



## MASSACHUSETTS STATE-SPECIFIC DIRECTIONS

### 2018–2019 ACCESS for ELLs Test Administration

Description	Start Date	End Date
Materials Delivered to Schools	Wed 1/2/18	Wed 1/2/18
Additional Materials Ordering Window	Wed 1/2/18	Thu 1/31/18
Testing Window	Thu 1/3/19	Fri 2/8/19
Deadline to Ship Completed Test Materials to DRC <i>(NOTE: Test materials must be picked up from the school before the shipping vendor's last package pickup time on the materials return deadline date, or the school's test results may be delayed.)</i>	Mon 1/28/19	Fri 2/8/19

### CONTACT INFORMATION:

STATE EDUCATION AGENCY	WIDA Client Services	DRC Customer Support
Massachusetts Department of Elementary and Secondary Education	866-276-7735 <a href="mailto:help@wida.us">help@wida.us</a>	855-787-9615 <a href="mailto:WIDA@datarecognitioncorp.com">WIDA@datarecognitioncorp.com</a>

### Materials Management

**For students taking paper-based ACCESS tests or who will use handwriting booklets for the online test:**

Test Administrators and Test Coordinators must ensure that correct and complete information is labeled and/or bubbled in each student's test booklet. Please refer to the [MA ACCESS for ELLs checklist](#) for more information on test materials management.

To ensure that all test booklets include the necessary information to be scored, Test Administrators must do the following:

- **Prior to Administration**
  - Complete labeling and/or bubbling the required fields in the test booklet.
  - Review labels and bubbled information to ensure all student information is accurate.
- **During Administration**
  - Distribute test booklets, as applicable, to students taking paper-based ACCESS or who require handwriting booklets for the online test.
  - Verify that students have been given their assigned booklet.
- **Immediately Following Administration**
  - Collect all material from students.
  - Review student test booklets again for accurate student information.
  - Confirm all necessary fields are completed and all necessary labels are correctly adhered to student test booklets.
  - Ensure that booklets do not contain loose or damaged pages.
  - Return test materials to the Test Coordinator, or store the booklets in a secure area until they can be returned to the Test Coordinator.



**Incorrect, missing, or incomplete booklet information and labeling may result in late reporting of results and/or no student scores.**

### **Test Materials**

Each school will use different types of testing materials, depending on your school’s order and the ACCESS for ELLs testing format you will administer. These may include test booklets and/or test tickets. Please refer to each specific assessment in Part 2 of the Test Administration Manual (available in the [WIDA Secure Portal](#)) for a list of the materials you can expect to receive prior to test administration, based on your initial order. If needed, additional materials may be ordered between January 2 and January 31, 2019 through WIDA AMS.

### **Test Booklet Labels**

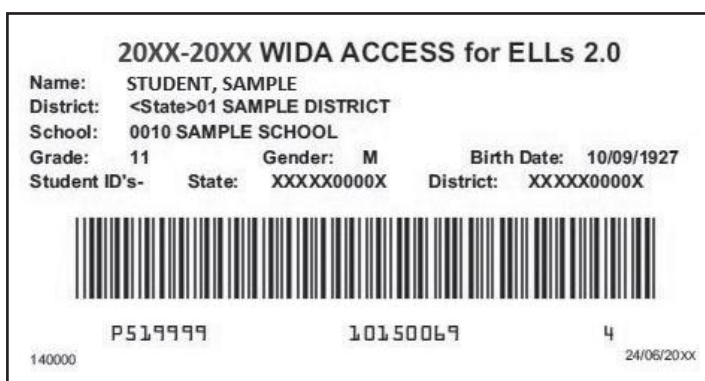
Three types of labels may be affixed onto a student’s test booklet: Pre-ID; District/School; or Do Not Process.

