



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
 OFFICE OF COLLEGE AND CAREER READINESS – ASSESSMENT SECTION
QUALITY ASSURANCE – ACCESS For ELLs 2.0 English Language Proficiency
Assessment
SPRING 2018

INSTRUCTIONS

A Department Of Elementary and Secondary Education (DESE) employee or designee completes this form at an onsite Quality Assurance (QA) ACCESS for ELLs Assessment visit during the Spring 2018 assessment window. This QA visit **must** occur during the state assessment window (January 8 – March 2, 2018). All questions on the form should be completed.

After the visit has occurred, the DESE employee/designee will submit their answers electronically at <http://tiny.cc/deseqa>. Forms must be entered electronically by **April 6, 2018**.

Important: If you have questions or need to report testing irregularities or concerns, please contact the Assessment section at 573-751-3545 or assessment@dese.mo.gov.

ABOUT THE VISIT

As part of the Every Student Succeeds Act (ESSA) required monitoring process, DESE uses this document as a tool to monitor and strengthen statewide administration of the Missouri Assessment Program’s (MAP) ACCESS for ELLs 2.0 Assessment. The questions are designed to focus attention and help districts examine important areas of assessment training, administration, and test security.

DISTRICT INFORMATION

NAME OF PERSON FILLING OUT THIS FORM

DATE OF VISIT

SCHOOL DISTRICT NAME

SCHOOL DISTRICT CODE

BUILDING NAME

BUILDING CODE

DISTRICT TEST COORDINATOR (DTC)

ENGLISH LEARNER (EL) COORDINATOR NAME (IF APPLICABLE)

TEST EXAMINER NAME

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QUALITY ASSURANCE — ACCESS FOR ELLs 2.0 ASSESSMENT (CLASSROOM OBSERVATION)

OBSERVATION	OBSERVATION NOTES
<p>Students Testing Online</p> <ul style="list-style-type: none">• Is the room quiet and appropriate for testing?• Is the room free from content or process aides?• What is the process to get the students logged into the system?• Does the examiner collect logins after the students are in the system or after testing is complete?• What preventative measures are taken to curb cheating within the testing room?• Do students have all appropriate physical tools?• Do students have access to inappropriate items (cell phones, video games, etc.)?• Is the examiner engaged during testing?• What process is used by the examiner after testing is complete? <p>OR</p> <p>Students Testing On Paper (including Kindergarten and Alternate ACCESS)</p> <ul style="list-style-type: none">• Is the room quiet and appropriate for testing?• Is the room free from content or process aides?• What is the process for the examiner to get physical testing materials?• What preventative measures are taken to curb cheating within the testing room?• Do students have all appropriate physical tools?• Do students have access to inappropriate items (cell phones, video games, etc.)?• Is the examiner engaged during testing?• What process is used by the examiner after testing is complete?	



QUALITY ASSURANCE — ACCESS FOR ELLs 2.0 ASSESSMENT		
NUMBER	QUESTION	ANSWER
1	<p>Explain the process for training for the ACCESS for ELLs 2.0 assessment.</p> <p>Possible Follow-Ups</p> <ul style="list-style-type: none">• Who takes the role of Test Coordinator for ACCESS testing (DTC, EL Coordinator, Special Education (SPED) Coordinator, other)?• Did the test coordinator view the training modules and review the manuals?• Did the test examiner(s) complete all of the required training modules?• Other than the test examiner(s), did anyone else participate in training?• Did the test coordinator review the training status of all test examiners?	
2	<p>Did the Test Coordinator or Test Examiners use any additional resources in preparing for ACCESS testing?</p> <p>Possible Follow-Ups</p> <ul style="list-style-type: none">• Additional resources include the Missouri Guide To English Language Proficiency (ELP) Assessments, a quick reference guide, a DTC quick start guide, WIDA Webinars, the To-Do Checklist, etc. (A complete list of additional resources can be found at https://dese.mo.gov/college-career-readiness/assessment/access-ells >Resources Tab).• Are the test coordinator or test examiners subscribed to the DESE ELL Listserv?	



