

**Grades 1–3**

# **ACCESS** for ELLs<sup>®</sup>

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Form 601

Version 1

**Online Test Administrator Script**

**Spanish Translation:**

Listening, Reading, and Speaking Domains

This is **NOT**  
secure material.  
At the completion  
of testing, please  
recycle.  
Do **NOT** return  
to DRC.



**WIDA**<sup>™</sup>

2022–2023

This is **NOT** secure testing material.

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Do **NOT** return to DRC.

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**Note:** Writing must be administered using the SECURE Online Test Administrator Scripts for Grade 1 and Grades 2-3. Spanish translation is not available for the Grade 1 and Grades 2-3 Writing domain tests, as those scripts contain secure test content.

# All Domains

## Before You Begin

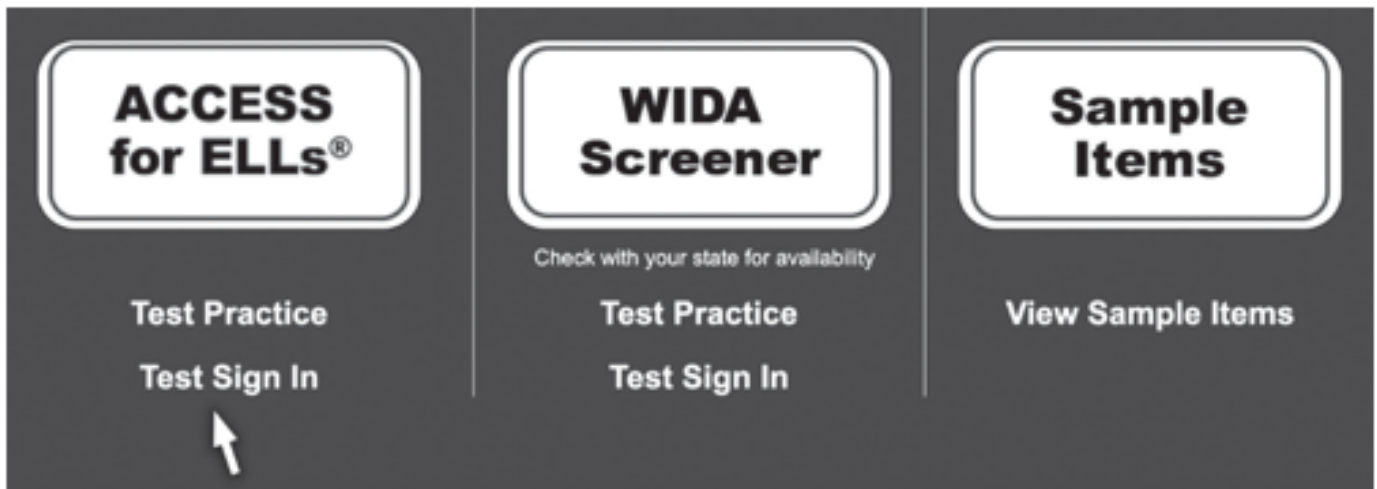
- Complete all test administration training at [wida.wisc.edu](http://wida.wisc.edu) (click Login to access the WIDA Secure Portal).
- Set up testing sessions in WIDA AMS ([wida-ams.us](http://wida-ams.us)).
- Verify the DRC INSIGHT icon appears on the desktop of each student’s testing device. Contact 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 Manual* at [wida.wisc.edu/assess/accessibility](http://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.
- If using the Testing Monitoring Application, have the monitoring code ready. This code is generated in WIDA AMS.

## 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.



After accessing the test interface, click the “Test Sign In” link under “ACCESS for ELLs”.

## Welcome

**Ahora van a tomar una prueba. Algunas preguntas les parecerán fáciles y otras difíciles. Hagan la prueba lo mejor que puedan.**

**¿Todos tienen auriculares? (WHEN ADMINISTERING THE SPEAKING TEST, SAY) ¿Todos tienen auriculares con micrófono?**

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.

**De acuerdo, muy bien. Les diré cuándo deben ponérselos.**

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.

**Ahora repartiré sus boletos de la prueba.**

Give each student the test ticket with the student's name on it.

**¿Todos tienen un boleto de la prueba con su nombre?**

Pause for response.

**Ahora miren la pantalla. Debajo de *ACCESS for ELLs*®, hagan clic en las palabras *Test Sign***

**Miren su boleto de prueba. Encuentren el nombre de usuario y la contraseña.**

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

**Escriban su nombre de usuario en el primer recuadro blanco.**

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

**Escriban su contraseña en el segundo recuadro blanco.**

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

**Ahora hagan clic en el botón de *Sign In*.**

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

## Listening and Reading

### Starting the Test

#### ¿Ven su nombre?

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.

