

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

WIDA ACCESS for ELLs Assessment: Grades 6 to 12 (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 students in grades 6-12 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.
- ✓ Never administer different domain tests to a single testing group. All students in a testing room must be taking the same domain test.
- ✓ Plan for students to complete no more than one or two domains per day. Do not schedule students to take all 4 domains in a single 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 6-12:

The time estimates below are for planning purposes and include convening students, distributing materials, and giving directions. Lower proficiency tests are typically shorter. Test Administrators may use their professional judgement to determine if additional time is needed.

Domain	Approximate Administration Time	Recommended Scheduled Testing Time
Listening	20-50 Minutes	65 Minutes
Reading	45-50 Minutes	60 Minutes
Speaking	15-30 Minutes	50 Minutes
Writing	25-75 Minutes	45- 90 Minutes

Complete your calendar: Consider the information above to plan testing. Then indicate below when you will be giving each grade level (6-12) domain (L, R, S, W), as well as make-up sessions. *For example: You might label a day "All grades reading" or "6-8R".*

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

2. **Dually Qualified Students with Significant Cognitive Disabilities:** Special Education case managers determine if students will participate in the WIDA Alternate ACCESS paper test instead of the WIDA ACCESS for ELLs. Case managers will administer this test, which is covered by a separate building plan.
3. **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	
Notify 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
By no later than February 2, review accommodations list and create a individual student testing schedule with a specific plan for each accommodation and how it will be supported. Schedule appointments with any required staff (such as 1:1 paras etc) for the dates of testing.	

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 secondary training and complete additional mandatory training activities.
- High Schools and Evergreen: January 18: 11:30-2:30 pm at CRC – Boardroom A
 - All other Middle Schools: January 17: 12:15-3:15 at CRC – Port Gardner B
- 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 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)	
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 that 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 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 6-12 (keyboarding): Computers and headphones</i> • <i>Writing Grades 6-12 (handwritten, if applicable): Writing response booklets, pencils, computers, and headphones</i> 	
Person responsible for reporting improper secure material handling	
Person responsible for actively monitoring test sessions during the test window and schedule 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
Person responsible for ensuring all state required paperwork is to the A&R department by March 22 <ul style="list-style-type: none"> • <i>Completed TSA forms from all staff involved in testing</i> • <i>Additional state training logs, if applicable</i> • <i>eRoster with non-tested students and reason</i> • <i>First page of roster printed and signed by the principal</i> • <i>School security report</i> 	

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	1/26/2024
Teacher/Para	Student testing list with times for gen-ed 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 ghennigan@everettsd.org