



English Language Proficiency Assessment Timeline SY 2024-2025 ACCESS and Alternate ACCESS

All Directors/Coordinators of Multilingual Programs

- Ensure that your contact information / name are included and accurate in the **NEO Primary Contacts list**, via the NEO Public Dashboard: [NEO v2.0.0.0 \(maine.gov\)](https://neo.v2.0.0.0.maine.gov) as *Director/Coordinator of Multilingual Programs*
- Ensure that all students identified as multilingual learners have an accurate **ML Start Date** via Synergy state enrollment. This data is used to populate WIDA AMS as well as order initial materials
- With questions about ACCESS and Alternate ACCESS, please reach out directly to:
Mechelle Ganglfinger
Coordinator of Alternate and English Language Proficiency Assessments
mechelle.ganglfinger@maine.gov
- With questions about screening, ML identification, or the provision of services, please reach out directly to:

Jane Armstrong
State ESOL Specialist
jane.armstrong@maine.gov

Melanie Junkins
State Multilingual & Bilingual Education Specialist
melanie.junkins@maine.gov

- With questions about Title III funding, please reach out directly to:
Daniel Weeks
Title III & V Specialist and Regional Program Manager
daniel.r.weeks@maine.gov

Timeline	Event	SAU Action	Deadline for Completion
May 2024 – present	Online reporting window for 2024 ACCESS (general). District, school and student reports available within WIDA AMS.	Directors/Coordinators of Multilingual Programs and ACCESS Test Coordinators log in, view and download district, school, and student reports. Copies of the Individual Student Reports (ISRs) must be provided to families. Difficulty logging in to WIDA AMS? WIDA@datarecognitioncorp.com 1-855-787-9615 (TTY: 763-268-2889)	As soon as possible
September	Maine DOE recommends that Test Administrators certify or recertify <u>annually</u> before administering ACCESS	District ACCESS Test Coordinators ensure that all educators administering ACCESS in SY2024-2025 complete the appropriate training course in the WIDA Secure Portal	December

	assessments, by completing the appropriate trainings courses in the WIDA Secure Portal>Assessment Training.	as well as the certification quiz with a score of 80% or greater. <u>These required courses include:</u> <ul style="list-style-type: none"> • Online ACCESS for ELLs: Administration • Paper ACCESS for ELLs: Administration • Speaking for Grades 1-5 (and/or 6-12): Scoring • Kindergarten ACCESS for ELLs: Administration and Scoring • WIDA Alternate ACCESS: Administration and Scoring 	
9/13/24	Online reporting window for 2024 Alternate ACCESS. District, school and student reports available within WIDA AMS.	Directors/Coordinators of Multilingual Programs and ACCESS Test Coordinators log in, view and download district, school, and student reports. Printed reports will be received by districts by <u>10/2/24</u> . Copies of the Individual Student Reports (ISRs) must be provided to families.	As soon as possible
9/24/24	WIDA Webinar Ordering Materials in WIDA AMS 2-3pm ET <i>*Note: initial materials for all SAUs are generated by Maine DOE, utilizing Synergy enrollment>NEO assessment rosters.</i>	Access via the Webinars page in the WIDA Secure Portal. Login information required.	Webinar recordings available typically 1-2 weeks following event
10/21/24	Overview of ACCESS for New Test Coordinators 3-4pm ET	Registration Link: Overview of ACCESS for MLs for New Test Coordinators	10/21/24
10/25/24	Requests for paper-based ACCESS forms per IEP, 504 or ILAP accommodation due to Maine DOE	You can locate the paper-based form request here: English Language Proficiency Assessments Department of Education (maine.gov)	10/25/24
10/28/24	Alternate ACCESS: An Overview 3-4pm ET	Registration Link: Alternate ACCESS for MLs: An overview	10/28/24
11/21/24	Test setup available for ACCESS Test Coordinators in WIDA AMS	Difficulty logging in to WIDA AMS? WIDA@datarecognitioncorp.com 1-855-787-9615 (TTY: 763-268-2889)	2/28/25
12/2/24	Accessibility and Accommodations on the ACCESS and Alternate ACCESS	Registration Link: Accessibility Features and Accommodations on the ACCESS Assessment	12/2/24

