



# ***ACCESS for ELLs Update Bulletin***

**January 3, 2012**

## **2012 Calendar**

**Jan 9 – 13**

**Materials arrive**

**Jan 17 – Mar 2**

**Administration  
Window**

**Feb 15**

**Order additional  
materials up to  
this date**

**Mar 8**

**Final day for  
MetriTech to  
receive return  
shipments**

**Apr 10-20**

**Data Validation**

**May 7-11**

**Reports arrive  
in systems**

Assessing Comprehension and Communication in English State-to-State for English Language Learners (ACCESS for ELLs) measures English language proficiency of ELL students in grades Kindergarten through twelve. We are administering **Form 203** in 2012. Students who have exited language assistance services or who are on a monitored status (identified as ELL-M) do **not** take ACCESS for ELLs.

ACCESS for ELLs is a secure test. It is important to remind all personnel involved with testing to maintain security prior to, during, and after testing. All test materials are to be kept secure and confidential. Teachers and other school personnel are responsible for ensuring that no materials are duplicated and/or shared at any time.

### **RECERTIFICATION**

Recertification is required, annually, for educators who administer ACCESS for ELLs. Educators (test administrators) are "WIDA" certified when a quiz score of 80% or higher is earned in the online course for the test the educator will administer. System Test Coordinators have the responsibility of ensuring *prior to administration of ACCESS for ELLs* that all test administrators have been adequately trained and have passed the applicable online quizzes. As a reminder, in Georgia, System Test Coordinators can monitor their system's educators' training certification results in the online course by clicking on "My Quizzes", followed by the "District View" tab. If you are a System Test Coordinator and do not see this tab in the training course, please call the WIDA Help Desk at 1-866-276-7735 or email [help@wida.us](mailto:help@wida.us) to request it.

### **ADDING EXAMINERS TO THE ONLINE COURSE**

System Test Coordinators should contact the help desk for ACCESS for ELLs to receive assistance with adding test administrators to the online course. To contact the WIDA Help Desk call them toll free at 1-866-276-7735 or email them at [help@wida.us](mailto:help@wida.us). Include the first name, last name, and the teacher's email address in your request.

### **TRAINING TOOLKIT AND PRE-ADMINISTRATION POWER POINTS AVAILABLE**

A link to the 2011- 2012 ACCESS for ELLs Training Toolkit documents is provided on the WIDA website. The Training Toolkit contains power point presentations and other useful documents for professional development. The training toolkit is only available to those who have a username and password to the online course. After logging in at [www.wida.us](http://www.wida.us), the training toolkit can be found at the green button labeled "Training Tool Kit", on the main page.

### **MATERIALS SHIPMENT**

Each system will receive a 10% overage of materials in their shipment. If additional materials are needed, you may email requests to MetriTech at [wida@metritech.com](mailto:wida@metritech.com) or call MetriTech's toll-free number at 1-800-747-4868. Include the system name, system code, address, and contact person in the email message. Also, specify the grade and tier level for each booklet requested, and the number needed. Additional materials requests must be consolidated. It is recommended that counts from each of your schools are obtained before placing an additional materials order with MetriTech. Please plan to order any needed additional materials on or before February 15, 2012.

## May 8-25 Correction Window

## May 9-10 Post Assessment Training

For more information on the ACCESS for ELLs assessment visit the Assessment Web site at

[http://www.gadoe.org/ci\\_testing.aspx?PageReq=CI\\_TESTING\\_ACCESS](http://www.gadoe.org/ci_testing.aspx?PageReq=CI_TESTING_ACCESS)

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### ACCOMMODATIONS

Assessment administration accommodations may not be provided unless the student qualifies for special education services and the accommodation is required as a result of the student's disability and not his/her limited English proficiency. The student must have an IEP or IAP with the type of accommodations indicated.

### NEW! CODING ACCOMMODATIONS BY DOMAIN

A new form, Accommodations by Domain, and instructions will be included in the district and school bags. This separate form must be completed for each student who is receiving approved special education accommodations. Because we are using the separate Accommodations by Domain Form, coding accommodations on the test booklet itself (previously coded in the nonscoring area) is not required this year.

### CODING STUDENT DEMOGRAPHIC INFORMATION ON TEST BOOKS AND APPLYING THE PRE-ID LABEL

Special Coding Instructions will be included in each system's shipment of materials due to arrive in January 2012. The sheet will be goldenrod and placed inside the front cover of every *District/School Test Administration Manual*. Special Coding Instructions will aid completion of demographic information for students who do not have a pre-ID label.

Teachers must verify pre-ID information prior to applying pre-ID labels. If the label is correct, place the label in the box on the **front cover** of the test booklet. If the label is incorrect, void the label, following the procedures in the manual. Test booklets with properly voided labels attached may be reused.

For students with an IEP or IAP, even if an accurate pre-id label is available, their primary disability or State Required Codes (SRC) must be manually-bubbled on the test book. The State Defined Optional Data spaces will be used to bubble SRC.

**MetriTech will pick-up hand-bubbled Bilingual/ESL Type and State Delivery Model from the test booklet even when the pre-ID label is attached.**

### DATA VALIDATION

In an effort to ensure accurate demographic information is recorded for each student, System Test Coordinators will have the opportunity to review and/or update all demographic information recorded for your tested student population prior to reports delivery.

### REMINDERS

If an irregularity occurs during the administration, contact Deborah Houston to report the incident. Instructions will be given for coding. System Test Coordinators must document the incident on an irregularity form on the MyGaDOE portal. Follow the instructions provided by GaDOE Assessment. Some situations may result in an invalidation of one or more domains and reporting to the Professional Standards Commission. Guidance will be provided in these situations for proper documentation and reporting.

**As a reminder, ELLs may not be deferred from assessment on ACCESS for ELLs.**

Newly enrolled students who are identified as ELLs and are unable to be assessed with ACCESS for ELLs due to the date of their enrollment (after the ACCESS for ELLs window has closed) are **not eligible** to defer any CRCT, CRCT-M, or GHS GT assessments. These students must participate in all required state assessments that take place after enrollment. At no time may a student be deferred from an End-of-Course Test (EOCT).