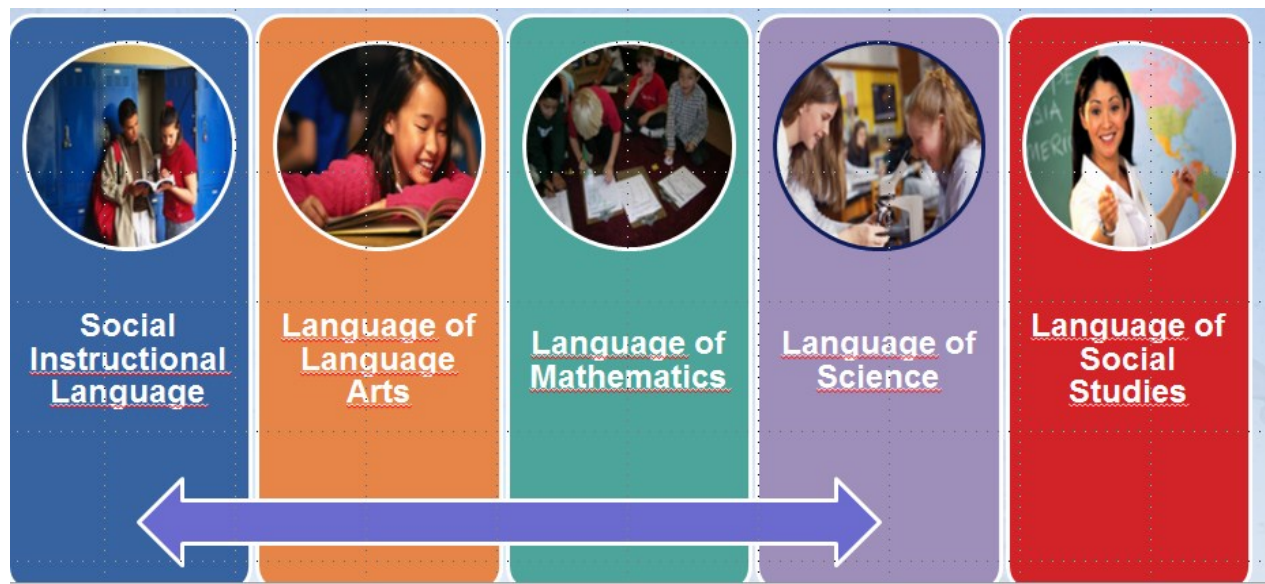


# ACCESS for ELLs

## Training Packet



**December 14, 16, or 20, 2016**

**Assessment, Research, and Data  
Analysis**

## ACCESS for ELLs 2.0 2017 Schedule of Activities

Activity	Date
Test Coordinators and Test Administrators Training on the WIDA Secure Portal	December 9, 2016
Test Chairperson Training for the Preparation of Materials and Group Administration <b>8:00 a.m. – 3:00 p.m.</b>	December 14, 2016 – Miami Lakes Educational Center <b>Or</b> December 16, 2016 –G. Holmes Braddock Senior High School <b>Or</b> December 20, 2016 – Ruben Dario Middle School
Delivery of Test Materials and Pre ID Labels to Schools	January 17, 2017– January 24, 2017
Receipt of 2 <sup>nd</sup> Wave of Pre ID Labels to District	February 13, 2017
2017 ACCESS for ELLS Test Administration Window	January 30, 2017 – March 24, 2017
Return of All “To Be Scored” and “Not to Be Scored” Test Materials <b>Schedule pick-up through United Parcel Service (UPS)</b>	Call 1-866-857-1501, one day in advance to schedule a pick up.  All materials must be returned by March 31, 2017.
District Coordinator Envelope <b>mail to Test Distribution Center (9038)</b>	by April 28, 2017
Score Report Delivery to Schools	TBD

ALL PRINCIPALS: ACCESS for ELLs 2.0 TEST ADMINISTRATORS/ASSESSORS REVIEW OF ONLINE TRAINING MODULES MEETING IN PREPARATION FOR THE ADMINISTRATION OF THE 2017 ACCESS for ELLs 2.0 TEST.

