STATE NAME
ACCESS for ELLs Online Checklist
2023-2024

This state checklist is a guide for personnel involved in administering ACCESS for ELLs Online, and includes unique steps related to Kindergarten and 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		**Testing Window**	M/D/YYYY – M/D/YYYY
WIDA member page	Wida.wisc.edu/memberships/consortium/		

Online Resources

Training Courses (login to Secure Portal required)
- Online ACCESS for ELLs: Administration
- Alternate ACCESS: Administration and Scoring
- Kindergarten ACCESS for ELLs: Administration and Scoring

Course Resources:
ACCESS Online, Kindergarten ACCESS, Alternate ACCESS

- ACCESS for ELLs Interpretive Guide for Score Reports
- Alternate ACCESS for ELLs Interpretive Guide for Score Reports
- Technology Resources
- Accessibility and Accommodations Resources
- Q&A Webinar Links and Recordings

For more state-specific resources, visit your WIDA member page.

Checklist Key

🟦 District Test Coordinator (DTC) task
🟩 School Test Coordinator (STC) task
🟨 Test Administrator (TA) task

Kindergarten   Applies to Kindergarten ACCESS only
Alternate   Applies to Alternate ACCESS only

Last Updated: 11.1.2023

Before Testing

DTC	STC	TA	Task	State-specific Clarification	✔
			Determine which ACCESS for ELLs assessment(s) you are responsible for administering.		
			Communicate roles, responsibilities, and training requirements to test administrators.		
			Review training requirements based on your role.	New for 2023-24: All WIDA Alternate ACCESS test administrators are required to certify this year. Certification must be completed **after** September 1, 2023 to be valid.	
			Log in to your WIDA account and agree to the Non-Disclosure and User Agreement (NDUA) that appears automatically upon first login.		
			Log in to WIDA AMS and agree to security terms that appear automatically at first login. • **New this year**: WIDA AMS has new applications for Import, Student and Test Management. Review screencasts in the ACCESS Online training course for more information.		
			Complete **Module 1: Introduction** of the Online ACCESS for ELLs: Administration training course. This module provides background information about ACCESS Online, including the test's purpose, design, and materials, and clarifies your role in testing.	Note for SEA: WIDA recommends that everyone who goes through Online ACCESS training complete this module.	
			Set up WIDA AMS accounts for Technology Coordinators and Test Administrators. **Tip:** If you need assistance, review the WIDA AMS User Guide.		
			Submit Pre-ID file to DRC.		

Before Testing

DTC	STC	TA	Task	State-specific Clarification	✔
			Complete **Module 2: Planning & Logistics** in the Online ACCESS for ELLs: Administration training course. This module focuses on ordering and returning materials, as well as managing, distributing, and securing test materials.	Note for SEA: This module contains recommended information needed for those seeking certification.	
			Order materials in WIDA AMS.		
			Discuss district and school technology needs and capacity to administer the online test with the Technology Coordinator.		
			Complete **Module 3: Preparing Your Students**, **School and District** in the Online ACCESS for ELLs: Administration training course. This module focuses on preparing your students for testing and assigning accommodations.	Note for SEA: This module contains recommended information needed for those seeking certification.	
			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.		
			In WIDA AMS, assign accommodations for students with an IEP or 504 plan.		
			Optional: Modify generic registrations in WIDA AMS to meet district/school needs. Enable Test Monitoring on registrations as desired. Refer to Online Help in the Test Monitoring application in WIDA AMS for details.		
			Finalize student counts. Add any new students to WIDA AMS and assign them to registrations.		

Before Testing

DTC	STC	TA	Task	State-specific Clarification	✔
			Review student data for accuracy in WIDA AMS. Confirm that all students are listed in WIDA AMS and assigned to correct registrations.		
			Complete **Module 4: Administering the Test** in the Online ACCESS for ELLs: Administration training course. This module focuses on generating login credentials for test takers, preparing space, materials, and equipment, creating a testing schedule, technology troubleshooting, and how to administer specific domains.	Note for SEA: This module contains recommended information needed for those seeking certification.	
			Create a testing schedule. All **Kindergarten** and **Alternate ACCESS** test sessions are administered one-on-one. *Tip: Allow several days at the end for makeup testing. See the Test Coordinator Manual for help with scheduling.*		
			Plan a seating arrangement for testing areas. Verify that students are adequately spaced for the Speaking Test. Refer to Test Scheduling in Section 6 of the Test Coordinator Manual.		
			Plan communication for family members about ACCESS for ELLs testing and upcoming testing schedule.		
			Receive, inventory, and distribute test materials to designated sites/staff. • Review "**Managing Secure Materials**" in Module 2 of the Online ACCESS for ELLs: Administration training course.		
			Review materials for correct amount and type. Report the amount and type of overage to the District Coordinator.		
			Review **"Ordering Additional Materials"** in Module 2 of the Online ACCESS for ELLs: Administration training course.		

