



LEA Guide To English Language Proficiency Assessments 2016/17

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KINDERGARTEN ACCESS
ALTERNATE ACCESS

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Version History

Version	Date	Notes
1	10/6/16	Initial Publication
2	11/9/16	Updated Webinar Links in Appendix A

Overview

The LEA Guide to English Language Proficiency (ELP) Assessments is a look at assessment testing specific to English language learners (ELL) for the 2016-2107 year. This document serves as a resource for contacts, questions, etc. The guide covers the assessments to be given by LEAs this year – the ACCESS 2.0 English Language Proficiency (ELP) Assessment, the Kindergarten ACCESS assessment and the Alternate ACCESS (the ELP assessment for students with the most severe cognitive disabilities that would qualify for MAP-A).

For information about ELL Screening procedures, please reference the [2016-2017 ELL Screening Process Guide](#). The guide can be found on the dese website on the ACCESS for ELLs Assessment page: <https://dese.mo.gov/college-career-readiness/assessment/access-ells>.

It is the policy of the Missouri Department of Elementary and Secondary Education not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator–Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number (573) 526-4757 or TTY (800) 735-2966, fax (573) 522-4883, email civilrights@dese.mo.gov.

Contact Information

Policy Questions

Contact	Phone	E-Mail
Drew Linkon – Assistant Director of Assessment	573-751-8285	drew.linkon@dese.mo.gov
http://dese.mo.gov/college-career-readiness/assessment/access-ells		
Shawn Cockrum – Director of MELL, Title III and Migrant	573-751-8280	shawn.cockrum@dese.mo.gov
http://dese.mo.gov/quality-schools/migrant-education-ell-immigrant-refugee		

Assessment Pre-code

Contact	Phone	E-Mail
Amanda Cash – Data Specialist in Accountability Data	573-526-4886	accountabilityData@dese.mo.gov
http://dese.mo.gov/quality-schools/accountability-data		

Administration Questions / W-APT/Standards/Logins

Contact	Phone	E-Mail
WIDA Client Services Help Desk	866-276-7735	help@wida.us
www.wida.us https://www.wida.us/membership/states/Missouri.aspx		

Contact WIDA for Questions Regarding:

ACCESS for ELLs 2.0 Suite Training
 Kindergarten ACCESS for ELLs 2.0 (Paper-based)
 ACCESS for ELLs 2.0 Grades 1-12 (Paper-based)
 ACCESS for ELLs 2.0 Grades 1-12 (Online Administration)
 Alternate ACCESS for ELLs 2.0 Grades 1-12 (Paper-based)
 ACCESS for ELLs 2.0 Test Administration Procedures (Online and Paper-based)
 WIDA ACCESS Placement Test (W-APT) Screener
 WIDA Standards and Can Do Descriptors
 WIDA Professional Learning
 WIDA Research
 WIDA Website User Accounts

Assessment Management System (AMS)/INSIGHT/TSM/Technical Support

Contact	Phone	E-Mail
Data Recognition Corp. (DRC)	855-787-9615	wida@datarecognitioncorp.com
www.wida-ams.us		

Contact DRC for Questions Regarding:

