



WIDA[®]
C O N S O R T I U M
ACCESS for ELLs[®]

Information for Districts in Alaska

Presented by:

Grace Gray

Alaska Department of Education & Early Development



Company Background

- MetriTech is a full-service PDSR contractor – we have fulfilled the WIDA contract for eight years, for what has become a group of 33 states testing 1,350,000 students per year.
- MetriTech is a professionally staffed organization specializing in the development and scoring of educational and psychological assessment products. Its products are used for assessment, program evaluation, and human resource planning. MetriTech also provides program development and evaluation services as well as test development and consulting services to other organizations.
- MetriTech was founded in 1982 and is directed by Dr. Samuel E. Krug, a recognized authority in the area of psychological and educational measurement. MetriTech is located in Champaign, Illinois, in close proximity to the University of Illinois, a world-class research institution. The Champaign location houses MetriTech's research and development, production, data processing, and customer service activities. MetriTech employs approximately 1000 full- and part-time staff in the development, scoring, and reporting of test results.



Workshop Goals

- Test Materials Ordering – Step by Step
- Receipt of Materials – Details regarding paperwork and booklet handling
- Test Administration
- Returning Materials – Step by Step
- Materials Handling at MetriTech – Details regarding receipt, alerts, etc.
- Scoring Materials
- Reporting to State and Districts



Test Materials Ordering

- Districts should place test material orders (including *Large Print* and *Alternate ACCESS* materials) based on the instructions contained in the following slides.
- The Department of Education will provide MetriTech with the Pre-ID data for each district.
- MetriTech will produce Pre-ID labels for each district based on that information.



Step 1 - Test Materials Ordering

MetriTech will email ordering information to the district contact provided by the Alaska Department of Education and Early Development, along with instructions to forward this information to the correct district/school contact person (if required). During the ordering process, you will have the opportunity to update the following:

- Contact Name (this should be the primary contact, the person who will receive all communications and materials)
- Contact Email Address
- Contact Phone and Fax numbers
- Shipping Address – this is where materials will be sent; NO Post Office Boxes!



Step 2 - Test Materials Ordering

Web-Page Ordering

Your Step by Step web-ordering instructions

To: jsmith@sampleschool.org
Subject: 2013-2014 ACCESS for ELLs® Test Ordering Information

Jane Smith,

ACCESS for ELLs® - IMPORTANT ORDERING INFORMATION -

The ACCESS for ELLs® ordering window for Sample State will open January 6, 2014.

You may order your ACCESS for ELLs® test materials on-line: ***January 6 through January 21, 2014***

To place your booklet order:

1. Access <http://www.metritech.com>.
2. Click on CLIENT AREA.
3. Select WIDA ACCESS for ELLs® from the list displayed.
4. Enter your District's User Name and Password.

User Name: SS111
Password: *****

The User Name and Password are case sensitive. If you make a mistake, you will be denied access, and the system will prompt you to try again.

****When placing your order, request only the number of tests needed for each grade (form) and tier.****

MetriTech will automatically add overage to your order to accommodate any unforeseen increase in student numbers during the testing window.

If you need assistance, please call (800) 747-4868 and ask for WIDA Technical Support. A staff member will be happy to answer any questions you may have.

If one of your schools is not listed, please email or fax your order for that school. Download the 2014 WIDA Order Form located at the bottom left side of your district welcome page on our website. Email the form to MetriTech at wida@metritech.com or call

* Please note that all test materials for your state must be ordered by January 21, 2014.*

MetriTech, Inc.
Phone: 1-800-747-4868
Fax: 1-217-398-5798
wida@metritech.com



Test Materials Ordering

Web-Page Ordering – MetriTech Home

www.metritech.com



MetriTech

- ABOUT US
- SERVICES
- CUSTOMER SUPPORT
- CATALOG
- CLIENT AREA**
- ITEM WRITING
- EMPLOYMENT
- IPI LTD.

NEWS & HIGHLIGHTS

[Guest column](#)

Welcome!

MetriTech is focused on providing the necessary assessment tools and resources to support educators in fulfilling the commitment to develop each student's potential.

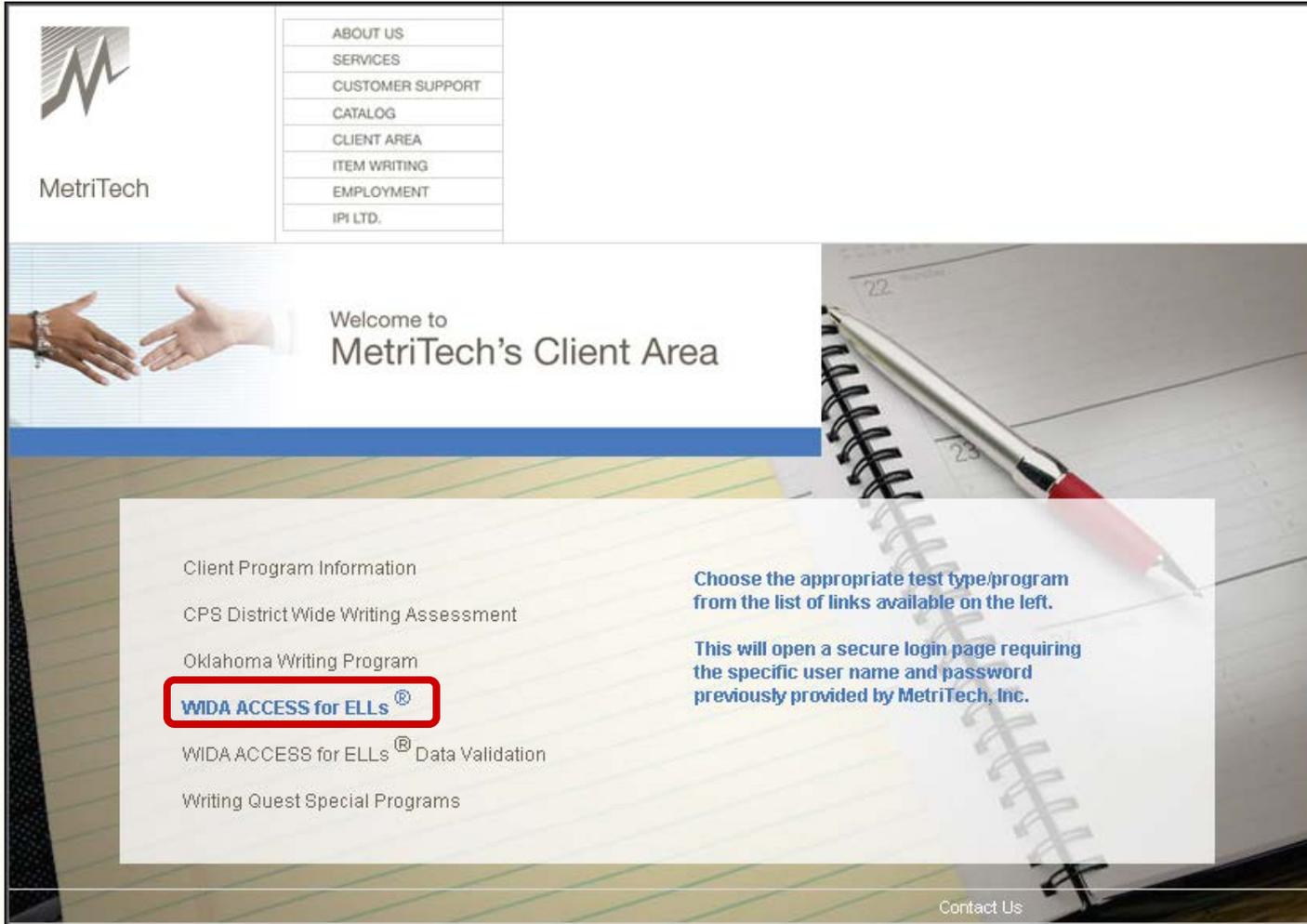
[How we help our clients](#)

Search the MetriTech Site [Glossary of Terminology](#) [Contact Us](#) [Staff](#)



Test Materials Ordering

Web-Page Ordering – Select the Appropriate Test Type




MetriTech

ABOUT US
SERVICES
CUSTOMER SUPPORT
CATALOG
CLIENT AREA
ITEM WRITING
EMPLOYMENT
IPI LTD.

Welcome to
MetriTech's Client Area

Client Program Information

- CPS District Wide Writing Assessment
- Oklahoma Writing Program
- WIDA ACCESS for ELLs[®]**
- WIDA ACCESS for ELLs[®] Data Validation
- Writing Quest Special Programs

Choose the appropriate test type/program from the list of links available on the left.

This will open a secure login page requiring the specific user name and password previously provided by MetriTech, Inc.

Contact Us



Test Materials Ordering

Web-Page Ordering – Select Appropriate Login Section


MetriTech

ABOUT US
SERVICES
CUSTOMER SUPPORT
CATALOG
CLIENT AREA
ITEM WRITING
EMPLOYMENT
IPI LTD.

 Welcome to
MetriTech's Client Area

WIDA ACCESS for ELLS[®]

[Contact and Order Information](#)

[Data Validation](#)

[ACCESS for ELLs Listening Login](#)

Choose the appropriate test type program from the list of links available on the left.

This will open a secure login page requiring the specific user name and password previously provided by MetriTech, Inc.

Contact Us



Test Materials Ordering

Web-Page Ordering – Secure Log In



MetriTech

ABOUT US
SERVICES
CUSTOMER SUPPORT
CATALOG
CLIENT AREA
ITEM WRITING
EMPLOYMENT
IPI LTD.

2013 - 2014 Academic Year: ACCESS for ELLs[®]



Welcome to the
ACCESS for ELLs[®] login page.

Username:

Password:

Login

For security purposes, passwords change each year. District contacts will receive the updated password in an instructional email from MetriTech shortly before each state's ordering window opens.

2013-2014 ACCESS for ELLs[®] - Administration Information & Updates

- [2014 WIDA Order Form.doc](#)
- [2013-14 District and School Test Administration Manual.pdf](#)
- [Student Transfer Form.pdf](#) Used within the state, districts, and schools to record a situation where a student moves within the state before completing the assessment.
- [Overview of Alternate ACCESS.pdf](#)
- [K Inventory Checklist.pdf](#) Used within districts and schools to keep track of the Kindergarten Kit materials as they are transferred among administrators
- [WIDA Accommodations by Assessment Domains.pdf](#) Used to record Accommodations provided by domain during the administration of the assessment.
- [Returning ACCESS for ELLs[®] Test Materials to MetriTech Informational Video](#)

For information about the ACCESS for ELLs[®] and the WIDA Consortium visit www.wida.us

Contact Us



Test Materials Ordering

Web-Page Ordering – Update Information & Place Order

Welcome First

Wednesday, September 18, 2013

[Logout](#)

District Name: Sample District

Contact Information:

Contact Name: First Last

Phone: (555) 555-5555 Ext:

Fax:

Email: first.last@metritech.com

Ship Name: Fake Contact

Shipping Address:

Sample District

789 S. School Street

Sample City, ST 12345

[Edit Your Information](#)

Sample State

Welcome - if you have questions during the ordering process please contact Customer Service by Phone (800.747.4868) or Email (wida@metritech.com).

Order Options

Place/Update Order	View Order
ACCESS for ELLs®	ACCESS for ELLs®
Large Print	Large Print
Alternate ACCESS	Alternate ACCESS



Test Materials Ordering

Web-Page Ordering – Placing an Order

Place or Update Your Order

Sample District

[Return to Your Account Information](#)

ACCESS for ELLs[®]

[Click here if you have no ELL Students](#)

The following is the list of schools within the district.
Please enter the number of booklets needed for each school participating.

**** When placing your order, request only the number of tests needed for each grade (form) and tier. ****
For security purposes the browser will time out in 1 hour. Please save your order before that.

Sort By School Number

Sort By School Name

School Num	School Name	K	1-2 A	1-2 B	1-2 C	3-5 A	3-5 B	3-5 C	6-8 A	6-8 B	6-8 C	9-12 A	9-12 B	9-12 C	Total
9999	Sample School A	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9997	Sample School B	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9998	Sample School C	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0

[Save/Update Order](#)



Test Materials Ordering

Web-Page Ordering – Successful Completion

Place or Update Your Order

Sample District

[Return to Your Account Information](#)

Your order was placed or updated successfully and we have sent you a confirmation email!

[Click Here to Return to the Account Information Page](#)

ACCESS for ELLs[®]

[Click here if you have no ELL Students](#)

The following is the list of schools within the district.
Please enter the number of booklets needed for each school participating.

**** When placing your order, request only the number of tests needed for each grade (form) and tier. ****
For security purposes the browser will time out in 1 hour. Please save your order before that.

Sort By School Number

Sort By School Name

School Num	School Name	K	1-2 A	1-2 B	1-2 C	3-5 A	3-5 B	3-5 C	6-8 A	6-8 B	6-8 C	9-12 A	9-12 B	9-12 C	Total
9999	Sample School A	<input type="text" value="0"/>	0												
9997	Sample School B	<input type="text" value="0"/>	0												
9998	Sample School C	<input type="text" value="0"/>	0												
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0



Test Materials Ordering

Web-Page Ordering – Email Confirmation

Thank you for your 2013 – 2014 Academic Year – ACCESS for ELLs order.

Please review your order via the link provided below. You have until the close of the ordering window to adjust your order.

For your convenience, click below and login to view or update your order.

