

ACCESS for ELLs ONLINE NEW TEST COORDINATOR TRAINING SCHOOL YEAR 2021-22

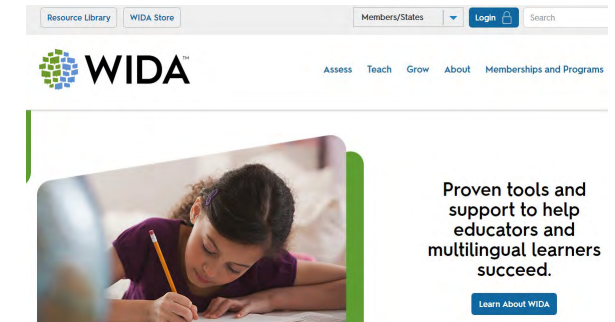


Welcome!

Before we begin, please make sure you have a username & password and can log into the two sites below. Then please keep these sites open throughout the training.

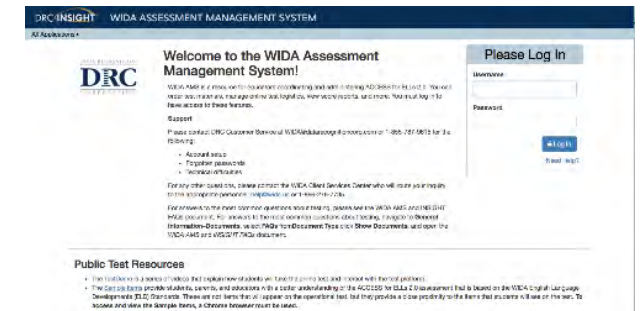
WIDA website: <https://wida.wisc.edu>

- If no log in, contact 866-276-7735 or help@wida.us
- If you forgot your password, click “forgot password”



WIDA AMS: www.wida-ams.us

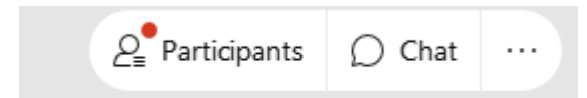
- Use Account from last training
- **New School Test Coordinators**, contact your **RT** if you don't have an account



Welcome to the Virtual ACCESS for ELL's New TC Training

Things to remember:

- You have been muted upon entry
- To save on bandwidth, please turn your camera off after introductions
- If you have any questions, please put your questions in the chat box and address it to “everyone” so we can all see your question(s)
- This webinar will be recorded and posted in the alohahsap.org portal



Assessment and Accountability Branch

- **Keith Kameoka**- Acting Director, Assessment and Accountability Branch

Assessment Section

- **Brian Reiter** – Administrator, Assessment Section
- **Karen Tohinaka** – ACCESS for ELL's Online Project Lead
- **Paul Dumas** – Test Development Specialist
- **Bruce Hirotsu** – Technical Support

Office of Student Support Services

- **Jennifer Renfro**– Administrator, OSSS
- **Mishka Sulva** - Educ Specialist, English Learners
- **Andrea DeGre**- Educ Specialist, English Learners

Agenda

Links to:

[Agenda](#)

[WIDA Newbie TC Training Powerpoint](#)



- What is WIDA?
- Overview of New Site Navigation
- Features and Resources
- Training Course Requirements and Preparation
- Roles
- Accommodations & Accessibility
- Technology
- Preparing Students

Tasks and Activities During This Session

- You will be asked to complete a number of tasks and activities during this session that involve going to other sites such as alohahsap.org and wida.wisc.edu.
- When going to those sites be careful not to close or leave the Webex Session.
- If you do accidentally get disconnected from the training, reconnect using the link you used to join initially.



Our Purpose Today

The goal of today's training session is be sure that new Test Coordinators (TC) for the ACCESS for ELLs have the knowledge and resources to prepare for successful testing in SY 2021-2022.



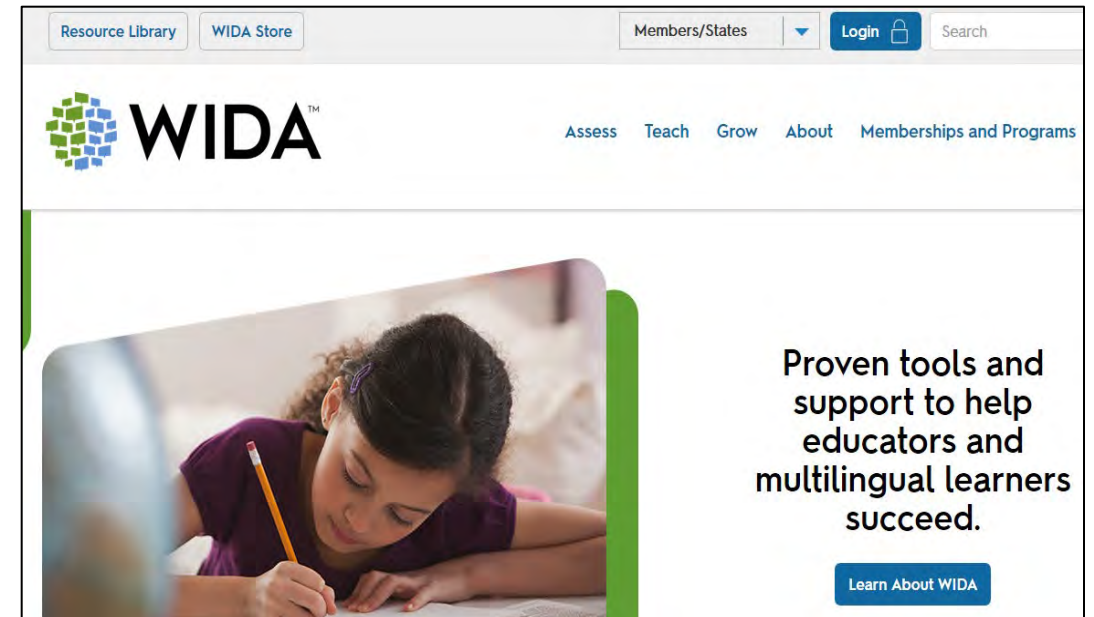
This includes:

- understanding the roles and responsibilities of the WIDA TC;
- becoming familiar with the WIDA Secure Portal and the specific documents for Hawaii; and,
- being prepared to work effectively with other key staff: technology coordinator, special education staff for ELs with disabilities, and test administrators.

There will be training for all TCs, including those of you participating today, in December. That training will focus on the specifics of test administration in the WIDA AMS and topics such as: using practice tests to prepare students; managing students, test sessions, and test security.

What is WIDA?

- Consortium of 40 States & Territories
- ELD Standards & Assessment
- Professional Learning
- Website: <https://wida.wisc.edu>
- Helpdesk: help@wida.us





WIDA: A comprehensive approach to supporting, teaching and assessing multilingual learners.



- WIDA English Language Development Standards Framework, 2020 Edition
- Can Do Booklets
- Curricular Considerations
- ABCs of Family Engagement
- Academic Vocabulary Development



ACCESS for ELLs (ACCESS) is **WIDA's** suite of summative English language proficiency assessments.



What is ACCESS for ELLs?



ACCESS for ELLs:

- Is available through the WIDA Consortium
- Is administered to **Kindergarten through Grade 12** students who have been identified as English learners (ELs)
- Is given annually to monitor students' progress in learning academic English
- Meets U.S. federal requirements for monitoring and reporting ELLs' progress
- Is anchored in the WIDA English Language Development Standards
- Assesses the four language domains of Listening, Speaking, Reading and Writing



Why ACCESS?

Students' scores reflect proficiency levels ranging from Level 1 (Entering) to Level 6 (Reaching).

Test results can be used:

- To support decisions about placing students into appropriate classes or groups for instruction and for instructional planning
- To show the progress students have made
- As a measure to make decisions about whether a student can exit English language support services
- For accountability purposes




WIDA Portal

← → ↻ 🏠 wida.wisc.edu 🔍 ☆ ⚙️ ☰ K ⋮

📱 Apps WDE WY-TOPP Assessme... 📄 Assessment News_... 📖 Schools and Child C... 👤 Student / Parent Co... 📅 Continuity of Educa... 🌐 Cisco Webex Meeti... 🕒 11 Tips for A Kick-B... 📺 [Webinar] Best Prac... » 📖 Reading list

Resource Library Recursos en español WIDA Store Members/States Login 🔍 Search this Site


 **WIDA**[™] Assess Teach Grow About Memberships and Programs


COVID-19 Response and Updates
Get more information on using WIDA assessments and resources during the pandemic. [Read about WIDA pandemic updates](#)

wida.wisc.edu


Proven tools and support to help educators and multilingual learners succeed

[Learn About WIDA](#)

 [Cambiar a la versión en Español](#)

 **Assess** **Teach**

A trusted, comprehensive approach to supporting, teaching and assessing multilingual learners





<https://wida.wisc.edu>

Where Do I Find the Stuff I Need?

Members/States

Login



Looking for training? eLearning? webinars?

The WIDA Secure Portal (for WIDA Consortium educators) also houses ACCESS, WIDA Screener and K-W-APT materials, and test manuals.

WIDA Secure Portal



Looking for score reports? Screener scoring materials? test tickets?

DRC's WIDA AMS also includes data validation, software downloads and ACCESS material ordering.

WIDA AMS



Looking for MODEL Online testing?

Metritech's website houses the online administration of the MODEL assessment and all that goes with it: training, reports, scripts and manuals.

WIDA MODEL Online



Are you a member of the International School Consortium?

The International Secure Portal houses training materials and members-only resources.

WIDA International Secure Portal





**Helping multilingual learners and
their educators reach their potential**

Choose your path



Assessment Training

Get trained on WIDA Assessments



Professional Learning

High-quality professional learning,
right where you are



Webinars

Live and recorded webinars on a
variety of topics



Resources

Resources to help you make the
most of your WIDA experience

Assessment Training

Filter By

Topic



- ACCESS Online ☐
- ACCESS Paper ☐
- Alternate ACCESS ☐
- Kindergarten ACCESS ☐
- Kindergarten W-APT ☐
- Screener for Kindergarten ☐
- Screener Online ☐
- Screener Paper ☐
- Screener Scoring ☐

Apply Filters

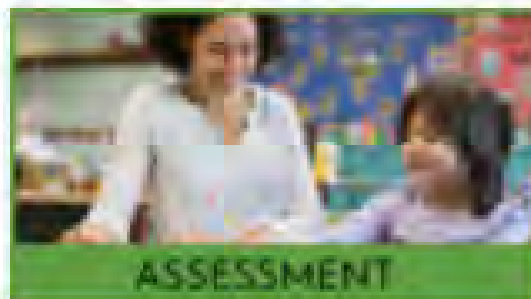
Clear Filters



Alternate ACCESS for ELLs: Administration and Scoring

The purpose of this course is to help test administrators successfully prepare for and administer the Alternate ACCESS for ELLs assessment.

[Course Details](#) [Course Resources](#)



Kindergarten ACCESS for ELLs: Administration and Scoring

The purpose of this course is to help test administrators successfully prepare for and administer the Kindergarten ACCESS for ELLs assessment.

[Course Details](#) [Course Resources](#)

Looking for score reports?
Screener scoring materials?
test tickets?

DRC's WIDA AMS also includes data
validation, software downloads and
ACCESS material ordering.

WIDA AMS

DRC INSIGHT™

DRC INSIGHT™

DRC INSIGHT™

Sign In

Username *

Password *

☐ Show Text

Sign in

[Forgot your password?](#)

Welcome to the WIDA Assessment Management System (AMS)

This website supports your preparation for and administration of ACCESS for ELLs suite of assessments and WIDA Screener Online.

To access the WIDA AMS library of technical and test administration materials [click here](#) (login not required).

Logging into WIDA AMS

To access WIDA AMS, login using your username (email address) and password.

If you do not have a WIDA AMS login, please see the 'Logging in' section of your WIDA member/state page. You can find your member/state page using the drop down on the [WIDA website](#). The WIDA Client Services Center can also assist you.

Public Test Resources

- The [Test Demo](#) is a series of videos that explain how students will take the online test and interact with the test platform.
- The [Sample Items](#) provide students, parents, and educators with a better understanding of the ACCESS for ELLs Online assessment that is based on the WIDA English Language Development (ELD) Standards. These are not items that will appear on the operational test, but they provide a close proximity to the items that students will see on the test. **To access and view the Sample Items, a Chrome browser must be used if you are on Windows, macOS, ChromeOS, or Linux Devices. If you are on an iPad, you must use the Safari Browser.**
- The [Test Practice](#) items are designed to allow students to experience taking the assessment online and to experiment with the features available to them during the actual assessment. The above link provides access to the Test Practice items for ACCESS for ELLs Online and WIDA Screener Online. **To access and view the Test Practice Items, a Chrome browser must be used if you are on Windows, macOS, ChromeOS, or Linux Devices. If you are on an iPad, you must use the Safari Browser**

DRC System Status Indicator: <https://status.drcdirect.com/WIDA>

DRC System Status Indicator reports normal operations or problems and outages.

[DRC INSIGHT LINK](#)

Don't use Internet Explorer/Edge

WIDA AMS

Data Recognition Corporation (DRC) Customer Service

855-787-9615

WIDA@datarecognitioncorp.com

Hours of operation:

- Year-round: M-F, 7am-6pm CT

Contact for questions about:

- WIDA Assessment Management System (WIDA AMS)
- INSIGHT (online test software)
- Central Office Services (COS) Service Device
- ACCESS for ELLs Suite of Assessments
 - Materials ordering
 - Payment/billing
 - Technical issues

WIDA Portal

WIDA Client Services Center

866-276-7735

help@wida.us

Regular hours of operation:

- April-October: M-F, 8am-5pm CT
- November-March: M-Th, 7am-6pm CT; Fri, 7am-5pm CT

Contact us for questions about:

- WIDA Secure Portal user accounts
- ACCESS for ELLs Suite of Assessments
- WIDA Screener Paper and Online
- Kindergarten W-APT
- WIDA MODEL Paper, Online and Kindergarten
- Training and certification
- Test administration preparation and procedures
- Content of score reports
- Standards and Can Do Descriptors

Review your member/state page for questions about your state's testing policies.



Want to Stay Up-to-Date?

Task #1: Get on the School Contact List

In order to receive up to date information for all Assessments:

- Go to alohahsap.org
- Click Smarter Balanced >> Coordinators/Administrators/ >> School Contact List
- To sign in use your Intranet log in using your employee ID # and your password
- Please check to see if your on the list. View your current Contact list by role and update if necessary

[Home](#) [Mismatches](#) [Log](#) [Sign out](#)

School Information and Contacts

District

Central

Complex Area

Aiea Moanalua-Radford

Complex

Aiea Complex

School

Aiea Elem School (200)

School Name:

Aiea Elem School

School Code:

#200

Grade Range:

K to 6

School Type:

Elementary

Public Charter?

