	3	<input type="radio"/>					
6	girl writing	<input type="radio"/>					
7	ground	<input type="radio"/>					
8	food	<input type="radio"/>					
9	10	<input type="radio"/>					

Fill in one bubble per task (i.e., per row).  
Mark all tasks that were not administered **Not Administered**.

**Figure 85. Sample Reading Scoring Sheet**

## 7.7 Speaking Administration and Scoring

The Alternate ACCESS for ELLs Speaking Section contains two parts: Part A and Part B. Part A contains three tasks that progressively increase in difficulty from level A1 to level A3. Part B contains five tasks that progressively increase in difficulty from level A1 to level P2. Each task in the Speaking Section is made up of three questions.

The Alternate ACCESS for ELLs Speaking Section is administered to students in an interview format.

### Materials

- Test Administrator's Script
- Test Booklet
- Student Response Booklet
- At least one sharpened number 2 pencil to mark student scores

### Speaking Administration

Follow these steps to administer each task in the Speaking section.

1. Point to the appropriate graphic.
2. Read and follow the directions for QUESTION 1 (initial prompt and question of the task). If the student **meets** the scoring expectation mark the Student Response Booklet and move on to the next task.

3. If the student **approaches** the scoring expectation or **does not respond**, the Test Administrator will repeat QUESTION 1 again. If the student **meets** the scoring expectation mark the Student Response Booklet and follow the script in the Moving On box to continue to the next task.
4. If the student **approaches** the scoring expectation or **does not respond** after the repetition of QUESTION 1, read and follow the directions for QUESTION 2. If the student **meets** the scoring expectation mark the Student Response Booklet and move on to the next task.
5. If the student **approaches** the scoring expectation or **does not respond**, the Test Administrator will repeat QUESTION 2 again. If the student **meets** the scoring expectation mark the Student Response Booklet and follow the script in the Moving On box to continue to the next task.
6. If the student **approaches** the scoring expectation or **does not respond** after the repetition of QUESTION 2, read and follow the directions for QUESTION 3. If the student **meets** the scoring expectation mark the Student Response Booklet and move on to the next task.
7. If the student **approaches** the scoring expectation or **does not respond**, the Test Administrator will repeat QUESTION 3 again. Mark the Student Response Booklet and follow the script in the Moving On box to continue to the next task.

**Note:** The student has six opportunities to reach “meets” for each task. If the student demonstrates the “meets” scoring criteria at any point during task administration, the task ends and you follow the script in the Moving On box.

The student may occasionally ask you to repeat a question. Repeating the question is acceptable and does not count as "Repeat" for moving onto the next cue.

If a student asks for an explanation of some word or phrase in a task statement, check to make sure that the student understood your pronunciation of the word or phrase. If pronunciation is not an issue, then suggest that the student try to respond based on what they do understand of the question.

## Sample Speaking Task

In Figure 86, you will find a sample Test Administrator's Script for a speaking task.

<b>SAMPLE SPEAKING PART A TASK 2</b>	<b>3-5 SI A2</b>
<p><b>QUESTION 1</b> Point to TEACHER. <b>Teacher begins with the sound /t/.</b></p> <p><b>Can you make the sound /t/?</b> PAUSE.</p> <p>If meets, go to <b>MOVING ON</b> box.</p> <p>If approaches or no response, repeat <b>QUESTION 1</b>. After repeat, if approaches or no response, go to <b>QUESTION 2</b>.</p>	
<b>SAMPLE SPEAKING PART A TASK 2</b>	<b>3-5 SI A2</b>
<p><b>QUESTION 2</b> Point to TEACHER. <b>Teacher begins with the sound /t/.</b> <b>/t/</b> PAUSE. <b>/t/</b> PAUSE. <b>/t/ – teacher.</b></p> <p><b>Can you make the sound /t/?</b></p> <p>If meets, go to <b>MOVING ON</b> box.</p> <p>If approaches or no response, repeat <b>QUESTION 2</b>. After repeat, if student approaches or no response, go to <b>QUESTION 3</b>.</p>	
<p><b>QUESTION 3</b> Point to POSTER. <b>Poster begins with the sound /p/.</b> <b>/p/</b> PAUSE. <b>/p/</b> PAUSE. <b>/p/ – poster.</b></p> <p><b>Make the sound /p/.</b> PAUSE.</p> <p>If meets, go to <b>MOVING ON</b> box.</p> <p>If approaches or no response, repeat <b>QUESTION 3</b>. After repeat, go to <b>MOVING ON</b> box.</p>	
	

Figure 86. Sample Speaking Task

## Scoring Speaking

Guidance on whether or not the student meets the expectations of the task can be found in the *Speaking Rubric* as well as in the EXPECT boxes provided in the Student Response Booklet.

