



COMMONWEALTH of VIRGINIA
Department of Education

September 4, 2015

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: Training for the 2015-2016 Administration of the ACCESS for ELLs 2.0 Test

The Virginia Department of Education, in collaboration with the WIDA® Consortium, is offering training for the 2015-2016 administration of the new ACCESS for ELLs 2.0 test. This training is designed for Division Directors of Testing (DDOTs), School Test Coordinators, and other division staff who are responsible for the administration of both the online and paper versions 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 the new 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, 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. Prior to attending the training, all participants must have an individual WIDA training account. Individuals who do not have a WIDA training account should contact their DDOT to create one. Participants must also bring either a computer or tablet with wireless capability. The WIDA AMS and the ACCESS for ELLs 2.0 online sample items will be accessed during the training.

This training will be held from 8:30 a.m. to 4 p.m. and is limited to 50 participants at each of the following locations:

Monday, November 9, 2015

The Hotel Roanoke & Conference Center
110 Shenandoah Avenue
Roanoke, Virginia 24016
(540) 985-5900

Tuesday, November 10, 2015

DoubleTree by Hilton
990 Hilton Heights Rd
Charlottesville, Virginia 22901
(434) 973-2121

Thursday, November 12, 2015

Fredericksburg Hospitality House Hotel and Conference Center
2801 Plank Road

Fredericksburg, Virginia 22401
(540) 786-8321

Friday, November 13, 2015
DoubleTree by Hilton Williamsburg
50 Kingsmill Road
Williamsburg, Virginia 23185
(757) 220-2500

Registration: The Office of Continuing and Professional Education at Virginia Tech will manage online registration. School divisions may register no more than three representatives, the DDOT and two other division staff as appropriate, for one of the training sessions. To register for this training, please access a brief online [registration survey](#). **The deadline for registration is Monday, November 2, 2015.**

Lodging Costs: A limited block of hotel rooms is available for participants who must travel fifty miles or more from home to the training location. The room cost will be master-billed to VDOE. **Room reservations must be made by Friday, October 9, 2015. It is the responsibility of participants to make their own reservations.** To reserve a room, call the lodging information provided above and reference “Virginia Department of Education, ACCESS for ELLs 2.0 Training.”

Authorized Expenses: Participants are responsible for travel costs; however, training materials, breakfast, and lunch will be provided. Sign in and breakfast will begin at 8 a.m. The training session will start at 8:30 a.m. Lunch will be provided at noon. The training session will adjourn by 4 p.m.

Cancellation: If participants need to cancel their hotel reservations, please contact the hotel directly, as well as Christy Wallace, the Virginia Tech registrar, no later than Monday, November 2, 2015, by e-mail at wallacec@vt.edu, or by telephone at (540) 231-6735.

For other assessment questions, please contact the assessment staff by e-mail at student_assessment@doe.virginia.gov or by telephone at (804) 225-2102.

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