Principal’s Pre-Administration Manual

ACCESS for ELLs
Tasks to Be Completed in Fall 2014

August 2014
This document was prepared by the
Massachusetts Department of Elementary and Secondary Education
Mitchell D. Chester, Ed.D.
Commissioner

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Important Contact Information and Resources

Test Administration Information and Online Services

MetriTech Help Desk

Hours: 8:00 a.m.–5:00 p.m., Monday–Friday
Web: www.metritech.com/wida/login.aspx
Email: wida@metritech.com
Telephone: 800-747-4868
Fax: 217-398-5798

WIDA Standards and Test Administrator Training

WIDA Help Desk

Hours: 8:00 a.m.–5:00 p.m., Monday–Friday
Web: www.wida.us
Email: help@wida.us
Telephone: 866-276-7735
Fax: 608-263-3733

Policy Information

MA Department of Elementary and Secondary Education–Student Assessment Services

Web: www.doe.mass.edu/mcas/access
Email: mcas@doe.mass.edu
Telephone: 781-338-3625
Fax: 781-338-3630

Questions regarding Student Information Management System (SIMS) data should be directed to the district’s SIMS contact (go to http://profiles.doe.mass.edu/search/search.aspx?leftNavID=11239, select SIMS Contact from the Function menu, and click Get Results).

Questions regarding RETELL, WIDA standards training, and the identification of English language learner (ELL) students should be directed to the Office of English Language Acquisition and Academic Achievement (ell@doe.mass.edu or 781-338-3584).
### Important Information about Online Accounts and Passwords

<table>
<thead>
<tr>
<th>Type of Account</th>
<th>Purpose</th>
<th>Who Has Access</th>
<th>How Login Information Is Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>W-APT account</td>
<td>To access the WIDA ACCESS Placement Test (W-APT) test, guidance on administering the W-APT, and scoring materials</td>
<td>Districts and schools</td>
<td>Provided by the Department to ELL directors to distribute to district staff, as needed. New ELL directors contact <a href="mailto:mcas@doe.mass.edu">mcas@doe.mass.edu</a> to obtain access.</td>
</tr>
<tr>
<td>ACCESS for ELLs personal account</td>
<td>To access test administrator training modules, certification quizzes, and other secure WIDA materials</td>
<td>Districts and schools</td>
<td>Instructions available at <a href="http://www.doe.mass.edu/mcas/access/PersonalAccount-Instruct.html">www.doe.mass.edu/mcas/access/PersonalAccount-Instruct.html</a>. Contact the WIDA Help Desk at 866-276-7735 for assistance.</td>
</tr>
<tr>
<td>MetriTech account</td>
<td>To order ACCESS for ELLs test materials and additional materials</td>
<td>Principals (and their designees)</td>
<td>Emailed by MetriTech to principals on October 27, 2014</td>
</tr>
</tbody>
</table>

### Testing Schedule and Administration Deadlines

<table>
<thead>
<tr>
<th>Before Testing</th>
<th>Task</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Test administrators complete online training</td>
<td>October 1, 2014 – Feb. 6, 2015</td>
</tr>
<tr>
<td></td>
<td>Order test materials</td>
<td>October 27 – November 14, 2014</td>
</tr>
<tr>
<td></td>
<td>Receive test materials</td>
<td>January 5, 2015</td>
</tr>
<tr>
<td></td>
<td>Order additional materials, if necessary</td>
<td>January 5 – 9, 2015</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Test Administration</th>
<th>Task</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Administer ACCESS for ELLs tests*</td>
<td>January 8 – February 11, 2015</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>After Testing</th>
<th>Task</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule UPS pickup</td>
<td>February 12, 2015</td>
<td></td>
</tr>
<tr>
<td>Deadline for UPS pickup</td>
<td>February 13, 2015</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Results Reported</th>
<th>Task</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Results posted electronically</td>
<td>May 18, 2015 (Tentative)</td>
</tr>
<tr>
<td></td>
<td>Reports sent to schools and districts</td>
<td></td>
</tr>
</tbody>
</table>
Tasks to Complete in Fall 2014


