



Test Administrators for ACCESS and Alternate ACCESS

For ACCESS and Alternate ACCESS, Test Administrators should be selected using the criteria indicated below.

Note: Even when a licensed teacher is required, the Test Administrator does not need to have EL licensure or be an EL teacher; however, a background in second language acquisition is recommended for the administration of some Speaking domains (i.e., grades 1–12 ACCESS Speaking on paper), Kindergarten ACCESS, and Alternate ACCESS.

- For the Kindergarten ACCESS, Test Administrators must be licensed teachers. It is strongly recommended that the Test Administrator is trained in second language acquisition because this background supports the scoring of the domains that the Test Administrator is required to do, and each of the test sections assesses multiple domains.
- For grades 1–12 of the ACCESS:
 - For the online administration of the grades 1–12 ACCESS, the Test Administrator should be selected from the highest possible ranking from the list below. If a school has exhausted the availability of persons in category “1,” it should select staff in category “2,” and so on.
 1. Licensed teachers or administrators who work in the school
 2. Licensed teachers or administrators who work in the district
 3. Paraprofessionals who work in the school
 4. School district personnel employed by the school district
 5. Licensed substitute teachers
 - For the paper-based administrations:
 - Speaking domain: The Test Administrator must be a licensed teacher. It is strongly recommended that the Test Administrator for the Speaking domain have a background in second language acquisition because this background supports the scoring of the domain that the Test Administrator is required to do.
 - All other domains: The Test Administrator may be selected using the ranked criteria above.
- For the Alternate ACCESS, MDE strongly recommends that the Test Administrator is someone who is familiar with the student’s response mode, who works with the student during instruction, and with whom the student feels comfortable. If possible, it is best if the person who is familiar with the student is also a licensed teacher who is trained in second language acquisition because this background supports the scoring of the domains that the Test Administrator is required to do. In addition, typically only one Test Administrator is administering the entire test.