No

Phone Number:

(808) 305-4400

Fax Number:

(808) 483-7201

Island:

Oahu

District:

Central

Complex Area:

Aiea Moanalua-Radford

Complex:

Aiea Complex

Website:

<http://www.aieaelementary.com/>

Principal:

James L Kau

Complex Area Supt:

John Erickson

School information via the Statewide Student Enrollment System (SSES). For discrepancies, please contact:
Communications and Community Affairs Office - (808) 586-3232

Aiea Elem School

Principal will receive emails:

YES

Employee

-

Position

-

Add

Export

| Position | Employee | Added | Modified | Action | Confirm |
|-----------------------------------|--|--------------------------|--------------------------------------|-------------|-------------|
| Smarter Balanced Test Coordinator | <div></div> <div>/PCHIGH/HIDOE@notes.k12.hi.us</div> | 09/26/19 11:46 AM Sys | 10/14/19 07:59 AM Tohinaka, Karen | <div></div> | <div></div> |
| Smarter Balanced Test Coordinator | <div></div> <div>/AIEAE/HIDOE@notes.k12.hi.us</div> | 09/04/19 08:31 AM Sys | - | <div></div> | Confirm |
| Smarter Balanced Test Coordinator | <div></div> <div>/AIEAE/HIDOE@notes.k12.hi.us</div> | 09/04/19 08:31 AM Sys | - | <div></div> | Confirm |

ACCESS for ELLs Suite of Assessments

The following assessments are used to satisfy state and federal requirements for the annual assessment of the English language proficiency of English I learners (ELs):

- **ACCESS for ELLs**, an online and paper-based assessment for Grades 1–12.
- **Kindergarten ACCESS for ELLs**, a paper-based assessment for Kindergarten.
- **Alternate ACCESS for ELLs**, a paper-based assessment for ELLs in Grades 1–12 who have significant cognitive disabilities.



ACCESS for ELLs is the Summative Test **but don't forget the Screener** for new ELs...

The WIDA Screener is an English language proficiency assessment given to incoming students who may be designated as English learners. It assists educators with programmatic placement decisions such as identification and placement of ELs.

- The Screener must be administered within 14 days when new ELs enroll in a school in Hawaii.
- Resources, including administration manuals, training videos, and recorded webinars are available at wida.wisc.edu
- For further assistance contact your RT or Andrea DeGre (andrea.degre@k12.hi.us)



The screenshot shows the WIDA Secure Portal website. At the top is the WIDA logo and the text "Secure Portal". Below this are navigation links: "Assessment Training", "Professional Learning", "Webinars", and "Resources". The main heading is "Assessment Training". On the left, there is a "Filter By" section with a list of topics and checkboxes. The "Screener Online" checkbox is checked. Below the list are "Apply Filters" and "Clear Filters" buttons. On the right, there are three course cards. Each card has a thumbnail image, a title, a description, and links for "Course Details" and "Course Resources".

| Topic | Filter |
|---------------------------|-------------------------------------|
| ACCESS Online | <input type="checkbox"/> |
| ACCESS Paper | <input type="checkbox"/> |
| Alternate ACCESS | <input type="checkbox"/> |
| Kindergarten ACCESS | <input type="checkbox"/> |
| Kindergarten W-APT | <input type="checkbox"/> |
| Screener for Kindergarten | <input type="checkbox"/> |
| Screener Online | <input checked="" type="checkbox"/> |
| Screener Paper | <input type="checkbox"/> |
| Screener Scoring | <input type="checkbox"/> |

Speaking for Grades 1-5: Scoring ACCESS Paper and WIDA Screener
The purpose of this course is to help test administrators successfully score the Speaking domain for ACCESS for ELLs Paper, WIDA Screener Online and WIDA Screener Paper for grades 1-5.
[Course Details](#) [Course Resources](#)

Speaking for Grades 6-12: Scoring ACCESS Paper and WIDA Screener
The purpose of this course is to help test administrators successfully score the Speaking domain for ACCESS for ELLs Paper, WIDA Screener Online and WIDA Screener Paper for grades 6-12.
[Course Details](#) [Course Resources](#)

WIDA Screener Online: Administration
The purpose of this course is to help test administrators and coordinators successfully prepare for and administer the WIDA Screener Online identification and placement assessment.
[Course Details](#) [Course Resources](#)

ACCESS for ELLs Domains

Listening

Process, understand, interpret and evaluate spoken language in a variety of situations

Reading

Process, understand, interpret and evaluate written language, symbols and text with understanding and fluency

Writing

Engage in written communication in a variety of situations for a variety of purposes and audiences

Speaking

Engage in oral communication in a variety of situations for a variety of purposes and audiences

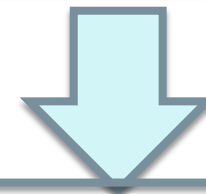
Overview of the Online Assessment

- Grade clusters



*Note: Kindergarten will remain an interactive, paper-based test.

- Adaptive: Listening and Reading test performance determines placement in Speaking and Writing
- All test items score centrally by DRC



For Online students
MUST take Listening &
Reading, before they
can take writing and
speaking

ACCESS for ELLs Online: Administration Order

Students' performance on the Listening and Reading tests will determine their placement for Writing and Speaking, SO.....



- **Reading** and **Listening** need to be administered first.



- **Writing** and **Speaking** can be administered in either order, after the Listening and Reading tests.

Estimated Administration Times

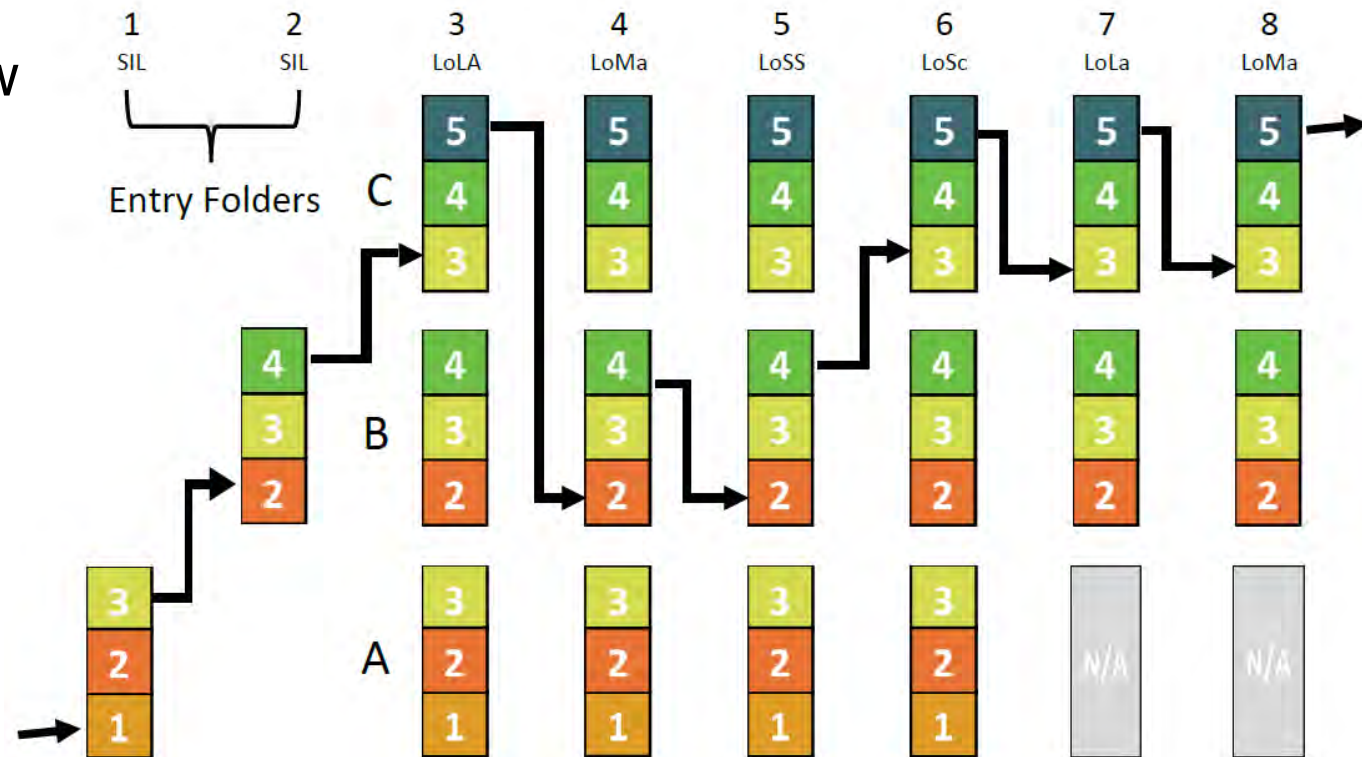
| | Administration format | Approximate administration time | Recommended scheduled testing time |
|------------------------------|------------------------------------|--|---|
| Kindergarten ACCESS for ELLs | Individual | 45 minutes | 60 minutes |
| ACCESS for ELLs Paper | Listening, Reading, Writing: Group | Listening: 20–40 minutes Reading: 50 minutes Writing: <ul style="list-style-type: none"> Grade 1, Tier A: 25 minutes Grades 2–12, Tier A: 60 minutes Grades 1–12, Tier B/C: 65 minutes | Listening: 60 minutes Reading: 70 minutes Writing: <ul style="list-style-type: none"> Grade 1, Tier A: 40 minutes Grades 2–12, Tier A: 75 minutes Grades 1–12, Tier B/C: 80 minutes |
| ACCESS for ELLs Paper | Speaking: Individual | Speaking: 15–30 minutes | Speaking: 45 minutes |
| ACCESS for ELLs Online | Group | Listening: 35–50 minutes Reading: 45 minutes Writing: 50–75 minutes Speaking: 35 minutes | Listening: 65 minutes Reading: 60 minutes Writing: 70–90 minutes Speaking: 50 minutes |
| Alternate ACCESS for ELLs | Individual | Listening: 20 minutes Reading: 20 minutes Writing: 20 minutes Speaking: 20 minutes | Listening: 30 minutes Reading: 30 minutes Writing: 30 minutes Speaking: 30 minutes |

Adaptive Testing Online

Performance in 1 folder determines the next folder

Each ACCESS for ELLs assessment has some form of built-in adaptivity, giving students the chance to respond to 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.

Sample path through the ACCESS for ELLs 2.0 Listening and/or Reading



Preparing for Successful ACCESS for ELLs Testing

Dates: 1/10/22 - 2/25/2022

Format: Face-to-Face



Paper/Pencil: Kindergarten **and** Writing Domain for Grades 1, 2 and 3



Online: Reading, Speaking, and Listening for Grades 1-3, and all domains for Grades 4 - 12



Preparing Technology: COS Service Device and student computers with the INSIGHT Secure Browser



Preparing Test Environments: WIDA guidelines and equipment for face-to-face testing also meeting any state or county COVID related guidelines.



Preparing Test Administrators: Ensuring that training and quizzes are completed and TAs know and thoroughly understand their role and responsibilities.



Addressing the Needs of All Students: Working with the SSC and SPED staff to ensure students have access to the appropriate administrative considerations and accommodations

No Remote Testing for WIDA Access for ELLs



- ★ **WIDA assessments, including the WIDA Screener and ACCESS for ELLs, can not be administered remotely.**

Procedures Prior to Administration of ACCESS for ELLs



- Assessments are to be administered at a secure testing site such as a school computer lab, library, or classroom.
- Students who are distance learning are required to be assessed in-person and school-level staff are expected to communicate the requirement to the parents/guardians of distance learning students and address concerns to ensure needs are met.
- Plan your schedules now, include time for going over practice and demos.
- Secure testing materials in a locked storage area.

WIDA Administration Tips

- Students can be tested in any room that provides a quiet environment free of distractions where other students are not participating in learning activities including not doing homework or accessing the internet.
- Remember that the script must be followed exactly and used each time a test is administered.
- For paper tests make sure the info is completely bubbled in using a #2 pencil. No pens.
- Collect or ensure that all electronic devices are put away in backpacks and placed in a corner of the testing environment.
- Ensure that each student receives their own test ticket and verify prior to the student logging in.
- Assessments are not timed, however students who are not making an effort to complete the test do not need to be offered additional testing sessions.
- There will be monitoring of Test Security and provision of Accommodations with Quality Assurance visits
- No food or drink allowed in the testing environment.

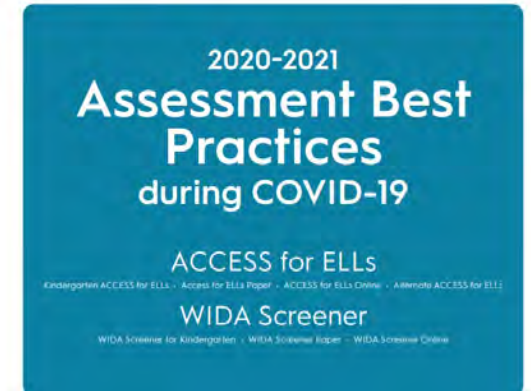


Procedures Prior to Administration of ACCESS for ELLs for COVID



Sanitize:

- Disinfect surfaces, writing utensils, technology, and—if possible—test materials before and after each test administration. Wash your hands before and after each test administration.
- Have students use hand sanitizer as they enter and exit the testing room.



Set up:

- Minimize close interaction by placing all testing materials on students' desks before they arrive.
- Have students leave materials on their desks when they finish testing.
- Collect all materials after students leave the testing room.

Follow all DOE, State, and County Guidelines

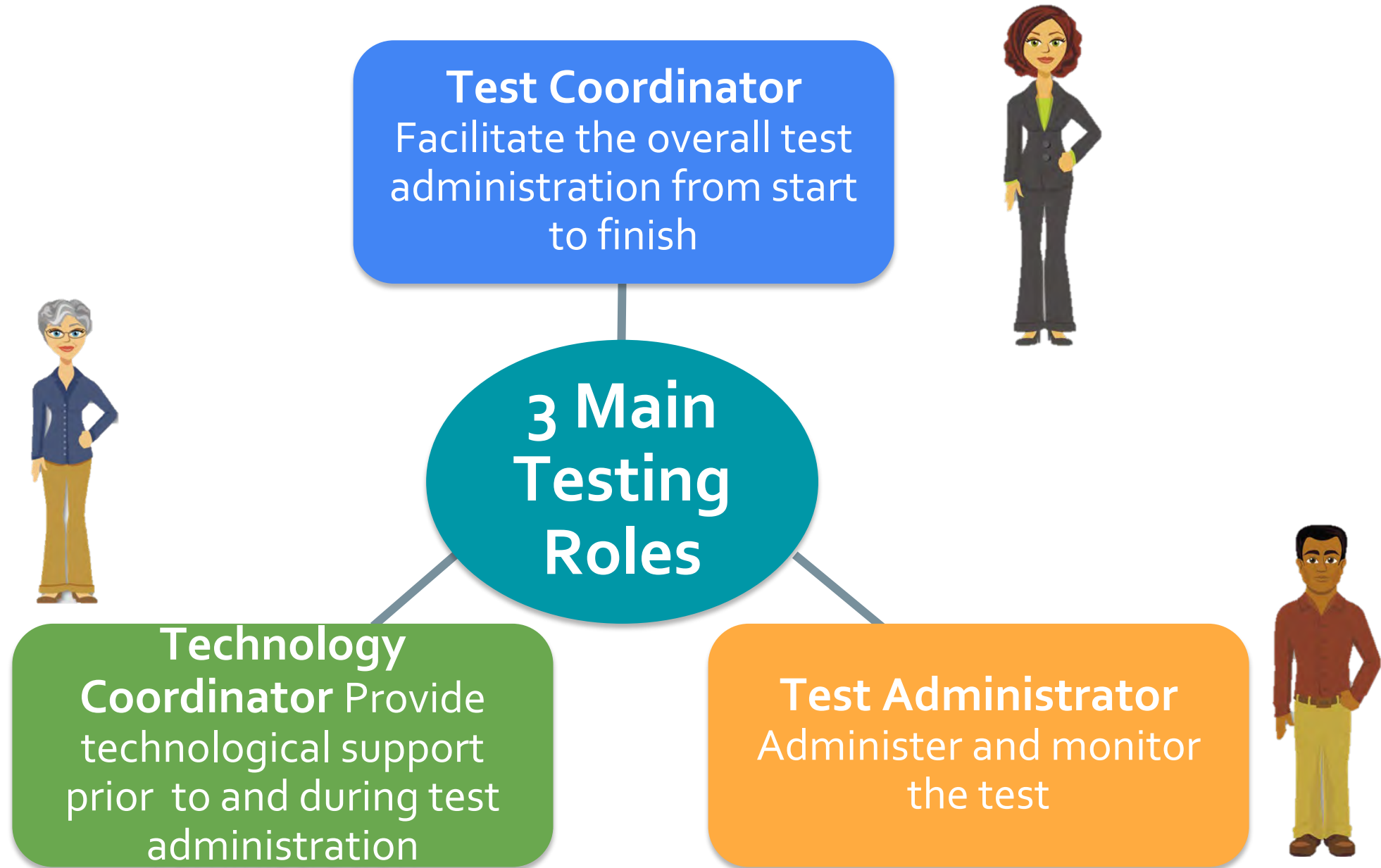


Procedures Prior to Administration of ACCESS for ELLs for COVID

Stay safe:

- Whenever possible, have students continue to wear masks throughout testing, even during the Speaking test.
- Encourage students to speak loudly.
- Avoid sharing materials! In situations where you or a student can turn pages in a booklet, allow the student to do so on their own.
- Alternatively, particularly with young students, keep the booklet to yourself and don't have the student assist with page turning.
- If you must write in a student test booklet, for example to transcribe a student response during a kindergarten or Alternate ACCESS for ELLs test, use scratch paper instead during test administration. (A trained scribe records student responses during testing is an accommodation for Kinder ACCESS for ELLs & Alternate ACCESS & Paper/Online ACCESS for ELLs, for L, R & W domains only, writing/transcribing a student response should be done only for specific students who have this agreed upon by the IEP/504 team & stated in the Clarification of Services & Supports section.)
- After testing, update the booklet and securely destroy the scratch paper.







