



DELAWARE ACCESS for ELLs Paper Checklist 2023-2024



This state checklist is a guide for personnel involved in administering [ACCESS for ELLs](#) Paper, and includes unique steps related to Kindergarten and WIDA Alternate ACCESS assessments. The checklist highlights all tasks that need to be completed **before**, **during**, and **after** testing within a school or district and uses color to indicate who typically completes those tasks in your state. This checklist has been customized for your state. The state-specific clarification column contains guidance that your state education agency expects you to follow as you prepare for and administer the test.




State-specific information

Test delivery mode	Online – See first row of checklist below for more information.	Testing Window	January 29, 2024 – March 8, 2024
WIDA member page	Wida.wisc.edu/memberships/consortium/de		

Online Resources

Training Courses (login to Secure Portal required) <ul style="list-style-type: none">• Paper ACCESS for ELLs: Administration• Speaking for Grades 1-5: Scoring ACCESS Paper and WIDA Screener• Speaking for Grades 6-12: Scoring ACCESS Paper and WIDA Screener• Alternate ACCESS: Administration and Scoring• Kindergarten ACCESS for ELLs: Administration and Scoring	<ul style="list-style-type: none">• ACCESS for ELLs Interpretive Guide for Score Reports• Alternate ACCESS for ELLs Interpretive Guide for Score Reports• Accessibility and Accommodations Resources• Q&A Webinar Links and Recordings <p>Course Resources:</p> <ul style="list-style-type: none">• ACCESS Paper, Kindergarten ACCESS, Alternate ACCESS <p>For more state-specific resources, visit your WIDA member page.</p>
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Checklist Key

