

This document outlines important information about training on ACCESS for ELLs 2.0 for the 2016–17 school year. The guidance below applies to WIDA’s English language proficiency assessment suite encompassing Kindergarten, Grades 1–12 (online and paper versions), and Alternate ACCESS for ELLs, an assessment for English language learners with significant cognitive disabilities.

Training Resources

New! State Checklists

To inform educators about local requirements related to testing, WIDA is working with your state education agency to develop an ACCESS for ELLs 2.0 checklist. This list highlights all tasks that need to be completed before, during, and after testing within a school or district and shows who typically completes those tasks in your state. It also provides guidance that your state education agency expects you to follow as you prepare for and administer the test. These checklists will be available in the online training course and on your state’s page of the WIDA website (wida.us/membership/states) by October 2016.

Training Course

Located in the secure portal of the WIDA website, each assessment in the suite has a set of materials available for training, including tutorials, modules, quizzes, and additional resources.

Manuals

The following manuals are available for training and reference purposes:

- Test Administrator Manual
- District and School Test Coordinator Manual
- Accessibility and Accommodations Supplement
- WIDA Assessment Management System (AMS) User Guide
- Technology User Guide

All manuals may be downloaded at wida.us/accessprep. Each manual now covers all applicable assessments in the ACCESS for ELLs 2.0 suite to acknowledge that many educators are involved in administering several of the tests.

Webinars

A calendar of free weekly webinars covering a range of pre-, during-, and post-testing topics is available at wida.us/accesswebinars. Webinars are organized to cover content relevant to particular roles (Test Coordinators, Test Administrators, and Technology Coordinators), and allow ample time for questions and discussion. Webinars will be offered beginning in late September 2016 and will conclude in June 2017.

Facilitator Toolkit

WIDA offers a set of presentation slides and other resources to support individuals responsible for sharing information about ACCESS for ELLs 2.0 in their school or district. The Toolkit is available in the secure portal of the WIDA website.

Training by Roles

Individuals may perform one or more of the following roles pertaining to test administration. Each role and its training is summarized below, but duties will vary by state and district so be sure to review your state’s checklist to clarify your role and specific training requirements:

- **Test Coordinators (District and/or School):** Complete all relevant training and review resource materials needed to facilitate the overall test administration from start to finish. This can include managing logistics like scheduling test sessions and distributing materials, as well as supporting others’ training and verifying that they have completed the requirements to perform their respective roles.
- **Test Administrators (sometimes referred to as Proctors for online test):** Complete all relevant training, including tutorials, web-based modules, and quizzes. Review applicable manuals prior to administering the test to students. Complete other tasks as assigned by the Test Coordinator.
- **Technology Coordinators:** Prepare technical systems for online testing by completing the Technology Readiness Checklist and making plans to support Test Coordinators and/or Test Administrators with equipment setup and troubleshooting as needed.

Summary of Training Materials Available for Each Role

| | Test Coordinators | Test Administrators | Technology Coordinators | All Roles |
|----------------------------|---|---|---|---|
| Materials Available | Your state’s ACCESS for ELLs 2.0 checklist The District and School Test Coordinator Manual Facilitator Toolkit Test Administrator and Technology Coordinator training materials (see next columns) | Your state’s ACCESS for ELLs 2.0 checklist <u>Online test:</u> Tutorials, quiz, and the Test Administrator Manual <u>Paper test:</u> Tutorials, Speaking Scoring module, quizzes, and the Test Administrator Manual | The Technology Readiness Checklist Technology User Guide Additional reference materials located at wida.us/accesstech | The WIDA Assessment Management System (AMS) User Guide Free webinars--see schedule located at wida.us/accesswebinars <u>Online test:</u> Test Demo and Practice Test items located at wida-ams.us |

Training Requirements: Tutorials, Modules, and Quizzes

WIDA strongly recommends that new Test Coordinators and Test Administrators complete all trainings related to their role(s) and the test(s) they will administer. WIDA also recommends that Test Coordinators become familiar with the Technology Readiness Checklist and complete all Test Administrator training requirements so that they are prepared to assist others with their roles.