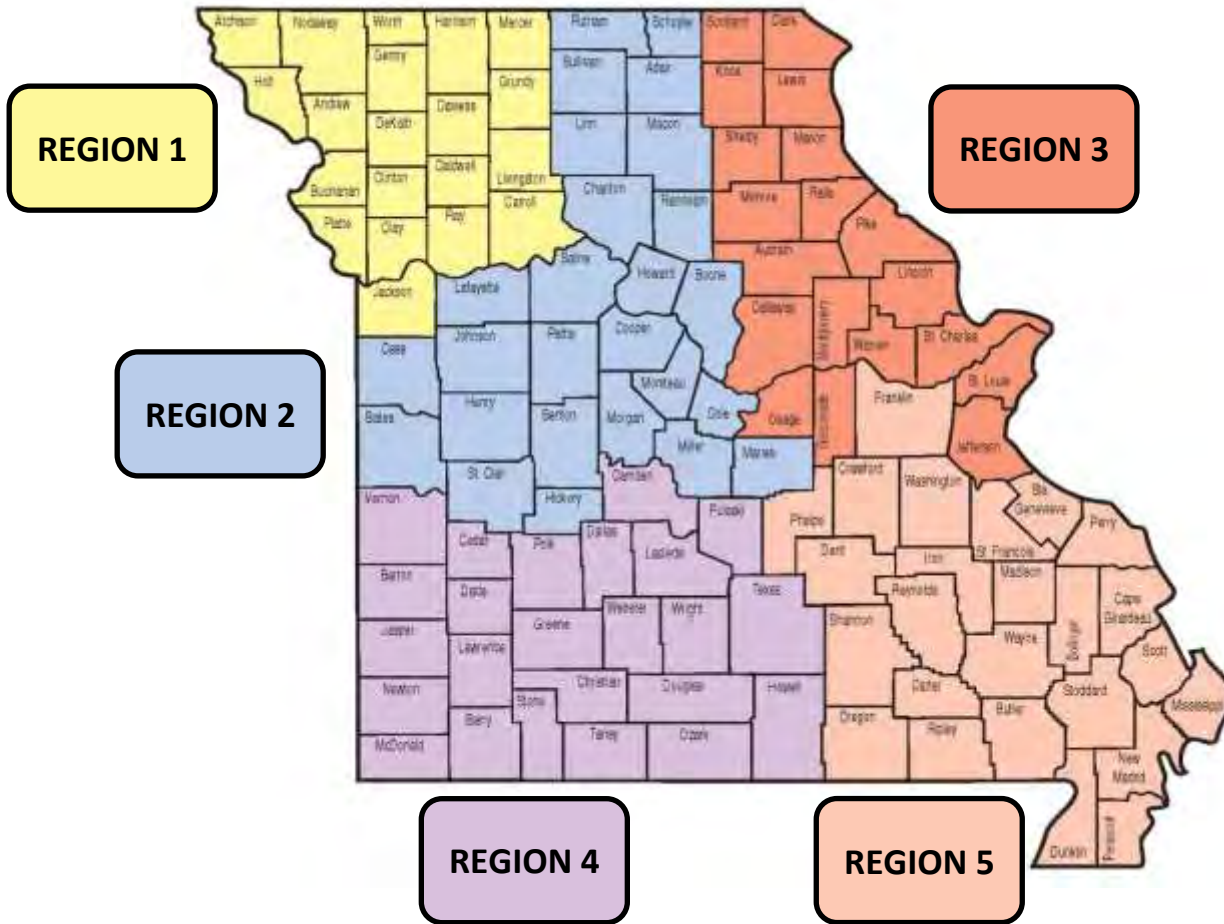
WIDA Assessment Management System (WIDA AMS)
 ACCESS for ELLs 2.0 Online and Paper-based Materials Ordering
 ACCESS for ELLs 2.0 Online Administration Technology
 DRC Testing Site Manager (TSM)
 DRC INSIGHT (online test software)
 WIDA AMS/ACCESS for ELLs 2.0 Online Technical Issues
 ACCESS for ELLs 2.0 Data and Reporting

MELL

Missouri ELL Contact Information and MELL Instructional Specialist Coverage Map

Area	Contact	Phone	E-Mail
DESE – ELL Curriculum	Ryan Rumpf	573-751-3926	ryan.rumpf@dese.mo.gov
DESE – MELL Director	Shawn Cockrum	573-751-8280	shawn.cockrum@dese.mo.gov
DESE – Assessment	Drew Linkon	573-751-8285	drew.linkon@dese.mo.gov
REGION 1 – Kansas City	Diane Mora	816-235-6157	morad@umkc.edu
REGION 1 – Kansas City	Guadalupe Magana	816-235-8844	maganag@umkc.edu
REGION 2 – MidMo/Warrensburg	Becky Smith	800-762-4146	rmsmith@ucmo.edu
REGION 3 – St. Louis	Marlow Barton	314-692-1247	mbarton@edplus.org
REGION 3 – St. Louis	Debra Cole	314-692-1238	dcole@edplus.org
REGION 4 – Southwest	Claudia Franks	417-836-4093	claudiafranks@missouristate.edu
REGION 5 – Southeast	Jesse DeLeon	573-986-6734	jdelen@semo.edu

Subscribe to the DESE ELL Listserv at: <http://lists.mo.gov/mailman/listinfo/english-language-learner>



