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ILLINOIS

STATE-SPECIFIC DIRECTIONS

ACCESS for ELLs 2.0 Administration Dates (2017-2018)

Description	Start Date	End Date
Testing Window	Wed 1/17/18	Tue 2/20/18
Deadline to Ship Completed Test Materials to DRC	Tue 2/27/18	Tue 2/27/18

CONTACT INFORMATION:

STATE EDUCATION AGENCY	WIDA Client Services	DRC Customer Support
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Illinois State-Specific Guidelines:

“Do Not Score” Box

School and district staff should be aware that federal law does not allow English Learners to be excused from language proficiency testing due to physical or cognitive impairments. We are obligated under ESSA to attempt this assessment for all ELs. Do not fill in the bottom row of circles (SPD) in the section on the back cover of the test booklet entitled “Do Not Score This Section For This Student.”


Do Not Score This Section For This Student (See the Test Administration Manual for detailed instructions)				
ABS	(L)	(R)	(W)	(S)
INV	(L)	(R)	(W)	(S)
DEC	(L)	(R)	(W)	(S)
SPD	(L)	(R)	(W)	(S)

For Students with no Pre-ID Label

If no Pre-ID label is available for a student, a District/School label must be applied to the front cover, and student information must be entered for proper identification. **Test Booklets will not be processed and scored without one of these two labels.**

20XX-20XX WIDA ACCESS for ELLs 2.0

Name: STUDENT, SAMPLE
 District: <State>01 SAMPLE DISTRICT
 School: 0010 SAMPLE SCHOOL
 Grade: 11 Gender: M Birth Date: 10/09/1927
 Student ID's- State: XXXXX0000X District: XXXXX0000X




P517777 10150067 4

140000 24/06/20XX

20XX-20XX WIDA ACCESS for ELLs 2.0

District/School Label
 DISTRICT: <State>99 SAMPLE DISTRICT
 SCHOOL: 9999 SAMPLE SCHOOL



L596XXX 20003792 5

0003 2000624153058

Pre-ID Labels with printed errors may be used as long as the student’s State ID number is correct, and the barcode is not obscured or damaged. Errors on Pre-ID labels indicate that student information needs to be corrected in the state Student Information System.

When using a District/Student label, it’s necessary to manually enter a student’s information on the Test Booklet cover for either ACCESS or Alternate ACCESS. However, only the following items are required:

- ✓ Date of Testing
- ✓ First and Last Name
- ✓ State Student ID Number
- ✓ Birth Date
- ✓ Grade
- ✓ Accommodations (if applicable)
- ✓ “Do Not Score” reason (if applicable)

Note: Entries on test booklet covers will not update a student’s state record. Updates can only be made through the Illinois Student Information System.

Materials Management

Depending on state, district, and school policy, not all Test Administrators will be responsible for initially labeling and/or bubbling test booklets. **However, it is the responsibility of all Test Administrators and Test Coordinators to ensure that correct and complete information is either labeled or bubbled in each student test booklet.** Please refer to your state’s ACCESS for ELLs 2.0 Checklist on [your state’s page of the WIDA](#) website for more information on who is responsible for each task related to materials management in your state.

To ensure all test booklets have the detailed and necessary information needed to score, all Test Administrators must adhere to the following:

- **Prior to administration**
 - Review labels and/or bubbled information to ensure all student information is accurate.
 - Complete labeling or bubbling if needed.
 - If label is incorrect, please discard label, bubble in correct information, and edit student information in WIDA AMS.
- **During administration**
 - Distribute the test booklets, as applicable, to the correct students.
 - Verify that students have been given their assigned test booklet.
- **Immediately following administration**
 - Collect all material from all students.
 - Review student test booklets once more for any errors or discrepancies in student information.

- Confirm all necessary fields are completed and all necessary labels are correctly adhered to student test booklets.
- Ensure all test booklets are in proper condition to be returned, with no loose or damaged pages.
- Return test materials to a Test Coordinator, or store the test booklets in a secure area until they can be handed over to a Test Coordinator.