12/12/24	<p>Paper materials received by SAU central offices</p> <ul style="list-style-type: none"> • District Test Coordinator Manual • Test Administration Manual • Packing list • Instructions for returning materials <p>And, where applicable:</p> <ul style="list-style-type: none"> • Test Administrator Scripts • Grades 1-3 writing booklets • K ACCESS booklets and materials • Alternate ACCESS booklets <p><i>Overage will be included in shipments with 10 or more of a specific material.</i></p>	<p>Additional Materials needed? This is completed by Test Coordinators in WIDA AMS.</p> <p>WIDA Knowledge Article: How do I order additional materials?</p> <p><i>The above resource can be found in WIDA AMS>Customer Service>WIDA AMS Knowledge Articles.</i></p> <p><i>WIDA AMS login is required to access this article</i></p>	2/21/25
1/6/25	ACCESS and Alternate ACCESS Administration Window		2/28/25
1/29/25	<p>Cutoff date for ACCESS participation</p> <p>Newly identified MLs are not required to participate in ACCESS or Alternate ACCESS if the ML Start Date (via Synergy) falls less than 30 days within the close of the ELP assessment window, based on federal provision of up to 30 calendar days for LEAs (in Maine, SAUs) to screen students for potential ML status.</p>	<p>It's important to note that schools still have the option for recently identified MLs to participate in ACCESS. It is recommended this decision be made as an instructional team, and that the parents are informed about the uses of the data, as well as consulted in the decision-making process.</p>	6/30/25
4/30/25	<p>2025 ACCESS and Alternate ACCESS district, school and student reports available in WIDA MAS</p>	<p>Directors/Coordinators of Multilingual Programs and ACCESS Test Coordinators log in, view and download district, school, and student reports.</p>	

Resources

Maine DOE multilingual learners webpage can be found here: [Multilingual Learners | Department of Education \(maine.gov\)](#)

Maine DOE English Language Proficiency Assessment page can be found here: [English Language Proficiency Assessments | Department of Education \(maine.gov\)](#)

The WIDA Secure Portal can be found here: <https://portal.wida.us>

DRC Insight/WIDA AMS login can be found here: [Sign-In – DRC INSIGHT \(drcedirect.com\)](#)

Who to Call?

DRC	WIDA Client Services Center	Maine Department of Education	Maine Department of Education
WIDA@datarecognitioncorp.com 1-855-787-9615 (TTY: 763-268-2889)	help@wida.us 1-866-276-7735	Jane Armstrong, ESOL Specialist jane.armstrong@maine.gov 207- 446-3294 Melanie Junkins, Multilingual & Bilingual Education Specialist melanie.junkins@maine.gov 207-215-9694	Mechelle Ganglfinger, Alternate and ELP Assessment Coordinator mechelle.ganglfinger@maine.gov 207-242-4244
<p><u>Contact DRC Customer Service about:</u></p> <p>WIDA AMS logins and permissions</p> <p>Test materials ordering</p> <p>Returning test materials</p> <p>Pre-ID labels</p> <p>Student transfers</p> <p>Test tickets and tier placement</p> <p>Viewing reports</p> <p>DRC Insight software questions</p>	<p><u>Contact WIDA Client Services Center about:</u></p> <p>WIDA Secure Portal accounts</p> <p>ACCESS suite of assessments</p> <p>Training and certification for ACCESS</p>	<p><u>Contact Jane and Melanie about:</u></p> <p>ML identification, including screening</p> <p>ML programs and services</p> <p>English Language Development standards and planning</p> <p>Best practices in ML instruction</p>	<p><u>Contact Mechelle about:</u></p> <p>ACCESS and Alternate ACCESS</p> <ul style="list-style-type: none"> • Test administration and coordination • Accessibility and accommodations <p>Best practices in summative assessment administration</p> <p>Maine specific assessment resources</p>