This year, the training for Grades 1–12 Online and Paper assessments has been enhanced to include interactive training tutorials. These tutorials replace the training checklist that was used in 2015–16. Each tutorial focuses on a unique topic; tutorial titles are listed below:

- Training Overview
- Ordering Materials
- Managing Test Materials
- Accessibility Overview
- Assigning Accommodations
- Test Scheduling
- Test Practice and Test Tickets (online test only)
- Administering the Test
- After Testing

The Speaking test for ACCESS for ELLs 2.0 Paper requires Test Administrators to complete an additional training module series. This series will prepare educators to confidently and accurately rate students' Speaking test performance through use of the scoring scale and rules. The series and the corresponding quizzes are organized by grade-level cluster, allowing educators to focus on tests they will administer.

Some aspects of ACCESS for ELLs 2.0 training require certification by completing a quiz with a passing rate of 80% or higher. The following quizzes must be passed for educators to administer the corresponding assessment or domain test:

- Kindergarten ACCESS for ELLs
- Grades 1–12 Online Administration
- Grades 1–12 Paper Administration
- Grades 1–5 Paper Speaking (locally scored)
- Grades 6–12 Paper Speaking (locally scored)
- Alternate ACCESS for ELLs

Monitoring Certification

Records of individuals' certification quiz progress are available within the secure portal of the WIDA website, and individuals can print a certificate of their completed training. Previously trained educators should refer to their state's ACCESS for ELLs 2.0 checklist to determine whether recertification is required for 2016–17, and on which components of the training. All individual certifications from 2015–16 will remain available in the WIDA website secure portal as the tests have not changed, although the format of the training has been updated. Even if they are not required to recertify this year, educators may find it helpful to review the new materials to prepare for their roles.

WIDA recommends some review each year, particularly of the Speaking Scoring module for paper-based testing.

District Test Coordinators use the Account Management and Training Status section of the WIDA website secure portal to monitor their colleagues' training and are responsible for ensuring that all Test Administrators have completed applicable training components before giving ACCESS for ELLs 2.0. State education agency personnel also have the ability to monitor who has completed training within their state. Test Coordinators should also take responsibility for confirming completion of the Technology Coordinator's preparation steps prior to the start of testing.

Qualifications for Test Administrators (and Proctors)

WIDA recommends that any designated testing staff or volunteers who will have access to secure test materials complete Test Administrator training for the applicable tests. WIDA recommends certification achieved through a passing score on each relevant quiz for anyone administering the tests to students.

WIDA recommends that the Kindergarten test, Grades 1–12 Paper Speaking test, and Alternate ACCESS for ELLs be administered by individuals who are well-trained in language acquisition and have experience working with English language learners. State education agencies may determine that other individuals who have completed ACCESS for ELLs 2.0 training can also administer these tests.

Where to Locate Training Materials

Training materials are located online for educators' convenience, and some printed manuals will also be provided with your test materials shipment. While all training for Test Coordinators and Test Administrators must be completed at wida.us, a number of tasks must also be completed in the WIDA Assessment Management System (AMS), as outlined in the training. The WIDA AMS is hosted by Data Recognition Corporation (DRC) at wida-ams.us.

Training Deadlines

WIDA does not require that Test Coordinators or Test Administrators complete training by a specific date, but they must complete training prior to test administration. WIDA advises that educators follow the recommended timelines in the role-based checklists to ensure that they complete activities at the necessary times.

WIDA recommends that Test Coordinators complete training early in the school year as they are responsible for overseeing all aspects of the testing process, which often begin 6–10 weeks in advance of the testing window.

Remaining Questions or Concerns

If you have additional questions or concerns not addressed in this memo or at wida.us/accessprep, please contact the WIDA Client Services Center at help@wida.us or toll free 1-866-276-7735.