

ACCESS for ELLs Test Administration Manual

Massachusetts Supplement

January 2013

IMPORTANT NOTE:

Principals must follow the instructions below, in addition to those contained in the *ACCESS for ELLs Test Administration Manual (TAM)*. Note that instructions in this document supersede the instructions in the TAM.

Testing Schedule and Administration Deadlines

	Receive test materials	January 3
<i>Before Testing</i>	Order additional materials, if necessary	January 3–January 8 (until February 6 for newly enrolled ELL students)
<i>Test Administration</i>	ACCESS for ELLs test sessions	January 10–February 13 ¹
<i>After Testing</i>	Schedule UPS pickup	February 14
	Deadline for UPS pickup	February 15

¹ Each ACCESS for ELLs test for grades 1–12 is designed to be completed in one session for each of the following areas: Listening (25 minutes), Reading (35 minutes), Writing (35–65 minutes, depending on the student’s English proficiency), and Speaking (15 minutes). The kindergarten test is designed to be completed in 45 minutes (1 session, individually administered). The grades 1–12 Reading and Writing tests are timed and must be completed in the time allotted.

Important Contact Information and Resources

	Test Administration Information and Online Services <u>MetriTech Help Desk</u>	WIDA Standards, Passwords, and Test Administrator Training <u>WIDA Help Desk</u>	Policy Information <u>Student Assessment Services</u>
<i>Hours:</i>	8:00 a.m.–5:00 p.m., Monday–Friday	8:00 a.m.–5:00 p.m., Monday–Friday	
<i>Web:</i>	www.metritech.com/wida/login.aspx	www.wida.us	www.doe.mass.edu/mcas/access ²
<i>Email:</i>	wida@metritech.com	help@wida.us	mcas@doe.mass.edu
<i>Telephone:</i>	800-747-4868	866-276-7735	781-338-3625
<i>Fax:</i>	217-398-5798	608-263-3733	781-338-3630

² Refer to the Department’s website for information about the following:

- Student Information Management System (SIMS) data
- submitting updates to your school’s contact information (note that updating your school’s contact information with MetriTech will not update your information with the Department)
- the identification of ELL students
- Rethinking Equity and Teaching for English Language Learners (RETELL)

In addition, the following documents are available:

- *Principal’s Pre-Administration Manual: ACCESS for ELLs Tasks to be Completed in Fall 2012*
- *Requirements for the Participation of ELLs in ACCESS for ELLs and MCAS (2012–2013 Update)* (“Requirements”)

Important Information about Online Accounts and Passwords

Type of Account	Purpose	Who Has Access	How Login Information Is Provided
W-APT account (www.wida.us)	To access the WIDA ACCESS Placement Test (W-APT) test, guidance on administering the W-APT, and scoring materials	Districts and schools	Emailed by WIDA to ELL directors on July 9, 2012, to distribute to appropriate staff
ACCESS for ELLs personal account (www.wida.us)	To access test administrator training modules, certification quizzes, and other secure WIDA materials	Districts and schools	Emailed by the Department to principals and ELL directors on October 2, 2012, to create accounts for appropriate staff using the WIDA Account Creator
MetriTech account (http://www.metritech.com/wida/login.aspx)	To order ACCESS for ELLs test materials and additional materials	Principals (and their designees)	Emailed by MetriTech to principals on October 26, 2012

Part I Test Security Requirements

Principals and test administrators must follow the requirements listed below and may not participate in, direct, assist in, encourage, or fail to report any testing irregularity or act of misconduct. To report a testing irregularity, principals must contact their superintendents and the Department at 781-338-3265.

Principals are responsible for ensuring that all test administrators comply with the requirements and instructions contained in this document and in the TAM. In addition, all test security requirements described in Part I of the spring 2012 MCAS *Principal's Administration Manual* (posted on the Department's website at www.doe.mass.edu/mcas/testadmin/manual/PAM_part1.pdf) must be followed.

