

ELP Assessment, Training, and Reporting Timeline for ELP Test Coordinators 2014 - 15

Time Frame	Task/Event	Process	Resources
First 30 days of school year	Pre-Screen possible LEP students	Districts must have a pre-screening process in place to find potential LEP students. EED recommends that districts pre-screen with, at a minimum, the Parent Language Questionnaire (PLQ) found in the <i>Guidance for LEP Student Identification, Assessment, and Data Reporting</i> .	<p>Guidance for LEP Student Identification, Assessment, and Data Reporting http://education.alaska.gov/tls/assessment/elp/WIDA/LEP_IdentifierGuidance_2014.pdf</p>
Aug – Sept. & Periodically	<p>Webinar: LEP identification process:</p> <ul style="list-style-type: none"> • Certify to administer the ELP screener (W-APT) • Administer to potential LEP students after pre-screening • Check new student status 	<p>Districts must use the state-approved screening assessment, the W-APT or the MODEL, to formally identify those students as LEP who are not proficient in one or more of the four domains of Listening, Speaking, Reading and Writing in English. The process for identification of kindergarten students differs from grades 1 – 12. Consult the <i>Guidance for LEP Student Identification, Assessment, and Data Reporting</i> for details.</p> <p>You can download and copy the W-APT screening tool at WIDA’s website free of charge. You must complete the online training at WIDA’s website before administering this screener. Your district has a specific username and password to access the online materials. Contact the WIDA help desk for your login.</p> <p>If your district has purchased the MODEL, this screener may be used in place of the W-APT. The MODEL can also serve as a benchmark tool.</p> <p>The ELP Lead Coordinator must check with the school designated ELL leads periodically to check for new students who may potentially be LEP. The sending district is responsible to transfer student records within 14 days and must provide information about the identification of the student. Previously identified students do not have to be retested in the new district. DO NOT USE THE ACCESS FOR ELLS FOR IDENTIFICATION!</p>	<p>W-APT screening tool and online training: http://www.wida.us/assessment/w-apt/</p> <p>MODEL: https://www.wceps.org/store/wida#2</p> <p>Bilingual and LEP Forms: http://education.alaska.gov/forms/home.cfm</p> <hr/> <p>Sept. 15 3:30 – 4:30 Webinar: New ELP Lead Coordinator’s Guide and LEP Identification Guidance</p> <p>WIDA help desk: help@wida.us WIDA phone: 1-866-276-7735</p> <p>Grace.gray@alaska.gov 907-465-8432</p>
Aug. – Sept.	Academic Language training module #1: <i>Introduction to using the WIDA CAN DO Descriptors to teach academic language.</i>	This training module is intended for EL teachers and general education teachers who want an introduction to the WIDA CAN-DO Descriptors to use for instructional purposes for ELs. The focus will be on teaching academic language and can be used for all students. Please share this information with teachers.	<p>PowerPoint module available mid-September Academic Language training module #1: Introduction using the WIDA Can Do Descriptors to teach academic language. http://education.alaska.gov/elearning/</p>