**Category:** *For Your Information*

**Audience:** All Principals/APs

Due Date: n/a

Meeting Date: n/a

**Attachment(s):** [Substitute Log - ACCESS FOR ELLs 2.0.pdf](#)

To inform principals of the 2017 ACCESS for ELLs 2.0 Review of Online Training Modules Meeting for all Test Administrators/Assessors.

The Department of Bilingual Education and World Languages is offering half-day review meeting sessions for previously certified test administrators and for new test administrators that have completed the online training modules per weekly briefing #20224. This training will review sections in preparation for the spring 2017 administration of the ACCESS for ELLs 2.0 end of year assessment.

- **As a reminder, the test administration window for M-DCPS will be from January 30, 2017 through March 23, 2017.**
- Participants must register for the Meeting on the “My Learning Plan (MLP)” Professional Development Management System at: [www.mylearningplan.com](http://www.mylearningplan.com).
  - Participants can search for the “Meeting” by clicking on the MLP District Catalog, then click on “All Programs” and search for “Meetings”.
  - Meeting Title: ACCESS for ELLs 2.0 Kindergarten One-on-One
  - Meeting Title: ACCESS for ELLs 2.0 Grades 1-5 One-on-One
  - Meeting Title: ACCESS for ELLs 2.0 Grades 6-12 One-on-One

Please note that the sessions in **December 2016 are for previously certified test administrators**. The sessions in **January 2017 are for new test administrators** (must have taken NEW paper-based quiz).

- Meeting information (Please select one half-day, grade-specific session, as sessions will be repeated). Note that some Test Administrators will need to attend more than one meeting, depending on the grade-specific testing assignment and online training modules that they have completed. There is a maximum of 30 participants per session:

December 12, 2016 - Kindergarten Refresher (One-to-One All Sections):

- North: Golden Glades Elementary
- Central: Coral Park Elementary
- South: Palmetto Elementary
  - 8:30 a.m. – 11:30 a.m. **or**
  - 12:30 p.m. – 3:30 p.m.

December 13, 2016 - Kindergarten Refresher (One-to-One All Sections):

- North: Center for Professional Learning
- Central: Flagami Elementary
- South: Miami Arts Studio 6-12 at Zelda Glazer
  - 8:30 a.m. – 11:30 a.m. **or**
  - 12:30 p.m. – 3:30 p.m.

December 15, 2016 - Kindergarten Refresher (One-to-One All Sections):

- North: Center for Professional Learning
- Central: Emerson Elementary
- South: Jorge Mas Canosa Middle
  - 8:30 a.m. – 11:30 a.m. **or**
  - 12:30 p.m. – 3:30 p.m.

December 19, 2016 - Grades 1-5 Refresher (One-to-One Speaking Section):

- North: Center for Professional Learning
- Central: Broadmoor Elementary
- South: Riviera Middle
  - 8:30 a.m. – 11:30 a.m. **or**
  - 12:30 p.m. – 3:30 p.m.

December 21, 2016 - Grades 6-12 Refresher (One-to-One Speaking Section):

- North: Center for Professional Learning
- Central: Miami Jackson Senior High
- South: Irving & Beatrice Peskoe K-8 Center
  - 8:30 a.m. – 11:30 a.m. **or**
  - 12:30 p.m. – 3:30 p.m.

January 10, 2017 - Kindergarten New (One-to-One All Sections):

- North: Golden Glades Elementary
- Central: Coral Park Elementary
- South: Palmetto Elementary
  - 8:30 a.m. – 11:30 a.m. **or**
  - 12:30 p.m. – 3:30 p.m.

January 11, 2017 - Kindergarten New (One-to-One All Sections):

- North: Center for Professional Learning
- Central: Flagami Elementary
- South: Miami Arts Studio 6-12 at Zelda Glazer
  - 8:30 a.m. – 11:30 a.m. **or**
  - 12:30 p.m. – 3:30 p.m.

January 12, 2017 - Kindergarten New (One-to-One All Sections):

- North: Center for Professional Learning
- Central: Emerson Elementary
- South: Jane S. Roberts K-8 Center
  - 8:30 a.m. – 11:30 a.m. **or**
  - 12:30 p.m. – 3:30 p.m.