<https://www.metritech.com/wida>

Key Dates for Your State

10/18/2013 – 11/29/2013
Test Ordering Window

10/18/2013 – 12/10/2013
Pre-ID files to MetriTech

1/11/2014
Schools Receive test materials

1/24/2014 – 3/4/2014
ACCESS for ELLs test window

3/10/2014
All Test Materials Received at MetriTech

5/5/2014 – 5/10/2014
Results to Schools

If you have any questions please contact MetriTech Customer Service at 800.747.4868

Thank you again for ordering.
MetriTech, Inc.



Test Materials Ordering

Web-Page Ordering – Viewing Your Order

Welcome First

Wednesday, September 18, 2013

[Logout](#)

District Name: Sample District

Contact Information:

Contact Name: First Last

Phone: (555) 555-5555 Ext:

Fax:

Email: first.last@metritech.com

Ship Name: Fake Contact

Shipping Address:

Sample District

789 S. School Street

Sample City, ST 12345

[Edit Your Information](#)

[Sample State](#)

Welcome - if you have questions during the ordering process please contact Customer Service by Phone (800.747.4868) or Email (wida@metritech.com).

[Order Options](#)

Place/Update Order	View Order
ACCESS for ELLs®	ACCESS for ELLs®
Large Print	Large Print
Alternate ACCESS	Alternate ACCESS

ACCESS for ELLs®

Below is your current order.

- Sort By School Number
 Sort By School Name

School Num	School Name	K	1-2 A	1-2 B	1-2 C	3-5 A	3-5 B	3-5 C	6-8 A	6-8 B	6-8 C	9-12 A	9-12 B	9-12 C	Total
9999	Sample School A	0	0	2	1	3	1	1	2	0	0	2	1	3	16
9997	Sample School B	3	1	1	0	0	0	0	0	0	0	0	0	0	5
9998	Sample School C	0	0	0	2	4	2	2	0	0	0	0	0	0	10
Total		3	1	3	3	7	3	3	2	0	0	2	1	3	31



Step 3 - Test Materials Ordering

If you cannot order ACCESS for ELLs materials through the web, use the WIDA Order Form link on the MetriTech "Welcome" web page to download the required form.

- Fax it to us at 217.398.5798
 - Email it to wida@metritech.com
- or**
- Call our customer service staff at 800.747.4868 between 8:00 am & 5:00pm CST for assistance.

If you cannot order Large Print or Alternate ACCESS materials through the web, please call our customer service staff for assistance.



Test Materials Ordering

Important Note About Order Quantities

States and districts will be charged for unused test booklets in excess of 15% of the total order. Carefully check your order to ensure that you are only ordering for the population you will be testing.

> 15 % =



Questions About Ordering?



Receipt of Materials

- Once we have received your District's Order and PreID label information, MetriTech will put together a materials package for your District.
- Districts with 10 or more schools participating will receive the materials packaged by school; otherwise, the materials will be packaged by booklet type.
- You will receive one or more boxes. Each box will be identified as containing WIDA Secure Testing Materials and will be numbered – alerting you to the number of boxes you should have received. Cut down and SAVE the boxes for returning the materials to MetriTech.

DO NOT REMOVE OR COVER
WIDA SECURE TESTING MATERIALS
— OPEN IMMEDIATELY —

STATE/DISTRICT BARCODE IN THIS AREA

ST - 1234567
SAMPLE DISTRICT

DO NOT COVER BARCODE

USE THIS SPACE FOR RETURN SHIPPING

RETURN BOX OF
PACKING LIST ENCLOSED

SAVE THIS BOX FOR RETURN SHIPMENT

A sticker like this will be on every box you receive



Receipt of Materials

District Bag

- Box 1 will contain the paperwork for the District and the schools.
- District paperwork is in the first plastic bag. That bag contains the following pages in the order you will see them:
 - Master Materials List – All materials shipped to the district
 - District copy of School Materials Lists (district overage will be the first sheet)
 - Optional Services Order Form
 - Internal Tracking Security Check List
 - Documentation of Materials Not Returned
 - Additional Materials Order Form
 - Agreement to Maintain Confidentiality Information
 - Agreement to Maintain Confidentiality Letter (Follow state guidelines for retention)
 - District School Header Sheet (for materials to be scored)
 - Unused & Non Scorable Testing Materials Header Sheet
 - District and School Test Administration Manual
 - Schedule & Special Instructions for your state



Receipt of Materials

District Bag

Master Materials List

- Details all materials sent to district
- Use to verify that all listed materials have been received
- If you are missing materials, contact MetriTech at 800.747.4868 or email at wida@metritech.com, and we will immediately ship the missing materials.

State – Academic Year 2013 - 2014 – ACCESS for ELLs®

Master Materials List

State / District Code:

District Name:

Address:

City/State/Zip:

Contact Name:

Item	Total
Master Materials List	
District Materials Lists (District Overage)	
School Materials Lists (District Copy)	
Test Security Policy	
Agreement to Maintain Confidentiality	
Order Form – Optional Services and Reports	
Materials Not Returned	
Additional Materials Order Form	
School Headers*	
Unused Materials Headers*	
District/School Test Coordinator Directions*	
PreID Instructions/Labels*	If Ordered**
Return Shipping Instructions Bag	
School Bags	

**Distributed in each school bag*

Grade	Test Booklets	Administrator's Scripts	Administrator's Manuals	Kits
Kindergarten				

**Kindergarten Kits contain Student Storybook, Packet of Cue Cards, Card Pouch Booklet, and Activity Board*

Grade	Test Booklets	Listening CDs	Administrator's Scripts	Speaking Flip Charts
1-2 Tier A				
1-2 Tier B				
1-2 Tier C				
3-5 Tier A				
3-5 Tier B				
3-5 Tier C				
6-8 Tier A				
6-8 Tier B				
6-8 Tier C				
9-12 Tier A				
9-12 Tier B				
9-12 Tier C				



Receipt of Materials

District Bag

District Materials List (Overage)

- Details quantity of overage for district
- Your district will receive 10% overage for all materials ordered

State – Academic Year 2013 – 2014 – ACCESS for ELLs®

District Materials List State Code/District Code:

District Name:

**** OVERAGE MATERIALS ****

Grade	Test Booklets	Administrator's Scripts	Administrator's Manuals	Kits*
Kindergarten				

*Kindergarten Kits contain Student Storybook, Packet of Cue Cards, Card Pouch, and Activity Board

Grade	Test Booklets	Listening CDs	Administrator's Scripts	Speaking Flip Charts
1-2 Tier A				
1-2 Tier B				
1-2 Tier C				
3-5 Tier A				
3-5 Tier B				
3-5 Tier C				
6-8 Tier A				
6-8 Tier B				
6-8 Tier C				
9-12 Tier A				
9-12 Tier B				
9-12 Tier C				



Receipt of Materials

District Bag

School Materials List(s)

- One Material List representing each school's order
- The ratio of CDs scripts and flip charts is **1** per **8** student test booklets ordered for grades 1 through 12 and **1** per **15** for kindergarten students

NOTE: Alternate ACCESS test materials will arrive in separate boxes with separate paperwork

State – Academic Year 2013 - 2014 – ACCESS for ELLs®

School Materials List State / District Code:

District Name:

School Name:

<i>Grade</i>	<i>Test Booklets</i>	<i>Administrator's Scripts</i>	<i>Administrator's Manuals</i>	<i>Kits*</i>
Kindergarten				

*Kindergarten Kits contain Student Storybook, Packet of Cue Cards, Card Pouch, and Activity Board

<i>Grade</i>	<i>Test Booklets</i>	<i>Listening CDs</i>	<i>Administrator's Scripts</i>	<i>Speaking Flip Charts</i>
1-2 Tier A				
1-2 Tier B				
1-2 Tier C				
3-5 Tier A				
3-5 Tier B				
3-5 Tier C				
6-8 Tier A				
6-8 Tier B				
6-8 Tier C				
9-12 Tier A				
9-12 Tier B				
9-12 Tier C				



Receipt of Materials

District Bag

Optional Services Order Form

- Order additional copies of provided reports

Issue Purchase Orders to:
 MetriTech, Inc.
 4106 Fieldstone Rd.
 P.O. Box 6479
 Champaign, IL 61826-6479
 Phone: (800) 747-4868
 Fax: (217) 398-5798



MetriTech, Inc.

Academic Year 2013 - 2014 – ACCESS for ELLs®
ORDER FORM – OPTIONAL SERVICES AND REPORTS
Fax this form or return it with your completed test materials.

Date: _____ State: _____
 District Name: _____ District Code: _____
 Contact Name: _____ PO #: _____
 Phone #: _____ Authorizing Signature: _____
 Credit Card #: _____ Exp. Date: ____/____/____

Check Box	Qty.	Service	Charge
<input type="checkbox"/>	1	ACCESS for ELLs results can be accessed electronically FREE using MetriTech's secure web site beginning in 2011-2012. Requests for CD-ROMs received prior to the shipment of reports for your state will be provided at no charge. A \$50 service fee plus a \$50 Late Request fee and shipping charges will be applied to all requests received after reports are shipped to districts. Refer to ** Please note* at the bottom of this form.	FREE
<input type="checkbox"/>	1	CD-ROM	

Check Box	Qty.	Service	Flat Charge +	Per Student Charge x	Est. # of Students =	Estimated Charges
<input type="checkbox"/>		Addl. Copy of Parent/Guardian Report (Note: One copy per student is included in the per student price.)	\$75.00	\$0.25 per student		
<input type="checkbox"/>		Addl. Copy of Teacher Report (Note: One copy per student is included in the per student price.)	\$75.00	\$0.25 per student		
<input type="checkbox"/>		Addl. Copy of School Roster Report (Note: One copy is included in the per student price.)	\$75.00	\$0.25 per page		
<input type="checkbox"/>		Addl. Copy of School Frequency Report (Note: One copy is included in the per student price.)	\$75.00	\$0.25 per page		
<input type="checkbox"/>		Addl. Copy of District Frequency Report (Note: One copy is included in the per student price.)	\$75.00	\$0.25 per page		
<input type="checkbox"/>		Student Report Labels	\$75.00	\$0.25 per student		

*** Please note:** A \$50 service fee will be applied to all optional report orders received after reports are shipped. If reports are lost or misplaced by district or school personnel and MetriTech can provide proof of delivery, districts will be invoiced a \$150 flat fee plus 25¢ per page for replacement reports. Shipping fees will also be applied.

* Service Fee (if applicable):	
TOTAL:	

The "TOTAL" figure is an estimate. Your district will be billed for the actual number of students for which test booklets were scored. Make a copy of this order form for your records.

State: _____

Issue Purchase Orders to:
 MetriTech, Inc., 4106 Fieldstone Rd., P.O. Box 6479, Champaign, IL 61826-6479, Phone: (800) 747-4868, Fax: (217) 398-5798



Receipt of Materials

District Bag

Additional Materials Order Form

- District can fax or call with additional materials orders
- Schools are required to order through their district

State – ACCESS for ELLs[®]

Academic Year 2013 - 2014 – Additional Materials Order Form

State:

Contact Name:

Phone Number:

E-mail Address:

District Name:

District Number:

Ship Address:

City/State/Zip:

Send address changes to WIDA Support at MetriTech, Inc.
Phone: (800) 747-4868 Fax: (217) 398-5798 E-mail: wida@metritech.com

The test coordinator can make requests for additional materials with up to **two weeks** left in the testing window. Please use all materials from the coverage before requesting additional materials from MetriTech, Inc. Please wait and order all additional materials at the same time.

<i>Grade</i>	<i>Test Booklets</i>	<i>Administrator's Scripts</i>	<i>Administrator's Manuals</i>	<i>Kits</i>
Kindergarten				

<i>Grade</i>	<i>Test Booklets</i>	<i>Listening CD</i>	<i>Recording Script</i>	<i>Administrator's Scripts</i>	<i>Speaking Flip Charts</i>
1-2 Tier A					
1-2 Tier B					
1-2 Tier C					
3-5 Tier A					
3-5 Tier B					
3-5 Tier C					
6-8 Tier A					
6-8 Tier B					
6-8 Tier C					
9-12 Tier A					
9-12 Tier B					
9-12 Tier C					



Receipt of Materials

District Bag

Agreement to Maintain Confidentiality

- Explanation of the agreement



State Test Security Policy

Spring 2014

The goal of the WIDA Consortium in addressing test security is to maintain the integrity of ACCESS for ELLs®, a copyrighted test of English language proficiency for students K-12.

Because ACCESS for ELLs® is a secure test, all who interact with the test itself, including all Coordinators and all Test Administrators, must sign the enclosed *AGREEMENT TO MAINTAIN CONFIDENTIALITY*.

Please make copies as necessary. All completed copies should be maintained in the district files in case of a possible future audit.

Thank you,

WIDA Consortium



Receipt of Materials

District Bag

Agreement to Maintain Confidentiality Letter

- Should be signed by everyone in contact with test materials
- Make copies as required
- Stays at the district – do not return to EED or MetriTech



Test Security Agreement 2013-2014

Level 4 Test Administration Personnel: test administrators, proctors, room supervisors, and/or qualified assessors

School and district personnel responsible for test administration shall read and sign a Test Security Agreement (TSA), on a form provided by the Alaska Department of Education & Early Development, affirming that they will follow the test administration procedures required by the department and the test publisher. This form must be signed annually and must be on file prior to receiving any test materials and/or administering any tests. 4 AAC.06.765 (f)(1); 4 AAC.06.761 (c)

Directions:

- Please fill out the identification section accurately.
- Read each statement carefully and initial each line to indicate that you agree to follow these procedures in the context of your role(s).
- If a line does not apply to you, please indicate by writing N/A.
- Please sign your full name and date the form.

