

**ENGLISH LANGUAGE
DEVELOPMENT
ASSESSMENT**

**DISTRICT
TEST
COORDINATOR
MANUAL**

Spring 2015



ENGLISH LANGUAGE DEVELOPMENT ASSESSMENT (ELDA)

Developed by

The English Language Development Assessment (ELDA)
State Collaborative on Assessment and Student Standards (SCASS)

With operational support provided by

Measurement Incorporated

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Arkansas
Iowa

Louisiana
Nebraska
South Carolina

Tennessee
West Virginia

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Terry Holliday (Kentucky), President

Chris Minnich, Executive Director

Scott Norton, Strategic Initiative Director, Standards, Assessment, & Accountability

Sharon M. Sáez, ELDA Coordinator

State Collaborative on Assessment and Student Standards (SCASS)

Council of Chief State School Officers

One Massachusetts Avenue, NW

Suite 700

Washington, D.C. 20001-1431

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INTRODUCTION

This District Test Coordinator Manual for the English Language Development Assessment (ELDA) contains general information about the grades K–12 assessment and specific information about administering the Spring 2015 Grades 3–5, 6–8, and 9–12 Reading, Writing, Listening, and Speaking ELDA. Specific information about administering the grade K and grades 1–2 ELDA is located in the separate administration manual for those grades. Unless otherwise noted, administration information in this manual pertains to the grades 3–12 ELDA.

Before distributing materials to your schools, please review the information in this manual to familiarize yourself with the assessment procedures. This information is essential to the successful coordination of the English Language Development Assessment. Please read this manual carefully before administering the assessment, as the ELDA has been shortened in length and will take less time to administer than in prior years.

Test administrators must be trained to administer the ELDA and be in compliance with state and local assessment regulations and procedures.

GENERAL INFORMATION FOR DISTRICT TEST COORDINATORS

This section of the manual provides the general information you need to coordinate the English Language Development Assessment.

SECURITY CONCERNS AND PROCEDURES

Maintaining assessment security is one of your most important responsibilities as a coordinator. At all times, district and state procedures for protecting secure assessment materials should be followed. It is illegal and unethical to reproduce or disclose any of this material or cause it to be reproduced or disclosed in any format. Assessment security is vital to the successful administration of the assessment. Thus, you are responsible for ensuring the security of not only the physical test booklets but also the individual assessment questions and materials. Your responsibility for maintaining the security of the assessment questions and materials continues even after the test booklets have been returned to Measurement Incorporated, the operations contractor.

All grades 3–5, 6–8, and 9–12 test booklets are individually numbered with secure barcodes. Grades 3–5 test materials have GREEN trim. Grades 6–8 materials have BLUE trim and grades 9–12 materials have PURPLE trim. All secure materials MUST be accounted for throughout the assessment and returned to Measurement Incorporated after testing (BOTH USED AND UNUSED):

Return to Measurement Incorporated:

- All Student Answer Folders
- All Reading/Writing and Listening/Speaking Test Booklets
- All Listening and Speaking Prompt Cassettes or CDs
- All Speaking Scoring Guides
- All unused student pre-ID labels

All other ELDA materials are not secure, but should be returned to Measurement Incorporated after testing with the rest of the test materials.

Before and after an assessment administration, all assessment materials (both used and unused) must be kept in a secure location. Only those individuals authorized by district policy should have access to these materials. **Under no circumstances should students have access to assessment materials before or after the assessment session.**

During each assessment administration, a test administrator must be in the room at all times. If students are allowed to leave the room while the assessment is in progress, they must first turn in their assessment materials. Administrators must account for all assessment materials before dismissing students.

For the grades 3–12 ELDA, the ratio of test administrators to students is one administrator to 20 students in any assessment room for the Reading, Writing, and Listening tests. The ratio of test administrators to students is one administrator to one student for the Speaking test.

When assessment administration is complete and test administrators have accounted for all materials, the School Test Coordinator (STC) should return them immediately to the District Test Coordinator (DTC).

At any point, if the administrators or examiners believe that a violation of assessment security has occurred, they should follow the procedures established by the school district for handling alleged assessment security violations.

ASSESSMENT SCHEDULE AND TIME ALLOTMENTS

The Spring 2015 administration of the English Language Development Assessment will take place during testing administration windows established by each state. Contact your state department of education or the ELDA Help Line for specific information regarding testing windows. Districts may set their own schedules for administering the assessment in conformance with the state testing calendar, if applicable. Make-ups for absentees are permitted as long as they are within the testing window.

