

Guidelines for ACCESS Testing for Newly Enrolled Students



**Illinois State
Board of Education**

If a new student enrolls before the first day of our district's testing window, should the student be tested?

Find out whether the new student began ACCESS testing in another Illinois district. If not, the student should be tested.



If a new student enrolls during our district's testing window, should the student be tested?

Screening *is* required if no history of ELP assessment is available.

A district is *not* required to administer ACCESS to a student that enrolls *after* the testing window has begun.



What if a student transfers to another district before the first day of our testing window?

Do not forward test materials to another school/district. Promptly exit the student in SIS, and return the unused test booklet and pre-ID label as non-process material.

For unused test booklets with affixed labels, blacken out the label, mark the cover “DO NOT SCORE,” and return it as non-process material.



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What if a student transfers to another district during our testing window?

Do not forward the student's test booklet to continue testing. Submit the incomplete test booklet for scoring.

The new district/school may continue the ACCESS administration with a *new* test booklet.



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What if a student transfers to another district during our testing window but before any testing occurs?

Do not forward the student's test materials to another school/district. Promptly exit the student in SIS, mark the cover of the test booklet "Absent" for all domains, and submit it for scoring.



Questions?



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