



### Overview

The purpose of this document is to outline the procedures surrounding the entry of Access test and W-APT screener data in the new system.

#### Access Test Data Entry

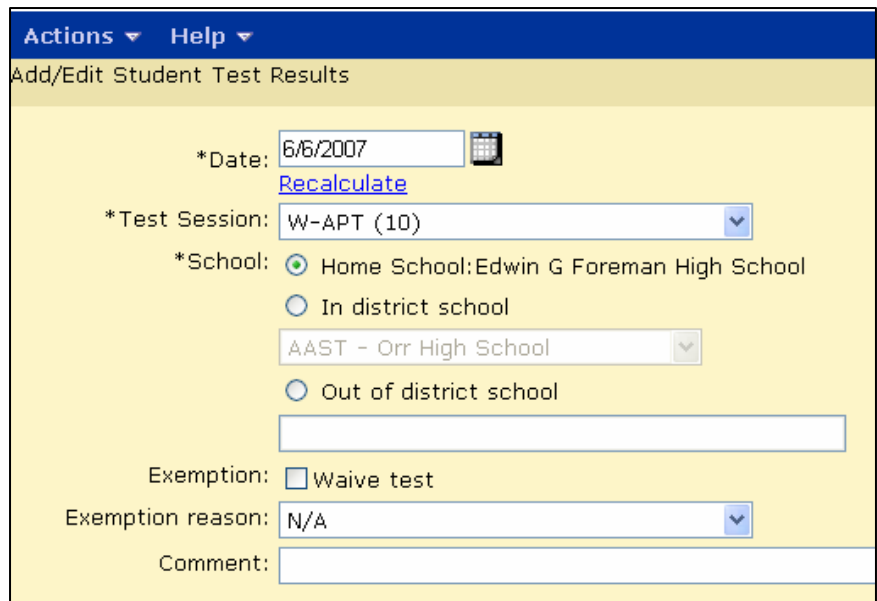
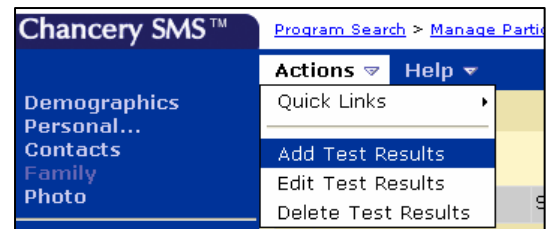
The Access test supplanted the ELPT measurement in the spring of 2006. The student test results were stored in the SI system. As schools move from SI to SIM, the IMPACT data conversion provides for the movement of these test results into the SIM system. The IMPACT team is currently finalizing a direct data feed between REA and the SIM system. This direct data transfer mechanism will be in place to automatically import the Access scores from the tests taken this spring (2007). In SIM, the entry of Access data will always be automated; *there is no manual entry of Access test results in SIM.*

#### W-APT Test Data Entry

The W-APT screener replaced the ELPTS measurement in December of 2006. As in SI, school based bi-lingual teachers are responsible for manually entering screener test results. The instructions on pages 2 and 3 provide instruction for completing the W-APT test entry process.

### Adding W-APT Screener Scores

1. Login to SIM and perform a student search on the student.
2. Open the student record by clicking on the student name hyperlink.
3. Select **Test Results** from the left hand menu pane.
4. From the Actions menu, select **Add Test Results**. This will yield the Add/Edit Student Test results screen.
5. \*Date = A required Field. **Enter the current date.**
6. \*Test Session = A required field. Use the student's current grade to determine which W-APT test session to open (K-12). Select the level with the appropriate **grade indicator**.





**Example:** W-APT (K) = (Grade Kindergarten)  
W-APT (6) = (Grade 6)

- 8. \*School = A required Field. Once the appropriate test session has been selected, use the radio button to demark the **Home School** value.
- 9. Exemption = **Leave Blank**
- 10. Exemption reason = **Leave Blank**
- 11. Comment = **Leave Blank**
- 12. Next, click on the box for **Raw Score** for Listening and provide the student score result.

13. Next, click on the box for **Raw Score** for Speaking and provide the student score result.

Component	Raw Score	Comment 1
<b>WAPT5 - Wilda-Access Placement Test Grades (9-12)</b>		
Speaking	<input type="text"/>	
Listening		
Reading		
Writing		

(Ref. Steps 12-15)

- 14. Next, click on the box for **Raw Score** for Reading and provide the student score result.
- 15. Next, click on the box for **Raw Score** for Writing and provide the student score result.
- 16. Once all test metrics have been entered use the scroll bar at the bottom of the screen to scroll right, and then click the **OK** button.

**NOTE:** If test data is inadvertently entered incorrectly, contact Ransil Park at Central Office to correct the problem.