

A decorative border composed of a repeating pattern of small triangles in various colors including purple, teal, pink, and white, set against a dark blue background.

# *Logistics for Administering the Iowa-English Language Development Assessment*

*Spring 2013*

# Logistics for Iowa Educators

ordering, scheduling, & returning  
materials

2013 Administration

Link to [NWAEA I-ELDA Testing  
Information](#)

# Overview

- **Purpose and nature of Iowa-ELDA**
- **Who should participate?**
- **Ordering materials**
- **Security considerations**
- **Best practices**
- **Administration**
  - What you will need before testing and during testing
  - What you will need to know
- **Iowa-ELDA testing results**
- **Returning test materials**
- **Where to go for help**

# Importance of Iowa-ELDA

- Results from Iowa-ELDA are used to determine whether districts meet AMAO 1 and AMAO 2.
- Scores are reported to parents, community, and US Department of Education.
- The assessment is required by **NCLB** to assess growth and proficiency in academic language.
- The importance of Iowa-ELDA for ELLs and TITLE I & III programs is equivalent to *Iowa Assessments*.
- All teachers and educators need to understand the importance of Iowa-ELDA scores and assess accordingly.

# Who should participate?

## Title III Requirements

### DEMONSTRATE

- Annual improvement in language proficiency of all LEP students in grades K-12.
  - Assess all four domains: Reading, Writing, Speaking, & Listening.
- Assessments are aligned with the English Language Proficiency Standards which are linked to Content Standards.
  - Assess all four domains: Reading, Writing, Speaking, & Listening.

## Title I Requirements

- Administer annual language proficiency assessments to **ALL ELLs**.

# Title III Flexibility

- Districts must provide an explanation of any ELL not tested. Two different scenarios:
  - *1. Title III Flexibility for New Arrivals document*
  - *2. Students NOT tested (where pre-printed BAS have been requested for those students) .*
- Districts must submit *Title III Flexibility for New Arrivals information to Dr. Tom Deeter at the Iowa Department of Education before June 30, 2013.*
  - [Tom.Deeter@iowa.gov](mailto:Tom.Deeter@iowa.gov)
  - See [Title III Flexibility for New Arrivals](#)



## Scenario 2

Students NOT tested (where pre-printed Bubble Answer Sheets have been requested for those students)

- The following box is found on the front side of the Bubble Answer Sheets (BAS) for reporting this type of “STUDENT NOT TESTED”:

**STUDENT NOT TESTED.** If the student was not tested, please provide the reason for not testing by filling in the appropriate circle below (select only one).

**STUDENTS STILL ENROLLED:**

- Significant medical emergency
- Student exited from ELL services
- Other

**STUDENTS NO LONGER ENROLLED:**

- Withdrew
- Dropped
- Moved
- Deceased
- Graduated
- Other

# Ordering Materials

- All materials are ordered from NWAEA using the I-ELDA *Order and Agreement Form* at Google Online.
- Place an order for the bubble answer sheets electronically. Send to tangerman@nwaea.org
- Use the Bar Code Template Excel spreadsheets to order the bubble answer sheets.
- All orders MUST be placed by **March 10, 2013!!!!!!!**
- Please order **15 to 20 working days** in advance of your district testing window. Order everything the same day!!!!

