



**ALASKA**  
**ACCESS for ELLs Online Checklist**  
**2022-2023**



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	
<b>Test delivery mode</b>	Online
<b>Testing Window</b>	February 1, 2023 – March 31, 2023 Alternate ACCESS Field Test: February 14 – April 17, 2023
<b>WIDA member page</b>	<a href="http://Wida.wisc.edu/memberships/consortium/ak">Wida.wisc.edu/memberships/consortium/ak</a>
Online Resources	
<b>Training Courses</b> (login to Secure Portal required) <ul style="list-style-type: none"> <li>• <a href="#">Online ACCESS for ELLs: Administration</a></li> <li>• <a href="#">Alternate ACCESS for ELLs: Administration and Scoring</a></li> <li>• <a href="#">Kindergarten ACCESS for ELLs: Administration and Scoring</a></li> </ul> <b>Course Resources:</b> <ul style="list-style-type: none"> <li>• <a href="#">ACCESS Online</a>, <a href="#">Kindergarten ACCESS</a>, <a href="#">Alternate ACCESS</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">ACCESS for ELLs Interpretive Guide for Score Reports</a></li> <li>• <a href="#">Alternate ACCESS for ELLs Interpretive Guide for Score Reports</a></li> <li>• <a href="#">Technology Resources</a></li> <li>• <a href="#">Accessibility and Accommodations Resources</a></li> <li>• <a href="#">Q&amp;A Webinar Links and Recordings</a></li> </ul> <p>For more state-specific resources, visit your <a href="#">WIDA member page</a>.</p>
Checklist Key	
<ul style="list-style-type: none"> <li><span style="color: blue;">■</span> District Test Coordinator (DTC) task</li> <li><span style="color: green;">■</span> School Test Coordinator (STC) task</li> <li><span style="color: yellow;">■</span> Test Administrator (TA) task</li> </ul>	<p><b>Kindergarten</b> Applies to Kindergarten ACCESS only</p> <p><b>Alternate</b> Applies to Alternate ACCESS only</p>



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
		X	Determine which ACCESS for ELLs assessment(s) you are responsible for administering.	<b>For 2022-23:</b> The guidance in this document around material orders and management, and return of test materials; or around test scheduling or administration, does not apply to the Alternate ACCESS Field Test, taking place in Spring 2023. Please see <a href="#">Alternate ACCESS for ELLs Field Test: coming to schools in early 2023</a> for additional information.	
X	X		Communicate roles, responsibilities, and training requirements to test administrators.		
X	X	X	Review training requirements based on your role.	Test Administrators (TAs) must be district employees and have completed the training courses for the applicable tests. Annual recertification is required. TAs must also sign a Test Security Agreement (TSA) and complete test security training.	
X	X	X	Log in to your <a href="#">WIDA account</a> and agree to the Non-Disclosure and User Agreement (NDUA) that appears automatically upon first login.	New TAs request accounts from District Test Coordinator (DTC) or WIDA Client Services ( <a href="mailto:help@wida.us">help@wida.us</a> ). New DTCs should contact Rachel Schweissing ( <a href="mailto:rachel.schweissing@alaska.gov">rachel.schweissing@alaska.gov</a> ) if they need an account created for them. A printed copy of the NDUA is not required.	
X	X		Log in to <a href="#">WIDA AMS</a> and agree to security terms that appear automatically at first login.	DTCs and Lead Coordinators have WIDA AMS Accounts. DTCs create accounts for Lead Coordinators and School Coordinators. New DTCs should contact Rachel Schweissing ( <a href="mailto:rachel.schweissing@alaska.gov">rachel.schweissing@alaska.gov</a> ) if they need a WIDA AMS account created for them.	
X	X	X	Watch the <b>Training Overview</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	All test administration courses are available through the WIDA Secure Portal.	
X			Set up WIDA AMS accounts for any appropriate district staff. <b>Tip:</b> <i>If you need assistance, review the <a href="#">WIDA AMS User Guide</a>.</i>		
X			Watch the <b>Ordering Materials</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	All test administration courses are available through the WIDA Secure Portal.	



Before Testing

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X			Order materials in WIDA AMS.	DTCs order materials in WIDA AMS. Contact DRC for assistance with materials ordering. Grade 4/5 default response mode for the Writing domain is keyboard. If writing response booklets are needed for grades 4-12, they can be ordered during the additional materials window. Additional guidance on materials ordering can be found in Section 3 of the <a href="#">Test Coordinator Manual</a> .	
X			Discuss district and school technology needs and capacity to administer the online test with the Technology Coordinator.		
X	X	X	Watch the <b>Accessibility Overview</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	All test administration courses are available through the WIDA Secure Portal.	
X	X		Watch the <b>Assigning Accommodations</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	All test administration courses are available through the WIDA Secure Portal.	
X	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.	Please refer to the ELP Assessment sections of the <a href="#">Participation Guidelines for Alaska Students in State Assessments</a> for guidance on accommodations and Alternate ACCESS for ELLs participation criteria.	
X	X		In WIDA AMS, assign accommodations for students with an IEP or 504 plan.	<p>District and School Test Coordinators can assign accommodations in WIDA AMS.</p> <p>Although there are many accommodations that can be provided to EL students with disabilities, only three embedded accommodations require selection and activation prior to testing. These are the only accommodations that are required to be entered into WIDA AMS.</p> <ol style="list-style-type: none"> <li>1. Manual control of item audio</li> <li>2. Repeat item audio</li> <li>3. Extended time for Speaking test (response time)</li> </ol> <p>These accommodations must be documented in the IEP or 504 Plan. Students should have opportunities to practice with these types of accommodations prior to testing. All other accommodations are</p>	