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Aug.	Distribute ELP assessment reports	Distribute hard copy ACCESS for ELLs teacher and parent reports to teachers if this was not done in June 2014. Teachers should review the reports and send parent reports out as soon as possible. Teachers should share ACCESS results with general education teachers for instructional purposes. Call MetriTech with any questions.	MetriTech sends the following hard copy reports to districts in June: Teacher reports (individual student reports) Parent reports Student Roster District Frequency report MetriTech 1-800-747-4868
Aug. – Sept. 3	Test Security Agreements DTCs/ELP TCs/TAs	Send DTC and ELP Lead Coordinator TSAs to EED – Deadline is Sept. 3 Keep other district TSAs on file in your office.	EED Forms: http://education.alaska.gov/forms/home.cfm Fax to EED: 907-465-8400 Kari.quinto@alaska.gov 907-465-8436
Aug. – Sept. 30	Submit application waiver to EED for early testing	Approved districts may begin ELP testing as early as Jan. 20, 2015 but must end by Tuesday, March 31, 2015. Required with the application: A district calendar with all testing dates, a paragraph to support the need for additional testing time, and the superintendent’s signature.	Deadline is Sept. 30. Early Testing Application Waiver: http://education.alaska.gov/forms/home.cfm Fax: 907-465-8400
Aug. 26 – Sept. 17	Workshop Registration: <i>WIDA Data Analysis Workshop</i>	EED will send ELP Lead Coordinators a registration form and description for the Data Analysis workshop to be conducted by WIDA staff. The workshop will take place in Anchorage at the Hilton Hotel downtown. Goal: this two-day workshop is focused on a data analysis process that will be applied to district ACCESS for ELLs data. It is designed as a programmatic action plan for districts and individual sites. The workshop will take on Oct. 8 – 9 at the Hilton Hotel in Anchorage.	Deadline for registration is Sept. 17 http://www.wida.us/ProfessionalDev/workshops/assessmentWorkshops.aspx Leyla.goudie@alaska.gov 907-465-8433 Fax: 907-465-8400
Sept. 15 3:30 – 4:30	Webinar: New! <i>ELP Lead Coordinator’s Guide</i> and Identification of LEP students	EED will share the new <i>ELP Test Coordinator’s Guide</i> and then focus on the process for identification of LEP students. This document is designed to support new ELP Lead Coordinators. All ELP Lead Coordinators are invited to attend.	Call-in information will be sent prior to webinar Pattie.adkisson@alaska.gov Grace.gray@alaska.gov
Sept. 22 – 11/24	New <i>Participation Guidelines</i> public comment period	Districts will have an opportunity to comment on the draft of the <i>Participation Guidelines for Alaska Students in State Academic Assessments</i> . This document will address accommodations and accessibility features/tools for the new computer-based assessments	http://education.alaska.gov/regs/comment.cfm grace.gray@alaska.gov

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Sept. 29 3:30 – 5:00	Webinar: New Participation Guidelines	EED will provide a training and PowerPoint webinar on accommodations and accessibility features for ELL students and for students with disabilities for the new computer-based assessments. The webinar will be recorded and posted at EED’s website.	Additional Resource Coming Soon: Participation Guidelines – webinar Sept. 29 http://education.alaska.gov/tls/assessment/accommodations.html
Oct. 1 - 27	Workshop Registration: <i>ELD Standards in Action: Collaboration Workshop</i>	EED will send ELP Lead Coordinators a registration form and description for this workshop to be conducted by WIDA staff. Goal: this two-day workshop provides an overview of collaborative methods and models for planning, instruction, and assessment of ELLs using the WIDA ELD Standards. It is designed for teams, teacher pairs, or instructional coaches. The workshop will take place Nov. 17 – 18 at the Hilton Hotel in Anchorage.	Deadline for registration is Oct. 27 Leyla.goudie@alaska.gov 907-465-8433 Fax: 907-465-8400
Oct. 2 & 3*	Audio Conference Q & A: Data analysis workshop prep	This webinar will be available to participants of the <i>Data Analysis Workshop</i> who would like background information on how to work with the ELP data file in Excel. WIDA will share a Youtube video and host an audio conference the following day.	*tentative dates Oct. 2 – Youtube video Oct. 3 – Q&A with WIDA
Oct. 8 - 9	Data Analysis Workshop	For district or school-level teams. The goal of this two-day training is to foster a collaborative environment for data-informed decision-making around language proficiency and language development, according to the WIDA Standards framework. Participants will be introduced to a data analysis process and will apply this process to a particular set of data.	http://wida.us/ProfessionalDev/workshops/dataAnalysis/dataSchoolDistrict.aspx
Nov.	Academic Language training module #2: <i>Using the WIDA CAN DO descriptors and MPIs to teach academic language</i>	This training module builds on module #1 and is intended for EL teachers and general education teachers. The focus will be on teaching academic language through the use of supports for differentiating instruction for ELs.	PowerPoint module available early November Academic Language training module #2: Webinar will be recorded and posted: http://education.alaska.gov/elearning/

