



ALABAMA
ACCESS for ELLs Online Checklist
2021-2022



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	Online Testing
Testing Window	January 18, 2022 – March 18, 2022
WIDA member page	wida.wisc.edu/memberships/consortium/al
Online Resources	
<p>Training Courses (login to Secure Portal required)</p> <ul style="list-style-type: none"> • Online ACCESS for ELLs: Administration • Alternate ACCESS for ELLs: Administration and Scoring • Kindergarten ACCESS for ELLs: Administration and Scoring <p>Course Resources:</p> <ul style="list-style-type: none"> • ACCESS Online, Kindergarten ACCESS, Alternate ACCESS 	<ul style="list-style-type: none"> • 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 <p>For more state-specific resources, visit your WIDA member page.</p>
Checklist Key	
<ul style="list-style-type: none"> ■ System Test Coordinator (STC) task ■ Building Test Coordinator (BTC) task ■ Test Administrator (TA) task 	<ul style="list-style-type: none"> Kindergarten Applies to Kindergarten ACCESS only Alternate Applies to Alternate ACCESS only



Before Testing

STC	BTC	TA	Task	State-specific Clarification	✓
X	X	X	Determine which ACCESS for ELLs assessment(s) you are responsible for administering.	<p>All students will participate on the ACCESS for ELLs Online test. The ACCESS for ELLs Paper test will only be administered to those students who have disabilities that prohibit access to the online testing mode. Students whose IEP or 504 plans indicate a paper form of the test, must receive Alabama State Department of Education approval. Students who need Large Print do not have to seek approval. Those tests can be ordered directly. Contact your System Test Coordinator for additional guidance.</p> <p>Students who will participate on the Alternate ACCESS for ELLs must receive Alabama State Department of Education approval before a test can be ordered. Students taking the Alternate ACCESS for ELLs must also be participating on Alabama Alternate Achievement Standards and are/or will be participating on the ACAP Alternate. For approval, contact Susan Beard at: sbeard@alsde.edu.</p>	
X	X	X	Review training requirements based on your role.	<p>New TAs: Contact your STC to set up an account in WIDA and in WIDA AMS.</p> <ul style="list-style-type: none"> • TAs must be Alabama certificated employees who have completed the required WIDA online training courses. • ANNUAL RETRAINING is required. • STCs must provide face-face or virtual training to all BTCs approximately 3 weeks prior to the test window. • STCs or BTCs must provide face-face training to all TAs approximately 2 weeks prior to the test window. • Kindergarten Follow the protocol above • Alternate Follow the protocol above. 	



Before Testing

STC	BTC	TA	Task	State-specific Clarification	✓
	X	X	Log in to your WIDA account and agree to the Non-Disclosure and User Agreement (NDUA) that pops up automatically upon first login.	Current STCs, Technology Coordinators (personnel), and TAs are already set up with standard permissions. If you are a new STC, contact Susan Beard at 334.694.4817 or via email at: sbeard@alsde.edu . STCs and BTCs can create accounts for TAs and Technology Coordinators (personnel).	
X	X	X	Log in to WIDA AMS and agree to security terms that appear automatically at first login.	Note: The security terms appear automatically at the first login only.	
X	X	X	Watch the Training Overview module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	Required for all TAs.	
X	X		Set up WIDA AMS accounts for Technology Coordinators and Test Administrators. Tip: <i>If you need assistance, review the WIDA AMS User Guide.</i>	Contact Susan Beard for assistance.	
X	X		Ensure student information is correct in iNOW.	Student data in AMS comes directly from PowerSchool. If data in PowerSchool is incorrect, Pre-ID labels will not show the correct student information.	
X			Watch the Ordering Materials module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	Optional for STCs.	
X			Order materials in WIDA AMS.	<ul style="list-style-type: none"> STCs will order materials. Order exactly for the number of students enrolled. Do not “pad” your order. Overage has been increased to 15% with half going to the schools. This is the same process as last year. Writing response booklets for grades 4-12 will NOT be ordered or shipped with the initial order. If needed, STCs will order these during the Additional Materials ordering window – January 10 – March 11, 2022. The default response mode for Writing in grades 4-5 is keyboarding. Ordering window: November 8– December 3, 2021. 	