District and School Test Coordinator Manual 2021-2022

ACCESS for ELLs

Kindergarten ACCESS for ELLs • ACCESS for ELLs Paper • ACCESS for ELLs Online • Alternate ACCESS for ELLs



2021-2022 Accessibility and Accommodations Manual

ACCESS for ELLs
Kindergarten ACCESS for ELLs
Alternate ACCESS for ELLs
WIDA Screener

Hawaii State Specific ELP Assessment Manual

WIDA Screener
WIDA ACCESS Placement Test
Kindergarten ACCESS for ELLs
ACCESS for ELLs
Alternate ACCESS for ELLs
SY 2020-21



Test Administrator Manual 2021-2022

ACCESS for ELLs

Kindergarten ACCESS for ELLs • ACCESS for ELLs Paper • ACCESS for ELLs Online • Alternate ACCESS for ELLs



2021-2022 Test Administrator Essentials ACCESS for ELLs

DRC INSIGHT™
ONLINE LEARNING SYSTEM

Technology User Guide

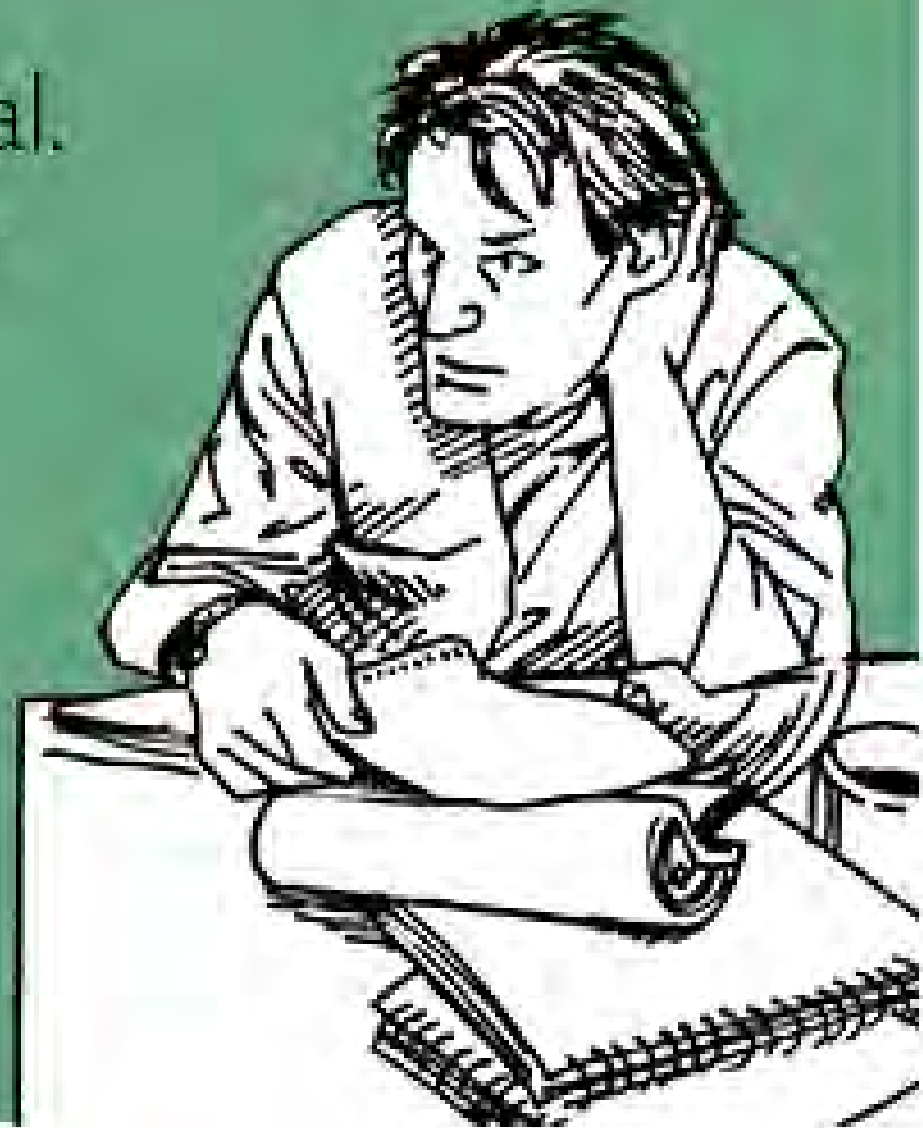
WIDA

Data Recognition Corporation (DRC)
13480 Uess Lake Road
Maple Grove, MN 55311

Direct: 1-855-787-9815
Website: <https://www.wida-ams.us>
Email: wida@datarecognitioncorp.com
Revision Date: June 24, 2020

Read your test
administrator manual.
Because reading for
pleasure during
testing season is
out of the
question.

someecards
user card



Test Coordinator

- Communicate with RT
- Facilitate overall test administration
- **Coordinate assignments and communication**
- **Schedule test sessions**
- **Conduct and document TA training**
- Ensure all TAs complete required online training Tutorials and TA Quizzes for certification
- Ensure test security
- Answer any questions your TAs about their accounts on the WIDA Portal or WIDA AMS
- Distribute test materials to TAs as appropriate
- Work with your RTs to order additional materials as needed
- **Account for and return materials**



Training Requirements

For Test Coordinators:

- View training tutorials for the tasks listed in state checklist
- Complete the knowledge checks at the end of each training tutorial
- Conduct a training for TAs using the Procedures and Guidelines found in your agenda
- **Recommended** to complete the trainings and quizzes that Test Administrators will be completing
- Ensure **all** TAs have completed certification

Test Administrator



- Complete the applicable required online training Tutorials and Quizzes for certification
- Attend TA training provided by the TC
- Ensure students have completed the online Test Demos and Test Practices before testing
- Provide and document appropriate accommodations for students
- Verify student data on the test tickets
- Administer and monitor the test
- Ensure test security as described in the Test Administration Manual

Who Can Be an ACCESS Test Administrator?

The following can serve as TAs for WIDA ACCESS after completing the required training and certification :

- Full time teachers on the school faculty.
- Substitute teachers who hold a full teaching license for the grade level, are hired by the school on a long-term basis, and assigned duties must include duties customarily performed by the regular teacher.
- EL PTTs who are hired by the school to work with EL population and, if their Bachelor's degree has been completed at a regionally accredited institution of higher education, are deemed to have sufficient English fluency/literacy

*Paraprofessional Educators (PPEs), Paraprofessional Tutors (PPTs) and Educational Assistants (EAs) **cannot** be Test Administrators. They may serve as proctors under the direct supervision and in close proximity of a WIDA certificated Test Administrator.*

Do You Know Who Your Technology Coordinator Is?




Technology Coordinator

- Ensure that devices meet minimum system requirements and are configured to support testing
- Download the COS (Central Office Service) to a designated computer (This needs to be left on for nightly updates)
- Download the Insight Secure Browser software to student testing computers
- Verify that the firewalls and filters are configured correctly
- Troubleshoot infrastructure issues
- Support Test Administrators during testing days
- Provide technological support



Technology Coordinators Documents in WIDA Portal

 **WIDA** Secure Portal

[Assessment Training](#) [Professional Learning](#) [Webinars](#) [Resources](#)

Filter By

Audience

Classroom Educator

Facilitator

Parent/Guardian

Technology Coordinator

Topic

ACCESS Online

ACCESS Paper

ACCESS Scoring

Accessibility and Accommodations

Alternate ACCESS

Kindergarten ACCESS

Kindergarten W-APT

Screener for Kindergarten

Screener Online

Screener Paper

Screener Scoring

Technology

Resource Type

Apply Filters

Clear Filters

ACCESS for ELLs Headset Specifications

This table outlines features for headsets and recording devices that may be used on ACCESS for ELLs or WIDA Screener Online, and WIDA's rationale for recommending those features.

Note: This resource is housed in WIDA AMS. The "View Resource" link below will open in a new tab.

[Resource Details](#) [View Resource](#)

DRC Insight Technology User Guide

This user guide is part of a multivolume set that describes how to configure, install, manage, and troubleshoot the DRC INSIGHT Online Learning System. This volume, Volume I: Introduction to Online Testing, introduces the DRC INSIGHT Secure Application, DRC INSIGHT, a major component of the DRC INSIGHT Online Learning System.

Note: This resource is housed in WIDA AMS. The "View Resource" link below will open in a new tab.

[Resource Details](#) [View Resource](#)

Network Evaluation and Troubleshooting

Checklist to evaluate network configuration and its capacity for administering WIDA online assessments.

Note: this resource is housed in WIDA AMS.

Note: This resource is housed in WIDA AMS. The "View Resource" link below will open in a new tab.

[Resource Details](#) [View Resource](#)

Site Technology Readiness Checklist for Deploying WIDA Online Assessments

This document is a guide for sites implementing WIDA online assessments. The checklist is designed to identify various factors that a site should address to provide a positive student online testing experience.

Note: This resource is housed in WIDA AMS. The "View Resource" link below will open in a new tab.

[Resource Details](#) [View Resource](#)

Tech Bulletin: Configuring a COS Service Device and DRC INSIGHT on a Single Mac Computer for WIDA Online Testing

This Tech Bulletin describes the three parts of the process of installing and configuring a Central Office Services Service Device (COS - SD) and the DRC INSIGHT Secure Application (DRC INSIGHT) on a single Mac (macOS) computer for online testing.

Technology Coordinators Downloads in WIDA AMS

Technology Downloads



Technology Downloads allows the user to access and download secure resources needed for online testing.

Technology Downloads

[Instructions](#)

Software Downloads

Testing Software Downloads

| Title | Platform | Operating Systems | Version | Action |
|---|------------|--|---------|---|
| DRC INSIGHT Secure App for iPad Installer | iPadOS | iPadOS 14.5, 14.4, 14.3, 14.2, 14.1, 14.0 | 12.0.0 | |
| The DRC INSIGHT iPad app is now available from the Apple App Store. Search for DRC INSIGHT. | | | | |
| DRC INSIGHT Secure App for Chrome OS Installer | Chromebook | Chrome OS recent stable channel | 12.0.0 |  |
| Use the application ID and URL to identify DRC INSIGHT in the Chrome Store for testing on Chromebook devices. Note: See 'System Requirements' for list of supported Chrome touch devices. | | | | |
| DRC INSIGHT Secure Browser for Linux Installer | Linux | Ubuntu 18.04 LTS Gnome Shell, Ubuntu 20.04 LTS Gnome Shell | 12.0.0 |  |
| Use the installer above to download the DRC INSIGHT test engine. Please contact DRC Customer Support for installing Ubuntu 20.04 | | | | |

Headset vs. Headphones

Headset



- Must have a microphone
- Can be used for all domains
- Necessary for the Speaking domain to record student responses

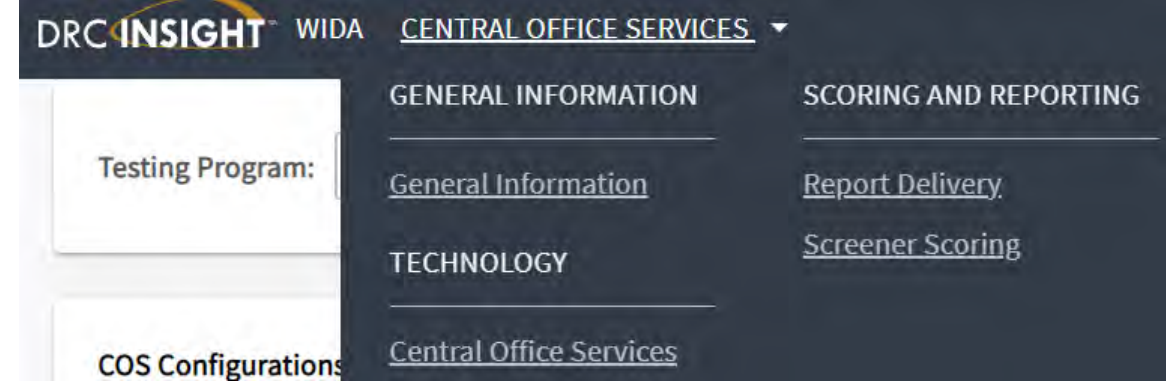
Headphones



- Can be used for Listening, Reading, and Writing tests
- To hear test directions and practice items
- To hear test items on the Listening & Writing tests

*** Check your ability to connect headphone with testing device**

Central Office Service (COS)



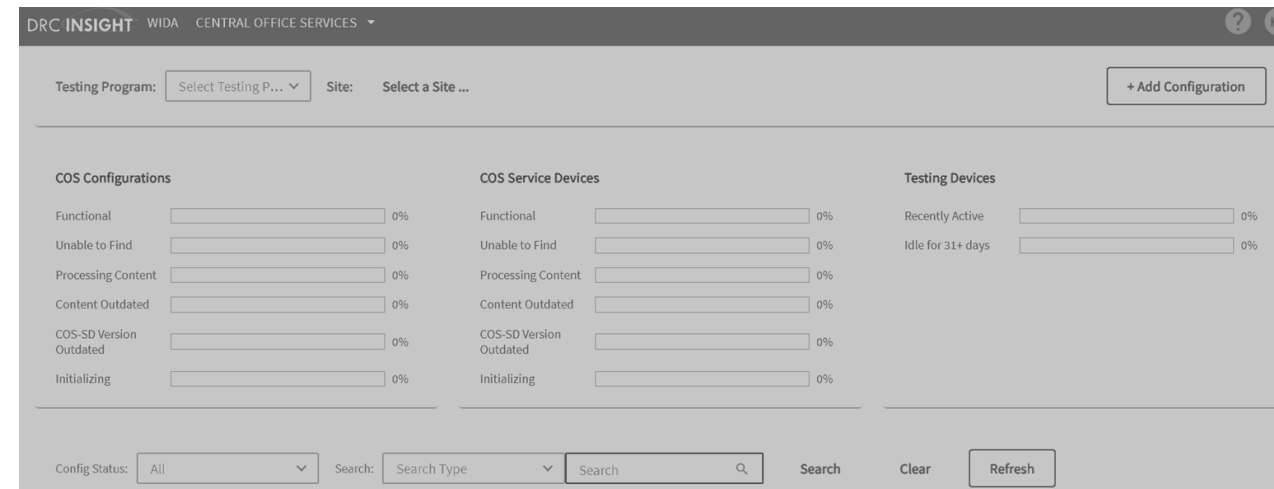
Central Office Services – Service Device (COS-SD) is a web-based application that provides caching and software tools to help you plan, configure, and manage online testing. COS-SD will replace the Testing Site Manager (TSM), and was phased in over the summer of 2019. COS SD will be available only in 64 bit.