**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 either student or district/school information will result in booklets not being processed or scored.**

### **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 on the front cover.**

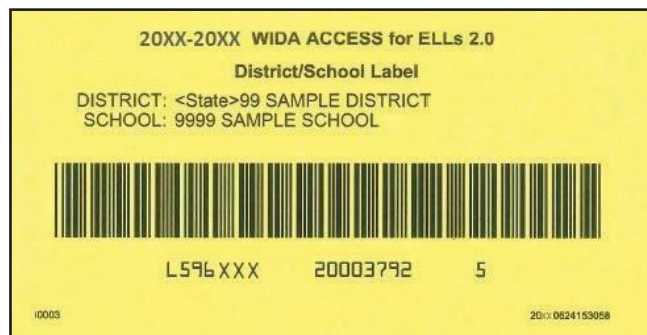
**Figure 1. Sample Pre-ID Label**



**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 state-specific directions on page 10. 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 2. Sample District/School Label**



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

The Do Not Process Label contains a barcode that indicates that a test booklet should not be processed. Do Not Process Labels are supplied for use on test booklets that are damaged or that should not be processed for any other reason. 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 the Do Not Score Code, which is a field on the booklet cover. A Do Not Process Label prevents *all* booklet processing and the student will not receive a report. Students with a Do Not Score Code marked on the booklet cover will be processed but will not be given a score in the domain(s) marked.

**There is no need to place a Do Not Process Label on test booklets that have not been used.**

**Figure 3. Sample Do Not Process Label**

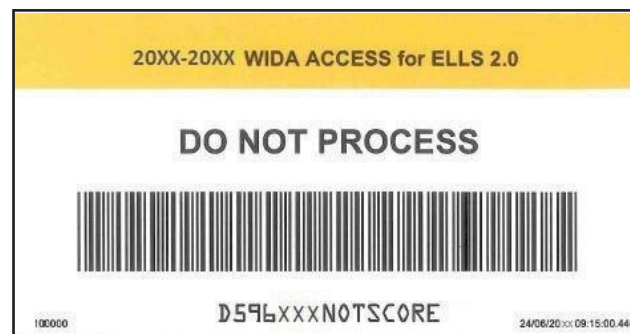
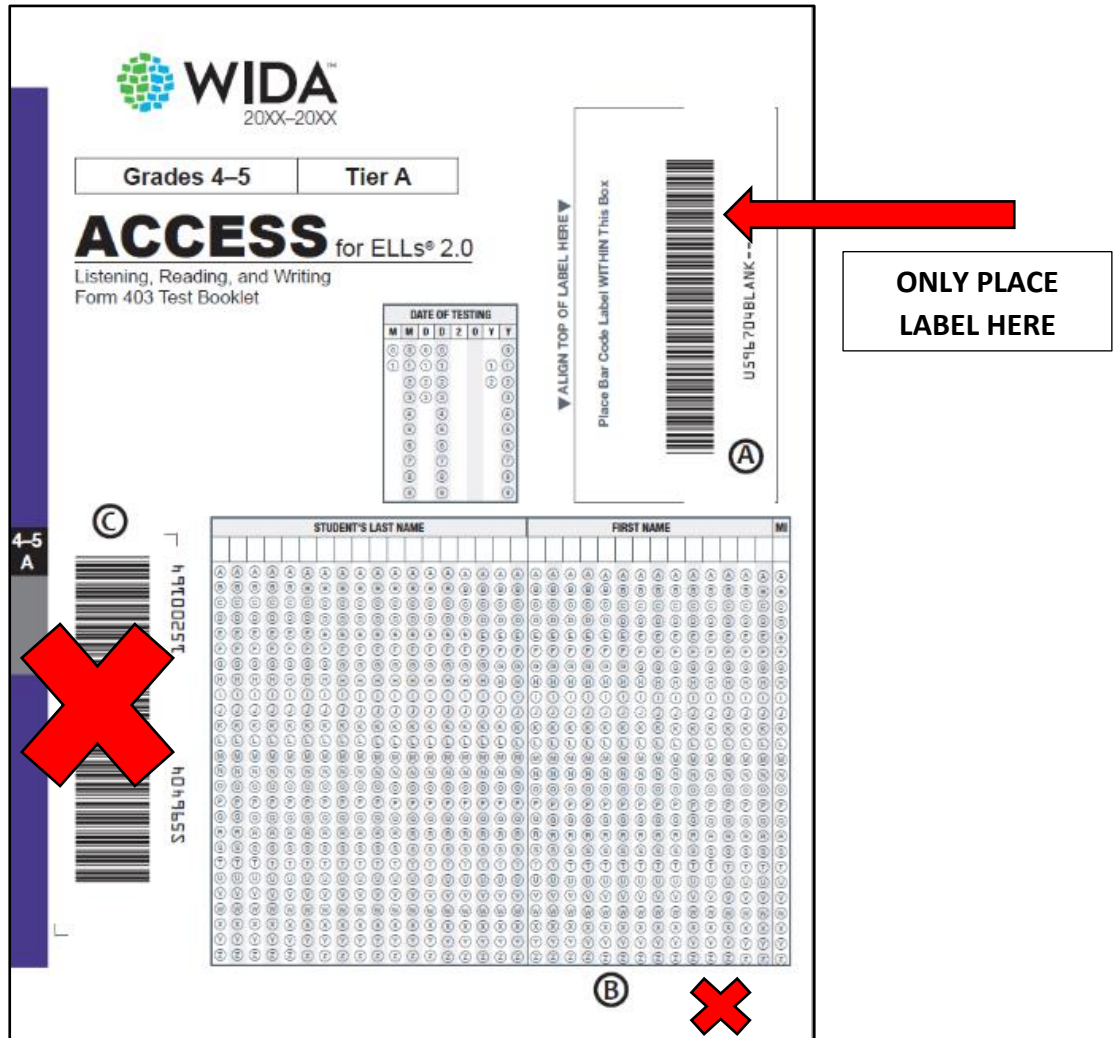