Identification

Name (Last, First MI): _____
 District: _____
 School/Site: _____

Testing Role (check all that apply)

Level 4: Classroom	___ English Language Proficiency (ACCESS) Test Administrator
<i>The district test coordinator or associate test coordinator shall assign as many test administrators or proctors to each school test center as necessary to ensure adequate supervision or monitoring of students taking the assessment.</i>	___ Alternate Assessment (AA) Qualified Assessor
	___ High School Graduation Qualifying Exam (HSGQE) Proctor
	___ Standards Based Assessment (SBA) Test Administrator
	___ WorkKeys Room Supervisor (1-25 students)
	___ WorkKeys Proctor (26-50 students)

Note: If a district employee has a signed Level 1-3 TSA on file it is not necessary to sign a Level 4 TSA.



Receipt of Materials

District Bag

School Header Sheet

- Placed on top of materials to be scored
- Each school receives this header – district has a master copy
- Make copies as required

State – Academic Year 2013 - 2014 – Access for ELLs®

School Header Sheet
Place on top of materials to be scored

****Only students for this Form and School should be under this header.****

State:
District:
School:
Students will be reported under this school

Tier A	Tier B	Tier C
-----------	-----------	-----------

MARK ONE TIER ONLY

K	1-2	3-5	6-8	9-12
---	-----	-----	-----	------

MARK ONE GRADE CLUSTER ONLY

Count

--	--	--

NUMBER OF DOCUMENTS

OFFICE USE ONLY		

OFFICE USE ONLY			
BH		YH	

Make Copies As Needed



Receipt of Materials

District Bag

Unused & Non Scorable Header Sheet

Place the following under this header:

- CDs, Scripts & Speaking Flip Charts
- Unused Test Booklets
- DO NOT SCORE Test Booklets

State - Academic Year 2013 - 2014 - ACCESS for ELLs®

UNUSED & NON SCORABLE TESTING MATERIALS

- Kindergarten Ancillary Kit bag containing activity board, picture cue cards, card pouch, and storybook
- Kindergarten Test Administration Manual
- Test Administrator's Scripts
- Listening Test CDs (including Listening Recording Script)
- Speaking flip charts (including large print)
- Unused test books (including large print)
- Completed or partially completed test books that you do not want to be scored

NOTE: Test books that you do not want scored be marked
DO NOT SCORE on the front cover of the book.

NOTE: Test books that require suppression of scores for one or more domains should go behind a School Header Sheet for processing.

State

ST

District Number

123456

District Name

Sample District

Make Copies As Needed

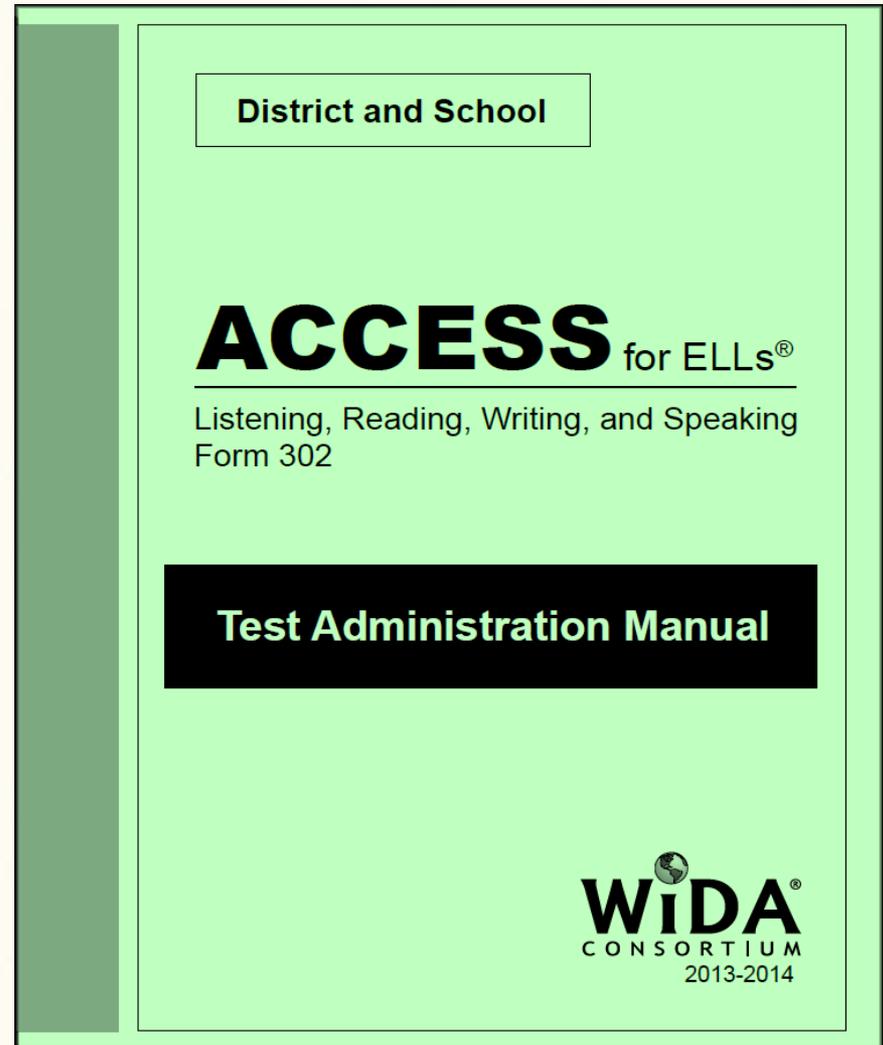


Receipt of Materials

District Bag

Test Administration Manual

- Descriptions of materials and directions of materials handling are in this manual



Receipt of Materials

District Bag

State Schedule and Special Instructions

- Located in the front cover of each District and School Test Administration Manual
- Provides the schedule for your state
- Details special instructions from your state

Testing Schedule for **Sample State** 2013 – 2014 Academic Year

Task	Start Date	End Date
Test Window	01/03/14	02/10/14
Additional Materials Deadline		01/27/14
Districts Pack Completed Material	02/10/14	02/16/14
Districts Ship Completed Material to MT		02/16/14
All Materials Received at MT		02/20/14
Data Validation Window	03/21/14	03/30/14
Reports Shipped to Districts	04/18/14	04/20/14

Special Instructions for Bubbling Demographic Information:

If you have an ACCESS pre-id label, bubble in the following on the test booklet:

- Do Not Score This Section For This Student: Only as it applies to the LEP student: Absent, Invalid, Declined and Deferred Special Education

If you do not have an ACCESS pre-id label or incorrect label, bubble in the following on the test booklet:

- Bubble in all the information on the test booklet



Return Instructions

- The second plastic bag contains return instructions for the District
- After familiarizing yourself with the materials in the bag, move them to a safe place until testing is complete for your District and you are ready to begin the return process
- The bag contains:
 - Return Shipping Instructions – 2-sided document
 - District Packing Instructions – 2-sided document
 - RS – UPS Return Instructions and RS Labels for shipping



Return Instructions

District Shipping Form

Shipping Form

State: ST
District: Sample District 123456
Contact: Jane Smith

Number of boxes being returned

Date Shipped: ____ / ____ / ____

Signature of responsible party _____

print name here _____

Telephone (____) ____ - ____

Place this completed form in the top of Box 1.

Make a copy of this form for your records.

See Return Shipping Instructions on other side.

RETURN SHIPPING INSTRUCTIONS

1. **Prepare materials for shipping.** Follow the *Return Materials Packing Instructions*.
2. **Pack testing materials in boxes.** Follow the *Return Materials Packing Instructions*.
3. **Complete the DO NOT REMOVE OR COVER label** on the outside of the original shipping box(es).

The diagram shows a rectangular shipping label with a black border. At the top, it says "DO NOT REMOVE OR COVER" in bold. Below that, it says "WIDA SECURE TESTING MATERIALS" and "— OPEN IMMEDIATELY —". There is a line for "STATE/DISTRICT BARCODE IN THIS AREA". Below that, it says "USE THIS SPACE FOR RETURN SHIPPING". At the bottom, there are three sections: "RETURN BOX [] OF []", "PACKING LIST ENCLOSED []", and "SAVE THIS BOX FOR RETURN SHIPMENT". Arrows labeled "A" and "B" point to the "RETURN BOX" and "PACKING LIST ENCLOSED" sections respectively.

In the bottom area marked USE THIS SPACE FOR RETURN SHIPPING:
A) Complete the RETURN BOX ____ OF ____ section. (i.e. Box 1 of 3, Box 2 of 3, Box 3 of 3)

B) Mark the PACKING LIST ENCLOSED box on the label of the shipping box that contains the packing lists.

4. **Complete the Shipping Form** on the back of this sheet. Place in the top of Box #1.
5. **Apply the UPS RS labels.** Follow the instructions on the *Returning Materials to MetriTech* sheet (bright green).

Fill out the District Shipping Form on other side.



Return Instructions

Packing Instructions

Academic Year 2013-2014 – ACCESS for ELLs®

STEP ONE

Under the *Unused and Non Scorable Testing Materials* (cherry) form place:

- Test Administrator's Scripts
- Kindergarten Test Administration Manual
- Speaking flip charts (including large print)
- Unused test books (including large print)
- Kindergarten Ancillary Kit bag containing activity board, picture cue cards, card pouch, and storybook
- Completed or partially completed test books that you do not want to be scored; for example, the test was spoiled, the student moved, or the test was given in error.

NOTE: Test books that you do not want scored should be marked **DO NOT SCORE** on the front cover of the book.

NOTE: Test books that require suppression of scores for one or more domains (see directions in Test Administration Manual for *Do Not Score This Section for This Student*) should go behind a (blue) *School Header Sheet* for processing.

STEP TWO

Plastic Bags (12x15)

- Use these bags to protect scorable test books (test books behind the (blue) *School Header Sheet* during shipment.
- Place the tests into the bag with the *School Header Sheet* (blue) on top.
- Bags will hold up approximately 20-30 test books (60 kindergarten test books).
- More than one header with test books can go in a bag. (e.g. header with 10 test books, header with 8 test books, and header with 6 test books can all go in one bag.)
- More than one school can go in a bag. (e.g. header for Big HS with 19 test books and header for Little HS with 4 test books can all go in one bag.)
- If there are more tests than can fit in the bag, make a header for each bag.

STEP THREE

Packing

- Use the box/boxes that you received test materials in to return test materials.
- **DO NOT USE** copy paper boxes or similar lightweight boxes.
- **DO NOT USE** overly large size boxes.
- Place the unused and non scorable test materials in the bottom of the box or in the last box/boxes.
- Place the *Unused and Non Scorable Testing Materials* (cherry) form on top.
- Place the plastic bags of scorable material in the box/boxes.
- Place any paper work in the top of Box 1.

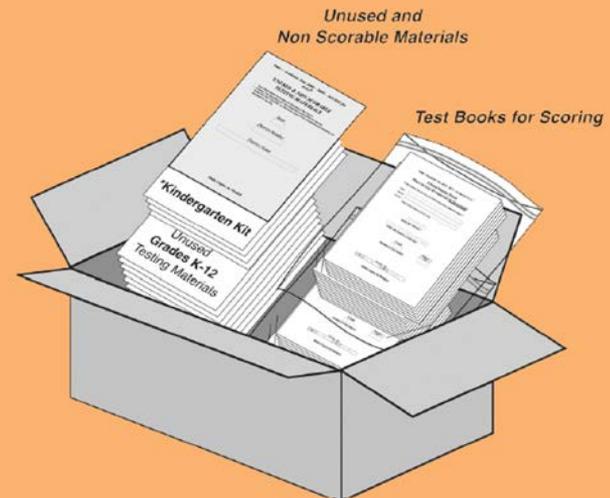
See other side.

Academic Year 2013-2014 – ACCESS for ELLs®

STEP FOUR

Closing the box/boxes

- Follow the directions on the *Return Shipping Instructions* (bright blue) form and complete the *Shipping Form* (bright blue) with the number of boxes being returned, date shipped, signature of the responsible party, and telephone number.
- Place in the top of Box 1.
- If box is not full, fill empty spaces with enough packing material to prevent crushing during shipping.
- Use packing tape on the top and bottom of the box to seal box securely and prevent it from opening during shipping.
- Follow the instructions on your *Return Materials to MetriTech* (bright green) memo to attach the UPS RS label and arrange for pick-up by UPS.



See other side.



Return Instructions

UPS Return Instructions

RS Return Labels

- One for each box to be returned

TEST COORDINATOR II SAMPLE SCHOOL DISTRICT 4000 FIELDSTONE ROAD CHAMPAIGN IL 61822	10 LBS 1 OF 1 RS
SHIP TO: DICK DUNN (217) 398-4868 METRITECH, INC. 4106 FIELDSTONE ROAD CHAMPAIGN IL 61822	 IL 618 2-22 
UPS GROUND TRACKING #: 1Z 600 543 90 5690 8636	
	
BILLING: PIP DESC: TEST MATERIALS RETURN SERVICE	
UOW 8.0.14 MP LaserJet 4.00.1A.10/2008	

RETURNING MATERIALS TO METRITECH

Using the UPS Return Service (RS) Label

Your district should have one UPS RS Label for each box being returned.



