

Countdown to ACCESS, Issue 2

Newsletter Date
January 11, 2013

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3 Weeks and 3 Days

To date, 60% of sites have submitted drafts of their testing plans. Thank you!

This plan is an integral component to reach our goal of **100% Participation District Wide** on the ACCESS Test. It is important for your Program Facilitator to know how we can support you in reaching this goal.

Once again, the testing window is

February 4, 2013-March 22 2013.

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Upcoming Dates

- ◆ 1/15/13 Lead ESL teacher meeting
- ◆ 1/17/13 Deadline for Test Coordinators to order extra materials to be delivered by 2/4
- ◆ 2/3/13 Final day to be certified or recertified as a test administrator
- ◆ 2/4/13-3/22/13 ACCESS Testing Window

Family Communication

To reach our goal of 100% Participation on the ACCESS test, it is crucial that we communicate the importance of this assessment to families. We are requesting that your sites communicate with families in two ways:

1. Schedule a robo call from your school a week before students take the test. Multilingual can help with translation for sites that don't have bilingual support.
2. Send a letter home the week before the test, optimally through US mail. (See the English version attached to this email; translated versions will be available soon.)



Families can also be directed to the Parent Resources, located in the Family Outreach Program section of the English Learner Department page on the MPS website, for more information.

Frequently Asked Questions

Q: What is the deadline for completing administrator training and certification?

A: Teachers can do the training and certification online until the beginning of the testing window: **February 4, 2013.**

Q: How do I get my username and password for training?

A: If you have not been previously certified, contact Mary Beth Good (Marybeth.good@mpls.k12.mn.us) in REA to request your login information.

Q: What if I forgot my password?

A: In the upper right of the wida.us homepage, there is a "Forgot Password?" link. Click the link, and enter your email address on the next page. Your username and password will be emailed to you.

Q: We have new students. How do we order additional testing materials?

A: Your building test coordinator can order extra materials through REA.

Q: How can we get extra support for the Speaking Test?

A: Your program facilitator is available one full day. Also, Instructional Specialists are available February 26-28. Contact them to schedule.

More Questions?

You will likely find the answers to most questions that arise by referring to ACCESS FAQ document and Memo to Principals, which were sent out before Winter Break. These are the core information documents for ACCESS testing.

If you have further questions, work with your Lead ESL teacher, who is in contact with your Multilingual Program Facilitator.

Certification and Training (reprinted from last week)

Who needs what training?

From the WIDA website: "You can separately train on one, two, or three different areas of ACCESS for ELLs test administration:

The group-administered components: Listening, Reading, and Writing

The Speaking test component

The Kindergarten test component

The choice of which areas to train in should be determined by the responsibilities you have been assigned for testing by your district or school coordinator. Upon completing this online training, you will be certified as a TA of all areas for which you have successfully completed a quiz with a score of 80% or higher.

The online training takes approximately two to four hours, depending on which areas you must complete. The online training may be completed in one sitting, or in as many sessions as necessary, ideally within one to two weeks of when you will be administering the test."

For the group-administered components, only teachers who have not previously been certified need the training.

For the Speaking and Kindergarten test components, recertification is required every year.

Multilingual Department will train the Kindergarten Cadre working with high-concentration sites.

Extended time

ESL teachers doing the full training this year will be paid 3 hours of extended time. Those doing recertification will be paid one hour of extended time.

Enter your time on ESS using the procedures included in last week's update. Your building time approver will need to release the hours to payroll.

Certificates

Certificates DO NOT need to be sent to the Multilingual Department. Teachers should keep a copy for themselves.



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