Figure 4. Test Booklet Cover Showing Where to Affix Labels



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 the 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**.



## **Preparing Test Materials for Return**

Use the following steps when preparing test booklets for return.

1. Ensure all booklets that contain student responses have a **Pre-ID** or **District/School Label** affixed to the box located in the upper right-hand corner on the front of the test booklet. There should be **no label anywhere else on the booklet**. If a test booklet does not have a label with a barcode, the student will not receive a score.
2. Ensure that all booklets with a yellow District/School Label include completed (bubbled) demographic information on the front and back cover of the test booklet.
  - a. Use a number 2 pencil.
  - b. Make sure the student's 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 State-Specific Guidelines 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.
5. All used scratch paper must be securely destroyed before packing. Any final student responses written on scratch paper must be transcribed into a student booklet and appropriately labeled. Do not include shredded scratch paper in your shipment.

Use the following procedure 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 all other test materials when testing is complete. No special sorting is needed.
4. Large print test booklets may be folded and shipped with other materials in the original box or a standard sized box.

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

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

If a booklet is **damaged**, the student's responses should be transcribed into an unused test booklet, with all required demographic information bubbled. 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 the procedures on the following page 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 in the new test booklet using the State-Specific Guidelines 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, it should be transcribed, but should not be included in your return shipment. 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 State-Specific Guidelines 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 the [Massachusetts 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 or scored.</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>



