

**ENGLISH LANGUAGE  
DEVELOPMENT  
ASSESSMENT**

**ARKANSAS  
DISTRICT  
TEST  
COORDINATOR  
MANUAL**

**Spring 2012**



# 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

**THE ELDA IS A PRODUCT OF THE COLLABORATION AMONG ELDA (FORMERLY ELL) SCASS MEMBER STATES, THE COUNCIL OF CHIEF STATE SCHOOL OFFICERS (CCSSO), AND THE U.S. DEPARTMENT OF EDUCATION. FUNDING TO SUPPORT DEVELOPMENT OF THIS ASSESSMENT HAS COME FROM ELL SCASS MEMBER STATES, CCSSO, AND THE U.S. DEPARTMENT OF EDUCATION THROUGH A SECTION 6112 ENHANCED ASSESSMENT INSTRUMENTS GRANT.**

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# English Language Development Assessment Arkansas District Test Coordinator Manual

## Table of Contents

<b>Introduction.....</b>	<b>1</b>
<b>General Information for District Test Coordinators.....</b>	<b>1</b>
Security Concerns and Procedures .....	1
Test Security .....	3
Test Security Procedures .....	5
School Security Checklist .....	6
Test Security Affidavits.....	7
Reading and/or Transcription of the Examination .....	8
Assessment Schedule and Time Allotments.....	9
Material Packaging .....	9
ELDA Test Materials .....	10
For Additional Materials and Other Issues.....	10
Procedures for Distributing and Returning Materials .....	11
Preparation Before Administering the Assessment.....	12
<b>Basic Guidelines During Assessment Administration.....</b>	<b>16</b>
Overview, Grades K and 1-2 .....	16
Overview, Grades 3-12.....	16
Breaks.....	18
Procedures for Students with Special Education Accommodations .....	19
<b>Defective Assessment Materials.....</b>	<b>21</b>
<b>Appendix: ACTAAP ELDA Affidavits and Forms .....</b>	<b>22</b>

## INTRODUCTION

This District 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 2012 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 manuals 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.

**Test Administrators must be currently licensed by the Arkansas Department of Education, trained to administer the ELDA and be in compliance with state and local assessment regulations and procedures.**

## GENERAL INFORMATION FOR DISTRICT 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 test 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, Listening, and 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.** If more than the indicated number of students are in the assessment room, a second Test Administrator or a proctor must also be present.

When assessment administration is complete and the Test Administrators have accounted for all materials, they should return them immediately to the School Test Coordinator.

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 Arkansas Department of Education for handling alleged assessment security violations.

## **TEST SECURITY**

### **Arkansas Department of Education Test Security Guidelines**

**Maintaining test security is a very serious responsibility for all Arkansas currently licensed personnel. Breach of test security is one of the actions for which teaching/administrative licenses can be revoked.**

Districts must have a system in place to ensure that all materials are accounted for and kept secure during testing. Any action that leads to the invalidation of student test scores or compromises the security of the tests or test results will be viewed by the Arkansas Department of Education as an inappropriate use or handling of tests and will be treated as such. The following guidelines are to assist in determining which activities constitute inappropriate testing activities and breaches of test security.

1. The superintendent or his/her designee in each school district shall be responsible for coordinating all local assessment activities.
2. All District Test Coordinators, School Test Coordinators, and Test Administrators shall be **currently** licensed by the Arkansas Department of Education as teachers or administrators.
3. The tests must be administered on the scheduled dates as specified in the District Test Coordinator Manual and the Test Administration Manuals. No portion of the test may be given early.
4. All test materials shall be inventoried upon receipt at the district or school. Test booklets must be kept in a secure area at all times, except during the formal testing sessions.
5. The tests must be administered in strict accordance with instructions outlined in the District Test Coordinator Manual and the Test Administration Manual. These instructions include reading directions verbatim to students during testing.
6. Test booklets must be distributed to all students in spiral order, including special education and LEP students. Distributing forms incorrectly is considered a testing irregularity.
7. The superintendent and/or his/her designee in each school district shall be responsible for ensuring that all district personnel involved in the testing have been properly trained as specified by ADE.
8. The superintendent and/or his/her designee in each school district shall be responsible for ensuring that all assessment documents and student identification information are properly and accurately coded and that ALL students have participated in the appropriate grade-level assessment(s).
9. The superintendent and/or his/her designee in each school district shall be responsible for ensuring that Individualized Education Programs, Limited English Proficient Assessment plans, and/or 504 Plans shall specify any state approved accommodation(s) available to students participating in the administration of standard state assessments.

