WIDA™

2020-2021
Assessment Best Practices
during COVID-19

ACCESS for ELLs
Kindergarten ACCESS for ELLs · Access for ELLs Paper · ACCESS for ELLs Online · Alternate ACCESS for ELLs

WIDA Screener
WIDA Screener for Kindergarten · WIDA Screener Paper · WIDA Screener Online

Contents

WIDA supports educators as well as multilingual students and their families throughout the challenges of the COVID-19 pandemic.

Federal requirements for English language proficiency testing remain in place, even if local policies do not allow in-person instruction. Use this guide along with the Test Administrator Manual as you plan a testing process that incorporates physical distancing recommendations.

The guidance in this documentation reflects WIDA's analysis of current best practices. It is not medical advice, and it does not replace or amend any guidance provided by the Centers for Disease Control and Prevention (CDC), your state, your county, or your district.

Best Practices for Test Coordination

While communities adopt physical distancing practices in public spaces and schools adjust instructional practices to incorporate virtual or hybrid learning, English language proficiency testing will most often still need to be completed in person. This document supplements the guidance provided in WIDA's test coordination and administration manuals.

> All administrations of ACCESS for ELLs and WIDA Screener must be conducted in person. On the recommendation of WIDA Consortium members, WIDA has no plans to develop remote administration protocols for these assessments at this time.

Read this document carefully, and then consider your testing strategy. Plan ahead to ensure you have the equipment, supplies, training, and communication in place to keep everyone safe and healthy throughout this testing season.

Managing Test Materials

- Follow standard material ordering procedures. Remember that you always receive overage, so there is no need to request extra materials as part of plans to minimize sharing or disinfect materials between test administrations. If necessary, place an additional materials order as you normally would for any items you need to complete testing.

- You can inventory materials immediately when your boxes arrive. Boxes are packed by employees who participate in daily health screenings, and materials are not touched for several days during shipping. There is no need to quarantine test materials upon delivery.

- As much as possible, avoid having test administrators share materials. Manuals as well as some test materials are available in the WIDA Secure Portal and can be printed as needed throughout your testing window. Materials available in the WIDA Secure Portal include:
    - ACCESS for ELLs
        - Test Administrator Manual
        - District and School Test Coordinator Manual
        - Accessibility and Accommodations Supplement
        - Grades 4–12 Online Test Administrator Script
    - WIDA Screener
        - Test Administrator Manual–Online Test
        - Test Administration Manual–Paper-Based Test
        - Student Response Booklets
        - Test Administration Scripts

The guidance in this documentation reflects WIDA's analysis of current best practices. It is not medical advice. It does not replace or amend guidance provided by the CDC, your state, your county, or your district.

Modify paper materials for easy cleaning

If you plan to disinfect reusable test materials between administrations, you have a few options.

- You can disassemble some materials and place each page in a sheet protector, which you can wipe down after each test administration.

- You can laminate materials. This is a particularly good option for the activity pages in the back of the storybook required to administer kindergarten tests.

- You can place materials in clear plastic bags, which can be wiped down or discarded after each test administration.

Keep in mind that some materials, like the activity board and cards used for kindergarten tests, can be wiped down without any modification.

> **Only some test materials can be modified! Do not modify any test material in which students mark answers and that must be returned for scoring.**

Do not modify	You may modify
Student Response Booklets	Test Administrator Scripts
Writing Booklets	Speaking Test Booklets
Braille Test Booklets	Alternate ACCESS Test Booklet
	WIDA Screener Paper materials

Return all test materials

Follow standard procedures for returning materials. Include all pages of any material that you modified. **Always return all pages with security barcodes.** If you placed pages in sheet protectors and collected them in a binder, keep the binder, remove the pages from the sheet protectors, and staple the pages of each booklet together before returning.

Preparing for Testing

Identify testing locations

When testing groups of students, test in a room large enough that students can be seated at a distance from one another. Follow local guidance on desk or chair spacing. Test in small groups if necessary to maintain physical distance between students. As always, be sure all students can hear the test administrator and any recorded audio that will be played during testing.

