

Special Testing Instructions for Alaska Districts for Spring 2012 ELP Test Administration

Bubbling Information for students without Pre-ID labels:

EED requires **only** the following fields to be bubbled on the demographic page when a Pre-ID label is **not** available (Fields are described beginning on page 24 of the *District and School Test Administration Manual*):

Field 2 Student's first, last name and middle initial

Field 3 District and School name

Field 8 Birth Date

Field 10 Grade Level

Field 12 Gender

Field 17 **State Student ID Number – left align and do NOT bubble in leading zeros**

Field 19 State Defined Optional Data – Enter the codes for the Ethnicity in the grid for Field 19.

Note: Do **not** use field 7 for Ethnicity and **please** disregard the information regarding this field on p25 & 26 of the *District and School Test Administration Manual*.

All fields must be left aligned when bubbled.

Ethnicity Codes

01	Caucasian
02	African American
03	Hispanic
04	Asian
05	American Indian
06	Alaska Native
07	Two or more races (not Hispanic)
08	Native Hawaiian or Pacific Islander

Field 19 Ethnicity Codes

STATE DEFINED OPTIONAL DATA									
0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

Note: Additional details for demographic information begins on page 24 of WIDA's *District and School Test Administration Manual*.

Incorrect Pre-ID Labels:

Bubbling information on the test booklet will NOT override Pre-ID labels. If the label is incorrect, follow the instructions on page 22 of WIDA's *District and School Test Administration Manual*. Do not use the label if any of the information is incorrect.

- If the label has been placed on the book in error, mark through the bar code at the bottom of the label with a heavy black marker and mark an "X" through the printed demographic above the bar code (as shown in Figure 3). Then complete the demographic pages on the front and back cover of the test booklet, following the directions in the next section.

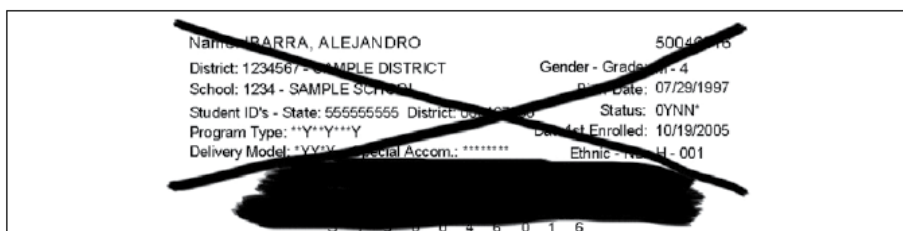


Figure 3: Correctly Invalidated Pre-ID Label

2011-2012 Test Security Agreement for Test Administrators:

Included in your packet of materials will be the Alaska Department of Education and Early Development's *2011-2012 Test Security Agreement*. This form is used by the state for all secure assessments and replaces the security forms described on page 9 of WIDA's *District and School Test Administration Manual*. Please make copies and have test administrators complete the entire form, paying particular attention to the information requested on page 3. Contact EED at 907-465-2900 if you have any questions regarding test security agreements. This form is also available at EED's website at:

<http://www.eed.state.ak.us/forms/home.cfm>.

Caution:

- Test administrators are required to recertify annually to administer the ACCESS for ELLs
- Test Security Agreements must be signed by test administrators and kept on file at the district office
- Do NOT use ACCESS for ELLs for LEP identification. Districts must use the state-approved screener, WIDA's-ACCESS Placement Test (W-APT) or the MODEL, to identify new LEP students.

Testing Schedule for Alaska 2011 – 2012 Academic Year

Task	Start Date	End Date
ACCESS review webinar		01/04/12
Test Window	02/01/12	3/30/12
Additional Materials Deadline		03/16/12
Districts Pack Completed Materials	03/30/12	04/10/12
Districts Ship Completed Materials to MetriTech		04/10/12
All Materials Received at MetriTech		04/19/12
Reports Shipped to Districts	06/14/12	06/24/12