10. The superintendent and/or his/her designee in each school district shall be responsible for ensuring that all students enrolled in a state-tested grade shall be accounted for in the State Assessment System.
11. District staff may not read, review, or in any way duplicate or reproduce the test booklets, the associated test items, or the writing prompts or any other secure materials.
12. All district Superintendents, District Test Coordinators, Building Principals, School Test Coordinators, and Test Administrators must sign the appropriate Test Security Affidavit. All Test Security Affidavits must be returned with the scoreable materials.
13. Students must not be exposed to answers of items at any time before, during, and after testing.
14. Student responses to test items must represent the student's own independent and unaided thinking and must not be read, reviewed, or changed during or after testing. Cueing or assisting a student during testing will be considered a breach of security.
15. Students are not allowed to use scratch paper. The use of scratch paper is considered a breach of security.
16. Students cannot have any materials (e.g., books, magazines, newspapers, homework) except testing materials during the testing sessions.
17. No electronic devices with photographic capability shall be accessible at any time during test administration [Arkansas Code 6-18-5012(b)]. Other electronic equipment that allows for communication among students shall not be accessible at any time during test administration (e.g., cell phone, iPod®, MP3 Player, etc.).
18. During the test administration, Test Administrators should continually monitor the testing process by moving unobtrusively about the room. The Test Administrator is to devote total attention to the students being tested and not work on other things. Test Administrators shall not access computers or other electronic equipment during the assessment.
19. **All** test booklets, used and unused, shall be inventoried subsequent to testing and returned to the appropriate testing company in the prescribed manner on the prescribed dates. Failure to return all required testing materials by the required date is a breach of security. Any test booklets not returned by the district on the dates required shall be reported to Dr. Gayle Potter at the Arkansas Department of Education.
20. All known violations of the Arkansas Department of Education security regulations shall be reported in writing, signed by the reporter, and addressed to Dr. Gayle Potter at the Arkansas Department of Education. All security violations shall be investigated by the state.

## **TEST SECURITY PROCEDURES**

Secure materials may leave the district's secure location no more than five (5) days before the first scheduled testing session. However, it is strongly recommended that secure materials not leave the district's secure location more than three (3) days before the first testing session unless the size of the district absolutely necessitates more time for distribution. The test booklets for the English Language Development Assessment are secure materials.

Security ID numbers have been assigned to and printed on all test booklets. Test booklets are shrink-wrapped with security numbers printed on the documents along with the quantity in the package. In order to achieve exact order quantities, some schools may receive loose test booklets in addition to the shrink-wrapped packages. **Due to security reasons, the Arkansas Department of Education recommends that shrink-wrapped packages of test booklets be opened no earlier than one school day before the first day of testing for organizational purposes only.** No one may look inside test booklets for any reason. No test booklets should be distributed to Test Administrators until the first day of testing.

No part of the English Language Development Assessment may be downloaded into any assistive device.

Maintaining test security is a very serious responsibility and there are security risks involved when appropriate security measures are not followed. A breach of security is one of the reasons for loss of a teaching/administrator license in the state of Arkansas.

Keep all test materials stored in a securely locked location. School Test Coordinators and Test Administrators should also be instructed to monitor test materials at all times and to store them in a securely locked place when not in use. This includes securing materials at the close of each day of the testing sessions.

## **SCHOOL SECURITY CHECKLIST**

Schools with students participating in the English Language Development Assessment will receive a School Security Checklist for each grade. The School Security Checklist contains spaces to record the security numbers of the secure materials for grades 3–12, including test booklets, large print and Braille test booklets, Speaking Scoring Guides, and Listening and Speaking audio recordings. The forms must be used to distribute test booklets, large print and Braille test booklets, Speaking Scoring Guides, and Listening and Speaking audio recordings to Test Administrators and to account for all test booklets, large print and Braille test booklets, Speaking Scoring Guides, and Listening and Speaking audio recordings after testing. Careful attention to completing the School Security Checklist will minimize the loss of test booklets, large print and Braille test booklets, Speaking Scoring Guides, and Listening and Speaking audio recordings. Space is provided on the forms for the Test Administrator to sign out the secure materials.