Principal's responsibilities for proper test administration include the following:

- Ensuring that test administrators have been properly trained to administer the ACCESS for ELLs tests, including administering tests with accommodations to students with disabilities. See the Requirements for more information about training requirements and qualifications for test administrators.
- Ensuring that tests are administered properly.
- Accounting for all secure test materials at the end of each day of testing and keeping them in locked storage when not in use.
- Monitoring the receipt and return of all test materials.
- Ensuring security by prohibiting visitors to the testing environment.

Principals and test administrators must:

- not leave materials unattended.
- not view, discuss, or reveal the contents of the test.
- not duplicate any portion of the test materials.
- not remove test materials from the school.
- not retain or discard test materials at the school.
- ensure that students are not provided access to test questions prior to testing, or provided any coaching or assistance from test administrators or other students, or do not engage in any form of cheating.

Part II Participation Requirements

All ELL students **must participate** in ACCESS for ELLs testing for their grade. Students who are absent on the date scheduled for testing should participate in make-up sessions. ELL students must be reported as English language learners in the Department's SIMS submission. Contact your district SIMS contact to determine whether a student is reported as an ELL in SIMS.

See page 3 of the Requirements for a description of the small number of ELL students not required to participate. **A test booklet must be submitted for every ELL student enrolled at your school, even if a student is not required to participate.** Follow instructions on page 4 of this document and page 24 of the TAM to complete test booklet covers for students not required to participate in one or more sections of the test.

Any ELL student who does not participate in ACCESS for ELLs testing (unless excused from participating; see above) will be reported as a nonparticipant (NTA) in MCAS ELA participation calculations for accountability purposes, even if the student participated in the MCAS ELA tests.

Part III Protocols for Massachusetts Principals

1. Ordering Additional Test Materials

Because standard test materials are shipped with **no overage**, it is especially important that your school conduct a complete inventory as soon as the materials arrive. In order to maintain a standard test administration schedule across all schools, additional materials must be ordered by January 8. (Special permission will be granted for shipping materials to schools until February 6 for new ELL students enrolling after this date.) See page 15 of the TAM for instructions.

Different
from
MCAS/
MEPA

2. Policy on Testing Time

See page 1 of this document for the prescribed test schedule and information about session length (time allotments conform with WIDA consortium policy). Only students with disabilities may receive extended time for the Reading and Writing sections. Note that all students, including students with disabilities, must complete **an entire test session** in one school day.

Different
from
MCAS/
MEPA

3. Clarifying Test Directions

For all students, test directions (excluding any part of the actual test) may be:

- translated into a student’s native language
- clarified and explained in a student’s native language
- repeated to the student
- clarified and explained in English.

Different from MCAS/MEPA

Part IV ELL Students with Disabilities

1. Testing Time for ELL Students with Disabilities

All ELL students with disabilities may receive extra time on all sections of the tests, as needed, provided that each section of the test (i.e., Reading, Writing, Listening, Speaking) is completed on the same day in which it begins.

Different from MCAS/MEPA

2. Accommodations for ELL Students with Disabilities

Accommodations listed in the *Requirements for the Participation of Students with Disabilities in MCAS* (posted on the Department’s website at www.doe.mass.edu/mcas/participation/sped.pdf) are available for ACCESS for ELLs testing, with the following **exceptions**. See instructions on page 4 for reporting accommodations used by students during testing.

- **Students not required to participate in one or more sessions of the test because an accommodation is not available:** students requiring accommodation 12 (Braille), 17 and 27 (Administrator Signs Test), 18 and 28 (Electronic Text Reader), or nonstandard accommodation 26 (Test Administrator Reads Aloud the Reading test). See instructions on page 4 for submitting booklets for these students.
- Students requiring accommodation 24 (answers recorded in test booklet) are required to participate even though this accommodation is not applicable. (All students record their answers in the test booklet.)

