

2021 WIDA ACCESS for ELLs Planning Outline

This document is a guide to help districts plan for the 2021 WIDA ACCESS for ELLs administration. The recommendation is to start planning early so that your district is as prepared as possible. Use these guiding questions to help create and draft your plan for this year's test administration.

Test window: January 4th, 2021 – April 23rd, 2021

Before Testing

Test Administrators

- Have you identified your test administrators for the 2020-2021 testing window?
- Do you need to increase the number of people you have administering the tests?
 - Consider flexibility under the [state's test administrator guidelines](#) to include personnel in addition to your ESL staff to administer tests.

Parent Communication

- What is your plan for ensuring families understand the purpose of the test, testing expectations, locations, date/time?
 - What does communicating in a manner that provides families with meaningful access to information look like in your district?
 - Bilingual messaging, use of home language
 - Communication methods – phone, text, email, parent portal, website, etc.

Transportation

- Is the district transporting students to the testing site?
- Will families bring students to the testing site?

Scheduling

- If your district or the student's school shifted to remote or asynchronous learning, what is your plan to complete testing within the window?
 - Consider utilizing the testing engine's flexibility to assess students at times that may fall outside of regular school hours.
- Will you need to consider having students complete more than one domain when present?
 - How will you providing student breaks between multiple domains?
- Are you scheduling group tests?
 - What will you do if a student scheduled for a group test is late?

Health and Safety

Masks

- Who is responsible for providing the mask?
- What is your district policy for students and mask-wearing?

Cleaning

- Who is responsible for providing the cleaning materials? Where will they be stored when not needed for ACCESS testing?
- Who is responsible for cleaning frequently touched surfaces used for testing?

Space

- Where will students test?
 - Home school/district Building
 - Consider selecting a large room with easy access to an exterior door.
- Will additional barriers be needed?
 - Between students?
 - Between TA and student?

Other measures

- Are there other health and safety measures in place in your district that you must consider?

Testing

Materials

- What is your plan for ensuring that testing sites have an appropriate number of testing materials?

Online

- If testing outside of the usual computer lab/media center, which devices will be used for testing?
 - Where will the devices be stored when not in use?
- Will you consider asking students to bring personal headphones to reduce required cleaning?
 - How will you ensure that student hardware meets requirements for testing and are in working order?

Kindergarten

- What is your district's plan for ensuring this assessment, which requires close physical contact between the test administrator and student, can be conducted safely?
 - How will you handle multiple testers per day?
 - Staffing?
 - Room?
 - Kit reuse
 - Allow extra time in-between kit use
 - Point with a pencil eraser
 - TA wears gloves
 - Protect cards (plastic bags, plastic wrap, laminated, etc.)

Alternate ACCESS for ELLs

- What is your district's plan for ensuring this assessment, which may require close physical contact between the test administrator and student can be conducted safely?

Make-up Tests

- What will you do if a child does not show for their scheduled test?
 - What is your communication plan to reach out to families for follow-up and rescheduling if necessary?
- Did you allow families to select their testing time/location?
 - Does this impact how many times you reschedule?

Security

Waiting Room

- If students arrive to the testing location early, where will they wait?
- If parents/guardians take their student(s) to the testing site, if they want to wait on-site, where will they wait?
- If parents/guardians do not wait on-site and are not available for student pick-up when testing is complete, where will the student wait? What is the protocol for contacting the student's ride home?

Material Storage in the Event of COVID Related Shutdown

- What is your plan for ensuring the security of test materials if a building or district closure occurs?

Documentation of efforts

- How will you document your communication with parents and your efforts to test students within the testing window?
 - Documentation can be on paper or electronic.
 - Consider capturing the following information:
 - Date/time of communication or attempted communication with parent/guardian
 - Name of person who contacted/attempted to contact parent/guardian
 - Any notes from contact with parent/guardian (acknowledgement of testing, refusal, reason for refusal, etc.)
 - Testing schedules
 - Local procedures for testing and test security
 - Verification of teacher test administration certification
 - Any decision by administration/school board to close schools or limit in-person attendance that could affect testing (meeting minutes, notifications, etc.).