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**COLORADO**

Department of Education

# 2024-25 District Assessment Coordinator ACCESS Training

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Heather Villalobos Pavia, EdD

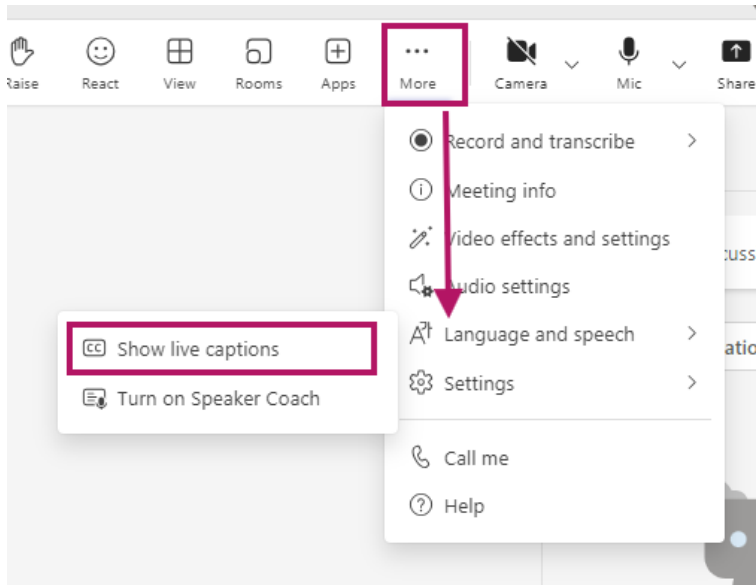
[villalobospavia\\_h@cde.state.co.us](mailto:villalobospavia_h@cde.state.co.us)

September 2024

# Teams Meeting Logistics

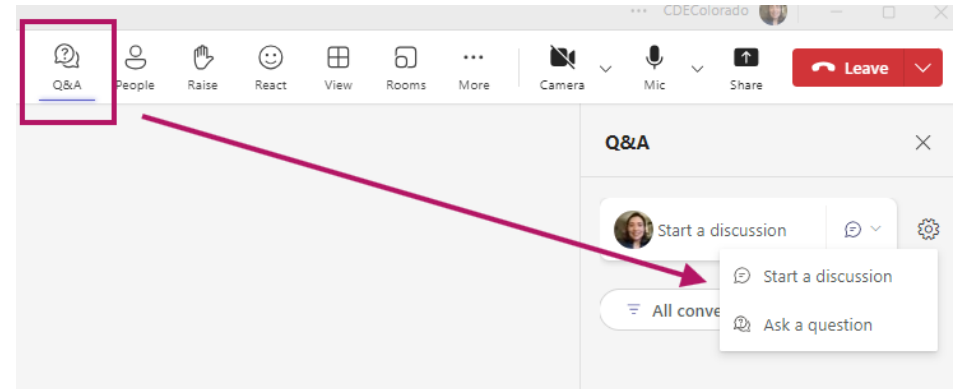
## Enable closed captioning

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## Question and Answer (Q&A)

Select the Q&A icon → Ask a question



This training is to support District Assessment Coordinators prepare their district for the annual administration of the WIDA ACCESS suite of assessments including Kindergarten ACCESS for ELLs, ACCESS for ELLs 1–12 (online & paper), and Alternate ACCESS.

# Agenda

## **ACCESS for ELLs District Assessment Coordinator Training 2024-2025**

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# What is the ACCESS Assessment?



ACCESS for ELLs is a standardized assessment that measures English language proficiency.

Purpose:

- Helps educators make decisions about students' English language development.
- Assists in appropriate program and instructional planning.
- Meets state (Colorado Senate Bill 109, House Bill 14-1298) and federal requirements (Civil Rights Act, Every Student Succeeds Act).

# Assessment Format



- Kindergarten ACCESS: Paper-based, game-like format.
- ACCESS for ELLs (Grades 1-12): Primarily computer-based; some parts on paper.
- Alternate ACCESS: For students with significant cognitive disabilities; large-print and paper-based.

# Key Players



# District Level



- District Assessment Coordinator (DAC): Oversees district-wide assessment processes.
- Data Respondent: Ensures an accurate data file of NEP and LEP students is in data pipeline
- School Assessment Coordinator (SAC): Manages school-level logistics and training.
- District Technology Coordinator (DTC): Prepares and maintains testing technology.
- Test Administrators (TAs): Administer the tests and ensure security.