January 17, 2017 - Grades 1-5 New (One-to-One Speaking Section):

- North: Center for Professional Learning
- Central: Broadmoor Elementary
- South: Riviera Middle
  - 8:30 a.m. – 11:30 a.m. **or**
  - 12:30 p.m. – 3:30 p.m.

January 19, 2017 - Grades 6-12 New (One-to-One Speaking Section):

- North: Center for Professional Learning
- Central: Miami Jackson Senior High
- South: Irving & Beatrice Peskoe K-8 Center
  - 8:30 a.m. – 11:30 a.m. **or**
  - 12:30 p.m. – 3:30 p.m.

A representative from the Bilingual/ESOL/ESE Office will be in attendance to answer questions and share information on Alternate ACCESS for ELLs 2.0.

**Substitute coverage (half-day or full-day) will be provided to attend this meeting.**

- Schools sending two teachers must be scheduled on the same day. One in the AM and one in the PM to get a full-day substitute coverage.
- Schools sending one teacher will receive substitute coverage for half day.
- Should you have any questions, please contact the District Supervisor for your Region:
  - North Region: Deland Innocent, [dinnocent@dadeschools.net](mailto:dinnocent@dadeschools.net)
  - Central Region: Alina Plasencia, [apasencia@dadeschools.net](mailto:apasencia@dadeschools.net)
  - South Region: Mercy Abadie-Lux, [mabadie@dadeschools.net](mailto:mabadie@dadeschools.net)
  - ESE/ESOL: Reagan L. Chalmers, [reaganlyn@dadeschools.net](mailto:reaganlyn@dadeschools.net)
  - Charter: Dahlia M Gonzalez, [dmgonzalez@dadeschools.net](mailto:dmgonzalez@dadeschools.net)

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**Contact:** Ms. Melba Brito, Administrative Director ( 305 995 2428 )  
**Department:** Division of Bilingual Education and World Languages

**NONDISCLOSURE AGREEMENT (NDA) for  
ACCESS for ELLs® TEST ADMINISTRATOR TRAINING**

The Board of Regents of the University of Wisconsin System (the “Regents”), on behalf of the WIDA Consortium (“WIDA”) is the copyright owner of the secure, unpublished ACCESS for ELLs® test (the “Test”), as defined in 37 C.F.R. § 202.20(b)(4).

WIDA treats the Test as constituting valuable and proprietary trade secret. WIDA maintains the Test as confidential and secure, and only provides access to the Test to individuals who are legally bound to maintain the confidentiality and security of the Test.

In consideration for my participation in the online ACCESS for ELLs® Test Administrator Training course (the “WIDA Training Course”) for my role as an ACCESS for ELLs® test coordinator or test administrator for the school district of:

\_\_\_\_\_ (print district) in \_\_\_\_\_ (state),

I, \_\_\_\_\_ (print name) agree as follows:

1. The Test is confidential, proprietary information and material of the Regents.
2. The WIDA Training Course contains confidential, proprietary information and intellectual property from the Test.
3. I shall not disclose or reproduce any Test information or Test forms I receive, including Test items, except for the express purpose of carrying out my role as a Test coordinator or Test administrator.
4. The Test must be kept secure and confidential since disclosure of the Test to third parties could adversely affect the validity of the Test items, Test results, and/or the commercial value of the Test. I shall keep all Test materials secure and confidential at all times in accordance with any instructions that I receive from the WIDA Training Course, the WIDA Test Administration Manual, or WIDA Test administration instructions provided by my ACCESS for ELLs® district facilitator.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
ACCESS for ELLs® District Facilitator (sign)

\_\_\_\_\_  
Date

## Test Session Master Schedule

School: \_\_\_\_\_ Coordinator: \_\_\_\_\_

Week of			Listening/Reading Sessions: # of Students			Total # of Students	Writing Sessions: # of Students			Total # of Students
Session	Grade(s)	Day/ Time	Tier A	Tier B	Tier C		Tier A	Tier B	Tier C	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										

