



ALASKA ACCESS for ELLs Paper Checklist 2024-2025



This state checklist is a guide for personnel involved in administering [ACCESS for ELLs](#) , 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	District can choose between online and paper.
Testing Window	February 3, 2025 – March 31, 2025
WIDA member page	Wida.wisc.edu/memberships/consortium/ak
Online Resources	
<p>Training Courses (login to Secure Portal required)</p> <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 • WIDA Alternate ACCESS 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>
Checklist Key	
<ul style="list-style-type: none"> District Test Coordinator (DTC) task School Test Coordinator (STC) task Test Administrator (TA) task 	<p>Kindergarten Applies to Kindergarten ACCESS only</p> <p>Alternate 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.		
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 WIDA account 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 (help@wida.us). New DTCs should contact Rachel Schweissing (rachel.schweissing@alaska.gov) if they need an account created for them. A printed copy of the NDUA is not required.	
X	X	X	Log in to WIDA AMS and agree to security terms that appear automatically at first login. New for 2024-25: Learn about this year’s enhancements to WIDA AMS Test Management, Test Monitoring, and Reporting Services by viewing the WIDA AMS and DRC Technical Enhancements for 2024-2025 webinar recording in the WIDA Secure Portal.	DTCs have WIDA AMS accounts. DTCs create accounts for any other district staff (e.g., School Coordinators). New DTCs should contact Rachel Schweissing (rachel.schweissing@alaska.gov) if they need a WIDA AMS account created for them.	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	<p>Complete Module 1: Introduction of the Paper ACCESS for ELLs: Administration training course.</p> <p>This module provides background information about ACCESS Paper, including the test’s purpose, design, and materials, and clarifies your role in testing.</p>	All test administration courses are available through the WIDA Secure Portal.	
X	X	X	<p>Complete Module 2: Planning & Logistics in the Paper ACCESS for ELLs: Administration training course.</p> <p>This module focuses on ordering and returning materials, as well as language, distributing, and securing test materials</p>	All test administration courses are available through the WIDA Secure Portal.	
X			<p>Order materials in WIDA AMS.</p>	<p>DTCs order materials in WIDA AMS. Contact DRC for assistance with materials ordering. Additional guidance on materials ordering can be found in Section 3 of the Test Coordinator Manual. Alaska’s test materials ordering window can be found on the WIDA Alaska webpage.</p> <p>Student tier must be determined prior to ordering materials for students taking Paper ACCESS for ELLs so that the proper materials are ordered. For guidance on tier placement, please refer to Section 3 of the Test Coordinator Manual.</p>	
X	X	X	<p>Complete Module 3: Your School, District, & Students in the Paper ACCESS for ELLs Administration training course.</p> <p>This module focuses on preparing your students for testing and assigning accommodations.</p>	All test administration courses are available through the WIDA Secure Portal.	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
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 Participation Guidelines for Alaska Students in State Assessments for guidance on accommodations and Alternate ACCESS participation criteria.	
X	X		Assign accommodations for students with an IEP or 504 plan in WIDA AMS or bubble in on the Student Test Booklet.	District and School Test Coordinators can assign accommodations in WIDA AMS. It is not necessary to enter student accommodations into WIDA AMS for the paper-based test. Although the use of accommodations and accessibility tools are not tracked at the state level, they must be documented and tracked at the local level. Refer to the Accessibility and Accommodations Manual for additional information.	
X			Review student data for accuracy in WIDA AMS.	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. Information related to Student Management can be found in Online Help in WIDA AMS.	
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.	All test administration courses are available through the WIDA Secure Portal. Follow WIDA guidance on timing and group size for scheduling.	
X	X		Create a testing schedule. All Speaking tests and all Kindergarten and Alternate ACCESS test sessions are administered one-on-one.	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	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
			<p><i>Tip: Allow several days at the end for makeup testing. Refer to Test Coordinator Manual for test scheduling resources.</i></p>	beginning of the ACCESS window, if possible and feasible for your district/school.	
X	X		Reserve space and all necessary equipment (e.g., CD player) for testing days.		
	X	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		Plan communication for parents/family members about ACCESS for ELLs testing and upcoming testing schedule.		
X	X		Review “ Managing Secure Materials ” in Module 2: Planning & Logistics in the Paper ACCESS for ELLs: Administration training 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 districts via UPS unless the district specified they would like their materials be shipped to schools .	
	X		Review materials for correct amount and type. Report the amount and type of overage to the District Coordinator.		
X			Review “ Ordering Additional Materials ” in Module 2: Planning & Logistics in the Paper ACCESS for ELLs: Administration training course	<p>Only DTCs have permission to order additional material in WIDA AMS. All test administration courses are available through the WIDA Secure Portal.</p> <p>For instructions, refer to the Materials Menu section of the WIDA AMS User Guide.</p>	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
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 may still be used.	
X	X		Check District/School Labels for accuracy. Contact DRC Customer Support 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		Apply labels to Test Booklets.	Verify student tier assignment when affixing labels, ensuring students receive the proper booklet.	
X	X	X	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. Please refer to the additional guidance – Bubbling in Demographic Information for Alaska Students	
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.	All test administration courses are available through the WIDA Secure Portal.	
		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.	Annual recertification is required. All test administration courses are available through the WIDA Secure Portal.	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
		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 	Test administrators should retake the Speaking Scoring courses each year. If you passed the Speaking Scoring course when training for WIDA Screener, you do not need to retake the course for ACCESS. All test administration courses are available through the WIDA Secure Portal.	
		X	Pass the required certification quiz(zes) for Speaking scoring training. Quizzes are located within the training courses.	Annual recertification is required. All test administration courses are available through the WIDA Secure Portal.	
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.	State requirements are listed on the Alaska member page , under Requirements and Resources and you may view course completion through the Certification Report tool, located in the WIDA Secure Portal. All test administration courses are available through the WIDA Secure Portal. There are new <i>Test Security Agreements (TSA)</i> and <i>TSA Guidance</i> available on the DEED Forms Webpage . 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 level of agreement, based on their testing role. Contact Rachel Schweissing at DEED (rachel.schweissing@alaska.gov or 907-465-8433) if you have any questions regarding TSAs.	
		X	Try out the Listening and Speaking CD(s) and CD player prior to the day of testing.		
X	X		Distribute test session rosters to Test Administrators.		

