

Grades 4–12

ACCESS for ELLs[®]

Form 502

Online Test Administrator Script

4–12

This is **NOT**
secure material.

At the completion
of testing, please
recycle.

Do **NOT** return
to DRC.



WIDA[™]

2020–2021

This is **NOT** secure testing material.

At the completion of testing, please recycle.

Do **NOT** return to DRC.

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All Domains

Before You Begin

- Complete all test administration training at wida.wisc.edu (click Login to access the WIDA Secure Portal).
- Set up testing sessions in WIDA AMS (wida-ams.us).
- Verify the DRC INSIGHT icon appears on the desktop of each student's testing device. Contact your school's technology coordinator if you do not see the icon.
- Review and assign accessibility and accommodations options as applicable (see the *Accessibility and Accommodations Supplement* at wida.wisc.edu/assess/accessibility).
- Ensure there is one set of working headphones or a headset (as applicable) for each student.
- Print test tickets.
- Check the Writing Response Booklets of any students who will handwrite their writing test responses and verify the booklets have either a Pre-ID or School/District label.

How to Read the Script

- **Read aloud the text in bold font.** These are the instructions for the students.
- Do not read the unbolded text aloud. These are directions for you, not for the students.

How to Launch the Test

ACCESS for ELLs Online can be accessed from the student's device by clicking on the DRC INSIGHT icon.



Welcome

Now you are going to take a test. Some questions might be easy for you and others might be hard. Do the best you can.

Does everyone have headphones? (WHEN ADMINISTERING THE SPEAKING TEST, SAY) **Does everyone have a headset?**

Pause for response. Point to one student's headphones or headset as an example. Do a visual check to ensure all students have headphones or a headset.

O.K., good. I will tell you when to put them on.

Make sure desks are clear of everything but headphones or a headset, a computer mouse, and a keyboard.

All materials not related to testing, including electronic devices like phones or smartwatches, should be put away where students cannot access them during the test.

Make sure that students are not chewing gum or eating.

Logging In

If you will log in the students yourself, skip this section and go to the “Starting the Test” section for the domain you are administering.

Now I will pass out your test tickets.

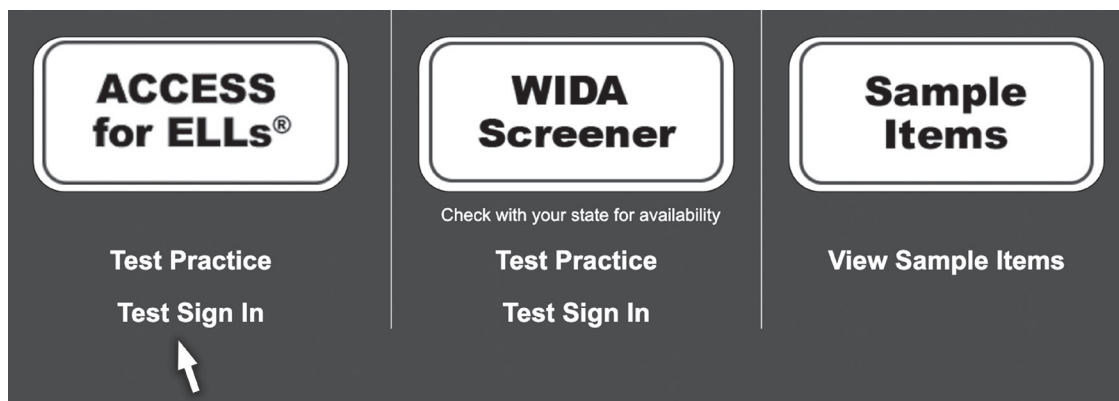
Give each student the test ticket with his/her name on it.

Does everyone have a test ticket with your name on it?

Pause for response.

Now look at the screen. Under ACCESS for ELLs®, click the words Test Sign In.

Make sure all students click on Test Sign In under ACCESS for ELLs (NOT under WIDA Screener) and can see where to enter their usernames and passwords. If necessary, click the correct Test Sign In link for the students.



Look at your test ticket. Find the username and password.

Use one student’s ticket or an extra as an example to point to the username and password.

Type your username in the first white box.