To ensure that all students have sufficient time to complete the assessment, the English Language Development Assessment is not a timed assessment. For planning purposes, suggested administration times are located in the appendices of the ELDA Test Administration Manual. Although local flexibility in the sequencing of the tests is permitted, it is strongly recommended that the Speaking assessment be administered last since test administrators will be marking Speaking scores on the students' answer folders.

MATERIAL PACKAGING

All testing materials for all schools in a district will be shipped to the District Test Coordinator (DTC). The shipments will include the following:

District Test Coordinator Package:

- Packing List (lists all materials in the district package)
- Box List (lists all materials in each box/package)
- District Order Summary List (lists all materials sent to each school, and lists district overage, if applicable)
- District Test Coordinator Manual
- Return shipping labels
- State-specific forms

District Overage Shipment (if applicable):

- Packing List (lists all the materials in the district overage shipment)
- Secure Materials List (lists all the secure materials in the district overage shipment)
- Box List (lists all materials in each box/package)
- District Overage testing and administration materials

School Shipments (shipped to the district, packaged by school):

- Packing List (lists all the materials in the total school shipment)
- Secure Materials List (lists all the secure materials in the total school shipment)
- Box List (lists all materials in each box/package)
- School testing and administration materials, including school overage, if applicable

FOR ADDITIONAL MATERIALS AND OTHER ISSUES

Measurement Incorporated

ELDA Help Line: **888-612-0180** (toll free 8:30 am – 4:30 pm Eastern Time)

ELDA E-mail: **elda@measinc.com**

PROCEDURES FOR DISTRIBUTING AND RETURNING MATERIALS

- Confirm that your shipment contains a District Test Coordinator Manual, return shipping label(s), and boxes for each of the schools listed on your packing list.
- Send each school its respective box(es) (you do not have to check each school's box; the STC will do that).
- If any STC reports that the amount of materials received does not match the amount of materials reflected on the Packing List, use the "Missing/Extra ELDA Materials" form, located at the end of this manual, to report the discrepancy to MI.
- After testing, direct schools to return all materials to the district in the same box in which they were delivered. Schools may consolidate materials into fewer boxes for return shipment as long as all materials are returned.
- Instructions for packing the boxes are located in the Test Administration Manual. The STC(s) should account for and pack all materials before returning the boxes to the DTC.
- Be sure that all boxes are taped securely.
- Use supplied return shipping label(s) to send the materials to Measurement Incorporated. Follow the instructions on the back of the shipping labels to arrange for a pick-up of the materials. Please follow these instructions explicitly to arrange for ground pick-up. Air/Express drivers are unable to accept packages for ground pick-up.
- Ship all materials on or before the return date specified for your state.

DISTRICT OVERAGE MATERIALS

The departments of education for the participating ELDA states have made individual decisions regarding district overage materials. If personnel from a school in your district find that they need additional materials, you have two options:

1. Contact Measurement Incorporated to order more materials for the school using the ELDA toll-free Help Line at (888) 612-0180 or elda@measinc.com, **OR**
2. Allocate materials for the school from your district overage supply, if available. Be sure to give the school an equal number of the following materials for students in grades 3-12:
 1. Reading/Writing test booklets
 2. Listening/Speaking test booklets
 3. Student answer folders
 4. Generic Answer folder bar code labels

For students in grades K-2, give the school equal numbers of student answer folders and generic answer folder barcode labels. Provide test administrator materials from the district overage supply as needed for all grade clusters.

You will receive a number of District Overage Header Sheets with your shipment of district overage testing materials. You must supply a school with one District Overage Header Sheet for every grade cluster for which the school requires additional materials. The District Overage Header Sheet will not have the school name and number pre-printed on it, so you will need to instruct the STC to fill out and bubble in the name and number of the school on the header sheet. This header sheet should then be placed on top of the stack of answer folders belonging to the students tested with the district overage materials before the materials are returned for processing. Alternatively, the STC may place the completed student answer folder(s) under one of the school's pre-printed header sheets before the materials are returned for processing.

ELDA TEST MATERIALS

Each set of grades K and 1–2 Test Administrator Materials consists of:

- Test Administration Manual/Inventory
- Teacher Support Materials
- Header Sheet
- Enough 2-page scannable answer documents to record each student's inventory scores

Each set of grades 3–12 Test Administrator Materials consists of:

- Listening Prompt Cassette or CD
- Speaking Prompt Cassette or CD
- Test Administration Manual
- Speaking Scoring Guide
- Header Sheet
- Pre-printed student identification labels, if applicable; otherwise, generic answer folder bar code labels

Each grade 3–12 student should receive the following testing materials:

- Student Answer Folder
- One test booklet containing the Reading and Writing Tests
- One test booklet containing the Listening and Speaking Tests
- One Student Speaking Response Tape, if applicable

MATERIALS PREPARATION

Before the students arrive, STCs or test administrators should do the following (**the STC must ensure that the following is carried out in a secure manner**):

- Affix a pre-printed student identification label over the sample barcode label printed on each answer folder. If pre-printed student identification labels are used, there is no need to hand-grid student demographic information.