MELL Instructional Specialists

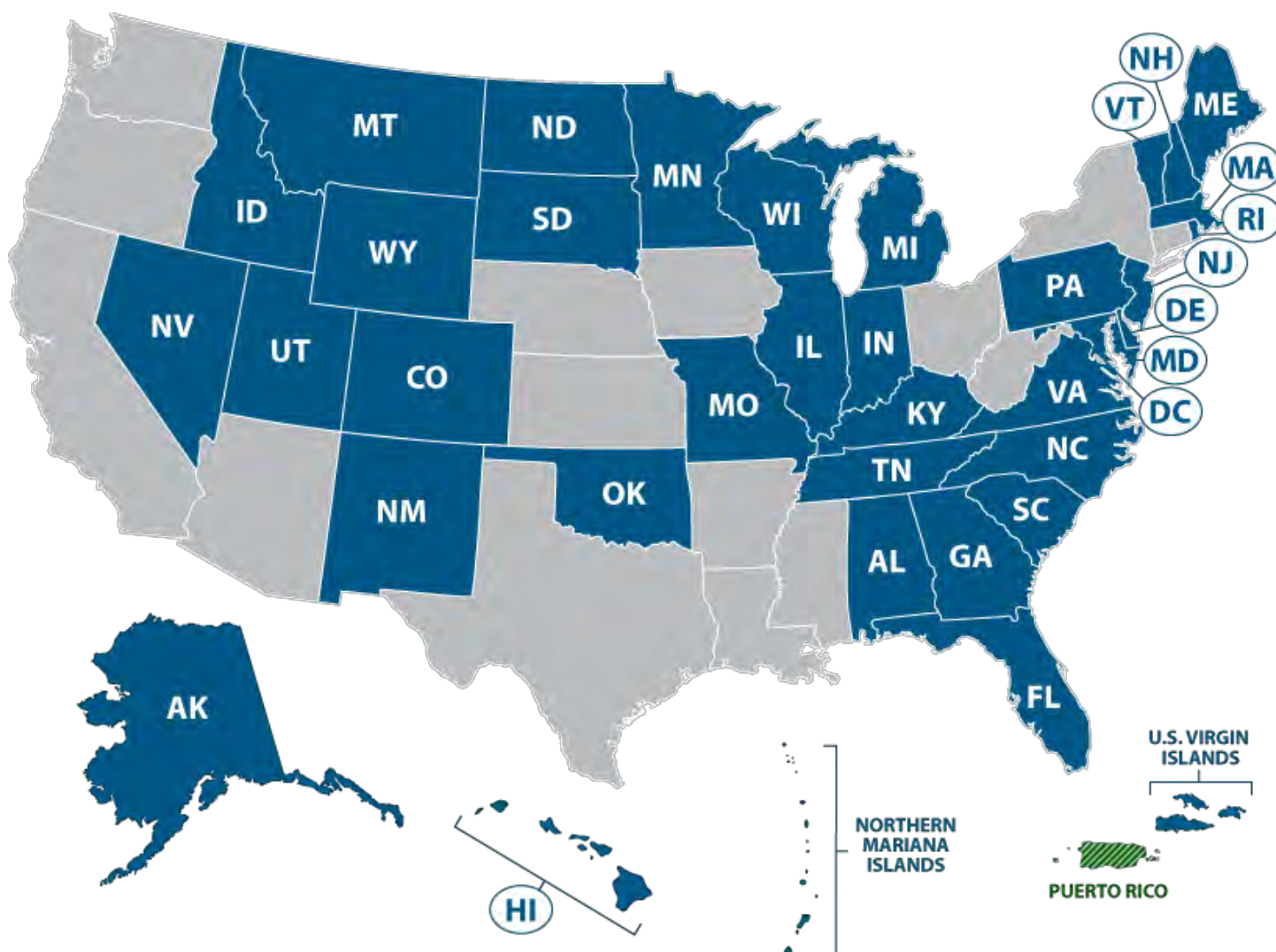
The regional Migrant and English Language Learner (MELL) instructional specialists help districts with the following topics:

Professional development opportunities	Title I-C and Title III funds	ELL/Migrant identification
Building capacity in educational programs and strategies	Assistance to LEAs in enhancing English language proficiency and academic achievement of ELLs	Additional ELL topics

WIDA

The WIDA Consortium is a non-profit group whose purpose is to promote educational success for ELLs. WIDA advances academic language development and academic achievement for linguistically diverse students through high quality standards, assessments, research, and professional development for educators. WIDA also provides meaningful tools, training and information to educators working with ELLs, which are anchored in research-based practices for serving these diverse learners. The WIDA Consortium currently consists of 35 states, the District of Columbia, the U.S. Virgin Islands, the Northern Mariana Islands and the Bureau of Indian Education.