Your technology coordinators should know the following things about COS-SD:

- It provides content hosting for multiple testing programs
- You can download only the content that you need
- It provides support for the all-in-one, standalone, multiple, and load-balancing configurations

If you have issues in installing contact the WIDA –DRC help desk.

Installing a [Central Office Service Device](#) video



DRC Customer Service

WIDA@datarecognitioncorp.com | 1-855-787-9615

- WIDA Assessment Management System (WIDA-AMS)
- INSIGHT (Secure Browser)
- Central Office Services - Service Device (COS-SD)
- ACCESS for ELLs Suite of Assessments
 - Materials ordering/processing
 - Technical issues

INSIGHT Test Engine

- INSIGHT must be on each testing computer
- Can mass deploy using device toolkit (depending on technology)
- Computer locks from going outside of INSIGHT test system

Student Workstation



Breakout Room Discussions

We will be going into “Breakout Rooms” several times during today’s session so that there can be small group discussions.

- You will be in the Breakout Room for about 10 minutes.
- While in the Breakout Room you can unmute yourself and turn on your video (camera).
- There will be several discussion questions for each breakout.
- While in the group you will be asked to select a scribe to post your: Suggestions/Successful Strategies (**Green**), Anticipated Challenges (**Orange**), and Questions (**Blue**) to the Jamboard.
- The Scribe should share their screen with the Jamboard.

We will look at the Jamboard Postings after the Breakout.

Activity #1: Discussion Of Roles



Link to Activity #1: bit.ly/WIDA-ACT1

JAMBOARD Breakout

- Who at your school is assigned to each role?
- How will you come together to discuss tasks to be completed, timelines, and benchmarks for each role (who, what, where, when).
- What possible challenges do you anticipate?

Break Time

15 minutes



Everything you need to do to get ready and how to do it !!

wida.wisc.edu

Hawaii State page here

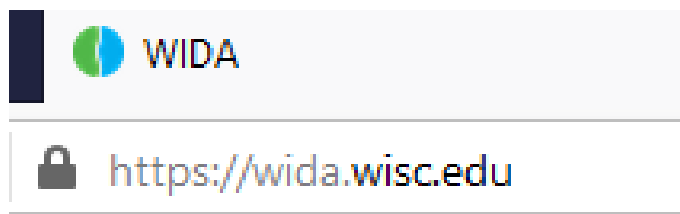
Log in to WIDA Secure Portal

The screenshot shows the WIDA website homepage. At the top right, there is a navigation bar with a dropdown menu labeled 'Members/States' and a 'Login' button. A red arrow points from the text 'Hawaii State page here' to the 'Members/States' dropdown. Another red arrow points from the text 'Log in to WIDA Secure Portal' to the 'Login' button. Below the navigation bar is the WIDA logo and a horizontal menu with links: 'Assess', 'Teach', 'Grow', 'About', and 'Memberships and Programs'. A large 'Login' button is prominently displayed in the center. Below this, a text block states: 'The WIDA Consortium and WIDA International School Consortium provide valuable secure resources that require an account:'. This is followed by four columns of content, each with a heading, a description, and a button:

- Looking for training? eLearning? webinars?**
The WIDA Secure Portal (for WIDA Consortium educators) also houses ACCESS, WIDA Screener and K W-APT materials, and test manuals.
WIDA Secure Portal
- Looking for score reports? Screener scoring materials? test tickets?**
DRC's WIDA AMS also includes data validation, software downloads and ACCESS material ordering.
WIDA AMS
- Looking for MODEL Online testing?**
Metritech's website houses the online administration of the MODEL assessment and all that goes with it: training, reports, scripts and manuals.
WIDA MODEL Online
- Are you a member of the International School Consortium?**
The International Secure Portal houses training materials and members-only resources.
WIDA International Secure Portal

Each column also includes a small thumbnail image representing the respective portal or system.

Hawai'i State Specific Information



Hawaii

Hawaii uses Kindergarten W-APT and WIDA Screener (for Grades 1-12) to identify English Learners (ELs). ACCESS for ELLs is given to all ELs during the annual testing window, which typically takes place from mid-January through late February.

Testing Dates

| | |
|-----------------|---|
| 11/18/21 | SEA loads Pre-ID file into AMS |
| 12/6/21-2/25/22 | WIDA AMS test setup available for test sessions |
| 1/5/22 | Districts receive test materials |
| 1/5/22-2/18/22 | Additional test materials ordering window in AMS |
| 1/6/22 | SEA loads Pre-ID file into AMS (2nd upload) |
| 1/10/22-2/25/22 | Test Window |
| 3/4/22 | Deadline for shipping completed test materials to DRC |
| 4/29/22 | Districts receive reports – Online |
| 5/12/22 | Districts receive reports – Printed |

Requirements and Resources

See below for state-specific information and resources related to EL assessment, including your state's ACCESS for ELLs Checklist, where you can find each step in the ACCESS testing process from beginning to end.

[ACCESS for ELLs Online Checklist](#)[ACCESS for ELLs Paper Checklist](#)[State Testing Requirements](#)[+](#)[Test Preparation and Training](#)[+](#)[Manuals, Guides and Test Materials](#)[+](#)

Hawai'i State Specific Information Documents

Requirements and Resources

See below for state-specific information and resources related to EL assessment, including your state's ACCESS for ELLs Checklist, where you can find each step in the ACCESS testing process from beginning to end.

[ACCESS for ELLs Online Checklist](#)

[ACCESS for ELLs Paper Checklist](#)

State Testing Requirements

Test Preparation and Training

Manuals, Guides and Test Materials

- [Hawaii State-Specific ELP Assessment Manual](#)
- Complex Area EL Resource Teachers - [HIDOE Complex Area EL Contact List](#)
- See the Resource Library for a list of translated Parent/Guardian Letters to Accompany Score Reports.







View [Hawaii-specific Forms Related to Student, Materials and ACCESS Test Management](#)



HAWAII
ACCESS for ELLs Online Checklist
2020-2021



This state checklist is a guide for personnel involved in administering [ACCESS for ELLs](#) Online, and includes unique steps related to Kindergarten and Alternate ACCESS assessments. The checklist highlights all tasks that need to be completed **before**, **during**, and **after** testing within a school or district and uses color to indicate who typically completes those tasks in your state. This checklist has been customized for your state. The state-specific clarification column contains guidance that your state education agency expects you to follow as you prepare for and administer the test.

| State-specific information | | | |
|--|--|--|-----------------------------------|
| Test delivery mode | Online | Testing Window | January 12, 2021 – March 10, 2021 |
| WIDA member page | wida.wisc.edu/memberships/consortium/hi | | |
| Online Resources | | | |
| <ul style="list-style-type: none">• ACCESS for ELLs Test Administrator Manual (TAM) <i>Test administration policies and procedures</i>• ACCESS for ELLs Test Coordinator Manual (TCM) <i>Test coordination policies and procedures</i>• ACCESS for ELLs Accessibility and Accommodations Supplement <i>Accessibility and accommodations policies and procedures</i>• Technology Readiness Checklist For Technology Coordinators | | <ul style="list-style-type: none">• ACCESS for ELLs Interpretive Guide for Score Reports• Alternate ACCESS for ELLs Interpretive Guide for Score Reports• WIDA AMS User Guide• Q&A Webinar Calendar• Assessment Best Practices during COVID-19• Hawaii State Specific ELP Manual <p>For more state-specific resources, visit your WIDA member page.</p> | |
| Checklist Key | | | |
|  Complex Area Resource Teacher (RT) task | |  Kindergarten ACCESS task | |
|  School Test Coordinator (STC) task | |  Alternate ACCESS task | |
|  Test Administrator (TA) task | |  Task may be optional depending on school or district procedures. | |

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Last Updated: 2.8.2021

Task #2:Hawaii State Page

Go to the Hawaii State Page on wida.wisc.edu and find.....

- The starting date for the WIDA ACCESS testing window.
- The number of preloads.
- Which grades and domains are online and which are paper based.
- Where the Hawaii State-Specific ELP Assessment Manual is.
- Where can you access State forms?



Menu


Click any menu section for a list of section contents – and go straight to what you need

[Resource Library](#)[Recursos en español](#)[WIDA Store](#)

Members/States

Login

Search this Site



AssessTeachGrowAboutMemberships and Programs

Assess >

Choosing an Assessment >

ACCESS for ELLs >

ACCESS Tests

ACCESS for ELLs Online

ACCESS for ELLs Paper

Kindergarten ACCESS for ELLs

Preparing for ACCESS Testing

ACCESS Test Practice and Sample Items

ACCESS for ELLs Scores and Reports

Alternate ACCESS for ELLs >

Preparing to Administer Alternate ACCESS

Alternate ACCESS Scores and Reports

WIDA Screener >

WIDA Screener Online

WIDA Screener Paper

WIDA Screener Paper Score Calculator

Kindergarten W-APT >

WIDA MODEL >

WIDA MODEL Online


WIDA MODEL Paper

WIDA MODEL for Kindergarten

WIDA MODEL Score Calculator

Accessibility and Accommodations >

Technology >



Available to members of WIDA Consortium states, territories and federal agencies

WIDA eSummit

ACCESS for ELLs Online

[Assess](#) < [ACCESS for ELLs](#) < [ACCESS Tests](#) < ACCESS for ELLs Online

ACCESS Online meets U.S. federal requirements under the Every Student Succeeds Act (ESSA) for monitoring and reporting ELLs' progress toward English language proficiency. It tests students' language in the four domains: **Listening, Reading, Speaking, Writing**.



Preparing to Administer ACCESS

An overview of what's involved in preparing for and administering ACCESS for ELLs. Helpful for Test Administrators and District Test Coordinators.

[Prepare for the Test](#)



Preparing Students for ACCESS

Suggestions to help you get your Grades 1-12 students ready for ACCESS for ELLs testing. Helpful for Test Administrators and ELL educators.

[Get Students Ready](#)



Accessibility and Accommodations

Guidance for supporting students with disabilities taking ACCESS for ELLs. Helpful for Test Administrators and IEP teams.

[Get Accessibility Guidance](#)



ACCESS Scores and Reports

An overview of how ACCESS for ELLs tests are scored and how scores can be used. Helpful for Test Administrators, ELL educators, and school, district and state administrators.

[Learn About Scoring](#)

Test Administration Times*

Times include convening students, material distribution, directions or embedded test practice. These are estimates provided for scheduling and planning purposes.

Reading

Up to 60 minutes

Listening

Up to 65 minutes

Speaking

Up to 50 minutes

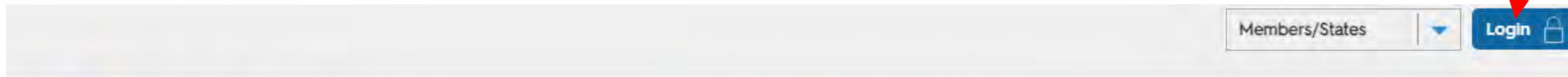
Writing

Up to 90 minutes

265 minutes total test time

*Times will vary based on tier.

Log into the Portal



[Assess](#) [Teach](#) [Grow](#) [About](#) [Memberships and Programs](#)

Login

The WIDA Consortium and WIDA International School Consortium provide valuable secure resources that require an account:

Looking for training? eLearning? webinars?

The WIDA Secure Portal (for WIDA Consortium educators) also houses ACCESS, WIDA Screener and K-W-APT materials, and test manuals.

WIDA Secure Portal



Looking for score reports? Screener scoring materials? test tickets?

DRC's WIDA AMS also includes data validation, software downloads and ACCESS material ordering.

WIDA AMS



Looking for MODEL Online testing?

Metritech's website houses the online administration of the MODEL assessment and all that goes with it: training, reports, scripts and manuals.

WIDA MODEL Online



Are you a member of the International School Consortium?

The International Secure Portal houses training materials and members-only resources.

WIDA International Secure Portal



Login

Username

Password


☐ Remember My Login

Login


[Forgot password](#)

The WIDA Secure Portal

[Manage](#)


 **WIDA** Secure Portal

[Assessment Training](#) [Professional Learning](#) [Webinars](#) [Resources](#)




Helping multilingual learners and their educators reach their potential


Choose your path




Assessment Training
Get trained on WIDA Assessments



Professional Learning
High-quality professional learning, right where you are



Webinars
Live and recorded webinars on a variety of topics



Resources
Resources to help you make the most of your WIDA experience

My Profile

Manage 

My Profile

Manage Users

Manage Packages

Certification Report

Log Out


Basic Info

First Name*


Paul

Last Name*

Dumas

Email Address/User Name 

paul.dumas@k12.hi.us

State/Territory/Agency (Account) 

Hawaii Department of Education

District

Position Title*

State Staff/SEA

Certifications

If you do not see a course certificate listed, this means you have not completed the course requirements. Please go to the course listing page to enter the course and complete the requirements.

News Subscription Preferences

Thank you for your interest in receiving news from WIDA. Stay informed by letting us know your interest in the following:

☒ **WIDA News**

A monthly newsletter featuring news and updates that are relevant to anyone who has an interest in multilingual learner education

☐ **WIDA Early Years News**

A bi-monthly newsletter for Early Care and Education (ECE) practitioners who support multilingual learners from birth to five years old

☐ **WIDA Español News**

Quarterly newsletter to support educators working with bi/multilingual learners in Spanish-English bilingual settings

☐ **WIDA Assessments**

Occasional messages about English language development assessments and

Account Coordinators

Users with the assigned Account Coordinator role can

- Create new users
- Update profiles for users in their school or district
- Monitor course progress and certification in their school or district



RTs Only

Manage Users

- Available to users with Account Coordinator role
 - What the coordinator can see is determined by their level: a coordinator at a district level can see all district users; a coordinator at a school level can see users at that school
- Can search for existing users by name, email, district/school
- Coordinator can edit user info, view certifications
- Ability to connect a user to multiple accounts
 - Use this feature to connect a district coordinator to multiple districts, or connect a school coordinator to multiple school sites

Certification Report

- Filter by:
 - Date of enrollment, completion and select a date range
 - District (and school if desired)
 - Assessment training or professional learning, then by specific courses as needed
- Results will include user information, course name, dates enrolled and certified
 - Results can be downloaded as CSV file
 - Quiz percentages will not be included in the report

Create New User

- Add in user info
 - Name, Email, Position Title, District, School
- Assign package(s)
 - Assessment Training
 - Self-paced Professional Learning
- Can assign additional role: Account Coordinator
 - Account Coordinators may assign this role for users at their same level (e.g., district, school) or below

ACCESS Training Courses for *Online Tests*



Assessment Training Professional Learning Webinars Resources

Assessment Training

Filter By

Topic ^

- ACCESS Online ☐
- ACCESS Paper ☐
- Alternate ACCESS ☐
- Kindergarten ACCESS ☐
- Kindergarten W-APT ☐
- Screener for Kindergarten ☐
- Screener Online ☐
- Screener Paper ☐
- Screener Scoring ☐

[Apply Filters](#) [Clear Filters](#)



Alternate ACCESS for ELLs: Administration and Scoring

The purpose of this course is to help test administrators successfully prepare for and administer the Alternate ACCESS for ELLs assessment.