QUALITY ASSURANCE — ACCESS FOR ELLs 2.0 ASSESSMENT

NUMBER	QUESTION	ANSWER
3	<p>Explain how the district's ACCESS for ELLs Assessment schedule was determined.</p> <p>Possible Follow-Ups</p> <ul style="list-style-type: none">• When is the schedule planned?• Who is involved in planning the schedule?• What role, if any, do test examiners have in setting their schedules?• Is the schedule set to avoid the possibility of testing students outside of the regular school day?• Did any of the following factors play a role in scheduling and if so, explain why?<ul style="list-style-type: none">• Amount of hardware devices• Computer Lab space• Other	
4	<p>Explain the district's procedure for scheduling make-up testing and dealing with interrupted testing sessions.</p> <p>Possible Follow-Ups</p> <ul style="list-style-type: none">• What method is used to track absences and make up tests?• What process is used for dealing with discipline issues during testing?• What process is used if there is a technical issue during testing?• What is the procedure if there is a power outage or the fire alarm is activated?	



QUALITY ASSURANCE — ACCESS FOR ELLs 2.0 ASSESSMENT

NUMBER	QUESTION	ANSWER
5	<p>Explain the district's process for using accommodations during testing.</p> <p>Possible Follow-Ups</p> <ul style="list-style-type: none">• Do the IEP teams use the WIDA Accessibility and Accommodations document (with the Missouri policies supplement) or just a list of available accommodations?• What process is used to determine which accommodations are appropriate during testing?• Are these accommodations being used in the everyday classroom?• Does the district train test examiners on the accommodation process used during testing?• Is there documentation for which accommodations are being used by which students, and if so, how is it documented?	
6	<p>Which, if any, of the available practice resources are used to prepare students taking the ACCESS for ELLs 2.0 assessments?</p> <p>Possible Follow-Ups</p> <ul style="list-style-type: none">• Did students view the test demo videos? If the answer is yes, how many opportunities were they given to view the videos?• Did students view sample items? If the answer is yes, how many opportunities were they given to view the sample items?• Did students take the practice test? If the answer is yes, how many opportunities were they given to take the practice test?• Were students comfortable using the INSIGHT system prior to taking the summative assessment?• Were students comfortable with speaking into a microphone to give answers prior to taking the summative assessment?• Did the district review the WIDA Preparing Students document prior to giving the summative assessment?	



QUALITY ASSURANCE — ACCESS FOR ELLs 2.0 ASSESSMENT		
NUMBER	QUESTION	ANSWER
7	<p>Explain the district's test security plan.</p> <p>Possible Follow-Ups</p> <ul style="list-style-type: none">• Does the district have security statements that must be signed by staff prior to testing?• How are test examiners trained on test security?• What is the procedure for dealing with used scratch, grid, or graph paper?• Does the district have a policy on students having electronic devices, including cell phones, in the testing room?	
8	<p>Explain the district's technology plan as it relates to ACCESS 2.0.</p> <p>Possible Follow-Ups</p> <ul style="list-style-type: none">• Who is in charge of preparing machines for testing?• How much in advance of the first testing window are devices prepared and checked for testing?• Are the appropriate guides and webinars reviewed prior to software installation? If so, who reviews those?• Were there technical issues getting hardware ready for the assessment?	



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NUMBER	QUESTION	ANSWER
9	<p>Explain the district's process for distributing student login information to examiners.</p> <p>Possible Follow-Ups</p> <ul style="list-style-type: none">• Do examiners print their own test tickets?• If not, who is in charge of printing and distributing login information to test examiners?• What process is used by examiners to distribute log-in information to students?• What process is used to ensure the secure destruction of login tickets after testing?	
10	<p>Explain the district's process for distributing, tracking, and accounting for physical test materials.</p> <p>Possible Follow-Ups</p> <ul style="list-style-type: none">• Does the district make use of sign-in/sign-out sheets, and if so who maintains those?• Are the test materials kept secure with limited access? Who has access to these areas?• What steps are taken if test materials are lost?• What process is taken for contaminated tests?• What procedures are used for ensuring that all Braille, large print, and paper/pencil testing materials are returned to the vendor within the applicable timeframe?	



QUALITY ASSURANCE — ACCESS FOR ELLs 2.0 ASSESSMENT

NUMBER	QUESTION	ANSWER
11	<p>Explain the district's process for printing and distributing student score reports?</p> <p>Possible Follow-Ups</p> <ul style="list-style-type: none">• Who is involved in this process?• How does the district ensure that parents/guardians either receive score reports or are notified they are available within 15 days of district receipt?	



QUALITY ASSURANCE— ACCESS FOR ELLs 2.0 ASSESSMENT (NOTES)

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