For individual test administrations, identify a testing room as large as is possible and practical. For example, avoid testing in a small office.
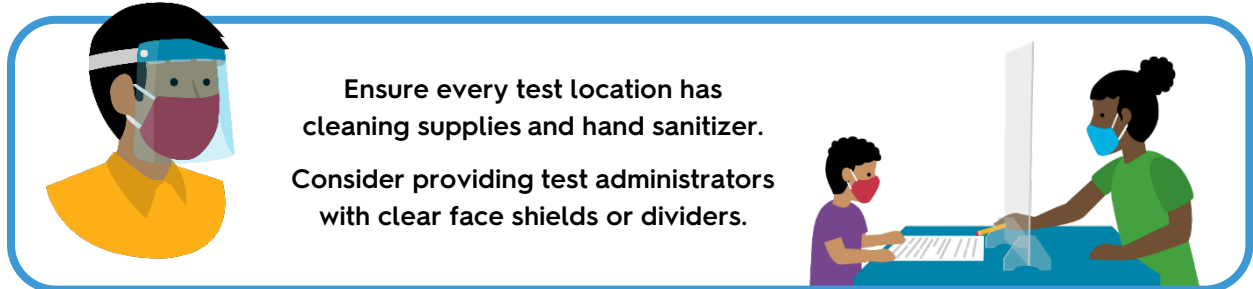
If your school or district is currently offering virtual instruction, test administrators might need special access to buildings. Plan ahead to ensure test administrators know the arrangements. Coordinate as necessary with building security staff, janitorial service staff, school and district administrative staff, teacher union leadership, or student families.

The guidance in this documentation reflects WIDA's analysis of current best practices. It is not medical advice. It does not replace or amend guidance provided by the CDC, your state, your county, or your district.

3

Identify the supplies and equipment you need

There are a variety of steps you can consider taking in addition to providing hand sanitizer and cleaning supplies to test administrators.

- Use a projector to display test booklet pages and other materials that students don't need to touch. This option can help maintain physical distance and minimize material sharing between students and test administrators.
- Encourage students to bring their own pencils for testing, provide pencils that students can keep, or set out two clearly labeled containers, one for used pencils that need cleaning and another for pencils that have been disinfected and are ready to be used again.
- Provide clear face shields that test administrators can wear in addition to masks.
- **If at all possible, set up a clear divider between the student and the test administrator.**

Ensure every test location has cleaning supplies and hand sanitizer.

Consider providing test administrators with clear face shields or dividers.

Considerations for online testing

If students will test on an individually assigned device that they have been using at home, plan ahead to ensure the device is configured and tested prior to testing day. If students will test on shared devices, consider placing plastic wrap or another disposable barrier over keyboards or screens to provide a sanitary surface for each student.

WIDA continues to recommend headphones and headsets for online testing. Whenever feasible, do not use the speakers and microphone built into a testing device. Sanitize shared equipment after each test administration.

Review your test schedule

Allow time between test administration sessions for students to move in and out of the room while maintaining physical distance. Also, schedule time for test administrators to sanitize materials, surfaces, and equipment. These activities could add as much as 30 minutes between each scheduled test administration.

As much as possible, maintain the groups of students who are already in contact in the classroom. Avoid creating a testing schedule that brings together students who normally would not interact. Consider individual administrations of online Speaking tests to help students feel comfortable speaking loudly enough to be heard through a mask.

Review your staffing plans

As you build extra time for health and safety protocols and extra test administrations for small cohorts into your testing schedule, you are likely to find that you need more test administrators than usual this year to ensure all testing is completed within your state's testing window.

Consider who can serve as a test administrator under your state's testing policies. Individuals available to help with testing might include bilingual, resource, and classroom teachers as well as assistant principals, coaches, or school administrative staff. Communicate with these individuals about expectations for this year's testing process, and arrange time for these new test administrators to complete training in the WIDA Secure Portal. Consider assigning an experienced test administrator as a mentor to each individual who will be new to testing this year.

Communicating with Students and Families

It is especially critical this year to keep students and families informed of testing plans and procedures. Communicate early and often with details of testing logistics, including what students should bring on testing day and what safety precautions you're taking.

If practical for your situation, use the sample items on the WIDA website to let students practice taking the test while observing all the safely protocols you've planned. **Find ACCESS for ELLs sample items at** wida.wisc.edu/assess/access/preparing-students/practice.

Best Practices for Test Administration

✓ Sanitize

Disinfect surfaces, writing utensils, technology, and—if possible—test materials before and after each test administration. Wash your hands before and after each test administration. Have students use hand sanitizer as they enter and exit the testing room.

✓ Set up

Minimize close interaction by placing all testing materials on students' desks before they arrive. Have students leave materials on their desks when they finish testing. Collect all materials after students leave the testing room.

✓ Stay safe

Whenever possible, have students continue to wear masks throughout testing, even during the Speaking test. Encourage students to speak loudly.

Avoid sharing materials! In situations where you or a student can turn pages in a booklet, allow the student to do so on their own. Alternatively, particularly with young students, keep the booklet to yourself and don't have the student assist with page turning. If you must write in a student test booklet, for example to transcribe a student response during a kindergarten or Alternate ACCESS for ELLs test, use scratch paper instead during test administration. After testing, update the booklet and securely destroy the scratch paper.

The guidance in this documentation reflects WIDA's analysis of current best practices. It is not medical advice. It does not replace or amend guidance provided by the CDC, your state, your county, or your district.