## **ACCESS logistics**

Heather Villalobos Pavia

## **Accommodations for students with an IEP or 504**

Arti Sachdeva

## **ML Identification/WIDA Screener**

Doris Brock-Nguyen

## **Data Pipeline/Coding**

Brooke Wenzel



## WIDA

- WIDA is part of the University of Wisconsin–Madison and is housed in the [Wisconsin Center for Education Research \(WCER\)](#)
- WIDA members consist of 41 domestic states and territories and approximately 500 international schools throughout the world

## Data Recognition Corporation (DRC)

- DRC is a long-standing WIDA partner responsible for the administration, scoring, and reporting for the ACCESS, Alternate ACCESS, and online WIDA Screener assessments
- WIDA and DRC administer the ACCESS assessments to 2.5 million students each year.

# Dates

# Important Dates 2024\*



- **October 1<sup>st</sup> – November 1<sup>st</sup>:** Initial Paper Materials Order (through Syncplicity/CDE)
- **October 23<sup>rd</sup>:** Office Hours Begin
- **October 25<sup>th</sup>:** DEADLINE for DAC Signed Security Agreement
- **October 30<sup>th</sup>:** Weekly DAC ACCESS Office Hours Begin
- **November 1<sup>st</sup>:** CDE sends DAC Verification of District Training form.
- **November 4<sup>th</sup>:** Assessment Team pulls October Snapshot for WIDA AMS upload.
- **December 1<sup>st</sup>:** DEADLINE for UAR (scribe) submission
- **December 3<sup>rd</sup>:** WIDA AMS Opens

\*Dates may change to accommodate unforeseen circumstances.

# Important Dates 2025

- **January 6<sup>th</sup>**: Additional Test Material Ordering Available Window (through CDE)
- **January 9<sup>th</sup>**: **DEADLINE** for Verification of District Training Form
- **January 13<sup>th</sup>**: **Test Window Opens**
- **January 31<sup>st</sup>**: Enrollment Cutoff for New Students
- **February 4<sup>th</sup>**: **Last day** to Order Additional Test Materials
- **February 14<sup>th</sup>**: **Last day of Test Window**
- **February 19<sup>th</sup>**: **DEADLINE** for Shipping Completed Test Materials to DRC
- **February 21<sup>st</sup>**: **LAST DAY** to make updates in WIDA AMS
- **March 3<sup>rd</sup>**: CDE sends Post-Test Compliance form
- **March 10<sup>th</sup>**: **DEADLINE** Post-Test Compliance form
- **April 30<sup>th</sup>**: Reports and Data Files Available in WIDA AMS

\*Dates may change to accommodate unforeseen circumstances.

# Student Participation

# Student Participation



Multilingual Learners with a language proficiency designation of:

- 01, Non English Proficient (NEP)
- 02, Limited English Proficient (LEP)

including students with disabilities must participate in the state English language proficiency assessment.



# Participation Options



Three participation options exist:

- 1) The student participates in ACCESS for ELLs or Kindergarten ACCESS without an accommodation.
- 2) The student participates in ACCESS for ELLs or Kindergarten ACCESS with accommodation(s).
- 3) The student participates in Alternate ACCESS\* only for students with the most significant cognitive disabilities.

\*It is not appropriate or ethical to give the Alternate ACCESS to students who do not qualify for the assessment. Student with a primary disability code of DD, SLD, SED, or SLI **are not** eligible for alternate assessments.

# Testing students who have an IEP or 504 Plan

The educational team (ML and IEP or 504 as applicable), which must include the family, determines whether the student will take:

- ACCESS for ELLs or Kindergarten ACCESS with or without accommodations
- Alternate ACCESS for a student with the most significant cognitive disability who meets the participation requirements for the alternate assessment.

According to federal requirements, there must be evidence of alignment between a student's educational plan, instruction, and the accommodations provided on any of the state assessments, as well as any determinations for students to participate in Alternate ACCESS.



Accommodations are practices and procedures that provide equitable access during instruction and assessment for students with a documented need.

## **Who Qualifies?**

- Students with documented IEP or 504 Plans.
- Examples of Accommodations: Manual control of audio, extended speaking time, signing in exact English, etc.
- Unique Accommodation Requests (UAR) are due December 1

# New for 2024-2025

# Test Monitoring Application and Waiting Room

The Test Monitoring Application and Waiting Room are turned on for grades 9-12.

- Do not turn it off
- If you are creating your own registrations, you need to activate it for grades 9-12

# Alternate ACCESS and Accommodations



- Students with a primary disability code of DD, SLD, SED, or SLI are not eligible for Alternate ACCESS.
- The In-person Human Reader accommodation has primary disability code restrictions, reference the Colorado Accommodations Crosswalk.



- WIDA is providing translated test instructions in ACCESS Online Test Administrator Scripts.
- WIDA will offer electronic versions of the scripts with translated instructions in 16 languages.
- The translated scripts are available through the WIDA Secure Portal and may be printed locally as needed.
- WIDA is providing translations of the instruction text for the following scripts.
  - ACCESS Online Grades 4–12 Test Administrator Script (all domains)
  - Listening, Reading, and Speaking domains in the ACCESS Online Test Administrator Scripts for Grades 1–3
- Guidelines for Using the Translated Instructions
  - Only the instruction text will be translated for the student.
  - Remind students to provide their responses in English.

