ACCESS Test Administrator Essentials: This [resource](#) contains tips to help students and test administrators prepare for ACCESS testing and provides critical information to have at your fingertips on test day. It condenses information from the Test Administrator Manual, but is less detailed and does not replace it. Testing window opens January 30.

WIDA ACCESS Testing Notification Letter: This editable letter, available on our [Family Communications Template](#) webpage in 40 languages, can be used to notify parents and guardians of ACCESS for ELLs test administration dates and to briefly explain what the ACCESS for ELLs assessment is and how it is used. Districts and schools should add their own letterhead, dates, and contact information. Districts can use the Title III American Indian/Alaska Native Testing Notification [Letter](#) to inform families of AI/AN students about ACCESS testing.

New Student Cut Off Date: Students who are newly enrolling in Washington schools this spring on or before February 24 are required to take both the screener and the annual WIDA ACCESS assessment if they are eligible for ELD services. For students who are enrolling after February 24 the screener must be completed within 10 days, and the district can determine if the annual ACCESS test can be reasonably administered in the limited time available.

OSPI-developed ACCESS Training: If test administrators have completed screener training for fall 2022 testing or ACCESS training for spring 2022 testing, then they can complete the OSPI-developed training instead of the WIDA Secure Portal training. TAs need to complete one training in its entirety. That is, TAs cannot complete the video from the OSPI training and the quiz on the secure portal or vice versa. **DACs have an enrollment link to the OSPI course and can decide who is eligible for the shorter training.**

For those who complete the OSPI training, a list of trained TAs will be available in WAMS and updated every few days through February. The list can be found under TA Lists on the Pre-ID tab.

Additional Materials: If the materials your district received are insufficient for your testing needs, you can order additional materials through WIDA AMS beginning on January 18. Only DACs can order additional materials, and additional materials can only be ordered using the "District-level Additional Orders Only" option under the "schools" dropdown. All additional orders must be approved by OSPI and we cannot approve orders that are made for specific schools, only those made for the "District-level Additional Orders Only" option. OSPI is requesting that districts place only **one** order of additional materials for the test window instead of multiple smaller order.

ELP Assessment Contact Information: We are here to support the smooth rollout of testing in your district. If there is any support we can offer, please don't hesitate to send us an email.

ELP Assessment questions: ELPAssessments@k12.wa.us

WIDA AMS questions: wida@datarecognitioncorp.com

WIDA Secure Portal questions: help@wida.us