

# Intradistrict Communication

DATE: Thursday, January 5, 2023

TO: All School Administrators

FROM: Carolyn Gough, Administrator of Teaching and Learning  
Ben Jameson, Director of Evaluation, Research and Accountability  
Michelle Love-Day, Director of Language & Culture Services

SUBJECT: REMINDER: WIDA ACCESS 2.0 Test Administration Training for Schools

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**This memo is a reminder of information sent in JAM earlier this year:**

School administrators are asked to pass this information on to anyone who will be proctoring or coordinating the WIDA Access testing in your school this year.

As part of a federal requirement and the state's accountability system, districts are required to administer the WIDA Access 2.0 annually to all EL students who have earned a Language Proficiency Level (LPL) of less than 5. The 2022-23 WIDA test administration window begins on January 5 and ends on March 3, 2023.

Schools will administer the WIDA Access to students in grades 1-12. Because the WIDA Access test is administered one-on-one to kindergarten students as well as students with severe cognitive disabilities that are eligible for the WIDA alternate assessment, Evaluation, Research & Accountability will complete testing for these students.

All school personnel who will assist with WIDA Access test administration are asked to attend a mandatory test administration training. Participants may choose to attend any one of six training sessions, including one online training. Training participants will need to bring a device. **Please note that if schools choose to send a classroom teacher, principals will need to cover the cost of the substitute teacher. Test pool hours may also be used for this.**

Those who are to be trained to administer the WIDA should register in JPLS so that we may create their accounts in the testing and training platforms prior to their selected training date. Following are the training dates and times:

Date	Time	Location	Additional Information
Thursday, Jan. 12	8-11 am	ASB Presentation Room	All participants should register on JPLS – Course #101930.
Friday, Jan. 13	8-11 am		
	1-4 pm		
Wednesday, Jan. 18	8-11 am	Zoom	Participants should bring a laptop/device.
Thursday, Jan. 19	8-11 am	ASB Presentation Room	
	1-4 pm		

Please contact JoLynn Snelgrove in Evaluation, Research & Accountability with questions about the WIDA Access test administration and training.