MetriTech is a full-service PDSR contractor. We have fulfilled the WIDA contract for ten years for what has become a group of 36 states testing 1,500,000 students per year.

MetriTech is a professionally staffed organization specializing in the development and scoring of educational and psychological assessment products. Its products are used for assessment, program evaluation, and human resource planning. MetriTech also provides program development and evaluation services as well as test development and consulting services to other organizations.

MetriTech was founded in 1982 and is directed by Dr. Samuel E. Krug, a recognized authority in the area of psychological and educational measurement. MetriTech is located in Champaign, Illinois, in close proximity to the University of Illinois, a world-class research institution. The Champaign location houses MetriTech’s research and development, production, data processing, and customer service activities. MetriTech employs approximately 1,000 full- and part-time staff in the development, scoring, and reporting of test results.
Workshop Goals

- Test Materials Ordering – Provided by the state
- Receipt of Materials – Details regarding paperwork and booklet handling
- Test Administration – Media based Listening
- Returning Materials – Step by Step
- Materials Handling at MetriTech – Details regarding receipt, alerts, etc.
- Scoring Materials
- Reporting to State and LEAs
MetriTech received ordering and shipping information from the Department of Public Instruction December 04, 2014.

Materials will be provided to the Districts based on this ordering information and will include 10% overage to account for newly arriving students.

Alternate ACCESS for ELLs test materials will be included based on information received from DPI.

Districts requiring Large Print test booklets may email us at wida@metritech.com or call 800.747.4868 to speak with a customer service representative.
MetriTech received Pre-ID information for your students from the Department of Public Instruction along with the order information. Pre-ID labels will be bagged by school and located in the packets of materials your LEA receives.
Pre-ID Information & Ordering

Example of a Pre-ID Label

Schools will receive one label for each student

Name: LAST NAME, FIRST NAME P
District: 0001 - SAMPLE DISTRICT
School: 0001 - SAMPLE SCHOOL
Student ID's - State: 1234561  District: 2222222

10843669  Gender - Grade: F - 1  Birth Date: 02/02/2004

(This should be placed on the front cover of the test booklet)
Receipt of Materials

- Once we have received your LEA's order and Pre-ID label information, MetriTech will put together a materials package for your LEA.

- LEAs with 10 or more schools participating will receive the materials packaged by school; otherwise, the materials will be packaged by booklet type.

- You will receive one or more boxes. Each box will be identified as containing WIDA Secure Testing Materials and will be numbered – alerting you to the number of boxes you should have received. Cut down and SAVE the boxes for returning the materials to MetriTech.

- Materials will be shipping on 1.15.15 and should be delivered by 1.20.15.
Box 1 will contain the paperwork for the LEA and the schools.

LEA paperwork is in the first plastic bag. That bag contains the following pages in the order you will see them:

- Master Materials List – All materials shipped to the LEA
- LEA Copy of School Materials Lists (first sheet is district overage)
- Internal Tracking Security Checklist
- Documentation of Materials Not Returned
- Additional Materials Order Form
- Agreement to Maintain Confidentiality Information
- Agreement to Maintain Confidentiality Letter (stays at LEA)
- School Header Sheet (for materials to be scored)
- Unused & Non Scorable Testing Materials Header Sheet
- LEA and School Test Administration Manual
- Schedule & Special Instructions for your state
Master Materials List

- Details all materials sent to LEA
- Use to verify that all listed materials have been received
- If you are missing materials, contact MetriTech at 800.747.4848 or email to wida@metritech.com, and we will immediately ship the missing materials
Receipt of Materials
LEA Bag

**District Materials List (Overage)**

- Details quantity of overage for LEA
- Your LEA will receive 10% overage for all materials ordered
**School Materials List(s)**

- One Materials List representing each school’s order

- The ratio of scripts and flip charts is 1 per 8 student test booklets ordered for grades 1 through 12 and 1 per 15 for kindergarten students

Alternate ACCESS test materials will arrive in separate boxes with separate paperwork.

---

### State – Academic Year 2014 - 2015 – ACCESS for ELLs®

<table>
<thead>
<tr>
<th>Grade</th>
<th>Test Booklet</th>
<th>Administrator’s Scripts</th>
<th>Administrator’s Materials</th>
<th>Kits*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Kindergarten Kit consists of Student Storybook, Teacher’s Guide, and Activity Board

<table>
<thead>
<tr>
<th>Grade</th>
<th>Test Booklet</th>
<th>Listening CD</th>
<th>Administrator’s Scripts</th>
<th>Speaking Flip Charts</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2 Tier A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1-2 Tier B</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1-2 Tier C</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3-5 Tier A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3-5 Tier B</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3-5 Tier C</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6-8 Tier A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6-8 Tier B</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6-8 Tier C</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9-12 Tier A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9-12 Tier B</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9-12 Tier C</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Internal Tracking Security Checklist

- For the LEA to use in tracking assigned serial numbered materials by school
- For the school to use in tracking assigned serial numbered materials to administrators
**Receipt of Materials**

**LEA Bag**

**Documentation of Materials Not Returned**

- Document the serial number and reason test materials will not be returned
- Will be used by MetriTech to confirm all materials are accounted for

---

**State – Academic Year 2014-2015 – ACCESS for ELLs®**

**Documentation of Materials Not Returned**

District Name: 

State/Out Code: 

Please indicate the serial number of the book not being returned and the reason why.

Example: 35CT123456 - A student was sick on one of the test booklets.