Issue	Solution
<p><b>Pre-ID Label crossed out</b></p>	<p>Note: DO NOT edit the Pre-ID Label by writing on it.</p> <p>If the barcode is crossed out, obtain a yellow District/School label and place it over the Pre-ID label. Use a number two 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.</p> <p>If the barcode has no marks on it and it can be scanned, contact your Test Coordinator in cases where there are errors on the Pre-ID label. Corrections can be made in <a href="#">WIDA AMS Student Management</a>. For detailed information on editing Pre-ID data in WIDA AMS, please review the <a href="#">WIDA AMS User Guide</a>.</p>
<p><b>Pre-ID Label applied and demographic information bubbled (except for date of testing, accommodations, and Do Not Score codes)</b></p>	<p><b>The demographic information on the Pre-ID Label supersedes student information bubbled in the test 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 <a href="#">WIDA AMS Student Management</a>.</li> <li>• If the information on the Pre-ID Label is correct, return document as is.</li> </ul>
<p><b>Do Not Process Label placed incorrectly</b></p>	<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 <i>should</i> 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 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 a single test booklet for the student. (See the <a href="#">Accessibility and Accommodations Supplement</a> 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 (paper administration only)</b></p>	<p>Please contact DRC Customer Service at 855-787-9615 or <a href="mailto:WIDA@datarecognitioncorp.com">WIDA@datarecognitioncorp.com</a> 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 <a href="mailto:WIDA@datarecognitioncorp.com">WIDA@datarecognitioncorp.com</a> 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. For example, the Alternate ACCESS booklet may be disassembled or cut apart. Since all assessment materials must be accounted for, all disassembled pieces must be put 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 barcode is critical in ensuring that the Listening, Reading, and Speaking Test Booklet is accounted for.</p>





## Part I: Protocols for Massachusetts Principals and/or Test Coordinators

---

### 1. Ordering Additional Test Materials

Please conduct a complete inventory of test materials as soon as they arrive. Additional materials may be ordered from January 2 to 31 using [WIDA AMS](#). Schools should attempt to limit themselves to one additional materials order.

### 2. Suggested Testing Times: ACCESS tests are untimed. Use the following guidance to assist in scheduling student test administrations.

- ✓ The **online** ACCESS tests for grades 1–12 must be completed in one session for each of the following areas:
  - Listening (up to 40 minutes),
  - Reading (up to 50 minutes),
  - Writing (35 to 65 minutes, depending on the student’s English proficiency), and
  - Speaking (up to 30 minutes).
- ✓ The **paper-based** ACCESS tests for grades 1–12 are designed to be completed in one session for each of the following areas:
  - Listening (up to 40 minutes),
  - Reading (up to 60 minutes), (**Note:** Listening and Reading may be combined into one 100-minute session)
  - Writing (35 to 65 minutes, depending on the student’s English proficiency), and
  - Speaking (up to 35 minutes).
- ✓ The **Kindergarten** test is individually administered in paper-based format in one test session of about 45 minutes.
- ✓ The **Alternate ACCESS for ELLs** test is individually administered in paper-based format in four 20-minute (estimated) test sessions, one each in Listening, Reading, Writing, and Speaking.

### 3. Students who transfer into and out of a school during testing: Instructions can be found online [here](#).

## Part II: Providing Accurate Student Information

---

### **Before Testing – Online** (See [WIDA AMS User Guide](#) for details)

- ✓ Information for each student reported as an EL in October 2018 SIMS will be preloaded in WIDA AMS for your school. Students who entered the school between the October SIMS submission and January 25, 2019, the last day for testing new students, will need to be manually entered into WIDA AMS. **To add individual students**, under Student Management > Manage Students, select Add Student and complete the information in the Student Detail tab. The Demographics tab is not required. The student must then be placed in a test session which will allow a test ticket to be printed for the student. Instructions can be found on pages 76 and 106 of the [WIDA AMS User Guide](#).
- ✓ **To add multiple students**, download the pre-populated school or district File Layout at: **Security Portal => Applications List => Drop Box Central => ACCESS Data 2019**. Data fields A–K and M must be completed. Fields AF–AU should be completed for students who require accommodations. All other fields can be left blank.
- ✓ If a student with a disability requires one or more of the following accommodations, these must be entered **before** testing: Manual control of item audio (MC); Repeat item audio (RA); or Extended Speaking test response time (ES). Other accommodations may either be entered before **or** after testing. Accommodations can be added either for individual students or in the multiple student upload of the Student File.

