

WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs Assessment Preparation

Relevant assessments:

- **WIDA™**
 - » WIDA ACCESS for ELLs
 - » WIDA Alternate ACCESS for ELLs

- Important Dates and Deadlines
- Policies and Procedures
- Test Security
- Test Directions
- OEAA Secure Site and WIDA AMS
- Testing Schedule
- Off-Site Testing
- Supports and Accommodations
- Preparing Myself, Staff, and Students
- Paper/Pencil Testing

Assessment Coordinator Training Guide

NOTE to Reader:

The **Assessment Coordinator Training Guide** is composed of a series of documents published by the Michigan Department of Education (MDE) to provide information to District and Building Assessment Coordinators regarding their assessment-related roles and responsibilities. This guide provides the resources and knowledge base necessary to establish sound test administration practices and procedures that will allow for the reporting of valid and reliable test results. It will introduce you to Michigan's state assessment systems in general and will link you to the people, trainings, materials, tools, and resources needed throughout the process of coordinating state-provided assessments in your district.

This document is one chapter of the **Assessment Coordinator Training Guide** series. The **Assessment Coordinator Training Guide** is not meant to replace assessment-specific testing manuals, guides, training resources, or other documentation associated with each assessment program.

The web pages referenced in this document are active links. For the full URLs to these pages, please see the **Assessment Coordinator Training Guide Quick Reference** chapter. In that resource you will find an interactive list, along with the full URLs of the assessment-related web pages you will need to access, as well as:

- A preface for the **Assessment Coordinator Training Guide**, which includes information on how to use the guide
- An interactive **Table of Contents** for the training guide
- A reference list of acronym definitions, and
- Important contact information

It is recommended that you keep the **Quick Reference** chapter readily available for future use.



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Intro

If as a new **WIDA** Assessment Coordinator you have not already reviewed the [Quick Start Guide](#) in the **Overview Module** of this training guide, be sure to do so. The Quick Start Guide was developed with you in mind and lists several up-front tasks that all Test Coordinators must complete in order to ensure a smooth test administration, regardless of the assessment(s) you are responsible for.

The WIDA ACCESS for ELLs and the WIDA Alternate ACCESS for ELLs are required K-12 yearly summative assessments of students' English language abilities in Listening, Reading, Writing, and Speaking, for students identified as English Learners. Students are identified as English Learners (ELs) until they reach what MDE has determined as "proficient." This chapter will provide WIDA Assessment Coordinators with an overview on how to prepare for administering WIDA assessments, by answering the following questions:

- ▶ Where can I find important dates and deadlines for WIDA assessment-related tasks?
- ▶ Where can I find all the administration policies and procedures for WIDA testing?
- ▶ Where can I find information about assessment integrity and security?
- ▶ Where can I find Test Directions?
- ▶ What tasks do I need to do in the OEAA Secure Site and how do I do them?
- ▶ What tasks do I need to do in WIDA AMS and how do I do them?
- ▶ How do I create a testing schedule and what does it need to contain?
- ▶ What is needed for off-site testing?
- ▶ Where can I find information about student supports and accommodations?
- ▶ What training do I need?
- ▶ What do I need to do to prepare staff for testing?
- ▶ What do I need to do to prepare students for testing?
- ▶ What do I need to do if I have any students testing by paper/pencil?

Where can I find important dates and deadlines for WIDA assessment-related tasks?



Assessment Coordinators should review the current year's [WIDA List of Important Dates](#) document found on the Michigan Department of Education (MDE) [WIDA web page](#). Additionally, Assessment

Coordinators should always review the weekly MDE [Spotlight on Student Assessment and Accountability](#) newsletter for announcements, dates, and important information regarding WIDA assessments.

Where can I find all the administration policies and procedures for WIDA testing?