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Nov. 7	Collect and review enrollment counts of LEP students for <i>Fall OASIS 2014</i> reporting	Districts must submit a complete set of data elements defined in the <i>Fall 2014 OASIS Handbook</i> for any student enrolled at any point during the 20-day count period. Student identifying information along with ethnicity is required. ELP Lead Coordinators may need to work with data reporting personnel in their districts to provide this information to EED.	OASIS Project/Handbook: http://education.alaska.gov/forms/home.cfm
Nov. 5*	MetriTech will send email re: details for enrollment	MT will send districts their usernames and passwords for enrollment at MT's website. This is what you will use to order test materials for your districts on Nov. 7 – Dec. 3.	*tentative date https://www.metritech.com/client_area.aspx MetriTech 1-800-747-4868
Nov. 6*	MetriTech audio conference - enrollment procedures*	MT or EED will provide an audio conference to cover the details of ordering test materials online.	*Tentative date
Nov. – Dec.	Conduct district ACCESS test administrator (TA) training & schedule and distribute to TAs	It is strongly recommended that DTCs or ELP Lead Coordinators create or receive a schedule for test administrator (TA) training and certification from each test site. ELP TCs must track progress of certification using the online system. Districts must keep a copy of the certificates at the district office. TAs must be certified annually.	See WIDA ACCESS for ELLs Training Toolkit at: http://www.wida.us/assessment/ACCESS/ WIDA Download Library for all webinars and trainings: http://www.wida.us/downloadLibrary.aspx
		<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 	
Nov. 7 – Dec.3	Enrollment window for ACCESS materials	Do NOT pad/inflate numbers, order exactly what is needed. 10% overage will be added to your order. Districts may be charged a fee for too many unused test booklets. After December 3 rd , districts may submit an additional materials order. (No Pre-ID labels available for additional orders.)	https://www.metritech.com/default.aspx MetriTech Customer Support: 1-800-747-4868 Mtinfo@metritech.com
Nov. – Jan.	ACCESS & Alternate ACCESS training	Test administrators for the ACCESS and Alternate ACCESS for ELLs MUST complete the online training and become certified to administer the assessment. The Alternate ACCESS is for ELL students who have IEPs under the category of Significant Cognitive Impairment. An Alaska specific webinar and online training are available on WIDA's website.	http://www.wida.us/assessment/ACCESS/ You will need a username and password to access the trainings located in the 'Training Toolkit'. Call WIDA at 1-866-276-7735 http://www.wida.us/assessment/alternateaccess

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ongoing	ELP Lead Coordinators should communicate with school leads on new students who may be ELs	Districts are required to send student paperwork and information to new schools within 14 days.	
Nov. 17 - 18	<i>ELD Standards in Action: Collaboration Workshop</i>	This workshop will take place in Anchorage at the Hilton Hotel downtown. Goal: this two-day workshop provides an overview of collaborative methods and models for planning, instruction, and assessment of ELLs using the WIDA ELD Standards. It is designed for teams, teacher pairs, or instructional coaches.	http://www.wida.us/ProfessionalDev/workshops/Standards/ELDcollaboration.aspx Leyla.goudie@alaska.gov 907-465-8433
December 3	Pre-ID Labels order: EED will submit Pre-ID label orders for districts	Pre-ID orders will be generated from Fall OASIS 2014 by EED and sent to MetriTech on behalf of districts.	
Dec. 4 - March 14	Additional ACCESS materials ordering window opens	Window open until March 14, 2015	https://www.metritech.com/default.aspx
Jan. 3	Goldenrod: Special instructions for Alaska	The Goldenrod form contains special instructions for Alaska for bubbling information in test booklets for students without pre-id labels. In addition, each <i>Test Administration Manual</i> (TAM) from MetriTech will contain a copy of this important document.	Document coming in November http://education.alaska.gov/tls/assessment/elp.html
Jan. 8 - 10	Receive ACCESS test materials from MetriTech for EARLY test window	Districts MUST verify shipment of materials and keep secure at all times. Use enclosed forms to do this. Package for distribution to schools. Every test item must be accounted for when receiving and returning test materials.	MetriTech Customer Support: 1-800-747-4868 Mtinfo@metritech.com
Jan. 10	Distribute ACCESS materials to schools for EARLY testing	Districts who are approved to begin testing early (Jan. 20) must receive test materials early from the district office.	
Jan. 19	EARLY test window opens	Only districts that are pre-approved may begin ELP testing early. Testing MUST be completed by March 31, 2015	
Jan. 20 - 24	Distribute testing materials for regular testing window - Feb. 1	ELP Lead Coordinators must send schools testing materials – along with testing schedule (if one was created at the district level) Each TAM will contain a copy of the Goldenrod document.	
Jan.	Create make-up window for testing	Testing MUST be complete by March 31, 2015. Make sure schools have at least 2 weeks to test students who were absent during scheduled testing. This is usually done at the end of March. Be sure to check for new students	