The sample label shows the following information: 5 LBS 1 OF 1, SHIP TO: METRITECH, 4106 FIELDSTONE ROAD, CHAMPAIGN IL 61822, QR code, IL 618 2-20, UPS GROUND, TRACKING #: 1Z 600 543 90 5690 8636, and a large 'SAMPLE' watermark.

- Remove the backing from the label, and place the label over the original shipping label only. The original shipping label must be covered or crossed out so that the UPS scanner cannot read the bar code information displayed on the label.
- If the district/school does not have regular UPS service, call 1-800-823-7459 and arrange an RS pick-up. (You will need an RS tracking number to complete this process.) The teller will need the following information:
 - The phone number of the location where the shipment will be picked up.
 - The address of the location where the shipment will be picked up.
 - The RS tracking number on the package(s) being picked up.The teller should also ask if the shipment is ready to be picked up and what time the location closes.
- Box(es) should be picked up within 48 hours.
- Please make sure the shipment was picked up.

Questions? Contact MetriTech at 1-800-747-4868.



School Bag(s)

- Each school will have its own plastic bag which should be forwarded to the school with their test materials
- Each bag contains the following:
 - School Materials List – one for each school
 - School Header Sheet
 - Unused & Non Scorable Header Sheet
 - Internal Tracking Security Checklist
 - District & School Test Administration Manual
 - Schedule & Special Instructions for your state
 - Pre-ID Header (if District has provided Pre-ID data)
 - Pre-ID labels – sorted by grade, then alpha by student last name, first name, MI, birth date



School Bag(s)

School Materials List

- Details the school's materials

State – Academic Year 2013 - 2014 – ACCESS for ELLs®

School Materials List

State / District Code:

District Name:

School Name:

Grade	Test Booklets	Administrator's Scripts	Administrator's Manuals	Kits*
Kindergarten				

*Kindergarten Kits contain Student Storybook, Packet of Cue Cards, Card Pouch, and Activity Board

Grade	Test Booklets	Listening CDs	Administrator's Scripts	Speaking Flip Charts
1-2 Tier A				
1-2 Tier B				
1-2 Tier C				
3-5 Tier A				
3-5 Tier B				
3-5 Tier C				
6-8 Tier A				
6-8 Tier B				
6-8 Tier C				
9-12 Tier A				
9-12 Tier B				
9-12 Tier C				



School Bag(s)

School Header Sheet

- Each school's books should be sorted by Grade-Cluster and Tier
- One clearly marked header should be placed on top of each pile of sorted books
- Only books for scoring should be placed under this header
- Make copies as needed

State – Academic Year 2013 - 2014 – Access for ELLs®

School Header Sheet
Place on top of materials to be scored

****Only students for this Form and School should be under this header.****

State:

District:

School:
Students will be reported under this school

Tier A

Tier B

Tier C

MARK ONE TIER ONLY

K

1-2

3-5

6-8

9-12

MARK ONE GRADE CLUSTER ONLY

Count

--	--	--

NUMBER OF DOCUMENTS

OFFICE USE ONLY		

OFFICE USE ONLY

BH		YH	
----	--	----	--

Make Copies As Needed



School Bag(s)

Unused & Non Scorable Header Sheet

- All Non Scorable material should be sorted out for the school
- One clearly marked header should be placed on top of this complete pile of materials
- Any test booklets under this header should be unused or clearly marked DO NOT SCORE

State - Academic Year 2013 - 2014 - ACCESS for ELLs[®]

UNUSED & NON SCORABLE TESTING MATERIALS

- Kindergarten Ancillary Kit bag containing activity board, picture cue cards, card pouch, and storybook
- Kindergarten Test Administration Manual
- Test Administrator's Scripts
- Listening Test CDs (including Listening Recording Script)
- Speaking flip charts (including large print)
- Unused test books (including large print)
- Completed or partially completed test books that you do not want to be scored

NOTE: Test books that you do not want scored be marked
DO NOT SCORE on the front cover of the book.

NOTE: Test books that require suppression of scores for one or more domains should go behind a School Header Sheet for processing.

State

ST

District Number

123456

District Name

Sample District

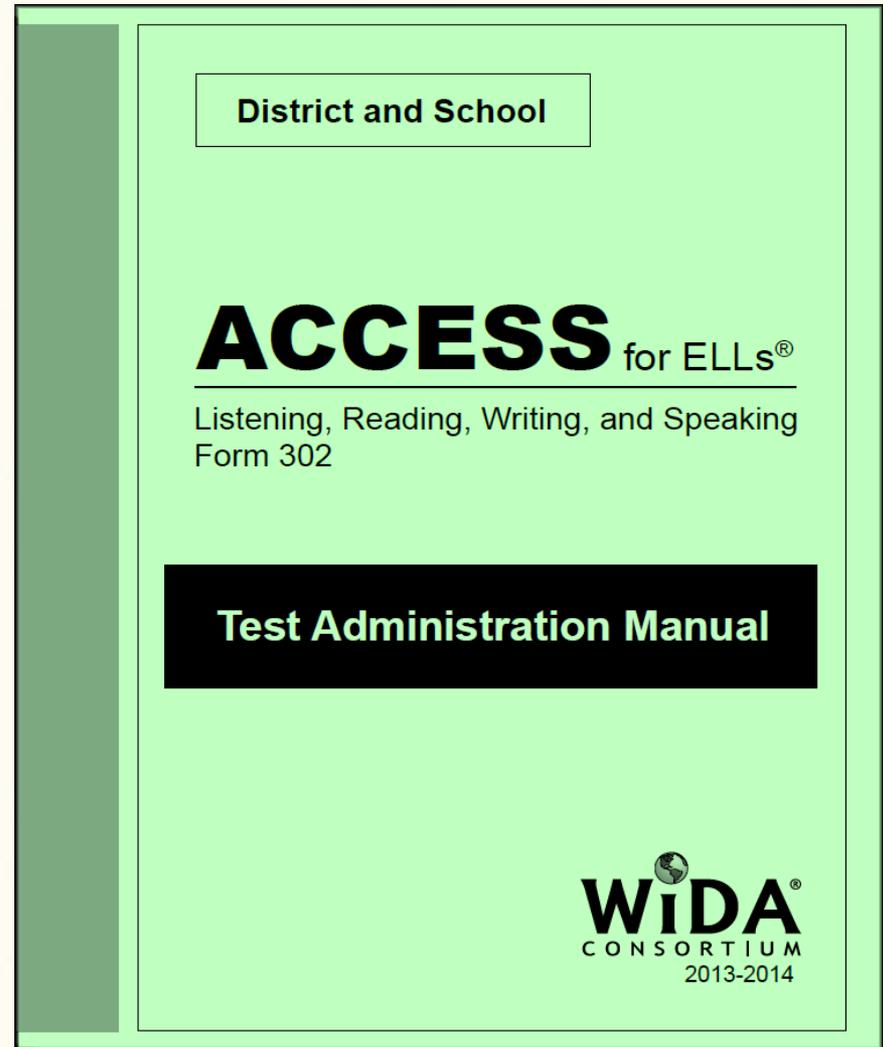
Make Copies As Needed



School Bag(s)

Test Administration Manual

- Descriptions of materials and directions of materials handling are in this manual



School Bag(s)

State Schedule and Special Instructions

- Located within the front cover of every district/school Test Administration Manual
- Highlights the test schedule
- Details special instructions as dictated by the state for all participants

Testing Schedule for **Sample State** 2013 – 2014 Academic Year

Task	Start Date	End Date
Test Window	01/03/14	02/10/14
Additional Materials Deadline		01/27/14
Districts Pack Completed Material	02/10/14	02/16/14
Districts Ship Completed Material to MT		02/16/14
All Materials Received at MT		02/20/14
Data Validation Window	03/21/14	03/30/14
Reports Shipped to Districts	04/18/14	04/20/14

Special Instructions for Bubbling Demographic Information:

If you have an ACCESS pre-id label, bubble in the following on the test booklet:

- Do Not Score This Section For This Student: Only as it applies to the LEP student: Absent, Invalid, Declined and Deferred Special Education

If you do not have an ACCESS pre-id label or incorrect label, bubble in the following on the test booklet:

- Bubble in all the information on the test booklet



School Bag(s)

School's Pre-ID Labels

- Pre-ID labels contain the name, grade, and other pertinent information about individual students
- One label will be received for each Student Test Booklet
- The labels should be checked to be sure that the displayed information is correct

Name : LAST NAME, FIRST NAME O District: 0001 - SAMPLE 0 DISTRICT School: 0001 - SAMPLE 0000 L Student ID's - State: 1234567 District: 1111111 10843662 Gender - Grade: M - 0 Birth Date: 01/01/2005	Name : LAST NAME, FIRST NAME P District: 0001 - SAMPLE 0 DISTRICT School: 0001 - SAMPLE 0000 L Student ID's - State: 1234561 District: 2222222 10843669 Gender - Grade: F - 1 Birth Date: 02/02/2004
Name : LAST NAME, FIRST NAME Q District: 0001 - SAMPLE 0 DISTRICT School: 0001 - SAMPLE 0000 L Student ID's - State: 1234562 District: 3333333 10843676 Gender - Grade: M - 2 Birth Date: 03/03/2003	Name : LAST NAME, FIRST NAME R District: 0001 - SAMPLE 0 DISTRICT School: 0001 - SAMPLE 0000 L Student ID's - State: 1234563 District: 4444444 10843683 Gender - Grade: F - 3 Birth Date: 04/04/2002
Name : LAST NAME, FIRST NAME S District: 0001 - SAMPLE 0 DISTRICT School: 0001 - SAMPLE 0000 L Student ID's - State: 1234564 District: 5555555 10843690 Gender - Grade: M - 4 Birth Date: 05/05/2001	Name : LAST NAME, FIRST NAME T District: 0001 - SAMPLE 0 DISTRICT School: 0001 - SAMPLE 0000 L Student ID's - State: 1234565 District: 6666666 10843697 Gender - Grade: F - 5 Birth Date: 06/06/2000
Name : LAST NAME, FIRST NAME U District: 0001 - SAMPLE 0 DISTRICT School: 0001 - SAMPLE 0000 L Student ID's - State: 1234566 District: 7777777 10843704 Gender - Grade: M - 6 Birth Date: 07/07/1999	Name : LAST NAME, FIRST NAME V District: 0001 - SAMPLE 0 DISTRICT School: 0001 - SAMPLE 0000 L Student ID's - State: 1234567 District: 8888888 20843705 Gender - Grade: F - 7 Birth Date: 08/08/1998
Name : LAST NAME, FIRST NAME W District: 0001 - SAMPLE 0 DISTRICT School: 0001 - SAMPLE 0000 L Student ID's - State: 1234568 District: 9999999 30843706 Gender - Grade: M - 8 Birth Date: 09/09/1997	Name : LAST NAME, FIRST NAME X District: 0001 - SAMPLE 0 DISTRICT School: 0001 - SAMPLE 0000 L Student ID's - State: 1234569 District: 0000000 40843707 Gender - Grade: F - 9 Birth Date: 10/10/1996
Name : LAST NAME, FIRST NAME Y District: 0001 - SAMPLE 0 DISTRICT School: 0001 - SAMPLE 0000 L Student ID's - State: 1234670 District: 0000000 50843708 Gender - Grade: M - 10 Birth Date: 11/11/1995	Name : LAST NAME, FIRST NAME Z District: 0001 - SAMPLE 0 DISTRICT School: 0001 - SAMPLE 0000 L Student ID's - State: 1234671 District: 0000000 60843719 Gender - Grade: F - 11 Birth Date: 12/12/1994
Name : LAST NAME, FIRST NAME A District: 0001 - SAMPLE 0 DISTRICT School: 0001 - SAMPLE 0000 L Student ID's - State: 1234672 District: 0000000 70843710 Gender - Grade: M - 12 Birth Date: 01/01/1993	Name : LAST NAME, FIRST NAME B District: 0001 - SAMPLE 0 DISTRICT School: 0001 - SAMPLE 0000 L Student ID's - State: 1234673 District: 0000000 80843711 Gender - Grade: F - 12 Birth Date: 02/02/1993



Test Materials

Test Books, Scripts, CDs & Flip Charts

- Test materials arrive 3 weeks before the test window opens and will be grouped by grade cluster and tier (K-Kits are bagged to keep parts together). Listening CDs (new for 2014) will be packaged with the appropriate grade cluster
- Districts receive the exact number of materials ordered, plus 10% overage.
- Large print materials will be packaged with the standard ACCESS test materials
- Alternative ACCESS test materials will arrive in separate boxes with their own paperwork



Questions About Received Materials?