<table>
<thead>
<tr>
<th>Serial Number</th>
<th>Reason for Not Returning</th>
</tr>
</thead>
<tbody>
<tr>
<td>35CT123456</td>
<td>A student was sick on one of the test booklets.</td>
</tr>
</tbody>
</table>

Date: 

Signature: 

(Please print your name) ____________________________

Make additional copies as necessary.
Additional Materials Order Form

- LEA can fax or call with additional materials orders
- Schools are required to order through their LEA
Agreement to Maintain Confidentiality

Explanation of the agreement

State Test Security Policy

Spring 2015

The goal of the WIDA Consortium in addressing test security is to maintain the integrity of ACCESS for ELLs®, a copyrighted test of English language proficiency for students K-12.

Because ACCESS for ELLs® is a secure test, all who interact with the test itself, including all Coordinators and all Test Administrators, must sign the states security agreement (please contact your state if you have questions about the forms).

Please make copies as necessary. All completed copies should be maintained in the district files in case of a possible future audit.

Thank you,

WIDA Consortium
Agreement to Maintain Confidentiality Letter

- Should be signed by everyone in contact with test materials
- Make copies as required
- Stays at the LEA – do not return to MetriTech
**School Header Sheet**

- Place on top of materials to be scored
- Each school receives this header—LEA has a master copy
- Make copies as required
Receipt of Materials
LEA Bag

Unused & Non Scorable Header Sheet

Place the following under this header:

- CDs, Scripts, and Speaking Flip Charts
- Unused Test Booklets
- DO NOT SCORE Test Booklets

< academic year 2014-2015 - ACCESS for ELLs®

UNUSED & NON SCORABLE TESTING MATERIALS

- Kindergarten Ancillary Kit bag containing activity board, picture cue cards, card pouch, and storybook
- Kindergarten Test Administration Manual
- Test Administrator’s Scripts
- Listening Test CDs (including Listening Recording Script)
- Speaking flip charts (including large print)
- Unused test books (including large print)
- Completed or partially completed test books that you do not want to be scored

NOTE: Test books that you do not want scored should be marked DO NOT SCORE on the front cover of the book.

NOTE: Test books that require suppression of scores for one or more domains should go behind a School Header Sheet for processing.

State

District Number

District Name

School Number

School Name

Make Copies As Needed
Test Administration Manual

Descriptions of materials and directions for materials handling are in this manual.
**State Schedule and Special Instructions**

- Located in the front cover of each LEA and School Test Administration Manual
- Provides the schedule for North Carolina
- Details special instructions

---

**Testing Schedule for Sample State**

2014 - 2015 Academic Year

<table>
<thead>
<tr>
<th>Test</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Window</td>
<td>01/03/15</td>
<td>02/10/15</td>
</tr>
<tr>
<td>Additional Materials Deadline</td>
<td>01/27/15</td>
<td></td>
</tr>
<tr>
<td>Pack Completed Materials</td>
<td>02/10/15</td>
<td>02/16/15</td>
</tr>
<tr>
<td>Ship Completed Materials To MetrITech</td>
<td>02/16/15</td>
<td></td>
</tr>
<tr>
<td>All Materials Received at MetrITech</td>
<td>03/20/15</td>
<td></td>
</tr>
<tr>
<td>Reports Shipped to Districts/Schools</td>
<td>04/18/15</td>
<td>04/20/15</td>
</tr>
</tbody>
</table>

Special Instructions for Bubbling Demographic Information:

- If you have an ACCESS pre-id label, bubble in the following on the test booklet:
  - Do Not Score This Section For This Student: Only if applies to the LEP student: Absent, Invalid, Declined and Deferred Special Education.
  - If you do not have an ACCESS pre-id label or incorrect label, bubble in the following on the test booklet:
  - Bubble in all the information on the test booklet.
Special Instructions

Details Booklet Coding Instructions and administration directions specific to North Carolina.

These instructions are provided by the NC-DPI, they are not included in the materials provided by MetriTech.

These instructions take precedence over instructions in WIDA’s Test Administration Manual.
The second plastic bag contains return instructions for the LEA.

After familiarizing yourself with the materials in the bag, move them to a safe place until testing is complete for your LEA and you are ready to begin the return process.

The bag contains:

- Return Shipping Instructions – 2-sided document
- LEA Packing Instructions – 2-sided document
- RS – UPS Return Instructions and RS Labels for shipping
Shipping Form

State: ST
District: Sample District 123456
Contact: Jane Smith

Number of boxes being returned __________

Date Shipped: ____ / ____ / ____

Signature of responsible party ____________________________

Print name here ____________________________

Telephone (_____) ____ — ______

Place this completed form in the top of Box 1.

Make a copy of this form for your records.

See Return Shipping Instructions on other side.

RETURN SHIPPING INSTRUCTIONS

1. Prepare materials for shipping. Follow the Return Materials Packing Instructions.


3. Complete the DO NOT REMOVE OR COVER label on the outside of the original shipping box(es).

4. Complete the Shipping Form on the back of this sheet. Place in the top of Box #1.

5. Apply the UPS RS labels. Follow the instructions on the Returning Materials to MetroTech sheet (bright green).

Fill out the District Shipping Form on other side.
**Return Instructions**

**Packing Instructions**

---

**RETURN MATERIALS PACKING INSTRUCTIONS**


**STEP ONE**

Under the Unused and Non-Scorable Testing Materials (cherry) form place:
- Test Administrator's Scripts
- Listening Test CDs (including Listening Recording Script)
- Kindergarten Test Administration Manual
- Speaking Flip charts (including large print)
- Untested text books (including large print)
- Kindergarten Auxiliary Kit bag containing activity board, picture cue cards, card pouch, and storybook
- Completed or partially completed test books that you do not want to be scored.

NOTE: Test books that you do not want scored should be marked **DO NOT SCORE** on the front cover of the book.