### **Before Testing – Paper-Based** (including Kindergarten and Alternate ACCESS)

- ✓ For each student reported as an EL in October 2018 SIMS, you will receive a **Pre-ID Label** which should be affixed to the student’s test booklet and, if used, handwriting booklets for online Writing testing. Labels with incorrect information may be applied to the booklet, but student information must also be updated in WIDA AMS, since data in WIDA AMS will override the booklet. Please also update corrected student information in your district’s March SIMS. As with other test materials, Pre-ID Labels may *not* be transferred to another school or used for another student. Instructions can be found on page 72 of the [WIDA AMS User Guide](#).



- ✓ If a student does not have a Pre-ID Label you must affix a **District/School Label** and complete the student demographic information on the front and back covers of the new test booklet. (Back cover instructions are shown on page 10)

**After Testing – Online** (See [WIDA AMS User Guide](#) for details)

- ✓ If a student’s accommodation information was not entered prior to testing, or was entered incorrectly, it should be entered under Student Management>Manage Students, then click on Update Accommodations.
- ✓ If a student was not tested in one or more sections, see below.

**After Testing – Paper-Based** (including Kindergarten and Alternate ACCESS)

- ✓ Complete **box 2** on the front cover of the student’s booklet (Date of Testing) with the date that each student completed testing.
- ✓ Complete the **back cover** of each student’s test booklet according to the instructions below; then **leave all other boxes blank on the back cover of the test booklet.**

**Test Booklet back cover instructions for completion:**

Box Number and Description	Students with a Pre-ID	Students without a Pre-ID Label
4. District Name and School Name	Leave blank	Print the district name and school name
7. Grade Level	Leave blank	Print grade level and fill in the boxes
11. Birth Date	Leave blank	Print the birth date and fill in the boxes
17. State Student ID Number	Leave blank	Print the 10-digit SASID and fill in the boxes
22. School Use Only – Accommodations	Fill in the appropriate box to indicate the accommodations used (see the following page for instructions)	
23. Do Not Score This Section for This Student	Fill in the appropriate box for each test section in which the student was <i>not</i> tested (for instructions, see pages 28 and 29 in the Test Administration Manual.)	

**Instructions for Completing Box 22 (School Use Only – Accommodations):**

- ✓ Fill in the box corresponding to the accommodation used by a student with a disability, according to the details below.

**Instructions for Completing Box 23 (Do Not Score This Section for This Student):**

- ✓ If a student was **not tested** in one or more sections, indicate the reason (see below) by filling in the appropriate box.

**Do Not Score This Section for This Student** (Online or paper-based test)

- ✓ If a student was **not tested** in one or more sections, indicate one of the following reasons by selecting the appropriate box under Student Management>Manage Students.
  - **Absent (ABS):** Student was absent for one or more sections of the test (including illness, other medical condition, or for any other reason) and did not participate in make-up testing prior to the end of the testing window.
  - **Invalidate (INV):** Student’s results should not be reported because of a testing irregularity. Do not fill in an INV box if a student’s booklet should be marked as void because it was assigned to a student by mistake; instead, affix a Do Not Process label.
  - **Declined (DEC):** Student refused to participate in one or more sections.
  - **Deferred Special Education/504 (SPD):** Student did not take one or more sections because the read-aloud or text-to-speech accommodation for the Reading assessment was listed in the IEP or 504 plan, but was unavailable for ACCESS; or the student was Deaf/Hard of hearing, or Blind/Visually impaired and could not participate in the Listening and Speaking test sections; or required an alternate assessment in kindergarten.