Before Testing

STC	BTC	TA	Task	State-specific Clarification	✓
X			Discuss district and school technology needs and capacity to administer the online test with the Technology Coordinator.	STCs will ensure that Technology Coordinators (personnel) have been informed of the appropriate training opportunities and have attended those webinars, etc.	
		X	Watch the Accessibility Overview module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	This is a requirement for all TAs.	
		X	Watch the Assigning Accommodations module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	This is a requirement for all TAs.	
X	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.	Alabama follows WIDA accommodation guidelines. The Accessibility and Accommodations Checklists are available in the Accessibility Supports and Accommodations Policy (ASAP) Manual.	
X	X	X	In WIDA AMS, assign accommodations for students with an IEP or 504 plan.	Depending on the system the STC or the BTC may fulfil this duty.	
	X	X	Modify default test sessions in WIDA AMS to meet district/school needs.	DRC assigns students to test sessions. There is no need to change these sessions unless the school chooses to do so. Consult your BTC.	
X	X	X	Finalize student counts. Add any new students to WIDA AMS and assign them to test sessions.	Test set up available for test sessions is December 6, 2021 – March 18, 2022.	
X	X	X	Review student data for accuracy in WIDA AMS. Confirm that all students are listed in WIDA AMS and assigned to test sessions.	Student data in AMS comes directly from PowerSchool. It is imperative that this data is correct, as Pre-ID labels are pulled directly from PowerSchool in November. If an error is noted in AMS, correct in both AMS and in PowerSchool. If an error is noted on the Pre-ID label, ONLY the BTC or STC can bubble on the test booklet.	
X	X	X	Watch the Test Scheduling module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	Optional for STC and BTC.	



Before Testing

STC	BTC	TA	Task	State-specific Clarification	✓
X	X		Create a testing schedule. All Kindergarten and Alternate ACCESS test sessions should be one-on-one. Tip: Allow several days at the end for makeup testing. See the Test Coordinator Manual for help with scheduling.		
	X	X	Plan a seating arrangement for testing areas. Verify that students are adequately spaced for the Speaking Test.	A seating chart is required for each administration. Refer to Test Scheduling in Section 6 of the Test Coordinator Manual for guidance on seating arrangements.	
		X	Watch the Test Practice and Test Tickets module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	Required for all TAs.	
X	X	X	Plan communication for parents/family members about ACCESS for ELLs testing and upcoming testing schedule.	Send home flyers to parents and encourage them to visit the WIDA website to learn more about ACCESS testing.	
X	X		Watch the Managing Test Materials module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	Optional	
X			Receive, inventory, and distribute test materials to designated sites/staff.	Follow the guidelines located in the <i>Alabama Comprehensive Assessment Program Integrity Handbook for Test Administration</i> .	
	X	X	Review materials for correct amount and type. Report the amount and type of overage to the District Coordinator.		
X			Watch the Additional Materials Orders module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	Optional. Additional Materials Ordering window is 1/10/22 – 3/11/22.	
X	X	X	Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.	Information for the labels is pulled directly from PowerSchool. Check labels to ensure the demographic information is accurate. If not, correct the information in PowerSchool and WIDA AMS. The Pre-ID label can still be used once the information associated with the barcode has been corrected.	
X	X		Check District/School Labels for accuracy. Contact DRC Customer Support if information is incorrect.	District/School Labels are used when a Pre-ID Label is NOT available. Tests will not be scored if the booklet does not contain a Pre-ID Label or a District/School Label. BTCs should check for accuracy PRIOR to test day.	



Before Testing

STC	BTC	TA	Task	State-specific Clarification	✓
X	X		Print test tickets and test rosters. Securely store according to state and local policies.	Determine ahead of time who will be responsible for printing tickets. These are secure, so keep in the secure storage.	
	X	X	Review test tickets for accuracy of demographic information and accommodations.	Test tickets may be printed prior to test day and kept in a secure location.	
X	X		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.	This can only be done by the STC or BTC.	
		X	Watch the Administering the Test module, located in the <i>Online ACCESS for ELLs: Administration</i> course. Kindergarten Complete the <i>Kindergarten ACCESS for ELLs: Administration and Scoring</i> training course. Alternate Complete the <i>Alternate ACCESS for ELLs: Administration and Scoring</i> training course.	Required for all TAs.	
		X	Have students view Test Demos and try Test Practice items Kindergarten Test administrators review Listening and Speaking sample items Alternate Test administrators review sample items	<ul style="list-style-type: none"> TAs are encouraged to allow students to view the test demos and practice items as many times as possible prior to the test. Required for all TAs who will administer either of these assessments. 	
X	X	X	Watch the Monitoring Test Progress module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	Required for all TAs. Optional for STCs and BTCs.	
		X	Pass required certification quiz(zes). Quizzes are located within the training courses.	<ul style="list-style-type: none"> Any TA who has not been certified through the WIDA online training must complete all parts of the training, annually. TAs will provide the STC and/or BTC with proof of completion or the STC can validate training was completed through the WIDA online system. 	