Grades K–2 Test Administration Manuals and Teacher Support Materials are not imprinted with serialized barcode numbers. To track these materials, write the title and quantity of the material being distributed in the “Security ID Range” column and complete the rest of the columns as you would for the grades 3–12 secure material.

Test Administrators are to initial the form when material(s) are received from the School Test Coordinator and the School Test Coordinator is to initial the form when materials are returned from the Test Administrator on a **DAILY** basis. The completed School Security Checklists are to be returned to the District Test Coordinator along with all test materials after testing is complete.

## **TEST SECURITY AFFIDAVITS**

District Superintendents, District Test Coordinators, Building Principals, School Test Coordinators, and Test Administrators must sign affidavits regarding the security of test materials. In the non-secure materials shipment, each district will receive one set of affidavits, which must be copied as needed to provide forms to the schools and for all Test Administrators. The boxes for the test for which the affidavit is being completed and signed must be checked. There are three types of affidavits as follows:

**Affidavit 1—District Level Test Security Form.** There is a district-level affidavit, which needs to be completed and signed by the District Superintendent and the District Test Coordinator. Only one (1) copy of Affidavit 1 needs to be signed for the district.

**Affidavit 2—School Level Test Security Form.** There is a school-level affidavit, which needs to be completed and signed by the School Test Coordinator and Building Principal. The District Test Coordinator should make copies of the school-level affidavits in order to provide one to every school with students being tested. Only one (1) copy of the Affidavit 2 needs to be signed for each school.

**Affidavit 3—Test Administrator Security Form.** There is a Test Administrator affidavit, which contains space for the signatures of several Test Administrators. The District Test Coordinator should make copies of the Test Administrator affidavits in order to provide one to every school with students being tested. Each school may make as many copies as will be needed for all Test Administrators to sign. A separate Affidavit 3 needs to be completed and signed for each grade tested.

All completed and signed affidavits must be returned with the testing materials to Measurement Incorporated. See the Appendix at the end of this manual for samples of the affidavits.

## **READING AND/OR TRANSCRIPTION OF THE EXAMINATION**

Special education students and students with a 504 Plan may receive the accommodation of having portions of the English Language Development Assessment read to them if the accommodation is listed on their IEP or 504 Plan and is used on a regular basis in the classroom. Do not code the accommodation section for 504 students. However, a 504 student may still receive accommodations that are in the student's 504 Plan and used regularly in the classroom. Reading of test questions or reading passages for the reading portion of the test is not allowed under any circumstances except when the directions require that all test materials are read to **all** students.

Only teachers or administrators who have been trained in proper test administration procedures and who are **currently** licensed by the Arkansas Department of Education are allowed to read or transcribe a test for students who will have this accommodation. The Affidavit Waiver Form must be copied and signed by the **currently** licensed Arkansas teacher and/or administrator providing the accommodation and stapled to the Affidavit 3 —Test Administrator Security Form. Keep one copy on file at the district.

Note: In certain cases a student's response to test questions will require transcription (i.e., the responses must be gridded or written in the student's test booklet or answer folder by someone other than the student). In those cases where a student's responses to test questions require transcription (e.g., large print, other approved accommodations), this transcription needs to be done by a teacher or administrator who has been trained in proper test administration procedures and who is **currently** licensed by the Arkansas Department of Education and must occur within the district, prior to the shipment of materials to MI. If this transcription does not occur within the district, the student's responses will be treated as nonscoreable or "not taken" by the contractor. Ideally, the transcription should be performed by the District Test Coordinator or someone working directly under his or her supervision.

## **ASSESSMENT SCHEDULE AND TIME ALLOTMENTS**

The spring 2012 administration of the English Language Development Assessment for Arkansas will take place from March 26, 2012 to May 4, 2012. Districts may set their own schedules for administering the assessment in conformance with the state testing calendar. 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.

Local flexibility in the sequencing of the tests is permitted; however, it is 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 Coordinator. The shipment 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)
- District Test Coordinator Manual
- Return shipping labels
- ACTAAP ELDA Affidavits and Forms

### **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 Security Checklist
- School testing and administration materials, including school overage

## **ELDA TEST MATERIALS**

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

- Test Administration Manual/Inventory
- Teacher Support Materials
- Header Sheet
- Enough 2–page scannable answer folders to record each student’s inventory scores (see the "Materials Preparation" section of this manual for explanation)

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

- 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 barcode 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

