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# FLORIDA

## STATE-SPECIFIC DIRECTIONS

### ACCESS for ELLs 2.0 Administration Dates (2017–2018)

Description	Start Date	End Date
Testing Window	Mon 1/29/18	Fri 3/23/18
Deadline to Ship Completed Test Materials to DRC	Mon 3/30/18	Mon 3/30/18

### CONTACT INFORMATION:

If there are questions regarding the Spring 2018 administration of the ACCESS for ELLs 2.0 suite of assessments, School Test Coordinators and Test Administrators should initially contact the District Test Coordinator. Additional inquiry sources available are as follows:

Florida Department of Education	WIDA Client Services	DRC Customer Support
Florida-specific policies and procedures: <ul style="list-style-type: none"> <li>○ Administration Schedule</li> <li>○ Accommodations</li> <li>○ Testing Irregularities/Breaches of Administration</li> </ul> 850-245-0843 <a href="mailto:FLACCESS2.0@fldoe.org">FLACCESS2.0@fldoe.org</a>	ACCESS for ELLs 2.0 Training Test Administration Procedures  866-276-7735 <a href="mailto:help@wida.us">help@wida.us</a>	WIDA AMS Additional Materials Ordering  855-787-9615 <a href="mailto:WIDA@datarecognitioncorp.com">WIDA@datarecognitioncorp.com</a>

### Florida’s WIDA webpage

(<https://www.wida.us/membership/states/Florida.aspx>)

The purpose of this website is to provide the following Florida-specific information and resources regarding the administration of the ACCESS for ELLs 2.0 suite of assessments:

- Spring 2018 Florida ACCESS for ELLs 2.0 Test Administration Manual
  - **Important:** This manual is available on Florida’s WIDA webpage only. All personnel involved in the ACCESS for ELLs 2.0 administration MUST be familiar with relevant information within this manual.
- State-Specific Directions (this document)
- Florida ACCESS for ELLs 2.0 Accessibility and Accommodations Supplement
- Florida’s ACCESS for ELLs 2.0 Checklist
- WIDA AMS User Guide (Test Coordinators only)
- Florida Administration Forms & Signs

TOPIC	Florida's Policies and Procedures
1.1 TESTING MODE	Florida's testing mode is paper-based for the Spring 2018 ACCESS for ELLs 2.0 administration. <ul style="list-style-type: none"> <li>• <i>ACCESS for ELLs 2.0 Paper</i></li> <li>• <i>Kindergarten ACCESS for ELLs</i></li> <li>• <i>Alternate ACCESS for ELLs</i></li> </ul>
1.2 ACCOMMODATION POLICY	Florida-specific policies for accommodations can be located in the <i>Florida ACCESS for ELLs 2.0 Accessibility and Accommodations Supplement</i> .
1.3 TESTING SIGNS	The following testing signs must be posted to every door of the testing room: <ul style="list-style-type: none"> <li>• Do Not Disturb</li> <li>• No Electronic Devices</li> </ul>
1.4 WIDA AMS	District Test Coordinators create WIDA AMS accounts for School Test Coordinators at their discretion. Test Administrators <b>do not</b> require access to WIDA AMS for the Spring 2018 ACCESS for ELLs 2.0 administration.
1.5 DEMOGRAPHIC INFORMATION	See pages 28–33 of <i>Spring 2018 Florida ACCESS for ELLs 2.0 Test Administration Manual</i> for guidance on completing student demographic information.
1.6 NATIVE (HOME) LANGUAGE CODES	To complete field 5: Native (Home) Language on the student response booklet for students with a District/School Label affixed, please refer to the Native (Home) Language codes posted under the <i>Assessment Materials &amp; Training</i> tab on Florida's WIDA webpage and grid the two-letter code.
1.7 REVIEW OF TEST MATERIALS IN ADVANCE	Prior to test administration, the Test Administrator may review and become familiar with test materials for each assessment to be administered as directed by the District Test Coordinator. Test Administrators who receive materials in advance must have completed Test Administrator Training and return all secure materials to the School Test Coordinator each day.
1.8 TEST TIMING	Follow WIDA's test timing recommendations for each test, as directed in the <i>Spring 2018 Florida ACCESS for ELLs 2.0 Test Administration Manual</i> .
1.9 TRANSLATIONS OF DIRECTIONS IN STUDENT'S NATIVE LANGUAGE	Rephrase, explain in English, or, if specifically requested, translate the directions into the student's native language.  Permitted on an individual basis. In addition, if all students within a test session speak the same native language, the Test Administrator is permitted to translate directions to the entire group.
1.10 TEST ADMINISTRATOR CERTIFICATION REQUIREMENTS	For the 2017–2018 administration, it is a district decision whether annual certification is required for Test Administrators.  Each assessment's training course has a general administration quiz, which educators must pass with a score of 80% or higher to become certified to administer the assessment. WIDA recommends taking the quiz immediately after completing the training. The online ACCESS for ELLs 2.0 Paper Administration Quiz is <b>required</b> to be completed by all <b>NEW</b> Test Administrators administering ACCESS for ELLs 2.0 (Grades 1–12).  It is <i>recommended</i> that Test Coordinators complete the quizzes for the assessments that they are overseeing.

