

ELEMENTARY SCHOOL-BASED ASSESSMENT PLAN

RECOMMENDATIONS FOR PREPARING FOR THE ADMINISTRATION OF ACCESS FOR ELLS®

TIMELINE

January 8 – 9	Inventory of all ACCESS testing materials received. If testing materials have not been received by January 11 th , contact MetriTech via e-mail at wida@metritech.com or fax at (217) 398-5798.
January 14 - February 22	Individually administer Kindergarten ACCESS and ACCESS Speaking Sub-Test for Grades 1-8
January 14 - February 1	Group-Administered Sub-Tests for Grades 1-8 (Listening, Reading and Writing)
February 22	Return testing materials to MetriTech

TESTING CONSIDERATIONS

Kindergarten ACCESS and ACCESS Speaking Sub-test for Grades 1-8 individually administered

In general, the way to estimate the number of students that should be tested per day is as follows:

$$\text{No. of ELLs + Code 13 students} \div \text{Testing days} = \text{No. of students to be tested per day}$$

One (1) ACCESS-certified teacher should be able to administer:

- **Kindergarten ACCESS** - to approximately 8 Kindergarten ELLs per day
- **ACCESS Speaking Sub-Test** - to approximately 15 ELLs in grades 1-8 per day

Please keep in mind that the more English proficient a student is, the longer it may take to administer the ACCESS Speaking Sub-test.

Group-Administered ACCESS Sub-Tests for Grades 1-8 (Listening, Reading and Writing)

ACCESS for ELLs® is divided into three elementary school grade-level clusters: 1-2, 3-5 and 6-8. In a self-contained ELL classroom, the ACCESS-Certified teacher can administer the group-administered sub-tests to his/her own students. In a pull-out situation, an ACCESS-certified teacher may test grade-level cluster ELLs together, e.g. 1st and 2nd grade ELLs may be tested together. The same would apply to grade-level clusters 3-5 and 6-8. The recommended ratio is 25 to 1.

Note: Approximately 150 minutes are needed for group testing

ACCESS Testing of Code 13 Students

The Illinois State Board of Education requires that all students exited from the Transitional Bilingual Education Program with a Code 13 as of January 1, 2006, participate in ACCESS testing each year until they achieve an overall composite level of 4.0.

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TEST SESSION ROSTER

The Test Session Roster is a tool for use in assigning students to test sessions. The school should generate a roster by classroom from the “Student In Program” Report located in IMPACT-SIM. One roster should be generated for the individually-administered tests (*Kindergarten ACCESS* and *ACCESS Speaking Sub-test* for grades 1-8) and another roster for the group-administered tests for grades 1-8 (Listening, Reading, and Writing).

In addition, a roster should be generated from REA’s (Research, Evaluation and Accountability) Principal Login site to obtain the information as to which *ACCESS* tier was recommended for each student.

TESTING SUPPORT OPTIONS

In collaboration with REA, OLCE will provide two testing support options to facilitate the individually-administered *Kindergarten ACCESS* and *ACCESS Speaking Sub-test* for grades 1-8. If Option A is selected, a substitute teacher bucket number will be made available once the school implementation plan is received and approved. If Option B is selected, a support stipend will be provided at the **completion of ACCESS testing of all K-8 ELLs, including Code 13 students.**

For the purpose of substitute allocation, schools have been categorized based on the number of ELLs and Code 13 students enrolled at the school as of October 10, 2007. See table below.

SCHOOL CATEGORY	ELL & Code 13 Enrollment	OPTION A		OPTION B
		Substitute(s) Allocated	No. of Days Per Substitute	Support Stipend
Very Large Program	501 +	3	10	\$3,660
Large Program	251-500	2	5	\$1,220
Medium Program	76-250	1	4	\$488
Small Program	16-75	1	2	\$244

TEST PLANNING

An *ACCESS Implementation Plan* is enclosed for you to follow. Some fields in your plan have been pre-populated with your school’s data. Please provide the following information:

- Number of ACCESS-certified staff at your school
- Number of ACCESS-certified staff at your school who will administer test
- Name of your ACCESS testing coordinator
- *Testing Support Option* selected

The completed and signed form must be faxed to your AIO and to OLCE, to the attention of Ransil Park, at 553-1931 by Wednesday, December 19th.