School Bag(s)

Distribution of Materials

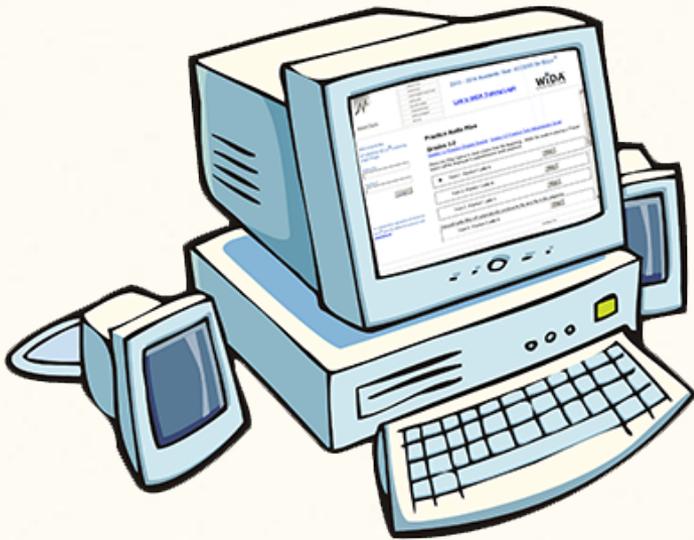
- After confirming all materials have arrived and your District has what it needs to administer ACCESS, materials should be distributed to the schools for testing
- Districts and schools must follow the same security guidelines in place for all state-mandated secure assessments – you must confirm that your district has received all serial bar coded test materials assigned to you
- Districts will then distribute the test materials and the school plastic bags to each participating school – assigning serial numbered booklets to each school



Test Administration

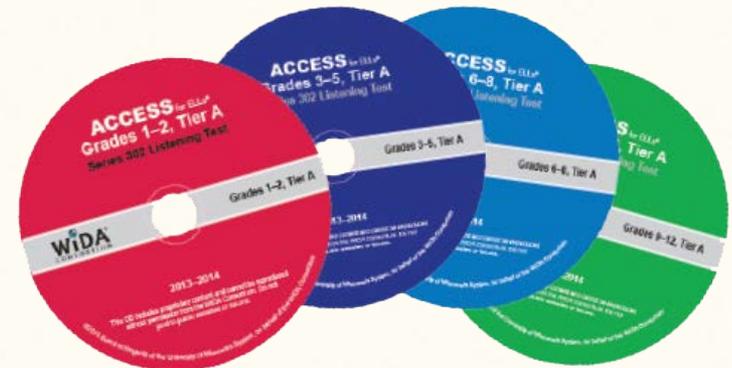
New Listening Test Options for 2014

The **Listening Test** is now administered via CD or Web Streaming



Web Streaming via MetriTech's web site

www.metritech.com/wida/listening/login.aspx



Use the provided CD to play the recording on a PC or CD Player



Test Administration

Streaming the Listening Test on the Web

The screenshot shows the MetriTech website interface. At the top left, it says "Welcome to MetriTech's Client Area". A navigation menu includes links for ABOUT US, SERVICES, CUSTOMER SUPPORT, CATALOG, CLIENT AREA, ITEM WRITING, EMPLOYMENT, and IPI LTD. The main content area features the MetriTech logo and a "2013 - 2014 Academic Year: ACCESS for ELLs®" banner. A red box highlights a "Link to WIDA Training Login" button. Below this is a "WIDA ACCESS for ELLs®" section with links for "Contact and Order Information", "Data Validation", and "ACCESS for ELLs Listening Login" (also highlighted with a red box and an arrow pointing to the login form). The login form includes fields for "Username:" and "Password:" with a "Login" button. To the right, under "Practice Audio Files", there is a section for "Grades 1-2" with links for "Grades 1-2 Practice Student Booklet" and "Grades 1-2 Practice Test Administrator Script". Below this, there are four audio tracks, each with a "Play" button: "Track 1 - Practice 1 Letter A", "Track 2 - Practice 1 Letter B", "Track 3 - Practice 1 Letter C", and "Track 4 - Practice 2 Letter A". A note states: "Grouped audio files will automatically continue to the next file in the sequence." At the bottom right, there is a "Contact Us" link.

Contact MetriTech customer service at 800.747.4868 to receive your username and password.

There are practice items and scripts available for lower and upper grades, passwords will not be required to access the practice items. The link to WIDA's training page is also available here.



Test Administration

Streaming the Listening Test on the Web

Hello Test Administrator [Logout](#)

Select a **grade cluster** from the drop down list to display the audio tracks.

302 Grades 1-2 Tier A

Press the 'Play' button to start a track from the beginning. While the audio is playing a 'Pause' button will be displayed to pause/resume audio playback.

Grouped audio files will automatically play the next file in the sequence.

Follow the instructions in the Test Administrator's Script for administration of this Listening Test.

Track 1 - Practice 1 Letter A

Track 2 - Practice 1 Letter B

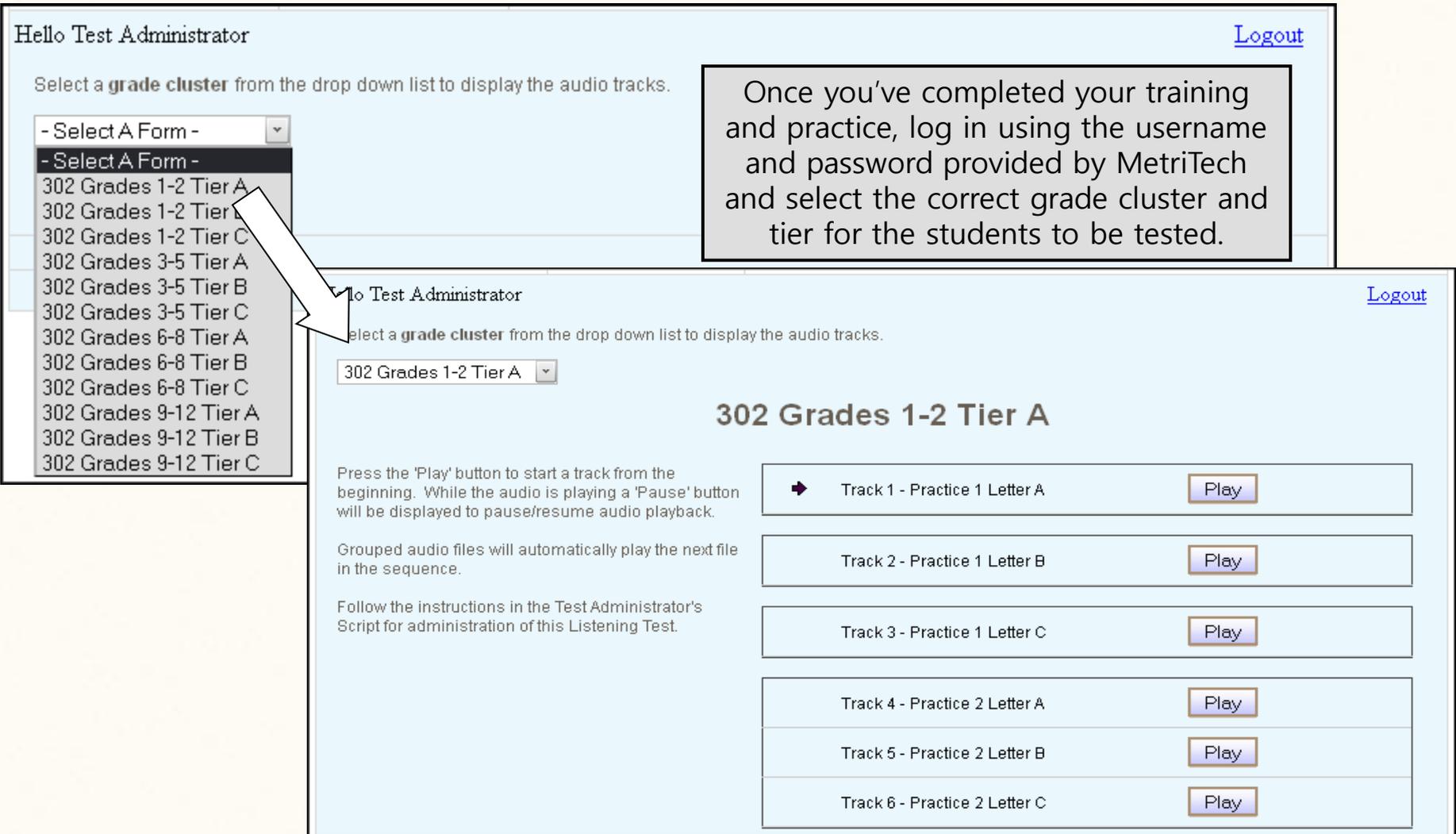
Track 3 - Practice 1 Letter C

Track 4 - Practice 2 Letter A

Track 5 - Practice 2 Letter B

Track 6 - Practice 2 Letter C

Once you've completed your training and practice, log in using the username and password provided by MetriTech and select the correct grade cluster and tier for the students to be tested.



Test Administration

Streaming the Listening Test on the Web

Follow the instructions in the Form 302 Listening, Reading, Writing Script.
Step by step instructions are provided for administering the Listening Test.

Hello Test Administrator [Logout](#)

Select a **grade cluster** from the drop down list to display the audio tracks.

302 Grades 1-2 Tier A

302 Grades 1-2 Tier A

Press the 'Play' button to start a track from the beginning. While the audio is playing a 'Pause' button will be displayed to pause/resume audio playback.

Grouped audio files will automatically play the next file in the sequence.

Follow the instructions in the Test Administrator's Script for administration of this Listening Test.

	Track 1 - Practice 1 Letter A	<input type="button" value="Play"/>	<input type="button" value="Pause"/>
	Track 2 - Practice 1 Letter B	<input type="button" value="Play"/>	
	Track 3 - Practice 1 Letter C	<input type="button" value="Play"/>	
	Track 4 - Practice 2 Letter A	<input type="button" value="Play"/>	
	Track 5 - Practice 2 Letter B	<input type="button" value="Play"/>	
	Track 6 - Practice 2 Letter C	<input type="button" value="Play"/>	

Practice Items require you to select "Play". The CD icon spins as the audio plays.



Test Administration

Streaming the Listening Test on the Web

Follow the instructions in the Form 302 Listening, Reading, Writing Script. **Headphones are not allowed.**

Grouped audio files will automatically continue to the next file in the sequence.

Follow the instructions in the Test Administrator's Script for administration of this Listening Test.

Items will move from 1 track to the next automatically you simply select "Play" for the first item within each group

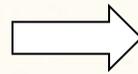
Track 2 - Practice 1 Letter B	Play
Track 3 - Practice 1 Letter C	Play
Track 4 - Practice 2 Letter A	Play
Track 5 - Practice 2 Letter B	Play
Track 6 - Practice 2 Letter C	Play
Track 7 - Part A Number 1	Play
Track 8 - Part A Number 2	Play
Track 9 - Part A Number 3	Play
Track 10 - Part B Number 4	Play
Track 11 - Part B Number 5	Play



Test Administration

Streaming the Listening Test on the Web

Once you've selected "Play" within a group, the "Pause" button and spinning CD appears next to the track currently playing.



Track 4 - Practice 2 Letter A	<input type="button" value="Play"/>	
 Track 5 - Practice 2 Letter B	<input type="button" value="Play"/>	<input type="button" value="Pause"/>
Track 6 - Practice 2 Letter C	<input type="button" value="Play"/>	

If you need to pause during the administration of the test, the "Resume" button will appear.

Track 4 - Practice 2 Letter A	<input type="button" value="Play"/>	
 Track 5 - Practice 2 Letter B	<input type="button" value="Play"/>	<input type="button" value="Resume"/>
Track 6 - Practice 2 Letter C	<input type="button" value="Play"/>	



Test Administration

Listening Test on Compact Disc

The Listening Test CD can be played on any CD player with speakers, or on a desktop or laptop computer. When using a computer, make sure to have working external speakers and that the device meets the minimal technological requirements listed below. Follow the directions in the Form 302 Listening, Reading and Writing Script when administering the Listening Test. **Headphones are not allowed.**

	Macintosh	PC
1998 or Older	Mac LC III or Higher 25 MHz 68030 or Faster 8 Megabytes or More of RAM System 7.1 or Later Double Speed Multi-Session CD-ROM Drive Apple CD-ROM Extension 5.1.1 or Later SoundManager 3.0	IBM Compatible 486 SX 25 MHz or Faster 8 Megabytes or More of RAM Microsoft Windows 3.1 or Higher Double Speed Multi-Session CD-ROM Drive With Enhanced CD Compatible Firmware 8 Bit Sound Card
1999 or Newer	120 MHz PowerPC Macintosh 32 MB or More of Installed RAM Mac OS 8.1 or Later CD-ROM Drive (Blue Book/Multi-Session) Compatible Firmware	166 MHz Pentium PC Processor or Greater 32 MB or More of Installed RAM Microsoft Windows 95 or Higher 16 Bit Sound Card



Test Administration

Pre-ID Labels

- If the label is incorrect, discard the label and bubble in the student information on the front and back covers of the test booklet
- Pre-ID labels that are incorrect or provided for students who will not be tested may be discarded
- Do not cross out or write in information on a Pre-ID label: this does not change any data and causes misinformation when tabulating your students' information



Test Administration

Bubbling Books

Detailed direction to assist you in filling out the student information on test booklets are on pp 19-27 of the Test Administration Manual.

