



EL Procedures for State Testing (DeSSA: Delaware System of Student Assessment)

Accessibility Guidelines (Accommodations and Designed Supports) provided by the Delaware Department of Education and any guidance in the Test Administration Manual or state training should be followed at all times.

Activities specified below are outlined to assist district staff with fulfilling state guidelines.

Activity	Timeline	Responsible Party
<p>1. Provide a list of EL students in the various categories to each test coordinator:</p> <ul style="list-style-type: none"> • NonSWD • SWD • 504 • Monitoring <p>Provide EL SWD to EDs also.</p>	By Oct. 15	EL Office
<p>2. Retrieve accom/designated support selection form from DOE’s website.</p> <ul style="list-style-type: none"> • Non SWD-give the teacher(s) the form • Refer to the ED or 504 coordinator if the student is EL <i>and</i> SWD or 504 • Monitoring ELs- see procedure for gen ed with supports 	One month prior to testing	Test Coordinator
<p>3. <i>For non SWD ELs*- Teachers (EL and gen ed in collaboration) should complete the EL accommodations/ designated supports selection form. Consider all applicable tests for the year (including Science, Social Studies). Also, consider that students should be familiar with and using the accommodations/designated supports in the classroom. Reference DOE’s Resources and Practices Comparison Crosswalk.</i></p> <p><i>*If students is also SWD/504, ED or 504 coordinator will enter all accommodations/ designated supports in TIDE/PAN. Teachers will provide input at IEP meeting.</i></p>	<p>No later than 10 days before interim testing</p> <p>By February 1 for summative testing</p>	Teacher
<p>4. Using forms from teachers, update or enter accommodations/designated supports in TIDE for Smarter ELA/Math or in PearsonAccess Next for Science/SS (Access DeSSA via IMS).</p> <p>Contact the district EL office if any accommodation/designated support entry assistance is needed. If accommodation/ designated supports materials are needed, request them from the EL office.</p>	<p>5 days up to testing date for interim testing</p> <p>By March 1 for summative testing</p>	Test Coordinator
<p>5. Share accommodation/designated support print outs with test administrators/teachers (EL and gen educators). If accommodations/ <i>designated supports</i> are not correct, make sure the teacher/test administrator does not test until they are corrected. Then follow step 12.</p>	Up to 2 weeks prior to testing or 72 hours after changes are made	Test Coordinators
<p>6. For interpreter request- see additional procedure.</p>	Up to 2 weeks prior to testing	Test Coordinator
<p>7. Process interpreter requests. Schedule interpreters. Provide interpreters with direction on interpretation from the Accessibility Guidelines (Accommodations and Designed Supports).</p>	Regularly as received	EL office
<p>8. Provide accommodations/ <i>designated supports</i> material (e.g. bilingual dictionary for the ELA full write portion of the performance task.)</p>	As requested	EL office

Activity	Timeline	Responsible Party
9. Use accommodations/ <i>designated supports</i> in the classroom during instruction or ensure student is familiar with accommodation/ <i>designated support</i> if is only applicable to state testing.	Prior to, during, and after testing	Teacher
10. Confirm the student's embedded accommodations/ <i>designated supports</i> (delivered by the online test system; e.g. Text-to-Speech, translated glossaries) are properly listed in the testing system before approving the student for testing. Notify test coordinator if embedded accommodations are not correct. Ensure availability of non-embedded accommodations. (accommodations provided by school, not in the online test system; e.g. bilingual dictionary for the ELA full write portion of the performance task)	Before approving test	Teacher/ Test Administrator
11. Use of the prescribed reporting system to report testing issues. Contact the Help Desk and the District Test Coordinator if situation warrants.	As issues arise	Test Coordinator
12. Communicate accommodation/ <i>designated support</i> issues with the state via state data review forms submitted and reset or invalidation requests. Monitor solutions.	As issues arise	District Test Coordinator
Newly identified or New EL Students		
1. Ensure student data card is <u>fully completed</u> by parent, <i>including all EL sections</i> .	At registration	School Office Staff
2. Enter all information into eSchool.	Within 24 hours after registration	School Office Staff
3. Fax home language survey to EL office if any language other than English is listed.	Within 24 hours after registration	School Office Staff
4. Work off of kicker report from eSchool to identify student with native language other than English.	Regularly	EL Office
5. Schedule EL placement (WIDA Screener) testing.	As registrations come in	EL Office
6. Email EL accommodations/ <i>designated supports</i> selection form for school test coordinator, EL teacher, and administrator (attach EL First Year ELA exemption form if applicable)	Immediately after placement testing	EL Office
7. Determine appropriate accommodations/ <i>designated supports</i> and mark on the selection form. Give a copy to Test Coordinator.	Within 2 days	EL Teacher
8. If applicable, securely complete and return EL first year ELA exemption form to EL Office. Make sure School Test Coordinator is aware.	Within 3 days, minimum of 15 days prior to testing	EL Teacher
9. Submit EL First Year exemption for form to DOE if received.	Within 1 week	EL office
10. Continue with step 2 in the first section.	Immediately	Everyone

Last updated May 2021