

## ACCESS for ELLs 2.0 Training Information For Districts and Schools

WIDA is preparing to launch the enhanced assessment suite known as ACCESS for ELLs 2.0 this 2015–16 school year. This suite encompasses English Language Proficiency assessments for Kindergarten, Grades 1–12 (online and paper versions), and Alternate ACCESS for ELLs, an assessment for English language learners with significant cognitive disabilities. Since there have been changes to testing procedures and scoring in some cases, many educators who are involved in ACCESS for ELLs 2.0 test administration will be required to complete updated training. This document outlines important information about plans for training in 2015–16.

### Training for Test Roles

Individuals may perform one or more of the following three roles pertaining to test administration. Training requirements for each role are summarized below:

- **Test Coordinators:** Set up user accounts for training and testing as well as complete all training and verify that other educators have completed the required training to perform their respective roles.
- **Test Administrators:** Complete all relevant training, including web-based modules, checklists and quizzes, as well as read applicable Test Administration Manuals prior to administering the test to students.
- **Technology Coordinators:** Prepare technical systems for online testing after completing training checklist and web-based modules.

### Key Components of ACCESS for ELLs 2.0 Training

**Table A: Updates to Training by Role**

	Test Coordinators	Test Administrators	Technology Coordinators	All Roles
Updates for 2015-16	Test Coordinator training will be separate from Test Administrator training to help guide those who perform this critical role.	<u>Online test:</u> A new Online Test Administration Manual and web-based modules.  <u>Paper test:</u> A new Test Administration Manual and Speaking Scoring module.	Technology Coordinator materials and web-based modules will be available for sites that will administer the ACCESS for ELLs 2.0 Online.	New training format includes interactive checklists along with more video, audio, and visual guidance.  Will be able to view and try out practice test items to become familiar with the format.

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### Training Requirements

For 2015–16, WIDA strongly recommends that Test Coordinators and Test Administrators complete all trainings related to their role(s) and the test(s) they will administer. Previously trained educators should take all pertinent sections of ACCESS for ELLs 2.0 training, with the exception of those who hold Kindergarten or Alternate ACCESS for ELLs certifications, which will remain valid in 2015-16. Past certifications on ACCESS for ELLs for grades 1–12 are no longer valid for either the paper test (significantly changed) or the online test (all new) in 2015–16.

Some aspects of ACCESS for ELLs 2.0 training require certification by completing a quiz with a passing rate of 80% or higher, whereas others require completion of an electronic checklist of training tasks. The detailed training requirements (readings, tasks, and/or media-based materials) for each assessment and role are listed in these training checklists at [www.wida.us](http://www.wida.us). The table below offers a brief summary of requirements.

**Table B: Training Summary by Test and Role**

Role	Grades 1-12 Online	Grades 1-12 Paper	Kindergarten	Alternate ACCESS
<b>Test Coordinator</b>	Checklist, Web-based Training	Checklist, Web-based Training	N/A*	N/A*
<b>Test Administrator</b>	Checklist, Web-based Training	Checklist, Web-based Training, Speaking Quiz	Checklist, Web-based Training, Kindergarten Quiz	Checklist, Web-based Training, Alternate ACCESS Quiz
<b>Technology Coordinator</b>	Checklist, Web-based Modules	N/A	N/A	N/A

\* Coordinator guidance for Kindergarten and Alternate ACCESS for ELLs is covered in their respective Test Administration Manuals and in the Test Coordinator training for the other Grades 1-12 tests.

Once Test Administrators or Test Coordinators have submitted a completed online training checklist or certification quiz, their training certificates within the WIDA website portal will be updated as a record of completion.

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### **Monitoring Training and Certification**

Records of individuals' training checklist and certification quiz progress will be available within the online training portal at [www.wida.us](http://www.wida.us), and individuals can print a certificate listing completed training components. Test Coordinators use this portal to monitor the training and are responsible for ensuring that all Test Administrators have completed all applicable training components before a Test Administrator gives ACCESS for ELLs 2.0. Test Coordinators should also confirm completion of Technology Coordinator training and preparation steps, as outlined in both roles' checklists. State education agency personnel also have the ability to monitor who has completed training within their state.

### **Qualifications for Test Administrators and Proctors**

WIDA recommends that any designated testing staff or volunteers who will have access to secure test materials complete Test Administrator training for the online test.

For individuals who will administer the ACCESS for ELLs 2.0 Paper group tests (Listening, Reading, and Writing), WIDA recommends completion of the paper Test Administrator training.

WIDA recommends that the Kindergarten test, Grades 1–12 Paper Speaking assessment, and Alternate ACCESS for ELLs be administered by individuals who are well-trained in language acquisition and have experience working with English language learners. State education agencies may determine that other individuals who have completed ACCESS for ELLs 2.0 training can also administer these tests as needed.

### **Where to Locate Training Materials**

Online training materials are located in several places for educators' convenience. While all training for Test Coordinators and Test Administrators must be completed at [www.wida.us](http://www.wida.us), a number of reference materials for test ordering, online test administration, and data validation are also accessible to them via the WIDA Assessment Management System (AMS). The WIDA AMS is hosted by Data Recognition Corporation (DRC) at [www.wida-ams.us](http://www.wida-ams.us). Technology Coordinators may complete all training requirements via the WIDA AMS. The table below summarizes where educators can access the training they need:

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**Table C: Location of Trainings**

Role	WIDA AMS <a href="http://www.wida-ams.us">www.wida-ams.us</a>	WIDA Website <a href="http://www.wida.us">www.wida.us</a>
<b>Test Coordinator</b>		Online and paper-based test training materials, including Test Administration Manuals, electronic checklists, and applicable web-based modules
<b>Test Administrator</b>		Online and paper-based test training materials, including Test Administration Manuals, electronic checklists, and applicable web-based modules
<b>Technology Coordinator</b>	Checklists, webinars, and applicable web-based modules	

### Training Deadlines

WIDA does not require that Test Coordinators or Test Administrators complete training by a specific date, but they must complete training prior to test administration. Training materials will be available beginning in early September 2015. WIDA advises that educators follow the recommended timelines in the role-based checklists to ensure that they complete activities at the necessary times.

WIDA recommends that Test Coordinators complete training early in the school year as they are responsible for overseeing all aspects of the testing process, including test ordering, which typically occurs 6-10 weeks in advance of the testing window.

### Remaining Questions or Concerns

If you have additional questions or concerns not addressed in this memo or in the comprehensive list of training materials and release dates at [www.wida.us/access\\_2.0/preparation](http://www.wida.us/access_2.0/preparation), please contact the WIDA Client Services Center at [help@wida.us](mailto:help@wida.us) or toll free 1-866-276-7735.