## Test Session Roster – Group Administration

Test Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Test Administrator: \_\_\_\_\_

Test Section (circle all that apply):      Listening

Reading      Writing

Grade Levels(s): \_\_\_\_\_

Tier (circle one): A B C

#	Student ID #	Last Name	First Name	Grade	Student Location — Teacher/Room	Completed Test (Y/N)?
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						



### Test Session Roster – Individual Administration: Speaking

Test Date(s): \_\_\_\_\_ Testing Location: \_\_\_\_\_ Grade-Level Cluster: \_\_\_\_\_

Test Administrator: \_\_\_\_\_

#	Student ID#	Last Name	First Name	Grade	Tier	Student Location – Teacher/Room	Time	Completed Test (Y/N)?
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								

**2017 ACCESS for ELLs 2.0 Test Administration and Security Agreement**  
**Florida Department of Education**  
**Bureau of K–12 Student Assessment**

Florida State Board of Education Rule 6A-10.042, FAC, was developed to meet the requirements of the test security statute, Section 1008.24, F.S., and applies to anyone involved in the administration of a statewide assessment test. The rule prohibits activities that may threaten the integrity of the test. See the “Florida Test Security Statute” and the “Florida State Board of Education – Test Security Rule” located in Appendix A. Examples of prohibited activities are listed below:

- Revealing the passages, test items, or performance tasks
- Copying the passages, test items, or performance tasks
- Interpreting or reading test items or passages for students
- Changing or otherwise interfering with student responses to test items
- Copying or reading student responses
- Translating the reading passages into the student’s home language
- Translating test items orally or in writing into the student’s home language
- Providing dictionaries or translation devices for students to use during the test administration

If any of the above examples are allowable accommodations for students with current IEPs, Section 504 plans, or ELL plans, Test Administrators are permitted to provide allowable test accommodation(s) as described in the ACCESS for ELLs 2.0 Accessibility and Accommodations Supplement.

**All personnel are prohibited from copying the test items and/or the contents of student test books and answer sheets. The security of all test materials must be maintained before, during, and after the test administration. Please remember that after ANY administration, initial OR make-up, materials must be returned immediately to the School Test Coordinator and placed in locked storage. Secure materials should not remain in classrooms or be taken out of the building overnight.**

**The use of untrained Test Administrators increases the risk of test invalidation due to test irregularities or breaches in security. Inappropriate actions by district or school personnel will result in further investigation, possible loss of teaching certification, and possible involvement of law enforcement agencies.**

I, \_\_\_\_\_, understand that I must receive adequate training regarding the administration of statewide assessment and read the information and instructions provided in all applicable sections of the relevant test administration manual(s), including the Florida Test Security Statute and State Board of Education Rule. I agree to follow all test administration and security procedures outline in the manual(s), Statute, and Rule.

Further, I will not reveal or disclose any information about the test items or engage in any acts that would violate the security of statewide assessments or cause student achievement to be inaccurately represented.

\_\_\_\_\_  
School Name

\_\_\_\_\_  
School Number

\_\_\_\_\_  
Print Name of Test Administrator or School Coordinator

\_\_\_\_\_  
Print Title of Test Administrator or School Coordinator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





**1**  
**A**

**Grade 1**

**Tier A**

# ACCESS for ELLs® 2.0

Listening, Reading, and Writing  
Form 401 Test Booklet

**1**

▼ ALIGN TOP OF LABEL HERE ▼

Place Bar Code Label WITHIN This Box



U59650-BLANK---

**2**

DATE OF TESTING

M	D	Y	Y	Y
1	2	3	4	5
6	7	8	9	0
1	2	3	4	5
6	7	8	9	0
1	2	3	4	5
6	7	8	9	0
1	2	3	4	5
6	7	8	9	0
1	2	3	4	5
6	7	8	9	0
1	2	3	4	5
6	7	8	9	0
1	2	3	4	5
6	7	8	9	0
1	2	3	4	5
6	7	8	9	0
1	2	3	4	5
6	7	8	9	0
1	2	3	4	5
6	7	8	9	0
1	2	3	4	5
6	7	8	9	0
1	2	3	4	5
6	7	8	9	0
1	2	3	4	5
6	7	8	9	0
1	2	3	4	5
6	7	8	9	0
1	2	3	4	5
6	7	8	9	0