 District Test Coordinator (DTC) task	Kindergarten Applies to Kindergarten ACCESS only
 School Test Coordinator (STC) task	Alternate Applies to Alternate ACCESS only
 Test Administrator (TA) task	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
			Determine which ACCESS for ELLs assessment(s) you are responsible for administering.	<p>All students in grades 1-12 are expected to take the online assessment unless an IEP or 504 indicates the need for paper assessment. All domains should be taken in the same mode (i.e. all online or all paper).</p> <p>Delaware is committed to the administration of the online ACCESS for MLLs assessment but allows for a low-incident use of paper booklets; please submit a ticket to the DOE HelpDesk/KACE. The following exceptions apply: all Kindergarten and Alternate ACCESS assessments will remain paper-based tests as the normal mode of delivery. The Kindergarten paper booklets will be shipped to the district/charter school offices, however, the Alternate ACCESS paper booklets must be ordered through the Additional Materials Ordering section of WIDA AMS at: www.wida-ams.us</p>	
X	X		Communicate roles, responsibilities, and training requirements to test administrators.	ACCESS/ACCESS Alt Test Administrator Training Course #28776 (opens on 12/1/2023)	
		X	Review training requirements based on your role.	<p>New and Returning TAs must take both the DeSSA Security Training and pass the certification quiz for each assessment for which they are responsible for administering. This includes Kindergarten and Alternate ACCESS.</p> <p>Annual recertification is required for all ACCESS for MLLs assessments.</p>	
X	X	X	Log in to your WIDA account and agree to the Non-Disclosure and User Agreement (NDUA) that appears automatically upon first login.	<p>New District Test Coordinators should contact SEA to obtain a user account. School Coordinators and Test Administrators contact District Test Coordinator.</p> <p>All users need to complete Test Security and Test Security includes the non-disclosure agreement.</p>	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Log in to WIDA AMS and agree to security terms that appear automatically at first login. <ul style="list-style-type: none"> New this year: WIDA AMS has new applications for Import, Student and Test Management. Review screencasts in the ACCESS Paper training course for more information 	New District Test Coordinators should contact SEA to obtain a user account. School Coordinators and Test Administrators contact District Test Coordinator.	
X	X	X	Complete Module 1: Introduction of the Paper ACCESS for ELLs: Administration training course. This module provides background information about ACCESS Paper, including the test's purpose, design, and materials, and clarifies your role in testing.		
			Submit Pre-ID file to DRC.	The Pre-ID file is uploaded by the Delaware Department of Education (SEA).	
X			Complete Module 2: Planning & Logistics in the Paper ACCESS for ELLs: Administration training course. This module focuses on ordering and returning materials, as well as language, distributing, and securing test materials		
X			Order materials in WIDA AMS.	The SEA orders materials through the pre-ID file. Additional materials orders should be processed by the District Test Coordinator.	
X	X	X	Complete Module 3: Preparing your Students in the Paper ACCESS for ELLs: Administration training course. This module focuses preparing students for testing and assigning accommodations.	Delaware's Accessibility Guidelines provide additional state specific information regarding allowable ACCESS accommodations. ASSESSIBILITY GUIDELINES (2CM8-VH77-BD2TV - Schoology Group)	
		X	Meet with all stakeholders regarding testing needs for students with an IEP or 504 plan. Refer to the Administrative Considerations section of the Accessibility and Accommodations Manual to consider testing needs for students who do not have an IEP or 504 plan.		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Assign accommodations for students with an IEP or 504 plan in WIDA AMS or bubble in on the Student Test Booklet.		
X	X		Review student data for accuracy in WIDA AMS.	Submit a Help Desk KACE ticket if there are any inaccuracies in student data.	
X	X	X	Complete Module 4: Administering the Test in the Paper ACCESS for ELLs: Administration training course. This module focuses on preparing space, materials, and equipment, creating a testing schedule, and how to administer specific domains.		
X	X	X	Create a testing schedule. All Speaking tests and all Kindergarten and Alternate ACCESS test sessions are administered one-on-one. <i>Tip: Allow several days at the end for makeup testing. Refer to Test Coordinator Manual for test scheduling resources.</i>		
		X	Reserve space and all necessary equipment (e.g., CD player) for testing days.		
		X	Plan a seating arrangement for testing areas. Verify that students are adequately spaced. Refer to Test Scheduling in Section 5 of the Test Coordinator Manual .		
X	X	X	Plan communication for parents/family members about ACCESS for ELLs testing and upcoming testing schedule.		
X			Receive, inventory, and distribute test materials to designated sites/staff. <ul style="list-style-type: none"> Review “Managing Secure Materials” in Module 2: Planning & Logistics in the Paper ACCESS for ELLs: Administration training course 		
	X		Review materials for correct amount and type. Report the amount and type of overage to the District Coordinator.		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X			Review “ Ordering Additional Materials ” in Module 2: Planning & Logistics in the Paper ACCESS for ELLs: Administration training course		
X	X	X	Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.	If any information is incorrect, DTCs should enter a Help Desk KACE ticket to the Delaware Department of Education, Office of Assessment.	
X			Check District/School Labels for accuracy. Contact DRC Customer Support if information is incorrect.		
	X	X	Apply labels to Test Booklets.		
		X	Bubble in demographic information and apply a District/School Label to Test Booklets that do not have Pre-ID Labels.		
X	X	X	Kindergarten Complete the Kindergarten ACCESS for ELLs: Administration and Scoring training course. Alternate Complete the Alternate ACCESS: Administration and Scoring training course.	New for 23-24: Certification for WIDA Alternate ACCESS must be completed after September 1, 2023 to be valid. Certifications from prior years are based on the previous version of the test and are no longer valid.	
		X	Have students review Listening and Speaking paper sample items . Kindergarten Test administrators review Listening and Speaking sample items Alternate Test administrators review sample items		
		X	Pass required certification quiz(zes). Quizzes are located within the training courses.		
		X	If you are responsible for administering the Speaking test, complete the applicable training course(s): <ul style="list-style-type: none"> Speaking for Grades 1-5: Scoring ACCESS Paper and WIDA Screener Speaking for Grades 6-12: Scoring ACCESS Paper and WIDA Screener 		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Pass the required certification quiz(zes) for Speaking scoring training. Quizzes are located within the training courses.	Annual recertification is required for each assessment that a test administrator will be responsible for administering.	
X	X	X	Ensure all staff involved in testing are certified according to state requirements, have completed required training, and understand how to follow test security and confidentiality procedures.	All test administrators must take and pass the DeSSA Test Security Training annually.	
		X	Try out the Listening and Speaking CD(s) and CD player prior to the day of testing.		
	X		Distribute test session rosters to Test Administrators.		



