WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs Assessment Administration

Relevant assessments:

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

☐ Assessment Coordinator Responsibilities

☐ What is Needed During Testing

☐ Handling Secure Materials

☐ Managing Student Supports and Accommodations

☐ Testing Irregularities

☐ Ensuring All Students Have Tested

Assessment Coordinator Training Guide

MICHIGAN Department of Education

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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.

Intro

This chapter provides an overview of the tasks that the Building and District Assessment Coordinator(s) need to complete **during the WIDA ACCESS for ELLs or WIDA Alternate ACCESS for ELLs test administration**, by answering the following questions:

▶ What are the responsibilities of District and Building Assessment Coordinators during testing?

▶ How should secure materials be handled during the test administration?

▶ How do I assign and manage Student Supports and Accommodations?

▶ What will Test Administrators and students need during the test session?

▶ What do I do if there is a testing irregularity?

▶ How do I ensure that all students have tested?

For information about how to prepare for the test administration, go to the **WIDA ACCESS for ELLs and Alternate Access for ELLs Assessment Preparation** chapter of this training guide.

What are the responsibilities of District and Building Assessment Coordinators during testing?

District and Building Assessment Coordinators have an important role during the test administration. Your main goal is to ensure that you are organized, so that your colleagues and your students have a smooth testing experience. There are a number of tasks that must be done; depending on the staff available and assignments in your building or district, you may be responsible for tasks on one or both of the following lists. These lists are intended as a general guideline of responsibilities.

During the WIDA ACCESS for ELLs/WIDA Alternate ACCESS for ELLs test administration, District Assessment Coordinators are expected to:

■ **Establish and communicate district policies** regarding test administration to Building Assessment Coordinators, including:

» cell phone and personal electronic device policy

» access to testing rooms policy; that is, aside from the TA/proctors/testing students, who has

access to the testing rooms and under what conditions (including technology support, school/district/administration, Michigan Department of Education monitors, outsiders)

■ **Serve as the contact person** between the district and the Office of Educational Assessment and Accountability (OEAA)

■ **Know where to find and be familiar with information related to testing**

■ **Share all correspondence** to relevant district and school staff members during testing

■ **Collaborate and communicate** regularly with the Technology Coordinator

■ **Ensure the Technology Coordinator has completed any necessary software updates** at the beginning of the test window

- **Investigate and inform the OEAA of any testing irregularities**

- **Initiate and submit Incident Reports** as needed

- **Initiate and submit Transfer Request Forms** as needed

- **Oversee and ensure the timely return of all secure materials for scoring**

During the WIDA ACCESS for ELLs/WIDA Alternate ACCESS for ELLs test administration, Building Assessment Coordinators are expected to:

- **Distribute and discuss the district policies** (such as cell phone/personal electronic device policy) with test administrators, proctors, and other staff involved in testing

- **Serve as the contact person** between the school and the District Assessment Coordinator

- **Ensure appropriate distribution, security, and collection of test materials**

- **Ensure students are assigned to appropriate Accommodations** in WIDA AMS, and ensure Accommodated tests and resources are available for Test Administrators and students; this may include reviewing students' Individualized Education Program (IEPs) and 504 plans to ensure required supports are planned for

- **Ensure that rooms used for testing do not contain any visual materials that would provide clues or answers to questions**

- **Manage the printing, distribution, and secure storage of test tickets, test rosters, test booklets, and other secure materials**

- **Report any testing irregularities** to the District Assessment Coordinator

Schools or districts may modify these tasks during testing; however, all of these tasks must be covered during testing.

What will Test Administrators and students need during the test session?

