



As we enter the third year of ACCESS for ELLs 2.0 test administration, WIDA is implementing new ordering processes to ensure local education agencies (districts) and schools have the needed materials at the onset of testing. The changes this year include:

1. Distributing more paper materials than in the past to ensure sites have all the materials they need, especially materials that are in high demand.
2. Reducing the need for Additional Materials Orders through sharing of overage within districts and making non-secure materials available electronically.

Both of these changes are explained in greater detail below. WIDA anticipates that the above mentioned changes should reduce the need for Additional Materials Orders and...:

- Simplify procedures
- Decrease frustration over insufficient quantity of testing materials
- Curtail delays in waiting for additional materials
- Promote sharing of resources within districts to reduce waste
- Reduce shipping complexity and costs

### **New for 2017-18!**

1. Distributing more paper materials than in the past to ensure sites have all the materials they need, especially materials that are in high demand.

Overage will increase from 10% to 15% for each district. Half of this overage (7.5%) will be shipped to the district and half (7.5%) will go to school sites within the district. The number of Grades 1-5 writing test booklets provided for students taking ACCESS for ELLs 2.0 Online will increase, along with other high demand materials such as labels (District/School, DRC return, UPS return shipping). While it may appear more wasteful to ship more material than needed, increasing overage is more cost effective than additional shipments. Last, Alternate ACCESS for ELLs materials will be shipped in the same box as ACCESS for ELLs 2.0 wherever possible to reduce the number of boxes sent.

2. Reducing the need for Additional Materials Orders through sharing of overage within districts and making non-secure materials available electronically.

Going forward, District Test Coordinators (*not* School Test Coordinators) will place all additional materials orders to streamline the process and facilitate maximum management and use of the overage provided. In most cases, DRC will ship additional materials orders to district addresses rather than school sites.

The following additional materials will be provided electronically rather than shipped as additional materials:

- DRC Return Labels
- UPS Return Shipping Labels
- Test Administrator Manual
- District and School Test Coordinator Manual
- Grade 4-12 Test Administrator Online Script
- State-specific Directions (Goldenrods)

Finally, requests for additional District/School labels and/or expedited shipping on Additional Materials Orders (unless a fulfillment error) will require state education agency approval. Districts requesting these services will be referred to their SEA.

### **Support needed for Success!**

WIDA and DRC appreciate your efforts to help out as follows...

- **District Test Coordinators**
  - Ensure that initial orders (if placed by the district and not using a statewide data file) are:
    - Placed during the statewide Materials Ordering window. If delayed, districts will not receive Pre-ID labels.
    - Reflect actual anticipated student counts, as overage charges may apply if orders are “padded.”
  - Ensure schools are aware of available materials overage
  - Encourage schools to return unused materials to district as soon as possible to increase district materials overage inventory
  - Encourage schools to return completed testing materials to the district office as soon as possible so materials can be shipped to DRC in a timely fashion
  - Coordinate and submit one district-wide additional materials order, only after the district and school overage inventories have been depleted
  - Retain overage until the end of the testing window so there is available inventory for any new students who enroll
- **School Test Coordinators**
  - Send unused overage to district office to increase overage inventory
  - If additional materials are needed, contact District Test Coordinator, who will pull materials from district overage
  - Return testing materials to district office promptly upon completion of testing to initiate the return of materials to DRC