3 DISTRICT NAME S A M P D I S T		SCHOOL NAME B I G H S	
6 NATIVE LANGUAGE S 3 6 7		5 STATE NAME ABBREVIATION X X	
7 RACIAL/ETHNIC GROUP Part 1—Select 1 ethnicity that applies. <input type="checkbox"/> Hispanic/Latino <input checked="" type="checkbox"/> Not Hispanic Part 2—Select ALL races that apply. <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Pacific Islander/Hawaiian <input type="checkbox"/> White		4 DISTRICT NUMBER 9 9 9 9	
8 BIRTH DATE 0 3 1 5 1 9 9 8		9 DATE FIRST ENROLLED U.S. SCHOOL 1 0 0 1 2 0 0 6	
12 GENDER <input type="checkbox"/> M <input type="checkbox"/> F		10 GRADE LEVEL 0 8	
13 IEP STATUS <input type="checkbox"/> Y <input type="checkbox"/> N		11 LENGTH OF TIME IN LEVEL PROGRAM 0 4	
14 TITLE III STATUS <input type="checkbox"/> Y <input type="checkbox"/> N		15 MIGRANT <input type="checkbox"/> Y <input type="checkbox"/> N	
17 STATE STUDENT ID NUMBER 1 2 3 4 5 6 7 8 9		16 504 PLAN <input type="checkbox"/> Y <input type="checkbox"/> N	
18 DISTRICT STUDENT ID NUMBER 6 7 8 9 0 1		22 SCHOOL USE ONLY ACCOMMODATIONS AA <input type="checkbox"/> BR <input type="checkbox"/> CA <input type="checkbox"/> LP <input type="checkbox"/> LV <input type="checkbox"/> PE <input type="checkbox"/> SB <input type="checkbox"/> SF <input type="checkbox"/> TD <input type="checkbox"/> OA <input type="checkbox"/>	
19 STATE DEFINED OPTIONAL DATA		23 SCHOOL USE ONLY BILINGUAL/ESL TYPE NAS <input type="checkbox"/> CAT <input type="checkbox"/> CSE <input type="checkbox"/> DBE <input type="checkbox"/> HLA <input type="checkbox"/> POE <input type="checkbox"/> SEI <input type="checkbox"/> SEN <input type="checkbox"/> TBI <input type="checkbox"/> TWI <input type="checkbox"/>	
20 DISTRICT DEFINED OPTIONAL DATA		24 SCHOOL USE ONLY STATE SUPPORT DELIVERY MODEL NA <input type="checkbox"/> IS <input type="checkbox"/> PO <input type="checkbox"/> PR <input type="checkbox"/> SC <input type="checkbox"/>	
21 Use Not Score This Section For This Student See the District's School Test Administration Manual for detailed instructions. ABS <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> INV <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> DEC <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> SPD <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		RETAILED INSTRUCTIONS FOR COMPLETING ACCOMMODATIONS + BILINGUAL/ESL TYPE + STATE SUPPORT DELIVERY MODEL. CAN BE FOUND IN THE DISTRICT'S SCHOOL TEST ADMINISTRATION MANUAL.	

3 DISTRICT NAME AND SCHOOL NAME

Starting at the left, print the district name, putting one letter or number in each box.
Starting at the left, print the school name, putting one letter or number in each box.

4 DISTRICT NUMBER AND SCHOOL NUMBER

Starting at the left, print the district number, putting one number or letter in each box.
Starting at the left, print the school number, putting one number in each box.

5 STATE NAME ABBREVIATION

Print the two-letter state name abbreviation for your state.

6 NATIVE LANGUAGE

Starting at the left, print the student's native language (as defined by your state), putting one letter or number in each box. If the native language code provided by your state does not fill all boxes, please start at the left and leave the last box(es) blank.

7 RACIAL/ETHNIC GROUP

Part 1: select one ethnicity that applies for the student.
Part 2: select all races that apply for the student.

8 BIRTH DATE

Starting at the left, print the student's birth date in the boxes at the top. For example, if the student's birth date is March 15, 1998, print 03151998 (03 for March [MM], 15 for the day [DD], and 1998 for the year [YYYY]).

Use only numbers in the top boxes and do not use abbreviations.
Completely fill in the numbered boxes below each number in the Birth Date.

9 DATE FIRST ENROLLED U.S. SCHOOL

Starting at the left, print the date the student enrolled in a U.S. school in the boxes at the top. For example, if the student enrolled in a U.S. school on October 1, 2006, print 10012006 (10 for October [MM], 01 for the day [DD], and 2006 for the year [YYYY]).

Use only numbers in the top boxes and do not use abbreviations.
Completely fill in the numbered boxes below each number in the enrollment date.



Test Administration

Bubbling Books

Starting at the left, fill in the designated fields accordingly
(Examples shown below).

DISTRICT NAME															
S	A	M	P	L	E	D	I	S	T	R	I	C	T		

SCHOOL NAME															
S	A	M	P	L	E	S	C	H	O	O	L				

STATE NAME ABBREVIATION	
A	B

NATIVE LANGUAGE			
5	3	6	7

DISTRICT NUMBER							
0	1	2	3	4	5	6	7

SCHOOL NUMBER							
0	1	2	3	4	5	6	7

BIRTH DATE									
0	3	1	5	1	9	9	0		
0	0	0	0	0	0	0	0		
1	1		1		1	1	1		
2	2	2	2	2	2	2	2		
	3				3	3			
8			8	8			8		
9	9	9	9	9			9		

DATE FIRST ENROLLED DISTRICT/LEA									
1	0	0	1	2	0	0	0		
0			0	0					
	1	1		1	1	1	1		
2	2	2	2		2	2	2		
	3	3			3	3			
8			8	8			8		
9	9	9	9	9	9	9	9		



Test Administration

Bubbling Books – Testing Date

The date of testing is located on the front cover of the test book. Record the date testing was **completed** for the student.

DATE OF TESTING									
▲			/			/			▲

(DD/MM/YY)



Test Administration

Bubbling Books – Do Not Score Section

If boxes in this section are filled out, scores for that domain **will not** be reported.

Do Not Score This Section For This Student (See the District & School Test Administration Manual for detailed instructions)				
ABS	<input type="checkbox"/> L	<input type="checkbox"/> R	<input type="checkbox"/> W	<input type="checkbox"/> S
INV	<input type="checkbox"/> L	<input type="checkbox"/> R	<input type="checkbox"/> W	<input type="checkbox"/> S
DEC	<input type="checkbox"/> L	<input type="checkbox"/> R	<input type="checkbox"/> W	<input type="checkbox"/> S
SPD	<input type="checkbox"/> L	<input type="checkbox"/> R	<input type="checkbox"/> W	<input type="checkbox"/> S

Domains:

L = Listening

R = Reading

W = Writing

S = Speaking

ABS – Absent indicates the student was absent for a domain of the test; if so, fill in the appropriate box/boxes for the domain the student did not take.

INV – Invalidate indicates that even though a student completed some or all of the test items, the testing was not valid. This code can be used if a student becomes ill during a test or if a student engages in inappropriate testing practices.

DEC – Declined indicates a student refused to test. This test is a required activity. This indicator is used only when a student refuses to participate even after the test administrator has made several attempts to engage the student in the assessment.

SPD – Deferred Special Education indicates that an IEP or 504 team determined that the student should defer participation from one or more of the domains.



Test Administration

Guidelines

- The Test Administration Manual has specific instructions and suggestions for administering the test
- If you have specific questions regarding students who should be administered the test contact the state department of education.
- If you have materials questions, please call MetriTech customer service at 800.747.4868.



Questions About Test Administration?



Materials Return

Overview

- Once testing is completed, each school should package their materials as directed and return them to the district – checking to ensure all serial numbered materials assigned are accounted for (remember to locate all Listening CDs)
- Districts will double check that ALL materials have been returned and are packaged correctly
- Districts will seal and update the box labels and put RS labels on all boxes to be shipped
- Call UPS to schedule a pick-up if the district does not have a regularly scheduled pick-up
- Call MetriTech customer service at 800.747.4868 if you have any questions or require assistance with UPS



Materials Return

School

School Header Sheet

- Each school's books should be sorted by Grade-Cluster and Tier
- One clearly marked header should be placed on top of each pile of sorted books
- Only books for scoring should be placed under this header
- Make copies as needed

State – Academic Year 2013 - 2014 – Access for ELLs®

School Header Sheet
Place on top of materials to be scored

****Only students for this Form and School should be under this header.****

State:
District:
School:
Students will be reported under this school

MARK ONE TIER ONLY

MARK ONE GRADE CLUSTER ONLY

Count

NUMBER OF DOCUMENTS

OFFICE USE ONLY

OFFICE USE ONLY
BH YH

Make Copies As Needed



Materials Return

School

Unused & Non Scorables

- The Unused & Non Scorable header should be placed on top of "Do Not Score" and unused test booklets and all scripts, CDs and flip charts

The image shows a sample of a WIDA Consortium test booklet cover. At the top, it says "Grades 3-5 Tier A" and "WIDA CONSORTIUM 2013-2014". Below that, it says "ACCESS for ELLs®" and "Listening, Reading, Writing, and Speaking Form 302 Test Booklet". There is a barcode and a date of testing field. A large, bold, black watermark reading "Do NOT Score" is overlaid diagonally across the bottom half of the cover. The cover also features a table for student information with columns for "STUDENT'S LAST NAME" and "FIRST NAME".

State - Academic Year 2013 - 2014 - ACCESS for ELLs®

UNUSED & NON SCORABLE TESTING MATERIALS

- Kindergarten Ancillary Kit bag containing activity board, picture cue cards, card pouch, and storybook
- Kindergarten Test Administration Manual
- Test Administrator's Scripts
- Listening Test CDs (including Listening Recording Script)
- Speaking flip charts (including large print)
- Unused test books (including large print)
- Completed or partially completed test books that you do not want to be scored

NOTE: Test books that you do not want scored be marked
DO NOT SCORE on the front cover of the book.

NOTE: Test books that require suppression of scores for one or more domains should go behind a School Header Sheet for processing.

State
ST

District Number
123456

District Name
Sample District

Make Copies As Needed



Materials Return

District

Package your materials for return following these directions.

Academic Year 2013-2014 – ACCESS for ELLs®

STEP ONE

Under the *Unused and Non Scorable Testing Materials* (cherry) form place:

- Test Administrator's Scripts
- Kindergarten Test Administration Manual
- Speaking flip charts (including large print)
- Unused test books (including large print)
- Kindergarten Ancillary Kit bag containing activity board, picture cue cards, card pouch, and storybook
- Completed or partially completed test books that you do not want to be scored; for example, the test was spoiled, the student moved, or the test was given in error.

NOTE: Test books that you do not want scored should be marked **DO NOT SCORE** on the front cover of the book.

NOTE: Test books that require suppression of scores for one or more domains (see directions in Test Administration Manual for *Do Not Score This Section for This Student*) should go behind a (blue) *School Header Sheet* for processing.

STEP TWO

Plastic Bags (12x15)

- Use these bags to protect scorable test books (test books behind the (blue) *School Header Sheet*) during shipment.
- Place the tests into the bag with the *School Header Sheet* (blue) on top.
- Bags will hold up approximately 20-30 test books (60 kindergarten test books).
- More than one header with test books can go in a bag. (e.g. header with 10 test books, header with 8 test books, and header with 6 test books can all go in one bag.)
- More than one school can go in a bag. (e.g. header for Big HS with 19 test books and header for Little HS with 4 test books can all go in one bag.)
- If there are more tests than can fit in the bag, make a header for each bag.

STEP THREE

Packing

- Use the box/boxes that you received test materials in to return test materials.
- **DO NOT USE** copy paper boxes or similar lightweight boxes.
- **DO NOT USE** overly large size boxes.
- Place the unused and non scorable test materials in the bottom of the box or in the last box/boxes.
- Place the *Unused and Non Scorable Testing Materials* (cherry) form on top.
- Place the plastic bags of scorable material in the box/boxes.
- Place any paper work in the top of Box 1.

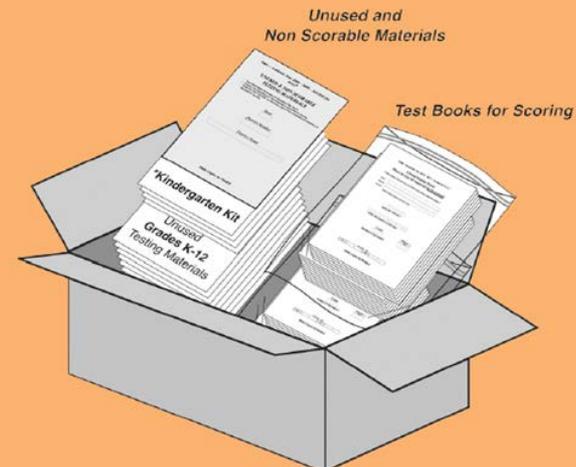
See other side.

Academic Year 2013-2014 – ACCESS for ELLs®

STEP FOUR

Closing the box/boxes

- Follow the directions on the *Return Shipping Instructions* (bright blue) form and complete the *Shipping Form* (bright blue) with the number of boxes being returned, date shipped, signature of the responsible party, and telephone number.
- Place in the top of Box 1.
- If box is not full, fill empty spaces with enough packing material to prevent crushing during shipping.
- Use packing tape on the top and bottom of the box to seal box securely and prevent it from opening during shipping.
- Follow the instructions on your *Return Materials to MetriTech* (bright green) memo to attach the UPS RS label and arrange for pick-up by UPS.



See other side.



Materials Return

District

When your materials are ready to ship, fill out the Shipping form. This helps MetriTech understand what was shipped and who we should contact with questions.

Shipping Form

State: ST
District: Sample District 123456
Contact: Jane Smith

Number of boxes being returned

Date Shipped: ____ / ____ / ____

Signature of responsible party _____

print name here _____

Telephone (____) ____ - ____

Place this completed form in the top of Box 1.

Make a copy of this form for your records.

See Return Shipping Instructions on other side.

RETURN SHIPPING INSTRUCTIONS

1. **Prepare materials for shipping.** Follow the *Return Materials Packing Instructions*.
2. **Pack testing materials in boxes.** Follow the *Return Materials Packing Instructions*.
3. **Complete the DO NOT REMOVE OR COVER label** on the outside of the original shipping box(es).