Before Testing

STC	BTC	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.	<ul style="list-style-type: none"> Refer to the task above. Anyone involved with the testing process must adhere to the guidance provided in the <i>Alabama Comprehensive Assessment Program Integrity Handbook for Test Administration</i>. STC/BTC must provide Test Security Training and Test Administration Training prior to testing. 	



During Testing

STC	BTC	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.	<ul style="list-style-type: none"> A seating chart must be completed and kept on file until the next administration. A roster must also be pulled prior to testing. Students should be spaced far enough apart so as not to see their neighbor's tests. Use partitions if needed. 	
		X	Gather test administration materials: Test Administrator Script(s), Test Administrator Manual, test tickets, test roster, Writing Booklets, #2 pencils, clock, etc.		
	X	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.	<ul style="list-style-type: none"> Student information on test ticket, roster, seating chart, and computer screen or test booklet must match exactly. Keep all test tickets, seating charts, and rosters until reports are received and reviewed. 	
	X	X	Follow all directions provided in the manuals and scripts. Monitor students to ensure test security.	<p>If students require test directions to be given in their native language, Native Language Interpreters must be trained on their role and on test security and sign the required documents.</p> <p>Native Language Interpreters must read, understand, and sign the <i>Native Language Interpreter's Oath</i> located in the <i>Alabama Comprehensive Assessment Program Integrity Handbook for Test Administration</i>.</p>	
	X	X	After students have completed the Listening and Reading tests, run a Tier Placement Report in WIDA AMS.		
	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 BTCs are permitted to apply labels and bubble test documents.	



During Testing

STC	BTC	TA	Task	State-specific Clarification	✓
	X		Report additional material needs to the System Test Coordinator.		
X			Keep track of all material requests from schools during testing and place one additional materials order prior to the end of the testing window.	More information on placing Additional Materials Orders can be found in Section 3 of the Test Coordinator Manual .	
	X		Securely store all testing materials in between test sessions.	Materials must be kept under lock and key in the school's secure storage area when not in use.	
	X		Collect and account for all test materials. Return them to the Test Coordinator.	At no time are test materials to be left in rooms after testing is complete. All test materials are to be returned to the BTC IMMEDIATELY after testing is finished. Failure to return test materials immediately to the BTC will result in a Major Irregularity.	



After Testing

STC	BTC	TA	Task	State-specific Clarification	✓
X			Watch the After Testing module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
	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 or in WIDA AMS. See Test Coordinator Manual and the Student Management section of the WIDA AMS User Guide for guidance on entering Do Not Score codes.	<ul style="list-style-type: none"> Only BTCs can mark accommodation codes on the test booklet. The only DNS code that can be marked is the ABS code for Absent or the SPD Code. The SPD Code requires ALSDE approval. Contact Susan Beard for approval. 	
X			Prepare test materials for return.	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 more information and a full list of secure and non-secure materials.	
X			Return test materials to DRC.	<ul style="list-style-type: none"> Keep all test tickets, rosters, and seating charts until reports are received and reviewed. ALL materials must be returned by March 25, 2022. Materials not returned by this date will not be included in growth calculations. 	
X	X		Watch the Data Validation module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		



After Testing

STC	BTC	TA	Task	State-specific Clarification	✓
X	X		Complete data validation process.	<ul style="list-style-type: none"> Data Validation is a process that allows LEAs to make corrections to the student demographic data. This process is required by the state. Failure to complete this process could possibly result in students not receiving a composite score. The window for Data Validation is April 14-27, 2022. Once the data validation is complete, reports will be available soon after. 	
X	X		Watch the Accessing Score Reports module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	Student reports and data files will be available in WIDA AMS shortly after data validation is complete.	
X	X		Review and distribute score reports to designated sites/staff.	More information and resources can be found on the Scores and Reports page of the WIDA website.	
		X	Communicate with students' parents/family members about ACCESS for ELLs test results.	<ul style="list-style-type: none"> Exit criteria is a 4.8 composite score. Visit the Family Engagement page for parent/family resources. 	