[Course Details](#) [Course Resources](#)



Kindergarten ACCESS for ELLs: Administration and Scoring

The purpose of this course is to help test administrators successfully prepare for and administer the Kindergarten ACCESS for ELLs assessment.

[Course Details](#) [Course Resources](#)



Kindergarten W-APT

The purpose of these materials is to help test administrators successfully prepare for and administer the Kindergarten WIDA-ACCESS Placement Test (K W-APT).


[Course Details](#) [Course Resources](#)



Online ACCESS for ELLs: Administration

The purpose of this course is to help test administrators and coordinators successfully prepare for and administer the ACCESS for ELLs Online assessment.

[Course Details](#) [Course Resources](#) [Enter Course](#)



Assessment Training Professional Learning Webinars Resources


Online ACCESS for ELLs: Administration

Course Features

Length
2 hours

Format
Self-Paced

Topic
ACCESS Online



Description ^

The purpose of this course is to help test administrators and coordinators successfully prepare for and administer the ACCESS for ELLs Online assessment. The course includes an overview of the assessment and its structure; materials needed to prepare for and administer the assessment; how to prepare ahead of testing day, including any necessary accommodations; how to set up the test session; how to administer each domain of the test (Listening, Reading, Speaking, Writing); and what needs to be done following the session. Upon completing the course, a quiz will assess your knowledge and readiness to administer the assessment. A score of at least 80% is required in order to deliver the assessment.

Module Topics v


Learning Outcomes v

[Enter Course](#)

Resources

| Document | Summary | Resource Type |
|---|--|---------------|
| ACCESS for ELLs District and School Test Coordinator Manual | This manual is an in-depth reference document for test coordination processes and procedures. It includes information on anything new for the year's test, and detailed sections for each ACCESS for ELLs assessment. Download Resource | Manual |
| ACCESS for ELLs Headset Specifications | This table outlines features for headsets and recording devices that may be used on ACCESS for ELLs or WIDA Screener Online, and | |

Resources/Webinars



Assessment Training Professional Learning **Webinars** Resources

Webinars

Filter By

Format

☐ Upcoming

☐ Recorded

Topic

☐ ACCESS Online

☐ ACCESS Paper

☐ ACCESS Scoring

☐ Alternate ACCESS

☐ Kindergarten ACCESS

☐ Screener for Kindergarten

☐ Screener Online

☐ Screener Paper

☐ Screener Scoring

☐ Technology

Apply Filters

Clear Filters

Pre-Testing: Technology Installations

October 5, 2021
8:00 AM - 9:30 AM Hawaii-Aleutian Standard Time

Provide installs of the COS INSIGHT and DTK on varying devices, share information on updated system requirements

[Event Link](#)

Pre-Testing: Ordering Materials in WIDA AMS

October 12, 2021
8:00 AM - 9:00 AM Hawaii-Aleutian Standard Time

How to: order test materials for ACCESS, monitor order status, confirm shipping address, communicate ordering expectations; grades 1-5 ordering considerations

[Event Link](#)

Pre-Testing: Test Scheduling

October 19, 2021
8:00 AM - 9:00 AM Hawaii-Aleutian Standard Time

How to: schedule testing, group students, time the tests, schedule practice tests, schedule a room


[Event Link](#)

Pre-Testing: Technology Coordinator Support for Test Administrators

November 9, 2021
9:00 AM - 10:00 AM Hawaii-Aleutian Standard Time

Provide technology coordinators information to communicate with test coordinators and administrators. Facilitate how to establish a local communication plan to identify issues and troubleshoot if problems arise. Review when to support test administrators at their testing sites by training them to respond to technical issues and when/how to report them

[Event Link](#)



Assessment Training Professional Learning **Webinars** Resources

Resources

Filter By

Audience

☐ Classroom Educator

☐ Facilitator

☐ Parent/Guardian

☐ Technology Coordinator

Topic

☒ ACCESS Online

☐ ACCESS Paper

☐ ACCESS Scoring

☐ Accessibility and Accommodations

☐ Alternate ACCESS

☐ Kindergarten ACCESS

☐ Kindergarten W-APT

☐ Screener for Kindergarten

☐ Screener Online

☐ Screener Paper

☐ Screener Scoring

☐ Technology

Resource Type

☐ Facilitator Toolkit

☐ Handout

☐ Learning Module

☐ Manual

☐ Test Administrator Script

☐ Test Booklet

☐ User Guide

☐ Webinar Packet

☐ Webinar Transcript

Apply Filters

Clear Filters

ABCs of Family Engagement

This guide presents six key considerations for strengthening family engagement practices and building relationships with families.

Note: This resource is housed in the main WIDA website. The "View Resource" link below will open in a new tab.

[Resource Details](#) [View Resource](#)

ACCESS for ELLs District and School Test Coordinator Manual

This manual is an in-depth reference document for test coordination processes and procedures. It includes information on anything new for the year's test, and detailed sections for each ACCESS for ELLs assessment.

[Resource Details](#) [Download Resource](#)

ACCESS for ELLs Headset Specifications

This table outlines features for headsets and recording devices that may be used on ACCESS for ELLs or WIDA Screener Online, and WIDA's rationale for recommending those features.

Note: This resource is housed in WIDA AMS. The "View Resource" link below will open in a new tab.

[Resource Details](#) [View Resource](#)

ACCESS for ELLs Online Checklist (Hawaii)

This checklist is a guide for anyone involved in administering ACCESS for ELLs Online, and includes unique steps related to Kindergarten and Alternate ACCESS assessments. The checklist highlights all tasks that need to be completed before, during, and after testing within a school or district and uses color to indicate who typically completes those tasks. This checklist has been customized for your state. The state-specific clarification column contains guidance that your education agency expects you to follow as you prepare for and administer the test.

Note: This resource is housed in the main WIDA website. The "View Resource" link below will open in a new tab.

[Resource Details](#) [View Resource](#)

ACCESS for ELLs Online: The Speaking Test and How It Is Scored Transcript

This transcript accompanies the ACCESS for ELLs Online: The Speaking Test and How It Is Scored (July 2021) G&A webinar. The transcript and associated webinar are supplemental to the training course, which is required to administer the assessment.

[Resource Details](#) [Download Resource](#)

ACCESS for ELLs Paper Checklist (Hawaii)

This checklist is a guide for anyone involved in administering ACCESS for ELLs Paper, and includes unique steps related to Kindergarten and Alternate ACCESS assessments. The checklist highlights all tasks that need to be completed before, during, and after testing within a school or district and uses color to indicate who typically completes those tasks. This checklist has been customized for your state. The state-specific clarification column contains guidance that your education agency expects you to follow as you prepare for and administer the test.

Note: This resource is housed in the main WIDA website. The "View Resource" link below will open in a new tab.

[Resource Details](#) [View Resource](#)

Assessment Training

Filter By

Topic

- ACCESS Online ☒
- ACCESS Paper ☐
- Alternate ACCESS ☐
- Kindergarten ACCESS ☐
- Kindergarten W-APT ☐
- Screener for Kindergarten ☐
- Screener Online ☐
- Screener Paper ☐
- Screener Scoring ☐

Apply Filters

Clear Filters



Online ACCESS for ELLs: Administration

The purpose of this course is to help test administrators and coordinators successfully prepare for and administer the ACCESS for ELLs Online assessment.

[Course Details](#) [Course Resources](#) [Enter Course](#)

ACCESS Online Training

Online ACCESS for ELLs: Administration

Course Features

Length
2 hours

Format
Self-Paced

Topic
ACCESS Online



Description

The purpose of this course is to help test administrators and coordinators successfully prepare for and administer the ACCESS for ELLs Online assessment. The course includes an overview of the assessment and its structure; materials needed to prepare for and administer the assessment; how to prepare ahead of testing day, including any necessary accommodations; how to set up the test session; how to administer each domain of the test (Listening, Reading, Speaking, Writing); and what needs to be done following the session. Upon completing the course, a quiz will assess your knowledge and readiness to administer the assessment. A score of at least 80% is required in order to deliver the assessment.

Module Topics

Learning Outcomes

[Enter Course](#)

Resources

Document

Summary

Resource Type

ACCESS Training Course

3

Home

Modules

▼ ACCESS for ELLs Online

ACCESS for ELLs Online: Administration

▼ Preparing

Training Overview - Online (16:16)

Ordering Materials - Online (12:39)

Accessibility Overview (11:37)

Assigning Accommodations - Online (12:53)

Test Scheduling - Online (23:42)

Test Practice and Test Tickets - Online (8:44)

Managing Test Materials (7:25)

Additional Materials Orders (9:36)

▼ Testing

Administering the Test - Online (16:15)

Monitoring Test Progress - Online (9:34)

▼ Afterwards

After Testing (10:26)

Data Validation (19:56)

Accessing Score Reports (8:00)

▼ Certification Quiz

Online ACCESS for ELLs: Administration - Certification Quiz
10 pts | Scored at least 8.0

▼ Completion

Participant Agreement

Certificate of Completion
Viewed

eWorkshop Evaluation & Survey
View

Thank You

Welcome to the Online ACCESS for ELLs: Administration training course.

This course will help certify you to administer ACCESS for ELLs Online by presenting several self-paced learning tutorials and a certification quiz.

You will first need to determine which tutorials you need to complete by reviewing your state's ACCESS for ELLs checklist found on your member/state page on the [WIDA website](#).

To become certified to administer the test, you will need to:

Step One: Pass the certification quiz with a score of 8 out of 10 correct.

Step Two: Verify that you have completed the required training on the Participant Agreement page.

Step Three: Download your Certificate of Completion.

Step Four: (Optional) Complete a short 5 – 10-minute participant survey.

There are three sections with several tutorials to complete prior to taking the Online ACCESS for ELLs: Administration Certification Quiz. These are:

Preparing: The tutorials in this section provide information on preparing to administer ACCESS Online. **This section should be completed first.**
(1 hour)*

Testing: In this section, the tutorials provide information on administering ACCESS for ELLs Online.
(30 minutes)*

Afterwards: These tutorials focus on processes to follow after testing has been completed.
(45–60 minutes)*

*See your state's checklist to identify which tutorials you will need to complete. Any others are optional. Some tutorials are repeated in the Online ACCESS for ELLs: Administration and Paper ACCESS for ELLs: Administration training courses. If you have completed a tutorial in another course, you may skip it.

Use the button below to start with the first tutorial in the Preparing section, the Overview tutorial, or visit the "Modules" menu on the left.

Begin Training

2021-2022 WIDA

Home

Modules

Training Overview – Online (16:16)

Due No Due Date Points 0 Submitting an external tool

The objectives of this tutorial are focused on helping you:

- Identify the purpose and design of ACCESS for ELLs Online.
- Use WIDA's role definitions and your state checklist to identify v
- Identify the websites and resources to use as you prepare for an

Click the load button below to open the tutorial.

After you complete the tutorial, close the window tab and you will b

Handout: [Training Overview Transcript](#)

2

This tool needs to be loaded in a new browser window

Load Training Overview – Online (16:16) in a new window

1

Learning Outcomes

After completing this training, test coordinators and administrators will be able to:

- Administer each domain of the ACCESS for ELLs Online test following testing protocols to ensure all students have a standardized experience.
- Generate and print score reports.
- Order initial or additional test materials within state-specific guidelines.
- Follow security protocols when handling and storing test materials.
- Use WIDA AMS to add and edit students, assign accommodations, create and manage test sessions, and monitor testing progress.
- Create an appropriate testing schedule for your school's space and resources.
- Provide appropriate supports to students with and without disabilities.
- Follow appropriate procedures for returning printed materials for scoring.

Certification Quiz

▼ Certification Quiz

🚩 Online ACCESS for ELLs: Administration - Certification Quiz
10 pts | Scored at least 8.0

Last Attempt Details:

Time: 4 minutes

Current Score: 8 out of 10

Kept Score: 8 out of 10

Unlimited Attempts

Take the Quiz Again

(Will keep the highest of all your scores)

Online ACCESS for ELLs: Administration - Certification Quiz

Due No due date Points 10 Questions 10 Time Limit None Allowed Attempts Unlimited

Instructions

NOTE: To become certified to administer the test, you will need to pass the certification quiz with a score of 8 out of 10 correct.

In order to update your profile with the certificate of completion, you need to do the following:

1. **Step One:** Click "Next" to verify that you have completed the required training on the Participant Agreement page.
2. **Step Two:** Generate your Certificate of Completion.
3. **Step Three:** (Optional) Complete the participant survey on the next page.

The Next button will guide you through each step, or you may use the Modules menu.

Take the Quiz Again

Attempt History

| | Attempt | Time | Score |
|--------|-----------|-----------|-------------|
| LATEST | Attempt 1 | 4 minutes | 8 out of 10 |

Participant Agreement

If you agree with the following statement, please indicate using the "Mark as done" button in the upper right corner.


I certify that I have completed all required training activities.

After clicking "Mark as Done" continue by selecting the Next button.

On the next page you will be able to view, print, and/or download your certificate of completion. Once you have completed that step, continue by selecting the Next button, or you may use the Modules menu to continue.

Task #3

Online TA Training



WIDA™

Menu

- 1. Training Overview
- 2. What is ACCESS for ELLs Online?
- 3. Who uses ACCESS for ELLs Scores?
- 4. Anchored in ELD Standards
- 5. Language Domains
- 6. Overview of the Assessment
- 7. Roles Vary by State
- 8. Understanding your Role in Testing
- 9. Test Coordinator
- 10. Test Administrator
- 11. Technology Coordinator
- 12. Training Requirements
- 13. Websites for ACCESS for ELLs
- 14. Obtaining an Account
- 15. WIDA Secure Portal
- 16. WIDA AMS Demo
- 17. Knowledge Check
- 18. What's next?
- 19. Additional Help

Notes

Training Overview – Online (16:16)

Drag each responsibility from the bottom of the screen to the correct role.

| Test Coordinator | Test Administrator | Technology Coordinator |
|------------------------------------|---|---|
| <div></div> | <div></div> | <div></div> |
| Monitor the students | Return materials to DRC | Create accounts on WIDA AMS |
| Troubleshoot infrastructure issues | Ensure everyone completes required training | Familiarize students with Test Demos |
| Download software | Pass the course quiz | Ensure testing devices meet system requirements |

SUBMIT



Take a few minutes to go through a section of the Training Course of the Tutorial and try a Knowledge Check.

ACCESS for ELLs - Kindergarten

Kindergarten ACCESS is a paper-based test individually administered to students in a game-like, interactive format.

- The test measures English language proficiency in the four domains: Listening, Reading, Speaking, Writing.
- Students are tested 1 to 1.
- The Test Administrator scores all domains.
- Scored tests are sent to test vendor for processing into score reports.
- Kindergarten ACCESS scores and score reports are provided in the same formats as those for ACCESS Online and Paper.
- Administering the kindergarten tests requires Kindergarten Certification.



The Kindergarten Test is adaptive. This means that a student is presented only with questions based on the student's responses to questions in the previous level.

