

English Language Proficiency Assessment Timeline

SY 2025-2026 ACCESS and Alternate ACCESS

Timeline	Event/Maine DOE Action	SAU Action	Deadline for Completion
May 2025 – present	Online reporting window for 2025 ACCESS and Alternate ACCESS. District, school and student reports available within WIDA AMS.	Directors/Coordinators of Multilingual Programs and ACCESS Test Coordinators (TCs) 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 assessments, by completing the appropriate trainings courses in the WIDA Secure Portal>Assessment Training	District ACCESS Test Coordinators ensure that all educators administering ACCESS in SY2025-2026 complete the appropriate training course in the WIDA Secure Portal as well as the certification quiz with a score of 80% or greater. <u>2025-2026 Required Training for Test Administrators of WIDA ACCESS</u> • Speaking for Grades 1-5: Scoring WIDA ACCESS Paper • Speaking for Grades 6-12: Scoring WIDA ACCESS Paper • Speaking for Grades 1-5: Scoring WIDA Screener and WIDA ACCESS Braille • Speaking for Grades 6-12: Scoring WIDA Screener and WIDA ACCESS Braille • ACCESS Braille Speaking • Kindergarten ACCESS: Administration and Scoring (available beginning 9/29/25) • ACCESS 4th grade Writing Domain (paper booklet) - Maine DOE specific <u>Recommended Annual Recertification</u> • Online ACCESS: Administration • Paper ACCESS: Administration	December

		WIDA Alternate ACCESS: Administration and Scoring (required if completed prior to 9/1/2024)	
9/1/2025	Paper Based Request Form notification to Maine DOE	For students who require paper-based materials per the IEP or 504 Plan, a Paper Materials Request must be submitted by the SAU. Access the instructions and request here: Maine DOE English Language Proficiency Assessments	10/24/25
9/2/25	<u>WIDA Webinar</u> Welcome Back: What's New in 2025-2026? 2-3 p.m. ET	Access via the Webinars page in the WIDA Secure Portal. Login information required. Difficulty logging in to WIDA Secure Portal? Contact WIDA Client Services at: help@wida.us 1-866-276-7735	Webinar recordings available via the Secure Portal 1-2 weeks following event WIDA Secure Portal login
9/9/25	<u>WIDA Webinar</u> ACCESS for New Test Administrators 2-3 p.m. ET	Access via the Webinars page in the WIDA Secure Portal. Login information required.	Webinar recordings available via the Secure Portal 1-2 weeks following event WIDA Secure Portal login
9/11/25	<u>WIDA Webinar</u> ACCESS for New District Test Coordinators 2-3 p.m. ET	Access via the Webinars page in the WIDA Secure Portal. Login information required.	Webinar recordings available via the Secure Portal 1-2 weeks following event WIDA Secure Portal login
9/23/25	<u>WIDA Webinar</u> Ordering Materials in WIDA AMS	Access via the Webinars page in the WIDA Secure Portal. Login information required.	Webinar recordings available via the Secure Portal 1-2

	2-3 p.m. ET <i>*Note: initial materials for all SAUs are generated by Maine DOE, utilizing enrollment data in Synergy/Connect > NEO assessment rosters.</i>		weeks following event WIDA Secure Portal login
11/11/25	WIDA Webinar WIDA ACCESS for Kindergarten for New Test Administrators 2-3 p.m. ET	Access via the Webinars page in the WIDA Secure Portal. Login information required.	Webinar recordings available via the Secure Portal 1-2 weeks following event WIDA Secure Portal login
11/17/25	Maine DOE Webinar Overview of ACCESS for New Test Coordinators 3:15-4:15 p.m. ET	To register for the training, please visit: Overview of ACCESS for MLs for New Test Coordinators To see a full listing of all Maine DOE professional learning opportunities, please see the Event Calendar Department of Education	11/17/25
11/18/25	WIDA Webinar WIDA Alternate ACCESS for New Test Administrators 2-3 p.m. ET	Access via the Webinars page in the WIDA Secure Portal. Login information required.	Webinar recordings available via the Secure Portal 1-2 weeks following event WIDA Secure Portal login
11/20/25	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)	2/27/26
11/20/2025	Less than Four Domains (LT4D) notification to Maine DOE	For students who qualify for participation and reporting of less than four domains due to a documented exceptionality, a Less Than Four Domains Request must be submitted by the SAU. Access the instructions and request here: Maine DOE English Language Proficiency Assessments <i>*This year, WIDA will begin providing student reports for participants in LT4D</i>	2/20/26
12/1/25	Maine DOE Webinar	To register for the training, please visit:	12/1/25