In addition to getting the dates on their calendars, Assessment Coordinators should also be sure that they are prepared for additional testing policies. Many of these can be found in the [WIDA ACCESS for ELLs Michigan-Specific Test Administration Manual](#), which is located on the MDE [WIDA web page](#).

Note: This manual differs from the WIDA manual that is shipped with the assessment materials. Because more than 40 states use the WIDA assessments, the manual shipped with materials is a generic document. Michigan's policies are different in some ways from other states and because of this, it is important for Assessment Coordinators to download and review the [WIDA ACCESS for ELLs Michigan-Specific Test Administration Manual](#).

Assessment Coordinators should also utilize the [ACCESS for ELLs Checklist](#), found on the [Michigan page of the WIDA website](#). This document is a valuable step-by-step guide for before, during, and after testing activities for Test Administrators and Coordinators.

Coordinators should also review the [WIDA ACCESS Placement Test \(W-APT\) and WIDA Screener Preparation and Administration](#) chapter of this training guide, and might also want to review the [Online](#) or [Paper/Pencil Checklists](#) available on the MDE [WIDA web page](#) as additional sources of information.

Where can I find information about assessment integrity and security?



The [Assessment Integrity Guide](#) defines all the assessment security requirements for WIDA and other state assessments. It is posted on the MDE [WIDA web page](#) and details requirements regarding, but not limited to:

- cell phones and electronic devices
- who can administer assessments

- prohibited behavior and materials
- assessment monitoring procedures
- reporting administration irregularities via Incident Reporting

It is important that Assessment Coordinators are aware of all policies and expectations prior to testing.

Where can I find Test Directions?



Test directions can be found in the [Test Administrator's Script](#), which is included in the district's [Initial Materials Order](#). What the test

administrator will say for all four domains is contained within this document. The Test Administrator's Script must be followed exactly.

What tasks do I need to do in the OEAA Secure Site and how do I do them?



The Michigan [WIDA ACCESS for ELLs Checklist](#), which can be found on the [Michigan page of the WIDA website](#), provides details on the specific Office of Educational Assessment and Accountability (OEAA) Secure Site tasks that must be performed, including the following:

- **Confirm your access** to the [OEAA Secure Site](#)
 - » Refer to the [OEAA Secure Site](#) chapter of this training guide for information about the OEAA Secure Site and how to acquire access.
- **Pre-identify Students** for WIDA testing and assign those who need it to paper/pencil format
 - » Refer to the [Pre-Identification of Students for State Testing](#) chapter of this training guide for more information.
- **Set Up Test Administrator** accounts for [WIDA AMS](#)

» Refer to the [WIDA AMS Basics](#) chapter of this training guide for information about the WIDA AMS system and how to obtain access.

- **Submit Online Waiver Requests**
- **Submit Test Exception Requests**
- **Place material orders** (only for students who may need braille and large print)
- **Assign students to take the WIDA Alternate ACCESS for ELLs**
- **Manage Accountable Students and Test Verification**

Specific directions for performing all of these activities can be found on the [Secure Site Training web page](#).

What tasks do I need to do in WIDA AMS and how do I do them?



[WIDA AMS](#) is the Data Recognition Corporation (DRC) test management system used to manage student online testing for WIDA ACCESS for ELLs, WIDA Alternate ACCESS for ELLs, and WIDA Screener assessments. You will use WIDA AMS for the following functions:

- » manage test sessions (add and remove students as needed)
- » print test tickets
- » set up paper/pencil test sessions for the Writing test, for students in grades 4–12
- » assign student accommodations

All of these major tasks are identified on the [Michigan WIDA ACCESS for ELLs Checklist](#), and directions for completing these steps can be found in the [WIDA AMS User Guide](#), which is found on [WIDA AMS](#).

Refer to the [WIDA AMS Basics](#) chapter of this training guide for additional information on acquiring access to and using the WIDA AMS system.

How do I create a testing schedule and what does it need to contain?