OR

- If a student does NOT have a pre-printed student identification label, affix a generic answer folder barcode label to the student's answer folder and complete all required demographic information.
- Perform the same steps for each student.
- Return all materials to a designated secure location until the assessment begins.

The STC is responsible for completing the student demographic information, applying student labels to the answer folders, accounting for materials during testing, and packaging materials for return. The instructions below are provided for your information and are also available in the ELDA Test Administration Manuals.

Completion of Student Demographic Information (with pre-ID labels)

Many students will have pre-printed identification labels that are included with your school's materials. Apply each label to a student answer folder, in accordance with your state's assessment protocols. (See the "Instructions for Completing Student Demographic Information" Sheet, included with your testing materials, for further information.) Affix the label **over the sample barcode label printed on** the answer folder. If a label is used, you do not need to fill in the required demographic information for that student. If there are students for whom you have no label, apply a generic barcode label to the answer document and follow the directions in the section below entitled "Completion of Student Demographic Information (without pre-ID labels)."

After you have applied the pre-ID labels, keep the answer folders in a designated secure location with the other assessment materials until testing begins. Be sure that each student receives the correct answer folder at the beginning of each assessment session.

Completion of Student Demographic Information (without pre-ID labels)

Test administrators will provide demographic background information about each student. The demographic information section is located on the front of each student's answer folder. Administrators should also affix a generic answer folder barcode label (shipped with the other test materials) **over the sample barcode label printed on** the answer folder. You will need to complete all demographic information that applies to the student. If a particular item is not applicable to a student, leave that item blank.

Refer to the "Instructions for Completing Student Demographic Information" Sheet, included with the testing materials, for state-specific information about completing the demographic information on the answer folders.

After you have completed the demographic information on each student's answer folder, keep the answer folders in a designated secure location with the other assessment materials until testing begins. Be sure that each student receives the correct answer folder at the beginning of each assessment session.

Header Sheet

Each packet of test administration materials your school receives will contain a header sheet with the school name and number pre-printed on the sheet. You do not need to write or bubble any information on this header sheet. The boxes labeled "Form" and "Grade" on this sheet should be left blank. Keep this header sheet with the other secure testing materials until testing is completed. If you are using overage materials provided by your DTC, you must bubble in the name and number of your school on the District Overage Header Sheet. After testing, place the pre-printed header sheet on top of the stack of completed student answer folders. Only one header sheet is required for each grade cluster in each school, but you may use additional header sheets for organizational purposes if desired.

BASIC GUIDELINES DURING ASSESSMENT ADMINISTRATION

OVERVIEW, GRADES K–2

The grades K and 1–2 ELDA consist of inventories. Teachers or administrators observe students and rate their performance over time (at least two weeks) on various tasks in Reading, Writing, Listening, and Speaking. Information provided in the grade K and grades 1–2 Test Administration Manuals and grade K and grades 1–2 Teacher Support Materials assist evaluators in assessing student performance. All inventory ratings are marked on student answer documents and returned to Measurement Incorporated for scoring.

OVERVIEW, GRADES 3–12

For each test, give the student the appropriate test booklet and answer folder. Explain to students that they will be taking a test. Inform them that they need to be quiet and that if they have questions, they should raise their hands. If necessary, the test administrator may repeat the directions or answer questions regarding the directions for all students who have difficulty understanding or following the directions. Test directions may not be translated into languages other than English. Test directions should be repeated verbatim whenever possible. If the directions must be simplified, the simplification must adhere to the intent of the directions and should not provide any additional information. Students should be encouraged to complete all exercises and questions and not to leave anything blank.

When the assessment session has begun, check that students are marking and writing their answers in the appropriate places on their answer folders. Test administrators should not interfere with the students' concentration as they check students' progress. Students may make notes in their test booklets if they wish. However, all responses must be marked on the student answer folder or they will not be scored.

Except on the Speaking section, students are not allowed to talk during the administration of the assessment. Direct students who finish the assessment before others to remain silent. Administrators may provide materials for students to work on after they finish the test and close their booklets, or allow students to read books or do other school work as long as it is unrelated to the content being tested. Students may also review their work on the test or section that they have just completed. However, students should not be allowed to look ahead to other sections or tests, and should not return to a test they had taken previously.