TOPIC	Florida's Policies and Procedures
<b>1.11 TEST PROTOCOL DOCUMENTS</b>	<ul style="list-style-type: none"> <li>• Spring 2018 Florida ACCESS for ELLs 2.0 Test Administration Manual</li> <li>• State-Specific Document (this document)</li> <li>• Florida ACCESS for ELLs 2.0 Accessibility and Accommodations Supplement</li> <li>• Florida ACCESS for ELLs 2.0 Frequently Asked Questions (FAQ)</li> </ul> <p>All test protocol documents are posted to Florida's WIDA Webpage.</p>
<b>1.12 SHIPPING MODE</b>	<p>Test materials are delivered to districts for distribution to schools by January 12, 2018. A 7.5% overage of test materials is sent directly to the school. District Test Coordinators will also receive a 7.5% overage of test materials in the last numbered box of the shipment. It is imperative that the School Test Coordinator and Test Administrator inventory test materials and report any discrepancies to the District Test Coordinator.</p>
<b>1.13 ADDITIONAL MATERIALS ORDERING</b>	<p>District Test Coordinator can place up to 3 additional orders for the district office from January 12–March 16, 2018 via WIDA AMS. Depending on the district's policy, test materials may be transferred from school-to-school sites within a district as needed to avoid ordering additional test materials.</p>
<b>1.14 INVALIDATION PROCEDURES</b>	<p>See pages 35–36 of <i>Spring 2018 Florida ACCESS for ELLs 2.0 Test Administration Manual</i> for invalidation procedures that must be followed in Florida.</p>
<b>1.15 SECURITY PROCEDURES</b>	<p>The Florida State Board of Education Rule 6A-10.042, F.A.C. was developed to meet the requirements of the Test Security Statute, s. 1008.24, F.S., and applies to anyone involved in the administration of a statewide assessment. The Rule prohibits activities that may threaten the integrity of the test.</p> <p><b>Security Forms</b></p> <ul style="list-style-type: none"> <li>• Test Administration and Security Agreement <ul style="list-style-type: none"> <li>○ District Test Coordinators must require that all school administrators, School Test Coordinators, Test Administrators, proctors, and all personnel involved in test administration must sign and return the Test Administration and Security Agreement.</li> </ul> </li> <li>• Test Administrator Prohibited Activities Agreement <ul style="list-style-type: none"> <li>○ All Test Administrators must sign the Test Administrator Prohibited Activities Agreement and return to the School Test Coordinator.</li> </ul> </li> <li>• Test Materials Chain of Custody <ul style="list-style-type: none"> <li>○ Each School Test Coordinator is required to complete applicable information regarding the receipt of materials and maintaining security on the Test Materials Chain of Custody Form.</li> </ul> </li> <li>• Security Log <ul style="list-style-type: none"> <li>○ Each school is required to maintain an accurate ACCESS for ELLs 2.0 Security Log for each testing room. Anyone who enters a testing room for the purpose of monitoring a test is required to sign the log.</li> </ul> </li> </ul>
<b>1.16 MISSING MATERIALS PROCEDURES</b>	<p>See page 60 of <i>Spring 2018 Florida ACCESS for ELLs 2.0 Test Administration Manual</i> for Florida's policy related to missing materials.</p>
<b>1.17 RETURN OF TEST MATERIALS</b>	<p>Depending on the district's size, test materials are returned to DRC either via King Solutions or UPS. See pages 61–63 of <i>Spring 2018 Florida ACCESS for ELLs 2.0 Test Administration Manual</i> for Florida's policies related to return of materials.</p>