The document contains important information, including:
- new and updated participation requirements, including participation in grade-level clusters and tiers, and participation by ELLs who are blind and/or deaf
- accommodations for ELL students with disabilities
- participation in the Alternate ACCESS for ELLs by students in grades 1–12 with significant disabilities
- new online ACCESS tests coming in 2015-2016
- voluntary participation by schools in the March 2015 Listening field test

2. Identify all ELL students who will participate in testing.

Students who are identified as ELL before January 31, 2015, must participate in ACCESS for ELLs testing or the Alternate ACCESS for ELLs for their grade, as follows:
- students who were reported as ELL/LEP in October 2014 SIMS AND
- students who enroll in school after the October 2014 SIMS submission and prior to January 31, 2015 who will be reported as ELL/LEP in the March 2015 SIMS

Refer to the Requirements for detailed participation guidelines.

3. Ensure that ELL students are reported accurately in the October 2014 SIMS submission.

Review data before the district submits the October SIMS report (e.g., students’ names, demographic information) and confirm the following:
- Each ELL student has a SASID.
- Each ELL student is reported in SIMS.
- Each student who has exited ELL status is no longer reported as ELL.

Any questions regarding SIMS submissions should be directed to the district’s SIMS contact (see page 1 for instructions for finding your district’s contact). The district SIMS contact can also provide support if your district’s SIMS report has already been submitted.

4. Update/correct any inaccurate school contact information with the Department no later than 5:00 p.m., November 3, 2014.

- Public school districts, public schools, charter schools, educational collaboratives, and approved private special education schools can provide updates to their District-level Directory Administrator, who is responsible for submitting updates to the Department. A listing of Directory Administrators is posted at www.doe.mass.edu/infoservices/data/diradmin/list.aspx.
- MCAS test sites, adult education programs, out-of-state schools, and SEIS-DYS programs: Submit updates (along with your District & School Code) to the Department via email to diradmin@doe.mass.edu.
- Note that the Department will use your school’s fax number and email address to send important, time-sensitive updates throughout the school year.
- Remember that your school’s address must contain a street number and a street address. Materials will not be delivered to P.O. Boxes.
5. Become familiar with the WIDA-ACCESS Placement Tests (W-APT).

Review the W-APT tests and training materials (www.wida.us/assessment/w-apt) and determine whether your school will use the W-APT to assist in making placement decisions for new ELL students. Use of W-APT tests for this purpose is optional.

W-APT tests can also be used to determine which ACCESS for ELLs test tier to order for a student. If the W-APT test will be administered for this purpose, it must be done before test materials are ordered in October.

6. Assign students to appropriate test tiers.

Assign Tier A for beginning ELL students; Tier B for most ELL students; and Tier C for students who are close to exiting ELL status.

To ensure an appropriate testing experience for each student and the most meaningful results, select the tier for each student that best matches his or her proficiency level. Refer to page 4 of the Requirements for detailed guidance and tier selection criteria.

Be aware that scores on Tiers A and B are “capped,” meaning that students cannot receive an overall proficiency level above 4.0 for Tier A and above 5.0 for Tier B.

Information on test tiers will be needed in order to place orders for test materials (described below).

7. Order your school’s test materials between October 27 and November 14, including materials for:

- ACCESS for ELLs tests, including test tiers for each student
- Alternate ACCESS for ELLs for ELLs with significant cognitive disabilities
- students whose primary disability was reported as “deaf or hard of hearing” (required to take the Reading and Writing tests)
- students whose primary disability was reported as “blind or visually impaired” (required to take the Braille, large print, or standard version of the Reading and Writing tests)

Instructions for ordering materials online will be sent by email to the principal’s attention on October 27.

8. Train and certify ACCESS test administrators and inform them of online training requirements.

Between October 1, 2014, and February 9, 2015, educators must complete an online training course and pass a certification quiz in order to be authorized to administer the 2015 ACCESS for ELLs tests listed on the following page.

a) Who may serve as an ACCESS Test Administrator?

Principals will authorize individuals in their school or program to serve as test administrators and ensure that they have completed the necessary training and certification, as described below. ACCESS for ELLs and Alternate ACCESS for ELLs Test Administration Manuals describe the responsibilities of test administrators. The principal or test coordinator will determine which tests will be administered by each test administrator.