**STEP TWO**

**Packing Bags (12x12x3)**

- Use these bags to protect scoreable test books (test books behind the blue School Header Sheet) during shipment.
- Place the tests into the bag with the School Header Sheet (blue) on top.
- Bags will hold up approximately 20-30 test books (60 kindergarten test books).
- More than one header with test books can go in a bag. (e.g., header with 10 test books, header with 8 test books, and headers with 6 test books can all go in one bag.)
- More than one school can go in a bag. (e.g., header for Big HS with 19 test books and header for Little HS with 4 test books can all go in one bag.)
- If there are more tests than can fit in the bag, make a header for each bag.

**STEP THREE**

**Packing**

- Use the boxes/bins that you received test materials in to return test materials.
- **DO NOT USE** copy paper boxes or similar lightweight boxes.
- **DO NOT USE** overly large size boxes.
- Place the unused and non-scorable materials in the bottom of the box or in the last box/bins.
- Place the Unused and Non-Scorable Testing Materials (cherry) form on top.
- Place the plastic bags of scoreable material in the box/bins.
- Place any paper work in the top of Box 1.

---

**See other side.**

Questions? Contact MetraTech at 1-800-747-4668.
RS Return Labels

- One for each box to be returned

RETURNING MATERIALS TO METRITECH

Using the UPS Return Service (RS) Label

Your district should have one UPS RS Label for each box being returned.

- Remove the backing from the label, and place the label over the original shipping label only. The original shipping label must be covered or crossed out so that the UPS scanner cannot read the bar code information displayed on the label.

- If the district/school does not have regular UPS service, call 1-800-825-7459 and arrange an RS pick-up. (You will need an RS tracking number to complete this process.) The sender will need the following information:
  - The phone number of the location where the shipment will be picked up.
  - The address of the location where the shipment will be picked up.
  - The RS tracking number on the package(s) being picked up.

The sender should also ask if the shipment is ready to be picked up and what time the location closes.

- Box(es) should be picked up within 48 hours.

Please make sure the shipment was picked up.

Questions? Contact MetriTech at 1-800-747-4858.
Each school will have its own plastic bag which should be forwarded to the school with their test materials.

Each bag contains the following:

- School Materials List – one for each school
- School Header Sheet
- Unused & Non Scorable Header Sheet
- Internal Tracking Security Checklist
- LEA & School Test Administration Manual
- Schedule & Special Instructions for your state
- Student Name and Tier Information
- Pre-ID Labels – sorted by grade, then alpha by student last name, first name, middle initial, birth date
# School Bag(s)

## School Materials List

Details the school’s materials

<table>
<thead>
<tr>
<th>Grade</th>
<th>Text Books</th>
<th>Administrator's Scripts</th>
<th>Administrator's Manuals</th>
<th>Kits*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Kindergarten Kit consists of Student Storybook Reader of Our Gods, Seven Fingers, and Activity Board

<table>
<thead>
<tr>
<th>Grade</th>
<th>Text Books</th>
<th>Listening Cds</th>
<th>Administrator's Scripts</th>
<th>Speaking Flip Charts</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2</td>
<td>Tier A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1-2</td>
<td>Tier B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1-2</td>
<td>Tier C</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3-5</td>
<td>Tier A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3-5</td>
<td>Tier B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3-5</td>
<td>Tier C</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6-8</td>
<td>Tier A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6-8</td>
<td>Tier B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6-8</td>
<td>Tier C</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9-12</td>
<td>Tier A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9-12</td>
<td>Tier B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9-12</td>
<td>Tier C</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
School Bag(s)

**School Header Sheet**

- Each school’s books should be sorted by Grade Cluster and Tier
- One clearly marked header should be placed on top of each pile of sorted books
- Only books for scoring should be placed under this header
- Make copies as needed

**State – Academic Year 2014 - 2015 – Access for ELLs®**

**School Header Sheet**

*Place on top of materials to be scored*

**“Only students for this Form and School should be under this header.”**

State: 
District: 
School: 

*Students will be reported under this school*

**MARK ONE GRADE CLUSTER ONLY**

K 1-2 3-5 6-8 9-12

**MARK ONE TIER ONLY**

A B C

**Count**

**NUMBER OF DOCUMENTS**

**Make Copies As Needed**
Unused & Non Scorable Header Sheet

- All Non Scorable material should be sorted out for the school.
- One clearly marked header should be placed on top of this complete pile of materials.
- Any test booklets under this header should be unused or clearly marked. DO NOT SCORE.

**UNUSED & NON SCORABLE TESTING MATERIALS**

- Kindergarten Ancillary Kit bag containing activity board, picture cue cards, card pouch, and storybook
- Kindergarten Test Administration Manual
- Test Administrator’s Scripts
- Listening Test CDs (including Listening Recording Script)
- Speaking flip charts (including large print)
- Unused test books (including large print)
- Completed or partially completed test books that you do not want to be scored.

**NOTE:** Test books that you do not want scored should be marked **DO NOT SCORE** on the front cover of the book.

**NOTE:** Test books that require suppression of scores for one or more domains should go behind a School Header Sheet for processing.