# Office Hours Invitation



- The ACCESS Office hours invitation will be sent directly to all DAC calendars.
- ACCESS Office hours are optional

Office Hours will be on select Wednesdays at 3:30 p.m.

**October 23<sup>rd</sup> and 30<sup>th</sup>**

**November 20<sup>th</sup>**

**December 4<sup>th</sup> – February 12<sup>th</sup>**

Cancelled Dec 25<sup>th</sup> and January 1<sup>st</sup>



# WIDA AMS Enhancements

## Highlights:

- Track test and student status in the new interactive Operational Dashboard in Reporting Services.
- Organize students and registrations more efficiently with new change assessment, regroup students, and registration import features, and add a new student to multiple ACCESS domain tests using the New Student tab in Test Management.
- Test Monitoring Application Waiting Room
- Make large-scale changes to ACCESS Online test registrations via a file in Import Management.
- Print selected test tickets from the Registration Details screen.

## Resources:

- Watch the [WIDA AMS and DRC Technical Enhancements for 2024-25](#) webinar recording
- Select the **Knowledge Articles** button on the WIDA AMS landing page to access information on a variety of topics.
- Access DRC's **Online Help** feature from within an application for step-by-step instructions on how to complete tasks. Select the question mark icon in the upper right corner of the application to get started.
- Contact DRC Customer Service at (855) 787-9615 or [wida@datarecognitioncorp.com](mailto:wida@datarecognitioncorp.com)

# Security and Training Requirements



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**ACCESS Assessments  
are secure tests**

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**Colorado Security  
Agreement**



- All WIDA assessments and related materials are the copyright of the Board of Regents of the University of Wisconsin System. Should an egregious security incident occur compromising WIDA's intellectual property remedies for violations will be governed by Wisconsin State Statutes.





Importance of maintaining the security of test materials and student data.

- Key Actions:
  - Secure storage and handling of materials.
  - Signed security agreements from all involved.
  - Chain of custody for test materials.
  - Active Proctoring
  - Use of Test Monitoring Application and Waiting Room

# Ensuring a Smooth Testing Process



- Before Testing:
  - Authentic training and engagement
  - Secure materials
  - Review accommodations
  - Prepare test environment
- During Testing
  - Standardized administration
  - Proper use of materials
  - Active monitoring
  - Report any incidents
- After Testing
  - Return materials correctly and on time

# Test Administrators Training Requirements



- Be trained annually
  - Complete the requirements of the district/school annual ACCESS training.
  - **Complete the WIDA Training Module(s) (Oct 1, 2024 – January 8, 2025)**
  - **Complete the WIDA Assessment Certification (Oct 1, 2024 – January 8, 2025)**
- Submit a signed Security Agreement to their SAC
- Read the Colorado Resource Document, the WIDA TAM, and familiarize themselves with test administration procedures before administering the test to students.
- Actively proctor the test administration in its entirety
- If administering assessments in which students are provided accommodations, be trained appropriately.



# Marking student responses



## Correct Method

✓ 1. ● (2) (3) (4)

✓ 2. (1) ● (3) (4)

✓ 3. (1) (2) ● (4)

✓ 4. (1) ● (3) (4)

✓ 5. (1) (2) ● (4)

## Wrong Method

✗ 26. ● (2) ● (4)

✗ 27. (1) (2) (3) (4)

✗ 28. (1) (2) ● (3) (4)

✗ 29. (1) (2) (3) (4)

✗ 30. (1) (2) (3) ● (4)

TAs for Kindergarten and Alternate ACCESS must use a #2 pencil and completely bubble in the student response.



# Materials



## Materials for:

- Kindergarten ACCESS
- ACCESS for ELLs Online
- Alternate ACCESS (Alternate Assessment Participation must be marked in Student Interchange\*)

Are ordered automatically through the student count in your October Snapshot.

Materials orders ACCESS for ELLs Paper are ordered through CDE. Grade 1–12 paper assessments require IEP/504 documentation. Districts must submit this material via Syncplicity by November 1, 2024. [DACs email Heather Villalobos Pavia to ask for this order form.](#)

\*Students with a primary disability code of DD, SLD, SED, or SLI are not eligible for alternate assessments.

# Additional Materials

## January 8 – February 4, 2025



- Additional test materials are ordered through CDE via email.
- DACs will submit an order through a CDE provided order form.
- Hand Writing response books and Human Reader\* scripts are ordered during this time as well.