To the extent possible, test administrators should be licensed classroom teachers working in the school. If necessary, other education professionals, such as administrators and related service providers employed by the district, may also be authorized to serve as test administrators. Individuals prohibited from being test administrators include anyone not employed by the district and anyone who has not completed the relevant training and certification.
b) Test Administrator Training and Certification

Educators must complete the WIDA online training modules and take an online quiz in order to become certified as a test administrator for each ACCESS for ELLs test they will administer. **Online training will begin in Massachusetts on or about October 1.**

**Required to train and certify/re-certify:**

- All first-time ACCESS for ELLs test administrators are required to train and certify for all ACCESS tests they will administer.
- All returning ACCESS for ELLs test administrators who will administer the following tests are required to retrain and recertify in 2015:
  - Speaking test
  - Kindergarten test
  - Alternate ACCESS for ELLs test

**Not required to retrain or recertify:**

Test administrators who were certified to administer the ACCESS for ELLs group-administered tests in Grades 1-12 (Listening, Reading, and Writing) in 2013–2014 are not required to retrain or recertify for those tests in 2015.

A WIDA personal account is required to access the training courses on the WIDA website. Accounts that were previously set up are still active and may be used to access the training modules. Educators who do not have an account and wish to set one up may do so by following the instructions posted at [www.doe.mass.edu/mcas/access/PersonalAccount-Instruct.html](http://www.doe.mass.edu/mcas/access/PersonalAccount-Instruct.html). Contact WIDA Help at 866-276-7735 or help@wida.us for assistance in setting up a personal account.

ACCESS for ELLs test administrator training/certification modules are shown below, along with the estimated completion time for each. Modules may be completed in one or multiple sessions, as needed. Test administrators must receive a score of at least 80 percent on the online quiz for each module to become (or remain) certified to administer ACCESS for ELLs tests. A database will be maintained with the names and dates of certification of educators in each district who have been certified in each training module.

<table>
<thead>
<tr>
<th>Online Test Administrator Training Module</th>
<th>For Grade(s)</th>
<th>Certification Quiz</th>
<th>Estimated Time to Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overview</td>
<td>K–12</td>
<td>No</td>
<td>15 minutes</td>
</tr>
<tr>
<td>Group Test Administration (Listening, Reading, and Writing)</td>
<td>1–12</td>
<td>Yes</td>
<td>1 hour</td>
</tr>
<tr>
<td>Speaking Test</td>
<td>1–12</td>
<td>Yes</td>
<td>2 hours</td>
</tr>
<tr>
<td>Kindergarten Test</td>
<td>Kindergarten</td>
<td>Yes</td>
<td>2 ½ hours</td>
</tr>
<tr>
<td>Alternate ACCESS for ELLs</td>
<td>1–12</td>
<td>Yes</td>
<td>2 hours</td>
</tr>
</tbody>
</table>

**Non-Disclosure Agreement**

Test administrators who participate in one or more of the online training courses will be asked to sign a Non-Disclosure Agreement, which is available in the Overview module of the training. This must be downloaded and signed.
9. Ensure that test administrators are trained and have met the certification standard.

Principals can view the names of individuals online who have completed training modules and certification quizzes so that they can monitor the progress of their staff toward meeting the training requirements. To view this information, principals must create a personal account (instructions for creating an account are posted at www.doe.mass.edu/mcas/access/PersonalAccount-Instruct.html). (New principals and ELL directors can contact the Department at mcas@doe.mass.edu to request access to the District View, after setting up their personal accounts.)

After creating an account, log in at www.wida.us, click on ACCESS for ELLs Training Course and Quizzes, and then click My Quizzes in the upper right corner of the screen. Click the District View tab. Under Filter by Status, next to Time Range, click the dropdown arrow and select “Academic year 14–15 (July 1, 2014–June 30 2015). To verify that test administrators have been certified to administer the appropriate tests for the current school year, principals must filter results by “Time Range” by selecting the 2014–2015 school year.

10. Identify and prepare to provide accommodations to students with disabilities according to IEPs and 504 plans.

Refer to pages 3 and 5 of the Requirements for information on accommodations for and participation by ELL students with disabilities.