State

District Number

District Name

School Number

School Name

Make Copies As Needed
Test Administration Manual

Descriptions of materials and directions for materials handling are in this manual.
School Bag(s)

**State Schedule and Special Instructions**

- Located in the front cover of each LEA and School Test Administration Manual
- Highlights the test schedule
- Details special instructions as dictated by the state for all participants

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**Testing Schedule for Sample State**

2014 - 2015 Academic Year

<table>
<thead>
<tr>
<th>Test</th>
<th>Start Date</th>
<th>Arrival or Cnd Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Window</td>
<td>01/03/15</td>
<td>02/10/15</td>
</tr>
<tr>
<td>Additional Materials Deadlines</td>
<td>01/27/15</td>
<td></td>
</tr>
<tr>
<td>Pack Completed Materials</td>
<td>02/10/15</td>
<td>02/16/15</td>
</tr>
<tr>
<td>Ship Completed Materials To MebiTech</td>
<td>02/16/15</td>
<td></td>
</tr>
<tr>
<td>All Materials Received at MebiTech</td>
<td>02/20/15</td>
<td></td>
</tr>
<tr>
<td>Reports Shipped to Districts/Schools</td>
<td>04/18/15</td>
<td>04/20/15</td>
</tr>
</tbody>
</table>

Special Instructions for Bubbling Demographic Information:

*If you have an ACCESS pre-id label, bubble in the following on the test booklet:

1. Do Not Score This Section For This Student: Only as it applies to the LEP student: Absent, Invalid, Declined and Deferred Special Education.

*If you do not have an ACCESS pre-id label or incorrect label, bubble in the following on the test booklet:

2. Bubble in all the information on the test booklet.
Student Name & Tier Information

- Listing of all student information for your school as received from the state – sorted alpha by grade, last name and first name.

- If required, administrators may change test booklet tier for any student.

State Specified Grade/Tier Breakdown

<table>
<thead>
<tr>
<th>GRADE</th>
<th>FIRST NAME</th>
<th>LAST NAME</th>
<th>TIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>LISA</td>
<td>AGUIRRE</td>
<td>A</td>
</tr>
<tr>
<td>6</td>
<td>LUCY</td>
<td>MENDOZA</td>
<td>A</td>
</tr>
<tr>
<td>6</td>
<td>ARTURO</td>
<td>SALAZAR</td>
<td>C</td>
</tr>
<tr>
<td>6</td>
<td>DIAMANTIA</td>
<td>VALDIVIAS</td>
<td>A</td>
</tr>
<tr>
<td>7</td>
<td>ALEJANDRO</td>
<td>PÉREZ</td>
<td>B</td>
</tr>
<tr>
<td>7</td>
<td>ANDRES</td>
<td>RECIO</td>
<td>B</td>
</tr>
<tr>
<td>7</td>
<td>MARIA</td>
<td>NUÑEZ</td>
<td>D</td>
</tr>
<tr>
<td>7</td>
<td>AZHAR</td>
<td>SANDOVALS</td>
<td>B</td>
</tr>
<tr>
<td>7</td>
<td>LILIAN</td>
<td>SOLIS</td>
<td>B</td>
</tr>
<tr>
<td>8</td>
<td>ALEXANDRO</td>
<td>GONZALEZ</td>
<td>C</td>
</tr>
<tr>
<td>8</td>
<td>ZULIA</td>
<td>MARTINEZ</td>
<td>C</td>
</tr>
<tr>
<td>8</td>
<td>MONICA</td>
<td>MORALES</td>
<td>C</td>
</tr>
<tr>
<td>8</td>
<td>TATIANA</td>
<td>RUIZ</td>
<td>A</td>
</tr>
<tr>
<td>8</td>
<td>DENNIS</td>
<td>MORALES</td>
<td>A</td>
</tr>
</tbody>
</table>
School Bag(s)

School’s Pre-ID Labels

- Pre-ID labels contain the name, grade, and other pertinent information about individual students.

- One label will be received for each Student Test Booklet.

- The labels should be checked to be sure that the displayed information is correct.
Test Books, Scripts, CDs & Flip Charts

- Test materials arrive approximately 2 weeks before the test window opens and will be grouped by grade cluster and tier (K-Kits are bagged to keep parts together). Listening CDs will be packaged with the appropriate grade cluster.

- Large print materials will be packaged with the standard ACCESS test materials.

- Alternative ACCESS test materials will arrive in separate boxes with their own paperwork.
Questions About Received Materials?
After confirming all materials have arrived and your LEA has what it needs to administer ACCESS, materials should be distributed to the schools for testing.

LEAs and schools must follow the same security guidelines in place for all state-mandated secure assessments – you must confirm that your district has received all serial bar coded test materials assigned to you. Listening CD’s are bar coded and secure as well.

LEAs will then distribute the test materials and the school plastic bags to each participating school, assigning serial numbered booklets to each school.
Test Administration
Test Booklets

Test booklets & CDs are color coded by Cluster and Tier

*Not all fields on the back of the test booklets will be used by North Carolina administrators.
The Listening Test is now administered via CD or Web Streaming

Web Streaming via MetriTech’s web site
www.metritech.com/wida/listening/login.aspx

Use the provided CD to play the recording on a PC or CD Player
Streaming the Listening Test on the Web

Test Administration

Contact MetriTech customer service at 800.747.4868 to receive your username and password.

WIDA ACCESS for ELLs®

Contact and Order Information

Date Validation

ACCESS for ELLs Listening Login

Welcome to the ACCESS for ELLs® Listening Login Page

Username: [blank]

Password: [blank]

Login

2014 - 2015 Academic Year: ACCESS for ELLs®

[Link to WIDA Training Login]

ACCESS for ELLs® Listening - Web Player

Computer Requirements

<table>
<thead>
<tr>
<th>Operating System</th>
<th>Apple Macintosh</th>
<th>Windows PC</th>
<th>Apple iPad</th>
<th>Android Tablet</th>
</tr>
</thead>
<tbody>
<tr>
<td>OS X 10.5 or greater</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windows XP SP2 or greater</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Browser</th>
<th>Apple Safari, Mozilla Firefox, Google Chrome</th>
<th>Microsoft Internet Explorer 9 or greater, Apple Safari, Mozilla Firefox, Google Chrome</th>
<th>Apple Safari</th>
<th>Android Browser</th>
</tr>
</thead>
</table>

Practice Audio Files

Grades 1-2 (may be used with 3-5 students as well)

[Grades 1-2 Practice Student Booklet]

[Grades 1-2 Practice Test Administrator Script]

Press the ‘Play’ button to start a track from the beginning. While the audio is playing a ‘Pause’ button will be displayed to pause/resume audio playback.