During testing, District and Building Assessment Coordinators will make sure that Test Administrators have everything they will need to administer the test. This includes:

- **Online Testing:**
    - » headphones
    - » test tickets
    - » test rosters
    - » test administrator's script
    - » grades 1-3 writing test booklets
    - » grades 4-12 writing response booklets
    - » scratch paper (optional)
    - » any assigned accommodated materials or resources that students need during testing

- » sharpened pencils for students to use with scratch paper and for those students who are handwriting their Writing responses

- **Paper/Pencil Testing:**
    - » test administrator's script
    - » Listening and Speaking CDs
    - » speaking test booklets
    - » test booklets
    - » student response booklets (for Alternate ACCESS for ELLs only)
    - » scratch paper (optional)
    - » any assigned accommodated materials or resources that students need to use during testing

» sharpened No. 2 pencils for testing

Test Administrators will need to know:

- **the district's cell phone/personal electronic device policy**

- **how the district will manage secure materials** and where to store secure materials after testing (test rosters, test tickets, any used scratch paper or used graph paper)

- **how to manage any items used during testing**, such as headphones for online students

How should secure materials be handled during the test administration?

District and Building Assessment Coordinators are responsible for developing and communicating the policy regarding the handling of secure materials during testing and for managing the secure handling of materials throughout the test window.

All secure materials must be retained in one secure, locked location within the school. During the test administration, materials must be distributed and collected each day.

For online testing, these materials include:

» test rosters and tickets

» used scratch paper

Test rosters and test tickets must be collected by the Test Administrator and returned to the Building Assessment Coordinator. Test tickets for tests that have been completed and submitted must be securely shredded. Test tickets for tests that have not been completed and will be resumed in a later test session must be collected and stored in the secure, locked location in the school.

Used scratch paper can be collected for redistribution when resuming an in-progress test if the student's name is on the scratch paper and it is used for the completion of the same test. Any used scratch paper for a test that has been completed or that does not have the student's name on it must be securely shredded.

After testing is complete, Test Administrators must collect test booklets, used answer documents, and used scratch paper individually from students (do not pass down rows). These materials must be returned to the Building Assessment Coordinator to be stored in the locked, secure location until materials are returned to the scoring contractor; used scratch paper must be securely destroyed.

Detailed information about handling secure materials after testing is available in the **WIDA Access for ELLs Michigan-Specific Test Administration Manual**.

How do I assign and manage Universal Tools and Accommodations?

Students who are assigned Universal Tools or Accommodations according to the **WIDA Accessibility and Accommodations Supplement** must have access to these Universal Tools and Accommodations at the time of testing. This

supplement is located on the WIDA web page under the Student Supports and Accommodations section.

For students testing online, many but not all accommodations are assigned in WIDA AMS (Assessment Management System). Other

Universal Tools and Accommodations can require non-embedded materials and resources that students can have access to during testing.

For information about how to assign Accommodations in WIDA AMS, review the **WIDA AMS User Guide** found upon secure login on the WIDA AMS website.

For paper/pencil formats, the Accommodations students use during testing can be bubbled in following the directions found in the **WIDA Access for ELLs Michigan-Specific Test Administration Manual**.

MDE has developed optional resources that can be used to help monitor and track Universal Tools and Accommodations for WIDA assessments.

These tools are available on the WIDA web page under the Student Supports and Accommodations section. These resources—or other locally developed resources—can be used to help track tools and accommodations that are needed in each test session. It is the responsibility of the Building Assessment Coordinator to ensure that Test Administrators are made aware of Universal Tools and Accommodations in the test session(s) they administer, and that any accommodated materials are made available.

The Building Assessment Coordinator should work closely with the Special Education Director to assign, monitor, and track Universal Tools and Accommodations for any student with disabilities, before and during testing.

What do I do if there is a testing irregularity?

A testing irregularity is any deviation of the test administration from the policies and procedures defined in the **Test Administration Manual** and the **Assessment Integrity Guide**.

For WIDA, District Assessment Coordinators use the **Incident Reporting Tool** in the OEAA Secure Site to report and resolve testing irregularities. These could

be student prohibited behavior, a test regeneration request, a misadministration, or any other event that requires reporting and resolution.

More information about testing irregularities is available in the **Incident Reporting** chapter of this training guide.

How do I ensure that all students have tested?

It is important that District and/or Building Administrators make sure that all students who are expected to test complete their testing before the testing window closes. Directions for how to use WIDA AMS to help with this task for students testing online can be found in the **WIDA AMS User Guide** located on WIDA AMS.

Be sure to read the **After Testing** module of this training guide for tasks that need to be done after the testing window.