

**Important *ACCESS for ELLs*® Dates**

This chart provides a quick reference for ELL coordinators and teachers to view *ACCESS for ELLs*® tasks and timelines.

<b>Task</b>	<b>Start Date</b>	<b>End Date</b>
Districts complete 2011 <i>ACCESS for ELLs</i> ® Student Verification (Student Demographic Data & Test (Tier) Orders).	01/10/2011	01/27/2011 Deadline
District ELL Coordinators identify licensed ELL Teacher(s) who will administer <i>ACCESS for ELLs</i> ® assessment and assure that all Test Administrators meet state training requirements prior to administering the test.	January 2011	January- March 2011
VT DOE compiles information returned by districts on 2011 ELL Verification and sends Test Orders & Pre-ID label (demographic) information to MetriTech.	01/28/2011	02/04/2011
Districts receive test materials and Pre-ID labels from MetriTech.	-	02/21/2011
<b><i>ACCESS for ELLs</i>® Test Window</b>	02/28/2011	04/15/2011
Districts order Additional Materials by submitting appropriate forms to the <b>VT DOE</b> ( <i>Not METRITECH</i> ). These forms will be posted to the ELL Home Page of the VT DOE website.	Before or during test window	Same
Districts Pack and Ship Completed <i>ACCESS for ELLs</i> ® Test Materials directly back to MetriTech.	-	04/22/2011
2011 <i>ACCESS for ELLs</i> ® - <b>Demographic Data Validation*</b> on MetriTech secure web page	5/23/2011	6/3/2011
Reports Shipped to Districts**	06/22/2011	06/27/2011
<b>Test Correction Window***</b> (Deadline for notifying VT DOE of corrections to be made to students' <i>ACCESS for ELLs</i> ® score reports).	07/01/2011	09/09/2011

**\**ACCESS for ELLs*® - Demographic Data Validation:** If at any step in the process—i.e., before, during, or after administering the assessment, you discover the need to make any corrections in student demographic information (e.g., spelling of students' names, grades, dates of birth, etc.), please notify the VT DOE as soon as possible. It is better to make these kinds of corrections prior to scoring and printing of the *ACCESS for ELLs*® score reports.

**\*\*Shipment of Reports:** Subject to change depending on when all test booklets are received by MetriTech.

**\*\*\*Test Correction Window:** This year all districts must notify the VT DOE of corrections to printed score reports by **September 9, 2011**. This will enable us to finalize the **2011 *ACCESS for ELLs*®** final state-wide data results for reporting and accountability purposes. Please note that this is an earlier deadline than last year.