



Illinois State Board of Education

ACCESS Site File and Testing Window

SIS School Year at a Glance

2

- **September 11, 2020**
 - DLM-AA Pre-ID file sent to Vendor
- **September 18, 2020**
 - **ACCESS Site File and Testing Window due**
- **October 1, 2020**
 - Seal of Biliteracy Application for SY 2021 due
- **November 6, 2020 by 4:00 p.m.**
 - Students Screened (EL Screener)
 - ISBE Sends ACCESS Pre-ID Label File sent to Vendor



ACCESS Site File and Testing Window

3

- **What is the purpose of the Site file and Testing window collection?**
 - To transmit ACCESS assessment administration information to Data Recognition Corporation (DRC) for creation of accounts in the WIDA-AMS system, and to notify the state of the need for alternate ACCESS testing dates.
- **What needs to be reported?**
 - Report the ACCESS Testing Window for the entire district or individual school
 - All schools within the district will default to the regular testing window.
 - Regular Testing Window 01/13/2021 to 02/16/2021
 - Waiver 1 Test Window 01/20/2021 to 02/23/2021
 - Waiver 2 Test Window 01/27/2021 to 03/02/2021



ACCESS Site File and Testing Window

4

- **What else needs to be reported?**
 - Site Coordinator, Technology Coordinator, and the Shipping Information for the entire district or an individual school
 - ISBE will populate all schools in the district with the “Superintendent” as the Site Coordinator and the Technology Coordinator. The Shipping address will be defaulted to the district office.



ACCESS Site File and Testing Window

- ACCESS Test Site Information

The screenshot shows the ACCESS Testing Information page in the SIS system. The page is divided into several sections:

- Header:** Illinois State Board of Education logo and navigation links for "Helpful Resources" and "Contact Technical Support".
- SIS Sidebar:** A dark blue sidebar on the left with a menu. The "Assessment" menu item is highlighted with a red box, and the "ACCESS" sub-item is also highlighted with a red box.
- ACCESS Testing Information:** A section with a dark blue header. It contains a "School:" dropdown menu with "Annette Officer Elementary -- 2038" selected, highlighted by a red box.
- Testing Window:** A section with a dark blue header. It displays "Regular Test Window 03/15/2021 To 05/25/2021".
- Site Test Coordinator:** A table with the following data:

IEIN	
First Name	Test
Last Name	Test1
Phone Number	(555) 555-5555
Phone Extension	
Fax Number	
E-mail	help@isbe.net
- Technology Coordinator:** A section with a dark blue header and a red warning message: "**Technology Coordinator Information Must Be Updated in WIDA - AMS, NOT in SIS!".
- Shipping Information:** A table with the following data:

Attention	Jane Smith
Address Line 1	100 N. First St.
Address Line 2	
City	Springfield
State	IL
ZIP	62777
ZIP + 4	
- Edit Button:** A dark blue button with the text "Edit" is located at the bottom right of the Shipping Information table, highlighted with a red box.
- Footer:** Links for "Agency Information", "Accessibility", "Privacy Policy", and "Careers at ISBE".



ACCESS Site File and Testing Window

- ACCESS Test Site Information

The screenshot shows the 'ACCESS Testing Information' form in the SIS system. The form is divided into several sections: 'ACCESS Testing Information', 'Testing Window', 'Site Test Coordinator', 'Technology Coordinator', and 'Shipping Information'. The 'ACCESS Testing Information' section includes a 'School' dropdown menu set to 'Annette Officer Elementary - 2038'. The 'Testing Window' section includes a dropdown menu set to 'Regular Test Window 03/15/2021 To 05/25/2021' and a checked checkbox for 'Apply To All Schools In District'. The 'Site Test Coordinator' section includes a checked checkbox for 'Apply To All Schools In District' and fields for IEIN, First Name (Test), Last Name (Test1), Phone Number (5555555555), Phone Extension, Fax Number, and Email (help@isbe.net). The 'Technology Coordinator' section includes an unchecked checkbox for 'Apply To All Schools In District' and a note: '**Technology Coordinator Information Must Be Updated in WIDA - AMS, NOT in SIS!'. The 'Shipping Information' section includes a checked checkbox for 'Apply To All Schools In District' and fields for Attention (Test Test1), Address Line 1 (100 N. First St.), Address Line 2, City (Springfield), State (Illinois), ZIP (62777), and ZIP + 4. The form has 'Cancel' and 'Submit' buttons at the bottom right. The left sidebar shows the 'ACCESS' menu item highlighted. The top right corner has links for 'Helpful Resources' and 'Contact Technical Support'.