

Schedule & Special Instructions for Vermont:*Supplement to the District and School Test Administrator Manual (SY 2011–2012)*

Schedule

2011-2012 ACCESS for ELLs® Dates		
Task	Start Date	End Date
Pre-Verification (Pre-ID Label & Test Ordering)	01/09/12	01/27/12
Districts Receive Test Materials	-	02/20/12
Test Window	02/27/12	04/13/12
Districts Pack and Ship Completed Materials to MetriTech	-	04/20/12
Reports Shipped to Districts*	06/21/12	06/26/12*

Updating Student Demographic Data: In order to ensure accurate scoring of tests and printing of ACCESS for ELLs® student reports, **please notify the VT DOE immediately** if there are any mistakes in student demographic information (e.g., spelling of names, grades, dates of birth, etc.) that need to be corrected.

***Reports Shipped to Districts:** Subject to change depending on when all test booklets are received by MetriTech.

Special Instructions

These **Vermont Special Instructions** are intended to *supplement* (not totally replace) the **ACCESS for ELLs® District and School Test Administration Manual (2011-2012)—Form 203**. The Test Administration Manual is written to generally address the needs of the 27 states that now comprise the WIDA Consortium. Please note that due to the characteristics of individual states, some test material handling procedures for District Assessment Coordinators and Test Administrators may vary across WIDA consortium states. This supplement provides important guidance for procedures which Vermont handles differently. The procedures can be categorized as such: (1) Handling Pre-ID Label; (2) Completing Test Booklet Information; and (3) Ordering Additional **ACCESS for ELLs®** Materials.

(1) Pre-ID Label Information: The Vermont DOE uses the demographic data and designated tiers from the **2012 ACCESS for ELLs® Student Verification** to provide MetriTech with a data file that is used to create Pre-ID Labels. The verification information is also used to order the appropriate number and tiers of test booklets, as well as school and districts where students will be tested.

District Plastic Bag Contents: The packet or box(es) of test materials that MetriTech will ship to District Assessment Coordinators by **February 20, 2012** will include a list of all schools for which Pre-ID labels were ordered. This list will be found inside the District Plastic Bag Contents. Schools will not appear on this list if Pre-ID labels were not ordered or the verification forms were not returned by the Vermont DOE's deadline.

For students *without* Pre-ID labels, please follow instructions under #2 below.

School Plastic Bag Contents: The individual student Pre-ID labels are contained in the School Plastic Bag Contents.

Test Administrators must verify the Pre-ID information prior to applying the labels to the appropriate grade level and tier of the test booklet. This should not be done until it is known that the student’s participation is definite and the test booklet will be used.

Sample of 2012 Pre-ID labels which can be found in the School Plastic Bag:

Name: LAST NAME, FIRST NAME P 10843669
District: 0001 - SAMPLE DISTRICT Gender - Grade: F - 1
School: 0001 - SAMPLE SCHOOL Birth Date: 02/02/2004
Student ID's - State: 1234561 District: 2222222



Check the labels carefully to be sure that the information displayed is correct. As long as the name, grade, birth date, district and school information is correct, place it in the box on the front cover of the test book in the designated area. (The VT DOE gathers other demographic and programmatic information from other sources—i.e., home language survey, state database.) You will receive one label for each Student Test Book. Only one Pre-ID label can be placed on a test book. This will ensure accurate machine scanning of the barcode portion of the label.

If there is a mistake (only with name, grade, birth date, or district/school information) on the label, discard it and complete the demographic pages on the front and back cover of the test book, following the directions in the next section.

If the label has been placed on the book in error, mark through the bar code at the bottom of the label with a heavy black marker and mark an “X” through the printed demographic above the bar code. **[Do not cross out or write corrections on the Pre-ID labels.** The computer scanner used to score test booklets will NOT read any hand-written changes on labels. It will only read the information on the PRE-ID LABEL.] Then complete only the demographic information required by Vermont on the front and back cover of the test book

(2) Completing Test Booklet Information: For students who do not have a Pre-ID label or who have an incorrect label, Vermont Test Administrators should bubble in information only for the following boxes on the test booklet.