## Test Accommodations

Test accommodations for Massachusetts students with disabilities are listed in the tables on the following pages. **Information on the accommodations used by each EL student with a disability must be entered in WIDA AMS (for online testing) or on the back cover of the test booklet (for paper-based testing).** Accommodations may only be provided to students who have the accommodation listed in their IEP or 504 plan.

Accommodations are listed in four categories: **Test Presentation, Test Responses, Test Setting, and Timing/Scheduling.** Each table below and on the following pages includes:

- the ACCESS test section(s), if any, in which the accommodation is allowed;
- accommodations that are specific to **online** ACCESS testing; and
- accommodations that are specific to **paper-based** ACCESS testing and are comparable to those offered for online testing (where available).

### ACCESS Accommodations for Students with Disabilities: Test Presentation

Test Presentation Accommodations					
Online (Accommodation code)	Paper-Based (Accommodation code)	Test Domains			
		Listening	Reading	Speaking	Writing
<b>Manual control of item audio (MC)*</b> Student manually starts the pre-recorded audio embedded in certain test item prompts.	<b>Manual control of item audio (MC)*</b> Test administrator asks if student is ready to listen, then plays the audio of a pre-recorded human voice on a CD for certain test item prompts.	Yes	No	Yes	Yes – online test only; N/A for paper test
<b>Repeat item audio (RA)*</b> Student manually plays and repeats pre-recorded audio embedded in certain test item prompts.	<b>Repeat item audio (RA)*</b> Test administrator asks if student is ready to listen, then repeats a pre-recorded human voice on a CD for certain test item prompts.	Yes – repeat item only once	No	Yes	Yes – online test only; N/A for paper test
<b>Human reader for Listening response options (HR)</b>		Yes	No	N/A	N/A
<b>Human reader for repeat of response options (RR)</b>		Yes – repeat item only once	No	N/A	N/A
N/A	<b>Human reader for items (HI)</b>	Yes	No	Yes	Yes
N/A	<b>Human reader for repeat of items (RI)</b>	Yes – repeat item only once	No	Yes	Yes
N/A	<b>Large print version of test (LP)</b> (must be transcribed into test booklet by test administrator)	Yes			
N/A	<b>Braille version of test (BR)</b> (must be transcribed into test booklet by test administrator)	Yes	Yes	N/A	Yes
<b>Interpreter signs test directions in ASL or other sign system (SD)</b>		Yes			



### ACCESS Accommodations for Students with Disabilities: Test Responses

Test Response Accommodations					
Online (Accommodation code)	Paper-Based (Accommodation code)	Test Domains			
		Listening	Reading	Speaking	Writing
<b>Scribed response (SR)</b>		Yes	Yes	N/A	Yes
<b>Word processor or similar keyboarding device to respond to test items (WD) (must be transcribed by test administrator)</b>		Yes	Yes	N/A	Yes
<b>Student responds using a recording device, which is played back and transcribed by student (RD)</b>		N/A	N/A	N/A	Yes

### ACCESS Accommodations for Students with Disabilities: Test Setting

Test Setting Accommodations					
Online (Accommodation code)	Paper-Based (Accommodation code)	Test Domains			
		Listening	Reading	Speaking	Writing
<b>Test may be administered by school personnel in a non-school setting, with ESE approval (NS)</b>		Yes			

### ACCESS Accommodations for Students with Disabilities: Timing and Scheduling Accommodations

Timing and Scheduling Accommodations					
Online (Accommodation code)	Paper-Based (Accommodation code)	Test Domains			
		Listening	Reading	Speaking	Writing
<b>Extended Speaking test response time (ES)* Student may have until the end of school day to complete the online Speaking test</b>		N/A	N/A	Yes	N/A

\* The accommodations for *manual control of item audio (MC)*, *repeat item audio (RA)*, and *extended Speaking test response time (ES)* must be pre-selected for online test administration in order to be activated at the time of testing. Instructions in the [WIDA AMS User Guide](#) for adding accommodations for single students can be found on page 70, and for multiple students on page 77.