### **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](mailto: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).
- 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 in the Appendix 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, and are also listed below. The School Test Coordinator(s) should account for and pack all materials before returning the boxes to the District Test Coordinator.
  - UNUSED test booklets, answer folders, and pre-ID labels (if any) should be placed in the bottom of the box.
  - Prompt cassettes or CDs, Speaking Scoring Guides, Administration Manuals, and any extra forms or headers should be placed above the unused materials. (Please do not place cassettes or CDs in the bottom of the box as they may be crushed and/or broken during shipment.)
  - Used test booklets should be placed above the administration materials.
  - The Affidavits should be placed above the used test booklets.
  - The stack(s) of used answer folders with corresponding headers should be placed in the top of the box.
  - If the materials do not completely fill the box, please use packing material to fill the box to prevent damage to the materials during shipment.
- School-level Affidavits are packed with the school's materials. Return all District-level Affidavits in the district box.
- 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.
- Fax the ELDA Test Materials Return Verification Form to Measurement Inc.

**\*\*Ship all materials to Measurement Inc. on or before **May 11, 2012**\*\***

## PREPARATION BEFORE ADMINISTERING THE ASSESSMENT

**NOTE: The information in this section is provided for your reference in the event that you receive questions from STCs or other school personnel. The completion of header sheets and student demographic information is ultimately the responsibility of the STC.**

You will receive a complete set of ELDA test administration materials from your District Test Coordinator (DTC). This shipment will contain the number of materials that were ordered by your DTC for your school, plus a 10% overage. In the event that your school has not received a sufficient amount of materials, please contact your DTC to obtain additional materials.

When you receive your ELDA materials shipment, you should carefully compare the inventory to the packing list to be sure you have received all the materials indicated. If there is a discrepancy, notify your DTC.

### **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 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.

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

All schools will receive pre-printed identification labels for the students in that school. You will need to apply each label to a student answer folder prior to testing. Please affix the label over the sample barcode label printed on the answer folder. **You must also write in the student's name, even if you have a pre-ID label for that student.** (You do not need to bubble in the student's name if a pre-ID label is affixed to the answer folder.) **Even though a label is used, you will need to supply important demographic information about that student. This important demographic information is identified on the student answer folder by an asterisk (\*). See the section below entitled "Completion of Student Demographic Information (without pre-ID labels)" for a description of each field. You must provide this information on each answer folder, whether or not a pre-ID label is used:**

- TAKING ELDA FOR THE FIRST TIME
- FIRST OR NATIVE LANGUAGE
- LEP–NS (if applicable)
- FIRST YEAR LEP (if applicable)
- ESL PROGRAM TYPE
- SPECIAL EDUCATION ACCOMMODATIONS (if applicable)

If any information on the label is incorrect, DO NOT attempt to correct it by bubbling in the correct information on the student's answer folder. **Use the label with the incorrect information AND correct this data in the APSCN system. MI will receive the corrected data during a subsequent data pull so the correct information will be used for reporting.** If you have a student for whom no label is provided, apply a generic barcode label to the answer folder and follow the directions in the section below entitled "Completion of Student Demographic Information (without pre–ID labels)."

After you have applied a pre–ID label to each student's answer folder and completed the required demographic information, 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 information about each student. The demographic information section is located on the front of each student's answer folder. Test 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 (for example, if the student does not have an IEP), leave that item blank. **Be sure to provide all applicable demographic information. This information is required in several annual reports to the U.S. Department of Education.**

Please refer to the instructions below to complete the demographic information.

