



ACCESS for ELLs® Preparation AK ELP Test Coordinators



Task	Time Frame	Notes	Complete ✓
Pre-Screen & Identify ELLs	1 st 30 days of school Thereafter, ongoing, two weeks after enrollment.	ELLs must be identified with W-APT or MODEL screener in order to be scheduled for ACCESS	Ongoing
Collect and review enrollment counts of LEP students for ACCESS, including new arrivals	October 2011+		Ongoing
Determine appropriate in-district contacts and communication channels for ACCESS test administration	October 2011		
Attend ELP Test Coordinator training in Anchorage	October 18-19-20, 2011	EED, MetriTech and WIDA	✓
Receive EED/Metrich email providing usernames and passwords for online ordering/enrollment system	November 4, 2011		
Attend MetriTech audio conference to review enrollment procedures.	November 10, 2011	9:00 am (AK time) tentative date/time Call in number and code will be sent to districts.	
Create district ACCESS test administrator (TA) training schedule and distribute to TAs	November 1-15, 2011		
Enroll & order ACCESS materials from MetriTech - window opens	November 7, 2011	Do NOT pad/inflate numbers, order exactly what is needed. 10% overage will be added to your order.	
EED will submit Pre-ID label orders for districts	December 2, 2011	Pre-ID orders will be generated from Fall OASIS by EED.	✓
MetriTech INITIAL/Primary ordering window closes	December 2, 2011	After December 2 nd , districts will submit an additional materials order. (No Pre-ID labels available for additional orders.)	

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Additional ACCESS materials ordering window opens	December 3, 2011	Window open until March 16, 2012	
Identify and train ACCESS test administrators	December to January 15, 2012	<ul style="list-style-type: none"> ✓ Provide basic training. (Be sure to login into the WIDA website, personalize and use provided Power Points for train the trainer use.) ✓ Provide TAs logins for online certification ✓ Set timelines for certification to be complete ✓ Determine and assist with scheduling testing windows for test administration ✓ Determine who will create student rosters for testing 	
All TAs and ELP Test Coordinators sign a Test Administrator Security Agreement form	December to January	<p>Keep district agreements on file in your office.</p> <p>Fax only ELP Test Coordinators forms to EED: 907-465-8400</p>	
Attend one of the Pre-ACCESS webinars for Test Administrators & ELP Test Coordinators	Jan. 4, 2012 9:00-11:00 AM <u>or</u> 3:30-5:30 PM	EED & WIDA provide two “live” webinar options. The morning session is repeated in the afternoon. A recorded version will be available on the WIDA website for those unable to attend.	
Monitor & ensure TAs are certified to administer ACCESS (Group, Kindergarten, Speaking)	Before January 15, 2012	TAs must be certified, training/retrained annually. Certification should be kept on file in your office. TAs can certify for Speaking & Kindergarten and/or Speaking and grades 1 – 12. There is no certification for grades spans.	
Receive ACCESS materials from MetriTech	January 9, 2012	Verify shipment and keep secure Package for distribution to schools	
Distribute ACCESS materials to schools testing EARLY	January 10-12, 2012		
EARLY testing window opens	January 18, 2012	Testing MUST be complete by March 30, 2012	



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Distribute testing materials for regular testing window Feb. 1	January 19-27, 2012	Testing MUST be complete by March 30, 2012	
ACCESS window opens (regular testing window)	February 1, 2012	Testing MUST be completed by March 30, 2012	
Create MAKE-UP window for testing	End-February	Testing MUST be complete by March 30, 2012	
MetriTech ordering additional materials closes	March 16, 2012		
Start date for MetriTech return for ACCESS materials	March 28, 2012	Districts may send materials earlier, if testing is complete.	
ACCESS testing window closes	March 30, 2012	Track, inventory and follow MetriTech packaging and return process.	
Deadline for schools to send ACCESS materials to ELP test coordinators	April 2-3, 2012		
ELP Coordinators return materials to MetriTech	April 2-10, 2012	Return ACCESS materials to MetriTech. (Arrival of ACCESS reports is dependent on all AK districts adhering to MetriTech's timeline. All materials MUST be received by MetriTech by April 19 th .)	
ACCESS Score Interpretation Webinar Attend one of two offerings, AM and PM	May 2, 2012 9:00 – 11:00 AM <u>or</u> 3:30 – 5:30 PM	Plan to attend and encourage district staff working with ELLs to attend one of these two live offerings. If unable to attend, a recorded version will be available for viewing.	
ELP Coordinators receive ACCESS reports from MetriTech	June 14-20, 2012	MetriTech ships within this window, providing all district reports were shipped between April 2-10 th and received by April 19 th	