

2021 ACCESS for ELLs 2.0 Test Materials to Schools

If you are not the Testing Coordinator for the 2021 ACCESS for ELLs 2.0 test administration, please forward this memo to your school administrator.

Traditional Schools

The district will begin delivering ACCESS test materials to traditional (non-charter) schools on **Thursday, January 14, 2021 and continue through Friday, January 15, 2021. A signature will be required for this delivery.** School staff other than the Testing Coordinator may sign for the delivery and then notify the Testing Coordinator for ACCESS that test materials are at the school.

Charter Schools

Charter Schools must pick up their ACCESS test materials from Student Assessment & Research Twin Lakes, beginning on **Thursday, January 14, 2021 through Friday, January 15, 2021. A signature will be required at the time of pick up.**

SAR, Twin Lakes is located at:

4200 NW 10th Ave., Oakland Park, FL 33309

Days/Times for test material pick-up:

Monday - Friday from 7:00AM to 3:00PM

Phone number:

754 321 4254

ACCESS Shipment Information:

- A 5% overage has been included to your ACCESS test materials.
- ACCESS test materials are packed in yellow boxes, so they are easy to identify.
- Save the ACCESS boxes. Do not throw them away. You will need the boxes to pack your ACCESS test materials for return.
- The last box in the shipment will contain your inventory sheets, security checklist and return test materials kit.

Inventory Test Materials/Keep Test Materials Secure

- **Inventory your ACCESS test materials soon after they arrive at your school using the inventory sheets, and security checklists that are included with your test materials.**
- Cross check your school's Tier Report, posted to the DWH Reports Folder, to make sure you received the correct materials needed for testing.
- ACCESS test materials must be kept in locked storage when the materials are not being prepared or used for testing.
- Report any missing, additional or incorrect test materials to Student Assessment & Research by sending an email to:
Adrienne.C.Reynolds@BrowardSchools.com
Karl.Yeats@BrowardSchools.com

Ordering Additional Materials (if needed)

- If you need additional test materials, you must send an email to Assessment.Materials@BrowardSchools.com.
- Make sure to include the following information in your email:
 - Subject Line:** Supplemental ACCESS Materials
 - Body of email:**
 - School Name / School Number
 - Grade band of test materials (9-12, 6-8, etc.)
 - Tier of test materials needed.
 - Your first/last name
 - Phone number to call you, if needed.

Managing ACCESS Test Materials

- It is vital that schools keep track of all ACCESS test materials before, during and after testing. This includes additional materials ordered from assessment materials.
- Lost or misplaced ACCESS test materials will result in schools being indicated as having missing materials on the FLDOE Missing Materials Report.
- The district is required to investigate all schools listed as having missing materials and may result in a letter of explanation from your school administrator.

Pack and Return ACCESS Test Materials, via UPS

- Schools will return their own ACCESS test materials, via UPS, using the DRC return labels and UPS shipping labels included with their test materials.
- Schools must make their own UPS arrangements to return ACCESS test materials to DRC. **ACCESS test materials must be returned, no later than Friday, March 19, 2021.**
- Detailed packing information is included in the Spring 2021 Florida ACCESS for ELLS Test Administration Manual (Section 7), available on the WIDA Secure Portal.
- Additional packing and returning information from the district forthcoming in February/March.
- **ACCESS test materials not returned on time to DRC will result in schools not being in compliance with the FLDOE mandated return instructions.**

For questions regarding test materials delivery or pick-up, please contact Student Assessment & Research, Twin Lakes at 754 321 4254 or send an email to Jeffrey.Terry@BrowardSchools.com