Missouri joined the WIDA consortium in 2010 in response to both wanting to improve the ELL standards within the state and to help provide better service and assessment to a growing ELL population – from around 10,000 in the year 2000 to over 30,000 today.



Puerto Rico have adopted WIDA Language Development Standards but do not participate in other Consortium activities.

WIDA Website and Login

The WIDA website (wida.us) contains a wealth of diverse tools and resources for LEAs to use. Among these are the [English Language Development \(ELD\) standards](#), currently used by thousands of educators to help set curricular goals, plan differentiated lessons and measure student language growth. In addition, the [Can Do Descriptors](#) are a useful tool when working with general education teachers, students and parents to help show the students' linguistic abilities and help set goals for language development.

The WIDA website restricts the ability to download and view certain files without a login. If you are a test examiner, please contact your district test coordinator to get an account created for you. If you are a district test coordinator, please contact DESE to get an account set up.

My Account & Secure Portal

The My Account and Secure Portal page is the landing page on the WIDA site once you have logged in. Depending on your permissions, you will have the ability to see different icons.

- *My Training Certificate* – Once you have successfully completed one or more of the training quizzes, completion certificates will appear here.
- *My Training & Quiz History* – Here you can see which training quizzes you have successfully completed.
- **ACCESS for ELLs 2.0 Training Course** – There are four training courses, and examiners only need to complete the ones they will be giving.
 - Kindergarten – Only taken by those giving the Kindergarten ACCESS.
 - Alternate ACCESS (Grades 1-12) – Only taken by those giving the Alternate ACCESS, the ELP assessment for students with the most severe cognitive disabilities that would qualify for MAP-A. There is not currently a Kindergarten Alternate Assessment.
 - Paper-Based (Grades 1-12) – This is the training course for giving a complete paper based assessment to a student not taking any portion of the assessment online.
 - Online (Grades 1-12) – This is the training course for students taking the assessment online, including students in grades 1-3 that will take the writing portion on paper.
- *ACCESS for ELLs Account Creator* – In addition to the four training courses, those that have the “Creating Users” permission also have an icon for creating accounts and assigning permissions within their own LEA.
- **Screener Test Materials & Training** – Access to the WIDA Screener and W-APT icons is permission based. For more information on these three icons, please see the [Missouri ELL Screening Process Guide 2016-2017](#) available on the DESE website. Please note that Missouri will NOT be using the *WIDA Screener Paper*, so you can ignore that icon.
- **Professional Learning Opportunities** – There are two icons in this section that take you to various professional development available on the WIDA site.
- **State or District Administrator Resources** – The *Account Management & Training Status* icon is available if you have the “District Coordinator” permission set. This tool allows you to lookup training and quiz status for your test examiners and assign user permissions to those that have accounts in your districts.
- *DRC WIDA AMS* – This icon will take you to the WIDA AMS site which is the administrative portal for the ACCESS assessments.



About ACCESS

ACCESS for ELLs 2.0 is a secure large-scale English language proficiency assessment administered to Kindergarten through 12th grade students who have been identified as English language learners (ELLs). It is given annually to monitor students' progress in acquiring academic English. ACCESS for ELLs 2.0 is aligned with the WIDA English Language Development Standards and assesses each of the four language domains of Listening, Speaking, Reading, and Writing.

Purpose and Use

- Help students understand their current level of English language proficiency along the developmental continuum.
- Serve as one of multiple measures used to determine those students prepared to exit English language support programs.
- Generates information that assists in determining whether ELLs have attained the language proficiency needed to participate meaningfully in content area classrooms without program support
- Provide teachers with information they can subsequently use to enhance instruction and learning in programs for their English language learners.
- Provide districts with information that will help them evaluate the effectiveness of their ESL/bilingual programs.
- Meets and exceeds federal requirements for the monitoring of ELLs progress toward English language proficiency.

Test Administrators

Beyond training, the only requirement to give the ACCESS 2.0 is that the test administrator must be a district employee that, at a minimum, meets the [requirements of a paraprofessional under Title I](#). **Substitute teachers may not give the ACCESS 2.0 unless they are under contract with the district.**

Who Takes ACCESS

Students who meet the following guidelines are required to take the ACCESS assessment: Those K-12 students that are identified for ESL services **AND** Enrolled in a Missouri public school or charter school. If the student transfers into the LEA after the state ACCESS for ELLs testing window has already begun, then the LEA is **not required** to test the student, but has the option to do so.