## INSTRUCTIONS ON FILLING OUT BAR CODE TEMPLATE FOR 2012-2013 ELDA STUDENT BAR CODES

<i>Column Heading:</i>	<i>Definition:</i>	<i>Instructions:</i>	<i>Sample:</i>
<b>STATEID</b>	Student's State ID (EASIER number).	This is a 10-digit number. Do not omit zeros. ONLY use state ID number. If your student does not have a number assigned to them, contact Connie Brooks at the Iowa DE. PH: 515-281-5471 or E-mail: <a href="mailto:connie.brooks@iowa.gov">connie.brooks@iowa.gov</a>	0009999000
<b>LASTNAME</b>	STUDENT'S LAST NAME	USE UPPER CASE LETTERS ONLY.	DELACRUZ (not De La Cruz)
<b>FIRSTNAME</b>	STUDENT'S FIRST NAME	USE UPPER CASE LETTERS ONLY.	MARYJANE (not MARY JANE)
<b>GRADE</b>	Student's current grade level	This is a 2-digit number.	Kindergarten = 00, 1st grade = 01, 2nd grade = 02, 3rd = 03, 4th = 04, 5th = 05, 6th = 06, 7th = 07, 8th = 08, 9th = 09, 10th = 10, 11th = 11, and 12th = 12
<b>BUILDING</b>	NAME OF THE BUILDING THAT THE STUDENT ATTENDS.	USE UPPER CASE LETTERS ONLY. Enter the full name of the building in your district where the student attends school.	JOHN SMITH ELEMENTARY (not just "ELEMENTARY")
<b>DISTRICTNO</b>	District number	This is a 4-digit number. Do not omit any zeros.	0027 (not just 27)
<b>DISTRICTNAME</b>	DISTRICT NAME	USE UPPER CASE LETTERS. Enter the full name of the school district where the student attends school.	(not RVCSD) Use the official school name.
<b>PUBLIC/PRIVATE</b>	School's Designation	Type the number "0" for public and "1" for private to be uniform with the department of education requirements.	0 – Sioux City Public Schools; 1 – St. Patrick School
<b>NATLANG</b>	STUDENT'S NATIVE LANGUAGE	USE UPPER CASE LETTERS ONLY. Enter the native language (first language) of the student.	LAOHMONG
<b>DOB</b>	Student's date of birth	Provide a numeric date: 2-digit month / 2-digit day / 4-digit year. Use the forward slash as a separator.	03/06/2000

# Security Concerns & Procedures

*As a test administrator, maintaining assessment security is one of your most important responsibilities.*

- At all times, follow district and state procedures for protecting secure assessment materials (e.g. admin. manuals, test booklets, student answer documents).
- It is illegal and unethical to reproduce or disclose any of this material or cause it to be reproduced or disclosed in any format.
- If you receive a request for a copy of the I-ELDA please contact **Dr. Jobi Lawrence** at the Iowa Department of Education. [Jobi.lawrence@iowa.gov](mailto:Jobi.lawrence@iowa.gov) **DO NOT SEND OUT COPIES.**
- Assessment security is vital to the successful administration of the assessment.
- Ensure the security of not only the physical test booklets, but also the individual assessment questions and materials.

## Security Concerns & Procedures *continued...*

- Test booklets for K-2 should be kept in students' cumulative folders or can use 4-pg. Standard Record Sheets to save room.
- Test booklets for grades 3-12 should be kept only until your district test results are received, then should be shredded.
- *HELPFUL HINT*: Consider using 2-gallon plastic zipper bags or envelopes to organize each student's materials!!
- Refer to the *Test Administration Manual* for other important security concerns and procedures.

# Recommended for Best Practice

- Be certain to provide sufficient time and quiet space for administering the assessments.
- All students who are identified as ELL must be included in the assessment process.
- Students should be encouraged to do their best.
- Utilize the testing window wisely.
  - Test window is from **February 1 through April 30, 2013.**
  - Plan for approximately 2 - 3 weeks of testing and another 2 weeks for scoring.
  - Plan the test administration window between Feb. 1<sup>st</sup> and April 20.
  - Return all bubble answer sheets and CDs to NWAEA by **May 1, 2013.**

# ADMINISTRATION

- **Assessment window:**
  - *District-determined...*

*...must be completed during the state testing window of February 1 and April 30, 2013*

# Assessment Schedule & Time Allotments

- Students should have sufficient time to complete the assessment, the Iowa-English Language Development Assessment *IS NOT TIMED*.
- Below is a *guideline only* for test administrators of estimated times:

	Listening	Speaking	Reading	Writing
Grades 3-5	40 minutes	20 minutes	45 minutes	1 hour
Grades 6-8	50 minutes	20 minutes	45 minutes	1 hour
Grades 9-12	50 minutes	20 minutes	45 minutes	1 hour

# Preparation Before Administering Assessment

- You will receive a complete set of *Iowa-ELDA* test administration materials ordered by your School Test Coordinator (STC).
- This shipment will contain the number of materials that were ordered for your school
- **VERIFY YOU HAVE AN UNDAMAGED BUBBLE ANSWER SHEET FOR EACH STUDENT PRIOR TO TESTING.**
- If your school has not received a sufficient amount of materials, please contact your Test Coordinator **IMMEDIATELY** to obtain materials prior to testing.