If using the Test Monitoring Application, give students the monitoring code. Say: **Escriban este código en el recuadro blanco. Luego hagan clic en el botón de Save.** As needed, help students enter the monitoring code.

#### Ahora hagan clic en *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.

#### Después, hagan clic en *Listening*. (OR SAY) Después, hagan clic en *Reading*.

#### No hagan clic en nada más hasta que yo se lo diga.

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

**Cuando hagan clic en el botón de *Begin Test*, escucharán y practicarán. Luego comenzarán la prueba. Cuando la prueba comience, deben escuchar con atención. Cada parte solo se escuchará una vez. Después de hacer clic en el botón de *Next*, no pueden regresar y cambiar su respuesta.**

#### ¿Tienen alguna pregunta?

Answer questions.

#### Levanten la mano si necesitan ayuda. Al final de la prueba, levanten la mano. Ahora pónganse sus auriculares. Hagan clic en el botón de *Begin The Test*.

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 you are using the Test Monitoring Application in WIDA AMS, it does not replace active monitoring of students. You must still monitor students in the physical space of the room to ensure they are working independently and not using cell phones or other devices.

If at any point a student becomes confused or is not sure what to do to continue, prompt the student by saying:

#### **Recuerda, haz clic en el botón de *Next* para continuar.**

Students should only press the Pause button when instructed by you. If you see a student pressing Pause, say: **Por favor, no pulses Pause a menos que yo te lo diga.**

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

#### **¿Ven su nombre?**

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.

If using the Test Monitoring Application, give students the monitoring code. Say: ***Escriban este código en el recuadro blanco. Luego hagan clic en el botón de Save.*** As needed, help students enter the monitoring code.

#### **Primero, van a practicar. Luego, tomarán una Prueba Oral. Escuchen con atención. Oirán cada parte una vez. Cuando sea su turno, hablen al micrófono.**

Point to the microphone.

#### **Hagan la prueba lo mejor que puedan. Hablen alto. No susurren. ¿Tienen alguna pregunta?**

Answer questions.

#### **Levanten la mano si necesitan ayuda. Al final de la prueba, levanten la mano. Ahora hagan clic en *Continue*.**

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

#### **Luego, hagan clic en *Speaking*.**

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

#### **Ahora pónganse los auriculares. Colóquense el micrófono delante de la boca.**

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.

#### **Hagan clic en *Record*. Digan su nombre y el nombre de su escuela. Luego, hagan clic en *Stop*.**

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

#### **¿Oyeron su voz?**

Pause for confirmation. Ensure that all students are able to hear the audio playback. If necessary, say: ***Levanten la mano si no oyeron su voz.***

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.

#### **Ahora, hagan clic en *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.

#### **Cuando estén listos, hagan clic en el botón de *Begin The Test*.**

## Monitoring and Ending the Test

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

If you are using the Test Monitoring Application in WIDA AMS, it does not replace active monitoring of students. You must still monitor students in the physical space of the room to ensure they are working independently and not using cell phones or other devices.

If at any point a student becomes confused or is not sure what to do to continue, prompt the student by saying:

***Recuerda, haz clic en el botón de Next para continuar.***

Students should only press the Pause button when instructed by you. If you see a student pressing Pause, say:

***Por favor, no pulses Pause a menos que yo te lo diga.***

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:

***Recuerden, cuando la burbuja de hablar está azul, eso significa que es su turno de contestar. Piensen en lo que van a decir. Cuando estén listos, hagan clic en el botón de Record, y luego digan su respuesta.***

***Recuerden, hagan clic en el botón de Record antes de decir su respuesta.***

***Recuerden, después de acabar de hablar, hagan clic en el botón de Stop. Luego, hagan clic en el botón de Next para continuar.***

Assist students to ensure they can successfully record their responses.

If a student is talking too quietly, say: ***Recuerda hablar alto para que la computadora grabe tus respuestas.***

If a student has moved the microphone or is covering it with a hand, say: ***Recuerda colocarte el micrófono delante de la boca para que la computadora pueda grabar tu respuesta.***

If a student asks for help answering a test question, say: ***Haz todo lo posible por responder la pregunta. Piensa en lo que vas a decir. Cuando estés listo/a, haz clic en Record y luego di tu respuesta.***

Encourage students to do their best by saying: ***Recuerden, cuando sea su turno, digan todo lo que puedan.***

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: ***¿Necesitas ayuda?***

If a student does not ask for help and continues to pause at part of the test, say: ***Debes continuar. Hazlo lo mejor posible. Si no sabes cómo responder una pregunta, puedes decir "No lo sé".***

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.



End of Script

**Reminder:** Writing must be administered using the SECURE Online Test Administrator Scripts for Grade 1 and Grades 2-3. Spanish translation is not available for the Grade 1 and Grades 2-3 Writing domain tests, as those scripts contain secure test content.