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				non-embedded, i.e., provided by the test administrator outside of the test engine.	
X	X		<b>Optional:</b> Modify default test sessions in WIDA AMS to meet district/school needs. Enable Test Monitoring on test sessions as desired. See <a href="#">WIDA AMS User Guide</a> for details.	Default test sessions are organized by school/grade/domain. TAs may need to be assigned to test sessions/schools. <b>Alaska does not allow the use of the Test Monitoring Application. Enabling Test Monitoring on test sessions is not allowed.</b>	
X			Finalize student counts. Add any new students to WIDA AMS and assign them to test sessions.	A district level user must add individual or multiple students into WIDA AMS if they were not in the original Pre-ID file submitted by DEED. Refer to the Student Management Menu section of the <a href="#">WIDA AMS User Guide</a> for instructions.	
X	X		Review student data for accuracy in WIDA AMS. Confirm that all students are listed in WIDA AMS and assigned to correct test sessions.		
X	X		Watch the <b>Test Scheduling</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	Follow WIDA guidance on timing and group size.	
X	X		Create a testing schedule. All <b>Kindergarten</b> and <b>Alternate ACCESS</b> test sessions are administered one-on-one. <b>Tip:</b> Allow several days at the end for makeup testing. See the <a href="#">Test Coordinator Manual</a> for help with scheduling.	In planning the testing schedule, consider the facilities and daily schedules of the school as well as the ability to conduct the assessments in a manner that will encourage and allow for student success. To ensure timely receipt of materials to DRC and to avoid conflicting with other district testing, please plan to test towards the beginning of the ACCESS window, if possible and feasible for your district/school.	
		X	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 <a href="#">Test Coordinator Manual</a> .		
X	X	X	Watch the <b>Test Practice and Test Tickets</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	All test administration courses are available through the WIDA Secure Portal.	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Plan <a href="#">communication for parents/family members</a> about ACCESS for ELLs testing and upcoming testing schedule.		
X	X		Watch the <b>Managing Test Materials</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	All test administration courses are available through the WIDA Secure Portal.	
X	X		Receive, inventory, and distribute test materials to designated sites/staff.	Materials, including overage, are shipped to <b>districts</b> via UPS unless the district specified they would like their materials be shipped to <b>schools</b> .  <b>New for 2022-23:</b> Braille sample items will be included in all braille kits. Sample items do not need to be returned to DRC.	
	X		Review materials for correct amount and type. Report the amount and type of overage to the District Coordinator. Report the amount and type of shortage to the District Coordinator.		
X			Watch the <b>Additional Materials Orders</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	Only DTCs have permission to order additional materials in WIDA AMS. All test administration courses are available through the WIDA Secure Portal.  If your district has chosen to provide students in Grades 4-5 the option to write their responses in a test booklet instead of keyboarding for the online Writing test, you will need to order these booklets during the Additional Materials Ordering Window. For instructions, refer to the Materials Management Menu section of the <a href="#">WIDA AMS User Guide</a> .	
X	X	X	Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.	If pre-ID labels are incorrect, edit student information in WIDA AMS. The incorrect pre-ID label can still be used.	
	X	X	Check District/School Labels for accuracy. Contact <a href="#">DRC Customer Support</a> if information is incorrect.	These labels are used for students with no pre-ID label. Only apply district/school labels to booklets you know will be used.	
X	X		Print test tickets and test rosters. Securely store according to state and local policies.		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
	X	X	Review test tickets for accuracy of demographic information and accommodations.	Note: not all accommodations will be listed on the test ticket. NA will be list for all accommodations outside of the three embedded online accommodations (manual control of item audio [MC], repeat item audio [RA], extended speaking response time [ES]).	
X	X		<b>Kindergarten, Alternate only</b> – 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.	Please refer to the additional guidance – <a href="#">Bubbling in Demographic Information for Alaska Students</a>	
X	X	X	Watch the <b>Administering the Test</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course. <b>Kindergarten</b> Complete the <i>Kindergarten ACCESS for ELLs: Administration and Scoring</i> training course. <b>Alternate</b> Complete the <i>Alternate ACCESS for ELLs: Administration and Scoring</i> training course.	<b>New for 22-23:</b> The Alternate ACCESS for ELLs: Administration and Scoring training course includes important information about administering the Alternate ACCESS Field Test.	
	X	X	Have students view <a href="#">Test Demos</a> and try <a href="#">Test Practice</a> items <b>Kindergarten</b> Test administrators review Listening and Speaking sample items <b>Alternate</b> Test administrators review sample items		
X	X		Watch the <b>Monitoring Test Progress</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course. .	All test administration courses are available through the WIDA Secure Portal.	
		X	Pass required certification quiz(zes). Quizzes are located within the training courses.	Annual recertification is required. All test administration courses are available through the WIDA Secure Portal.	



