



Equipping ELLs

Go-To *Guide* for Getting Through ACCESS Testing



www.equippingells.com

Hi, I'm Beth!

I am passionate about **empowering YOU** to **equip your English language learners.**

I know what it's like to be **overwhelmed with having ELLs in the homeroom classroom.** My first few years teaching, my classroom was filled with newcomers to advanced ELLs and sadly my teacher training did not prepare me to know how to support all the needs.



Over the years as I went on to get my ESL endorsement, my M.Ed in Curriculum and Instruction, and living and teaching abroad I've reflected on how **all teachers can better support the English language learners in their classroom,** and to do it in an easier way.

Here's what I have come to believe about all students:

- Language learning happens through **rich experiences and a safe environment.**
- Teaching students English can be easier.
- We are **all language teachers** and supporting ELLs in the classroom doesn't have to be overwhelming.

Wherever you are at on your journey of teaching ELLs, let me help you! **[Join me over at equippingells.com](http://equippingells.com)** and let's learn together!



Cheering you on,

Beth



What You'll Find Inside

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[Get More Even More Support](#)

WHERE TO BEGIN *setting up* for ACCESS

I think all of us would prefer to not put ourselves or students through weeks of testing, but since it is mandatory, we need to do our best to help make it as stressfree for you and your students.

FOCUS ON THEIR STRENGTHS

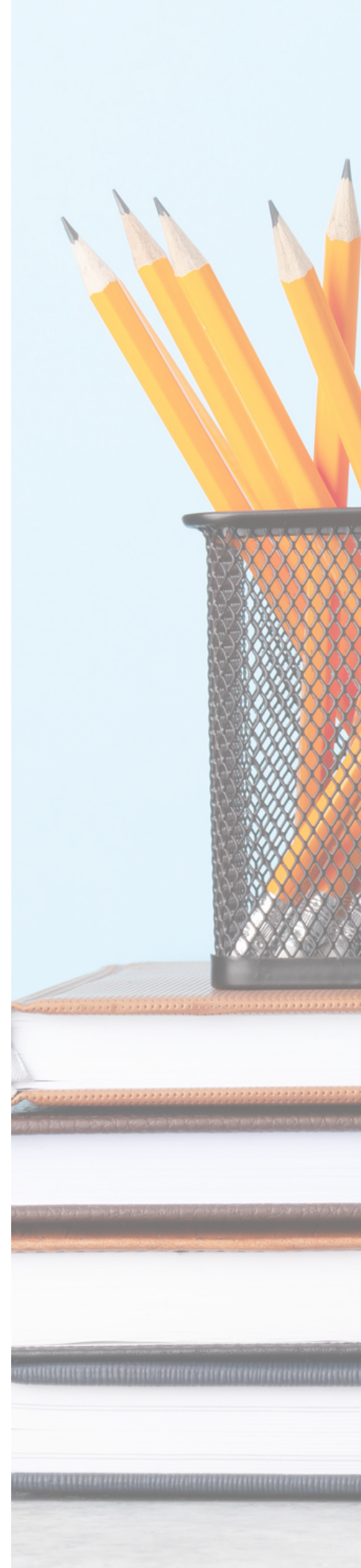
Throughout all of the testing that will happen this year, the message we need to continue to send to our students is that they are SO much more than a test. Many times, our ELL students, especially those who have been in the program for a while, feel defeated by this test and that they are not enough unless they pass it. It's vital you spend time before the test encouraging students on all their amazing strengths and areas they've grown this year!

DON'T STRESS

I know this is much easier said than done, but I want to encourage you to take deep breaths, know things will be chaotic for a few weeks, and lower your expectations of yourself to get all the things done. When you are stressed, your students will feel that which will impact them when they are taking the test.