- **Meets:** Mark the **Meets** bubble when the student produces a response that meets or exceeds task level expectations as indicated in the following table (e.g., if a student produces a word on a task where only a part of a word is expected, the response should be scored as **Meets**). The response must be related to the task. Refer to the table below for more information on marking meets in accordance with the expect box.

Expect box	Mark the Meets bubble when:
Vocalize	Student must be able to <b>vocalize</b> in response to a question (e.g., communicative vocalizations, which may be incoherent, such as grunts). There is no requirement at this level for students to use complete words.
Repeat sound related to task	Student must be able to <b>repeat a part of a word</b> (e.g., initial sound) given orally by the Test Administrator that is supported with a visual representation. There is no requirement at this level for students to use complete words.
Repeat word related to task	Student must be able to <b>repeat names of objects</b> that are presented visually through illustrations. Tasks at this level require students to use chunks of language or single words, but there is no requirement at this level for students to give elaborate or extended responses.
Produce word related to task	Student must be able to respond to simple WH- questions. Students respond directly to questions that are tied to a visual stimulus. Tasks at this level require students to use <b>complete words</b> , but there is no requirement at this level for students to give elaborate or extended responses.
Produce phrase related to task	Student must be able to give <b>short responses that are generally longer than one word</b> (e.g., set phrases). There is no requirement at this level for students to produce sentences and give elaborate or extended responses.

- **Approaches:** Mark the **Approaches** bubble when the student provides a response; and there is clear evidence that the demands of the task are too challenging for the student's currently available linguistic resources (e.g., the student produces a sound for a task that requires a production of a word).
- **No Response:** Mark the **No Response** bubble when the student provides no verbal response in English (e.g., vocalization).
- **Not Administered:** Mark the **Not Administered** bubble if the task was not administered to the student for any reason.

**Note:** The student's pronunciation will not be scored in the Speaking Section for items that do not require a specific phoneme. For example, if a student says "all" instead of "ball," a Test Administrator will score the response as "meets" because they communicated a comprehensible response.

The student receives the highest rating demonstrated during the task. When administering Question 1, Question 2, and Question 3 of a Speaking task, it is possible that a student may provide a response that approaches expectations on a given question and then no response on the other questions. In this case, score the task as **Approaches**. For example, if during the administration of a Speaking task a student does not provide a response for Question 1, and produces a response that approaches expectations for Question 2, but provides no response for Question 3, mark the **Approaches** bubble on the Speaking scoring sheet.

Figure 87 shows a sample scoring sheet for the Speaking Section.

SPEAKING					
If No Response or Approaches on 3 CONSECUTIVE TASKS, stop the testing session.					
Task	Expect	Meets	Approaches	No Response	Not Administered
<b>Part A</b>					
1	vocalize	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	n/a
2	repeat sound related to task	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	n/a
3	repeat word related to task	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	n/a
<b>Part B</b>					
4	vocalize	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	repeat sound related to task	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	repeat word related to task	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	produce word related to task	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	produce phrase related to task	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Fill in one bubble per task (i.e., per row)  
Mark all tasks that were not administered **Not Administered**.

**Figure 87. Sample Speaking Scoring Sheet**

## 7.8 Writing Administration and Scoring

The Writing Section is different from the other language domain test sections because the student will write directly into the Student Response Booklet and the theme graphic is provided in the Student Response Booklet.