It has been structured into six main components, each assessing one or more of the language domains.

Narrative Section (Parts A-C)

Part A: Listening and Speaking

Part B: Writing

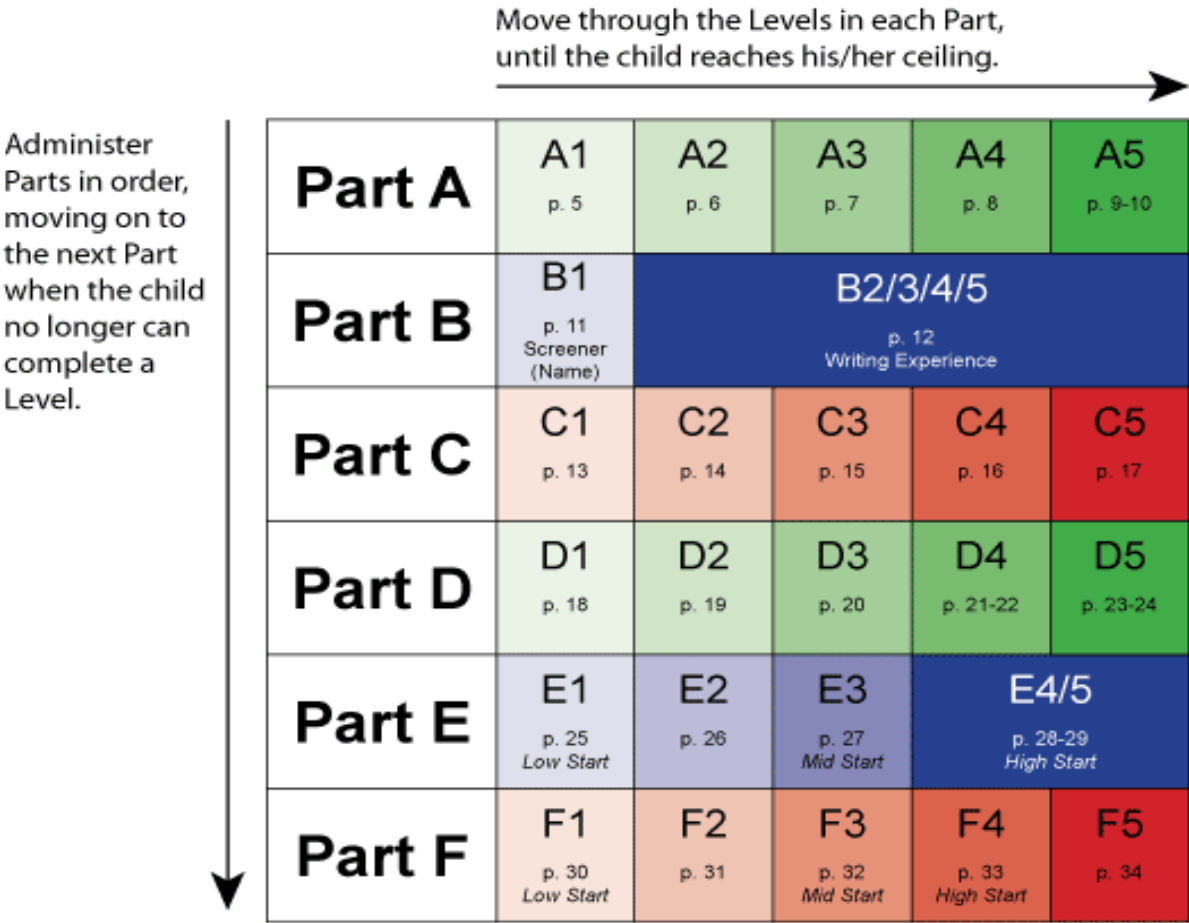
Part C: Reading

Expository Section (Parts D-F)

Part D: Listening and Speaking

Part E: Writing

Part F: Reading



Lunch Break

30 minutes





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For full information on ACCESS for ELLs, see the [Test Administrator Manual](#).

Preparing Students for ACCESS for ELLs Online

Test Demo

Watch the test demo before you go through the sample items. The test demo takes about 15 minutes to introduce the features of the test platform and introduce the item types students will see. Item types include multiple choice, hotspot, and drag-and-drop. Review the demo at least once before showing it to students.

Students do not need to click or interact as the test demo plays, so you can have students watch the demos on their own or you can show the demo to a group of students all at once.

There are two modules of the test demo that don't play automatically. These modules cover handwriting responses to the Writing test and using test accommodations. When these topics are applicable to your students, select and play them from the menu on the left.

Allow students to re-watch the test demo as needed. Many schools schedule a time for students to watch the demo and then immediately try out what they've learned by completing the sample or practice items.

Student Support

Talk with all students about using universal tools during testing just as they do in the classroom.

1. Go to wbte.drcedirect.com/WIDA.
2. Click Test Demo.



3. Select ACCESS for ELLs.



4. Select the demo appropriate to the grade level of your students.

Data Recognition Corp (DRC) WIDA Assessment Management System (AMS) Public Test Resources

Go to the WIDA-AMS.us:



The screenshot shows the 'Sign In' page of the WIDA AMS. At the top is the DRC INSIGHT logo. Below it is the text 'Sign In'. There are two input fields: 'Username *' and 'Password *'. The password field has a 'Show Text' checkbox to its right. Below the input fields is a 'Sign in' button. At the bottom, there is a link that says 'Forgot your password?'.

Welcome to the WIDA Assessment Management System (AMS)

This website supports your preparation for and administration of ACCESS for ELLs suite of assessments and WIDA Screener Online.

To access the WIDA AMS library of technical and test administration materials [click here](#) (login not required).

Logging into WIDA AMS

To access WIDA AMS, login using your username (email address) and password.

If you do not have a WIDA AMS login, please see the 'Logging in' section of your WIDA member/state page. You can find your member/state page using the drop down on the [WIDA website](#). The WIDA Client Services Center can also assist you.

Public Test Resources

- The [Test Demo](#) is a series of videos that explain how students will take the online test and interact with the test platform.
- The [Sample Items](#) provide students, parents, and educators with a better understanding of the ACCESS for ELLs Online assessment that is based on the WIDA English Language Development (ELD) Standards. These are not items that will appear on the operational test, but they provide a close proximity to the items that students will see on the test. **To access and view the Sample Items, a Chrome browser must be used if you are on Windows, macOS, ChromeOS, or Linux Devices. If you are on an iPad, you must use the Safari Browser.**
- The [Test Practice](#) items are designed to allow students to experience taking the assessment online and to experiment with the features available to them during the actual assessment. The above link provides access to the Test Practice items for ACCESS for ELLs Online and WIDA Screener Online. **To access and view the Test Practice Items, a Chrome browser must be used if you are on Windows, macOS, ChromeOS, or Linux Devices. If you are on an iPad, you must use the Safari Browser**

DRC System Status Indicator: <https://status.drccdirect.com/WIDA>

DRC System Status Indicator reports normal operations or problems and outages.

Public Test Resources

- To access and view the Sample Items, a Chrome browser must be used if you are on Windows, macOS, ChromeOS, or Linux Devices. If you are on an iPad, you must use the Safari Browser.
 - The primary purpose is for student to prepare for the test but they can also be used by parents to see what their child(ren)'s test will be like.
-
- [Test Demo](#) is a series of videos that explain how students will take the online test and interact with the test platform.
 - [Test Practice](#) items are designed to allow students to experience taking the assessment online and to experiment with the features available to them during the actual assessment.
 - [Sample Items](#) provide students, parents, and educators with a better understanding of the ACCESS for ELLs Online assessment that is based on the WIDA English Language Development (ELD) Standards.



WIDA™

Select which Test Demo you would like to view.

**ACCESS
for ELLs®**

**WIDA
Screener**



WIDA™

Select an ACCESS for ELLs
Demo below.

Grades
1-3

Grades
4-5

Grades
6-12

PLEASE NOTE: On some iPads, you MUST press
the PLAY button to start each video.

MAIN MENU

Test Demo



Test Demo Grades 1-3

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 Use
Accommodations

NOTE:

These are videos about
how to take the test.

Choose a video above, then
just watch and listen.

After the video you can
practice on your own in
the Test Practice.

Main Menu

NOTE:

Watch these videos about
how to take the test.
Do not click on any buttons

Just watch and listen.

After the videos you can
practice on your own
in the test practice.

Test Practice



**ACCESS
for ELLs®**

Test Practice

**WIDA
Screener**

Check with your state for availability

Test Practice

**Sample
Items**

View Sample Items

[Test Demo](#)



Listening
Grades 1-3
Grades 4-5
Grades 6-8
Grades 9-12

Reading
Speaking
Writing (Keyboard)
Writing (Handwritten)



Sign in with the following Username and Password.

Username: listening1

Password: test1234

ACCESS for ELLs® - Test Practice

Username:

Password:

Sign In

[Back](#)

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v2021.08 rev: 1f670b3

Sample Items



**ACCESS
for ELLs®**

Test Practice

**WIDA
Screeners**

Check with your state for availability

Test Practice

**Sample
Items**

View Sample Items

[Test Demo](#)



Grade 1

Listening

Learning to Fly - Tier A

Choosing Centers - Tier B

Reading

Speaking

Grades 2-3

Grades 4-5

Grades 6-8

Grades 9-12



Sign in with the following Username and Password.

Username: listening1asip

Password: test1234

Sample Items

Username:

Password:

Sign In

[Back](#)

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v2021.08 rev:1f670b3

Task #4 ACCESS for ELLs Practice

Go to the DRC Site: WIDA-AMS.us

Go into the DRC site and click on the Test Demo/Sample Items/Test Practice and get a feel for what you will be doing with your students so they can practice prior to taking the ACCESS



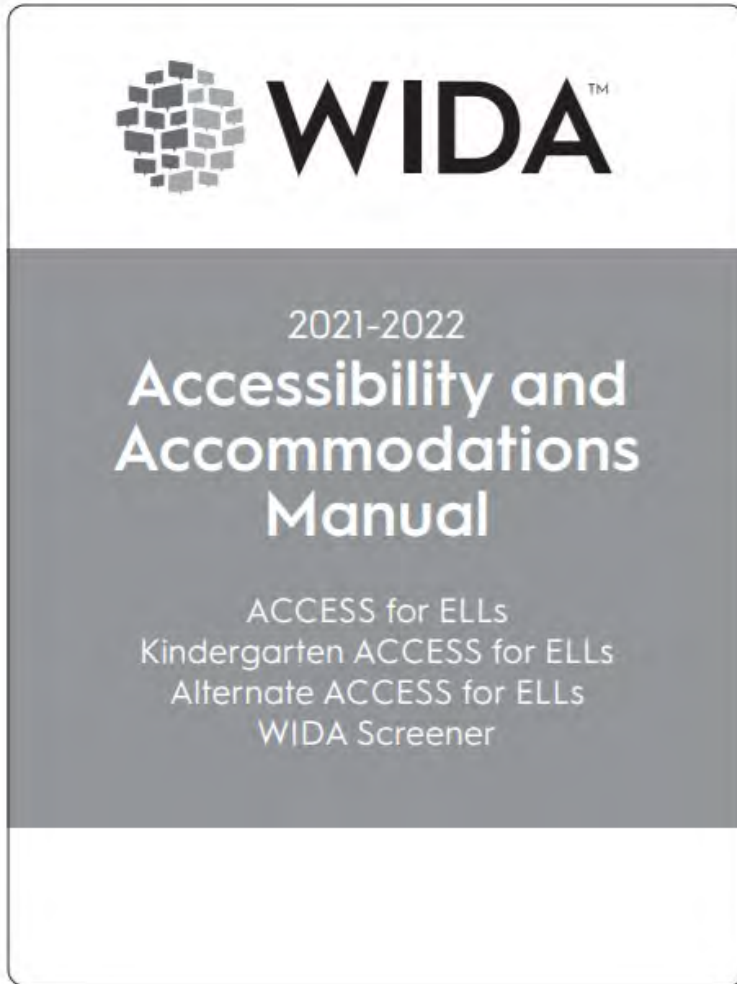
Public Test Resources

- The Test Demo is a series of videos that explain how students will take the online test and interact with the test platform.
- The Sample Items provide students, parents, and educators with a better understanding of the ACCESS for ELLs Online assessment that is based on the WIDA English Language Development (ELD) Standards. These are not items that will appear on the operational test, but they provide a close proximity to the items that students will see on the test. **To access and view the Sample Items, a Chrome browser must be used if you are on Windows, macOS, ChromeOS, or Linux Devices. If you are on an iPad, you must use the Safari Browser.**
- The Test Practice items are designed to allow students to experience taking the assessment online and to experiment with the features available to them during the actual assessment. The above link provides access to the Test Practice items for ACCESS for ELLs Online and WIDA Screener Online. **To access and view the Test Practice Items, a Chrome browser must be used if you are on Windows, macOS, ChromeOS, or Linux Devices. If you are on an iPad, you must use the Safari Browser**

Accessibility and Accommodations Framework



Accessibility and Accommodations Manual



[Accessibility and Accommodations Manual](#)

- Accessibility and Accommodations Framework
 - Universal Tools
 - Administrative Considerations
 - Accommodations
- Keyboard Shortcuts
- Transcription Guidance
- Scribe Guidance
- Accommodations Checklists
- Specific Considerations
 - Alternate ACCESS for ELLs criteria
 - Deafness
 - Blindness
 - Augmentative Communication Devices



Assessment Training

Filter By

Topic

ACCESS Online ☒

Online ACCESS for ELLs: Administration

Enter Course

Modules

| |
|--|
| ▼ Preparing |
| Training Overview – Online (16:16) 0 pts |
| Ordering Materials – Online (12:39) 0 pts |
| Accessibility Overview (11:37) 0 pts |
| Assigning Accommodations – Online (12:53) 0 pts |

WIDA Training Modules


Menu Notes

- 1. Accessibility Overview
- 2. What is Accessibility?
- 3. Accessible Assessment
- 4. Valid and Reliable
- 5. The Manual
- 6. Alternate ACCESS for ELLs
- 7. Selecting Supports
- 8. The Framework
- 9. Universal Design
- 10. Administrative Considerations
- 11. Administrative Considerations
- 12. Universal Tools
- 13. Universal Tools
- 14. Accommodations
- 15. Recap
- 16. Check State Policy
- 17. Let's Review
- 18. Need help?

Accessibility Overview (11:37)

What is accessibility?

The ability for everyone, regardless of disability or special needs, to access, use and benefit from everything within their environment.



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▶

◀ PREV

NEXT ▶

Menu Notes

- 1. Assigning Accommodations
- 2. The WIDA Accessibility and Accommodations Framework
- 3. Expectations
- 4. Unforeseeable Circumstances
- 5. ELP vs ELA
- 6. The Manual
- 7. Plan for Accommodations
- 8. Accommodations Review
- 9. Never Allowed
- 10. Multi-Disciplinary Team Guidance
- 11. Guiding Questions
- 12. Individual Student Accommodations
- 13. Accommodations in WIDA AMS
- 14. Upload Assigned Accommodations
- 15. Edit Student Screen
- 16. Assigning Accommodations to Groups
- 17. Review Assigned Accommodations
- 18. Review by Accommodation
- 19. Review by Student
- 20. State Policy
- 21. Let's Review
- 22. Need Help?

Assigning Accommodations – Online (12:53)

The WIDA Accessibility and Accommodations Framework

Accommodations
Targeted supports available only to students with documented disabilities

Universal Tools
General supports available to all students

Administrative Considerations
Specific test procedures available to all students

Universal Design
General principles applied in all test development

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▶

◀ PREV

NEXT ▶

The WIDA Accessibility and Accommodations Framework

The WIDA Accessibility and Accommodations Framework provides support for all ELLs, as well as targeted accommodations for students with Individual Education Programs (IEP) or 504 plans.

