



MEMORANDUM

To: Principals and ACCESS Test Coordinators

From: Office of Language and Cultural Education
Department of Student Assessment

cc: AIOs and MSDs, OSS, ONS

Date: December 11, 2007

Re: **ACCESS Testing Procedures**

This year, schools must assess ELL students' English language proficiency with the three different tiers (A, B, and C) of the ACCESS test. Criteria for determining which tier students should use are attached.

Testing dates: Grades K-8

January 14 – February 1 – reading, listening, and writing
Track C – February 4 – 24 – reading, listening, and writing

January 14 – February 22 – kindergarten and speaking
Track C – April 7 – 18 – kindergarten and speaking

Testing dates: Grades 9-12

January 28 – February 15 – reading, listening, and writing
January 28 – March 7 – speaking

Schools **need not** pre-order materials for ACCESS; CPS has provided this information to the state and its vendor, Metritech, based upon the tier criteria. Rosters are posted for each school on the REA Principal Login site (click on "other state tests" tab) showing which students have been identified for each tier and materials will be sent to each school accordingly.

If upon reviewing these rosters, schools determine that additional materials are needed; schools should use the attached order form. Funds will be provided for stipends or substitutes during the testing period once the Office of Language and Cultural Education receives and approves the school's *ACCESS Implementation Plan*. Information and directions regarding the *ACCESS Implementation Plan* will be posted on CEEdO.

Final results for ACCESS should be available in August.

Contact the Office of Language and Cultural Education at 773-553-1930 with any questions about the use of the tiers and ordering additional materials. Contact the Department of Student Assessment with general assessment questions at 773-553-2430.

ACCESS for ELLs – Updates and Tier Use Criteria

For the past two years, CPS schools administered only Tier B of ACCESS for ELLs®. This school year, CPS must administer Tier A, B, and C of ACCESS for ELLs®. Below you will find the definitions and recommendations, by level, for the ACCESS for ELLs®:

Tier A

Tier A is most appropriate for English Language Learners who have entered school without previous instruction in English; currently receive literacy instruction in their native language; **OR** have recently tested at the lowest level of English language proficiency. ELLs who should be tested at Tier A are:

1. Kindergarten Students
 2. Students new to CPS and who performed at an Overall Composite Level of 1 – 1.99 on the W-APT
 3. Current ELLs in PY1 or PY2 who have never taken ACCESS for ELLs®
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Tier B

Tier B is most appropriate for English Language Learners who have social language proficiency and some, but not extensive, academic language proficiency in English; **OR** have acquired some literacy in English, though have not yet reached grade level literacy. ELLs who should be tested at Tier B are:

1. Students new to CPS and who performed at an Overall Composite Level of 2 – 3.99 on the W-APT
2. Continuing ELLs who will take the same cluster test as last year (Grades **2, 4, 5, 7, 8, 10, 11, and 12**) **AND** performed at an Overall Composite Level of 1 – 3.99 on ACCESS for ELLs in the Spring of 2007
3. Continuing ELLs who will take a different cluster test from last school year (Grades 1, 3, 6, and 9) regardless of the Overall Composite Level on ACCESS for ELLs® for 2007
4. ELLs in Grades **4, 5, 7, 8, 12** who have not completed 3 years in the program (PY1, PY2 and PY3) but have performed at an overall composite level of 4.0+ on ACCESS for ELLs® in Spring 2007

AND

Have performed at “Below Standards” or “Warning” level on IMAGE 2007 Reading (Report is located on the REA website)

Tier C

Tier C is most appropriate for English Language Learners who are approaching grade level literacy and academic language proficiency in the core content areas; **OR** will likely meet the state’s exit criteria for support services by the end of the academic year. ELLs who should be tested at Tier C are:

1. ELLs in Grades **2, 10 and 11** who have not completed 3 years in the program (PY1, PY2 and PY3) but have performed at an overall composite level of 4.0+ on *ACCESS for ELLs®* in Spring 2007 and **do not** have Spring 2007 IMAGE Reading scores
2. ELLs in Grades **4, 5, 7, 8, 12** who have not completed 3 years in the program (PY1, PY2 and PY3) but have performed at an overall composite level of 4.0+ on *ACCESS for ELLs®* in Spring 2007

AND

Have performed at “Meets Standards” or “Exceeds Standards” level on IMAGE 2007 Reading (Report is located on the REA website)

Contact Ransil Park in the Office of Language and Cultural Education at 773-553-1930 with questions about these criteria.



ACCESS Additional Material Order Form

School Name: _____ Unit Number: _____ GSR: _____

School Mailing Address: _____ Phone: _____

Contact Person: _____ Contact Person Email: _____

Please fill in below the number of additional materials needed.

MATERIALS	CLUSTER K			CLUSTER 1-2			CLUSTER 3-5			CLUSTER 6-8			CLUSTER 9-12		
	TIER A	TIER B	TIER C	TIER A	TIER B	TIER C	TIER A	TIER B	TIER C	TIER A	TIER B	TIER C	TIER A	TIER B	TIER C
Test Booklets															
Test Administration Scripts															
Test Administration Manuals															
Speaking Flip Charts															
Speaking Answer Sheets															

Please note that grade/tier header sheets may be copied as needed at the school.

Return this form via email to Ransil Park in the Office of Language and Cultural Education at rpark@cps.k12.il.us or via fax to 553-1931. Questions may be directed to 553-1930.

For office use only Order filled by _____ Date _____