**3**

STUDENT'S LAST NAME

FIRST NAME

MI


\_\_\_\_\_

SERIAL#

**4** DISTRICT NAME

**5** NATIVE LANGUAGE

**6** STATE NAME ABBREVIATION

**7** GRADE LEVEL

**8** LENGTH OF TIME IN LEP/ELL PROGRAM

**9** GENDER

**10** RACIAL/ETHNIC GROUP

**11** BIRTH DATE

**12** DATE FIRST ENROLLED U.S. SCHOOL

**13** IEP STATUS

**14** TITLE IN STATE

**15** MIGRANT

**16** 504 PLAN

**17** STATE STUDENT ID NUMBER

**18** STATE DEFINED OPTIONAL DATA

**19** DISTRICT STUDENT ID NUMBER

**20** DISTRICT DEFINED OPTIONAL DATA

**21** SCHOOL USE ONLY

**22** ACCOMMODATIONS

**23** Do Not Score This Section For This Student (See the Test Administrator Manual for detailed instructions)

SERIAL#

Figure 19. Test Booklet Back Cover Showing Where to Enter Demographic Information

**DIRECTIONS FOR CODING ANSWER SHEET  
(EXPLANATION OF DISTRICT DEMOGRAPHIC FILE)**

LOC CODE	BOX 3-LAST NAME	BOX 3- FIRST NAME	BOX 3 MIDDLE INITIAL	BOX 5 - NATIVE LANGUAGE	BOX 7 GRADE LEVEL	BOX 8 TIME IN LEP	BOX 9 GENDER	BOX 10 RACIAL/ ETHNIC PART 1	BOX 10 RACIAL/ ETHNIC PART 2	BOX 11 BIRTHDATE	BOX 12- FIRST DAY IN US SCHOOL	BOX 13 IEP STATUS
0041	LA PENA	SARAH	M		00	2	FEMALE			08/27/03		
0041	HERNANDEZ	FELIPE	A		00	2	MALE			12/05/04		Y

**Box 2** - Date of Testing - Beginning Date of Testing should be recorded, if the child transfers then the End Date of Testing should be recorded

**Box 5** - Native Language - Refer to Test Administration Manual Addendum Appendix D - Language Codes (located on the last 11 pages)

**Box 8**- Time In LEP- 00; - less than 6 months; 01; - one year, 02; - two years, etc.,

**Box 13** – IEP Status – Yes, IEP; NO, No IEP

BOX 14 - TITLE III STATUS	BOX 15 MIGRANT	BOX 16 - 504 PLAN	BOX 17 FL_ID	BOX 19 - MDCPS STUDENT ID	BOX 21 LIEP CLASSIFICATION	BOX 22 ACCOMODATIONS	2016 ACCESS TIER	HOMEROOM SECTION
			13001123456					K03
			1302008267					K01

**Box 14** – YES, if student is receiving ESOL Services

**Box 15** – YES, if student is a Migrant student

**Box 16** – YES, if student has a 504 Plan

**Box 21** – LIEP Classification – Refer to Page 25 in the Test Administrator Manual; District and School Test Coordinator Manual page 45

**Box 22** – Accommodations – Refer to Page 26 in the Test Administrator Manual; District and School Test Coordinator Manual page 46