1. **NAME:** Print the student's full legal name (LAST, FIRST, and MIDDLE INITIAL) in the spaces provided. Begin writing each name in the farthest left column of each field. If there are not enough spaces for any name, print only as many letters as there are spaces. Fill in the corresponding circle below each letter.
2. **BIRTH DATE:** Fill in the appropriate circles in each column for the month, day, and year of birth. If the day is a single-digit number, precede it with a zero (0).
3. **GENDER:** Fill in the appropriate circle. M = Male; F = Female.
4. **GRADE LEVEL:** Fill in the circle corresponding to the student's grade level.
5. **TAKING ELDA FOR THE FIRST TIME:** Fill in the appropriate circle. Y = Yes; N = No.
6. **FIRST OR NATIVE LANGUAGE:** Fill in the appropriate circle. If the student's first or native language is not listed, fill in the circle marked "Other" and write in the student's first or native language.
7. **STUDENT STATE ID NUMBER:** Provide the student's 10-digit Arkansas Department of Education Student Identification Number. The student's Identification Number must be printed in the boxes and the corresponding circle must be filled in below each number.
8. **LEP-NS:** ELL Students Not Provided ESL Services. Fill in this circle if the student is classified as ELL/LEP but is not receiving ESL services. If you have students in your district or school who are ELL/LEP and their parents have waived their rights to ESL services, these students shall be tested using the ELDA.
9. **FIRST YEAR LEP:** Fill in this circle if this is the student's first year enrolled in a U.S. school.
10. **ADE USE ONLY:** Fill in this circle ONLY if instructed to do so by ADE.
11. **ETHNIC ORIGIN:** Fill in the circle(s) that best represent the student's ethnic origin. Select all that apply.
12. **ELL/LEP ENTRY DATE:** Fill in the appropriate circles in each column for the month, day, and year that the student was first designated as LEP. If the day is a single-digit number, precede it with a zero (0).
13. **ESL PROGRAM TYPE:** Fill in the circle that corresponds to the appropriate letter below. If the ESL program type is not listed, fill in the circle marked "D: Other" and write in the ESL program type.
  - A. Pull-out ESL
  - B. Sheltered English Instruction
  - C. Structured Immersion
  - D. Other

14. **SPECIAL EDUCATION ACCOMMODATIONS:** Fill in the appropriate circle for large print or Braille if the student is using a modified version of the test. For all other accommodations, fill in the circle that corresponds to the accommodation used for the ELDA. See the "Procedures for Students with Special Education Accommodations" section of this manual for further information.
15. **SPECIAL EDUCATION ESI CATEGORIES:** Fill in the circle that corresponds to the student's Special Education ESI Category.
16. **REASON NOT TESTED:** If a label was provided for a student, it must be checked, applied to the appropriate answer folder, and returned to Measurement Incorporated. If a student was scheduled to take the test, or if you received a label for a student but he/she did not take ANY portion of the test, you must complete the REASON NOT TESTED box on the back of the demographic page. Fill in the circle for the reason (mark ONLY one) that the student did not take any portion of the test. **If the reason the student did not test is not listed, contact the Student Assessment office at the ADE at 501-682-4558 for further instructions.**
- If any student refused to take ALL portions of the test, fill in the circle SRT (Student Refused to Test) in the REASON NOT TESTED box on the back of the student demographic sheet. The District Test Coordinator must notify the Student Assessment office of all students refusing to take all portions of the test.

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.

## **BASIC GUIDELINES DURING ASSESSMENT ADMINISTRATION**

### **OVERVIEW, GRADES K AND 1–2**

The K and 1–2 ELDA consists 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 folders and returned for scoring.

### **OVERVIEW, GRADES 3–12**

For each test, give the student the test booklet that will be used and the 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 should instruct students to check their work after they finish the test and to then close their test booklets. 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. **Students may not have any materials (e.g., books, magazines, newspapers, homework) at their desk except testing materials during or after the testing sessions.**

Toward the end of the assessment period, but while students still have their test booklets, it is good assessment practice to remind students to complete the entire session. 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 shall 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 assessment 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.
- Have a watch or a clock available to time the length of the break.
- 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 (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 SPECIAL EDUCATION ACCOMMODATIONS**

Special Education accommodations for an LEP special education student should always be related to the student's specific disability. Special Education 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. Special Education accommodations in the administration procedures for ELDA are allowable provided that they are specified in a student's IEP and provided for the ELDA. A student's assessment results should reflect her or his true ability and should not be influenced by inappropriate Special Education Accommodations. These accommodations should be consistent with practices routinely used in the student's instruction and assessment.

Any Special Education Accommodations for an individual must be specified before the student takes the assessment, must be documented in the student's IEP, and used regularly in the classroom. Contact your District Test Coordinator 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. Only those accommodations listed below or specifically identified in the student's IEP may be provided. Any Special Education Accommodation provided to a student must be noted on the first page of his or her answer folder.

The following accommodations may be provided to students with disabilities on the ELDA (in addition to any accommodations specified on the student's LPAC form). Bubble in each Special Education Accommodation that will be provided to a student with disabilities. (The top two categories in this field are only used if a student in grades 3-12 uses a modified test format – large print or Braille.)

