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Subject: Field memo

Dear colleagues,

This field update contains important information concerning the 2021 ACCESS for ELLs test administration and the annual EL Summit.

- In accordance with additional flexibility offered by the United States Department of Education, Pennsylvania has extended the ACCESS testing window until September 17th, 2021. The table of important testing dates on the [PA page](#) of the WIDA website has been updated to reflect these changes.
- Districts may administer the ACCESS test at any point until September 17th, 2021, however the platform will be unavailable for testing during the annual software update, which must take place before June 24th.
- Districts should not have returned testing materials yet in accordance with guidance in previous field memos. However, if a test was submitted for a student with a do not score code, then the district may administer a test for that student. In this case, the district must remove the DNS code during data validation in order for it to not impact the student.
- Districts are only required to test students who were enrolled prior to January 25th, 2021. District MAY NOT test students who enrolled after February 26th, 2021.
- Districts should send all test materials back *when testing is complete* (all students who were enrolled prior to January 25th have been assessed). They should NOT wait until the shipping deadline on September 24th.
- Official test results will be mailed to districts during the week of January 5th, 2022. Online reports will be made available December 16th, 2021.
- Provisional reports will be made available in the WIDA AMS on June 7th, 2021. DRC will process tests as quickly as possible once received and will make provisional reports available for those students whose tests are completely scored (all four domains) prior to June 7th. There is no guarantee that all students will receive provisional reports. There may be cases in which only one of two students whose test were returned to DRC at the same time is scored.
- Districts that wish to receive provisional reports should plan to ship all completed tests back to DRC prior to April 23rd in order to provide the best chance of scoring being completed by June 7th.

- Districts may return a partial order prior to April 23rd for students who completed testing by that date, continue testing until later in the testing window, and then return the remainder of tests when all students have been tested or the testing window ends.
- Provisional scores available on June 7th may be used for reclassification decisions.
- Districts must communicate reclassification decisions, including the ACCESS scores used to make those decisions, to parents in a timely manner.
- Districts are not required to provide parents with provisional score reports or data. Districts are required to provide parents with certified ACCESS score reports once they are provided by DRC in December, 2021.
- If a student is tested in September of 2021, the test administered should be for their grade/grade band in the spring of 2021.
- Districts should avoid coding students' tests with do not score codes and returning them until every effort to assess the student has been made. At that point, the test should be coded ABS for student who could not test due to the school being closed for the entirety of the testing window and DEC for students who *could* come in to an open school to test but who refused.
- Districts are responsible for ensuring the security of test materials throughout the testing window, and local plans will have to be developed accordingly.

Annual EL Summit

The annual PDE EL Summit will take place this spring virtually from April 13th – 15th. You can find information about the event as well as the link to register at www.eslportalpa.info. Space is running out quickly, so please ensure that your staff are aware of this opportunity and sign up soon.

If you have any questions about testing policy, please do not hesitate to contact Bob Measel (romeasel@pa.gov) or Julia Hutton (juhutton@pa.gov). If you have questions about the EL Summit or any other professional learning opportunities, you may contact Andrea Kolb (akolb@csc.csiu.org)

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