### Materials

To administer the Writing Section, you need each of the following:

- Test Administrator's Script
- Student Response Booklet
- At least one sharpened number 2 pencil to mark student scores
- The student's preferred writing instrument

## Writing Administration

The Test Administrator will take the following steps to administer tasks in the Writing section:

1. Point to the appropriate graphic.
2. Read and follow the directions for TASK 1 (model and question of the task). If the student **meets** the scoring expectation mark the Student Response Booklet and follow the script in the **Moving On** box.
3. If the student **approaches** the scoring expectation or **does not respond**, continue to read and follow the directions for TASK 1 (model again and prompt). If the student **meets** the scoring expectation mark the Student Response Booklet and follow the script in the **Moving On** box.
4. If the student **approaches** the scoring expectation or **does not respond** after the second part of TASK 1, continue to read and follow the directions for TASK 1. Mark the Student Response Booklet and follow the script in the **Moving On** box to continue to the next task.

**Note:** After Task 9 has been administered, the Test Administrator should also copy the words that the student wrote into the text box. The purpose of the Word Box is to provide some words that the student may use to create a phrase or a sentence. A student will be administered Part C (Task 10) only if he or she has scored **meets** on a minimum of seven out of the eight tasks in Parts A and B. In Task 10, the Test Administrator does not model the task; rather, the student is asked to write a sentence independently. However, a Word Box containing three words is provided for the student.

## Sample Writing Task

In Figure 88, you will find a sample Test Administrator’s Script for a speaking task.

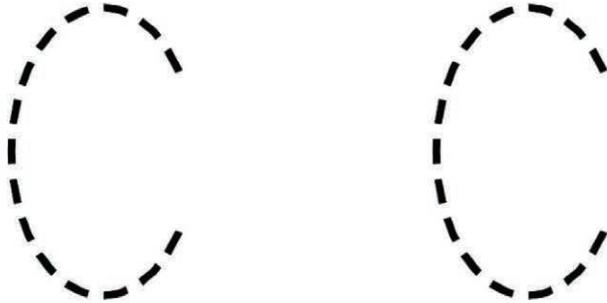
SAMPLE WRITING TASK
<p>PART A TASK 2</p> <p>Point to LETTER “C” ON LEFT ON PAGE 5. <b>Look at the letter “C.” Let’s trace the letter “C.”</b></p> <p><i>MODEL TASK FOR STUDENT:</i> Trace the LETTER “C” ON LEFT. <b>I am tracing the letter “C.”</b></p> <p><i>TASK:</i> Point to LETTER “C” ON RIGHT. <b>Now it’s your turn.</b> Use your index finger to trace the LETTER “C” ON RIGHT. <b>Trace the letter “C.” PAUSE.</b></p> <p>If meets, go to <b>MOVING ON</b> box. If approaches or no response continue:</p> <p><i>MODEL TASK FOR STUDENT:</i> Trace the LETTER “C” ON LEFT. <b>Now you trace the letter “C.” PAUSE.</b></p> <p>If meets, go to <b>MOVING ON</b> box. If approaches or no response continue:</p> <p>Use your index finger to trace the LETTER “C” ON RIGHT. <b>Trace the letter “C.” PAUSE.</b></p> <p>Go to <b>MOVING ON</b> box.</p> <div style="text-align: center; margin-top: 20px;">  </div>

Figure 88. Sample Writing Task

## Scribing Student Responses

Some students will need the support of Test Administrators to assist them in accessing a tool for writing. When a student does not use paper and pencil or traditional keyboards the Test Administrator may either scribe or transcribe student responses into the Student Response Booklet.

Students taking the Alternate ACCESS for ELLs can use writing tools regularly used during instruction, provided that it includes access to all 26 letters of the alphabet. These tools may include: pencil, pen, marker, whiteboard, keyboard, tablet keyboard, alternate keyboard, alphabet flipbooks, and eye-gaze displays of letters. Students who use symbol systems or AAC devices should use the keyboard in the device or have access to an alternate pencil when writing is required.

If the student has produced writing on a separate page, the Test Administrator may transcribe the student's responses into the Student Response Booklet. If the student is using an assisted writing system, the student will spell each word while the Test Administrator scribes directly into the Student Response Booklet. Whether transcribing or scribing, bubble "Yes" for the question below the "Moving On" box after question 8.

For the tasks where the student is asked to circle or trace in the Student Response Booklet, it is also acceptable to use a scribe. For example, if the student is asked to draw a circle around a picture, but instead of using a pencil to do this, uses his or her finger, it is acceptable for the Test Administrator to copy what the student has done with his or her finger into the Student Response Booklet. The same can be done for the tasks where the student is asked to trace a letter.

