

Please e-mail your building plan to [Justine Palabrica](#) by **December 15** for review and approval.

WIDA ACCESS for ELLs Assessment: *Grades K to 5 (January 29 – March 22)*

The WIDA ACCESS for ELLs is administered annually to students who qualify for English language development services as multilingual learners or Title III Native Americans. Results from this assessment determine which students are eligible to continue to receive these services.

School: _____

Administrator who will serve as School Coordinator: _____

Who is the ML Designee at your school: _____

School Coordinator Resources can be found on [Docushare](#)

1. Schedule

- ✓ All qualifying kindergarteners complete all domains in a single 1:1 session
- ✓ All qualifying students in grades 1-5 complete each domain test in the recommended order (listening, reading, speaking, writing)
- ✓ Do not plan to have multi-day administration of any single domain. Consider starting testing in the morning and watch the clock. Do not start a domain if you don't have twice the time you need to complete it.
- ✓ Plan for students to complete no more than one or two domains per day.
- ✓ Ensure you identify *testing rooms* and *proctors* during this planning process. Keep in mind that the speaking domain requires additional spacing- 6' recommended. There is no option to re-record if ambient noise, like other students testing, are recorded by mistake. You do not need to indicate rooms or proctors in the calendar below.

Recommended Scheduled Testing Time for grades 1-5:

The time estimates below are for planning purposes and include convening students, material distribution, directions. Younger grades and lower proficiency tests are typically shorter. Test Administrators may use their professional judgement to determine if additional time is needed.

1st through 5th Administration Format	Domain	Approximate Administration Time	Recommended Scheduled Testing Time
Groups: <ul style="list-style-type: none">• Grade 1• Grade 2 and/or 3• Grades 4 and/or 5	Listening	20-50 Minutes	65 Minutes
Groups: <ul style="list-style-type: none">• Grade 1• Grade 2 and/or 3• Grades 4 and/or 5	Reading	45-50 Minutes	60 Minutes
Groups: <ul style="list-style-type: none">• Grade 1• Grade 2 and/or 3• Grades 4 and/or 5	Speaking	15-30 Minutes	50 Minutes
Groups: <ul style="list-style-type: none">• Grade 1: Tier A or Tier B/C• Grade 2 and/or 3: Tier A or Tier B/C• Grades 4 and/or 5: Tier A and Tier B/C	Writing	25-75 Minutes	45- 90 Minutes

Recommended Scheduled Testing Time for Kindergarten:

Due to the adaptive nature of the test, high proficiency students will likely take longer and beginning proficiency student might need significantly less time.

Kindergarten Admin Format	Approximate Admin Time	Recommended Scheduled Testing Time
1:1	45 Minutes	60 Minutes

Complete your calendar: Consider the information above to plan testing. Then indicate below when you will be giving each grade level (1-5) domain (L, R, S, W), as well as make-up sessions and 1:1 kindergarten testing. *For example: You might label a day: K, 1L, 3R.*

January 29	30	31	February 1	2 Non-Student Day
5	6	7	8	9
12	13	14	15	16
19 Mid-winter Break	20 Mid-winter Break	21	22	23
26	27	28	29	March 1
4	5	6	7	8
11	12	13	14	15
18 Makeups Only	19 Makeups Only	20 Makeups Only	21 Makeups Only	22 Window Closes Early release Forms due to A&R

- Dually Qualified Students with Significant Cognitive Disabilities:** New! All WIDA testers who qualify for alternate assessment (two standard deviations below in cognitive and adaptive) will take the WIDA Alternate, including kindergartners. Special Services staff will administer this test, which is covered by a separate building plan.
- Accommodations & Domain Exemptions:** IEP and 504 accommodations will be uploaded by CRC staff from supports coded in IEP/504 plans.
 - [Accessibility Accommodations Manual](#)
 - [WCAP to WIDA Crosswalk](#)

Activity	Person Responsible
Review list of accommodations sent from the CRC for each student	
Email your ML Facilitator if accommodations need to be updated (mid-test window IEP/504 changes).	
Provide TAs with test schedule and a list of student accessibility features and test settings	
Ensure Human Readers and/or Scribes have reviewed guidance and understand how to properly administer accommodations	School Coordinator