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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.	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		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).	Follow WIDA guidance for accessibility tools such as scratch paper, highlighters, etc.	
		X	Follow all directions provided in the manuals and scripts. Monitor students to ensure test security.		
	X	X	Report additional material needs to the District 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 Material Tracking Report in WIDA AMS under My Applications > Scoring and Reporting > Reporting Services. Select “Published Reports” from the menu in the top left of the screen for a full list of all materials sent to your school/district.</p>	Reference Section 3 of the Test Coordinator Manual for more info.	
X	X		Securely store all testing materials in between test sessions.	Please see 4 AAC 06.765 Test security.	



During Testing

DTC	STC	TA	Task	State-specific Clarification	✓
	X	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		Review “Returning Materials” in Module 2: Planning & Logistics of the Paper ACCESS for ELLs: Administration training 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			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.	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 Secure Material Tracking Report in WIDA AMS under My Applications > Scoring and Reporting > Reporting Services. Select “Published Reports” from the menu in the top left of the screen for a full list of all materials sent to your school/district.	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 Test Coordinator Manual for a full list of secure and non-secure materials.	
X	X	X	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.	All test administration courses are available through the WIDA Secure Portal.	
X			Review and distribute score reports to designated sites/staff.		



After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Communicate with students' parents/family members about ACCESS for ELLs test results.	For more resources and information about communicating to families, please visit DEED's English Learner Education & Title III-A webpage .	