

# 2025 ACCESS for ELLs Test Coordinator Training Fall 2024

Shannon Cullen, MCAS Test Administration Coordinator

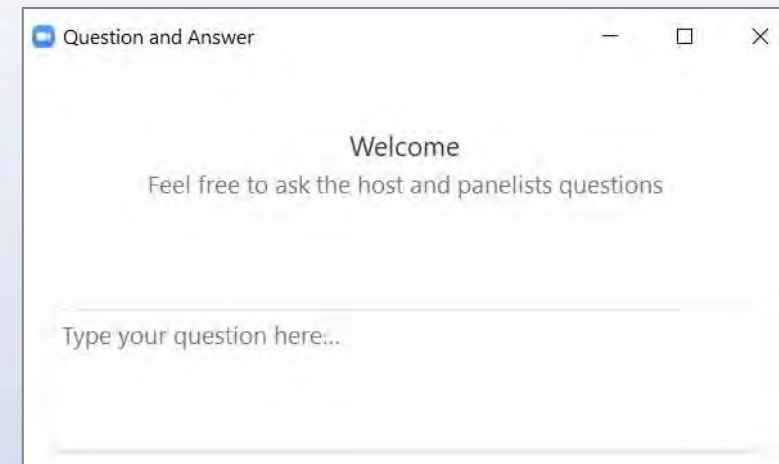
Melanie Manares, English Language Proficiency Assessment Coordinator

Robert Pelychaty, Manager of Inclusive Assessment



# Logistics for This Session

- Questions may be asked at any time using the **Q&A** feature on the Zoom Webinar screen.
  - Questions about a specific student should be sent by email to [access@mass.gov](mailto:access@mass.gov).
  - Some questions may be covered during the presentation.
  - Answers will be provided in the Q&A feature.



# Contents

1. Overview of ACCESS for ELLs
2. Preparing to administer the ACCESS for ELLs test
3. Administering ACCESS for ELLs
4. Accessibility and accommodations
5. Resources and support
6. Contact information



# Overview of ACCESS for ELLs

- Testing schedule
- WIDA and WIDA AMS accounts
- Sources of Information
- New from DRC in 2025
- Participation requirements

# 2025 ACCESS for ELLs: Important Dates

Before Testing	Test administrators complete <a href="#">online training</a> and obtain necessary certifications.	September 2024 – February 2025
	DESE orders test materials	November 19, 2024
	Online test set-up (schools review and update student test registration information in WIDA AMS as needed)	November 27, 2024 – February 28, 2025
	Schools receive test materials	January 2, 2025
<b>Test Administration</b>	<b>Administer ACCESS for ELLs tests</b>	<b>January 6 – February 14, 2025</b>
During Testing	Additional Test Materials Ordering Window	January 2 – February 7, 2025
After Testing	Schedule UPS pickup of paper testing materials	February 17, 2025
	Deadline for UPS pickup	February 18, 2025
Before Results are Reported	Pre-reporting Data Validation – LEAs in WIDA AMS	March 24 – March 28, 2025
Results Reported	Results posted in WIDA AMS	April 28, 2025
	Results (paper) received in schools and districts	May 14, 2025
After Results are Reported	Post-reporting Data Validation – LEAs in WIDA AMS	May 14 – 22, 2025
	Validated and corrected results posted in WIDA AMS	June 6, 2025

February Break - Plan accordingly

# WIDA and WIDA AMS Account Creation

- Staff should contact their **District ACCESS for ELLs Test Coordinator** for assistance in creating WIDA Personal or WIDA AMS accounts.
- **New** District ACCESS for ELLs Test Coordinators who require a district test coordinator account should ensure their name appears in that role in [School and District Profiles](#), then contact:
  - **DRC Help Desk** (for WIDA AMS accounts)
    - 855-787-9615 or [WIDA@DataRecognitionCorp.com](mailto:WIDA@DataRecognitionCorp.com).
  - **WIDA Help Desk** (for WIDA Personal Accounts)
    - 866-276-7735 or [help@wida.us](mailto:help@wida.us).
- [Instructions for Creating WIDA and WIDA AMS Personal Accounts](#) can be found on the [DESE ACCESS web page](#).