Core Data Code	Takes ACCESS Assessment
LEP_NRC	YES
LEP_RCV	YES
NLP	NO
MY1	NO
MY2	NO

Assessment Decision Matrix

Prior to beginning training, there are decisions and steps that need to be made by the district for each ELL taking the ACCESS 2.0 Assessment. The first decision to be made is to determine which assessment the student should take. Use the following decision matrix to determine which assessment each student will take. NOTE: There is no Kindergarten Alternate ACCESS. For those students you suspect would qualify for that assessment, mark them as NLP in Core Data and make a re-determination when they are in 1st grade.

<h3>Does the student qualify for MAP-A (for students in grades 1-2, would they?)</h3>	
↓	
NO: Move to the next question.	YES: The Student should take the Alternate ACCESS.

<h3>Is the student in Kindergarten?</h3>	
↓	
NO: Move to the next question.	YES: The Student should take the Kindergarten ACCESS.

<h3>Does the student require a Paper/Pencil, Large Print or Braille assessment as indicated in the IEP?</h3>	
↓	
NO: Move to the next question.	YES: The Student should take the Paper/Pencil, Large Print or Braille assessment as indicated in the IEP.

<h3>Will the level of exposure to technology have an impact on student performance?</h3>	
↓	
NO: The Student should take the online assessment.	YES: The Student should take the Paper/Pencil assessment.

Calendar of Important Dates

Event	Start Date	End or Due Date
Test Materials Ordering in WIDA AMS	10/3/16	11/10/16
District Pre-Code due to DESE		11/4/16
WIDA AMS Test Setup Available	11/14/16	3/3/17
Districts Receive Test Materials	12/12/16	12/12/16
ACCESS TESTING WINDOW	1/9/17	3/3/17
Additional Materials Ordering Window	12/12/16	2/24/17
Deadline To Ship Materials To DRC		3/17/17
Data Validation Window	4/3/17	4/10/17
Districts Receive Reports (Printed and Online)	5/8/17	5/8/17

Summary of Responsibilities

WIDA has created checklists that break down the responsibilities of Test Coordinators and Test Administrators and highlight all the tasks that need to be completed before, during and after testing. These checklists are available in the training courses and on the Missouri state page on the WIDA website:

<https://www.wida.us/membership/states/Missouri.aspx>.

Pre-Coding

Districts should participate in the pre-code process run through DESE. The pre-code process works in the same way as pre-coding for other state assessments. The pre-code from your district is due to DESE by **11/4/16**. For more information on the pre-code process, please visit <http://dese.mo.gov/data-system-management/core-datamosis/timelines#assessprecode>. If you have questions about the pre-code process, please contact DESE Accountability Data at 573-526-4886 or accountabilitydata@dese.mo.gov.

Manuals

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

The following manuals are available for training and reference purposes:

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

Accessibility & Accommodations

The ACCESS assessments are created, incorporating Universal Design principles in order to provide greater accessibility for all ELLs. While every ELL is required to take the ACCESS assessment, some of those students, including those with disabilities, may require Accommodations in order to appropriately interact with and be able to show their best work on the assessment. Additionally, the assessments provide a number of Universal Tools available to all students.

For a list of available tools and accommodations, IEP Checklists, an FAQ and a framework document, please visit: <https://www.wida.us/accessibility>.

Training

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.

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

Timing Guidelines

Please note that none of the ACCESS assessments are timed, so if a student is continuing to make progress, please allow them to finish. Additionally, students with IEPs make have extended time, above and beyond those students without IEPs.

Assessment	Domain	Timing
ACCESS 2.0 - Online	Listening	40 min.
	Reading	35 min.
	Speaking	30 min.
	Writing	65 min.
ACCESS 2.0 - Paper	Listening	40 min.
	Reading	45 min.
	Speaking	15-35 min.
	Writing – Tier A – Grade 1	35 min.
	Writing – Tier A – Grades 2-12	60 min.
	Writing – Tier B/C	65 min.
Kindergarten ACCESS		45 min.
Alternate ACCESS	Listening	20 min.
	Reading	20 min.
	Speaking	20 min.
	Writing	20 min.