## Scoring Writing

### Parts A and B

Guidance on whether or not the student meets the expectations of the task can be found in the EXPECT boxes for Parts A and B provided in the Student Response Booklet.

- **Meets:** Mark the **Meets** bubble when the student produces a response that meets or exceeds task level expectations as indicated in the following table (e.g., if a student produces a word on a task where only a part of a word is expected, the response should be scored as meets). The response must be related to the task.

Expect box	Mark the Meets bubble when:
intentional mark	Student uses their finger, writing instrument or other tool to mimic the model. There is no requirement at this level for students to use recognizable letters.
trace	Student uses their finger, writing instrument or other tool to trace the model letter. The tracing does not have to be concise. There is no requirement at this level for students to use complete words.
copy	Student uses their finger, writing instrument or other tool to copy the model word. All or part of the word may be copied. There is no requirement at this level for the student to produce original text.
write word related to task	Student uses their finger, writing instrument or other tool to <b>write an original word</b> related to the task. There is no requirement at this level for students to give elaborate or extended responses.
Produce phrase related to task	Student must be able to give <b>short responses that are generally longer than one word</b> (e.g., set phrases). There is no requirement at this level for students to produce sentences and give elaborate or extended responses.

- **Approaches:** Mark the **Approaches** bubble when the student provides a response and there is clear evidence that the demands of the task are too challenging for the student's currently available linguistic resources (e.g., if a student copies a word for a task that requires him or her to produce a word, the response should be scored as approaches).
- **No Response:** Mark the **No Response** bubble when the student provides no written response in English (i.e., the student doesn't circle, trace, copy, etc.).
- **Not Administered:** Mark the **Not Administered** bubble if the task was not administered to the student for any reason.

In Part A Task 1 and Part B Task 5, the response to the task should be scored as **Meets** if the student makes any **intentional mark**.

At the "write word related to task expectation," if the student copies the word that was modeled, turn to the next page in the Student Response Booklet and prompt the student to produce a different word, as indicated in the Test Administrator's Script.

The student receives the highest rating demonstrated during the task. It is possible that a student may provide a response that approaches expectations on a given task and then no response on the other questions. In this case, score the task as **Approaches**. For example, if during the administration of a Writing task a student does not provide a response after the first time the task is modeled, and produces a response that approaches expectations after the second time the task is modeled, but provides no response when seeing the task modeled for the third time, mark the **Approaches** bubble on the Writing scoring sheet.



Task	Expect	Meets	Approaches	No Response	Not Administered
1	intentional mark	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	n/a

**Figure 89. Excerpt from Part A Task 2 with Scoring Box**

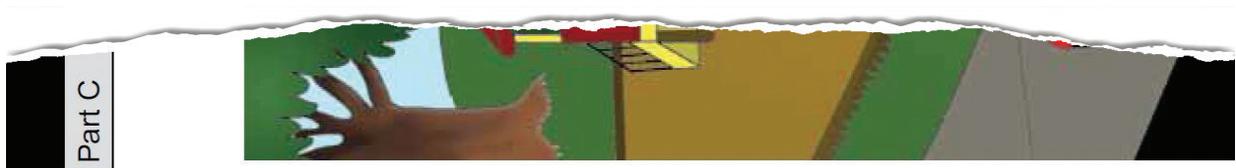
### Part C

Part C of the Writing Section is scored using the Writing Rubric, shown in the following table.

- Meets:** Mark the **Meets** bubble when the student produces a response that demonstrates text features at level P1, P2 or P3 as indicated in the following table. Mark the highest level demonstrated. The response must be related to the task (e.g., the student writes an original or adapted phrase related to Task 10, mark a rating of 2 under the “Meets” heading in the Student Response Booklet).
- Approaches:** Mark the **Approaches** bubble when the student response demonstrates text features at level A1, A2 or A3 expectations as indicated in the following table. Responses that are copied or not related to the task are scored as Approaches.