Point to the first white box on a screen. If necessary, assist students in entering their usernames.

Type your password in the second white box.

Point to the second white box on a screen. If necessary, assist students in entering their passwords.

Now click the Sign In button.

Go to the “Starting the Test” section for the domain you are administering.

Listening and Reading

Starting the Test

Do you see your name?

The student's name should appear at the top of the screen. If any students do not see their names, help them exit the test and go back through the sign-in process. Confirm that they correctly enter their usernames and passwords before clicking the Sign In button.

Now click Continue.

Pause while students advance to the next screen. If necessary, point to the Continue button and assist students in moving forward.

In the next line of the script, you will instruct students to click on the name of the domain they will be taking and read that domain name aloud.

Next, click Listening. (OR SAY) Next, click Reading.

Do not click anything else until I tell you.

Pause while students advance to the next screen. Ensure that students are on the "Begin The Test" screen.

When you click the Begin The Test button, you will listen and practice. Then you will start the test.

When the test starts, you must listen carefully. Each part will play only one time.

After you click the Next button, you cannot go back and change your answer.

Do you have any questions?

Answer questions.

Raise your hand if you need help.

At the end of the test, raise your hand.

Now put on your headphones. Click the Begin The Test button.

Make sure all students have clicked on the correct button and are viewing the directions.

During the Reading Test, students may take off their headphones after the test directions and practice are complete.

Monitoring and Ending the Test

Monitor students' work to make sure they are progressing through the directions and practice.

If at any point a student becomes confused or is not sure what to do to continue, prompt him/her by saying:
Remember, click the Next button to go on.

Students should only press the Pause button when instructed by you. If you see a student pressing Pause, say:
Please do not press Pause unless I tell you.

As students complete the test and raise their hands, instruct them to click the Next button. After they do this, the test will return to the "Sign In" screen. Instruct students to sit quietly until they can be dismissed from the testing session.

Speaking

Starting the Test

Do you see your name?

The student's name should appear at the top of the screen. If any students do not see their names, help them exit the test and go back through the sign-in process. Confirm that they correctly enter their usernames and passwords before clicking the Sign In button.

First, you will practice. Then, you will take a Speaking Test. Listen carefully. You will hear each part one time. When it's your turn, speak into the microphone.

Point to the microphone.

Do your best. Speak loudly. Don't whisper. Do you have any questions?

Answer questions.

Raise your hand if you need help. At the end of the test, raise your hand.

Now click Continue.

Pause while students advance to the next screen. If necessary, point to the Continue button and assist students in moving forward.

Next, click Speaking.

Pause while students advance to the next screen. If necessary, point to the Speaking link and assist students in moving forward.

Now put on your headset. Put the microphone in front of your mouth.

Assist students in putting on their headsets and make sure the microphones are positioned directly in front of their mouths, one to two inches from their lips.

Click Record. Say your name and the name of your school. Then, click Stop.

As needed, assist students in clicking, recording, and speaking into the microphone.

Did you hear your voice?

Pause for confirmation. Ensure that all students are able to hear the audio playback. If necessary, say: ***Raise your hand if you did not hear your voice.***

Do not move on until you have confirmed that all students were able to successfully record their voices and hear the audio playback. If any students cannot hear the recording, assist the students in clicking Try Again and recording their voices.

Now, click I heard my recording.

Pause while students advance to the next screen. If necessary, point to the "I heard my recording" button and assist students in moving forward.

When you are ready, click the Begin The Test button.

Monitoring and Ending the Test

Actively monitor the room to ensure students are working independently and not using cell phones or other devices. Monitor students' work to make sure they are progressing through the directions and practice.

If at any point a student becomes confused or is not sure what to do to continue, prompt the student by saying: **Remember, click the Next button to go on.**

Students should only press the Pause button when instructed by you. If you see a student pressing Pause, say: **Please do not press Pause unless I tell you.**

If students are having difficulty responding to a Speaking practice item, assist the students in understanding how to record their response. For example, you may say:

Remember, when the speech bubble is blue, that means it's your turn to answer. Think about what you will say. When you're ready, click the Record button, and then say your answer.

Remember, click the Record button before you say your answer.