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		to the district who may be LEP. DO NOT USE THE ACCESS FOR ELLS FOR IDENTIFICATION OF NEW STUDENTS!	
Feb. 1	ACCESS test window opens (regular testing window)	ACCESS for ELLs test window: Feb. 1 – March 31, 2015	DO NOT USE THE ACCESS FOR ELLS FOR IDENTIFICATION! YOU MUST USE THE W-APT OR THE MODEL FOR IDENTIFICATION!
March 14	MetriTech ordering additional materials closes	Last day to order additional test materials	https://www.metritech.com/default.aspx
March 27	Start date to return ACCESS materials to MetriTech	Districts are encouraged to send materials earlier, if testing is complete. Send all materials at one time. Return all testing materials, including manuals.	
March 31	ACCESS test window closes	Track, inventory and follow MT packaging and return process.	MetriTech Customer Support: 1-800-747-4868
April 1-3	Deadline for schools to send ACCESS materials to District	Schools are encouraged to return test materials to the district office earlier if testing is completed – especially remote areas.	
April 5 - 9	ELP Lead Coordinators return test materials to MetriTech	Return ACCESS materials to MT. (Arrival of ACCESS reports and data file availability is dependent on all AK districts adhering to MT’s timeline. All materials MUST be received by MT by April 18th.	
April 18	MetriTech receives ALL materials from districts	MT MUST receive ALL districts’ testing materials by Friday, April 18 in order to provide ACCESS reports and data file on time.	
June 2 - 6	District Data Validation Window	MT will let districts know when the data file will be available to download. A username and password will be provided by MT. Districts have 1 week to inform MT of any errors in the data file.	MetriTech Customer support: 1-800-747-4868 https://www.metritech.com/ Grace.gray@alaska.gov
June 9 - 11	MetriTech will post the final ELP data file	Districts should download this file to use for Summer OASIS. MT will use the final data file to generate hard-copy reports to be sent to districts. (Dates are dependent on districts returning test materials to MT on time.)	
June 12 - 13	MetriTech ships reports to districts	MT ships within this window, providing all district materials were received by April 18 th . Dates are dependent on all districts getting materials to MT on time.	
June – August	Districts mail out ACCESS hard copy test reports to schools	It is recommended that reports be sent to schools when teachers return from summer break.	

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Other important information:



- Spring 2015 will be the first administration of the computer-based content assessment, **Alaska Measures of Progress (AMP)**.
- Spring 2015 will be the first administration of the computer-based content assessment, **Alaska's Alternate Assessment** (via DLM) for students with significant disabilities.
- Spring 2015 is the last test administration of the paper/pencil ACCESS for ELLs.
- **Spring 2016 will be implementation of the new computer-based ACCESS 2.0.** <http://assets.wceruw.org/>