<b>Box 21 - LIEP Classification</b>
-------------------------------------

LIEP Classification	Code	Definition
EL Bilingual	EBL	<p><b>Language Focus:</b> Students should gain proficiency in both their native language and English with at least some instruction provided in the native language.</p> <p><b>Class Composition:</b> ELLs share the same native language</p>
Mixed Bilingual	MBL	<p><b>Language Focus:</b> Approximately equal focus to English and a partner language, including content instruction in the partner language</p> <p><b>Class Composition:</b> ELLs and non-ELLs are placed together in the same classroom</p>
EL-specific Transitional Instruction	ETI	<p><b>Language Focus:</b> The student's native language is used to support English proficiency acquisition, but proficiency in a student's native language is not a program goal</p> <p><b>Class Composition:</b> ELLs only</p>
Mixed Classes with Native Language Support	MNL	<p><b>Language Focus:</b> The student's native language is used to support English proficiency acquisition, but most instruction is provided in English. Support could be provided either inside or outside of the regular classroom.</p> <p><b>Class Composition:</b> ELLs and non-ELLs are placed together in the same classroom</p>
EL-specific English-only Instruction	EEO	<p><b>Language Focus:</b> English language skills and content are the focus of instruction. The student's native language is not used in either instruction or support</p> <p><b>Class Composition:</b> ELLs only</p>
Mixed Classes with English-only Support	MEO	<p><b>Language Focus:</b> English language skills and content are the focus of instruction. The student's native language is not used in either instruction or support. Support could be provided either inside or outside of the regular classroom.</p> <p><b>Class Composition:</b> ELLs and non-ELLs are placed together in the same classroom</p>
No Support Provided	NSP	<p><i>This item is included for data collection purposes and doesn't qualify as an LIEP.</i></p> <p>ELLs receive instruction in a mainstream classroom and have no contact with an ESL or bilingual certified educator.</p>
Parental Refusal		If this student's parent/guardian has opted to refuse language education services, fill in Y.

## Procedures for Student Transfers

If a student transfers prior to or during the testing window, please refer to the guidelines below.

Transfer Situation	What to do
Student transfers out of the state or district prior to the testing window	Destroy the Pre-ID label. If the Pre-ID label is already affixed to a student response booklet, place a Do Not Process label over the Pre-ID label and return to DRC. No further action is needed
Student transfers out of school or district, but within the state, prior to testing	Destroy the Pre-ID label. If the Pre-ID label is already affixed to a student response booklet, place a Do Not Process label over the Pre-ID label and return to DRC. The new school or district will use the District/School label and bubble in the student's information on both the front and back covers of the test booklet.
Student transfers before completing any domains during the testing window	Destroy the Pre-ID label. If the Pre-ID label is already affixed to a student response booklet, place a Do Not Process label over the Pre-ID label and return to DRC. No further action is needed.
Student completes all domains in a school but transfers out of the school or the district (within the state)	Completed test booklets should be returned as normal by the site in which the student completed the test. No further action is needed.
Student completes all domains in a school but transfers out of state	Completed test booklets should be returned as normal by the site in which the student completed the test. No further action is needed.
Student transfers to a new school within the district during testing and has completed one or more domains. In addition, the district permits the secure transfer of partially completed booklet from the original school to the new school	Not Permitted in Miami-Dade County Public Schools
<b>Student transfers to a new school within the district during testing and has completed one or more domains; however, the district does not permit the secure transfer of partially completed booklet from the original school to the new school</b>	The <u>original school</u> should submit for scoring as-is. The <u>new school</u> may proceed to administer ONLY domains that the student has not been previously assessed. At the <u>new school</u> , affix the District/School label on a new student response booklet and bubble the student demographic information. <b>Important:</b> The student's name, SSID, birth date, and grade must match in order to merge the two test booklets and generate a complete score report.
Student transfers outside the district, but within the state, during testing and has completed one or more domains	Notify Student Assessment as soon as you know that the student has transferred out of the District or in from another Florida District. The <u>original school</u> should return the partially completed booklet for scoring. The <u>new school</u> should affix a District/School label

