



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: October 26, 2022
To: Local Educational Agency Leads
Route To: District Bilingual/English as a Second Language (ESL)/English Language Services (ELS) Leads, District Test Coordinators, District Special Education Administrators, Every Student Succeeds Act (ESSA) Project Coordinators, District Technology Coordinators, School Business Administrators
From: Jordan Schiff, Acting Assistant Commissioner
Division of Teaching and Learning Services

Preparation for the Administration of the 2022-2023 ACCESS and Alternate ACCESS for English Language Learners (ELLs) State Assessments, Including the Alternate ACCESS for ELLs Field Test

The purpose of this memo is to provide districts with information regarding the requirements and preparation for the 2022-2023 ACCESS for ELLs English language proficiency assessment for all English Language Learners (ELLs) in grades K-12, the Alternate ACCESS for ELLs assessment in grades 1-12 for ELLs who meet the participation guidelines, and the Alternate ACCESS for ELLs Field Test. Included in this memo is important information about timelines, student participation, staff role assignments, training, and data/reporting considerations.

ACCESS and Alternate ACCESS for ELLs Administration Window

The 2022-2023 ACCESS and Alternate ACCESS for ELLs administration window is scheduled for **February 6, 2023 through March 31, 2023**. For additional key dates for the ACCESS for ELLs administration, please visit the [New Jersey WIDA webpage](#) and review the dates with the appropriate staff.

ACCESS for ELLs Student Participation Guidelines

All students in grades K-12 currently identified as ELLs (including ELLs whose parents have refused services) in accordance with New Jersey's [ELL identification process](#) must participate in the ACCESS for ELLs assessment, except for students who are eligible to participate in the Alternate ACCESS for ELLs assessment.

Alternate ACCESS for ELLs Student Participation Guidelines

Students in grades 1-12 who are identified as ELLs with significant intellectual disabilities as reflected in their Individualized Education Programs (IEPs), and meet or will be eligible to meet New Jersey's [criteria for participation in the Dynamic Learning Maps \(DLM\) assessment](#) must participate in the Alternate ACCESS for ELLs assessment.

State Accountability and Reporting

Results from the ACCESS for ELLs test administrations are used in the calculation of schools' and districts' performance on the Progress to English Language Proficiency (ELP) indicator in the Every Student Succeeds Act (ESSA) school accountability system. To ensure accurate data, school districts must complete all required fields during the NJ SMART State Assessment Registration Submission (SARS). For students who were not included in the NJ SMART SARS and must be entered manually into the WIDA Assessment Management System (AMS), please refer to the [New Jersey State Specific Directions for ACCESS for ELLs document](#) on the [New Jersey WIDA webpage](#).

Pre-Reporting Data Validation Window: April 28, 2023-May 10, 2023

A pre-reporting data validation window is available to school districts from April 28, 2023 through May 10, 2023. ACCESS Test Coordinators and other related staff must ensure that all required fields have been updated as

necessary in the WIDA AMS during this window. The data from this validation window will be used to generate individual student reports, and for accountability and state reporting purposes.

Importantly, the pre-reporting data validation period will be the **only** window in which districts can review and update ACCESS data, which will be used for reporting and accountability purposes. This is to ensure that reports from the administration reflect finalized data submitted by districts.

Assessment Roles and Responsibilities

Administrators or specialized staff must be designated in the WIDA AMS and the WIDA Secure Portal to serve as the District Test Coordinator and the District Technology Coordinator. Individual school-level coordinators (such as principals, vice-principals, etc.) may be assigned the School Test Coordinator role.

Note: District and school coordinator roles in WIDA AMS and the WIDA Secure Portal may only be held by administrative-level staff. These roles cannot be assigned to teachers, support staff, or non-professional staff. Please review the staff listed in both portals and make edits as necessary.

District Test Coordinators must conduct annual training for all school test coordinators and teachers administering the ACCESS and Alternate ACCESS for ELLs, oversee and ensure the proper implementation of the assessments, act as the point of contact for all teachers administering the ACCESS assessments, and interact with and request assistance from the Data Manager and Technology Representative as needed.

The Office of Assessments has created a [New Jersey ACCESS and Alternate ACCESS for ELLs District Test Coordinator Training Manual for 2022-2023](#) that includes all required information to be turnkeyed annually to district and school staff who are involved in the administration of the ACCESS assessments. Training requirements for the ACCESS and Alternate ACCESS for ELLs administration have been aligned with all New Jersey statewide assessment training requirements for test administrators and aligned with New Jersey's federally peer-reviewed standards for assessment administration and security.