Toward the end of the assessment period, but while students still have their test booklets, it is good practice to remind students to complete the entire assessment. It is **inappropriate** to review a student's test booklet after it is handed in and then give it back to the student with instructions to complete the assessment. This action would constitute a breach of test security.

When all students have completed the assessment, collect the remaining test booklets and answer folders. Do not allow any student to leave the room until his or her test booklet has been collected. Collect a test booklet from each student individually. Do not allow students to "pass around" assessment materials.

Immediately after the assessment, and before dismissing students, carefully count the test booklets to ensure that you have collected all student materials.

BREAKS

It is the test administrator's responsibility to provide breaks for students during the administration of the assessment. It is left up to the judgment of the test administrator to provide as many breaks as students need. Plan to give breaks according to the following guidelines, but administrators may give breaks as needed.

- Between parts 2 and 3 of the Reading assessment
- Between parts 1 and 2 of the Writing assessment
- Between parts 3 and 4 of the Listening assessment
- No break is recommended for the Speaking section because it will take less than 30 minutes to administer.

You should tell students before the assessment what they may do during the breaks. Follow the directions below when providing a break:

- Before the test begins, indicate to students when the break will occur.
- Students will remain in the assessment room. Lunch or recess will not occur as a break.
- **No talking will be allowed during the break.**
- Students should be encouraged to stand for a stretch break at their desks.
- No additional materials should be taken out during a break. Only the test booklet and answer folder (both closed and face down) and pencil should be on the desk.
- When the entire group has had a break, students will resume the assessment.

At any time during the assessment administration, a student may leave the room for a restroom break, but to ensure assessment security, only one student should leave the room at any one time. **The entire group may not use the restroom at the same time.**

PROCEDURES FOR STUDENTS WITH ACCOMMODATIONS

Accommodations should always be related to the student's specific disability. Accommodations that change the content of the assessment are NOT allowable. For example, it is inappropriate to define words used in the writing or reading passages, any other stimulus materials, or the assessment questions. Accommodations in the administration procedures for ELDA are permitted provided that they are specified in a student's IEP or 504 plan and allowable for the ELDA. A student's assessment results should reflect her or his true ability and should not be influenced by inappropriate accommodations. These accommodations should be consistent with practices routinely used in the student's instruction and assessment.

Any accommodations for an individual must be specified before the student takes the assessment and must be documented in the student's IEP. Contact your DTC for additional state guidelines on accommodations for the ELDA.

If a student with disabilities takes the ELDA, the administration of the assessment should be under standardized assessment conditions. Any accommodations listed below or specifically identified in the student's IEP or 504 plan may be provided. Review the "Instructions for Completing Student Demographic Information" Sheet, included with your testing materials, for further information about state-specific accommodation codes.

The following accommodations may be provided to students with disabilities on the ELDA (in addition to any accommodations specified in the student's IEP or 504 plan):

- Computerized Assessment: Students may use a computer to type their responses instead of writing in the answer folder. Spell check, glossaries, grammar check, dictionaries and thesauruses are not allowed on the ELDA. **Word processed responses should be stapled into the student's original answer folder.**
- Dictation of Responses: Students who are unable to write due to a disability are allowed to dictate their responses to a transcriber or into an audio recorder for the Reading and Listening ELDA. **The student's answers should be transferred onto the student's original answer folder.** A scribe may not be used for the Writing ELDA.
- Extended/Adjusted Time: The ELDA is an untimed assessment. For students whose attention span or behavior interferes with regular testing sessions, test administration may be altered to allow for a number of shorter testing sessions. Testing may also be stopped and continued at a later time if behavior interferes with the testing session. The time of day the test is administered may also be adjusted to be most beneficial to the student. All testing sessions **MUST** be completed within the allotted testing window.

- Individual/Small Group Administration: Tests may be administered to a small group or an individual requiring more attention than can be provided in a large group administration.
- See the "Instructions for Completing Student Demographic Information" sheet, included with the testing materials, for further information regarding additional accommodations allowable in your state.

Modified Test Booklets

In addition to the accommodations listed above, Braille and large print versions of the Reading and Writing ELDA for grades 3–12 are available. These can be ordered through the ELDA Online Materials Ordering web site, if applicable, or by contacting the ELDA Help Line.

DEFECTIVE ASSESSMENT MATERIALS

Incomplete/Defective Assessment Materials

A student might receive an incomplete or defective test booklet. Instruct the student to raise his or her hand, and then follow the steps below with the student.

- Obtain a replacement test booklet.
- Direct the student to continue with the new test booklet.
- After the assessment, return all of the student's used testing material (defective and replacement) with the other testing materials.