[Track 1 - Practice 1 Letter A]

[Play]

There are practice items and scripts available for lower and upper grades, passwords will not be required to access the practice items. The link to WIDA’s training page is also available here.
Once you've completed your training and practice, log in using the username and password provided by MetriTech and select the correct grade cluster and tier for the students to be tested.
Follow the instructions in the Form 303 Listening, Reading, Writing Script. Step by step instructions are provided for administering the Listening test.

Hello Test Administrator

Select a grade cluster from the drop down list to display the audio tracks.

303 Grades 1-2 Tier A

Press the 'Play' button to start a track from the beginning. While the audio is playing a 'Pause' button will be displayed to pause/resume audio playback.

Grouped audio files will automatically play the next file in the sequence.

Follow the instructions in the Test Administrator's Script for administration of this Listening Test.

Practice Items require you to select “Play”. The CD icon spins as the audio plays.
Follow the instructions in the Form 303 Listening, Reading, Writing Script. **Headphones are not allowed.**

<table>
<thead>
<tr>
<th>Track 2 - Practice 1 Letter B</th>
<th>Play</th>
</tr>
</thead>
<tbody>
<tr>
<td>Track 3 - Practice 1 Letter C</td>
<td>Play</td>
</tr>
<tr>
<td>Track 4 - Practice 2 Letter A</td>
<td>Play</td>
</tr>
<tr>
<td>Track 5 - Practice 2 Letter B</td>
<td>Play</td>
</tr>
<tr>
<td>Track 6 - Practice 2 Letter C</td>
<td>Play</td>
</tr>
<tr>
<td>Track 7 - Part A Number 1</td>
<td>Play</td>
</tr>
<tr>
<td>Track 8 - Part A Number 2</td>
<td>Play</td>
</tr>
<tr>
<td>Track 9 - Part A Number 3</td>
<td>Play</td>
</tr>
<tr>
<td>Track 10 - Part B Number 4</td>
<td>Play</td>
</tr>
</tbody>
</table>

Grouped audio files will automatically continue to the next file in the sequence.

Follow the instructions in the Test Administrator's Script for administration of this Listening Test.

Items will move from 1 track to the next automatically; you simply select “Play” for the first item within each group.
Once you’ve selected “Play” within a group, the “Pause” button and spinning CD appears next to the track currently playing.

If you need to pause during the administration of the test, the “Resume” button will appear.
Test Administration
Listening Test on Compact Disc

The Listening Test CD can be played on any CD player with speakers, or on a desktop or laptop computer. When using a computer, make sure to have working external speakers and that the device meets the minimal technological requirements listed below. Follow the directions in the Form 303 Listening, Reading and Writing Script when administering the Listening Test. Headphones are not allowed.

<table>
<thead>
<tr>
<th></th>
<th>Macintosh</th>
<th>PC</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1998 or Older</strong></td>
<td>Mac LC IIII 25 MHz 68030 8 Megabytes RAM System 7.1 or later Double speed CD-ROM drive Apple CD-ROM Extension 5.1.1 SoundManager 3.0</td>
<td>IBM compatible 486 SX 25 MHz 8 Megabytes of RAM Microsoft Windows 3.1 Double Speed CD-ROM drive Enhanced CD Compatible Firmware 8-bit sound card</td>
</tr>
<tr>
<td><strong>1999 or Newer</strong></td>
<td>120 MHz PowerPC Macintosh 32MB of RAM Mac OS 8.1 CD-ROM drive (Blue book/Multi-session firmware)</td>
<td>166 MHz Pentium processor 32 MB of RAM Microsoft Windows 95 16-bit sound card</td>
</tr>
</tbody>
</table>
Administrators/teachers must verify the Pre-ID information prior to applying the labels. If all of the information is correct, place it on the front cover of the test booklet.
If the label is incorrect, please give the label to the LEP Coordinator and bubble in the student information on the front and back covers of the test booklet following the instructions in the ACCESS Coding Directions provided by the NC-DPI.

Pre-ID labels that are incorrect or provided for students who will not be tested may be discarded.

Do not cross out or write in information on a Pre-ID label. This does not change any data and causes misinformation when tabulating your students’ information.
If a label has been placed on a test booklet in error, put an “X” through the demographic information and mark through the bar code, covering it completely using a heavy black marker.
Detailed directions to assist you when filling out student information on test booklets will be provided by the North Carolina Department of Public Instruction.

ID labels that are incorrect or that have been provided for students who will not be tested must be returned to the LEP coordinator or designee.

ACCESS for ELs:
Information for North Carolina Test Coordinators and Test Administrators

The following information applies to all North Carolina ACCESS for ELs test booklets:

**Pre-ID Information**

- Pre-ID labels will be shipped with the testing materials for all LEP students as for December 1, 2009, LEP/DNC-Multilevel File. Pre-ID labels contain the student’s grade, gender, and other pertinent information about individual students, as well as district and school information. The label does not include test assessment. You will receive one label for each student on booklets.

- Test administrators must verify pre-ID information and student test placement prior to applying the label to the test booklet. Check the labels carefully to be sure that the information displayed is correct. If the label is incorrect, place the label on the box on the front cover of the test booklet, label the test booklet as “used” or “not used,” and return it to the district. If the label is correct, place the label on the box on the front cover of the test booklet.

- To ensure accuracy and security of the information on the pre-ID label, the label MUST be placed in the designated area on each document. Only one pre-ID label can be placed on any test booklet.

