



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: September 3, 2020

To: Executive County Superintendents, Chief School Administrators, Charter School and Renaissance School Project Leads

Route To: Principals, District Bilingual/English as a Second Language (ESL) Supervisors, ACCESS for ELLs District and School Test/Assessment Coordinators, Data Managers, Technology Representatives

From: Diana M. Pasculli, Acting Assistant Commissioner
 Division of Academics and Performance
 Peggy McDonald, Ed.D., Assistant Commissioner
 Division of Student Services

Deadline: Materials Ordered by September 11, 2020
 Tests Postmarked for Return by October 1, 2020

ACCESS for ELLs Continuing Administration for 2019-2020: Paper-Based Administration

The New Jersey Department of Education (NJDOE) is providing districts an ACCESS for English Language Learners (ELLs) Continuing Administration option which is intended only to support ELL instruction and exit decisions. The WIDA Consortium is offering New Jersey school districts the ability to complete the 2019–2020 ACCESS and Alternate ACCESS for ELLs from August 3, 2020 to September 25, 2020, as a continuation of the interrupted spring administration. The ACCESS for ELLs Continuing Administration will be paper-based and applies only to students in grades 1 through 12 in Tiers B and C whose testing was interrupted by COVID-19 and who otherwise have an opportunity to meet exit criteria requirements.

Districts that participate in the ACCESS for ELLs Continuing Administration may administer the domains not tested/completed by students due to the interruption of the spring 2020 administration. The domain(s) that were completed by students during the spring 2020 administration will be aggregated with the domain(s) that are completed during this continuing paper-based administration.

For additional information, please see the [fact sheet](#) released by the U.S. Department of Education regarding the provision of services to ELLs during the COVID-19 pandemic.

Timeline for ACCESS for ELLs Continuing Administration

ACCESS for ELLs Continuing Administration for 2019-2020	Dates
Placing Orders for Paper-Based Materials in WIDA Assessment Management System (AMS) (Including Additional Materials Orders)	Last day for orders: 9/11/20
Testing Window	8/3/20–9/25/20
Test Material Return Deadline* (postmarked)	10/1/20
Reporting - Posted online to WIDA AMS (Individual Student Reports (ISR), District & School Student Results (DSR and SSR) Files) <i>Printed reports will not be provided</i>	11/6/20

*Tests must be postmarked by the October 1, 2020 deadline in order to be received, scored and reported by DRC.

Important: The ACCESS for ELLs Continuing Administration for 2019–2020 is a secure test and must be administered in-person in a school building.

Ordering Paper-Based Test Materials

Paper-based test materials can be ordered through [WIDA AMS](#) in the “Additional Materials” section until September 11, 2020.

Any domains that a student has yet to complete should be completed in the ACCESS Paper test booklet. An exception to the Paper test booklet requirement will be made if:

- Student is in grades 1 to 3, **and**
- Student has already completed the Listening, Speaking, and Reading domains for ACCESS Online, and only needs to take the Writing domain to fully complete ACCESS Online, **and**
- The district already has a Writing booklet available to finish testing the student.

If the district does not have a Writing booklet available for a student in grades 1 to 3 who otherwise meets the above criteria, the district should order an ACCESS Paper test booklet for the student and administer the Writing domain to the student using the ACCESS Paper test booklet.

Note: For students in grades 4 to 12, ACCESS **Paper** test booklets must be ordered, even if the district has ACCESS Online test Handwriting booklets available for these grades. ACCESS Online test Handwriting booklets require students to log into INSIGHT in order to see the Writing prompts, which students will not be able to do during this administration.

For further information on ordering materials for the ACCESS for ELLs Continuing Administration, please review the [ACCESS for ELLs Continuing Administration for 2019–2020 document](#) from WIDA/DRC, which also includes:

- Lists of Test Materials for paper-based ACCESS and Alternate ACCESS
- Label Guidance
- Information on Test Administration
- Information on Returning Test Materials

For additional information on ordering and returning materials for the ACCESS for ELLs Continuing Administration please contact [DRC Customer Service](#).

Using Spring 2020 Administration Materials:

- Districts that already have the appropriate ACCESS Paper Tier B/C or Alternate ACCESS paper test materials for students from the interrupted spring 2020 ACCESS administration may use these materials for the paper-based ACCESS for ELLs Continuing Administration.
- Districts that already have Writing booklets available from the interrupted spring 2020 ACCESS administration for any students in grades 1 to 3 who previously completed Listening, Speaking, and Reading domains on ACCESS Online may use these materials for the paper-based ACCESS for ELLs Continuing Administration.

Test Administrator Training for the ACCESS for ELLs Continuing Administration

Test administrators must complete and pass the paper-based ACCESS training prior to testing students; if administering Alternate ACCESS, that training must be completed. If test administrator training for the Paper ACCESS has been previously completed, no additional training is required. As a reminder, test administrators must pass the required training on the [WIDA Secure Portal](#) with a score of 80% or higher.

For additional questions regarding test administrator training and certification, please contact [WIDA Client Services](#).

Using Student Scores from the ACCESS for ELLs Continuing Administration

Due to the [federal waiver of 2019–2020 statewide assessments](#), these scores will not be reported for 2019-2020 accountability. The ACCESS for ELLs Continuing Administration option is intended only to support instruction and exit decisions. Student score reports will only be provided on the [WIDA AMS](#); no paper reports will be mailed.

For more information on using ACCESS scores, please see the following broadcast from August 21, 2020: [Updated English Language Learner Guidance for the Every Student Succeeds Act](#).

Contact Information

Contact	Contact Information	Contact for Questions Regarding
NJDOE Office of Title III & Bilingual/ESL Education	ell@doe.nj.gov	<ul style="list-style-type: none">NJ technical/policy and program assistance
NJDOE Office of Assessments	assessments@doe.nj.gov	<ul style="list-style-type: none">NJ ACCESS and Alternate ACCESS assessment administration policy and procedures
WIDA Client Services Center	help@wida.us 1-866-276-7735	<ul style="list-style-type: none">WIDA Secure Portal user accountsTraining and certificationTest administration preparation and proceduresContent of score reports
DRC Customer Service	WIDA@datarecognitioncorp.com 1-855-787-9615	<ul style="list-style-type: none">Materials receipt, inventory, and returnLabeling of test bookletsProcessing paper test materials

- c: Members, State Board of Education
Kevin Dehmer, Interim Commissioner of Education
NJDOE Staff
NJ Teachers of English to Students of Other Languages/Bilingual Education
Statewide Parent Advocacy Network
Garden State Coalition of Schools
NJ LEE Group