COMMONWEALTH of VIRGINIA
Department of Education

DATE: July 21, 2017

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: **Training for the 2017-2018 Administration of the ACCESS for ELLs® 2.0 Test**

The Virginia Department of Education, in collaboration with the WIDA® Consortium and Data Recognition Corporation (DRC), is offering training for the 2017-2018 administration of the ACCESS for ELLs® 2.0 test. This one-day training is designed for Division Directors of Testing (DDOTs), School Test Coordinators, and other division staff who are responsible for the administration of the ACCESS for ELLs® 2.0 test.

Participants in this training will learn how to use the WIDA Assessment Management System (AMS) to manage the administration of both the online and paper ACCESS for ELLs® 2.0 tests. Specifically, this training will include the following exercises:

- Navigating WIDA AMS
- Setting up and scheduling test sessions
- Enrolling students in test sessions
- Generating student test tickets
- Enrolling test administrators in the online training course
- Reviewing training requirements
- Monitoring test administrator certifications

Additionally, procedures for ordering, distributing, and returning test materials, as well as accessing reports and disseminating test results, will be demonstrated. Participants must bring either a computer or tablet with wireless capability since both the WIDA website and WIDA AMS will be accessed during the training; participants must also have log-in credentials to access both. Individuals who do not have the necessary log-in credentials for the WIDA website or WIDA AMS should contact their DDOT to request them prior to the day of training.

This is a one-day training that will be held from 8 a.m. to 4 p.m. and is limited to 50 participants at each location. The training will be offered on the following days at the locations listed below:

> Thursday, September 28, 2017
> Williamsburg-James City Public Schools
> James City County Recreation Center
> 5301 Longhill Road
> Williamsburg, VA 23185
> (757) 259-4200
>
> Friday, September 29, 2017
> Chesterfield County Public Schools
> Chesterfield Career and Technical Center – Hull Campus
> 13900 Hull Street Road
> Midlothian, VA 23112

Phone: 804-639-8668

Thursday, October 5, 2017
Wythe County Public Schools
Wythe County School Board Office
1570 West Reservoir Street
Wytheville, VA 24382
(276) 228-5411

Friday, October 6, 2017
Franklin County Public Schools
The Gereau Center for Applied Technology and Career Exploration
150 Technology Drive
Rocky Mount, VA 24151
(540) 483-5446

Tuesday, October 10, 2017
Prince William County Public Schools
Forest Park High School - Auditorium
15721 Forest Park Drive
Woodbridge, VA 22193
(703) 583-3200

Wednesday, October 11, 2017
Prince William County Public Schools
Ann Ludwig School – Multipurpose Room
14575 Potomac Branch Drive
Woodbridge, VA 22191
(703) 491-8432

Training materials, breakfast, and a working lunch will be provided for all participants. The cost of travel will be the responsibility of the participants. To register for this training, please access this brief online registration survey ⧉. The registration survey will open on Monday, August 14, 2017, and close on Friday, September 15, 2017.

If you have questions, please contact the assessment staff by email at student_assessment@doe.virginia.gov or by phone at (804) 225-2102.

SRS/SLR/cd