- A. Transcribe responses\*\*
- B. Signed directions
- C. Preferential seating
- D. Small group testing
- E. Individual testing
- F. Magnifying devices
- G. Noise Buffer
- H. Individualized scheduling
- I. Extended Time
- J. Recording\*\*
- K. RWT\*\* (Reading of the Writing test)

\*\* The Test Administrator will complete and submit to the ADE the Affidavit Waiver Form.

In special circumstances, additional requests for assistive devices will be considered for special education students or students with a 504 Plan. The "Special Accommodations Request Form for Special Education Students or Students with a 504 Plan" must be obtained from the ADE. Contact the Student Assessment office at 501-682-4558.

**Large Print and Braille 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. Please contact your District Test Coordinator to order these materials prior to testing, if necessary. If a student uses a modified test booklet, be sure to indicate which type on the front of the student's answer folder in the "Special Education Accommodations" section.

## 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.
- **Immediately notify the ADE and the ELDA Help Line.** 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.
- **Immediately notify the ADE and the ELDA Help Line.** 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 of the affected booklet.
- Dispose of the booklet according to school and/or district procedures for disposing of soiled materials.
- **Immediately report the problem by contacting the ADE and 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.
- **Immediately report the problem by contacting the ADE and 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.

**ELDA Helpline: (888) 612-0180 / elda@measinc.com**

**APPENDIX**  
**ACTAAP ELDA AFFIDAVITS AND FORMS**

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# ACTAAP

## Arkansas Comprehensive Testing, Assessment, and Accountability Program

This affidavit must be completed and signed by both the District Superintendent and the District Test Coordinator. The affidavit must be returned with the used answer documents for the *ELDA* according to the instructions in the *District Test Coordinators Manual* and *Test Administration Manuals*.

LEA # -

District Name: \_\_\_\_\_

### English Language Development Assessment (ELDA) AFFIDAVIT 1 District Level Test Security Form

I certify that I have informed all District and Building (School) Test Coordinators, and all persons who give or help give these tests, of the secure nature of the *ELDA* test booklets and answer documents. These individuals have also been informed that unless there is an approved accommodation, they are not allowed to read test items or students' responses to test items.

I certify that to my knowledge, no one in this district has read, copied, reproduced, or released in any way the secure *ELDA* items or students' responses to test items. As directed in the *District and School Test Coordinators' Manual* for the *ELDA*, all **used and unused** *ELDA* test booklets and all **used** *ELDA* answer documents have been packaged and returned to Measurement Incorporated.

I have read the statements above and understand that I am certifying that they are true. I understand that violating any of the Arkansas Department of Education's test security procedures could result in revocation of my license.

District Superintendent's Name: \_\_\_\_\_  
(PRINT OR TYPE)

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

District Test Coordinator's Name: \_\_\_\_\_  
(PRINT OR TYPE)

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

# ACTAAP

## Arkansas Comprehensive Testing, Assessment, and Accountability Program

This affidavit must be completed and signed by both the Building Principal and the School Test Coordinator. The affidavit must be returned with the **used** answer documents for the *ELDA* according to the instructions in the *District Test Coordinators Manual* and *Test Administration Manuals*.

LEA #  -  -

District Name: \_\_\_\_\_

School Name: \_\_\_\_\_

### English Language Development Assessment (ELDA) AFFIDAVIT 2 School Level Test Security Form

I certify that to my knowledge, no one in this school building has read, copied, reproduced, or released in any way the secure *ELDA* items or students' responses to test items. As directed in the *District and School Test Coordinators' Manual* for the *ELDA*, all **used and unused** *ELDA* test booklets and all **used** *ELDA* answer documents have been packaged and returned to the District Test Coordinator.

I have read the statements above and understand that I am certifying that they are true. I understand that violating any of the Arkansas Department of Education's test security procedures could result in revocation of my license.

School Test Coordinator's Name: \_\_\_\_\_  
(PRINT OR TYPE)

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Building Principal's Name: \_\_\_\_\_  
(PRINT OR TYPE)

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

# ACTAAP

## Arkansas Comprehensive Testing, Assessment, and Accountability Program

This affidavit must be signed by all Test Administrators (persons who give or help give the test) and returned to the School Test Coordinator. The affidavit must be returned to the District Test Coordinator upon completion of testing. The affidavit must be returned with the used answer documents for the *ELDA* according to the instructions in the *District Test Coordinator Manual* and *Test Administration Manuals*.