- If a pre-ID label contains incorrect information, corrections must be hand-entered in the spaces provided on the front and back cover of the test booklets.

**Procedural Information**

- If the label contains incorrect information or has not been placed on the booklet in correct positions, then the test booklet must be marked “not used” or “used.” Directives for hand-entering information follow: INSERT TEXT HERE.

- Below is a sample depicting which sections of the test administration manual are required if the pre-ID label is damaged or missing. Test administrators will not code information that is marked with **X**.

- Directions for Hand-Entering Information on the Back Cover of the Test Booklet

1. District Name
2. School Name
3. State/To the Administrator
4. First Name/Middle Initial
5. Last Name
6. Gender
7. Grade
8. Date and Time
9. Number of Students Tested
10. Test Booklet Information

**Cover of the Test Booklet**

- Print clearly and fill in boxes completely. School personnel must enter this information. When a pre-ID label is not available for a student and the test book is hand-entered, all sections of the book of the test book are not completed. If hand-entering is necessary, North Carolina test administrators will hand-enter only the following section of the back cover. These are outlined below:

- Title
- Test Booklet Information
- School Name
- Date and Time
- Number of Students Tested
- Test Booklet Information

**Procedural Information**

- If a pre-ID label contains incorrect information, corrections must be hand-entered in the spaces provided on the front and back cover of the test booklets.
The date of testing is located on the front cover of the test book. Record the date testing was **completed** for the student.

(DD/MM/YY)
The Test Administration Manual has specific instructions and suggestions for administering the test, handling materials and scheduling.

If you have specific questions regarding students who should be administered the test, contact the North Carolina Department of Public Instruction.

If you have materials questions, contact MetriTech customer service at 800.747.4868.
This form is available for download from the MetriTech site at https://www.metritech.com/wida/login.aspx

Administrators will need to fill out this form if the student does not complete the entire test within the LEA.
North Carolina will also provide each district with specific policy guidelines.

These will come to you via the NC-DPI and will not be included with the materials supplied by MetriTech, Inc.

Administrators will need to be trained on this document in addition to information provided in the manuals.
Questions About Test Administration?
Materials Return

Overview

Once testing is completed, each school should package their materials as directed and return them to the LEA, checking to ensure all serial numbered materials assigned are accounted for.

LEAs will double check that ALL materials have been returned and are packaged correctly. Please make sure no CDs have been left in a computer.

LEAs will seal and update the box labels and put RS labels on all boxes to be shipped.

Call UPS to schedule a pick-up if the LEA does not have a regularly scheduled pick-up.

Call MetriTech customer service at 800.747.4868 if you have any questions or require assistance with UPS.

Review the MetriTech video www.metritech.com/wida/rtmvideo.aspx
School Header Sheet

- Each school’s books should be sorted by Grade Cluster and Tier.
- One clearly marked header should be placed on top of each pile of sorted books.
- Only books for scoring should be placed under this header.
- Make copies as needed.
**Unused & Non Scorables**

The Unused & Non Scorable header should be placed on top of “Do Not Score” and unused test booklets, and all scripts and flip charts.
Package your materials for return following these directions.

**Academic Year 2014 - 2015 – ACCESS for ELLs®**

**RETURN MATERIALS PACKING INSTRUCTIONS**


**STEP ONE**
Under the **Unused and Non Scorable Testing Materials (chevy) form** place:
- Test Administrator’s Scripts
- Listening Test CDs (including Listening Recording Script)
- Kindergarten Test Administrator Manual
- Speaking flip charts (including large print)
- Unused test books (including large print)
- Kindergarten Auxiliary Kit bag containing activity board, picture cue cards, card pouch, and storybook
- Completed or partially completed test books that you do not want to be scored.

**NOTE:** Text books that you do not want scored should be marked **DO NOT SCORE** on the front cover of the book.

**NOTE:** Text books that require suppression of scores for one or more domains (see directions in Test Administration Manual for Do Not Score This Section for This Student) should go behind a (blue) School Header Sheet for processing.

**STEP TWO**
Place bags (12813)
- Use these bags to protect scorable test books (test books behind the (blue) School Header Sheet) during shipment.
- Place the tests into the bag with the School Header Sheet (blue) on top.
- Bags will hold up approximately 20-30 test books (90 kindergarten test books).
- More than one header with test books can go in a bag (e.g., header with 10 test books, header with 8 test books, and header with 6 test books can all go in one bag.)
- More than one school can go in a bag (e.g., headers for Big HS with 19 test books and header for Little HS with 4 test books can all go in one bag.)
- If there are more tests than can fit in the bag, make a header for each bag.

**STEP THREE**
Packaging
- Use the box/boxes that you received test materials in to return test materials.
- DO NOT USE copy paper boxes or similar lightweight boxes.
- DO NOT USE overly large size boxes.
- Place the unused and non scorable test materials in the bottom of the box or in the last box/bags.
- Place the **Unused and Non Scorable Testing Materials (chevy) form** on top.
- Place the plastic bags of scorable material in the box/bags.
- Place any paper work in the top of Box 1.

**See other side.**

Questions? Contact MethTech at 1-800-747-4868.
Materials Return
District

When your materials are ready to ship, fill out the Shipping Form. This helps track what was shipped and who we should contact with questions.

Shipping Form

State: ST
District: Sample District 123456
Contact: Jane Smith

Number of boxes being returned

Date Shipped: ___/___/____
Signature of responsible party __________________________

print name here _______________________________________

Telephone (___) ___ — _______

Place this completed form in the top of Box 1.

Make a copy of this form for your records.

See Return Shipping Instructions on other side.