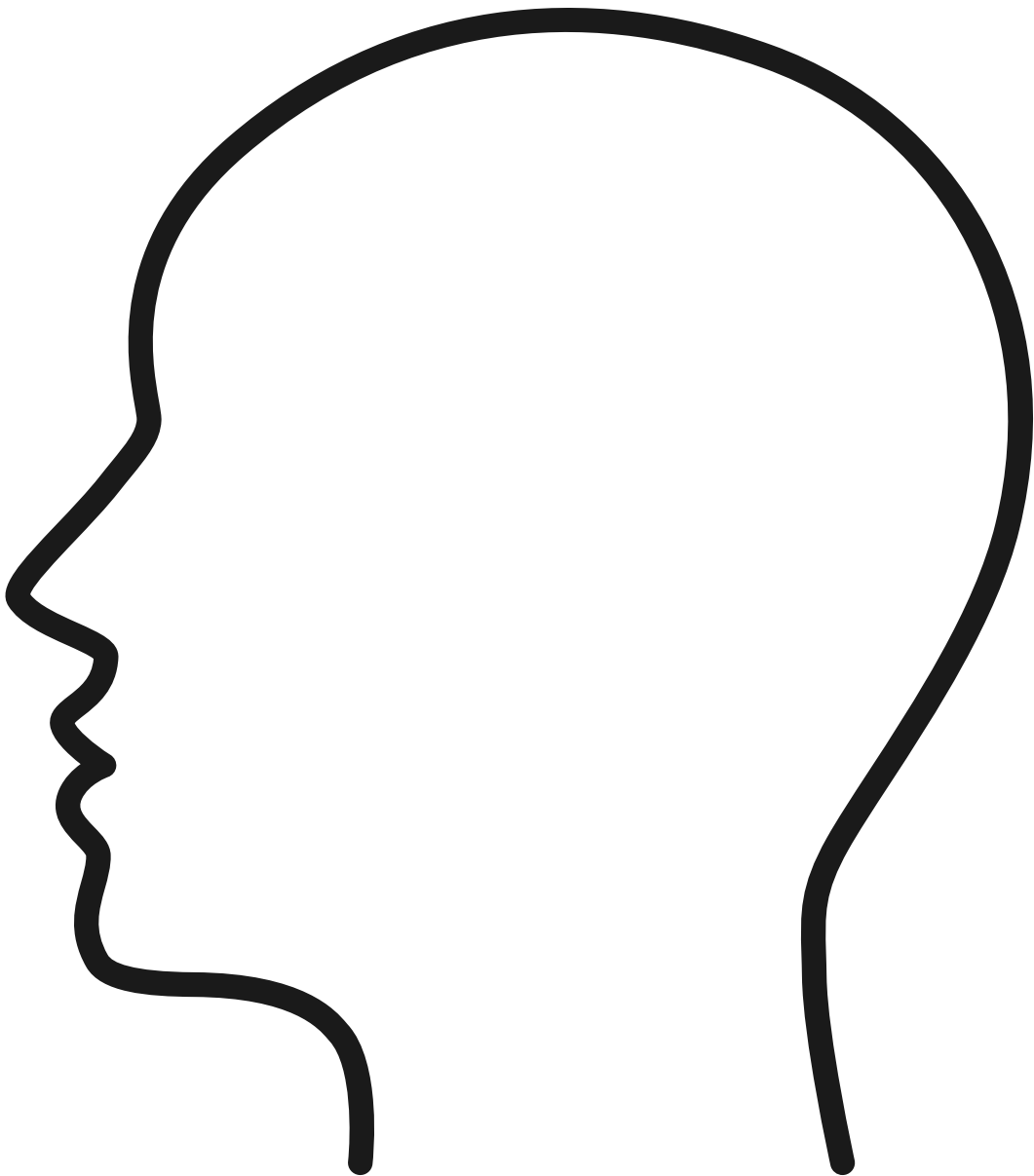
LET GO OF YOUR NORMAL

A lot of the stress we carry is the expectations we put on ourselves. Be clear with your expectations to yourself as well as the staff during testing time. You cannot carry on all your duties as normal and be pulling kids each day to test. Clearly communicating expectations will help you not feel the weight of having to do it all, and help homeroom teachers have more understanding of what to expect. Advocate for your needs and the needs of your students!



(Have students draw or write a variety of things they are good at.)

Here are things _____
is great at...





Generic Email *Templates*

Just copy and paste to make them your own!

