

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

**DANIEL GOHL
CHIEF ACADEMIC OFFICER**

November 18, 2020

Signature on File

**ACTION
REQUIRED**

TO: All Principals

FROM: Daniel Gohl
Chief Academic Officer

VIA: Valerie Wanza, Ph.D.
Chief School Performance & Accountability Officer

SUBJECT: **ACCESS FOR ELLS - TEAM OF ASSESSORS AND CERTIFICATION**

ACTION: The testing window for ACCESS for ELLs is January 25, 2021 – March 19, 2021. **All schools are required to have a team of test administrators for the administration of ACCESS for ELLs.**

The testing coordinator and test administrators at each location are required to complete online certification via WIDA Secure Portal (<https://wida.wisc.edu/login>) in order to be eligible to administer ACCESS for ELLs and Alternate ACCESS for ELLs. This requirement must be completed by January 15, 2021. The district will monitor completion of certification every two weeks to ensure schools have a team of assessors upon receipt of this memo.

All test administrators must take the training module quizzes and receive a passing score of 80% in order to administer the assessments. Log in to the WIDA Secure Portal to access training courses and quizzes. Test administrators must hold a valid WIDA Certificate dated July 2019 or after in order to administer ACCESS for ELLs suite of assessments.

Please follow instructions on the next page for new information on updating/accessing current accounts and creating new accounts. More information regarding the administration of ACCESS for ELLs is forthcoming.

RATIONALE: Students identified as active ELLs (LY), as of January 25, 2021, must be assessed on all four domains of *ACCESS for ELLs*. Florida administers the paper-based version of *ACCESS for ELLs* to assess student growth and mastery of the WIDA standards and to meet the requirements of Title III, Part A and ESSA. *Alternate ACCESS for ELLs* is for ELLs with severe cognitive disorders who typically take the Florida Standards Alternate Assessment (FSAA). For information on WIDA visit <https://wida.wisc.edu/>.

For more information contact **Richard Baum, Director, Student Assessment and Research** at 754-321-2518 or richard.baum@browardschools.com or **Victoria Saldala, Bilingual/ESOL Director**, at 754-321-2590 or victoria.saldala@browardschools.com

VW/DG/RB/VBS

c: Senior Leadership Team

New and Current Accounts on WIDA Secure Portal (<https://wida.wisc.edu/login>)

Requests for **New Accounts** will be processed by the Student Assessment and Research Department by completing the following form: <https://forms.office.com/Pages/ResponsePage.aspx?id=y7Ws7nBTWEOPaqN4PJXUIi3jMbZAFQFJhXe-raDgJJZUQUQ4UEIUvIdOV09RQzZUVVAwNVJQWUQwOC4u>

Once the account is created you will receive an email from WIDA with your username (see image below). Follow the instructions in the email to complete your WIDA Secure Portal Account Setup.

From: help@wida.us <help@wida.us>
Sent: Wednesday, September 11, 2019 11:27 AM
To: XXXX
Subject: WIDA Secure Portal Account Setup Completion

Welcome XXXX,

As a member of the WIDA Consortium, a WIDA Secure Portal User Account has been created by you or your school, district, or state. This account will allow you to access WIDA resources.

Username: XXXX@browardschools.com
State: FL
District Name: BROWARD

If you've never logged into your account, please set your password by going to:
<https://portal.wida.us/PasswordReset.aspx?i=c274afa7-68c6-4caa-a34f-99f7bf4abed5>

The above link expires within 24 hours of this message being sent. To request a new password reset link, submit your email address [here](#).

In the future, you can sign in to the Secure Portal by going to: portal.wida.us

For quick tips on using the Secure Portal, refer to the [Secure Portal User Guide](#).

Kind regards,

WIDA Client Services Center
E-mail support: help@wida.us
Phone support: 1-866-276-7735
WIDA website: wida.wisc.edu
WIDA Secure Portal: portal.wida.us

Current users, who have an account from previous years, will be prompted to convert their current login username to their work email address upon signing in.

After this update to the username, users must confirm information is accurate in the **My Account Info** box.

As seen in the screenshot below, all information in the light gray boxes can be modified by the account holder. It is important to select your current school.

My Account Info
Please contact the [WIDA Help Desk](#) to correct or update your username. All other info can be edited using this form. Don't forget to click save!

Username: [Change Password](#)

First Name:

Last Name:

Email:

State:

District:

School:

Position Title:

[Manage Subscriptions](#)

[Save](#)