During Testing

DTC	STC	TA	Task	State-specific Clarification	✓
		X	Set up the testing room according to the Test Administrator Manual . For group settings, ensure students are seated far enough apart to avoid distractions.		
		X	Distribute all necessary testing materials to Test Administrators using procedure for secure check-out of test materials.		
		X	Distribute necessary materials to students (test booklets, pencils, scratch paper).		
		X	Follow all directions provided in the manuals and scripts. Monitor students to ensure test security.		
		X	Report additional material needs to the Test Coordinator.		
X			<p>Keep track of all material requests from schools during testing and place one additional materials order prior to the end of the testing window. Contact SEA if additional District/School labels are needed.</p> <ul style="list-style-type: none"> Review “Ordering Additional Materials” in Module 2 of the Paper ACCESS for ELLs: Administration training course. <p>Refer to the Secure Materials Tracking Report in WIDA AMS under Reporting Services > Published Reports for a full list of all materials sent to your school/district.</p>	Refer to Section 3 of the Test Coordinator Manual for information about additional materials orders.	
		X	Securely store all testing materials in between test sessions.		
		X	Collect and account for all test materials in between test sessions. Return them to the Test Coordinator.		



After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Review “ Returning Materials ” in Module 2: Planning & Logistics of the Paper ACCESS for ELLs: Administration training course		
X			Collect test materials from Test Administrators once testing is completed at each testing site.		
X			Ensure all accommodations and Do Not Score codes are correctly marked on the booklet. See Test Coordinator Manual for guidance on marking Do Not Score codes.		
X			Prepare test materials for return. Refer to Returning Test Materials in Section 3 of the Test Coordinator Manual.		
X			Return test materials to DRC. Refer to the Secure Materials Tracking Report in WIDA AMS under Reporting Services > Published Reports for a full list of all materials sent to your school/district and returned to DRC.	<p>Unused Pre-ID labels and scratch paper should be shredded by the school/district.</p> <p>Non-Secure materials including the Test Administrator Manual and Test Coordinator Manual should not be returned to DRC. Refer to Section 3 of the Test Coordinator Manual for a full list of secure and non-secure materials.</p>	
			Complete Module 5: Test Scores in the Paper ACCESS for ELLs: Administrating training course. This module focuses on data validation, accessing score reports, and effectively communicating test scores.	Data validation is completed by the Delaware Department of Education (SEA).	
			Complete data validation process.	Data validation is completed by the Delaware Department of Education (SEA). Contact Marcus.Smith@doe.k12.de.us with DDOE for more information.	
X	X		Review and distribute score reports to designated sites/staff. <ul style="list-style-type: none"> Reminder: WIDA Alternate ACCESS score reports will be released in fall 2024 due to standard setting. For more information, please see WIDA Alternate ACCESS Updates. 		



After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	<p>Communicate with students' parents/family members about ACCESS for ELLs test results.</p> <ul style="list-style-type: none"> Updated score reporting resources for WIDA Alternate ACCESS will be available in fall 2024. 	<p>Delaware exit criteria for Multilingual learners is a composite score of 4.7 or greater on the ACCESS for MLLs assessment.</p> <p>Annual parent notifications must be sent indicating continued eligibility or ineligibility. DDOE has provided sample letters for district use in multiple languages. Score reports must accompany this letter.</p>	