

Please e-mail your building plan to Justine Palabrica by **December 15** for review and approval.

WIDA Alternate ACCESS Assessment: Grades K to 12 (January 29 – March 22)

WIDA Alternate ACCESS assesses English language proficiency for Multilingual Learners (MLs) with significant cognitive disabilities (as determined by case managers). This assessment is given one on one by a school employee who is familiar with the student and understands their communication.

School: _____

Administrator who will serve as School Coordinator: _____

Additional staff to receive communications about WIDA Alternate Access: _____

SC Resources can be found on [Docushare](#)

1. Scheduling: Use the space below to plan for testing as well as make-up sessions. Consider the following:
 - Administration time varies based on grade level, student ability and modes of communication.
 - Set aside an amount of time (approximately an hour) to get as much of the test done as possible, and plan to return to the assessment if that student is unable to complete.
 - When scheduling, please keep in mind classroom coverage. If you have difficulty scheduling test administration, please contact Beth DeGrace for assistance.
 - School teams should review the [tester list](#) (coming soon) and think critically about who will give the assessment.
 - Proctors should be familiar with the students who will test. They need to be able to understand the idiosyncrasies of each student's communication.
 - Proctors should have sufficient expertise to administer an assessment and manage the student with minimal supervision.
 - Selecting a paraeducator who can be removed from regular coverage with less classroom impact is ideal. Think first of student needs.
 - If you have difficulty selecting proctors, please contact [Beth DeGrace](#).

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. Materials due to CRC. Early release
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- 2. Accommodations:** WIDA Alternate ACCESS accommodations are selected based on the accommodations and supports in student IEP Plans. Please identify the person responsible for the activities below.

Activity	Person Responsible
Review accommodations manual and decide which supports, if any, are appropriate	Case Manager
Hand code accommodations in student test booklet	
Provide TAs with test schedule and a list of student accessibility features and test settings	

- 3. Refusal Procedure:** Refer testing refusals to your-building administrator.

- 4. Training:** All proctors must attend the official training once dates have been confirmed.
- WIDA Alternate ACCESS is administered by your school's special services staff who are most familiar with the student(s).
 - All proctors must attend one of the following trainings:
 - Certificated and/or Classified Staff: Wednesday, January 24th
 - Classified Staff only: Thursday, January 25th

- 5. Test Security and Logistics Responsibilities:** All test booklets must be kept in a locked storage area with limited staff access.

Task	Person Responsible
Review list of identified WIDA Alternate Access testers at your school	
Store test materials in a secure/locked location	
Inventory secure materials as it arrives in school. Sign out and sign back in materials delivered to TAs before scheduled assessments	
Using pickup instructions, inventory and organize all materials before 3/22	
Complete Test Incident and School Security reports in ARMS	School Coordinator & Principal
Ensure all state required paperwork is ready upon pick up: <ul style="list-style-type: none"> • Completed TSA forms from all staff involved in testing • All secure test materials (student response booklets; TA Scripts; Reading, Listening, Speaking Booklets) 	

- 6. 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)
Family	Case managers should be communicating with families about ML assessments. Results should be sent home once received.		
WIDA Alternate Access School Coordinator/ML Designee	If student changes from WIDA Access to WIDA Alternate Access or vice versa once the window is open		
Office support staff	Materials pickup and drop-off communication		

Building Plan completed by: _____
Your Name