Remember, after you are done talking, click the Stop button. Then, click the Next button to go on.

Assist students to ensure they can successfully record their responses.

If a student is talking too quietly, say: **Remember to speak loudly enough for the computer to record your answer.**

If a student has moved the microphone or is covering it with his or her hand, say: **Remember to put the microphone in front of your mouth so the computer can record your answer.**

If a student asks for help answering a test question, say: **Do your best to answer the question. Think about what you will say. When you're ready, click Record and then say your answer.**

Encourage students to do their best by saying: **Remember, when it's your turn, say as much as you can.**

Do not disrupt students while they are responding.

If a student pauses for more than a few minutes at one part of the test, ask: **Do you need help?**

If a student does not ask for help and continues to pause at part of the test, say: **You should move on now. Do your best. If you don't know how to answer a question, it's O.K. to say, "I don't know."**

As students complete the test and raise their hands, instruct them to click the Next button. After they do this, the test will return to the "Sign In" screen. Instruct students to sit quietly until they can be dismissed from the testing session.

Writing

Starting the Test

Now I will pass out your test materials. Everyone will get a pencil and blank scratch paper. If you are writing on paper, you will get a test booklet. Keep your booklet closed until I tell you to open it.

Pass out pencils, one sheet of blank scratch paper, and, as needed, writing response booklets to each student.

Does everyone have a pencil and blank scratch paper?

Pause for response.

If you have a test booklet, do you see your name on the front cover?

Pause for response. Use one student's writing response booklet or an extra as an example to point to where the students should see their names.

Look at the screen. Do you see your name?

If any students do not see their names, help them exit the test and go back through the sign-in process. Confirm that they correctly enter their usernames and passwords before clicking the Sign In button.

Now click Continue.

Pause while students advance to the next screen. If necessary, point to the Continue button and assist students in moving forward.

Next, click Writing. Do not click anything else until I tell you. When you click the Begin The Test button, you will listen and practice. Then you will start the test.

Pause while students advance to the next screen. Ensure that students are on the "Begin The Test" screen.

If you have a test booklet, open your test booklet to page 3. It says "Writing Practice" at the top of the page.

Check to make sure that all students with writing response booklets are on the correct page.

Do you have any questions?

Answer questions.

Raise your hand if you need help.

Now put on your headphones. Click the Begin The Test button.

Make sure all students have clicked on the correct button and are viewing the directions.

Monitoring and Ending the Test

Actively monitor the room to ensure students are working independently and not using cell phones or other devices.

Make sure students are progressing through the test. If students are not navigating through the practice tasks, point to the Next button and say: **Remember, click Next to go on.**

As students complete the practice tasks, ensure that students have been able to respond. If students are writing in a booklet, instruct them to turn the page in their writing response booklets as needed. The title on each page of their booklets must match the title on their screens.

Monitor the amount of time students spend on each part. If any students are working on one part for more than 15–20 minutes, gently prompt them by saying: **Make sure you save enough time for the other parts.**

If any students are still working when there are 5 minutes left for their test, say to each student individually: **You have 5 minutes to finish writing.**

If any students are still working productively at the end of the allotted time frame, allow them about 5 minutes to complete their work and then say: **Please finish what you are writing now and click the Next button. If you are writing in a booklet, close your booklet now.**

As students complete the test and raise their hands, instruct students to click the Next button. After students do this, the test will return to the “Sign In” screen.

Collect all scratch paper and writing response booklets before dismissing students from the testing area.

Timing of Parts of Writing Tier A

Recommended time: 50 minutes

Part	Standard	Time	Extra Time
A	Language of Language Arts	15 minutes	An additional 5 minutes to finish writing may be given to the students at the end of Part C
B	Language of Science	15 minutes	
C	Language of Language Arts	15 minutes	

Timing of Parts of Writing Tier B/C

Recommended time: 65 minutes

Part	Standards	Time	Extra Time
A	Language of Language Arts/ Language of Social Studies	20 minutes	An additional 5 minutes to finish writing may be given to the students at the end of Part C
B	Language of Mathematics/ Language of Science	20 minutes	
C	Language of Language Arts/ Language of Social Studies	20 minutes	

End of Script