11. Plan the logistics of the test administration at your school.

Below is information about ACCESS test administration in your school or program. It will be important to follow instructions about the timing and scheduling of each test.

The 2015 Massachusetts Supplement to the ACCESS for ELLs Test Administration Manual (the “Massachusetts Supplement”) will be included in your school’s shipment of test materials, and contains important information about completing the Student Test Booklet. The Massachusetts Supplement will also be posted at www.doe.mass.edu/mcas/access/MAsupplement.docx.

a) Scheduling Grades 1–12 Listening, Reading, and Writing Tests

- Listening, Reading, and Writing tests may be administered in groups of up to 22 students.
- The following testing times apply only to the time that students are working on the test and do not include set-up time, reading directions, or giving breaks to students between tests. Each ACCESS for ELLs test section for grades 1–12 is designed to be completed in group-administered sessions in the following time frames: Listening (25–40 minutes), Reading (35–60 minutes), and Writing (35–65 minutes). Listening and Reading tests may be administered either separately, or together in one session of approximately 90 minutes, with a break between tests, to be completed on the same day.
- ELL students with disabilities may be given extended time to complete each test session up to the end of the school day, as needed.
- Students in different grade clusters or testing tiers may not be tested together.

b) Grades 1–12 Speaking Test

- The test must be individually administered and should take approximately 15 minutes.
- All students in the same grade-level cluster will take the same test (there are no testing tiers).
- The test administrator must score each test question before moving to the next question.
- Test questions are presented until the student reaches his or her performance “ceiling.”

c) Kindergarten Test

- The test will be individually administered and should take approximately 45 minutes.
• All students take the same form of the test (no testing tiers).
• Each component ends once the student reaches his or her “ceiling” and can go no further.
• Speaking and Listening are presented together, alternating between a listening and a speaking task.
• The test administrator scores each test question before moving to the next question.

d) **Alternate ACCESS for ELLs**

• All four sections (Reading, Writing, Listening, and Speaking) are individually administered in approximately 20-minute sections.
• All students in the same grade-level cluster take the same test (there are no testing tiers).
• All sections are adaptive, so that test questions are presented until the student reaches his or her performance “ceiling” and can go no further.
• The test administrator scores each test question before moving to the next question.

12. **Assign testing spaces to ELL students.**

It is the responsibility of the principal to designate testing spaces that are free from noise and distractions and are adequately lit, ventilated, and furnished so that students can work comfortably and without disruption. Large, open areas (e.g., cafeterias) are not recommended. Principals must ensure that each student assigned to a testing space will have adequate work space and be sufficiently separated from other students to support a secure testing environment.

Principals must identify appropriate testing spaces for ELL students with disabilities if they will require accommodations that change the test setting, presentation, or mode of response such that the student would be prevented from taking the test in a classroom with a large group.

Principals should prepare for test administration according to the group size guidance listed below:
• Group administration: Listening, Reading, and Writing tests (grades 1–12) (WIDA recommends a maximum of 22 students in each group and one adult for every 10–12 students.)
• Individual administration: Speaking test (grades 1–12)
• Individual administration: Kindergarten (all sections)
• Individual administration: Alternate ACCESS for ELLs (all sections)

While students are generally tested in their regular classrooms, the principal has the authority to schedule ELL students in testing spaces other than classrooms, as long as all requirements for testing conditions and security are met as set forth in the Test Administration Manuals for the ACCESS for ELLs and the Alternate ACCESS for ELLs.

13. **Consider administering the ACCESS for ELLs 2.0 Listening field test in March 2015**

The online version of ACCESS for ELLs (ACCESS 2.0) will replace the paper-based version of ACCESS in the 2015–2016 school year for students in grades 1–12 (although paper-based tests will be available as an alternative). Massachusetts schools will participate in a voluntary field test of the Listening section of the assessment in March 2015. School and district leaders are encouraged to volunteer their schools to participate in the field test next spring by contacting Alex Bauer (WIDA) at asbauer@wisc.edu. Participation will involve administering one 40-minute online test session to the same students who completed the ACCESS test in January and February. More information on the field test is available at www.assets.wceruw.org/implementation/fieldtest.aspx.