Failure to address incorrect, missing, or incomplete test booklet information and labels *may result in late reporting or no student score.* In addition, the WIDA Consortium’s national research agenda relies on complete and accurate student demographic data to inform the field and benefit English language learners.

Test Materials

Depending on the type of ACCESS for ELLs assessment you are administering, you may need different types of testing materials, such as student test booklets or test tickets. Please refer to your specific assessment within Section Three of the District and School Test Coordinator Manual for a full list of the materials you can expect to receive from the District Test Coordinator prior to test administration.

Test Booklet Labels

Three types of labels may be affixed onto a student test booklet: Pre-ID, District/School, or Do Not Process.

Any test booklet that contains student response information must have either a Pre-ID or a District/School Label with bubbled student information. Failure to adhere a label with student information will result in test booklets being processed as unused and no score will be assigned.

Pre-ID Labels (White)

Pre-ID Labels contain the name, grade, and other pertinent information about individual students, as well as district and school information. The barcode on the label indicates that the test booklet should be processed and scored for the student whose name is printed on the label. These labels eliminate the need to complete the demographic pages on the front and back cover of the test booklet. Please note that booklets with a Pre-ID Label must still have the date of testing bubbled in on the front cover.

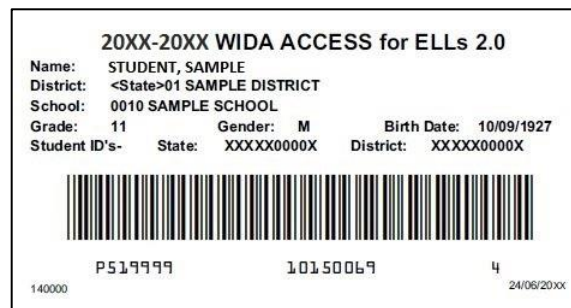


Figure 1: Sample Pre-ID Label

District/School (Yellow)

District/School Labels only contain the district- and school-specific information. If a student who needs to test does not receive a Pre-ID Label, a District/School Label must be affixed and the demographic pages on the front and back cover of the test booklet must be completed, following the directions in the next section. The label contains a barcode that indicates the test booklet should be processed and scored for the student whose information is bubbled on the demographics page.

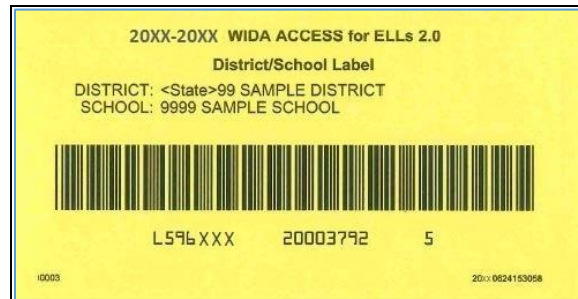


Figure 2: Sample District/School Label

Do Not Process (White with Orange Stripe)

The Do Not Process Label contains a barcode that indicates the test booklet should not be processed. Do Not Process Labels are supplied for use on test booklets that are damaged or should not be processed. Test booklets that have a Do Not Process Label will be processed as blank (i.e., not scored) even if there are student responses inside.

DRC has preprinted a “Blank” barcode on the front of every test booklet. A “blank” barcode without a label indicates that the test booklet has not been used and should not be processed. **There is no need to place a Do Not Process label on test booklets that haven’t been used.**

