

2011 ACCESS FOR ELLs[®] On-Line Test Administrator Training

District ELL coordinators are responsible for ensuring that the tasks and timelines associated with the annual administration of the state-mandated ACCESS for ELLs[®] are met in their respective districts/supervisory unions. These responsibilities include:

- Arranging for **all ELLs in K-12 schools** to participate in the annual English Language Proficiency assessment to be administered in schools during the **February 28, 2011 – April 15, 2011** testing window;
- Communicating with the state ELL coordinator regarding data collection and overall test administration activities within the state or district;
- Making sure the new and previously certified test administrators meet the training requirements outlined below;
- receiving, securing, distributing, and returning test materials for schools in their district/supervisory union; and
- coordinating the reporting and dissemination of assessment results.

The following information provides the background and links that coordinators will need to ensure that those administering **ACCESS FOR ELLs[®]** in their district/supervisory union this year meet the basic requirements and complete necessary test administration training and quizzes prior to testing.

ACCESS FOR ELLs[®] Manuals & Training Toolkit

This year's test administration manuals for Grades 1-12 and Kindergarten, as well as the Training Toolkit PowerPoints, are posted at the WIDA [on-line training course](#). The manuals provide district assessment coordinators and test administrators detailed information and instructions about:

- test overview;
- test material handling (**please note** that Vermont educators always receive some **special instructions** which differ from general procedures described in the test administration manuals);
- test scheduling and coordination;
- recommendations for test accommodations for ELLs with disabilities;
- test administration for group testing; and
- speaking test administration.

Even though district ELL coordinators are not required to complete the **ACCESS FOR ELLs[®]** training course or take the quizzes (unless they are administering the assessments themselves or training others to do so), they should become familiar with these test administration manuals and training resources available to help teachers, test administrators, and building administrators plan and prepare for the annual language proficiency assessment. (Please remember that the manuals are secure test material and should not be posted publicly.)

User Name & Password for Test Administration Manuals & Training Materials

To view this year's test administration manuals and Training Toolkit PowerPoints at the WIDA on-line training course, district ELL coordinators can request a user name and password by e-mailing Jim McCobb at james.mccobb@state.vt.us. Although the entire contents of the Training Toolkit are available to all participants through the [on-line training course](#), the VT DOE will also send CD-ROM copies of the Training Toolkit to districts, upon request.

Reminders about the ACCESS FOR ELLs[®] On-Line Test Administrator Training for the 2011 assessment:

Training is essential because:

- For test results to be valid and reliable, we must ensure a standardized testing scenario for all students;
- **ACCESS FOR ELLs[®]** undergoes changes every year. Please pay close attention to any *new* guidance in the test administration manuals and on-line training course.

General requirements for ACCESS for ELLs[®] test administrators:

- **ALL** test administrators for the **ACCESS FOR ELLs[®]** must hold a Vermont teaching license (with ESL Endorsement). A provisional license is acceptable *provided that* the teacher has significant prior experience teaching and assessing ELLs. Otherwise, alternative arrangements for a fully qualified test administrator should be made;
- **ALL** ACCESS for ELLs[®] test administrators, new or previously certified, must be registered for the test administrator training course;
- In Vermont, enrollment is handled by the State. If you don't already have a current ACCESS for ELLs[®] Test Administrator Training account, **send an e-mail request for a user name and password to James.McCobb@state.vt.us**;
- Once a new account has been created, the **WIDA Help Desk** will send you an automatically-generated enrollment email with your new user name and password. You can change your password at that time.

Required training for all *New* Test Administrators:

- **All *new* test administrators** must complete the ACCESS FOR ELLs[®] On-Line Test Administrator Training (and score at least 80% on appropriate training quizzes) for ALL grade levels of the test that they will administer.

Required training for all *previously certified* Test Administrators:

- Again in 2010-2011, all test administrators, **including those certified to administer the test in the past**, are required to review the Speaking training for the grade level(s) of tests they will administer and pass the quiz with a score of 80% or higher;
- Although previously certified test administrators are *not* required to retake the training quizzes for the Listening, Reading, and Writing components, they are *strongly encouraged* to review the test administration manuals and on-line training course materials for any new guidance;

- The VT DOE maintains a list of individuals with passing quiz grades (80% or higher) for each year.

Required training for all Kindergarten Test Administrators:

- **All new** Kindergarten test administrators are required to complete the **ACCESS FOR ELLs® On-Line Test Administrator Training** (and the kindergarten quiz) for the Kindergarten *prior to administering the test*;
- *Previously certified* Kindergarten test administrators are strongly encouraged to review the on-line training and the **Kindergarten “FAQ”** document posted on the TA Training web site. The FAQ document provides answers to some frequently asked questions related to Kindergarten test administration, also highlighting some of the changes for this year related to administration time and breaks;
- The **Kindergarten Training Video** for Test Administrators is included at the training site;
- Practicing test administration with other trained test administrators is highly recommended and is especially important for Kindergarten test administrators. (*Caution: Do not give any part of the test to any individual who has not completed ACCESS for ELLs® test administration training, i.e., neighbors, family members, and signed a WIDA on-Disclosure Agreement*);

ACCESS FOR ELLs® (Series 202) Changes for 2010-11

To briefly summarize:

- An “Expect” box similar to what appears on Kindergarten **ACCESS FOR ELLs®** will now provide grades 1-12 test administrators a brief reminder within the test booklet of what language they should be listening for at each proficiency level as they administer the Speaking test.
- On the Writing Test, the amount of extra time that can be provided to students who are still writing at the end of the 60 allotted minutes has been restricted to 5 minutes. This is to reduce the possibility that students will be asked to produce writing for unreasonable amounts of time, which WIDA has found to have little to no added benefit to students’ writing scores.
- For the first time, most forms of **ACCESS FOR ELLs®** will contain a new integrated writing task addressing both the Language of Mathematics and the Language of Science.

Training Resources:

The WIDA [on-line training course](#) includes:

- **Annual updates to the ACCESS for ELLs® Training Tool Kit** which contains WIDA's PowerPoint presentations and other supporting documents intended to assist local trainers. The Training Tool Kit is available in its entirety within the **ACCESS for ELLs®** on-line training course (login required at [WIDA](#) web site).
- **Special Note:** Some sections of the Test Administration Manuals, On-line Training, and Tool Kit--specifically those covering the topics of ordering and handling test materials,

pre-ID labels, etc.--are **different for Vermont**. Every year MetriTech inserts a brightly-colored paper entitled **Testing Schedule & Special Instructions for Vermont** in the test administration manuals mailed to Vermont districts/supervisory unions.

- This insert is intended to *supplement* the **ACCESS for ELLs® District and School Test Administration Manual (2010-2011)—Form 202**, which provides *generally* applicable information for the 24 states that now comprise the WIDA Consortium. Due to the small size and unique circumstances in VT, there are some differences in the way district ELL coordinators and test administrators will need to: 1) handle the Pre-ID Labels; and 2) order additional test materials. Please read and follow these special instructions carefully and contact Jim McCobb if you have any questions.

Finally, please visit the WIDA web site or contact the WIDA Help Desk if you have any questions or concerns:

WIDA Help Desk

Toll free: 866-276-7735

E-mail: help@wida.us

WIDA always welcomes constructive feedback and continuously uses it to improve the training course, assessments, professional development, and materials!

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