



# Wyoming Department of Education

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## MEMORANDUM NO. 2013 – 109

**TO:** School District Superintendent  
Title III Directors  
Principals  
Assessment Coordinators  
English Learner (EL) Teachers

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

**DATE:** September 9, 2013

**SUBJECT:** Spring 2014 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 2014 ACCESS for ELLs™ administration.

Please note that the testing window for the 2014 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.

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)  
 Task

Task	Start Date	End Date	Duration
Test Ordering	11/09/13	12/24/13	45
Pre-ID Ordering	11/09/13	12/24/13	45
Districts Receive Test Materials		01/13/14	7
Test Window	01/20/14	02/24/14	36
Additional Materials Deadline		02/10/14	
Districts Pack Completed Material	02/24/14	02/28/14	5
Districts Ship Completed Material to MT		02/28/14	4
All Materials Received at MT		03/05/14	
Data Validation Window - If Desired	04/03/14	04/13/14	10
Reports Shipped to Districts	04/30/14	05/03/14	3
Printed Report Correction Window	05/03/14	05/31/14	28
Final Data Due To State		06/03/14	