Good morning ACCESS for ELLs Test Coordinators,

You are receiving this message because your Principal has designated you as the ACCESS for ELLs Test Coordinator for 2020; the full contents of this e-mail are also attached in Word format. If you will NOT be the ACCESS for ELLs Test Coordinator this year, please confer with your Principal and respond to this e-mail as soon as possible to let the Office of Assessment know.

My name is Rachel Moore, from the Office of Assessment, and I will be assisting you with ACCESS for ELLs testing this year. Please find below some important notices regarding the upcoming assessments. Please let me know immediately if you have any questions and I am happy to support you.

**1 : Important ACCESS for ELLs dates for 2020**

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| --- | --- |
| Date | Item |
| 10/30/19 – 11/26/19 | Test materials ordering in AMS (LEAs) |
| 12/20/19 – 3/6/20 | WIDA AMS test setup available for test sessions |
| 1/6/20 – 1/7/20 | Schools receive test materials |
| 1/6/20 – 2/21/20 | Test window |
| 1/7/20 – 2/14/20 | Additional test materials ordering window in AMS |
| 3/6/20 | Deadline for shipping completed test materials to DRC |
| 4/9/20 – 4/16/20 | Pre-Reporting Data Validation – LEAs in AMS |
| 5/27/20 | Schools receive reports (online through AMS) |
| 6/4/20 | Schools receive reports (printed) |

\*To avoid conflicts when scheduling testing sessions, please note that :

: the Winter Keystone window is 1/6/20 through 1/17/20.

: the Benchmark 2 window is 1/21/20 through 2/4/20.

 The Benchmark 2 tests are ***optional*** for all EL students.

**2 : English Learner Count by School/Type (current as of 10/8/19)**

Attached is a spreadsheet with counts for those schools currently slated for ACCESS for ELLs administration (with tabs for Format (Online/Paper), Student Level, Student Grade, and for those having previously tested with the Alternate ACCESS). Please review the list immediately and contact me if you have any questions or concerns (e.g. the list has your school as testing online but you don’t have any Chromebooks on-site or your student counts seem drastically different than your school reality). *If you have not previously tested online but may be interested this year, please e-mail me!*

**3 : ACCESS for ELLs Test Coordinator training**

Yearly training is mandatory for all ACCESS for ELLs test coordinators; please register through Cornerstone and reserve the data/time below in your calendar. As schools test either online or on paper, you need only attend 1 session. *Please note that only SDP-connected Chromebooks will be supported this year for online testing. If your devices are not synched to the SDP network and/or you do not have dedicated IT help at your school, you may wish to test on paper.*

      Online:

**Title**: ACCESS for ELLs 2.0 Test Coordinator Training

**Date/Time:** Monday, October 21, 2019, 8:30a.m. – 11:30a.m.

**Location**: Auditorium, 440 North Broad Street, Philadelphia, PA 19130

 *\*Due to the short notice, this training is the first of 2 sessions being offered. If you are unable to attend this upcoming Monday, information regarding another November training will be shared as soon as a date and location is confirmed and you can attend then instead.*

     Paper/Pencil:

           **Title**: ACCESS for ELLs, paper/pencil, Test Coordinator Training

           **Date/ Time**: Monday, October 28, 2019, 8:30a.m. – 11:30a.m.

**Location**: Auditorium, 440 North Broad Street, Philadelphia, PA 19130

**4 : ACCESS for ELLs Test Administrator training**

Test administrator sessions will also be offered for those administering the ACCESS for ELLs for the first time. Veteran test administrators are not required to attend. Please share the session information below with any additional new Test Administrators in your school and encourage them to register through Cornerstone, once available.

                New TA Paper/Pencil:

**Title**: ACCESS for ELLs, paper/pencil, NEW Test Administrator Training

**Date/Time:** Monday, December 9, 2019, 12:00p.m. – 3:00p.m.

**Location**: Room 3180, 440 North Broad Street, Philadelphia, PA 19130

  New TA Kindergarten:

**Title**: ACCESS for ELLs Kindergarten NEW Test Administrator Training

                  **Date/Time:** Thursday, December 12, 2019, 12:00p.m. – 3:00p.m.

**Location**: Room 2187, 440 North Broad Street, Philadelphia, PA 19130

             New TA Alternate ACCESS:

**Title**: Alternate ACCESS for ELLs NEW Test Administrator Training

**Date/Time:**Monday,December 16, 2019, 9:00a.m. – 12:00p.m.

**Location**: Room 3180, 440 North Broad Street, Philadelphia, PA 19130

**5 : Ordering Materials (through WIDA AMS)**

The WIDA AMS site is now open for placing material orders. Veteran Test Coordinators are able to enter material orders once they receive e-mail notification of permissions for the 2019-2020 administration; the ordering process is consistent with last year. Ordering materials procedures and processes will be explained in detail during in-person trainings; if you are a new Testing Coordinator or are unsure as to ordering, please wait for the training and you can order at that time.

            • If you were a Test Coordinator for ACCESS for ELLs 2.0 in 2018-2019, you have received an

e-mail with notifications of your updated permissions. If you have any trouble logging in with

your username and password from last year or ordering for the 2019-2020 administration, please e-mail assessment@philasd.org for assistance.

• New Test Coordinators have also received e-mail notification of permissions for the 2019-2020 administration. The e-mail from WIDA AMS contained a temporary user ID and a link to the website. Please follow the instructions in the e-mail to log in and read and accept the Security Agreement.

Thank you and I look forward to seeing you soon!

Have a wonderful week,

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**Rachel Moore**

Assessment Development Coordinator

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