The diagram shows a rectangular shipping label with a black border. At the top, it says "DO NOT REMOVE OR COVER" in white text on a black background. Below that, it says "WIDA SECURE TESTING MATERIALS" and "— OPEN IMMEDIATELY —" in white text on a black background. In the middle, there is a grey rectangular area labeled "STATE/DISTRICT BARCODE IN THIS AREA". Below the barcode area, it says "USE THIS SPACE FOR RETURN SHIPPING" in white text on a black background. At the bottom, there are two rows of text: "RETURN BOX [] OF []" and "PACKING LIST ENCLOSED []". Arrows labeled "A" and "B" point to the first and second checkboxes respectively. At the very bottom, it says "SAVE THIS BOX FOR RETURN SHIPMENT" in white text on a black background.

In the bottom area marked USE THIS SPACE FOR RETURN SHIPPING:
A) Complete the RETURN BOX ____ OF ____ section. (i.e. Box 1 of 3, Box 2 of 3, Box 3 of 3)

B) Mark the PACKING LIST ENCLOSED box on the label of the shipping box that contains the packing lists.

4. **Complete the Shipping Form** on the back of this sheet. Place in the top of Box #1.
5. **Apply the UPS RS labels.** Follow the instructions on the *Returning Materials to MetriTech* sheet (bright green).

Fill out the District Shipping Form on other side.



Materials Return

Box Label

The label below is on each of the boxes you saved from shipping. When preparing the box for return be certain to:

- **A** - Fill in the number of boxes you are returning on each box
- **B** - Indicate if the Packing List is located in a particular box by checking this field.

DO NOT REMOVE OR COVER

WIDA SECURE TESTING MATERIALS
— OPEN IMMEDIATELY —

STATE/DISTRICT BARCODE IN THIS AREA

ST - 1234567
SAMPLE DISTRICT

DO NOT COVER BARCODE

USE THIS SPACE FOR RETURN SHIPPING

RETURN BOX OF

PACKING LIST ENCLOSED

SAVE THIS BOX FOR RETURN SHIPMENT



Materials Return

Using RS Return Labels

- Step by step instructions for preparing and arranging a UPS pickup

TEST COORDINATOR II
SAMPLE SCHOOL DISTRICT
4008 FIELDSTONE ROAD
CHAMPAIGN IL 61822

10 LBS 1 OF 1
RS

SHIP TO:
DICK DUNN (217) 398-4868
METRITECH, INC.
4106 FIELDSTONE ROAD
CHAMPAIGN IL 61822

IL 618 2-22

UPS GROUND
TRACKING #: 1Z 600 543 90 5690 8636

BILLING: PIP
DESC: TEST MATERIALS
RETURN SERVICE

UOW 8.0.14 HP LaserJet 4.80.1A.10/2008

RETURNING MATERIALS TO METRITECH

Using the UPS Return Service (RS) Label

Your district should have one UPS RS Label for each box being returned.

5 LBS 1 OF 1
RS

SHIP TO:
DICK DUNN (217) 398-4868
METRITECH, INC.
4106 FIELDSTONE ROAD
CHAMPAIGN IL 61822

IL 618 2-20

UPS GROUND
TRACKING #: 1Z 600 543 90 5690 8636

SAMPLE

BILLING: PIP
DESC: TEST MATERIALS
RETURN SERVICE

UOW 8.0.14 HP LaserJet 4.80.1A.10/2008

- Remove the backing from the label, and place the label over the original shipping label only. The original shipping label must be covered or crossed out so that the UPS scanner cannot read the bar code information displayed on the label.
- If the district/school does not have regular UPS service, call 1-800-823-7459 and arrange an RS pick-up. (You will need an RS tracking number to complete this process.) The teller will need the following information.
 - The phone number of the location where the shipment will be picked up.
 - The address of the location where the shipment will be picked up.
 - The RS tracking number on the package(s) being picked up.The teller should also ask if the shipment is ready to be picked up and what time the location closes.
- Box(es) should be picked up within 48 hours.
- Please make sure the shipment was picked up.

Questions? Contact MetriTech at 1-800-747-4868.



Materials Return

MetriTech Receiving

Once materials are in our warehouse, we will confirm that we have received all of the boxes shipped from a district.

- If boxes are damaged and/or the paperwork and materials returned do not agree, we will contact the district with questions
- Scorable booklets are separated for high-speed imaging
- Non Scorable materials are serial barcode scanned and then securely recycled



Questions About Returning or Shipping Materials?



MetriTech Scoring

High-Speed Imaging

Booklets to be scored are run through our high-speed imaging equipment.

- Student demographic information is recorded
- Multiple-choice responses are captured and recorded
- Student writing is prepared for secure open ended scoring



MetriTech Scoring

Data Validation

- After the completion of scanning/scoring for each state (but prior to any reporting activities), MetriTech will post the demographic data captured for each student to our secure web site. At that point (at the discretion of each state), districts (or the state) will have the opportunity to update the information for their students.
- Participation in this step helps to ensure the accuracy of student reports.



MetriTech Scoring

Open-Ended Scoring of Writing

Each student's open-ended writing responses are electronically routed to our scoring staff

- Each student receives a unique MetriTech ID (no student identification is available to the scorer)
- Materials are routed to scorers by Cluster, Tier, and Prompt
- Each student's response is scored by a trained MetriTech scorer – 10% are double-scored for accuracy – and each scorer's accuracy is checked by a master scorer

R120267612

Now write a short letter back to your pen pal. Make sure you answer all of Simone's questions.

DEAR SIMONE,

Gosh, Thanks for writing back letting me know that someone recieved my letter. I am a sophomore in Highschool. I have any school activite because of work if if I would be in a school activites. I would like drama club and making the yearbook by taking photos of student and their activities. I play volleyball that is my favorite sport. On my free time I like to surf the internet because their are alot of things going on there. I like scary movies. I mean it scares me but I dont know why I watch it. I think maybe I like being scared. Anyway Nice Meeting you!

your pen pal,
Debbie

STOP

* Form 101_912C Writing Copyright © State of Wisconsin. All rights reserved 47 *





MetriTech Scoring Staff



Questions About Scoring?



Reporting

After the tests for your state have been scored, your district will receive the following reports (the format of the reports has not been finalized for 2014, and they may look slightly different when your district receives them).

- District Frequency Report
- School Frequency Report
- Student Roster Report
- Teacher Report
- Parent/Guardian Report



Reporting

One copy of the **District Frequency Report** grouped by grade and cluster



ACCESS for ELLs® English Language Proficiency Test

District: Sample District
Grade: 2
Cluster: 1-2

DISTRICT FREQUENCY REPORT - 2014

Proficiency Level	Listening		Speaking		Reading		Writing		Oral Language ^A		Literacy ^B		Comprehension ^C		Overall Score ^D	
	# of Students at Level	% of Total Tested	# of Students at Level	% of Total Tested	# of Students at Level	% of Total Tested	# of Students at Level	% of Total Tested	# of Students at Level	% of Total Tested	# of Students at Level	% of Total Tested	# of Students at Level	% of Total Tested	# of Students at Level	% of Total Tested
1 – Entering <small>Knows and uses minimal social language and minimal academic language with visual and graphic support.</small>	0	0%	0	0%	4	27%	1	7%	0	0%	1	7%	1	7%	0	0%
2 – Beginning <small>Knows and uses some social English and general academic language with visual and graphic support.</small>	2	13%	0	0%	1	7%	7	47%	1	7%	6	40%	3	20%	5	33%
3 – Developing <small>Knows and uses social English and some specific academic language with visual and graphic support.</small>	1	7%	4	27%	3	20%	7	47%	2	13%	4	27%	3	20%	4	27%
4 – Expanding <small>Knows and uses social English and some technical academic language.</small>	6	40%	2	13%	0	0%	0	0%	5	33%	2	13%	1	7%	4	27%
5 – Bridging <small>Knows and uses social English and academic language working with grade level materials.</small>	2	13%	0	0%	4	27%	0	0%	3	20%	2	13%	4	27%	2	13%
6 – Reaching <small>Knows and uses social and academic language at the highest level measured by this test.</small>	4	27%	9	60%	3	20%	0	0%	4	27%	0	0%	3	20%	0	0%
Highest Score	398		397		376		306									
Lowest Score	258		331		239		237									
Total Tested:	15															

^A - Oral Language = 50% Listening + 50% Speaking
^B - Literacy = 50% Reading + 50% Writing
^C - Comprehension = 70% Reading + 30% Listening
^D - Overall Score = 35% Reading + 35% Writing + 15% Listening + 15% Speaking



Reporting

One copy of the **School Frequency Report** grouped by grade and cluster



ACCESS for ELLs® English Language Proficiency Test

District: Sample District
 School: Sample ES 5
 Grade: 2
 Cluster: 1-2

SCHOOL FREQUENCY REPORT – 2014

Proficiency Level	Listening		Speaking		Reading		Writing		Oral Language ^A		Literacy ^B		Comprehension ^C		Overall Score ^D	
	# of Students at Level	% of Total Tested	# of Students at Level	% of Total Tested	# of Students at Level	% of Total Tested	# of Students at Level	% of Total Tested	# of Students at Level	% of Total Tested	# of Students at Level	% of Total Tested	# of Students at Level	% of Total Tested	# of Students at Level	% of Total Tested
1 – Entering <small>Knows and uses minimal social language and minimal academic language with visual and graphic support.</small>	0	0%	0	0%	4	27%	1	7%	0	0%	1	7%	1	7%	0	0%
2 – Beginning <small>Knows and uses some social English and general academic language with visual and graphic support.</small>	2	13%	0	0%	1	7%	7	47%	1	7%	6	40%	3	20%	5	33%
3 – Developing <small>Knows and uses social English and some specific academic language with visual and graphic support.</small>	1	7%	4	27%	3	20%	7	47%	2	13%	4	27%	3	20%	4	27%
4 – Expanding <small>Knows and uses social English and some technical academic language.</small>	6	40%	2	13%	0	0%	0	0%	5	33%	2	13%	1	7%	4	27%
5 – Bridging <small>Knows and uses social English and academic language working with grade level material.</small>	2	13%	0	0%	4	27%	0	0%	3	20%	2	13%	4	27%	2	13%
6 – Reaching <small>Knows and uses social and academic language at the highest level measured by this test.</small>	4	27%	9	60%	3	20%	0	0%	4	27%	0	0%	3	20%	0	0%
Highest Score	398		397		376		306									
Lowest Score	258		331		239		237									
Total Tested:	15															

A - Oral Language = 50% Listening + 50% Speaking
 B - Literacy = 50% Reading + 50% Writing
 C - Comprehension = 70% Reading + 30% Listening
 D - Overall Score = 35% Reading + 35% Writing + 15% Listening + 15% Speaking



Reporting

One copy of the **Student Roster Report** listing all the students that took the test, grouped by grade within a school

STUDENT NAME STATE STUDENT ID	Tier	Cluster	Listening		Speaking		Reading		Writing		Oral Language ^A		Literacy ^B		Comprehension ^C		Overall Score ^D			
			Scale Score	Prof Level	Scale Score	Prof Level	Scale Score	Prof Level	Scale Score	Prof Level	Scale Score	Prof Level	Scale Score	Prof Level	Scale Score	Prof Level	Scale Score	Prof Level	Scale Score	Prof Level
			SAMPLE, STUDENT 100	B	1-2	305	5.0	345	4.0	288	4.5	248	2.3	325	4.3	268	2.9	293	4.7	285
SAMPLE, STUDENT 123	A	1-2	293	3.9	345	4.0	251	1.9	261	2.7	319	3.9	256	2.4	264	2.8	275	2.9		
SAMPLE, STUDENT 125	B	1-2	267	3.0	358	4.6	272	3.2	260	2.7	313	3.8	266	2.8	271	3.2	280	3.1		
SAMPLE, STUDENT 127	C	1-2	289	3.8	378	5.6	293	4.9	260	2.7	334	4.9	277	3.3	292	4.6	294	3.7		
SAMPLE, STUDENT 149	A	1-2	269	3.1	331	3.5	232	1.8	250	2.4	300	3.3	241	1.9	243	1.9	259	2.4		
SAMPLE, STUDENT 151	B	1-2	305	5.0	397	6.0	294	5.0	273	3.0	351	5.7	284	3.5	297	5.0	304	4.1		
SAMPLE, STUDENT 153	C	1-2	326	5.9	397	6.0	315	6.0	283	3.3	362	6.0	299	4.2	318	5.9	318	4.9		
SAMPLE, STUDENT 27	B	1-2	305	5.0	345	4.0	266	2.9	255	2.5	325	4.3	261	2.6	278	3.6	280	3.1		
SAMPLE, STUDENT 29	C	1-2	281	3.5	397	6.0	310	5.8	283	3.3	339	5.1	297	4.1	301	5.2	309	4.4		
SAMPLE, STUDENT 4	C	1-2	350	6.0	397	6.0	320	6.0	273	3.0	374	6.0	297	4.1	329	6.0	320	4.9		
SAMPLE, STUDENT 5	C	1-2	366	6.0	397	6.0	349	6.0	275	3.1	382	6.0	312	4.9	354	6.0	333	5.5		
SAMPLE, STUDENT 54	C	1-2	366	6.0	397	6.0	302	5.4	269	2.9	382	6.0	286	3.6	321	6.0	314	4.6		
SAMPLE, STUDENT 75	B	1-2	286	3.7	378	5.6	288	4.5	279	3.2	332	4.8	284	3.5	287	4.0	298	3.8		
SAMPLE, STUDENT 99	A	1-2	295	4.0	331	3.5	239	1.9	258	2.6	313	3.8	249	2.1	256	2.4	268	2.7		

A - Oral Language = 50% Listening + 50% Speaking
 B - Literacy = 50% Reading + 50% Writing
 C - Comprehension = 70% Reading + 30% Listening
 D - Overall Score = 35% Reading + 35% Writing + 15% Listening + 15% Speaking
 NA - Not Attempted - Student Backlist is marked with a Non-Scoring Code of Absent, Invaliated, Declined or Special Education/504 Exemption
 Overall Scores are computed when all 4 domains have been completed



Reporting

One copy of the grade 1 through 12 (or kindergarten) **Teacher Report** listing all the scores for each student (with detailed scoring explanations)

WIDA ACCESS for ELLs® English Language Proficiency Test
CONSORTIUM

Teacher Report – 2014

District: Sample District		Student: SAMPLE, STUDENT 100	
School: Sample ES 5		State ID:	District ID:
Grade: 1	Tier: B	Grade Level Cluster: 1-2	
		Birth Date: 09/03/2005	

Report Purpose: This report provides information regarding the levels of social and academic English language proficiency the student has attained. Social language is used to communicate for everyday purposes. Academic language is used to communicate the content of language arts, mathematics, science, and social studies. This report can be used to monitor progress from year to year and to help determine instructional strategies by content areas and standards. Please refer to the ACCESS for ELLs® Interpretive Summary for more information on the meaning and use of these scores. You may also refer to the complete Interpretive Guide for Score Reports at www.wida.us for more detailed information.

