



ELP Assessment Timeline and Checklist

2011 - 2012 updated 9/22/2011

ACCESS for ELLs Preparation

September

- Begin the pre-screening and identification process for LEP students. See the new *LEP Identification Guidance*. Refer to the Key Components of NCLB website for legislation requiring participation of ELLs in state assessments: <http://www.eed.state.ak.us/nclb/KeyComponentsNCLB.html>
- Download and copy the W-APT screening tool at WIDA's website at www.wida.us. Online training is available at this site. Consult the new *LEP Identification Guidance* for details on LEP identification: http://www.eed.state.ak.us/tls/assessment/elp/WIDA/Fall2011/LEPIDentificationGuidance_Aug2011.pdf
- Begin collecting enrollment counts (not to be posted before October) of LEP students for the spring ELP Assessment.
- Look for correspondence from EED and WIDA/MetriTech for upcoming training, audio conferences, and webinars.
- 30** Deadline for downloading Spring 2011 IPT reports from Pearson at SchoolHouse: <http://schoolhouse.ncspearson.com/>
- 30** Deadline for submitting an application to EED for early test window beginning January 18th. Testing must be completed by March 30, 2012. ELP Assessment Application for Waiver Variance: <http://www.eed.state.ak.us/forms/home.cfm>

October

- Review your list of continuing LEP students to be tested. Include any LEP students newly identified in fall 2011.
 - Determine appropriate in-district contacts and communication channels for ACCESS test administration.
- 18 – 20** Attend ELP Test Coordinator Training in Anchorage. All ELP test coordinators are expected to attend.

November

- 4** Look for email from EED or MetriTech to provide usernames and passwords for the online ordering/enrollment system.
- 10** Audio conference with MetriTech to review enrollment procedures. Call in number and code will be sent to districts.
- 17** MetriTech online enrollment opens for districts to order test materials. The window closes on December 2. Enrollment must be based on Pre-ID counts from Fall OASIS. Do NOT pad or inflate numbers. MetriTech will send a 10% overage.
- Draft an ELP assessment training schedule for district staff who will be administering the ACCESS for ELLs test.

December

- 2** Enrollment/ordering window closes at MetriTech. After this date, districts will have to submit an additional materials order. No Pre-ID labels will be available for additional orders. (EED will submit the Pre-ID file for districts on this date)
- 5-8** EED and WIDA will provide a short webinar to review ACCESS for ELLs for districts. Specific dates and times TBD.

January

- 2** Additional materials window through MetriTech will be open until March 16, 2012.
- Identify staff members to receive training for administering ACCESS. All staff administering the ACCESS must be certified and trained/retrained yearly. Keep certificates on file at your district office.

- Prior to the testing administration, have all participating staff sign a Test Administrator Security Agreement form. Keep these forms on file in your district for future reference. <http://www.eed.state.ak.us/forms/home.cfm>
- Prior to the testing administration, ELP Test Coordinators must sign the ELP Test Security Agreement form and fax to EED to keep on file. Fax: (907) 465-8400. <http://www.eed.state.ak.us/forms/home.cfm>
- Create a system to track and store all training certificates and test security agreements.
- 9** Districts will receive ACCESS test materials from MetriTech. These will be counted and numbered. All materials will need to be counted and returned to MetriTech after testing. Districts will no longer house test materials.
- 11-12** Distribute testing materials to schools that will begin testing as early as January 18, 2012.
- 18** Early testing window opens. Districts MUST complete testing by March 30, 2012.
- 24-27** Distribute testing materials to schools that will begin testing in February.

February

- 1** Start of ELP assessment window. The testing window ends on March 30, 2012.
- Create make-up testing dates for absent LEP students. **DO NOT WAIT UNTIL THE END OF MARCH TO DO THIS.**

March

- 16** Additional materials ordering window closes.
- 21-22** Two audio conferences will be scheduled for returning ACCESS materials to MetriTech. Exact dates TBD.
- 28** Start date for return of ACCESS materials to MetriTech for scoring. (Districts may send materials earlier if all testing is complete.)
- 30** ELP assessment window closes.
- Track/Inventory all testing materials and secure them. Follow MetriTech's materials return process.

April

- 2-3** Deadline for schools to send ACCESS materials to the ELP test coordinator for packaging to MetriTech.
- 6-10** Deadline for ELP test coordinators to ship materials to MetriTech for scoring. Send early if possible.
- 19** **All test materials must be received by MetriTech by this date.**

June

- 14-20** Hard copy reports will be shipped to districts from MetriTech.