

**TEST ADMINISTRATION POLICY FOR ELS  
2019-2020 School Year**

In order to ensure consistent policies across reporting systems, the Delaware Department of Education has established the following rules to assist with ELS who take the DeSSA Assessments and the ACCESS 2.0.

<b>Newly Enrolled E</b>
<ul style="list-style-type: none"> <li>• Newly enrolled ELS must take the Kindergarten Model/WIDA model within 25 days of their start date.</li> <li>• BEFORE the final 2 weeks of the ACCESS 2.0 testing window, the standard entrance procedure must be followed to determine eligibility. The new EL WILL be administered the Screener and ACCESS 2.0.</li> <li>• DURING the final 2 weeks of the ACCESS 2.0 testing window, students must be administered the Screener to determine eligibility. The student, if identified, would take ACCESS 2.0 the following year.</li> </ul>
<ul style="list-style-type: none"> <li>• ELS whose actual start date is before the last two weeks of the testing window, will participate in ACCESS 2.0.</li> <li>• ELS whose actual start date begins during the 2-week window will not participate in ACCESS 2.0 this year. The DTC will need to submit an exemption and note the student's start date.</li> </ul>
<ul style="list-style-type: none"> <li>• Accommodations must be inputted into WIDA AMS by March 5, 2019.</li> <li>• DOE-Approved Accommodations end date is March 5, 2019. Requests should be submitted 10 business days before your intended start date of testing.</li> </ul>
<ul style="list-style-type: none"> <li>• Can receive an exemption from ELA the 1st year.</li> <li>• Participates in DeSSA assessments following all the standard procedures the 2<sup>nd</sup> year onward.</li> </ul>
<ul style="list-style-type: none"> <li>• The sending LEA is responsible for administering ACCESS 2.0 UNLESS the receiving institution has the capacity and trained staff to administer the assessment.</li> <li>• In instances where there is an extenuating circumstance; i.e., distance to the off-site location is an extreme burden, limited capacity with sending LEA, secure computer not available at receiving institution, or student has a health concern, the DTC must submit the student for an exemption during the exemption window documenting the reason.</li> </ul>
<ul style="list-style-type: none"> <li>• 1st Year EL (for DeSSA ELA)</li> <li>• Distance to an off-site location is an extreme burden on the sending LEA.</li> <li>• Limited capacity with sending LEA or receiving LEA.</li> <li>• Secure computer not available at receiving institution.</li> <li>• Student has a documented health concern.</li> <li>• Student is newly enrolled and start date is within the last two weeks of the testing window.</li> </ul>
<ul style="list-style-type: none"> <li>• All transfers are handled on a case-by-case basis. Submit using a DOE Help Desk ticket.</li> <li>• Paper Booklets: Both sending and receiving districts complete a transfer form with a Pre-ID label. All information must match exactly to correctly merge. Mail the completed form and test booklet to DRC.</li> </ul>