Different from MCAS/MEPA

Part V Providing Accurate Student Information

Before Testing

- For each student reported as an ELL in October SIMS, you will receive a Pre-ID Label (called “Student ID Labels” for MCAS). Before test administration, apply a label to a test booklet cover where indicated, if the label contains the student’s correct SASID. Labels with incorrect information must not be applied to test booklets. **Note:** Like other test materials, Pre-ID Labels **may not** be transferred to another school.
- If a student does not have a Pre-ID Label or if the label has an incorrect SASID, also complete **box 3** on the front cover of the student’s booklet (see page 19 of the TAM): print the student’s Last Name, First Name, and Middle Initial (MI) and fill in the corresponding boxes.

After Testing

- Download and complete a **Student Transfer Form** (posted at www.metrittech.com/wida/login.aspx) for a student who participated in at least one, but not all, of the test sections because he or she transferred **out of or into** the school during the testing window. Follow instructions on the form for submitting the student’s booklet and notifying the receiving district.
- Complete **box 1** 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 following instructions:

Box Number and Description	Students with a Label	Students without a Label
4. District Name and School Name	Leave blank.	Print the district name and school name.
9. Birth Date	Leave blank.	Print the birth date and fill in the boxes.
18. State Student ID Number	Leave blank.	Print the 10-digit SASID and fill in the boxes. It is important that the SASID be provided accurately.
22. Do Not Score This Section For This Student	Fill in the appropriate box for each test section the student did not take (see the next page and page 24 in the TAM for instructions).	
23. School Use Only – Accommodations	Fill in the appropriate box to indicate accommodations used (see the next page for instructions).	

- Leave all other boxes blank on the back cover of the test booklet.

Instructions for Completing Box 22 (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.

- **ABS:** Student was absent for one or more sections for any reason (including illness or other medical condition) and did not participate in make-up testing.
- **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, mark void booklets “Do Not Score” as shown on page 30 of the TAM, and mark labels placed on the booklet in error as shown on pages 17–18 in the TAM.
- **DEC:** Student refused to participate in one or more sections.
- **SPD:** Student did not take one or more sections because he or she required an unavailable accommodation, an alternate assessment, or the student was deaf or hard of hearing (see page 3 of the Requirements).

Instructions for Completing Box 23 (School Use Only – Accommodations):

Fill in the box corresponding to an accommodation that was used by a student with a disability according to the details below (e.g., if a student with a disability used accommodation 1–Frequent Breaks, fill in the option for TS in box 23 on the back cover of the student’s test booklet).

ACCESS for ELLs Accommodation Code and Description	MA Accomm. Number	Description of Accommodation	Special Instructions
AA (Audio amplification)	8	Noise Buffers	
	15	Amplification Devices	
BR (Braille)	12	Braille	Leave this box blank. Fill in Box 22–SPD instead.
CA Computer assisted)	23	Typed Responses	
	31	Spell-check	Nonstandard accommodation for Writing test
LP (Large print)	11	Large Print	
LV (Low vision)	9	Magnification or Overlays	
PF (Presentation format)	7	Familiar Test Administrator	
	13	Place Marker	
	14	Track Test Questions	
	16	Administrator Reads Test Aloud	
	17 and 27	Administrator Signs Test	Leave this box blank. Fill in Box 22–SPD instead..
	18 and 28	Electronic Text Reader	Leave this box blank. Fill in Box 22–SPD instead..
	20	Organizer, Checklist, Reference Sheet, or Abacus	
	21	Student Signs or Reads Test Aloud	
	22	Monitor Placement of Responses	
	24	Answers Recorded in Test Booklet	Leave this box blank. All students record answers in the test booklet.
SB (Scribed test)	26	Administrator Reads Reading Test Aloud	Leave this box blank. Fill in Box 22–SPD instead..
	19	Administrator Scribes the Reading and/or Listening Test	
SF (Setting format)	29	Administrator Scribes the Writing Test	
	3	Small Group	
	4	Separate Setting	
	5	Individual	
TD (Test directions)	6	Specified Area	
	10	Test Directions Clarified	
TS (Timing or scheduling)	1	Frequent Breaks	
	2	Time of Day	
	NA	Extended Time	All students with disabilities may have extended time (see page 3)
OA (Other Approved Accommodation)	25	Other Standard Accommodation	Prior Department approval required
	32	Other Nonstandard Accommodation	Prior Department approval required