



# ALASKA ACCESS for ELLs Paper Checklist 2022-2023



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	
<b>Test delivery mode</b>	District can choose between online and paper.
<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	
<p><b>Training Courses</b> (login to Secure Portal required)</p> <ul style="list-style-type: none"> <li>• <a href="#">Paper ACCESS for ELLs: Administration</a></li> <li>• <a href="#">Speaking for Grades 1-5: Scoring ACCESS Paper and WIDA Screener</a></li> <li>• <a href="#">Speaking for Grades 6-12: Scoring ACCESS Paper and WIDA Screener</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>	<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="#">Accessibility and Accommodations Resources</a></li> <li>• <a href="#">Q&amp;A Webinar Links and Recordings</a></li> </ul> <p><b>Course Resources:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">ACCESS Paper</a>, <a href="#">Kindergarten ACCESS</a>, <a href="#">Alternate ACCESS</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, if needed. 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>Paper ACCESS for ELLs: Administration</i> course.	All test administration courses are available through the WIDA Secure Portal.	
X			Watch the <b>Ordering Materials</b> module, located in the <i>Paper ACCESS for ELLs: Administration</i> course.	All test administration courses are available through the WIDA Secure Portal.	
X			Order materials in WIDA AMS.	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 <a href="#">Test Coordinator Manual</a> .	



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X	X	X	Watch the <b>Accessibility Overview</b> module, located in the <i>Paper 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>Paper 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		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 <a href="#">Accessibility and Accommodations Manual</a> 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. Refer to Student Management Menu section of the <a href="#">WIDA AMS User Guide</a> for instructions.	
X	X		Watch the <b>Test Scheduling</b> module, located in the <i>Paper ACCESS for ELLs: Administration</i> course.	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 <b>Kindergarten</b> and <b>Alternate</b> ACCESS test sessions are administered one-on-one.  <i>Tip: Allow several days at the end for makeup testing. Refer to <a href="#">Test Coordinator Manual</a> for test scheduling resources.</i>	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	✓
				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	Plan a seating arrangement for testing areas. Verify that students are adequately spaced. Refer to Test Scheduling in Section 5 of the <a href="#">Test Coordinator Manual</a> .		
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>Paper ACCESS for ELLs: Administration</i> course.	All test administration courses are available through the WIDA Secure Portal.	
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 and user guide 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.		
X			Watch the <b>Additional Materials Orders</b> module, located in the <i>Paper ACCESS for ELLs: Administration</i> course.	Only DTCs have permission to order additional material in WIDA AMS.	
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			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		Apply labels to Test Booklets.		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	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>Paper 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.	All test administration courses are available through the WIDA Secure Portal.  <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	Have students review Listening and Speaking <a href="#">paper sample items</a> . <b>Kindergarten</b> Test administrators review Listening and Speaking sample items <b>Alternate</b> 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.	
		X	If you are responsible for administering the Speaking test, complete the applicable training course(s): <ul style="list-style-type: none"> <li>• Speaking for Grades 1-5: Scoring ACCESS Paper and WIDA Screener</li> <li>• Speaking for Grades 6-12: Scoring ACCESS Paper and WIDA Screener</li> </ul>	Test administrators should retake the Speaking Scoring courses each year. If you passed the Speaking Scoring course when training for 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.	



**Before Testing**

DTC	STC	TA	Task	State-specific Clarification	✓
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.	<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. All test administration courses are available through 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 level of agreement, 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 TSAs.</p>	
		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.		



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		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			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.	
	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	X	Watch the <b>After Testing</b> module, located in the <i>Paper 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			Ensure all accommodations and Do Not Score codes are correctly marked on the booklet. See <a href="#">Test Coordinator Manual</a> 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 <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>Paper 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> .	