The Florida Department of Education (FDOE) offers a variety of resources to guide your efforts throughout the school year, as you support participating schools in implementing the ACCESS for ELLs suite of assessments.

**SUMMER** A time to review and plan…

- Ensure participating schools retain the Individual Student Reports in students’ cumulative folder from the recent administration. Additional copies can be accessed and/or translated in 47 languages in WIDA AMS.
- Review ACCESS for ELLs and Alternate ACCESS for ELLs Score Report infographics to identify available resources to communicate student score results to parents/family member.
- Submit scoring appeals or data correction requests via FDOE ShareFile, if applicable.
- Submit final investigative reports regarding missing materials and/or testing irregularities via FDOE ShareFile, if applicable.
- Notify FDOE if there are any updates to your district’s Assessment and ESOL contact list.

**FALL** A time to prepare and communicate…

- Review key dates and testing requirements on FDOE’s ACCESS for ELLs webpage.
- Complete a survey to identify the district’s shipping address for test materials and additional overage needs.
- Register for a training near you that will be conducted by FDOE and WIDA staff.
- Get familiar with the following Florida-specific ACCESS for ELLs resources: FL Checklist, Spring 2021 Florida ACCESS for ELLs Test Administration Manual, and the 2021 Florida Accessibility and Accommodations Supplement.
- Review the State Specific Directions to build your awareness of Florida’s test administration and security policies and procedures. Print guidance is included to easily print testing forms, security agreements, and testing signs.
- Watch ACCESS for ELLs webinars provided by WIDA and FDOE behind the Download Library tile in the WIDA Secure Portal.
- Monitor the WIDA Secure Portal user accounts to verify roles, permissions, and/or training status.
- Determine how you will communicate to parents/family members about ACCESS testing.

Questions/Concerns?
Contact the Florida Department of Education at FLACCESS2.0@fldoe.org or 850-245-0843
**WINTER** A time to learn and coordinate…

- Attend a virtual training to learn more about updates for the Spring 2021 administration.
- Reserve space and all necessary equipment (i.e., CD player) for testing dates.
- Submit 2nd wave Pre-ID File via FDOE ShareFile in January to receive updated Pre-ID Labels.
- Receive and inventory the initial test materials shipment. To report discrepancies, document in WIDA AMS via Materials Accountability Form and notify FDOE.
- Order up to three additional material orders for *District-Level Additional Orders Only Site – WWWW* via WIDA AMS, if needed.
- Ensure all staff involved in ACCESS for ELLs testing have completed required training and follow test security and confidentiality procedures. Training is located in the WIDA Secure Portal.

**SPRING** A time to assess and report…

- Monitor the administration and maintain security at participating schools.
- Track secure materials and report any testing irregularities or missing materials to FDOE.
- Identify a date that school test materials must be returned to the district office.
- Depending on district policy, schedule a pick-up of materials via UPS or King Solutions.
- Complete the Spring 2021 FDOE ACCESS for ELLs Post-Administration Survey after materials have been returned.
- Review data validation resources and provide edits to FDOE via FDOE ShareFile.
- Store signed administration forms and agreements until scores have been reported for the administration.

**Ongoing Updates**

- ACCESS for ELLs Monthly Emails
- FDOE’s ACCESS for ELLs Webpage
- FL ACCESS for ELLs Training Resources
- FL-Specific ACCESS for ELLs Webinars

**Key Portals**

- FDOE ShareFile - ACCESS for ELLs
- WIDA Secure Portal
- WIDA AMS

Questions/Concerns?
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