Score Reports

Districts will receive score reports on May 8, 2017. The report, intended for both families and educators, provides information about an individual student's performance on ACCESS for ELLs. It includes scores for each language domain as well as composite scores. This single report ensures that both families and educators have access to the same information about students' language proficiency

Please note, however, that in addition to the *Individual Student Report*, Kindergarten ACCESS for ELLs does have a specific *Parent/Guardian Report*, available for download.

Samples of the *Individual Student Report* for ACCESS for ELLs 2.0, Kindergarten ACCESS for ELLs, and Alternate ACCESS for ELLs can be accessed on the WIDA.us site under Downloads & Products or in the [Download Library](#).

Exit Criteria

The following information comes from DESE Administrative Memo QS-14-004, which was published and distributed on May 28, 2014. Please contact Shawn Cockrum (shawn.cockrum@dese.mo.gov or 573-751-8280) with any questions regarding ELL Reclassification. The complete memo is available here: <http://dese.mo.gov/sites/default/files/am/documents/QS-14-004.pdf>

In an effort to provide additional guidance and clarity to improve the process school districts use in transitioning English language learners from direct language instruction into regular-education settings, the department is outlining how ELL students are reclassified as proficient by districts in Missouri. Reclassification is based on the annual English Language Proficiency (ELP) assessment (ACCESS for ELLs®) test results and additional factors.

Reclassification

Students are reclassified based on one of the following methods:

- The student scores an overall proficiency level of 6.0 on the ACCESS for ELLs® ELP assessment
OR
- The student scores an overall proficiency level of at least 5.0 on the ACCESS for ELLs® ELP assessment and achieves a proficiency level at least equal to Basic on the state assessment of English Language Arts, AND meets some additional locally defined criteria in Table 1
OR
- The student scores an overall proficiency level of at least 4.7 on the ACCESS for ELLs® ELP assessment and achieves a proficiency level at least equal to Basic on the state assessment of English Language Arts, AND meets all of the locally defined criteria in Table 1.

Table 1 outlines additional criteria beyond an ACCESS for ELLs® test score. Evidence should include demonstrations of grade-level proficiency, without the use of adapted or modified English materials or ELL accommodations on standardized measures.

Table 1

Additional Criteria
District benchmark or interim assessments (in multiple content areas)
Writing performance assessments scored with the Missouri standardized rubric
Writing samples
Academic records such as semester and course grades
Agreement between the ESL teacher, classroom teacher(s), other relevant staff and parents/guardians that language is no longer a barrier to the students' ability to access academic content.

Students that meet the criteria of reclassification should be moved from Limited English Proficient (LEP) to Monitored Year 1 (MY1) in the student information system.

Note: Students with disabilities under the Individuals with Disabilities Education Act (IDEA) should meet the above standards or have Individual Education Plans (IEPs) that specify parallel, alternate standards-related criteria.

Appendix A: Training Webinars

ACCESS for ELLs Webinars – Pre-Testing

Each initial webinar will be recorded and those Pre-Recorded webinars are available here:

<https://www.wida.us/assessment/ACCESS%202.0/WebinarRecordings.aspx>

Webinar Title	Description <i>During the webinar, WIDA and DRC will</i>	Audience	Dates <i>All times are CT</i>
PRE-TESTING			
Training at WIDA.us	Provides an overview of ACCESS for ELLs 2.0 training and certification Share a website overview, highlighting changes for 2016-2017	Test Administrators and District Test Coordinators	Pre-Recorded 1/17/17 (11:00am - Join)
Software Updates & Technology Readiness Checklist	Share new updates to the TSM and INSIGHT Introduce and walkthrough the Technology Readiness Checklist	Technology Coordinators	Pre-Recorded 1/26/17 (1:00pm - Join)
Technology Installations	Provide installs of the TSM, INSIGHT, and DTK on varying devices (Windows, Macs, Chromebooks, iPads, Androids) Share information on updated system requirements	Technology Coordinators	Pre-Recorded 2/16/17 (1:00pm - Join)
Technology Coordinator Support for Test Administration	Provide Technology Coordinators information to communicate with Test Coordinators and Administrators Facilitate how to establish a local communication plan to identify issues and troubleshoot if problems arise Review when to support Test Administrators at their testing sites by training them to respond to technical issues and when/how to report them	Technology Coordinators	11/10/16 (1:00pm - Join) 12/15/16 (1:00pm - Join)
New in WIDA AMS & User Accounts	Highlight user interface changes and menu options Provide how-to information on: Resetting your password, managing and update accounts, assigning permissions, explaining user roles	Test Administrators and District Test Coordinators	Pre-Recorded
Ordering Materials	Provide how-to information on: Ordering test materials, monitoring order status, confirming shipping address Communicate ordering expectations Share grade levels 1-3 and 4-5 ordering considerations	Test Administrators and District Test Coordinators	Pre-Recorded 11/9/16 (2:00pm - Join) 11/30/16 (2:00pm - Join)
Test Scheduling	Provide how-to information on: Scheduling testing, grouping students, timing of tests, scheduling practice tests, scheduling a room	Test Administrators and District Test Coordinators	11/15/16 (11:00am - Join) 12/20/16 (11:00am - Join) 2/21/17 (11:00am - Join)
Alternate ACCESS Administration	Provide an overview of Alternate ACCESS for ELLs, including: scheduling, basics of administration, review of training resources	Test Administrators and District Test Coordinators	12/1/16 (1:00pm - Join) 2/1/17 (2:00pm - Join) 3/2/17 (1:00pm - Join)