RETURN SHIPPING INSTRUCTIONS

1. Prepare materials for shipping. Follow the Return Materials Packing Instructions.


3. Complete the DO NOT REMOVE OR COVER label on the outside of the original shipping box(es).

In the bottom area marked USE THIS SPACE FOR RETURN SHIPPING:
A) Complete the RETURN BOX ___ OF ___ section (i.e. Box 1 of 3, Box 2 of 3, Box 3 of 3).

B) Mark the PACKING LIST ENCLOSED box on the label of the shipping box that contains the packing lists.

4. Complete the Shipping Form on the back of this sheet. Place in the top of Box #1.

5. Apply the UPS RS labels. Follow the instructions on the Returnning Materials to MetriTech sheet (bright green).

Fill out the District Shipping Form on other side.
Materials Return

Box Label

The label below is on each of the boxes you saved from shipping. When preparing the box for return be certain to:

- A - Fill in the number of boxes you are returning on each box

- B - Indicate if the Shipping Form is located in a particular box by checking this field.
RS Return Labels

Step by step instructions for preparing and arranging a UPS pickup

RETURNING MATERIALS TO METRITECH

Using the UPS Return Service (RS) Label

Your district should have one UPS RS Label for each box being returned.

- Remove the backing from the label, and place the label over the original shipping label only. The original shipping label must be covered or crossed out so that the UPS scanner cannot read the bar code information displayed on the label.

- If the district/school does not have regular UPS service, call 1-800-634-8677 and arrange an RS pickup. (You will need an RS tracking number to complete this process.) The teller will need the following information:
  - The phone number of the location where the shipment will be picked up.
  - The address of the location where the shipment will be picked up.
  - The RS tracking number on the package(s) being picked up.

The teller should also ask if the shipment is ready to be picked up and what time the location closes.

- Box(es) should be picked up within 48 hours.

- Please make sure the shipment was picked up.

Questions? Contact MetriTech at 1-800-747-4868.
Once materials are in our warehouse, we will confirm that we have received all of the boxes shipped from an LEA.

- If boxes are damaged and/or the paperwork and materials returned do not agree, we will contact the LEA with questions
- Scorable booklets are separated for high-speed imaging
- Non Scorable materials are serial barcode scanned and then securely recycled
Questions About Returning or Shipping Materials?
Booklets to be scored are run through our high-speed imaging equipment.

- Student demographic information is recorded
- Multiple-choice responses are captured and recorded
- Student writing is prepared for secure open-ended scoring
After the completion of scanning/scoring for each state (but prior to any reporting activities), and at the discretion of the NC-DPI, MetriTech will post the demographic data captured for each student to our secure web site. At that point, LEAs (or the state) will have the opportunity to update the information for their students.

Contact your RAC or the NC-DPI if you have any questions regarding student data.

Participation in this step helps to ensure the accuracy of student reports.
Once the window opens, a Data Validation tab will become available.
Detailed instructions are available under the Data Validation tab.
Use the sort features to efficiently locate and correct student data.

Use the Page Updater to make global changes to all students.
Data Validation on the Web

WIDA ACCESS for ELLs

Data Validation - Export/Import: ACCESS for ELLs

Sample District (123456) Data Validation closes at 4:00 PM CST on Saturday, August 15 2015

Sample State

Instructions for the Export/Import process can be found by following the link below. Download/Print the document for reference while you work on your data file. If you find that your student data only has a few changes after viewing your exported data file, please feel free to return to the STUDENT RECORDS tab in order to input the changes directly on the website. Questions regarding this process should be directed to MetriTech Customer Support at wida@metritech.com or (800) 747-4888.

WIDA Data Validation Export-Import Instructions.pdf

Export Student Records

- Export Excel (XLS) File
- Export Tab Delimited File

Import Student Records

- Your Name:
- Email Address:
- File Name:

Contact Us
Open-ended writing responses are electronically routed to our scoring staff.

- Each student receives a unique MetriTech ID (no student identification is available to the scorer).
- Materials are routed to scorers by Cluster, Tier, and Prompt.
- Each student's response is scored by a trained MetriTech scorer - 10% are double-scored for accuracy and each scorer's accuracy is checked by a master scorer.

Now write a short letter back to your pen pal. Make sure you answer all of Simone's questions:

```
Dear Simone,

Given, thanx for writing back letting me know that someone received my letter.
I am a sophomore in highschool. I have any school activite because of work if
if I would be in a school activite. I
would like drama club and making the
yearbook. I love making photos of student and
their activites. I play volleyball that is
my favorite sport. On my free time
I love to surf the internet because their
are alot of things going on there.
I like scary movies. I mean it scares
me. But I don't know why I watch it.
I think maybe I like being scared.
Anyway nice meeting you!
Yours pen pal,
Debbie
```
MetriTech
Scoring Staff
Questions About Scoring or Data Validation?
After the tests for your state have been scored, your district will receive the following reports (the format of the reports has not been finalized for 2015, and they may look slightly different when your district/LEA receives them).

- School Frequency Report
- Student Roster Report
- Teacher Report
- Parent/Guardian Report
One copy of the **District Frequency Report** grouped by grade and cluster.