# Finding School/District Roles in School and District Profiles

Before contacting WIDA or DRC for a new District ACCESS for ELLs Test Coordinator account:

1. Navigate to [profiles.doe.mass.edu](http://profiles.doe.mass.edu).
2. From the Directories tab, select “**Public School District**” from the drop-down.
3. Select your district.
4. Once you have selected your district, select “**People**” on the left-hand side of the page to view a list of roles and people in those roles. Only those who are listed as ACCESS for ELLs Test Coordinators under Public School Districts will be able to have WIDA and DRC set up accounts for them.
5. If the information listed is out of date, contact your Directory Administrator to update the Profiles page. A list of Directory Administrators is located here: <http://www.doe.mass.edu/InfoServices/data/diradmin/list.aspx>

# Public Sites

## DESE ACCESS web page

[www.doe.mass.edu/mcas/access](http://www.doe.mass.edu/mcas/access)

← → ↻ [doe.mass.edu/mcas/access/](http://doe.mass.edu/mcas/access/)

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Most Requested: Licensure Learning Standards MCAS Educator Evaluation

### Massachusetts Comprehensive Assessment System

- Student Assessment
- Graduation Requirements
- MCAS
- MCAS Alternate Assessment
- MCAS Grade-Level and Competency Portfolio
- Performance Appeals
- Educational Proficiency Plans (EPPs)
- ACCESS for ELLs

## ACCESS for ELLs

(Assessing Comprehension and Communication in English Language Learners)

### ACCESS for ELLs Updates

11/18/2024 [ACCESS for ELLs - Preparation for Test](#)

### Background and Student Participation

Federal and state laws require that English learner (EL) students be assessed on writing, listening, and speaking English, as well as the progress they are making

## MA state page of the WIDA website

<https://wida.wisc.edu/about/consortium/ma>

WIDA™  
UNIVERSITY OF WISCONSIN-MADISON

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## Massachusetts

[About](#) < [WIDA Consortium](#) < [Massachusetts](#)

Member of the WIDA Consortium since 2012.

### Assessments

Massachusetts uses WIDA Screener for Kindergarten, and WIDA Screener for Grades 1-12 to identify English learners (ELs). ACCESS for ELLs or WIDA Alternate ACCESS, as appropriate, is given to all ELs during the annual testing window, which extends from early January through mid-February.

### Testing Dates

9/17/24	Alternate ACCESS Reports and Data Files Available - Online in WIDA AMS
10/7/24	Alternate ACCESS Reports Available in Schools - Printed
11/27/24 - 2/28/25	WIDA AMS Test Setup Available for Registrations
1/2/25	Schools Receive Test Materials
1/6/25 - 2/14/25	Test Window
1/2/25 - 2/7/25	Additional Test Material Ordering Window in WIDA AMS
2/18/25	Deadline for Shipping Completed Test Materials to DRC - Postmark date
3/24/25 - 3/28/25	Pre-Reporting Data Validation - LEAs in WIDA AMS
4/28/25	Receive Reports and Data - Posted in WIDA AMS
5/14/25	Schools Receive Printed Reports

### Contacts

[Massachusetts Department of Elementary and Secondary Education ACCESS for ELLs](#)

**Melanie Manares**  
English Proficiency Assessment Coordinator  
(781) 338-3625  
[access@mass.gov](mailto:access@mass.gov)

**Allison Balter**  
Special Advisor, Director  
Office of Language Acquisition  
(781) 338-3511  
[allison.e.balter@mass.gov](mailto:allison.e.balter@mass.gov)

**David Parker**  
Continuous Improvement Manager,  
Office of Language Acquisition  
(781) 338-3466  
[david.e.parker@mass.gov](mailto:david.e.parker@mass.gov)

**WIDA Client Services Center**  
Contact us for questions about training materials or test administration procedures, classroom resources, or for



# DESE Security Portal

← → ↻ 🔍 doe.mass.edu

**dese** MASSACHUSETTS  
Department of Elementary  
and Secondary Education

English

Security Portal School Profiles

MCAS Educator Evaluation

YOUR PRESENCE IS POWERFUL.