4. Test Administrators (Proctors) Access to WIDA AMS:

- Categorical ML admin assistants will be managing system permissions

Activity	Person Responsible
Person(s) responsible for notifying Categorical if non-ML staff will be administering WIDA ACCESS online in your school	
Provide time for proctors to complete any additional training requirements as indicated at the in-person training	

5. Training Plan: All proctors and administrators (or designated School Coordinators) must attend the elementary training: January 19-- 10 AM in the CRC Boardrooms.

- Staff may need to complete additional mandatory training activities during paid time at the school.
- There will be additional support for building staff with students coded for Human Reader/Scribe accommodation.

6. Test Security and Logistics Responsibilities

Activity	Person Responsible
Numerous activities will need to be completed prior to testing. The school coordinator must ensure these activities are completed on time. See ML Designee WIDA ACCESS for ELLs Summative checklist.	School Coordinator
Ensure you have adequate sharpened #2 pencils (K-3 booklets)	
Ensure safety drills are not scheduled during testing dates	
Person responsible for confirming DRC Insight software has been loaded to all student computer/devices (in cooperation with the Field Tech)	
Ensure that there is a secure test material storage location (that ML designee/staff can access)	
Person responsible for inventorying Kindergarten, 1 st , 2 nd , and 3 rd grade test booklets	
Person responsible for collecting, inventorying, and packaging Kindergarten, 1 st , 2 nd , and 3 rd grade booklets at the end of the testing window	
Person responsible for ensuring there are enough proctors and rooms to test each group at the scheduled times	
Person responsible for reserving testing rooms and ensuring room set up includes: <ul style="list-style-type: none">• <i>Enough computers for each testing session</i>• <i>Students need to be 4'-6' apart during testing to ensure test security and during the speaking domain, students can speak at a normal volume level without disturbing other testers.</i>	
Person responsible for communicating newly enrolled students who need to be uploaded in WIDA AMS.	
Person responsible for printing test tickets as close to test day as possible. Ensure they are stored in a secure locked cabinet until testing begins.	
Person responsible for gathering the required materials for each 1 st -5 th grade session: All domains: Test Administrator Manual, Test Administrator Script, student test tickets, student test roster, computers, and headphones with microphones. <ul style="list-style-type: none">• <i>Speaking test: Headsets with microphones</i>• <i>Writing Grades 1-3: Writing test booklets and pencils</i>• <i>Writing Grades 4-5: Computers and headphones</i>	
Person responsible for checking out and in kindergarten test materials: Test booklet, storybook, activity board, cards, pencils	
Person responsible for reporting improper secure material handling	School Coordinator
Person responsible for printing Writing Tier reports for grades 1-3	
Person responsible for actively monitoring test sessions during the test window and scheduling students for makeup sessions.	

Person responsible for meeting weekly with ML designee to ensure adequate progress is being made and troubleshoot issues that arise that may impede proper completion.	School Coordinator
Person responsible for completing Test Incident and School Security reports	School Coordinator
Activity	Person Responsible
Person responsible for ensuring all state required paperwork is to the A&R department by March 22 <ul style="list-style-type: none"> Completed TSA forms from all staff involved in testing Additional state training logs, if applicable eRoster with non-tested students and reason First page of roster printed and signed by the principal School security report 	

7. Test Communication Plan. Considering the impact that testing will have on the many people at your building, list ways to communicate to all who are affected.

Impacted Group	How/what we intend to communicate:	Person Responsible	Date(s)
ML Students	Test Schedule		
Families	BlackBoard connect call with test schedule	Categorical Programs	01/26/2024
Teacher/Para	Student testing list with times for classroom teachers Pay attention to testing room signs (Do Not Disturb)		
Custodial, Cafeteria, and Office support staff	Test Schedule and locations to mitigate disturbances		

Building Plan completed by: _____
Your Name

If you have any questions, please contact Quiana Hennigan at x4057 or qhennigan@everettsd.org