Student's level of English proficiency by language domains

Language Domain	Scale Score (Possible 100 - 600)	Confidence Band See Interpretive Summary for definitions					Proficiency Level (Possible 1.0 - 6.0)
		100	200	300	400	500	
Listening	305			267	---+---	243	5.0
Speaking	345			313	--+--	377	4.0
Reading	288			266	+---	310	4.5
Writing	248		234	+	262		2.3
Oral Language ^A	325			302	+	248	4.3
Literacy ^B	268		255	+	281		2.9
Comprehension ^C	293		274	+	312		4.7
Overall Score ^D (Composite)	285		274	+	296		3.3

A - Oral Language = 50% Listening + 50% Speaking
 B - Literacy = 50% Reading + 50% Writing
 NA - Not Attempted = Student Baseline is marked with a Non-Scoring Code of Absent, Invaluable, Declined or Special Education/504 Exemption
 C - Comprehension = 70% Reading + 30% Listening
 D - Overall Score = 35% Reading + 35% Writing + 15% Listening + 15% Speaking
 Overall Scores are computed when all 4 domains have been completed

Student's performance by WIDA English Language Proficiency Standards
 Due to varying numbers of items and their levels of difficulty, raw scores should be used with caution. See the Interpretive Guide for Score Reports for details.

English Language Proficiency Standards	# of Items Correct	Total # of Items	English Language Proficiency Standards		Raw Score	Total # of Items
			Score based on 2 of 3 academic test or exceeded	Score based on 1 of 3 academic test or exceeded		
Social & Instructional Language	5	7			3	3
Language of Language Arts	5	12			2	6
Language of Mathematics	9	12			5	6
Language of Science	5	9				
Language of Social Studies	3	9				

COMPREHENSION (Listening and Reading)

English Language Proficiency Standards	# of Items Correct	Total # of Items	LINGUISTIC COMPLEXITY		VOCABULARY USAGE		LANGUAGE CONTROL	
			Raw Score	Total Possible Points	Raw Score	Total Possible Points	Raw Score	Total Possible Points
Social & Instructional	0	6	1	6	0	6	0	6
Language Arts	0	0	0	0	0	0	0	0
Mathematics & Science	1	6	1	6	1	6	1	6
Language Arts & Social Studies	2	6	2	6	2	6	1	6

WRITING TASKS

English Language Proficiency Standards	# of Items Correct	Total # of Items	LINGUISTIC COMPLEXITY		VOCABULARY USAGE		LANGUAGE CONTROL	
			Raw Score	Total Possible Points	Raw Score	Total Possible Points	Raw Score	Total Possible Points
Social & Instructional	0	6	1	6	0	6	0	6
Language Arts	0	0	0	0	0	0	0	0
Mathematics & Science	1	6	1	6	1	6	1	6
Language Arts & Social Studies	2	6	2	6	2	6	1	6

Description of Proficiency Levels

- 1 Emerging - knows and uses minimal social language and minimal academic language with visual and graphic support
- 2 Beginning - knows and uses some social English and general academic language with visual and graphic support
- 3 Developing - knows and uses social English and some specific academic language with visual and graphic support
- 4 Expanding - knows and uses social English and some technical academic language
- 5 Bridging - knows and uses social English and academic language with little to no visual support
- 6 Reaching - knows and uses social and academic language at the highest level measured by this test

WIDA ACCESS for ELLs® English Language Proficiency Test
CONSORTIUM

Kindergarten Teacher Report – 2014

District: Sample District 2		Student: SAMPLE, STUDENT	
School: Sample ES 1		State ID:	District ID:
Grade: 0		Grade Level Cluster: K	
		Birth Date: 10/13/2006	

Report Purpose: This report can be used to monitor individual student progress in developing English language proficiency and to examine performance by language domains. Note that for each scale score there are two proficiency level interpretations for Kindergarten: (1) the Accountability proficiency level and (2) the Instructional proficiency level (preceded by the notation "K"). Refer to the 2011 ACCESS for ELLs® Interpretive Summary for more information on the meaning and use of these scores. You may also refer to the complete 2011 Interpretive Guide for Score Reports at www.wida.us for more detailed information.

Student's level of English language proficiency by language domains for accountability purposes (for program, district and state use)
 Accountability levels describe student performance across the entire K-12 continuum. They take into consideration that the student will be entering first grade, where the language demands, especially literacy, are higher than in kindergarten.

Language Domain	Scale Score (Possible 100 - 600)	Confidence Band See Interpretive Summary for definitions					Proficiency Level (Possible 1.0 - 6.0)
		100	200	300	400	500	
Listening	290			249	---+---	221	5.2
Speaking	375			301	---+---	449	5.6
Reading	240		209	---+---	271		2.2
Writing	271		230	---+---	312		3.3
Oral Language ^A	333			304	---+---	262	5.4
Literacy ^B	256		233	---+---	279		3.0
Comprehension ^C	255		232	---+---	279		3.3
Overall Score ^D (Composite)	279		261	---+---	297		3.7

A - Oral Language = 50% Listening + 50% Speaking
 B - Literacy = 50% Reading + 50% Writing
 NA - Not Attempted = Student Baseline is marked with a Non-Scoring Code of Absent, Invaluable, Declined or Special Education/504 Exemption
 C - Comprehension = 70% Reading + 30% Listening
 D - Overall Score = 35% Reading + 35% Writing + 15% Listening + 15% Speaking
 Overall Scores are computed when all 4 domains have been completed

Student's level of English language proficiency by domains for instructional purposes (for classroom use)

Language Domain	Scale Score (Possible 100 - 600)	Interpretation of the English Language Proficiency Levels for Kindergarten Students	Proficiency Level (Possible K1.0 - K5.0)
Speaking	375		6.0
Reading	240	The Instructional levels (right) describe a student's proficiency relative to the PreK-K cluster of the WIDA ELP Standards. The Instructional levels indicate how a student is doing in Kindergarten, where pre-literacy and early literacy skills are being developed by all students.	5.5
Writing	271		5.0
Oral Language ^A	333		5.7
Literacy ^B	256		5.2
Comprehension ^C	255		5.4
Overall Score ^D (Composite)	279		5.3

A - Oral Language = 50% Listening + 50% Speaking
 B - Literacy = 50% Reading + 50% Writing
 NA - Not Attempted = Student Baseline is marked with a Non-Scoring Code of Absent, Invaluable, Declined or Special Education/504 Exemption
 C - Comprehension = 70% Reading + 30% Listening
 D - Overall Score = 35% Reading + 35% Writing + 15% Listening + 15% Speaking
 Overall Scores are computed when all 4 domains have been completed



Reporting

One copy of the **Parent/Guardian Report** per student – to be distributed to parents

WIDA
CONSORTIUM *ACCESS for ELLs*® English Language Proficiency Test

Parent/Guardian Report – 2014

District: Sample District	Student: Last Name, First Name MI	
School: Sample School	State ID: 123456789	District ID:
Grade: 4	Birth Date: 10/31/2001	

Report Purpose: This report gives information about your child's level of social and academic English language proficiency. Social language is used to communicate for everyday purposes. Academic language is used to communicate the content of language arts, mathematics, science, and social studies.

Student's English Language Proficiency Level

Test Section	1 – Entering	2 – Beginning	3 – Developing	4 – Expanding	5 – Bridging
Listening 	[Progress bar from 1 to 4]				
Speaking 	[Progress bar from 1 to 3]			[Progress bar from 4 to 5]	
Reading 	[Progress bar from 1 to 3]			[Progress bar from 4 to 5]	
Writing 	[Progress bar from 1 to 4]				
Oral Language ^a (Listening and Speaking)	[Progress bar from 1 to 4]				
Literacy ^b (Reading and Writing)	[Progress bar from 1 to 3]			[Progress bar from 4 to 5]	
Comprehension ^c (Listening and Reading)	[Progress bar from 1 to 3]			[Progress bar from 4 to 5]	
Overall Score ^d <small>Listening: 30% Writing: 30% Reading: 30% Speaking: 30%</small>	[Progress bar from 1 to 4]				

Language – 9

Proficiency Level	Description of English Language Proficiency Levels
1 – Entering	Knows and uses minimal social language and minimal academic language with visual support
2 – Beginning	Knows and uses some social English and general academic language with visual support
3 – Developing	Knows and uses social English and some specific academic language with visual support
4 – Expanding	Knows and uses social English and some technical academic language
5 – Bridging	Knows and uses social and academic language working with grade level material
6 – Reaching	Knows and uses social and academic language at the highest level measured by this test

Other Information

Test Section is Blank – if the student was absent for this Section of the test
 A – Oral Language = 50% Listening + 50% Speaking
 B – Literacy = 50% Reading + 50% Writing
 C – Comprehension Score = 70% Reading + 30% Listening – will be blank if student is absent for one or both of the Sections
 D – Overall Score = 25% Reading + 25% Writing + 15% Listening + 15% Speaking – will be blank if student was absent for one or more of the Sections



Reporting

Parent/Guardian Reports are available in 40 native language translations via the secure MetriTech website (username and password information is provided by our customer service staff).


WIDA[®] ACCESS for ELLs[®] 试 英语能力测试
家长/ 监护人报告 - 2014 年

校区: SSSSSSSSSSSSSSSSS	学生: LLLLLLLLLLLLLLLLLL FFFFFFFF M
学校: SSSSSSSSSSSSSSSSS	州编码: 9999999999999999 校区编码: 9999999999999999
年级: 3	出生日期: 07/28/2001

报告目的: 本报告提供有关您的孩子的社交语言及学科英语能力水平的资料。社交语言用于日常交流, 学科语言用于语言学科、数学、科学及社会科学学科的交流。

学生的英语能力水平

测试项目	1-入门	2-初级	3-发展	4-扩大	5-过渡	
听力 	[Progress bar from 1 to 2]					0-1 英语
口语 	[Progress bar from 1 to 2]					
阅读 	[Progress bar from 1 to 3]					
写作 	[Progress bar from 1 to 4]					
理解 ^A (听力与阅读)	[Progress bar from 1 to 5]					
总分 ^B (听力, 口语, 阅读, 及写作)	[Progress bar from 1 to 5]					

能力水平	英语能力水平等级之描述
1-入门	借助于翻译帮助, 了解及使用最低程度的社交语言及学科语言
2-初级	借助于翻译帮助, 了解及使用一些社交英语及一般学科语言
3-发展	借助于翻译帮助, 了解及使用社交英语及一些特别的学科语言
4-扩大	了解及使用社交英语及一些技术性的学科语言
5-过渡	使用经调整的年级水平资料, 了解及使用社交语言及学科语言
6-达到	了解及使用社交语言及学科语言, 并达到本测试要求的最高水平

其他资料	该考试部分的分数为空白-如果该学生在该考试中缺考 A -理解得分 = 70% 阅读 + 30% 听力 - 如果学生在此两项考试之中缺考一项或两项其分数就是空白 B -总分 = 35% 阅读 + 35% 写作 + 15% 听力 + 15% 口语 - 如果该学生在上一项, 或以上的测试中缺考, 其总分将是空白
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Reporting

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Academic Year 2013 - 2014 – ACCESS for ELLs®
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		ACCESS for ELLs results can be accessed electronically FREE using MetriTech's secure web site beginning in 2011-2012. Requests for CD-ROMs received prior to the shipment of reports for your state will be provided at no charge. A \$50 service fee plus a \$50 Late Request fee and shipping charges will be applied to all requests received after reports are shipped to districts. Refer to ** Please note* at the bottom of this form.	FREE
<input type="checkbox"/>	1	CD-ROM	

Check Box	Qty.	Service	Flat Charge +	Per Student Charge x	Est. # of Students =	Estimated Charges
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<input type="checkbox"/>		Addl. Copy of District Frequency Report (Note: One copy is included in the per student price.)	\$75.00	\$0.25 per page		
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Questions About Reporting?



Thank you!

