



**Wyoming Department of Education**

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**MEMORANDUM NO. 2014-115**

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

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

**DATE:** September 29, 2014

**SUBJECT:** Spring 2015 ACCESS for ELLs™ Administration

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## **IMPORTANT DATES FOR 2015 ACCESS FOR ELLS™ ADMINISTRATION**

**CHEYENNE** - 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 memo is to inform you of the important dates for the spring 2015 ACCESS for ELLs™ administration.

Please note that the testing window for the 2015 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 be required to take the Reading/Language Arts portion of PAWS, and thus will be required to take all sections of PAWS.

The schedule for the 2014-15 ACCESS for ELLs test is as follows:

Task	Start Date	End Date	Duration
Test Ordering	11/07/14	12/22/14	45
Pre-ID Ordering - State Providers	11/11/14	11/11/14	1
Districts Receive Test Materials		01/12/15	7
Test Window	01/19/15	02/23/15	36
Additional Materials Deadline		02/09/15	
Districts Pack Completed Material	02/23/15	03/03/15	9
Districts Ship Completed Material to MT		03/03/15	4
All Materials Received at MT		03/09/15	
Data Validation Window - If Desired	04/07/15	04/17/15	10
Reports Shipped to Districts	05/04/15	05/08/15	4
Printed Report Correction Window	NA	NA	0
Final Data Due To State		06/05/15	

In addition to the 2014-15 ACCESS for ELLs test, Wyoming will be participating in the ACCESS 2.0 Field Test. The testing window for the Field Test is December 15 – April 10, 2015. For information on how to participate in the 2015 ACCESS for ELLs 2.0 Field Test, including frequently asked questions, technology requirements, and preparation resources, please visit the [Field Test Website](#). Wyoming districts are not required to participate, but participation in the Field Test is strongly encouraged.

Please share these important dates with building principals, assessment coordinators, administrators, and teachers who may need this information.

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*If you have questions, please contact Robin Holbrook at [robin.holbrook@wyo.gov](mailto:robin.holbrook@wyo.gov) or 307-777-5217.*