Front Cover: Student’s Last Name, First Name, and Middle Initial (only if necessary for identification).

Back Cover: District Name, School Name, State Name Abbreviation (VT), District Number & School Number, Birth Date, Grade Level, and Gender. The VT DOE will provide the remaining information in the data file to MetriTech. Do not fill in the State Student ID Number or any other student information boxes on test booklets. If there are **special circumstances** why a student will not take the test (or sections of the test), please notify Jim McCobb at (802) 828-0185 directly.

(3) Ordering Additional ACCESS for ELLs® Test Materials: Districts in Vermont will not receive ‘overage’ (additional test materials) with their shipment. District ELL Coordinators must request additional test materials directly from the VT DOE. (Please disregard the Test Administration Manual’s instructions for ordering additional materials.)

To order additional materials, fill out all the forms listed below and fax them to Lucille Chicoine at (802) 828-6563.

1. [Additional Materials Order Form](#).
2. [Additional Students for ACCESS for ELLs® 2012 Assessment](#) (complete separate form for each school needing additional materials).
3. [Home Language Surveys](#) for ALL additional students to be tested (if not previously sent).

The additional materials will be shipped via UPS once you have provided us these required forms. If you have questions/concerns, please contact Lucille Chicoine at 828-5922 or Jim McCobb at (802) 828-0185.

Vermont – 2012 ACCESS for ELLs® Additional Materials Order Form

Fax this order to Lucille Chicoine at: (802) 828-6563
 Phone: (802) 828-5922; E-mail: Lucille.Chicoine@state.vt.us

Name of person requesting materials:	
Phone Number:	
E-mail Address:	
School Name & Address <i>or</i> District Name & Address (specify to whom and where materials should be sent):	

The district assessment coordinator can make requests for additional materials at any time during the testing window as long as the district is still able to ship all test materials back to MetriTech by the **April 20, 2012** deadline.

Grade	Student Response or Test Booklet	Test Administrator's Script	Test Administrator's Manual	Kindergarten Kit (Grade K)	Speaking Test (Flip Chart) (Grades 1-12)
Kindergarten					
1-2 Tier A					
1-2 Tier B					
1-2 Tier C					
3-5 Tier A					
3-5 Tier B					
3-5 Tier C					
6-8 Tier A					
6-8 Tier B					
6-8 Tier C					
9-12 Tier A					
9-12 Tier B					
9-12 Tier C					

Primary/Home Language Survey for All Kindergarten and Incoming Students

Instruction for schools in completing the survey:

1. Interview the parents/guardians of **ALL** new Kindergarten and incoming students in grades K-12 and record all information requested.
2. Provide interpreting services whenever necessary.
3. Please check to see that **all questions** on the form are answered.
4. A copy of any survey with a language other than English should be referred to the ESL teacher for further screening to determine if the student is an **English Language Learner (ELL)**.
5. Surveys for students identified as ELLs should be faxed (802 828-6563) or mailed to:
Jim McCobb, ELL Program Coordinator, Vermont Department of Education, 120 State Street, Montpelier, VT 05620-2501
6. Place the original survey form in the student's permanent file
7. For questions: E-mail: james.mccobb@state.vt.us Tel: (802) 828-0185

Student Information (Parents/Guardians should complete this section.)			
First Name:	Last Name:	Date of Birth:	Gender: F <input type="checkbox"/> M <input type="checkbox"/>
Country of Birth:	Date of Entry in U.S.:	Date student first began Kindergarten (or higher grade) in any U.S. school:	
Questions for Parents/Guardians		Response	
What is the native language of each parent/guardian?			
What language(s) are spoken in your home?			
Which language did your child learn first?			
Which language does your child use most frequently at home?			
Which language do you most frequently speak to your child?			
What other languages does your child know?			

School Information (School Staff should complete this last section based on information gathered from parent/guardian.)		
What school will the student attend?		
Beginning date in this school:	What grade will the student enter?	Person Conducting Survey: