



**QUALITY ASSURANCE – ACCESS For ELLs 2.0 English Language Proficiency Assessment
SPRING 2016**

DIRECTIONS

A Department Of Elementary and Secondary Education (Department) employee or designee completes this form at an onsite Quality Assurance (QA) ACCESS for ELLs Assessment visit during the Spring 2016 assessment window. This QA visit **must** occur during the state assessment window (January 11 – March 4, 2016). Please complete all questions on this form.

After the visit has occurred, the Department employee or designee will submit the ACCESS for ELLs Assessment QA form to the Department by accessing the form electronically at <https://www.surveymonkey.com/r/QA-ACCESS-ELPA-2016>. The questions on that site mirror those on this form. Forms must be input electronically by March 31, 2016 at the latest.

Questions: Contact the Assessment Section at 573-751-3545 or email assessment@dese.mo.gov.

Important: To report testing irregularities or concerns immediately to the Department, please contact the Assessment Section at 573-751-3545.

ABOUT THE VISIT

As part of the No Child Left Behind (NCLB) Act/Every Student Succeeds Act (ESSA) required monitoring process, the Department uses this document as a tool to monitor and strengthen statewide administration of the Missouri Assessment Program’s 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.

The following are components of the self-monitoring and quality assurance processes:

- documentation of assessment trainings;
- interviews with District Test Coordinators (DTC)/English as Second Language (ESL) Coordinator and Test Examiners;
- classroom visit.

DISTRICT INFORMATION

NAME OF PERSON FILLING OUT THIS FORM:	
DATE OF VISIT:	
SCHOOL DISTRICT NAME:	
COUNTY-DISTRICT CODE:	
BUILDING NAME/CODE:	
DISTRICT TEST COORDINATOR/ESL COORDINATOR NAME:	
TEST EXAMINER NAME:	

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NUMBER	QUESTION	ANSWER
1	<p>ACCESS training for Test Coordinators:</p> <ul style="list-style-type: none">• Who takes the role of Test Coordinator for ACCESS testing (DTC, ESL Coordinator, Special Education (SEPD) Coordinator, other)?• Did the test coordinator review the <i>LEA Guide to ELP Assessments</i>?• Did the test coordinator view the training modules and review the manuals?• Did the test coordinator review the training status of all test examiners?	
2	<p>ACCESS training for Test Examiner(s):</p> <ul style="list-style-type: none">• Did the test examiner(s) review the <i>LEA Guide to ELP Assessments</i>?• Did the test examiner(s) complete all of the required training modules?• Was the training done individually or in a group(s)?• Other than the test examiner(s), did anyone else participate in training?	



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NUMBER	QUESTION	ANSWER
3	<p>Explain how the district’s ACCESS for ELLs Assessment schedule was determined.</p> <ul style="list-style-type: none">• When is the schedule planned?• Who is involved in planning the schedule?• If test examiners are not directly involved in planning, do they have any say in the schedule?• Is the schedule set to avoid the possibility of testing students outside of the regular school day?• Which of the following factors played the largest role(s) in scheduling and explain why?<ul style="list-style-type: none">• Amount of computer hardware• Computer Lab space• Other• What method is used to track absences and making up tests?• What process is used for dealing with discipline issues during testing?	
4	<p>Explain the district’s process for using accommodations during testing.</p> <ul style="list-style-type: none">• What process is used to determine which accommodations are appropriate during testing?• How 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?<ul style="list-style-type: none">• If so, how do you document the accommodations used by students during testing?	



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5	<p>Explain the district’s test security plan.</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 preventative measures are taken to discourage cheating within a computer lab or classroom being used for testing?• Who ensures that the room is quiet and appropriate for testing?• What is the process for the examiner to get any physical testing materials?• What is the procedure for dealing with used scratch, grid, or graph paper?• Does the district have a policy on students having electronic devices in the testing room?	
6	<p>Were students given the opportunity to view the test demo videos, view the sample items and take the test practice prior to taking the summative assessment?</p> <ul style="list-style-type: none">• Were students comfortable using the INSIGHT system prior to taking the summative assessment?	



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7	<p>Explain the district’s process for distributing student log-in information to examiners.</p> <ul style="list-style-type: none">• What process is used by examiners to distribute log-in information to students?• What process is used to ensure the secure destruction of log-in tickets after testing?	
8	<p>Explain the district’s process for distributing, tracking, and accounting for physical test materials.</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?	



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NUMBER	QUESTION	ANSWER
9	<p>Explain the district’s technology plan as it relates to ACCESS 2.0.</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? • Were there technical issues getting hardware ready for the assessment? 	

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

OBSERVATION	OBSERVATION NOTES
<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 the students logged into the system? • What preventative measures are taken to curb cheating within the computer lab? • What is the process for the examiner to get physical testing materials? • 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? 	



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
OFFICE OF COLLEGE AND CAREER READINESS – ASSESSMENT SECTION

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QUALITY ASSURANCE— ACCESS FOR ELLs 2.0 ASSESSMENT (NOTES)

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