# Bubble Answer Sheets (BAS)

- Use the bubble sheet for ALL students Grades K-2 (red) + 3-12.
- K-2 teacher transfers information from student test booklets onto the appropriate BAS.
  - ❖ ALL student BAS MUST be pre-printed from NWAEA.
  - ❖ Do not need to write or bubble-in identifying information for the student.
  - If a student does NOT have a pre-printed BAS or theirs is damaged, contact your test coordinator IMMEDIATELY to order a new BAS from NWAEA.
- Photocopy the BAS before returning them to NWAEA and keep in secure file until test results are returned.

# BAS Protocol

- BAS are pre-printed with barcodes. Do not scratch through pre-printed information so another student can use the answer sheet (i.e., the original student is no longer in the district or...). **ONLY PRE-PRINTED BAS WITH CORRECT STUDENT INFORMATION IS TO BE USED FOR TESTING AND SCORING PURPOSES.**
- BAS are NOT interchangeable (i.e., a student in grade 7 cannot use a BAS designed for grade clusters K-2, 3-5, or 9-12).
- ALL, tested and not tested, BAS must be returned to NWAEA for processing.
- Front side of the BAS is used for student and district identification information and scoring Writing Part 1.
- Students use the backside of the BAS to respond to Reading, Writing, and Listening prompts.
- Students do not darken bubbles in Speaking column; administrators do.
- Speaking is scored by test administrators in real (live) time.

## BAS Protocol *Continued...*

- **IMPORTANT NOTE:** The optical scanner will not accept staples, paper clips, folded answer sheets, and/or Post-it Notes. (*Post-it Notes* leave a residue resulting in misfeeds or the processing of more than one answer sheet at a time. This results in errors in scoring or no score for one or more students.)
- **DO NOT** make any notes on the BAS. Use side 2 of the Return Header form for important notes pertaining to the student.
- NWAEA will **NOT** be held responsible for correcting mismarked or damaged BAS.

# Prior to Assessing Complete: Accommodations for students with IEPs and 504

Students with IEP or 504 plan only.

Fill in all circles that apply.	<u>R</u>	<u>W</u>	<u>L</u>	<u>S</u>
Computerized Assessment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dictation of Responses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Extended/Adjusted Time	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Individual/Small Group	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Modified Booklets	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Amplification/Sign Language	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

# Accommodations for Students With Disabilities

- IEPs and 504 Plans
- Iowa Guidelines for K-12 ELL Participation  
in District-wide Assessments

# I-ELDA Tests

- K-2 are inventories filled out by teams of teachers
  - Teacher transfer scores to individual student bubble sheets
- 3-12 are test booklets with multiple choice and short answer
  - Students fill out bubble sheets and write short answers
  - Teachers score short answer and transfer scores to individual student answer sheet

# Administration

## What you will need for K -2 assessment?

- Test administration manual
- Student test booklet (inventory) for each student
- BAS (bubble answer sheet) for each student
  - Completed by teacher, with transfer of answers from the individual inventory booklet to BAS
  - Students' BAS **MUST** be pre-printed with bar codes
  - **PLEASE** check your BAS inventory to verify you have an undamaged BAS for each student **PRIOR** to testing.