	Alternate ACCESS: An Overview for Test Coordinators and Test Administrators 3:15-4:15 p.m. ET	Alternate ACCESS for MLs: An Overview for Test Coordinators and Test Administrators	
12/3/25	Maine DOE Webinar WIDA ACCESS Grade 4 Writing Response Booklet 3:15-4:15 p.m. ET	To register for the training, please visit: Grade 4 Writing Response Booklet Training <i>*This training is mandatory for SAUs that are electing to utilize grade 4 writing response booklets as a designated support for selected students participating in the WIDA Online ACCESS.</i>	12/3/25
12/11/25	Paper materials received by SAU central offices: • District Test Coordinator Manual • Test Administration Manual • Packing list • Instructions for returning materials And, where applicable: • Test Administrator Scripts • Grades 1-3 writing booklets • K ACCESS booklets and materials • Alternate ACCESS booklets <i>Overage will be included in shipments with 10 or more of a specific material.</i>	Additional Materials needed? This is completed by ACCESS Test Coordinators in WIDA AMS. WIDA Knowledge Article : How do I order additional materials? <i>The above resource can be found in WIDA AMS>Customer Service>WIDA AMS Knowledge Articles. WIDA AMS login is required to access this article</i>	2/20/26
12/15/25	Maine DOE Webinar Accessibility and Accommodations on the WIDA ACCESS and WIDA Alternate ACCESS 3:15-4:15 p.m. ET	To register for the training, please visit: Accessibility Features and Accommodations on the WIDA ACCESS & WIDA Alternate ACCESS	12/15/25
1/5/26	ACCESS and Alternate ACCESS Administration Window Daily Office Hours will be held from 1-2pm throughout the assessment window. To set up an office hours appointment, please reach out to Mechelle Ganglfinger .		2/27/26

1/29/26	Voluntary participation date for multilingual learners who are newly enrolled/identified	Newly identified MLs are not required to participate in ACCESS or Alternate ACCESS if the Maine ML Start Date (via state enrollment) 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. It's important to note that schools have the option for these students 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 and consulted in the decision-making process.	1/29/26
4/29/26	2025 ACCESS and Alternate ACCESS district, school and student reports available in WIDA AMS	Directors/Coordinators of Multilingual Programs and ACCESS Test Coordinators log in, view and download district, school, and student reports.	
5/11/26	<u>Maine DOE Webinar</u> English Language Proficiency Data Interpretation & Integration 3:15-4:30 p.m. ET	To register for the training, please visit: English Language Proficiency Data Interpretation and Integration	5/11/26

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 \(drcdirect.com\)](#)

Who to Call?

DRC	WIDA Client Services Center	Maine Department of Education	
WIDA@datarecognitioncorp.com 1-855-787-9615 (TTY: 763-268-2889)	help@wida.us 1-866-276-7735	Office of Teaching & Learning	Office of Federal Programs
		Jane Armstrong ESOL Specialist jane.armstrong@maine.go v 207-446-3294	Mechelle Ganglfinger Alternate/ELP Assessment Coordinator mecelle.ganglfinger@maine.go v 207-242-4244
<u>Contact DRC Customer Service about:</u> WIDA AMS logins and permissions Test materials ordering Returning test materials Pre-ID labels Student transfers Test tickets and tier placement Viewing reports DRC Insight software questions	<u>Contact WIDA Client Services Center about:</u> WIDA Secure Portal accounts ACCESS suite of assessments Training and certification for ACCESS	<u>Contact Jane about:</u> ML programs and services English Language Development standards and planning Best practices in ML instruction	<u>Contact Mechelle about:</u> ACCESS and Alternate ACCESS • Test administration and coordination • Accessibility and accommodations Best practices/security in summative assessment administration Maine specific assessment resources