It is the Building Assessment Coordinator's responsibility to develop test administration schedules for WIDA ACCESS for ELLs based on the school's resources and needs. The testing schedule must follow the test administration windows as established by the OEAA. Testing schedules should minimally include the following information:

- district name
- building name
- Building Coordinator's name
- date of assessment administration

- location of testing session(s) (room number, classroom)
- starting and ending time of testing session
- assessment/grade/content being administered for each testing session
- test administrator(s) and proctor(s) for each testing session

Testing schedules must be retained by the district or school for three years. The OEAA may request a copy of a building's testing schedule for monitoring and testing irregularity investigation purposes.

What is needed for off-site testing?



There is an **Off-Site Test Request** form for the WIDA assessments. The dates to request off-site test administrations will be listed in the WIDA Important Dates document and Excel file, and will be posted in the weekly Spotlight on Student Assessment and

Accountability newsletter. Off-site test administration requests are done through the [OEAA Secure Site](#). For more information on Off-site Testing Requests procedures, see the **Appropriate Practices for Test Security** chapter of this training.

Where can I find information about student supports and accommodations?



The **Student Supports and Accommodations** section of the MDE [WIDA web page](#) provides detailed information about which Universal Tools, Designated Supports, and Accommodations are available to WIDA students.

Additionally, the **Student Supports and Accommodations Overview** chapter of this training guide includes detailed information about which Universal Tools, Designated Supports, and Accommodations are available to students when testing. The chapter called **Selecting and Assigning Universal Tools, Designated Supports, and**

Accommodations describes how to assign supports and accommodations for students.

Assessment Coordinators should also review the **WIDA Accessibility and Accommodations Manual**, which is located on the MDE [WIDA web page](#).

WIDA assessments have only two levels of supports:

- **Universal Tools** (available to all students)
- **Accommodations** (only available for students who have an IEP or 504 Plan)



What training do I need?

If you are an Assessment Coordinator, you must complete the appropriate assessment training courses available through the WIDA Secure Portal: Kindergarten, Online Admin, Paper Admin, and Alternate. You only need to complete the courses

for the type of test you will be overseeing. If you are scoring any aspect of the tests, you must complete the appropriate scoring courses as well: Kindergarten, Speaking 1-5, Speaking 6-12, and Alternate.



What do I need to do to prepare staff for testing?

District Assessment Coordinators are responsible for providing training on the policies and procedures listed in the [WIDA Michigan-Specific Test Administration Manual \(TAM\)](#) and the [Assessment Integrity Guide](#) for staff involved in test administration. Also, all staff involved in testing must sign the [OEAA Assessment Security Compliance Form](#).

Specific to WIDA, as an Assessment Coordinator, you should ensure that all those who will be administering and proctoring the WIDA assessments have received the required training through the [WIDA Secure Portal](#) account, including the successful completion of WIDA-related quizzes. The Michigan [WIDA ACCESS for ELLs Checklist](#), found on the Michigan page of the [WIDA website](#), outlines which modules are required for educators to complete.

In order for those involved in administering the WIDA assessments to do this required training on the WIDA

Secure Portal, the Coordinator must first ensure that all administrators and proctors have an account.

Refer to the [WIDA Secure Portal](#) chapter of this training guide for more information on the WIDA Secure Portal and how to gain access.

Once a coordinator has their own WIDA Secure Portal account, they can consult the [WIDA Test Coordinator Quick Start Guide](#) for information on how to set up WIDA Secure Portal accounts for others in their district.

WIDA also offers a variety of assessment preparation materials as well as tools and guidance for educators through the Michigan page of the [WIDA website](#).

For more information on preparing staff for testing, see the [Preparing Yourself and Staff as a District Coordinator](#) and/or the [Preparing Yourself and Staff as a Building Coordinator](#) chapters of this training guide.



What do I need to do to prepare students for testing?