To protect the validity and administration security of ACCESS for ELLs only those accessibility supports identified in this supplement should be used during test administration.



Accommodations

Targeted supports available only to students with documented disabilities



Universal Tools

General supports available to all students



Administrative Considerations

Specific test procedures available to all students

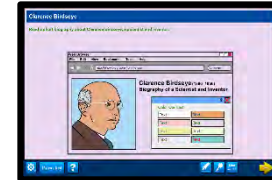
Universal Tools



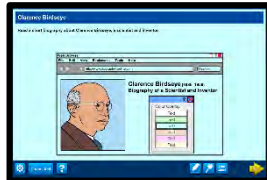
Audio Aid



Color Contrast



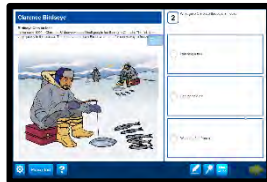
Color Overlay



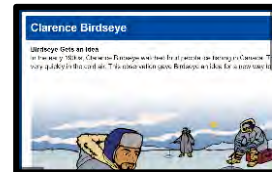
Highlighter



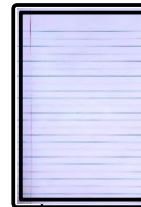
Line Guide



Magnification



Sticky Notes



Scratch paper

Each Universal Tool is explained in detail in the manual

Line guide or tracking tool

Students can use a variety of tools to guide their eyes while reading. Tracking tools used in the classroom, such as note cards, bookmarks, or sentence highlighting strips, can be used during testing as long as they do not contain text or notation in any language.

Color adjustments

Students can use transparent color overlays to alter how they see the test content in a test booklet or on a screen. These tools, provided by the school or by the student, can increase contrast or otherwise allow students to better see the test content.



CONSIDERATIONS FOR ONLINE TESTING: A variety of defined color adjustment options are built into the test platform and grouped into color contrast settings, which adjust all colors on the screen, and color overlay settings, which change the background color.

Explore the settings yourself before introducing them to students. Let students practice using the tools in advance so they are ready to make a selection and focus during testing. Keep in mind that students might adjust settings throughout testing, depending on what is on the screen.



Low-vision aids or magnification devices

Students can interact with enlarged graphics and text to complete testing. Explore your options for enlargement well in advance of testing to determine what works best for the student.



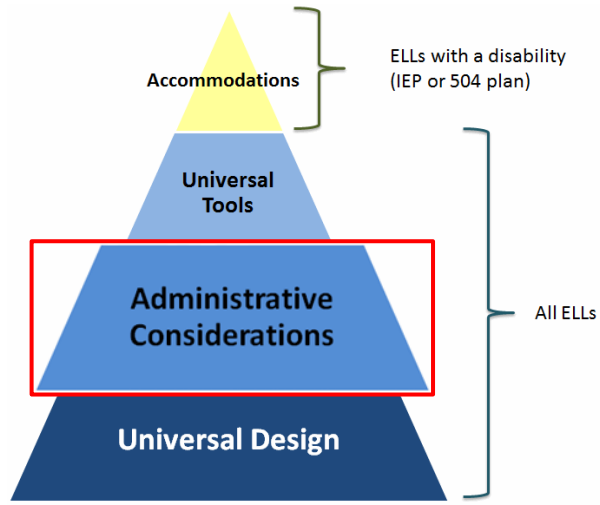
CONSIDERATIONS FOR ONLINE TESTING: A magnifier tool is built into the test platform. Students must scroll to see all the content when the test is magnified, and they must return to the default size to use other tools, such as the highlighter. A large monitor might display a big enough text size to minimize the need for the magnifier tool.

Scratch paper and sticky notes

Students can make notes, draft text, or sketch diagrams as they test. **This content is never scored.** Scratch paper can be any blank writing surface, including plain or color paper, grid paper, ruled paper, braille paper, raised-line paper, or even a dry-erase board. Do not provide any graphic organizers. Scratch paper can be used on any domain test, but WIDA recommends that students use scratch paper only for the Writing test. Students can use any writing utensil on scratch paper, but responses must always be marked with a number 2 pencil.

Used scratch paper is considered secure test material. Test administrators must collect used scratch paper and completely erase dry-erase boards at the end of each domain test. Scratch paper must be securely destroyed.

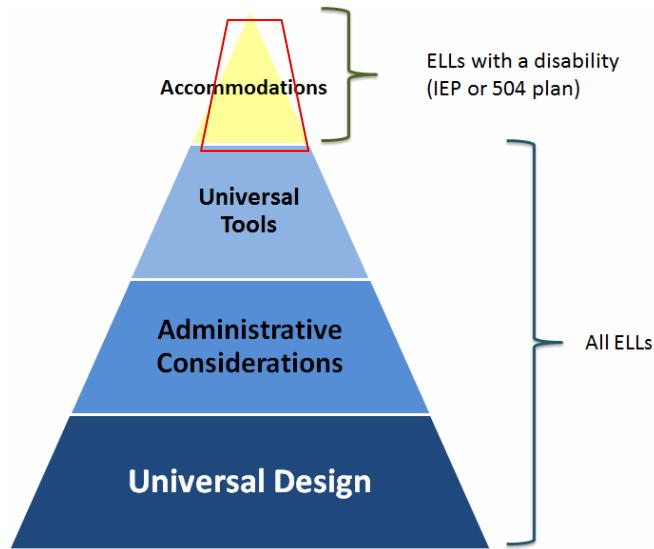
Administrative Considerations



- Adaptive and Specialized Equipment or Furniture
- Alternative Microphone
- Familiar Test Administrator
- Frequent or Additional Supervised Breaks
- Individual or Small Group Setting

- Monitor placement of responses in the test booklet or onscreen
- Participate in different testing format
- Read Aloud to Self
- Specific Seating
- Short Segments
- Verbal praise or tangible reinforcement for a task or appropriate behavior
- Verbally redirect student's attention to the test

As with the Universal Tools, each of these is explained in the Accessibility and Accommodations Manual



Accommodations

Accommodations increase equitable access for a student by overcoming the effects of a disability in order to allow the student to effectively demonstrate their knowledge and skills while generating valid assessment results for students who need them.

Accommodations are available only to ELLs with disabilities as specified in the student's IEP or 504 Plan

The following should be considered when choosing appropriate accommodations for students taking ACCESS for ELLs:

- 1. Does the student use the accommodation on a regular basis to address his or her learning challenge in the classroom during instruction and testing?*
- 2. Does the accommodation address the challenge faced by the student?*
- 3. Is the accommodation allowable for ACCESS for ELLs during testing?*
- 4. Is the accommodation indicated in the students IEP or 504 Plan?*

Extended Speaking Test Response Time (ES)



This option must be pre-selected

This accommodation provides additional time for cognitive processing or motor planning for speaking. This accommodation may support students with cognitive, language processing, physical, or communication disabilities who need additional processing time for spoken language.

When this accommodation is selected in WIDA AMS for an online-format test, the online test platform allows twice the standard response time for each Speaking task.

When test administrators provide this accommodation for a paper-format test, they pause the Listening and Speaking CD after the audio file plays and allow the student to respond.

☐ Kindergarten ACCESS for ELLs

☒ ACCESS for ELLs Paper

☒ ACCESS for ELLs Online

☐ Alternate ACCESS for ELLs

☐ WIDA Screener for Kindergarten

☒ WIDA Screener Paper

☒ WIDA Screener Online

☐ Listening

☐ Reading

☒ Speaking

☐ Writing

Embedded Accommodations which Adjust the Testing Platform

- Extended Speaking test response time
- Manual control of item audio



- Repeat item audio



Accommodations Checklists

- There are Accommodations Checklists for the online and paper Access Tests for Kindergarten ACCESS as well as the online and paper versions of the ACCESS for ELLs tests.
- These checklists should be completed and kept on record at the school. In addition, the information should be entered in Infinite Campus.

Two-letter data code

- Accommodations: Kindergarten ACCESS for ELLs
- Accommodations: ACCESS for ELLs Paper
- Accommodations: Alternate ACCESS for ELLs

Accommodations: ACCESS for ELLs Online

Completed by:

Student:

District/School:

Team Members:

Date:

Student ID:

Grade:

| Accommodation | Listening | Reading | Speaking | Writing |
|---|-----------|---------|----------|---------|
| Braille (BR): <i>Not available for the online format.</i> | | | | |
| Extended Speaking test response time (ES): <i>Pre-select in WIDA AMS.</i> | | | | |
| Extended testing of a test domain over multiple days (EM): <i>Provide written request and evidence of need to state education agency.</i> | | | | |
| In-Person Human Reader (IR): <i>Read item text, graphics labels, and answer choices exactly as they appear.</i> | | | | |
| Repeat In-Person Human Reader (RP): <i>Read item text, graphics labels, and answer choices exactly as they appear and repeat once at student request.</i> | | | | |
| Interpreter signs test directions in ASL (SD): <i>Sign administration instructions, test directions, and practice items. Do not sign scored items.</i> | | | | |
| Large Print (LP): <i>Order materials in advance.</i> | | | | |
| Manual control of item audio (MC): <i>Pre-select in WIDA AMS.</i> | | | | |
| Repeat item audio (RA): <i>Pre-select in WIDA AMS.</i> | | | | |
| Scribe (SR): <i>A trained adult records student responses during testing.</i> | | | | |
| Student responds using a recording device, which is played back and transcribed by the student (RD): <i>Clear device after transcription.</i> | | | | |
| Test may be administered in a non-school setting (NS): <i>Provide written request and evidence of need to state education agency.</i> | | | | |
| Word processor or similar keyboarding device to respond to test items (WD): <i>Clear device after verbatim transcription.</i> | | | | |

Test domains in which it may be allowed

Accommodations Checklist

Be sure to document the IEP team's decision.

Accommodations on ACCESS assessments are intended only for students with disabilities as documented in an IEP or 504 Plan. Accommodations decisions are made by a student's educational support team (IEP, 504, or Title II of the ADA). They should never be assigned unilaterally by an individual educator outside of the IEP process. In very rare cases, accommodations are assigned for students who do not have IEPs or 504 Plans. For example, an accommodation could address a short-term barrier associated with an unforeseeable circumstance, such as a student with a fractured hand who needs a scribe or a student recovering from illness or injury who needs to test in a non-school location. Check with your state department of education before assigning accommodations in these rare situations.



Each Checklist should be kept on file at the school **and** entered into IC and WIDA AMS after 2nd preload

ELLs Identified as Deaf or Hard of Hearing

ELLs identified as deaf or hard of hearing, including those for whom American Sign Language (ASL) is the primary mode of communication, can generally participate in the Reading and Writing domains of the assessment with few or no accommodations. Students who use speech reading as part of their communication system may use the Human Reader of Items accommodation to access the Listening domain.

ELLs Identified with Blindness or Visual Impairments

ELLs with low vision should be able to participate in ACCESS for ELLs using the online testing platform, which can enlarge the graphics and text to fill the display screen. It is recommended that students with low vision be provided a large display. The ACCESS for ELLs tests are available in braille for all grade-level clusters for the domains of Reading, Listening, and Writing. The Speaking test is not available in braille and WIDA does not recommend administering this domain to students using braille at this time.

Add Accommodations/ Administrative Considerations in **Infinite Campus** and WIDA AMS



- The transition from the English Learner (EL) module in the Electronic Comprehensive Student Support System (eCSSS) to the Infinite Campus (IC) Student Information System (SIS) went live **Thursday, July 1, 2021**.
- Get together with your SSC and review students and enter IEP/504 Administrative Accommodations Supports in [Infinite Campus Learning Guide](#) and WIDA AMS -- hopefully submitted by November 10, 2021 in the 1st preload or if anyone comes after this by the 2nd preload, make sure it is in by close of business on January 3, 2022.
- Assessment Section will monitor and conduct site visits to look for documentation of these Accommodations and Designated Supports.

Getting Started

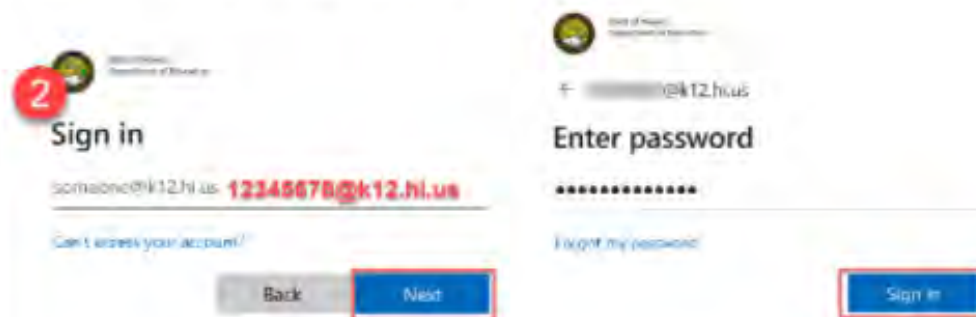
1. Click the Infinite Campus URL: <https://hawaii.infinitecampus.org/campus/hawaii.jsp> then click the <Login to Infinite Campus>

Start Screen:



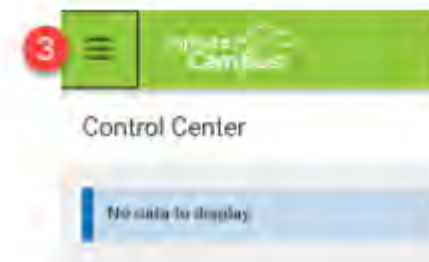
The start screen features the Infinite Campus logo and the tagline "Transforming K12 Education". A red box labeled "1" highlights the "Login to Infinite Campus" button. A red arrow points to this button with the text "CLICK HERE". Below the button are fields for "Username:" and "Password:", followed by a blue "Log In" button. At the bottom, there are links for "Forgot Password?", "Forgot Username?", and "Help".

2. Sign-in using your login (YourEmpID#@k12.hi.us) and password.

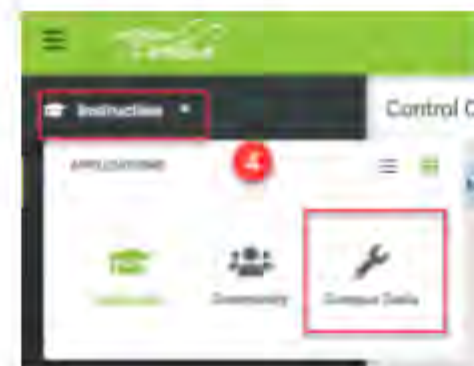


The sign-in screen has two main sections. The left section, labeled "Sign in", shows a username field with "someone@k12.hi.us" and a password field with "12345678@k12.hi.us". Below these are "Back" and "Next" buttons. The right section, labeled "Enter password", shows a password field with "*****" and a "Forgot my password" link. A "Sign in" button is at the bottom right.

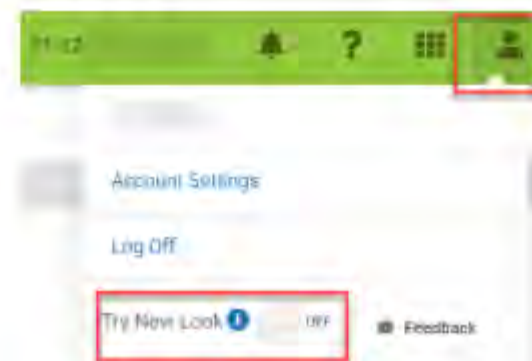
3. For some teachers: After logging in, your opening screen may be Campus Instruction. To get to the EL module (via Campus Tools), click on the stacked horizontal lines "hamburger" icon.