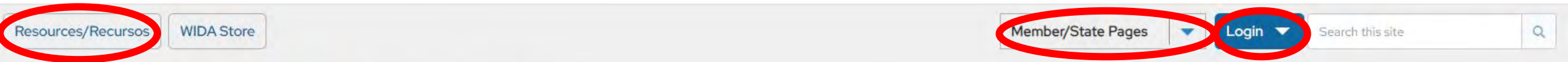
DropBox

- Copy of Pre-ID file
- ACCESS results (R1, R2, R3)
- File layouts

Edwin

PR600

# WIDA Website (wida.wisc.edu)



[Instructions for Creating WIDA and WIDA AMS Personal Accounts](#)

## Information about:

- WIDA Assessments
- WIDA English Language Development Standards Framework (2020 edition)
- Resources for Family Engagement
- Information about Professional Learning offerings



Proven tools and support to help educators and multilingual learners succeed

[Learn about WIDA](#)

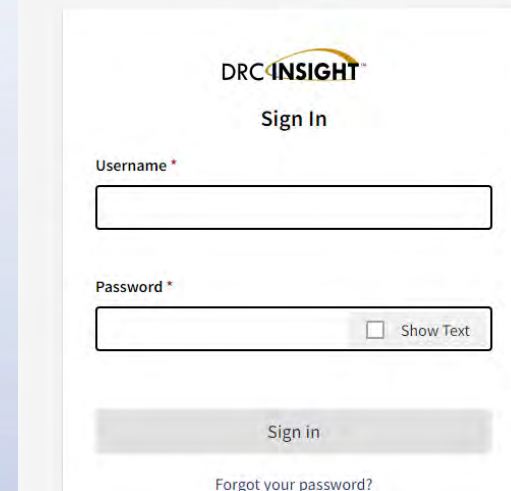
Log in for trainings and certification quizzes, resources and manuals, recorded webinars from WIDA and DRC.



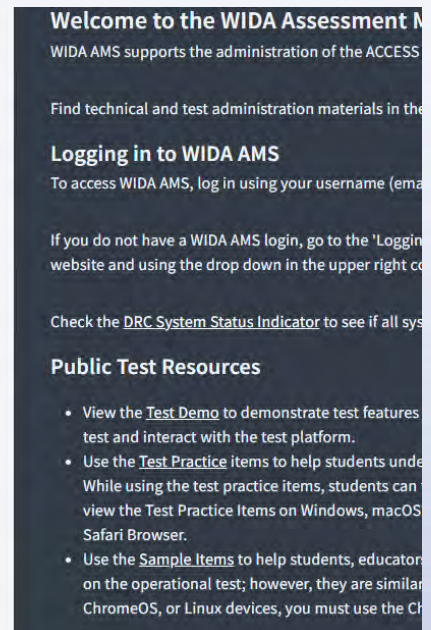
# WIDA AMS (DRC Insight) Website

A WIDA AMS account is used to complete the following tasks:

- Edit and create online test registrations
- Print test tickets
- Order *additional* test materials
- Download reports
- View initial results
- Complete data validation
- Track materials



The screenshot shows the 'Sign In' page for DRC INSIGHT. At the top center is the DRC INSIGHT logo. Below it is the text 'Sign In'. There are two input fields: 'Username \*' and 'Password \*'. The password field has a 'Show Text' checkbox to its right. Below the input fields is a 'Sign in' button. At the bottom, there is a link for 'Forgot your password?'.



The screenshot shows the home page of the WIDA Assessment Management System. It features a dark blue header with the text 'Welcome to the WIDA Assessment Management System'. Below the header, there is a section for 'Logging in to WIDA AMS' with instructions on how to access the system. There is also a section for 'Public Test Resources' with a list of links and instructions for using the test platform.