Before Testing Begins

Subject: Upcoming WIDA ACCESS Testing - Important Information

Dear [Teacher's Name],

I hope this email finds you well! I'm reaching out to share some important information about the upcoming WIDA ACCESS testing, a key event for our English Language Learner (ELL) students.

What is WIDA ACCESS Testing?

WIDA ACCESS is an annual assessment for students who are learning English as an additional language. It measures English language proficiency in four key areas: Listening, Speaking, Reading, and Writing. The results help us tailor our instruction to better support our ELL students' language development.

Testing Schedule:

The testing will take place from [Start Date] to [End Date]. We've scheduled the sessions to minimize disruptions to regular classes.

What to Expect:

Students involved in the testing will be absent from your class for certain periods. We will provide you with a detailed schedule soon.

We might need your help in ensuring that students are reminded about their testing times and are prepared on the day.

Your Role:

Your support and understanding during this period are invaluable. If you could provide any missed classwork or notes to these students, it would greatly help them keep up with their studies.

Questions or Concerns?

Please don't hesitate to reach out if you have any questions or need further clarification. We're all in this together, and your cooperation is greatly appreciated in making this a smooth and successful experience for our students.

Thank you for your ongoing support and understanding. Together, we can make a significant difference in our students' academic journeys.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]



Generic Email *Templates*

Just copy and paste to make them your own!

During Testing

Subject: Reminder: WIDA ACCESS Testing Schedule for [Date/Week]

Dear [Teacher's Name],

I hope this message finds you well. As we approach the scheduled dates for the WIDA ACCESS testing, I wanted to send a gentle reminder regarding the students who will be participating and the times they will need to leave your classroom for testing.

Testing Dates and Times:

Date: [Insert Date]

Testing Times: [Insert specific times, e.g., 9:00 AM - 11:00 AM]

Students Involved: [Optionally list students or attach a list]

During Testing:

These students will be excused from your class during the above times.

Please ensure that they are released promptly to avoid any delays.

Catching Up on Missed Work:

We understand that missing class can impact their studies. Any assistance with making up missed work or notes would be greatly appreciated.

Last-Minute Changes:

If there are any last-minute schedule changes or adjustments, we will inform you as soon as possible. Your cooperation and support in facilitating a smooth testing process for our students are invaluable. We appreciate your understanding and flexibility during this time.

Should you have any concerns or need additional information, please feel free to reach out.

Thank you for your assistance and commitment to our students' success.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]



Generic Email *Templates*

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After Testing

Subject: Heartfelt Thanks for Your Support During ACCESS Testing

Dear [Teacher's Name],

As we wrap up this year's WIDA ACCESS testing, I wanted to take a moment to extend my sincerest gratitude for your invaluable support and cooperation throughout this important process.

Your flexibility and understanding in accommodating the testing schedule, including releasing students from class and assisting them in catching up on missed work, played a crucial role in the smooth and successful administration of the tests. Your efforts ensured that our English Language Learner (ELL) students were able to participate in a calm and supportive environment, which is vital for them to perform their best.

The dedication and care you show towards all your students, especially during demanding times like these, truly reflect the heart of our educational community. It is because of committed and supportive teachers like you that we can provide our students with the best possible opportunities for learning and growth.

Once again, thank you for your patience, understanding, and unwavering support. Please do not hesitate to reach out if there are any post-testing matters where I can provide assistance or clarification.

Warm regards,

[Your Name]