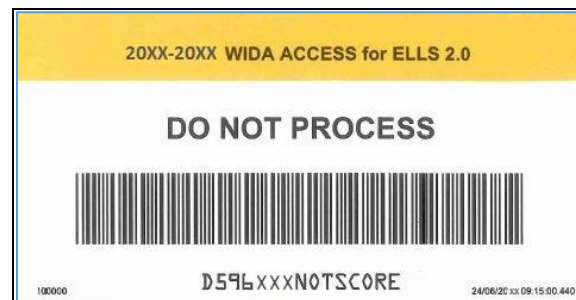


Figure 3: Sample Do Not Process Label

Label Placement

WIDA™
2017–2018

Grades 9–12 Tier A

ACCESS for ELLs® 2.0

DATE OF TESTING

M	M	D	D	2	0	Y	Y
0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9

ALIGNED TOP OF LABEL HERE

Place Bar Code Label WITHIN This Box

5596404

ONLY PLACE LABEL HERE

9-12 A

STUDENT'S LAST NAME

STUDENT'S LAST NAME	FIRST NAME	MI
A	A	A
B	B	B
C	C	C
D	D	D
E	E	E
F	F	F
G	G	G
H	H	H
I	I	I
J	J	J
K	K	K
L	L	L
M	M	M
N	N	N
O	O	O
P	P	P
Q	Q	Q
R	R	R
S	S	S
T	T	T
U	U	U
V	V	V
W	W	W
X	X	X
Y	Y	Y
Z	Z	Z

596604-12425010018

5596404

596604BLANK...

9-12 A

596604-12425010018

SE L#

Figure 4: Sample Front Cover: Label Placement

Please follow these steps:

- If using a Pre-ID Label, apply label to box marked **A** and begin testing.
- If no Pre-ID Label, apply District/School Label to the box marked **A** and bubble in entire student name, complete back cover, and begin testing.
- If a USED test booklet should not be processed, apply a Do Not Process Label to box marked **A** and return to DRC.
- **DO NOT** apply any labels to areas marked **B** or **C**.

Materials Return

Please Return Your Test Materials as Soon as Possible to DRC for Processing.

Preparing Test Materials for Return

Please review the information listed here as you prepare to return test booklets to the Test Coordinator and DRC.

Remove any staples, paper clips, or sticky notes from test booklets unless otherwise indicated by customer support at DRC.

- Please securely destroy any student work written on scratch paper (e.g., notes for Plan Your Writing). Please consult your state policy for specific guidance.
- Ensure **all** test booklets that contain student responses have the label in the box located in the upper right-hand corner on the front of the test booklet.
 - ✓ Follow the guidelines in the Materials Management section of the District and School Test Coordinator Manual.
 - ✓ If a test booklet does not have a label with a barcode, **the student will not receive a score.**
- Ensure **all** test booklets with a yellow district/school label have complete demographic pages on the front and back cover of the test booklet.
 - ✓ Use a number 2 pencil.
 - ✓ Make sure the student name on the front of the test booklet has been bubbled correctly.
 - ✓ Make sure the date of testing has been filled in.
 - ✓ Make sure the information on the back of the test booklet has been bubbled correctly.
 - ✓ Make sure the correct grade has been bubbled.
 - If the student is in kindergarten, fill in 00; first grade, 01, etc.
- ✓ Ensure damaged test booklets are transcribed. Test booklets with **significant tearing** or **water damage** cannot be scanned by DRC, but must be returned. Follow these procedures for damaged test booklets.
 1. Transcribe the student's responses into a new test booklet. (See the Accessibility and Accommodations Supplement for guidelines on transcription.)
 2. Apply a yellow District/School Label to the new test booklet.
 3. Complete student demographic information on the new test booklet.
 4. Place an orange Do Not Process label on the damaged test booklet.
 5. Return the damaged test booklet to the Test Coordinator.
- Ensure test booklets **soiled by bodily fluids** (e.g., blood, vomit) are transcribed; however, these should **not** be returned to DRC. Follow these procedures for soiled test booklets.
 1. Transcribe student responses to a new test booklet. (See the Accessibility and Accommodations Supplement for guidelines on transcription.)
 2. Apply a yellow District/School Label to the new test booklet.
 3. Complete student demographic information on the new test booklet.
 4. Document the security barcode of the soiled test booklet in the Materials Accountability Form in WIDA AMS.
 5. Securely destroy the soiled test booklets.