Before Testing

DTC	STC	TA	Task	State-specific Clarification	✔
			Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.		
			Check District/School Labels for accuracy. Contact DRC Customer Support if information is incorrect.		
			Print test tickets and test rosters. Securely store according to state and local policies. • Review **"Test Tickets & Rosters"** in Module 4 of the Online ACCESS for ELLs: Administration training course.		
			Review test tickets for accuracy of demographic information and accommodations.		
			Kindergarten, **Alternate only** – Apply labels to test booklets. Bubble in demographic information and apply a District/School Label to test booklets that do not have Pre-ID Labels.		
			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:** All WIDA Alternate ACCESS test administrators are required to certify this year. Certification 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.	

Before Testing

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			Have students view Test Demos and try Test Practice items • Review "**Pep Talks, Test Demo, and Test Practice**" in Module 3 of the Online ACCESS For ELLs: Administration training course. • **New for 2023-24:** DRC INSIGHT has a new look and feel. Schedule extra time to become familiar with the layout and navigation. **Kindergarten** Test administrators review Listening and Speaking sample items **Alternate** Test administrators review sample items		
			Review **"Tracking Site Completion Status"** in Module 2 of the Online ACCESS for ELLs: Administration training course.		
			Pass required certification quiz(zes). Quizzes are located within the training courses.	WIDA Alternate ACCESS test administrators must certify for the 2023-24 year. Certifications prior to September 1, 2023 are no longer considered valid.	
			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.		

During Testing

DTC	STC	TA	Task	State-specific Clarification	✔
			Set up the testing room according to the Test Administrator Manual. For group settings, ensure students are seated far enough apart to avoid distractions.		
			Gather test administration materials: Test Administrator Script(s), Test Administrator Manual, test tickets, test roster, Writing Booklets, #2 pencils, clock, etc.		
			Ensure testing devices are ready and distribute necessary materials to students (e.g., booklets, pencils, headsets).		
			Distribute test tickets to students and verify information on ticket matches student's test plan.		
			Follow all directions provided in the manuals and scripts. Monitor students to ensure test security.		
			After students have completed the Listening and Reading tests, determine students' tier placement information in WIDA AMS. • View the screencast on "**Test Domains: Listening & Reading**" in Module 4 of the Online ACCESS for ELLs: Administration training course to learn how to export registration details in WIDA AMS.		
			Apply labels to Grades 1-3 Writing Test Booklets. Bubble in demographic information and apply a District/School Label to test booklets that do not have Pre-ID Labels. To avoid erroneous or incomplete student reports, ensure bubbled student information matches record in WIDA AMS.		
			Report additional material needs to the District Test Coordinator.		

During Testing

DTC	STC	TA	Task	State-specific Clarification	✔
			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. • Review **"Ordering Additional Materials"** in Module 2 of the Online ACCESS for ELLs: Administration training course. Refer to the **Secure Material Tracking Report** in WIDA AMS under Reporting Services > Published Reports for a full list of all materials sent to your school/district.		
			Securely store all testing materials in between test sessions.		
			Collect and account for all test materials. Return them to the Test Coordinator.		

After Testing

DTC	STC	TA	Task	State-specific Clarification	✔
			Review **"Returning Materials"** in Module 2 of the Online ACCESS for ELLs: Administration training course.		
			Collect test materials from Test Administrators once testing is completed at each testing site.		
			Ensure all accommodations and Do Not Score codes are correctly marked on the booklet or in WIDA AMS. See Test Coordinator Manual and *Viewing and Editing a Registration* in Test Management Online Help in WIDA AMS for guidance on entering Do Not Score codes.		
			Prepare test materials for return. Refer to Returning Test Materials in Section 3 of the Test Coordinator Manual.		
			Return test materials to DRC. Refer to the **Secure Material 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.	Shred unused Pre-ID labels and scratch paper locally. Non-Secure materials including the Test Administrator Manual, Test Coordinator Manual, and Online Test Administrator Script for Grades 4-12 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.	
			Complete **Module 5: Test Scores** in the Online ACCESS for ELLs: Administration training course. This module focuses on data validation, accessing score reports, and effectively communicating test scores.		
			Complete data validation process.		
			Review and distribute score reports to designated sites/staff. • 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	✔
			Communicate with students' parents/family members about ACCESS for ELLs test results. • Updated score reporting resources for WIDA Alternate ACCESS will be available in fall 2024.		