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November 22, 2011

TO: Chief School Administrators  
Charter School Lead Persons  
Bilingual/ESL Supervisors  
District Test Coordinators

FROM: Karen Campbell, Director  
Office of Title I

SUBJECT: *ACCESS for ELLs*® 2011-2012 Test Ordering **Important Changes**

This memorandum is to inform you of changes relative to ordering the *ACCESS for ELLs*® English language proficiency test. Beginning with the 2011-2012 school year, NJ SMART will generate the assessment pre-ID labels for the *ACCESS for ELLs* test. The following information provides the new protocol for the 2011-12 test ordering and administration cycle:

**Pre-ID Submission**

The *ACCESS for ELLs* Pre-ID data will no longer be submitted directly to MetriTech, the *ACCESS for ELLs* assessment vendor. Districts will now submit this Pre-ID data through the NJ SMART portal. All other aspects of the pre- and post-test administration process remain intact; specifically, mailing of the labels and the option to hand-grid student data on the test booklet will remain the same.

**Submission Dates and Training**

To ensure all districts are prepared for this new submission, NJ SMART will be hosting a series of technical assistance webinars in the coming months to cover the submission in detail. This training will provide an introduction specific to Access to ELL submission. Required data elements and validation rules for Access to ELL will be covered as well as reporting responsibilities and prerequisites necessary for the submission.

The training schedule is as follows:

November 28 – 10:00 AM and 2:00 PM

November 30 – 9:00 AM and 1:00 PM

To register for the training please go to the NJSMART training webpage:

<http://www.state.nj.us/education/njsmart/training/>.

In addition, the ACCESS for ELLs Pre-ID Submission will be open for a practice upload period beginning mid-December. The tentative opening date for the official ACCESS for ELLs Pre-ID Submission will be January 11, 2012. The submission will remain open through February, mirroring the original timelines established by MetriTech. The ACCESS for ELLs timeline can be found at <http://www.state.nj.us/education/bilingual/ells/timelines2.htm>.

### **Student Data Handbook**

The *ACCESS for ELLs Pre-ID Student Data Handbook v1.0* is now available on the Help tab of the NJ SMART portal. All data elements included in this submission are available within the Handbook, including definitions, acceptable values, and requirements for submitting the data.

Additional information regarding the NJ SMART ACCESS for ELLs Pre-ID Submission will be sent in the coming weeks. If there are any questions, feel free to contact NJ SMART by calling 800-254-0295 or emailing [NJSMART@pcgus.com](mailto:NJSMART@pcgus.com).

Districts that receive Title III funds under the Elementary and Secondary Education Act (ESEA) are required to annually order and administer the *ACCESS for ELLs*® test, developed by the WIDA Consortium, to all LEP students in grades K-12. WIDA is a consortium of states of which New Jersey is a part. This consortium has developed English Language Development Standards and the *ACCESS for ELLs*®.

Title III-funded districts may use these funds to pay for the portion of the *ACCESS for ELLs*® test that is above and beyond the cost of the state-approved language proficiency tests that would have been used to satisfy state requirements. The cost of this assessment is \$23 per student. For 2011-12, districts may use up to \$12 per student of their Title III funds to pay for the *ACCESS for ELLs*® test. For more information about the implementation of this assessment in New Jersey schools, please visit the NJDOE Web site for *ACCESS for ELLs*® at <http://www.nj.gov/njded/bilingual/ells/>.

Districts that do not receive Title III funds must administer a department-approved language proficiency test. The list of approved assessments is located at:

[http://www.nj.gov/education/bilingual/resources/prof\\_tests.htm](http://www.nj.gov/education/bilingual/resources/prof_tests.htm).

Some important details about the use of the *ACCESS for ELLs*® are listed below:

- **Pre-ID labels will no longer be submitted directly to MetriTech. Districts will only submit this data through the NJSMART portal.**
- MetriTech, Inc. ([www.metritech.com](http://www.metritech.com)) is the vendor through which districts will order the *ACCESS for ELLs*® test booklets.
- MetriTech will send test ordering information to district superintendents and/or test coordinators around January 21, 2012.

- Tests will need to be ordered online via the MetriTech website: [www.metritech.com](http://www.metritech.com). Test ordering will commence on **January 23, 2012** and all orders must be placed by **February 8, 2012**.
- The cost of the assessment is \$23 per pupil plus a 2.5 percent processing fee (with a minimum processing fee of \$25 and a maximum of \$100) for the 2011-12 testing year.
- **When ordering test materials, only order the amount necessary as MetriTech always sends 10 percent more test booklets than what is ordered. MetriTech has been absorbing the cost of overages between 10 percent and 15 percent. Any additional cost of overages above 15 percent will now be passed on to individual school districts exceeding the limit. Districts will be charged for the printing and distribution costs of unused tests ordered in excess of 15 percent of the total number of tests used and scored; districts will be charged \$3 per test book.**
- Additional test booklets can be ordered during the test window until the closing date and typically arrive within 48 hours. If schools have questions about tier placement, they should not order both tiers; rather, they should call the WIDA toll free number, (866) 276-7735 and seek advice from the WIDA help desk. Tier placement information can also be found here: <http://www.state.nj.us/education/bilingual/ells/ordering/criteria.htm>

Test administration manuals have been posted to the WIDA online training course located at [www.wida.us](http://www.wida.us). These manuals are secure test material and should not be posted publicly unless there is a secure login. If you have any questions about test administration manuals, please contact the WIDA Helpdesk at (866) 276-7735 or [help@wida.us](mailto:help@wida.us).

If you have any questions regarding the ACCESS for ELLs test ordering and administration protocol, please contact the Office of Title I at (609) 292-8777, [lep@doe.state.nj.us](mailto:lep@doe.state.nj.us) or MetriTech at (800) 747-4868, [wida@metritech.com](mailto:wida@metritech.com). We appreciate your cooperation as we continue to work to ensure a comprehensive, standards-based assessment for English language learners.

KC/LR/g/Lori/ACCESS 2011-2012/test ordering doc.

c: Members, State Board of Education  
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