4. Click <Instruction>, then <Campus Tools>.



Note: Users may need to toggle the New View off to see the Instruction button above. To toggle off the "New Look" feature, click the Person icon on the upper right corner then switch "New Look" to OFF.



Student Search and Navigating to EL Module

Infinite Campus search feature allows users to look up individual students. The EL Compliance Timeline Report can also be generated to see a list of all students, EL statuses, proficiency levels, and timelines. Refer to [EL Reports](#).

To find students:

1. Click <Search>
2. Click the down arrow, and select <Student> from the drop down list.
3. Type in the student's name (last, first) and click <Go>. In the Search Results, click the student's name in the search results list.

Year: 20-21 School: [dropdown]
 Index Search [button]
 Student [dropdown]
 Go [button]
 Advanced Search [button]
 Search Results: 12
 00 Lee
 10 Lee
 13 Lee

Note: To search by student ID number instead of student name, click <Advanced Search> and enter the student ID number into the StateID field and click <Search>.

4. Click <Index>. Then click <Student Information>, then <Program Participation>, then <English Learners (EL)>.
5. The screen should default to the EL tab where you can find the main EL record of the student.

Index Search [button]
 Search Campus [button]
 4
 + EL Risk Program Reports
 + Student Information
 (General)
 + Program Participation
 English Learners (EL)
 5
 Active EL Record
 Program Status
 Identified Date
 Expected Exit Date
 Program Exit Date

English Learner Record in Infinite Campus

Active EL Record
 *Program Status: EL
 Identified Date: 04/02/2018
 Expected Exit Date: 06/30/2022
 Program Exit Date:
 First Year Monitoring:
 Second Year Monitoring:
 Third Year Monitoring:
 Fourth Year Monitoring:
 Parent Notified: 04/02/2018
 Parent Declined:
 Parent Declined Date:
 Comments:
 - Modified by: Administrator, System 06/25/2021 17:00



Census Information
 **To update read only fields, please go to Census>People>Identities
 Language at Home: E: Tagalog
 First Language: E: Tagalog
 Language Most Used: E: Tagalog
 First Entered US School: No Data Available
 Birth Country: Philippines

State Localized Elements
 EL Status: J: Active EL
 Action Code:
 Identification Fields:
 Language Verification:
 Sent to Parent Date:
 Completed Date:
 Conducted By:
 Notes:

English Language Proficiency Assessment Results


| Demographics | | | | | | | Test Information | | | 2021 ACCESS for ELLs Results or Alternative Assessment | | | | | | | | | |
|--------------|------|-----|------------------|-----------|------------|-----------------------|------------------|-------------|----------------|--|-----|-------------|-----|-------------|-----|-------------|-----|---------------|--|
| | | | | | | | | | | Domain Scale Scores and Proficiency Levels (PL) | | | | | | | | Composition | |
| | | | | | | | | | | Listening | | Speaking | | Reading | | Writing | | Oral Language | |
| ICY | IDEA | 504 | Haumana Kaiapuni | EL Status | Initial PL | EL Program Start Date | Tier | Alt. ACCESS | Accommodations | Scale Score | PL | Scale Score | PL | Scale Score | PL | Scale Score | PL | | |
| | X | | | J(50) | 1.9 | | C | | X | 425 | 5.9 | 363 | 3.7 | 374 | 3.4 | 368 | 3.9 | | |
| | | | | J | 2.8 | | C | | | 417 | 5.6 | 279 | 1.9 | 366 | 3.0 | 368 | 3.9 | | |
| X | | | | J | 2.7 | | A | | | 391 | 4.5 | 261 | 1.8 | 321 | 1.8 | 353 | 3.6 | | |


| | | | | | |
|--------------|-------------------|-------------------------|-------------------|-------------------|-----------|
| Team Members | EL School Actions | Interim Remote Screener | NLP | EL Status History | EL Notes |
| EL | EL Assessments | EL Services | EL Accommodations | Contact Log | Documents |

 New
  Save




You will notice that Administrative Considerations and Accommodations are both included in this list so both must be entered here.

EL Accommodations Detail
 *Start Date
 

 End Date
 

 *Accommodation Type



INSTRUCTIONAL (1)
 1: Adaptive and Specialized Equipment or Furniture (1)
 2: Alternative Microphone (1)
 3: Familiar Test Administrator (1)
 4: Frequent or Additional Supervised Breaks (1)
 5: Individual or Small Group Setting (1)
 6: Monitor placement of responses in the test booklet or onscreen (1)
 7: Participate in different testing format (paper vs online) (1)
 8: Read Aloud to Self (1)
 9: Short Segments (1)

[Learning Guide p.41](#)

Selecting Accommodations

EFFECTIVE DECISION MAKING STRATEGIES



- Make a *team* decision
- Using guiding decision-making questions
- Be careful not to confuse content area testing with ELP testing
- Base accommodation decisions on *individual* student needs



WIDA AMS

Edit Student

[* Instructions](#)

* Indicates required fields

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

Student Detail Accommodations Demographics Do Not Score Test Sessions

| Accommodation | Listening | Speaking | Writing | Writing FT | Reading |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Manual control of item audio (MC) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Repeat item audio (RA) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Extended speaking test response time (ES) | | <input type="checkbox"/> | | | |
| Large Print (LP) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Braille (BR) | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Interpreter signs test directions in ASL (SD) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Human reader for response options (HR) | <input type="checkbox"/> | | | | |
| Human reader for repeat | <input type="checkbox"/> | | | | |

16 Item(s) Displayed

Save Cancel

<https://www.wida-ams.us>

(We will spend time in AMS during training in December)



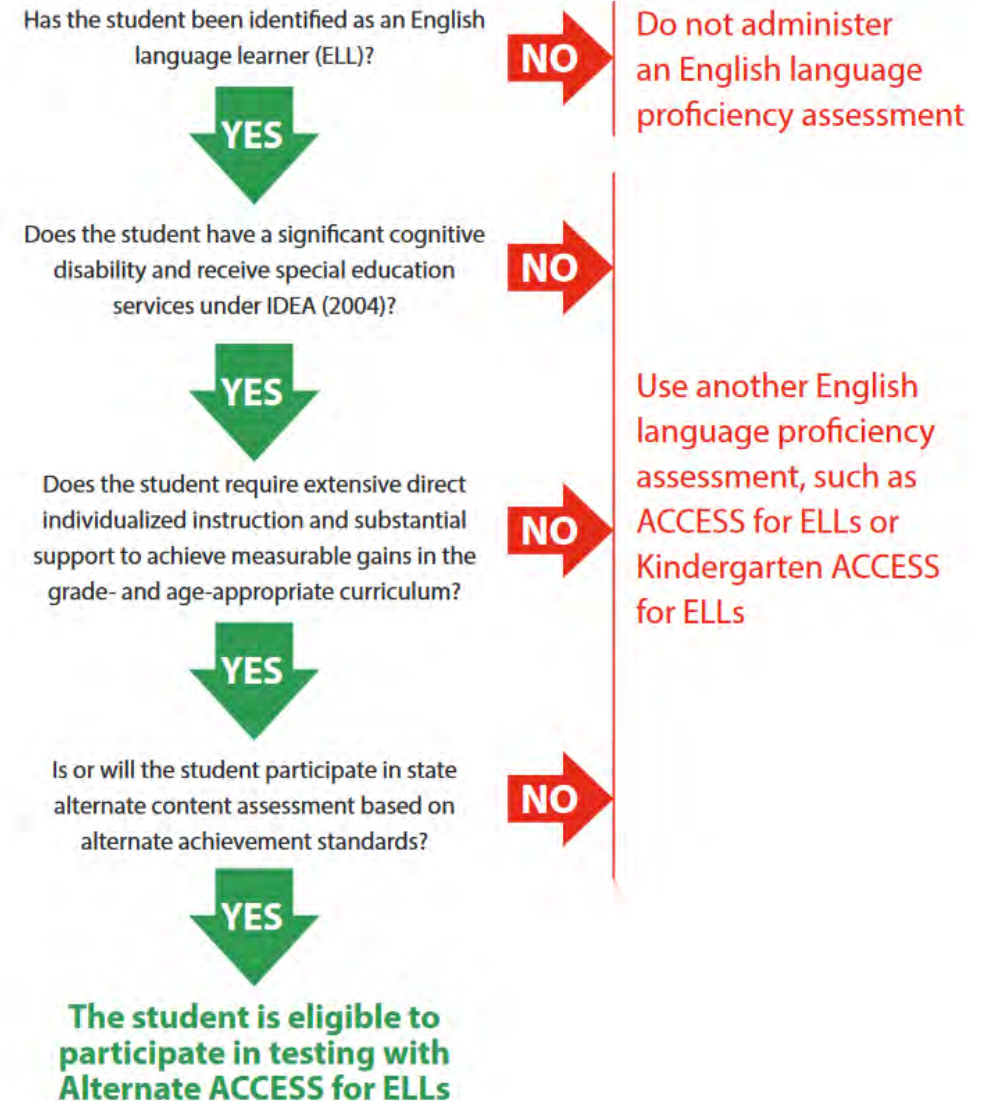
Alternate ACCESS for ELLs

Alternate ACCESS for ELLs is an assessment of English language proficiency (ELP) for those English learners in grades 1-12 who have the most significant cognitive disabilities, and who participate, or would be likely to participate, in their state's alternate content assessment(s).

- Only ELs with significant cognitive disabilities should take Alternate ACCESS for ELLs.
- Students with disabilities who cannot be served with accommodations on the regular ACCESS for ELLs assessments.

Also review the [HSA-Alt Participation Guidelines](#)

Alternate ACCESS for ELLs Participation Decision Tree



Activity #2: Discussion on Accommodations

Link to Activity #2: bit.ly/WIDA-Act2



Jamboard Breakout

What are/Who can have:

- Accommodations?
- Administrative Considerations?
- Universal Tools?

What do you need to do and who you will need to talk to make these decisions?

What challenges do you anticipate?



Remember: to select a scribe to post your: **Suggestions/Successful Strategies**, **Anticipated Challenges**, and **Questions** to the Jamboard.

Test Security



ACCESS for ELLs is a secure test.

- Store all test material where only the appropriate staff can access it, and keep all test material under supervision throughout the testing window.
- Do not photocopy test materials, and do not share any specific information about the content of the test with students or their families, even after testing.
- Any breaches of test security can invalidate student scores. (includes not returning test booklets)
- Always keep login information secure, and follow your state's test security policies and procedures.
- Collect all electronic devices or have students turn them off and placed in their backpack under their desk/chair.
- If you suspect test security has been compromised in any way, immediately contact the Assessment Section to determine next steps.

Test Security (cont.)

Keep personal information and test material secure.

- Track all booklets
- Ensure test material is kept confidential. Do not allow paper test materials to be left unattended before or after testing.
- Do not allow online test content to remain on screen unattended before or after testing.
- Collect test material from test administrators as soon as possible after testing and keep it in locked storage.
- Return all paper materials , failure to return materials is considered a security breach.
- Do not destroy any secure test material. The only exception is soiled materials that cannot be returned.



Test Security

Instructions on what to return, keep, and destroy, if different than below, are detailed in the ACCESS for ELLs Checklist on your member/state page of the WIDA website.

| Return | Keep | Discard/Destroy |
|---|--------------------|---|
| All test booklets (collected in plastic bags) | Packing List | District and School Test Coordinator Manual (this document) |
| All ACCESS for ELLs Paper Test Administrator Scripts | Security Checklist | Test Administrator Manual |
| ACCESS for ELLs Online Test Administrator Scripts for grade 1 and grades 2-3 | | Grades 4-12 Online Test Administrator Script |
| Listening and Speaking Test CDs | | School box range sheet |
| All large print, braille, Kindergarten ACCESS for ELLs, and Alternate ACCESS for ELs test materials | | Unused booklet labels* |

Training Materials for Training Test Administrators

[Policies and Procedure Training Document for TC's and Test Administrators](#)



Activity #3: Collaboration/Sharing Time

- In this last breakout session we are going to give you time to collaborate and share what you have learned today and know from experience with others.
- Unmute yourself and turn on your video.
- Ask questions, share what you do in your school that has been successful.
- Exchange contact info if you find a person to be knowledgeable and supportive.





Training Schedule for 2021-22

ACCESS Newbie TC October Training:

- Tuesday, October 5: **Hilo/Kona**
- Tuesday, October 19:
Maui/Lanai/Molokai/Kauai/Hana
- Thursday, October 21:
Honolulu/Windward
- Tuesday, October 26: **Leeward/Central**

Smarter Newbie TC November Training:

- Tuesday, November 9: **Hilo/Kona**
- Monday, November 15:
Maui/Lanai/Molokai/Kauai/Hana
- Tuesday, November 16:
Honolulu/Windward
- Thursday, November 18:
Leeward/Central

ACCESS Veterans TC December Training:

- Monday, December 6: **Hilo/Kona**
- Tuesday, December 7:
Maui/Lanai/Molokai/Kauai/Hana
- Thursday, December 9: **Honolulu**
- Friday, December 10: **Windward**
- Monday, December 13: **Central**
- Tuesday, December 14: **Leeward**

Smarter Veterans TC January Training:

- **TBD**

Contact Information

Assessment Section:

Phone: (808)307-3636

- Karen Tohinaka
karen.tohinaka@k12.hi.us
- Paul Dumas
paul.dumas@k12.hi.us

ELL Program:

Phone: (808) 305-9642

- Andrea DeGre
andrea.degre@k12.hi.us
- Mishka Sulva
mishka.sulva@k12.hi.us

WIDA Client Service Center

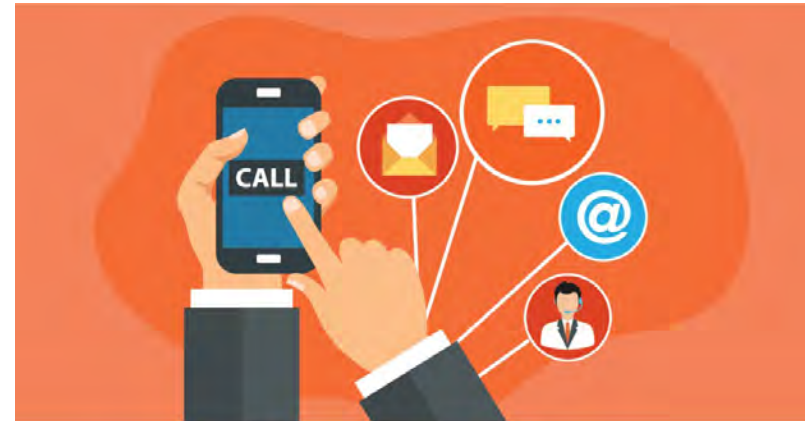
Phone: (866)276-7735

help@wida.us

DRC Customer Service

Phone: (855)787-9615

WIDA@datarecognitioncorp.com



Recording of this webinar: [October 2021 New WIDA ACCESS 2.0 Test Coordinators Training](#)

Questions

Please post your
questions
in the chat and we will
answer your questions



Or click the
“Raise your hand” icon

Take stock of all you've been through already

The hardships and misfortunes you've been through can give you confidence that you're capable of handling whatever comes your way. Your past experiences can help you find your inner strength and resilience.

We are strong!

We can achieve more!

We can make a difference....TOGETHER!

Best of luck this year!

Mahalo Nui Loa!

