

WIDA ACCESS testing

February 2011

IN February, 2010, if one less student had not tested accurately, one less student's test not been scored properly, one less student not assessed who should have been, our district would currently be saddled with even more Title III restrictions and improvement initiatives. Please review all WIDA expectations in the Test Administration Manual.

Highlights:

- Testing Window—2-7-11 to 3-8-11
- **Testing must start on 2-7-11, no delays!!!**
- **SECURITY and TEST ACCOUNTABILITY is job #1**
(and two)
- If an ELL student has an enrollment on Infinite Campus within these dates, they must be assessed, and they WILL count for our AMOA.
- Metri-Tech and WIDA are very precise, so we will be, too!
- Trucks deliver test on 1-28-11, please look in office for boxes, alert administrators and clerical (we have, already, too)
- Tests for off-site administration will be delivered to the school of the person responsible (see list)
- Tests picked up on 3-8-11, can be hand delivered with permission to ATI on 3-9-11
- Tier Levels determined centrally in SFSD, orders are completed in December, so difficult to change at this point.
- Divide the testing between all ELL staff in buildings that have more than one ELL staff, especially for students still identified but not served.

Specific Directions:

- Section 21 of the Back Cover of the Assessment Book—covered on page 29 of Administration Manual
 - This section appears to allow exceptions for attendance, invalid, refusal or SPED
 - However, bubbling in this section does not render a CPL score the student, and their overall score is a 0!
 - **DO NOT BUBBLE IN ANYTHING IN SECTION 21**
 - If one of those exclusions situations seems to apply for the speaking test, see Speaking Test in Alternate Assessment directions, below.

Paid planning? Only if following these guidelines:

- You are teaching scheduled classes during rest of schedule (sheltered MS and HS, primarily, not pull out or push in instructor)
- Only for testing, not for organizing, plan administration, etc

- Send Kevin Dick a message with an estimate of time needed, and approval reply received.
- Pink time sheets to Kevin Dick at Jane Addams

Subs for Off-site Testing responsibilities? Only within these guidelines:

- Schedule consists of scheduled classes (sheltered MS and HS, not pull out or push in instructor)
- Send Kevin Dick a message with days ahead of absence
- Send TLR to Kevin Dick at Jane Addams
- TLR use code 41, tell building clerical to charge goldenrod sheet to 013

Resource for off-site testing, or other assistance—School/Home Liaison

ELL/SPED student whose IEP mandates an alternative assessment (they take the STEP-A) (PLEASE NOTE, THIS IS NEW THIS YEAR)

- We will administer the assessment in the domains that were decided upon by SPED/ELL team
- All other domain assessments remain blank, except for speaking (see below)

Specific Speaking Instructions:

- **Speaking Test has 3 parts, each with 3-5 tasks**
- **Each Task must have a score marked**
- **Each Task 1 (T1) should have a student score, or “no response” bubbled (Do Not Use “Not Administered”)**
- **All other tasks (T2-T5) may have “Not Administered”**

Who do I contact regarding questions---

Classification of students/Their presence on the list of ELL's—Pam Meyer
 New ELL students enrolled during window—Pam and Sharon will work to get you a blank test.

Need another test document/materials—Sharon Schueler

NEW: *Transfer students: Out of SFSD—hold and document materials To another school in SFSD—Contact Sharon Schueler for directions*

New ELL students to SFSD—Sharon will send out a new test, no need to contact anyone

Assignment of testing other sites—Kevin Dick

Attached Relevant Documents:

- WIDA ACCESS Accommodations
- Off Site Testing Responsibility list
- Domains to assess for Alternate Assessment SPED students
- Latest student tier list