



Division of English Language Learning (DELL)

DELL e-broadcast 2015-295: Special Announcement – ACCESS 2.0 Ordering Reminder!

Nov. 12, 2015

ACCESS 2.0 Ordering Deadline Reminder!

November 13, 2015, is the last day of the ACCESS 2.0 ordering window via **WIDA AMS** (www.wida-ams.us). Districts participating in ACCESS testing should have user accounts at this time. If a district does not have an account, or is unable to log on, contact Barry Pedersen at 866-317-6034, or bpederse@isbe.net. For assistance using an account, contact DRC Customer Support at 855-787-9615, or wida@datarecognitioncorp.com. Please refer to the **most recent** broadcast for ACCESS material ordering from DRC sent to IL districts **as below**.

To: Illinois Test Coordinators
From: DRC Customer Service
Date: November 9, 2015
RE: **FRIDAY DEADLINE** - Materials Ordering for ACCESS for ELLs 2.0 –

The WIDA Assessment Management System (WIDA AMS) materials ordering window for ACCESS for ELLs 2.0 **ENDS AT 11:59PM CST ON FRIDAY NOVEMBER 13, 2015**. If you are testing Access for ELLs 2.0 you must place a materials order, regardless of testing method (online or paper). **Please be advised that if you do not order all necessary tests for your school or district during this timeline, you WILL NOT receive any materials in your initial order.** If you've previously completed your ordering, please disregard this notice.

Reminder: If you have not already done so, please view the **Test Materials Ordering module** posted in the ACCESS for ELLs 2.0 Training Course on the WIDA website (www.wida.us). You may access the Training Course from the WIDA website home page by logging in at the top right of the webpage, clicking 'My Account & Secure Portal', and selecting the appropriate test.

All Test Coordinators, whether testing online or paper, will need to follow the test materials ordering procedures outlined in the *WIDA Assessment Management (WIDA AMS)* (page 38). A summary of the steps is provided below.

All ACCESS for ELLs 2.0 test materials will be ordered from DRC using WIDA AMS.

First, log into WIDA AMS (www.wida-ams.us). Then, on the left navigation panel, click **Materials > Materials Ordering**. Select the school name under **School** dropdown. Then click **Show Materials**.

You will be asked to select the most accurate testing mode for the school, as shown below. This may be set by your state, so please make sure you are aware of your state's available testing modes. Your answer to this question lets DRC know for which grades Pre-ID labels should be sent.

3. From the Order Materials tab, select a testing mode from the **Select the most accurate testing mode for this school** drop-down menu. The options and descriptions are shown below.

Testing Mode	Description
The school is testing Grades 1–12 online.	All students are testing online.
The school has some students testing paper for Grades 1–12.	The school has some students testing paper for Grades 1-12 with a customized format (such as a Braille test)
The school is testing Grades 1–12 all on paper.	No students are testing online.

Screen shot from WIDA AMS Materials Ordering:

Select the most accurate testing mode for this school:

This school has some students t *

After selecting the testing mode, you will enter student counts at each grade level as applicable. You only need to enter counts at grades for which you have students testing. Overage will be provided to test students who enroll after Materials Ordering is complete. **All students to be tested must be included in the student counts, even if they are only testing online and do not need paper materials.** As shown below, counts for online testers should be entered into the Online Order grid. Counts for paper testers should be entered into the Paper Order grid. There are also grids for Kindergarten, Alternate ACCESS for ELLs, and customized materials (large print and Braille).

Screen shot from WIDA AMS Materials Ordering:

Kindergarten Order for School ME99999-99999 (ACCESS for ELLs 2.0 - 2015-2016 -)	
Grade Cluster	Number Of Students
Kindergarten	<input type="text"/>

Alternate ACCESS Order for School ME99999-99999 (ACCESS for ELLs 2.0 - 2015-2016 -)

Grade Cluster	Number of Students
1-2	<input type="text"/>
3-5	<input type="text"/>
6-8	<input type="text"/>
9-12	<input type="text"/>

Online Order for School ME99999-99999 (ACCESS for ELLs 2.0 - 2015-2016 -)

Grade Cluster	Number of Online Testers
1	<input type="text" value="50"/>
2-3	<input type="text" value="75"/>
4-5	<input type="text" value="65"/>
6-8	<input type="text" value="70"/>
9-12	<input type="text" value="150"/>

Customized Order for School ME99999-99999 (ACCESS for ELLs 2.0 - 2015-2016 -)

Grade Cluster	Number of Customized Booklets				
	Large Print Tier A	Large Print Tier B	Large Print Tier C	Contracted Braille Tier B	Uncontracted Braille Tier B
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4-5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6-8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9-12	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Paper Order for School ME99999-99999 (ACCESS for ELLs 2.0 - 2015-2016 -)			
Grade Cluster	Number of Paper Test Booklets (All Domains)		
	Tier A	Tier B	Tier C
1	<input type="text" value="25"/>	<input type="text" value="25"/>	<input type="text"/>
2	<input type="text" value="30"/>	<input type="text"/>	<input type="text" value="30"/>
3	<input type="text" value="20"/>	<input type="text" value="20"/>	<input type="text"/>
4-5	<input type="text"/>	<input type="text"/>	<input type="text"/>
6-8	<input type="text"/>	<input type="text"/>	<input type="text"/>
9-12	<input type="text"/>	<input type="text"/>	<input type="text"/>

Contacts & Addresses *

Test Coordinator: Amanda Brown Shipping Materials: 123 Main Street Portland, ME 55555	<input type="button" value="Update Contacts & Addresses"/>
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For more in-depth instructions on ordering, please refer to the *WIDA AMS User Guide Part 1*, which is available on the ACCESS for ELLs 2.0 Training Course on the WIDA website (www.wida.us). The Test Administration Manuals also provide an overview of the steps for the ordering and receiving materials process.

After your Materials Ordering window closes, you may order testing materials for new enrollees by using the WIDA AMS Additional Materials functionality. Please use the overage materials that have been sent *before* ordering additional materials. The Additional Materials window for your state is **Wednesday January 6 – Friday February 5, 2016**.

Please do not hesitate to contact **DRC Customer Service** with any questions at WIDA@DataRecognitionCorp.com or **1-855-787-9615**.