

## **ACCESS FOR ELLs® On-Line Test Administrator Training (2009-2010)**

ELL coordinators have responsibility for overseeing the annual administration of the state-mandated ACCESS for ELLs® in their district/supervisory union. They are responsible for ensuring that all related tasks and requirements are met by the established timelines. **All** ELLs in K-12 schools must take the annual English Language Proficiency assessment during the **March 1, 2010 – April 16, 2010** test window.

Coordinators also 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!

Most ELL coordinators in Vermont do not personally administer the test or train test administrators and therefore, are not required to take the training course quizzes. However, it is **strongly recommended** that coordinators become familiar with the test administration manuals and training resources, since they will most likely be involved to some extent in handling test materials, test scheduling, and coordination. District ELL coordinators can request a user name and password from me if they would like to review the manuals and training resources online (rather than wait for district test packets which will be mailed in late February). Please remember that the manuals are secure test material and should not be posted publicly.

### **Reminders about the ACCESS FOR ELLs® On-Line Test Administrator Training for the 2009-2010:**

#### **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 online training course. Kindergarten test administrators in particular should note changes this year.

#### **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;
- **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](mailto: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.
- The training course can be found at the WIDA Consortium website <http://www.wida.us>. **For more information** about resources available there and other training options, go to the end of this document.

### **Required training for all *New* Test Administrators:**

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

### **Required training for all *previously certified* Test Administrators:**

- In 2009-2010, 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 online training course materials for any new guidance;
- **New for the Writing Test in 2009–2010:** (1) a decrease from 4 to three 3 writing tasks for all grade-level clusters and tiers. The only **exception** is the Writing Test for grade-level cluster 1–2, Tier A, which remains at 4 tasks and; (2) a specific clarification of the timing of the Writing Test. **Sixty minutes** of writing time is allocated for the entire Writing Test. If needed, test administrators may allow students **up to an additional 5 minutes** to finish writing, for a total writing time of 65 minutes. It was decided that the Writing Test should be capped at 65 minutes, because allowing more time doesn't improve scores and only adds stress for students;
- 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 online 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;
- Issues that are new in the Kindergarten test administration manual this year and worth noting include: (1) Guidance for testing students in more than one session (p. 15) and; (2) addition of "Started Here" and "Stopped Here" check boxes in the Student Response Booklet (e.g., p. 28);
- 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;

## Training Resources:

The WIDA online training course at <http://www.wida.us> 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®** online training course (login required at [www.wida.us](http://www.wida.us)).
- **Special Note:** Some sections of the Test Administration Manuals, Online 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 (2009-2010)—Form 201**, which provides *generally* applicable information for the 21 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 me if you have any questions.

If more convenient for training, ELL coordinators can also request **CD-ROM copies of the Training Tool Kit** from the Vermont Department of Education.

Finally, please visit the WIDA website 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](mailto:help@wida.us)

Web site: [www.wida.us](http://www.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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