



# Wyoming Department of Education

Cindy Hill, Superintendent of Public Instruction  
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## MEMORANDUM NO. 2012 – 118

**TO:** School District Superintendents  
Title III Directors  
Principals  
English Learner Teachers

**FROM:** Robin Holbrook, EL Content and Assessment Consultant  
Standards, Learning, and Accountability Division

**DATE:** August 13, 2012

**SUBJECT:** Spring 2013 ACCESS for ELLs™ Administration

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### IMPORTANT DATES

ACCESS for ELLs™ is Wyoming's statewide assessment instrument for the mandated annual assessment of English language proficiency. All identified English learners in Wyoming are required to participate in the assessment. This assessment provides information about the English language proficiency level of English learners (ELs) in the skill areas of Listening, Speaking, Reading, and Writing. This correspondence is being sent to inform you of the important dates for the spring 2013 ACCESS for ELLs™ administration.

Please note that the testing window for the 2013 administration of the ACCESS for ELLs™ test has been shortened from previous years. This shortened window has the following impacts:

- The ACCESS window closes before the PAWS window opens, so students will not be taking these assessments at the same time
- There will be less time to administer the test
- Districts will receive score reports earlier
- EL students who have been enrolled in a US school for less than one year, **who enter a Wyoming school district after the ACCESS for ELLs™ testing window has closed**, will not be eligible for the exemption from the Reading/Language Arts portion of PAWS, and thus will be required to take all sections of PAWS.



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July 30, 2012  
Page 2

Please share these important dates with building principals and teachers who may need this information. If you have questions, please contact Robin Holbrook at 307-777-5217 or [robin.holbrook@wyo.gov](mailto:robin.holbrook@wyo.gov)

<b>Task</b>	<b>Start Date</b>	<b>End Date</b>
Test Ordering	12/03/12	01/11/13
Pre-ID Ordering	12/03/12	01/11/13
Districts Receive Test Materials		01/28/13
Test Window	02/04/13	03/08/13
Additional Materials Deadline		02/22/13
Districts Pack Completed Material	03/08/13	03/14/13
Districts Ship Completed Material to MetriTech (MT)		03/14/13
All Materials Received at MT		03/20/13
Data Validation Window - If Desired	04/17/13	04/27/13
Reports Shipped to Districts	05/15/13	05/18/13
Printed Report Correction Window	05/18/13	06/02/13
Final Data Due To State		06/03/13

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