ACCESS and Alternate ACCESS Test Administrator Requirements

To be an ACCESS and/or an Alternate ACCESS test administrator, educators must meet the following requirements:

ACCESS for ELLs Test Administrators	Alternate ACCESS for ELLs Test Administrators
Are certified New Jersey educators with a long-term district contract (<i>Per diem and short-term substitute teachers are not eligible to be test administrators</i>)	Are certified New Jersey educators with a long-term district contract (<i>Per diem and short-term substitute teachers are not eligible to be test administrators</i>)
Have received training and professional development on WIDA User and Training Manuals, as well as annual training from their District Test Coordinator on New Jersey-specific policies	Work with the students taking the Alternate ACCESS daily
Have passed relevant (paper and/or online) ACCESS test administrator training quizzes every year	Have received training and professional development on WIDA User and Training Manuals, as well as annual training from their District Test Coordinator on New Jersey-specific policies
	Have passed the relevant ACCESS test administrator training quizzes every year

ACCESS and Alternate ACCESS Test Administrator Recertification Requirement: Annual Certification

New Jersey ACCESS and Alternate ACCESS test administrator recertification will be required annually. Test administrators who are already certified to administer the Speaking test for WIDA Screener are not required to certify separately. This requirement aligns the test administrator training requirements with all other statewide assessment programs, which require yearly certification.

Proof of certification can be printed out and submitted to the School or District Test Coordinator, or District Test Coordinators may view proof of certification with the Certification Report tool in the WIDA Secure Portal. District and School Test Coordinators must maintain evidence of test administrator required certification and recertification. Evidence may be requested by New Jersey Department of Education staff during security monitoring visits.

Additional information regarding the requirements for ACCESS and Alternate ACCESS certification can be found in the [New Jersey ACCESS and Alternate ACCESS for ELLs District Test Coordinator Training Manual for 2022-2023](#).

Alternate ACCESS for ELLs Field Test 2022-2023

The Alternate ACCESS for ELLs Field Test is a one-time, paper-based test that will be given in addition to the Alternate ACCESS assessment that is administered each year. The field test is made up of newly developed test items and will help to ensure that those test items measure what they are intended to measure. All students with the most significant cognitive disabilities in Grades K–12 who are eligible to take Alternate ACCESS must participate in the field test. The field test window opens on Tuesday, February 14, 2023, and closes on Monday, April 17, 2023. **Students will not get test scores from the field test.** Field test materials will begin arriving at districts as early as February 7, 2023. This initial field test shipment will arrive at the same location as all other Alternate ACCESS for ELLs test materials. Materials will either be packaged by school and shipped to a district or packaged by school and shipped to a school. The number of materials you receive in your initial shipment will be based on the number of students who took Alternate ACCESS for ELLs in the 21-22 school year. For sites with kindergarten students, WIDA has estimated how many K-2 booklets you should need to account for these students. To make additional materials orders for the field test, sites will use a Google form, not WIDA AMS. The Alternate ACCESS for ELLs Field Test materials will have unique visual markers to indicate their unique purpose to those using them. To administer the field test, the Alternate ACCESS for ELLs: Administration and Scoring training course must be completed. The updated Alternate ACCESS for ELLs: Administration and Scoring training course is available in the WIDA Secure Portal. During the 22–23 school year, this training course will include information and related quiz questions on the field test. This added training content should take no more than 15 minutes to complete. The field test will be similar in length to the Alternate ACCESS for ELLs test. As a reminder, each of the four domain tests for Alternate ACCESS for ELLs (Listening, Reading, Speaking, and Writing) can take up to 20 minutes to administer, for a total test time of 80 minutes. Keep in mind that depending on the student, test times can be considerably shorter. Please visit the [Alternate ACCESS for ELLs Field Test webpage](#) for additional information and guidance.

Technical Assistance

The NJDOE encourages districts to visit the New Jersey WIDA webpage for additional information and assistance with testing. Information and resources on test demos, test practice, and sample items for ACCESS Online and ACCESS Paper for grades 1-12 can be found on the dedicated webpage for ACCESS Test Practice and Sample Items.

Contact Information

Contact	Contact Information	Contact for Questions Regarding
WIDA Client Services Center	help@wida.us (866) 276-7735	<ul style="list-style-type: none"> • WIDA Secure Portal user accounts • Training and certification • Test administration preparation and procedures • Content of score reports
DRC Customer Service	WIDA@datarecognitioncorp.com (855) 787-9615	<ul style="list-style-type: none"> • Materials receipt, inventory, and return • Labeling of test booklets • Processing paper test materials • Data validation and correction issues

NJDOE Office of Assessments	assessment@doe.nj.gov	<ul style="list-style-type: none"> • New Jersey ACCESS and Alternate ACCESS assessment administration policy and procedures
NJDOE Office of Title III & Bilingual/ESL Education	ell@doe.nj.gov	<ul style="list-style-type: none"> • New Jersey technical/policy and program assistance • ACCESS student participation guidance

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