[WIDA ACCESS for ELLs Test Demos](#) are available on the [WIDA Preparing for ACCESS Testing](#) web page, and are designed to be viewed by students prior to taking the WIDA ACCESS for ELLs. The Test Demos use graphics, screen captures, and sound to present visual and verbal descriptions of the properties and features of the WIDA ACCESS for ELLs assessment, while walking students through animated test directions.

Each Test Demo is composed of a series of small modules. Students are allowed to repeat the Test Demo as often as desired and needed. There is a unique Test Demo for each of the following grade spans:

- » grades 1–3
- » grades 4–5
- » grades 6–12

Typically, Test Demos are presented to students prior to the administration of the **Interactive Sample Items**. Many schools schedule a Test Demo session for students and then immediately have students practice what they have viewed by completing the online **Practice Test**. Educators should provide time for students to experience **Sample Items** in each specific domain, as needed (Listening, Reading, Writing, and Speaking).

If your school's computer lab has capacity issues, Assessment Administrators may show the Test Demo in the regular classroom using an LCD projector and an internet connection. This option could also be used with younger learners to ensure that students understand that they do not need to interact with the video, but rather just listen and watch. However, the Interactive Sample Items will require that students have access to individual devices.

Login information for the Interactive Sample Items can be found in Part 2 of the [Michigan WIDA TAM](#), which is located on the MDE [WIDA web page](#).

Note: For the online Test Demo, the Interactive Sample Items, and online Practice Test, you must use the Chrome browser. If you do not use Chrome as your default browser, you will need to launch Chrome, and then copy and paste the full URLs found on the [WIDA Preparing for ACCESS Testing](#) page into your Chrome browser address bar.

Educators preparing students to take the ACCESS for ELLs paper/pencil assessment can use the PDF links (by grade level and tier) on the WIDA Preparing for ACCESS Testing web page to preview Paper Sample Items and acclimate students to the format of the Listening and Speaking domains, delivered by digital audio files on the WIDA Preparing for ACCESS Testing web page.

For more information about where to find resources and other considerations for preparing students for testing, see the [Preparing Students and Parents for Testing](#) chapter of this training guide.

What do I need to do if I have any students testing by paper/pencil?



Some schools might have individual students who are testing with paper/pencil due to assigned accommodations or because they are recent arrivals (have attended U.S. schools for 12 months or less).

For these individuals, a school must select the paper/pencil format during the **Pre-Identification of Students Testing** process in the [OEAA Secure Site](#). This process automatically links these students to the **Initial Material Order** for paper/pencil assessments materials and assigns them a barcode number for their answer document labels.

- If students are pre-identified for paper/pencil format before the OEAA-posted deadline, they will receive an answer document student barcode label directly from the vendor.
- Unlike other state assessments, student barcode labels cannot be printed directly from the OEAA

Secure Site for the WIDA assessments. For those students who are registered for the paper/pencil format of a WIDA assessment after the OEAA-posted pre-identification deadline, schools will need to place a school/district barcode label on the student's answer document, then enter the student information on the answer document, including the student barcode number. (The **Pre-ID Student Report**, which can be generated from the OEAA Secure Site, lists the student barcode number for each student.) Educators should refer to the [WIDA ACCESS for ELLs Michigan-Specific Test Administration Manual](#) for a specific list of what student information must be bubbled.

Paper/pencil assessment materials may also be ordered during the **Additional Material Order** window in [WIDA AMS](#).

In some unique situations, an entire building may need to test using the paper/pencil mode of assessment. In these cases, an **Online Waiver Request** must be submitted in the [OEAA Secure Site](#).

More information on performing all of these activities can be found by reviewing the Michigan WIDA **ACCESS for ELLs Checklist**, located on the [Michigan page of the WIDA website](#), and also in the following chapters of this training guide:

- [Pre-Identification of Students for State Assessments](#)
- [OEAA Secure Site](#)
- [Initial Material Orders](#)
- [Additional Materials Orders](#)