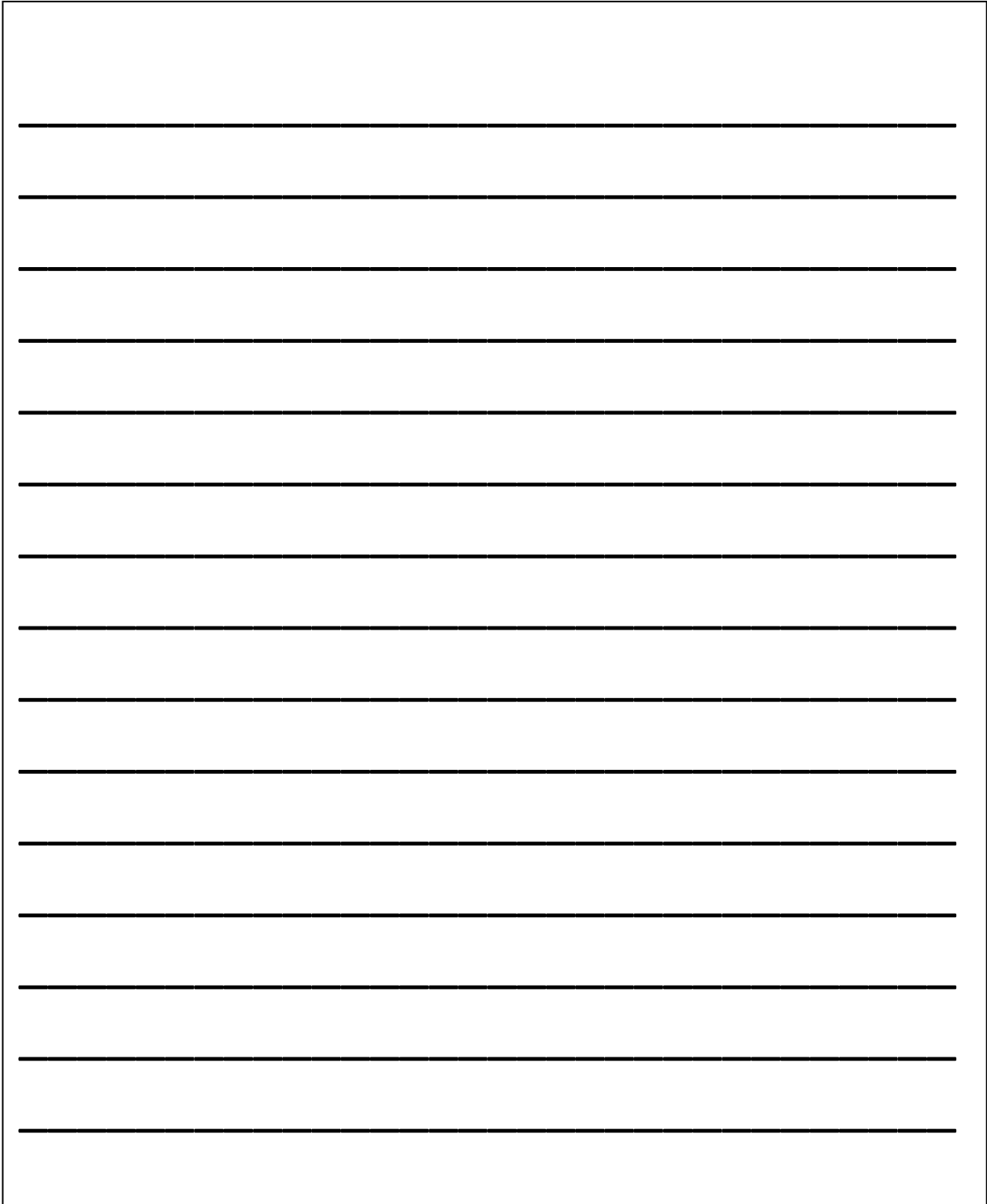


	<p>to a new student response booklet and administer ONLY domains that the student has not been previously administered. A complete score report will be generated and provided to the new school.</p> <p><b>Important:</b> The student's name, SSID, birth date, and grade must match in order to merge the two test booklets and generate a complete score report.</p>
Student transfers out of state during testing and has completed one or more domains	Grid "ABS" in the Do Not Score This Section For This Student box for the domain(s) the student was not administered. Submit the student response booklet for scoring.

STUDENT NAME \_\_\_\_\_

**PLANNING SHEET**

Use this sheet to plan what you will write. The writing on this sheet will NOT be scored.

A large rectangular box with a thin black border, containing 20 horizontal lines spaced evenly down the page, intended for student planning.

This sheet will NOT be scored.