LEA #:   -   -

District Name: \_\_\_\_\_

School Name: \_\_\_\_\_

### English Language Development Assessment (ELDA) AFFIDAVIT 3 Test Administrator Security Form

I certify that I have not read, copied, reproduced, or released in any way the secure *ELDA* items or students' responses to test items. I have not conducted any inappropriate test preparation activities with students that would invalidate the test results or give them an unfair advantage over others. As directed in the *District Test Coordinator Manual* and *Test Administration Manuals* for the *ELDA*, all used and unused *ELDA* test booklets and all used *ELDA* answer documents have been packaged and returned to the School Test Coordinator.

I have read the statements above and understand that I am certifying that they are true. I understand that violating any of the Arkansas Department of Education's test security procedures could result in revocation of my license.

Test Administrator's Name: \_\_\_\_\_  
(PRINT OR TYPE)

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Test Administrator's Name: \_\_\_\_\_  
(PRINT OR TYPE)

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Test Administrator's Name: \_\_\_\_\_  
(PRINT OR TYPE)

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Test Administrator's Name: \_\_\_\_\_  
(PRINT OR TYPE)

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Test Administrator's Name: \_\_\_\_\_  
(PRINT OR TYPE)

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_



Arkansas  
Comprehensive Testing, Assessment,  
and Accountability Program

## SECURE MATERIAL TRANSFER FORM

Examination: \_\_\_\_\_

District LEA #: \_\_\_\_\_

Name of District Transferring:  
\_\_\_\_\_

No. of Documents Transferred: \_\_\_\_\_

Security ID Number(s) Transferred:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Sender:  
\_\_\_\_\_

Date: \_\_\_\_\_

Examination: \_\_\_\_\_

District LEA #: \_\_\_\_\_

Name of District Receiving:  
\_\_\_\_\_

No. of Documents Transferred: \_\_\_\_\_

Security ID Number(s) Received:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Receiver:  
\_\_\_\_\_

Date: \_\_\_\_\_

Instructions: Each district involved in the transfer of secure materials shall retain a copy of this form. A copy shall be faxed to ADE at (501) 682-4886 and to Measurement Incorporated at (866) 691-1240 ATTN: ELDA. Each district must also staple of copy of this Secure Material Transfer Form to the appropriate school's Security Checklist(s) **AND** must note the transfer on *Affidavit 1- District Level Security Form*.

# ACTAAP

Arkansas Comprehensive Testing, Assessment, and Accountability Program

## English Language Development Assessment (ELDA)

### Affidavit Waiver Form for Providing an Approved Accommodation Spring 2012

I provided an approved testing accommodation for:

\_\_\_\_\_ Student's Name \_\_\_\_\_ Answer Document Number  
by \_\_\_\_\_ reading/transcribing \_\_\_\_\_ Session(s) \_\_\_\_\_

of the English Language Development Assessment (ELDA). I agree not to copy, use in my classroom, or discuss any of the test questions I have read.

\_\_\_\_\_ Date \_\_\_\_\_ Signature of Currently Licensed Arkansas Teacher Providing Accommodation  
\_\_\_\_\_ District Name and School Name

**Keep one (1) copy for file and staple one (1) copy to *Affidavit 3 – Test Administrator Security Form***





**Test Materials Return Verification Form**  
English Language Development Assessment (ELDA)  
May 2012

**To Be Completed by the District Test Coordinator**

This form must be completed and faxed to Measurement Inc. **immediately after** the ELDA test materials have been picked up by FedEx. **Your district's 2012 test materials must be picked up by FedEx for shipment to Measurement Inc. by Friday, May 11, 2012.** This form will help ensure test security and prompt follow-up should your test materials not arrive by the expected date.

**\*\*\*FAX TO THE ELDA HELPLINE AT (866) 691-1240\*\*\***

ELDA Materials Shipment
District LEA #: ___ - ___
District Name: _____
District Test Coordinator Name: _____
Phone Number: _____
Number of Boxes Shipped: _____
Date Shipped: _____

Questions? Contact the ELDA Helpline: (888) 612-0180 or  
[elda@measinc.com](mailto:elda@measinc.com)

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## 2012 MISSING/EXTRA ELDA MATERIALS REPORTING FORM

If there is a discrepancy between the amount of ELDA materials received and the amount 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.

**State:** \_\_\_\_\_

**District Number:** \_\_\_\_\_

**District Name:** \_\_\_\_\_

**School Number:** \_\_\_\_\_

**School 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 coverage 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](mailto:elda@measinc.com)    OR

Fax to (866) 691-1240







AR12DTC