\*Very few students will use Human Reader scripts follow the guidelines in the Colorado Accommodations Crosswalk

# Communication and Resources



CDE Assessment works with the official superintendent-appointed DAC and DTC

- School-level staff, including Test Administrators and school leadership, refer questions to the SAC
- SACs and district-level staff refer questions to the DAC and DTC
- Official DACs and DTCs refer questions to CDE Assessment

DACs and DTCs share information from CDE with district and school-level staff, as appropriate

Using this communication structure ensures local policies and procedures are communicated

**Note:** *CDE Assessment* and *CDE Accountability* are separate groups. The District *Accountability* Contact list is maintained by CDE Accountability. Direct questions about ACCESS Growth to CDE Accountability

# Transmitting Secure Information

- Use Syncplicity to send secure information to CDE
  - Two users per district can access the CDE\_Assessment folder
    1. The official DAC
    2. One additional individual, if requested
  - CDE will email a list of users to each district
    - Respond with updates
    - New users must create/access their accounts within 90 days

**Reminder:** Do not send personally identifiable information (e.g., SASID, name, free and reduced lunch status, disability status, test scores, etc.) through email

- CDE Assessment will not respond to emails containing PII
- The email will be deleted
- Remind all staff who may communicate with CDE



## Requirements & District Responsibilities Assessment Information

### §22-7-1013(7)(a)

LEP (Local Education Provider) will annually distribute to parents and post on its website, as early in the school year as possible, written information regarding its assessments, including:

- The state and local assessments that the LEP will administer
- Identify whether it is required by federal law, required by state law, or selected by the LEP
- Assessment calendar:
  - Estimated hours of testing each testing day for specific classes/grades for each assessment
  - Identify whether the assessment is required by state law, federal law or locally selected
- The purposes of the assessments
- The manner in which assessment results will be used

## Results

- ISRs (Individual Student Reports) are to be shared with parents/guardians **as soon as practicable.**
- Reports are confidential and distribution of both electronic and/or hard copy reports must be in accordance with state and federal privacy laws, and local school board policy





## **CDE Assessment Division**

- [Colorado WIDA ACCESS Training Information](#)
  - [Colorado Accommodations Training](#)
  - [Colorado ACCESS Checklist](#)
- 
- **CDE Office of Culturally and Linguistically Diverse Education**
    - [Identification](#)
    - [Language Proficiency Coding](#)
    - [Redesignation](#)



## WIDA

- [District and School Coordinator Manual](#)
- [Test Administrator Manual](#)
- [Test Administrator Essentials](#)
- [Accessibility and Accommodations Manual](#)


## DRC

- [WIDA AMS User Guide](#)

# Assessment Development Opportunities

https://wida.wisc.edu/assess/building-wida-assessment#:~:text=Educator involvement varies from test,the 2024-25 school year.

Store



Assess Teach

## Educator Involvement

Educator involvement varies from test to test and year to year. These are some of the key activities that educators, from state-level administrators to classroom teachers, participate in to help WIDA make the tests and teaching tools students and teachers around the world rely on.

Want to participate in an assessment event? Browse the events below to learn more about each event. If WIDA is actively recruiting for a specific event, that event description will include a link to a participation survey. Fill out relevant surveys to be considered for each event.

Want to be considered for more than one WIDA assessment event? Fill out the [annual assessment event participation survey](#). WIDA will contact selected participants on a rolling basis throughout the 2024-25 school year.

<b>ACCESS Online Listening and Reading Post Field Test Review</b>	<b>+</b>
<b>Bias, sensitivity and content reviews</b>	<b>+</b>
<b>Classroom observations</b>	<b>+</b>

### WHAT PARTICIPANTS SAID..

"I am impressed with the care sensitivity on ACCESS tests. I mindfulness to my district as I them to work with ELs."  
- 2022 ACCESS for ELLs Bias participant

"It was helpful to see what 'co across the country are teachin better internalize the WIDA La can apply them in my school s  
- 2022 Kindergarten ACCESS

"I appreciate how open and re the comments and critiques, e directly with ELs and administ tonal or gestural things that c

- **Educator input** is critical to Colorado's state assessment development and validation process. Educators may participate in committees related to the following state assessments:
  - Colorado Measures of Academic Success (CMAS): Science, Social Studies, Mathematics and English Language Arts/Literacy (ELA)
  - Colorado Spanish Language Arts (CSLA)
  - Colorado Alternate (CoAlt) Assessment: Science and Social Studies

[State Assessment Development Flyer](#)

Join the Colorado Educator Pool for assessment development committee selection:

[CDE Assessment Educator Database](#)



**Scan Here!**



**COLORADO**  
Department of Education

Thank you for attending  
the 2024-25 DAC Training.

DAC Security Agreement (to be  
completed ONLY by the official DAC)

<https://forms.office.com/r/bkAVypeaYw>

DAC Security Agreement 2024-  
2025 ACCESS Suite of Assessments