### Sample Seating Chart

School Name \_\_\_\_\_ School Location \_\_\_\_\_ Grade Level/Subject \_\_\_\_\_

Teacher \_\_\_\_\_ Proctor \_\_\_\_\_ Room Name/Number \_\_\_\_\_ Date \_\_\_\_\_

Test Group Code or Session ID \_\_\_\_\_ Start Time \_\_\_\_\_ Stop Time \_\_\_\_\_

Test Session Name (CBT only) \_\_\_\_\_

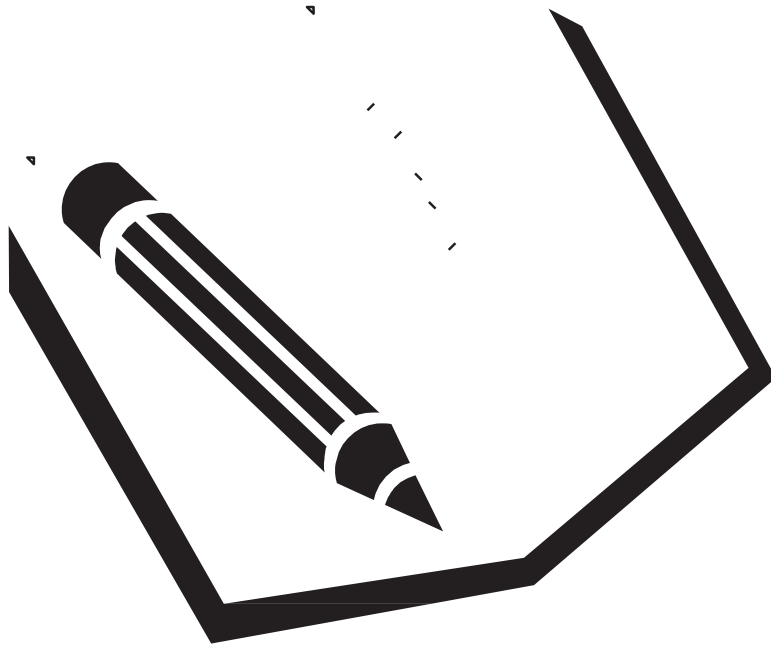
BACK OF THE ROOM\*


FRONT OF THE ROOM\*

\*Indicate direction students are facing.

Note: If testing on laptops, record workstations students are using so that student responses can be recovered, if necessary.

# TESTING



**Please  
Do Not Disturb**

4

# No Electronic Devices

4



# Permitted During Testing

## 2017 ACCESS FOR ELLs 2.0 MATERIALS RETURN CHECKLIST

Form Name	District Coordinator Envelope	File for your records
<b>2017 Accounting for ALL</b>  (Excel spreadsheet that will be posted to the Test Chairperson web page after January 27, 2017)	<b>X</b>  <b>(Original)</b>	<b>X</b>
<b>Security Checklist</b>	<b>X</b>	<b>X</b>
<b>Test Session Roster – Individual Administration Speaking</b>	<b>X</b>	<b>X</b>
<b>Test Session Roster – Group Administration</b>	<b>X</b>	<b>X</b>
<b>2017 ACCESS for ELLs 2.0 Security Log</b>	<b>X</b>  <b>(Copy of original)</b>	<b>X</b>
<b>2017 ACCESS for ELLs 2.0 Test Administration and Security Agreement (Appendix B)</b>		<b>X</b>
<b>ACCESS Certificates</b>		<b>X</b>
<b>ACCESS Non-Disclosure Forms (Newly certified teachers only)</b>		<b>X</b>
<b>Agreement to Maintain Confidentiality (only for staff members who are not able to sign this document on WIDA.US website. Paraprofessionals assisting with test materials should be asked to sign this document)</b>		<b>X</b>
<b>Test Administrator Prohibited Activities Agreement ( Appendix B)</b>		<b>X</b>
<b>Test Materials Chain of Custody Form</b>		<b>X</b>

- The District Coordinator Envelope should include your name, school name, and location code.
- The District Coordinator Envelope should be mailed to the Test Distribution Center (location code 9038) no later than April 28, 2017.
- The Test Distribution Center located at 13135 SW 26<sup>th</sup> Street, Miami, Florida 33175