# 3-5 Testing Materials

**In addition to the *Test Administration Manual*, test administrators will need the following materials:**

- Listening Prompt CD
- Speaking Prompt CD
- Rater's Manual for Writing Part 1

## **Student materials needed:**

- One Reading/Writing Student Test Booklet
- One Listening/Speaking Student Test Booklet
- Student BAS
- Student Writing answer sheet
- Two No. 2 pencils with erasers
- **Materials are to be in a designated secure location until the assessment begins.**

# 3- 12 Writing Resources

1. The I-ELDA Rubric (Same as last year)
2. Rater's Manual: Writing Part 1 Scoring booklet
  - a. Guidelines for the I-ELDA's Writing Assessment
3. I-ELDA Writing Anchor – Short Set – Common Prompts
  - a. Provides real examples of responses to the common prompts used in the I-ELDA writing section to score points 1,2, and 3 as well as samples of score points of “0” for items that cannot be scored.

# 3- 12 Speaking & Listening Assessment Materials

- Speaking or Listening CD for grade span (3-5, 6-8, & 9-12)
- CD Player/computer with speakers
  - Introduction
  - Practice directions on how to answer
  - Prompts to activate the recording
  - Student directions



# 3- 12 Assessment Room Preparation

Arrive early to make sure that room is ready for the assessment.

Before the students arrive, ensure the following:

- **Required identifying information on students' answer sheets.**
- **Check room for possible question “clues” prior to each session. Charts, maps, and other materials in the classroom that could assist students with assessment items should be covered or removed prior to administration.**
- **Give each student enough work space to accommodate an open test booklet. Work spaces should be cleared of all other materials.**
- **During assessment, students should be separated by a reasonable distance to encourage independent work and to prevent collaboration.**
- **Provide two No. 2 pencils with erasers for each student and have extra pencils on hand.**

I-ELDA  
grades  
3-12

3-5  
Administration  
Manual  
with speaking  
and writing  
rubrics in  
appendix

6-8  
Administration  
Manual  
with speaking  
and writing  
rubrics in  
appendix

9-12  
Administration  
Manual  
with speaking  
and writing  
rubrics in  
appendix

Speaking  
Speaking  
Listening  
Student Booklet  
CD/ player  
BAS by teacher  
1:1

Listening  
Speaking  
Listening  
Student Booklet  
CD/player  
BAS by student  
Group 1:20

Speaking  
Speaking  
Listening  
Student Booklet  
CD/player  
BAS by teacher  
1:1

Listening  
Speaking  
Listening  
Student Booklet  
CD/player  
BAS by student  
Group 1:20

Speaking  
Speaking  
Listening  
Student Booklet  
CD/ player  
BAS by teacher  
1:1

Listening  
Speaking  
Listening  
Student Booklet  
CD/ player  
BAS by student  
Group 1:20

Reading  
Reading  
Writing  
Student Booklet  
BAS by student  
Group 1:20

Writing  
Reading  
Writing  
Student Booklet  
BAS by student  
and teacher  
Group 1:20

Reading  
Reading  
Writing  
Student Booklet  
BAS by student  
Group 1:20

Writing  
Reading  
Writing  
Student Booklet  
BAS by student  
and teacher  
Group 1:20

Reading  
Reading  
Writing  
Student Booklet  
BAS by student  
Group 1:20

Writing  
Reading  
Writing  
Student Booklet  
BAS by student  
and teacher  
Group 1:20

## Following Assessment Administration

- Do not allow students to “pass around” assessment materials.
- Before dismissing students, count test booklets and BAS to ensure you have collected ALL student materials.
- Do not allow any student to leave the room until all materials are collected.
- After dismissing students, sort the BAS by grade cluster and return student and test administration materials to your School Test Coordinator.

## AFTER COMPLETION OF TESTING

- To prevent scoring errors, carefully review each student's returned BAS. Possible causes for scoring errors include:
  - Erasures that only partially remove one of the answers.
  - More than one answer per question.
  - Incomplete filling in of the circles.
  - Any extra marks on the answer sheet with a No. 2 pencil (may generate what appears to be a response by the scanner).