If a student receives an incomplete or defective answer folder, instruct the student to raise his or her hand and follow the steps below:

- Obtain a replacement answer folder.
- Write and bubble in the student's name on the replacement answer folder in case it becomes separated from the original.
- Have the student complete the remainder of the ELDA on the replacement answer folder.
- Staple the defective answer folder to the replacement answer folder.
- Place all materials, defective AND replacement, with the other ELDA materials in a designated secure location.

Soiled Assessment Materials

If a student is sick and a test booklet becomes soiled, please follow the steps below:

- Write down the barcode number (located on the back cover) of the affected booklet.
- Dispose of the booklet according to school and/or district procedures for disposing of soiled materials.
- Report the problem by contacting the ELDA Help Line. When the test materials are returned, enclose a note with the barcode number of the affected booklet and an explanation of the situation.

If a student is sick and an answer folder becomes soiled, please follow the steps below:

- Transfer the student's responses from the soiled answer folder to a new answer folder.
- Dispose of the answer folder according to school and/or district procedures for disposing of soiled materials.
- Report the problem by contacting the ELDA Help Line. When the materials are returned, enclose a note with the student's name and ID number and an explanation of the situation.

THINGS TO REMEMBER

Before the Test Administrators begin they should:

- Verify that they have received the correct number of assessment materials from their STCs.
- Gather and organize all necessary materials:
 - Student testing materials
 - Supply of sharpened No. 2 pencils (pens may not be used)
 - The Test Administration Manual
 - Speaking Scoring Guide
 - Prompt Cassettes or CDs
 - Audiocassette or compact disc player
 - A watch or clock to measure assessment times and breaks
 - Silent work for students who do not bring their own
- Arrange for a quiet, comfortable, well-lighted, distraction-free setting in which to assess students.
- Decide whether to give students breaks between the assessment sessions.
- Be aware that a single test administrator may be alone with 20 students for Reading, Writing, and Listening and with one student for Speaking, but a proctor must also be present if more than the indicated number of students are in the assessment room.
- Use one set of testing materials as their own so that you can refer to each of the testing booklets while you are administering the assessment.

While administering the assessment the Test Administrators will:

- ❑ Use the scripts in the Test Administration Manual. **The script is written in bold type.**
- ❑ Attend to students when they raise their hands. The administrators may answer questions to clarify general directions, but may not provide prompts for individual tasks or questions. Unless instructed in the administration manual, the administrators may not read any assessment material to students.
- ❑ Be sure that students are marking their answers in the appropriate places on their answer folders.
- ❑ Maintain a quiet and comfortable environment in the classroom.
- ❑ Stay in the classroom during the entire assessment.

After administering the assessment the Test Administrators will:

- ❑ Thank students for their efforts on the assessment.
- ❑ Collect all student booklets and return them to the STC.
- ❑ Gather the students' answer folder and place the header sheet on top of the stack of answer folders. Only one header sheet is required for each grade cluster in each school, but schools may include more header sheets if desired for organizational purposes. Return all header sheets and answer folders to the STC.

2015 MISSING/EXTRA ELDA MATERIALS REPORTING FORM

If there is a discrepancy between the number of ELDA materials received and the number of ELDA materials indicated on the Packing List for any school in your district, please use this form to report the discrepancy to Measurement Incorporated. **This form must be received by Measurement Inc. within two weeks of the START of the testing window.**

Date Submitted: _____

State: _____

District Number & Name: _____

School Number & Name: _____

District Contact Person Name and Phone/Email:

Missing ELDA Materials:

Grade cluster (circle one): K 1-2 3-5 6-8 9-12

Material type (e.g., Listening/Speaking Test Book): _____

Quantity missing: _____

Barcode numbers of missing materials (from Packing List), if applicable:

Extra ELDA Materials:

Grade cluster (circle one): K 1-2 3-5 6-8 9-12

Material type (e.g., Listening/Speaking Test Book): _____

Quantity extra: _____

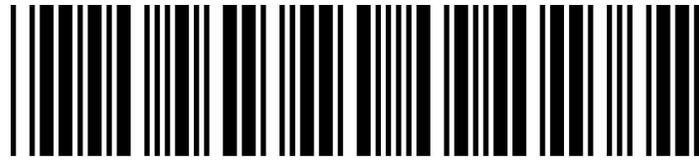
Barcode numbers of extra materials, if applicable:

Note: Some states will receive automatic overage at the district and/or school level. Please submit this form ONLY if there is a discrepancy between the packing list and the number of materials received. This form may be photocopied.

Return this form to the ELDA Helpline at Measurement Inc.:

Scan in and email to elda@measinc.com OR

Fax to (866) 691-1240



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