Level	Text Features
P3-Developing	One or more simple and expanded sentences. Words in the sentence(s) may be original or adapted from model or source text. Generally comprehensible. Comprehensibility may be impeded from time to time by errors when text becomes more complex. Text is related to the task.
P2-Emerging	One or more simple phrases. Text is original or adapted from the model or source text. Comprehensible when text is adapted from model or source text. Comprehensibility may be impeded by errors in original text. Text is related to the task.
P1-Entering	One or more general content words. Text is original or adapted from the model or source text. Generally comprehensible when text is adapted from model or source text. Comprehensibility may be significantly impeded in original text. Text is related to the task.
A3-Engaging	Single words and numbers. All or part of text is copied. If original text is present, it is not related to the task. Comprehensibility of the text may be significantly impeded by imprecise letter, symbol, or number formation. Text may or may not be related to the task.
A2-Exploring	Common single-digit numbers, letters, symbols, or syllables. All or part of text is copied. Comprehensibility of the text may be significantly impeded by imprecise letter, symbol, or number formation. Text may or may not be related to the task.
A1-Initiating	Pictorial representations and imprecise, but intentional markings, such as drawings and scribbles. Representations may or may not be related to the task.

**Reminder:** Administer Part C only if a student scores **Meets** on at least 7 out of 8 tasks in Parts A and B. If Part C is not administered, mark Tasks 9 and 10 **Not Administered** in the Student Response Booklet. If Part C is administered but the student does not respond to a task, mark **No Response** for that task.



Task	Meets			Approaches	No Response	Not Administered
	1	2	3			
9	<input type="radio"/>					

**Figure 90. Excerpt from Part C Task 9 with Scoring Box**

## Frequently Asked Questions About Writing Scoring

### What is the difference between copied, adapted, and original text?

**Copied Text:** text that is copied from a word box, model, or other written source material provided in the Student Response Booklet. When a student copies the text and uses that language appropriately within the context of the response, it should be scored as adapted text.

**Adapted Text:** text that is primarily copied from a word box, model, or other written source material provided in the Student Response Booklet but may have words, phrases, or chunks of language that are original. The core of the word, sentence, or phrase has been copied, but some parts within the text have been replaced by the student's own text. Adapted text is minimally communicative in that the student has attempted to create his or her own message. For example, if the word box contains the word "bike" and the student writes "biking," this would be adapted text. Adapted text is typical of proficiency level 2, although it may be found at other levels as well. Adapted text shows that the writer has a basic understanding of the meaning of the text.

**Original Text:** text that the student has produced that is not copied or adapted from a word box, model, or other written source material provided in the Student Response Booklet. Original text may appropriately contain some words or phrases from the source material, but the vast majority of the writing is the student's own wording. This writing is considered original because it shows the student's own thoughts and message and addresses the writing task.

### What is the difference between a general content word and a phrase?

#### Examples of general content words

Plant, boy, park, green, run, like

#### Examples of phrases

Ride bike, has kite, kick (soccer) ball

#### Examples of short sentences

The kite is flying; Boy ride bike; There are trees and children.

### Should spelling be considered in scoring of the Writing section?

In Part C, student responses are not penalized for incorrect spelling as long as the errors do not impede comprehension. When comprehension is impeded, a text consists of arbitrary letters or made-up written marks to indicate meaning. For example, "bLv" or "KD" would not be considered a word, but "plnt" instead of "plant" or "bo" instead of "boy" would.

**Phonetic Spelling:** In some cases, a text may contain phonetic spelling. This is when the text is made up of representations of vocal sounds that express pronunciations of words. There is a one-to-one relation between the written form and the spoken form. For example, the student wanted to write "ball" but wrote it as it is spoken, "bal." Additionally, a student may have meant to write "backpack" but wrote "bakpac." This would be acceptable.

## 7.9 Test Material Return

Upon the completion of testing all domains, Test Administrators must:

- Collect all material, both used and unused.
- Confirm all necessary labels and student information is correctly filled in.
- Dispose of any scratch paper. Return all test materials to the Test Coordinator after each test session, or securely store materials until they can be collected by a Test Coordinator for return shipment.

**Please refer to Section 3.3 of this guide for detailed information on material management and preparing materials for return.**

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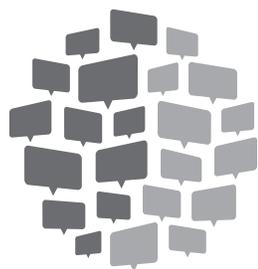
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**WIDA**<sup>TM</sup>