# SCORING Short Answer

- Provide adequate time for scoring constructed response items in the writing portion of the tests.
  - Use the writing rubric provided in the *Writing Scoring Samples* booklet (or the *Test Administration Manual*) to score student writing samples.
  - Transfer student scores to the front side of the student's bubble answer sheet in the Writing Part 1 column.

## AFTER TESTING

1. Complete the 2013 Return Header Form (Make a copy for your files.)
2. Complete Title III Flexibility Form, if applicable. (Make a copy for your files.)
3. If you have a BAS for a student who was not tested, fill in the appropriate section on the BAS indicating he/she was not tested and why.
4. Make sure all accommodations are marked on the front of the BAS.
5. Pack all BAS between cardboard to ensure they are not bent or damaged.
6. Ship all CDs and BAS to NWAEA with Return Header Form by **May 1, 2013..**

# After Testing What Do I Do With the Bubble Sheets?

- Photocopy each student's bubble sheet and place copy in a secure file.
- Sort by grade cluster.
- Once the testing process has been completed, you will need to return the original bubble answer sheets (BAS) to NWAEA for scoring.
- Return the CDs to NWAEA.
- **To avoid being assessed the \$150 late fee, BAS and CDs must be received or postmarked by May 1, 2013 at NWAEA.**

# Return to...

- Return to:
  - NWAEA- I-ELDA - Audri Carlson,
  - 1520 Morningside Ave.
  - Sioux City, IA 51106
- Return by following options: **USPS - Return Receipt Requested or Delivery Confirmation with a tracking Number;** UPS or FedEx.
- Remember to **PROTECT** your BAS from damage! Return between cardboard pieces in which they were shipped to you.
- Read the Return Header form and the FAQ's to get more details.

# After testing, what do I do with student test booklets?



## For K-2 Only:

- Place the completed booklet in the cumulative student folder for reference or use the 4-page standards record sheet to save room.



## For 3-12 ONLY:

- Save the booklets in a secure file until you have confirmation that the BAS have been received by NWAEA, then SHRED the booklets. **DO NOT USE THE BOOKLETS FOR INSTRUCTION.**

# Things to Remember:

## Timeline

- **Assessment window:**

*District-determined...*

*...must be completed during the state testing window of*

February 1 and April 30, 2013

**ALL BAS are to be returned to  
NWAEA by May 1, 2013**

# Things to Remember

## Before You Begin:

- Arrange for a quiet, comfortable, well-lighted, distraction-free setting
- Decide whether to give breaks between sessions
- If groups exceed the numbers specified (1:20), a proctor must be present in addition to the test administrator
- Use the extra set of testing materials as your own to refer to the testing booklets while you are administering the assessment
- This is an important test (equivalent in importance to ITBS/ITED) and we need to make sure others know its importance

# Things to Remember



## After Administering the Assessment:

- Thank students for their efforts
- Ensure that students have not altered their identifying information

# Return of Test Scores

- NWAEA will send scores electronically directly to the contact person designated on the *Iowa-ELDA Order and Agreement* form **at each district**

# Questions on the Iowa-ELDA

Go to the Iowa-ELDA Website at [www.nwaea.org](http://www.nwaea.org)

- Iowa-ELDA Bar Code Template 2013 (*built-in directions for districts to complete student demographic information and state ID numbers for bar codes*)
- Other pertinent information:
  - Cut Scores
  - Performance Level Descriptors
  - General Information
  - Timelines and Deadlines
  - Iowa-ELDA Support
  - Order and Agreement Form
  - BAS Return Header Form
  - And more...

Contact: Dr. Tom Green at [tgreen@nwaea.org](mailto:tgreen@nwaea.org)

# For HELP

- If you have questions regarding the assessment process, please contact your AEA Title III/ELL Consultants or the Iowa Department of Education.
  - [Colleen.anderson@iowa.gov](mailto:Colleen.anderson@iowa.gov)
  - [Jobi.lawrence@iowa.gov](mailto:Jobi.lawrence@iowa.gov)
- For I-ELDA Frequently Asked Questions (FAQs) link to [NWAEA's I-ELDA page](#).