

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.
The annual ACCESS may not be used in lieu of the screener. All new students must first be identified using the appropriate screening tool.
<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. A Help Desk ticket to DOE must be submitted in an event when a student cannot continue to test the same day. The Help Desk ticket is not for approval rather for record purpose only.

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

A5: YES. 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. A Help Desk ticket to DOE must be submitted in an event when a student cannot continue to test the same day. The Help Desk is not for approval rather for record purpose only.

Q6: Can students continue a domain the next day? Will the test continue right where they left off?

A6: Yes, if they have a valid reason as outlined in A5. The student would pause and exit and then when they are ready to resume they can log in and pick up where they left off.

Q7: Is there a time frame that they have to finish this domain? What if the test is stopped and they have to continue the next day, but they are absent?

A7: Every attempt should be made to have the student complete the next day. If they are absent, then upon their return.

Q8: Will they be able to go back and check answers they selected from the first session if they continue the domain the next day? Is this applicable for each domain?

A8: This cannot be done for Online Listening, Reading and Speaking. Because the test is adaptive, once a student has answered a question, he/she cannot go back and look at the question and or change the answer. When the student logs back in the test system, the student will be placed on the screen where they last paused.

The online writing test had check-ins built into the test to ensure the test administrator goes back and confirms that the student responded to the writing prompts, so it is possible to move backward in the online Writing test.

Q9: Are there clear directions on when a student can be exempt from ACCESS testing? An exemption policy?

A9: Review the Valid Exemptions section on the [Delaware Test Administration Policy for ELs](#). If your student has met the criteria, have your DTC submit a Help Desk ticket for an exemption. For students who have a documented health concern and need one or two domain exemptions to receive a composite score, complete Appendix C-3 and submit to the DOE Help Desk.

Q10: 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?

A10: This is an LEA-based decision.

Q11: What happens if a student transfers to another DE school during testing?

A11: For all Transfer students, submit a DOE Helpdesk ticket via your DTC. DOE Helpdesk ticket will be handled by case-by-case basis.

Q12: Is there a deadline for DOE-approved accommodation requests?

A12: The deadline to submit DOE-approved requests for ACCESS is 10 business days before the start of the current year test window. Give yourself time to submit the request, have it approved, and to test the student.

Q13: Does a student who meets eligibility criteria for the Alternate ACCESS require DOE approval to take that assessment?

A13: No. Notify your DTC. You would only submit Appendix C-3 if the student taking the Alternate ACCESS require a DOE-approved accommodation. The student must be changed on the DOE Accountability screen from ACCESS to Alt ACCESS.

Q14: How do we record/input accommodations for students placed on Alternate ACCESS and/or using Paper/Pencil?

A14: 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.

Q15: What do we do with the physical test book (i.e. Kindergarten book/paper-pencil) if a student moves to another DE school?

A15: *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.

Q16: What is the protocol for a student who moves out of state in the middle of testing?

A16: 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.

Q17: What are the next steps when a student has been misidentified as EL for ACCESS 2.0?

A17: Contact Maria Paxson to remove the student from the English Learner database. Notify your DTC who will submit the DOE Help Desk ticket to have the student removed from WIDA AMS.

Q18: What is the procedure for a newly enrolled potential EL student during the testing window?

A18: 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 identified as an EL. The new student must be entered into the AMS system and then proceed with testing.

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

Q19: Can a student take some domains online and other domains paper/pencil?

A19: No. Students must take the full assessment in a single mode.

Q20: Can a student be exempt from one or more domains of the ACCESS assessment if they are unable to meaningfully participate due to a disability?

A20: Submit Appendix A-3 to the DOE Help Desk so that a determination can be made. This is handled on a case-by-case basis. If the exemption is granted for one or more domains, the student can still be scored.

Q21: Does the use of a paper/pencil ACCESS assessment require DOE approval?

- A21: To administer the assessment in a Different Test Format (DTF) please submit a Unique Accommodation request (Appendix C-3) to the DOE Help Desk.
- Q22: **Who is able to administer the ACCESS assessment? Does the test administrator need to be a certified teacher?**
- A22: A paraprofessional can administer the ACCESS assessment if he/she has completed the Test Administrator training and DeSSA Test Security training. A designated certified personnel needs to be responsible to ensure proper administration procedures are followed.
- Q23: **What is the protocol for students who leave the county and return for qualifying for the EL First Year Exemption? Some students were born here and do not have immigration dates.**
- A23: Complete Appendix C-7: EL First Year Exemption Request and submit to the DOE Help Desk. Provide evidence of their birth certificate and enrollment dates. The student must have documented proof that he/she has been attending a US school for less than 12 cumulative months.

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 C-4 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.