



COMMONWEALTH of VIRGINIA
Department of Education

May 20, 2016

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: Training for the 2016-2017 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 2016-2017 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 navigating WIDA AMS, setting up test sessions, scheduling test sessions, enrolling students in test sessions, generating student test tickets, enrolling test examiners in the online training course, reviewing training requirements, and monitoring test examiner certification. 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 Web site and WIDA AMS will be accessed during the training, and participants must have log-in credentials to access both. Individuals who do not have the necessary log-in credentials for the WIDA Web site 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. The training will be repeated on the following days at the locations listed below:

Thursday, September 29, 2016
Henrico County Public Schools
Hermitage High School
8301 Hungary Spring Road
Henrico, VA 23228
(804) 756-3000

Friday, September 30, 2016
Henrico County Public Schools
Hermitage High School
8301 Hungary Spring Road
Henrico, VA 23228
(804) 756-3000

Monday, October 3, 2016
Chesapeake City Public Schools

Grassfield High School
2007 Grizzly Trail
Chesapeake, VA 23323
(757) 558-4749

Tuesday, October 4, 2016

Chesapeake City Public Schools
Grassfield High School
2007 Grizzly Trail
Chesapeake, VA 23323
(757) 558-4749

Thursday, October 6, 2016

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

Friday, October 7, 2016

Roanoke City Public Schools
William Ruffner Professional Development Center
3601 Ferncliff Avenue, NW
Roanoke, VA 24017
(540) 853-2382

Monday, October 10, 2016

Loudoun County Public Schools
Staff Training Center
43711 Partlow Road
Ashburn, VA 20147
(571) 252-2100

Tuesday, October 11, 2016

Loudoun County Public Schools
Staff Training Center
43711 Partlow Road
Ashburn, VA 20147
(571) 252-2100

Wednesday, October 12, 2016

Loudoun County Public Schools
Staff Training Center
43711 Partlow Road
Ashburn, VA 20147
(571) 252-2100

Training materials, breakfast, and a working lunch will be provided for all participants. The costs of travel will be the responsibility of the participants. To register for this training, please access this brief [online registration survey](#). This registration survey will remain open until Friday, June 24, 2016.

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

SRS/SJS/cd