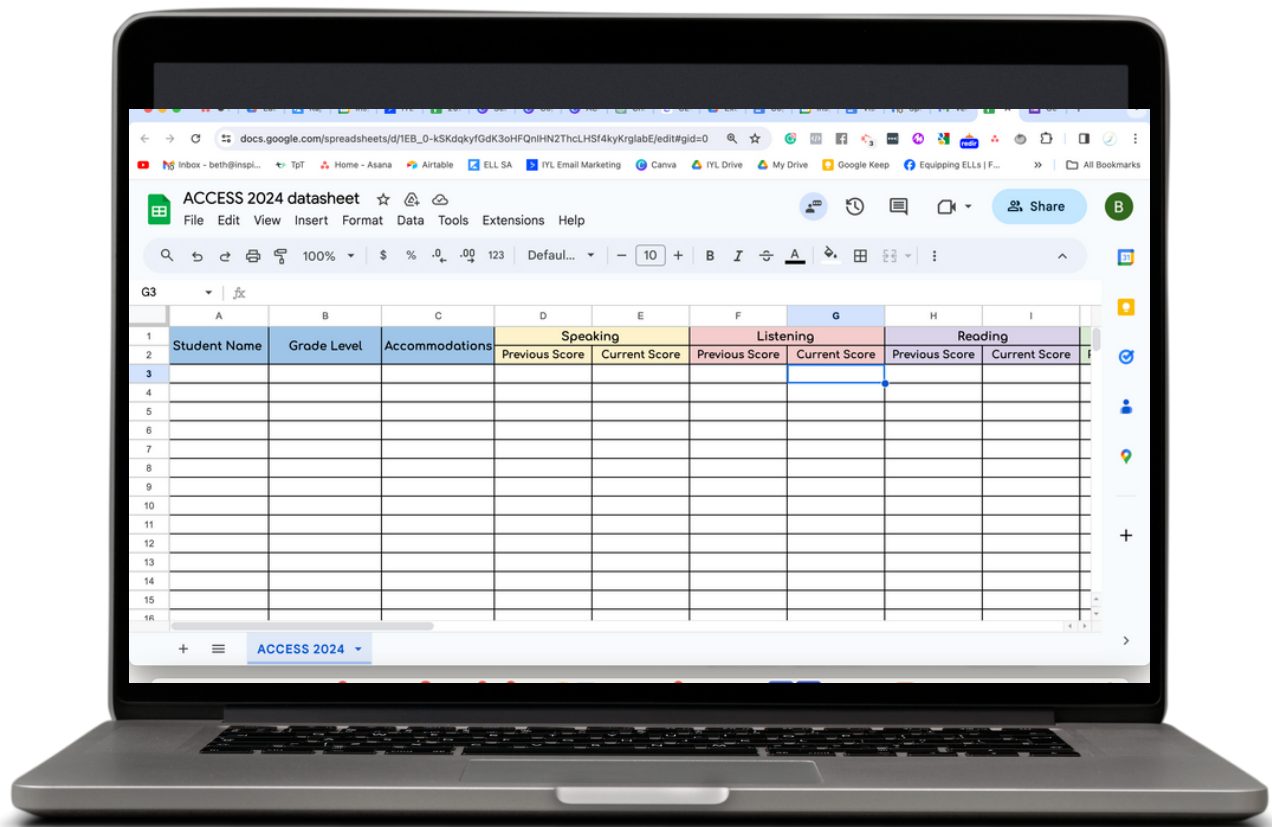
[Your Position]

[Your Contact Information]

HOW TO SET UP A TESTING EXCEL SHEET

One of the keys to successfully getting through testing is to stay organized with all your students. Having an Excel sheet set up before testing begins will help you stay organized with which students have been tested and when. We've put together an Excel sheet for you so you can begin setting this up today!

Click [HERE](#) to get started!



Testing Best Practices

1



EAT A GOOD
BREAKFAST

2



TAKE A DEEP BREATH

3



LISTEN CAREFULLY TO
ALL THE DIRECTIONS.

4



GO SLOW AND
THINK THROUGH
EACH QUESTION

quick Tips

Believe in yourself! You have worked so hard this year, so on this test just do your best. If you come to a question you don't know, make a smart guess, and move on.



Other Helpful Links

We are here to help make this testing season as smooth as possible. Below you can find some other resources to use to help you prepare your parents and students for this upcoming test.

1

[WIDA Letters for Parents in Multiple Languages](#)

2

[Digital ACCESS Test Prep](#)

3

[Printable ACCESS Test Prep for 1-12, Tier A and Tier B/C](#)



Are You Looking for Even More *Support?*

Join Equipping ELLs!



An affordable membership where you will find:

Curriculum - An extensive library of engaging, research-based quality resources for ELLs, that is constantly growing

Coaching - Monthly calls and trainings to make sure you get the support you need to teach your ELL students throughout each year

Community - A private group of passionate and experienced educators, just like you!

Click [HERE](#) to get started!