### ACCESS for ELLs® English Language Proficiency Test

#### District Frequency Report - 2015

<table>
<thead>
<tr>
<th>Proficiency Level</th>
<th>Listening</th>
<th>Speaking</th>
<th>Reading</th>
<th>Writing</th>
<th>Oral Language</th>
<th>Literacy</th>
<th>Comprehension</th>
<th>Overall Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Entering</td>
<td>0 0%</td>
<td>0 0%</td>
<td>1 7%</td>
<td>1 7%</td>
<td>0 0%</td>
<td>0 0%</td>
<td>1 7%</td>
<td>1 7%</td>
</tr>
<tr>
<td>2 - Beginning</td>
<td>2 13%</td>
<td>0 0%</td>
<td>0 0%</td>
<td>1 7%</td>
<td>7 47%</td>
<td>7 47%</td>
<td>6 40%</td>
<td>3 20%</td>
</tr>
<tr>
<td>3 - Developing</td>
<td>1 7%</td>
<td>4 27%</td>
<td>3 20%</td>
<td>7 47%</td>
<td>1 7%</td>
<td>7 47%</td>
<td>1 7%</td>
<td>1 7%</td>
</tr>
<tr>
<td>4 - Expanding</td>
<td>6 40%</td>
<td>2 13%</td>
<td>0 0%</td>
<td>0 0%</td>
<td>5 33%</td>
<td>2 13%</td>
<td>1 7%</td>
<td>4 27%</td>
</tr>
<tr>
<td>5 - Bridging</td>
<td>2 13%</td>
<td>0 0%</td>
<td>4 27%</td>
<td>0 0%</td>
<td>3 20%</td>
<td>2 13%</td>
<td>4 27%</td>
<td>2 13%</td>
</tr>
<tr>
<td>6 - Reaching</td>
<td>4 27%</td>
<td>9 60%</td>
<td>3 20%</td>
<td>0 0%</td>
<td>4 27%</td>
<td>0 0%</td>
<td>3 20%</td>
<td>0 0%</td>
</tr>
</tbody>
</table>

- **Highest Score**: 338 397 376 306
- **Lowest Score**: 258 331 239 237
- **Total Tested**: 15
One copy of the **School Frequency Report** grouped by grade and cluster.

![School Frequency Report](image)
Reporting

One copy of the **Student Roster Report** listing all the students who took the test, grouped by grade within a school.

![Student Roster Report](image)
One copy of the grades 1 through 12 (or Kindergarten) **Teacher Report** listing all the scores for each student (with detailed scoring explanations)

---

### ACCESS for ELLs® English Language Proficiency Test

**Teacher Report – 2015**

<table>
<thead>
<tr>
<th>Language Domain</th>
<th>Scale Score (Possible 100-800)</th>
<th>Condition Code</th>
<th>Proficiency Level</th>
<th>Possible Score</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Listening</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reading</td>
<td>250</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speaking</td>
<td>250</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Writing</td>
<td>250</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Overall Score (Composite)**: 750

---

### ACCESS for ELLs® English Language Proficiency Test

**Kindergarten Teacher Report – 2015**

<table>
<thead>
<tr>
<th>Language Domain</th>
<th>Scale Score (Possible 100-800)</th>
<th>Condition Code</th>
<th>Proficiency Level</th>
<th>Possible Score</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Listening</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reading</td>
<td>250</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speaking</td>
<td>250</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Writing</td>
<td>250</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Overall Score (Composite)**: 750

---

**Student’s performance by WIDA English Language Proficiency Standards**

Due to varying numbers of items and item levels of difficulty, use scores should be used with caution. See the Interpretive Guide for Score Reports for details.
Reporting

One copy of the Parent/Guardian Report per student – sent to parents

---

**ACCESS for ELLs® English Language Proficiency Test**

**Parent/Guardian Report – 2015**

<table>
<thead>
<tr>
<th>District: Sample District</th>
<th>Student: Last Name, First Name/MI</th>
</tr>
</thead>
<tbody>
<tr>
<td>School: Sample School</td>
<td>Date ID: 123456789</td>
</tr>
<tr>
<td>Grade: 4</td>
<td>Birth Date: 1/3/2001</td>
</tr>
</tbody>
</table>

**Test Session**

<table>
<thead>
<tr>
<th>Listening</th>
<th>1 – Entering</th>
<th>2 – Beginning</th>
<th>3 – Developing</th>
<th>4 – Expanding</th>
<th>5 – Bridging</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Speaking</th>
<th>1 – Entering</th>
<th>2 – Beginning</th>
<th>3 – Developing</th>
<th>4 – Expanding</th>
<th>5 – Bridging</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reading</th>
<th>1 – Entering</th>
<th>2 – Beginning</th>
<th>3 – Developing</th>
<th>4 – Expanding</th>
<th>5 – Bridging</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Writing</th>
<th>1 – Entering</th>
<th>2 – Beginning</th>
<th>3 – Developing</th>
<th>4 – Expanding</th>
<th>5 – Bridging</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Overall Score</th>
<th>Listening, Speaking, Reading, Writing</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Student’s English Language Proficiency Level**

**Proficiency Level**

1 = Entering: Knows and uses minimal social language and minimal academic language with visual support
2 = Beginning: Knows and uses some social English and general academic language with visual support
3 = Developing: Knows and uses social English and some specific academic language with visual support
4 = Expanding: Knows and uses social English and some technical academic language
5 = Bridging: Knows and uses social and academic language that allows minimal traditional reading
6 = Proficient: Knows and uses social and academic language that allows traditional reading

**Description of English Language Proficiency Levels**

- 1 = Entering
- 2 = Beginning
- 3 = Developing
- 4 = Expanding
- 5 = Bridging
- 6 = Proficient

**Other Information**

- A = No language
- B = Level 1
- C = Level 2
- D = Level 3
- E = Level 4
- F = Level 5
- G = Level 6
- H = Level 7
- I = Level 8
- J = Level 9
- K = Level 10
- L = Level 11
- M = Level 12
- N = Level 13
- O = Level 14
- P = Level 15
- Q = Level 16
- R = Level 17
- S = Level 18
- T = Level 19
- U = Level 20
- V = Level 21
- W = Level 22
- X = Level 23
- Y = Level 24
- Z = Level 25

---
Parent/Guardian Reports are available in 40 native language translations via the secure MetriTech web site (the login is provided by our customer service staff).
Questions About Reporting?
Thank you!