Before Testing

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X			<p>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.</p>	<p>State requirements are listed on the <a href="#">Alaska member page</a>, under Requirements and Resources and you may view course completion through the <a href="#">Certification Report</a> tool, located in the WIDA Secure Portal.</p> <p>There are new <i>2022-2023 Test Security Agreements (TSA)</i> and <i>TSA Guidance</i> available on the <a href="#">DEED Forms Webpage</a>. This form is used by the state for all secure assessments. TSAs must be signed by any and all district staff that handle paper test materials or have access to the online test. Please have all test administrators complete the appropriate form, based on their testing role. Contact Rachel Schweissing at DEED (<a href="mailto:rachel.schweissing@alaska.gov">rachel.schweissing@alaska.gov</a> or 907-465-8433) if you have any questions regarding these agreements.</p>	



### During Testing

DTC	STC	TA	Task	State-specific Clarification	✓
		X	Set up the testing room according to the <a href="#">Test Administrator Manual</a> . For group settings, ensure students are seated far enough apart to avoid distractions.	Follow WIDA guidance for room setup. Each school test center must be free of disruptions, have an established seating arrangement, and be well-lighted. 4 AAC 06.761(b)	
	X	X	Gather test administration materials: Test Administrator Script(s), Test Administrator Manual, test tickets, test roster, Writing Booklets, #2 pencils, clock, etc.	Follow WIDA guidance for allowable tools.	
		X	Ensure testing devices are ready and distribute necessary materials to students (e.g., booklets, pencils, headsets).		
		X	Distribute test tickets to students and verify information on ticket matches student's test plan.		
		X	Follow all directions provided in the manuals and scripts. Monitor students to ensure test security.		
X	X	X	After students have completed the Listening and Reading tests, run a Tier Placement Report in WIDA AMS.		
X	X	X	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.	Only apply district/school labels to booklets you know will be used.	
	X	X	Report additional material needs to the District Test Coordinator.		
X			Keep track of all material requests from schools during testing and place <b>one</b> additional materials order prior to the end of the testing window. Contact SEA if additional District/School Labels are needed.  Refer to the <b>Secure Materials Tracking Report</b> in <a href="#">WIDA AMS</a> under Report Delivery > Test Results for a full list of all materials sent to your school/district.	Reference Section 3 of the <a href="#">Test Coordinator Manual</a> for more info.	
X	X		Securely store all testing materials in between test sessions.	Please see <a href="#">4 AAC 06.765</a> Test security.	





**During Testing**

DTC	STC	TA	Task	State-specific Clarification	✓
	X	X	Collect and account for all test materials. Return them to the Test Coordinator.		



After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Watch the <b>After Testing</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	All test administration courses are available through the WIDA Secure Portal.	
X	X		Collect test materials from Test Administrators once testing is completed at each testing site.		
X	X		Ensure all accommodations and Do Not Score codes are correctly marked on the booklet and in WIDA AMS. See <a href="#">Test Coordinator Manual</a> and the Student Management section of the <a href="#">WIDA AMS User Guide</a> for guidance on entering Do Not Score codes.	DTCs can update accommodations and Do Not Score codes in WIDA AMS. All accommodations and Do Not Score codes should be recorded in WIDA AMS and on student test booklets. Changes made in WIDA AMS will trump any changes made by bubbling if the changes are not identical.	
X	X		Prepare test materials for return. Refer to Returning Test Materials in Section 3 of the Test Coordinator Manual.		
X	X		Return test materials to DRC. Refer to the <b>Secure Materials Tracking Report</b> in <a href="#">WIDA AMS</a> under Report Delivery > Test Results for a full list of all materials sent to your school/district and returned to DRC.	Only return materials outlined by DRC – all other materials should be destroyed or recycled. Unused Pre-ID labels and used scratch paper may be destroyed locally. Refer to Section 3 of the <a href="#">Test Coordinator Manual</a> for a full list of secure and non-secure materials.	
X			Watch the <b>Accessing Score Reports</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	All test administration courses are available through the WIDA Secure Portal.	
X			Review and distribute <a href="#">score reports</a> to designated sites/staff.		
X	X		Communicate with students’ parents/family members about ACCESS for ELLs test results.	For more resources and information about communicating to parents, please visit <a href="#">DEED’s English Learner Education &amp; Title III-A webpage</a> .	