

ACCESS 2.0 FAQs

Q1: What are the off-site procedures for administering ACCESS 2.0?

A1: Consult the *Off-Site Procedure Timeline* to prepare for testing off-site.
<https://www.doe.k12.de.us/Page/3875>

Q2: Who is responsible for the testing at places such as Rockford, SCOPE? What about locations 2 hours away from the district?

A2: Connect with the off-site location to determine if they have capacity to test the student. If not, the sending LEA will be responsible for administering ACCESS 2.0.

In instances where there is an extenuating circumstance; i.e., distance to the off-site location, limited capacity with sending LEA, secure computer not available, student has a health concern, have your DTC submit a Help Desk ticket for an exemption.

Q3: Is there a 2-week window near the end of testing that we would not commence testing for a student?

A3: Yes. Students who are new to the LEA do not need to begin testing during the last two weeks of the window. They must be administered the Screener within 25 days of the actual start date. The Screener takes precedence over the ACCESS 2.0. Notify your DTC who would submit an exemption using the DOE Help Desk.

<https://www.doe.k12.de.us/cms/lib/DE01922744/Centricity/Domain/111/DeSSA%20Participation%20Policy%2011-14-2018.pdf>

Q4: Are we able to stop a test session if a student is upset/crying?

A4: Yes, the test administrator can pause the test and finish the next day if there are extenuating circumstances that prevent the student from completing the test session.

Q5: If you stop a session, does that require a Help Desk ticket, if you continue the next day?

A5: There are reasons that may require you to stop a session: Parent pickup/early dismissal; student illness; or other such unexpected concerns. In these unplanned situations, it is not a test security violation if the test administrator makes the decision to PAUSE the test until the next day. However, the student will not be allowed to go back to a previously answered question. The test would pick up where the student left off the next day.

This does not require a Help Desk ticket.

Q6: Are there clear directions on when a student can be exempt from ACCESS testing? An exemption policy?

A6: In instances where there is an extenuating circumstance; i.e., distance to the off-site location, limited capacity with sending LEA, secure computer not available, student has a health concern, have your DTC submit a Help Desk ticket for an exemption.

Q7: In a dual language school, where the EL is in a general education classroom and immersed full-time, who decides on the accommodations and who inputs the accommodations?

A7: This is an LEA-based decision.

Q8: What happens if a student transfers to another DE school during testing?

A8: For all Transfer students, submit a DOE Helpdesk ticket via your DTC. DOE Helpdesk ticket will be handled by case-by-case basis.

Q9: Is there a deadline for DOE-approved accommodation requests?

A9: The deadline to submit DOE-approved requests for ACCESS is 10 business days before the student is scheduled to test. Give yourself time to submit the request, have it approved, and to test the student.

Q10: Does a student who meets eligibility criteria for the Alternate ACCESS 2.0 require DOE approval to take that assessment?

A10: No. Notify your DTC. Following the testing, The DTC will submit the Alternate ACCESS students to Lisa Alexander using the DOE Help Desk.

You would only submit Appendix E-4 if the student taking the Alternate ACCESS require a DOE-approved accommodation.

Q11: How do we record/input accommodations for students placed on Alternate ACCESS and/or using Paper/Pencil?

A11: The test administrator may use either WIDA AMS to input the accommodations or mark the accommodations the students will be using in the test booklet.

Q12: What do we do with the physical test book (i.e. Kindergarten book/paper-pencil) if a student moves to another DE school?

A12: *If the student moves to another School/District:*

1. Both the sending and receiving district must complete the transfer form.

Note: All student information match exactly from both testing sites in order for records to correctly merge.

The sending site must also have a Pre-ID Label for the student. If no Pre-ID Label exists, DRC will not have a record to transfer to the receiving district in WIDA AMS.

2. Mail the student's test book to DRC, whether it is partial or complete.

For transfers involving Paper forms; DRC will merge the student's records. The scoring will reflect testing at both sites.

Q13: What is the protocol for a student who moves out of state in the middle of testing?

A13: If a student has completed or has not completed testing and moves to a new state, and it is within the new state's testing window, it will be up to the receiving state to decide if the student will test again.

Note: Due to the varying levels of student information security across states, student score information CANNOT be shared across states.

Q14: What are the next steps when a student has been misidentified as EL for ACCESS 2.0?

A14: Contact Maria Paxson to remove the student from the EL 2.0 database. Notify your DTC who will submit the DOE Help Desk ticket to have the student removed from WIDA AMS

Q15: What is the procedure for a newly enrolled potential EL student during the testing window?

A15: If a student starts school before the final 2-week window, the standardized entrance procedure must be followed to determine eligibility. The student would take the WIDA Screener/Kindergarten Model and take the ACCESS 2.0.

If a student starts during the final 2-week window, then the student must take the WIDA Screener/Kindergarten Model to determine eligibility. The student, if identified, would take the ACCESS 2.0 the following test year.

- Use the student actual start date versus the enrollment date

Other Assessments:

Q1: Can an EL student receive any of the DeSSA assessments in their Native Language?

A1: Yes. This is a DOE-approved request. Appendix E-2 will need to be completed and submitted via KACE ticket. <https://www.doe.k12.de.us/Page/2138> (Accessibility Guidelines and Forms)

Native Language – Human Interpreter is available for EL students who take DeSSA Math, DeSSA Science, DeSSA Social Studies and DeSSA-Alt ELA, Math and Science.