ACCESS for ELLs Webinars – During Testing

Webinar Title	Description <i>During the webinar, WIDA and DRC will</i>	Audience	Dates <i>All times are CT</i>
DURING TESTING			
Managing Students (Online)	Provide information on: Student demographic information, transfer students, accommodations	Test Administrators and District Test Coordinators	11/29/16 (11:00am - Join) 1/3/17 (11:00am - Join) 2/28/17 (11:00am - Join)
Managing Test Sessions (Online)	Provide how-to information on: Creating test sessions, printing test tickets, managing test sessions	Test Administrators and District Test Coordinators	12/6/16 (11:00am - Join) 1/10/17 (11:00am - Join) 1/31/17 (11:00am - Join)
Monitoring Completion (Online)	Provide information on: Student status reports, daily cumulative student status report, online testing statistics	Test Administrators and District Test Coordinators	2/7/17 (11:00am - Join) 4/4/17 (11:00am - Join)
Managing Students (Paper)	Provide how-to information on: Bubbling, labeling, comparing student information in WIDA AMS	Test Administrators and District Test Coordinators	12/7/16 (2:00pm - Join) 1/4/17 (2:00pm - Join) 3/1/17 (2:00pm - Join)
Managing Test Materials (Paper)	Provide information on: Paper inventory, additional materials, secure material protocol	Test Administrators and District Test Coordinators	1/11/17 (2:00pm - Join) 2/8/17 (2:00pm - Join)
Technology Troubleshooting	Provide an overview of the: Various error messages, common troubleshooting solutions	Test Administrators, District Test Coordinators and Technology Coordinators	12/8/16 (1:00pm - Join) 1/5/17 (1:00pm - Join) 1/12/17 (1:00pm - Join) 2/2/17 (1:00pm - Join) 2/9/17 (1:00pm - Join) 3/9/17 (1:00pm - Join) 3/23/17 (1:00pm - Join) 4/6/17 (1:00pm - Join) 4/27/17 (1:00pm - Join)

ACCESS for ELLs Webinars – Post-Testing

Webinar Title	Description <i>During the webinar, WIDA and DRC will</i>	Audience	Dates <i>All times are CT</i>
POST-TESTING			
Returning Materials (Paper)	Determine what materials to return, how and when	Test Administrators and District Test Coordinators	3/8/17 (2:00pm - Join) 4/5/17 (2:00pm - Join) 5/3/17 (2:00pm - Join)
Data Validation	Provide how-to information on: validating student data, correcting student data	Test Administrators and District Test Coordinators	3/7/17 (11:00am - Join) 5/2/17 (11:00am - Join) 5/16/17 (11:00am - Join) 6/13/17 (11:00am - Join)
Interpreting Score Reports	Share how to interpret score report data Review general data corrections and scoring appeal process	Test Administrators and District Test Coordinators	4/18/17 (11:00am - Join) 5/4/17 (1:00pm - Join) 5/25/17 (1:00pm - Join) 6/22/17 (1:00pm - Join)
Opportunity for Feedback	Facilitate a discussion with the field to obtain feedback from LEAs on ACCESS for ELLs 2.0	Test Administrators, District Test Coordinators and Technology Coordinators	3/28/17 (11:00am - Join) 6/29/17 (1:00pm - Join)