Section 3: Test Coordination

While the ACCESS is not a timed test per se, the individual tests have approximate administration times. Coordinators should plan for the test to be administered to each tier of students within a grade-level cluster in two 75-minute test sessions, as follows:

Session 1 (75 minutes):

    Listening Test (25 minutes)

    Reading Test (35 minutes)

    + 15 minutes convening students and distributing/collecting materials

Session 2 (75 minutes):

    Writing Test (60 minutes)

    + 15 minutes convening students and distributing/collecting materials

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The Speaking Test is individually administered and takes approximately 15 minutes per student. It is unique in that it is the only Test that is scored by the test administrator. Detailed guidance on the administration and scoring of the Speaking Test is contained in Section 5 of this manual. Further, ***anyone who administers the Speaking Test must have successfully completed the Speaking Module of the online ACCESS for ELLs™ Test Administration Training***.

The following pages contain tools to use as you schedule test sessions within your school and assign students to those test sessions. **Coordinators may download the Test Session Master Schedule and the Test Session Roster** from the online ACCESS for ELLs™ Test Administration Training and complete them electronically:

Test Session Master Schedule

The Test Session Master Schedule is to be completed and retained by the Coordinator. The following scenario illustrates how a Coordinator might schedule test sessions in one school.

Scenario

Assume a middle school has to test 90 students, all in the same grade-level cluster (6-8) and evenly distributed across all three tiers; that is, 30 in Tier A, 30 in Tier B, and 30 in Tier C. The Site Coordinator could set up the following sessions at the scheduled dates and times, preparing rosters for each session. In this plan all 90 students could be tested in both Listening/Reading and Writing in a total of 12 sessions. This schedule could reflect the fact that there is a single Test Administrator in the school, so there would be no simultaneous sessions. If the school had multiple test administrators, simultaneous sessions (in different rooms) could be a possibility.

Session	Schedule	Listening/Reading Sessions			Totals	Writing Sessions			Totals
		Tier A	Tier B	Tier C		Tier A	Tier B	Tier C	
1	Mon 9 am	15			15				
2	Mon 11 am		15		15				
3	Mon 1 pm			15	15				
4	Tue 9 am					15			15
5	Tue 11 am						15		15
6	Tue 1 pm							15	15
7	Wed 9 am	15			15				
8	Wed 11 am		15		15				
9	Wed 1 pm			15	15				
10	Thu 9 am					15			15
11	Thu 11 am						15		15
12	Thu 1 pm							15	15

Note that if you are scheduling test sessions in an elementary school, you should also indicate the grade-level cluster (1-2 or 3-5) of each test session.

On the following page is a blank Test Session Master Schedule for your use in planning the test sessions at your school site.

SAMPLE | **Test Session Master Schedule**

School: _____ Coordinator: _____

		Listening/Reading Sessions (75 min.): # of Students			Total # of Students	Writing Sessions (75 min.): Number of Students			Total # of Students
Session	Day/Time	Tier A	Tier B	Tier C		Tier A	Tier B	Tier C	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

Test Session Rosters

The Test Session Roster is a tool to use in assigning students to test sessions. One roster is provided for the group-administered Tests (Listening, Reading, and Writing) and another roster for the individually-administered Tests (Speaking and Kindergarten). Coordinators should complete Test Session Rosters in this format, or in a format of their choice, and distribute them to test administrators, as well as to the teachers of students to be tested, at least two days prior to testing. Note, it is recommended that you not test more than 22 students in one group testing session.

Student tiers and daily schedules are the main factors to consider when you assign students to test sessions. Schedule only one tier (A, B, or C) and up to 22 students assigned that tier per single test session. For example, students taking the Tier A test should *not* be mixed with students taking the Tier B or Tier C test in the same room at the same time.

It is suggested that you test younger students, and lower-proficiency students, in smaller groups. If possible, test first graders separately from second graders, and third graders separately from fourth and fifth graders. This is not required, however, and it may be most convenient to test, for example, all Tier A students in grades 3, 4, and 5 together.

If possible, test the same students together across both test sessions (Session1: Listening/Reading and Session 2: Writing). That is, do not change the roster of students from one session to another.

On the following page is a blank Test Session Roster for your use in assigning students at your school site to test sessions.