



ALABAMA ACCESS for ELLs Online Checklist 2024-2025



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 13, 2025 – March 14, 2025
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: 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 • WIDA Alternate ACCESS 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"> ■ District Test Coordinator (DTC) 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

DTC	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 <i>ACCESS for ELLs Online</i> test. The <i>ACCESS for ELLs Paper</i> 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 District Test Coordinator for additional guidance.</p> <p>Students who will participate on the <i>WIDA Alternate ACCESS</i> must receive Alabama State Department of Education approval before a test can be ordered. Students taking the <i>WIDA Alternate ACCESS</i> must also be participating on <i>Alabama Alternate Achievement Standards</i> and are/or will be participating on the <i>ACAP Alternate</i>. For approval, contact Maggie Hicks at: mhicks@alsde.edu or Tyler Merrell at: tyler.merrell@alsde.edu</p>	
X	X		Communicate roles, responsibilities, and training requirements to test administrators.		
X	X	X	Review training requirements based on your role.	<p>New TAs: Contact your DTC 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. • DTCs must provide face-face or virtual training to all BTCs approximately 3 weeks prior to the test window. • DTCs or BTCs must provide face-face training to all TAs approximately 2 weeks prior to the test window. 	



Before Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
				<ul style="list-style-type: none"> Kindergarten Follow the protocol above Alternate Follow the protocol above. 	
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.	Current DTCs, Technology Coordinators (personnel), and TAs are already set up with standard permissions. If you are a new DTC, contact Maggie Hicks at: mhicks@alsde.edu or Tyler Merrell at: tyler.merrell@alsde.edu . DTCs 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. <ul style="list-style-type: none"> 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. 	Note: The security terms appear automatically at the first login only.	
X	X	X	Complete Module 1: Introduction of the Online ACCESS for ELLs: Administration training course. <ul style="list-style-type: none"> This module provides background information about ACCESS Online, including the test’s purpose, design, and materials, and clarifies your role in testing. 	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 Maggie Hicks at: mhicks@alsde.edu or Tyler Merrell at: tyler.merrell@alsde.edu for assistance.	



Before Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
X	X		Ensure student information is correct in PowerSchool.	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			Complete Module 2: Planning & Logistics in the Online ACCESS for ELLs: Administration training course. <ul style="list-style-type: none"> This module focuses on ordering and returning materials, as well as managing, distributing, and securing test materials. 	Optional for DTCs. Initial materials orders will be made using the Pre-ID file submitted by SEA.	
			Order materials in WIDA AMS.	<ul style="list-style-type: none"> The Pre-ID file submitted by the SEA will be used to order materials. Writing response booklets for grades 4-12 will NOT be ordered or shipped with the initial order. If needed, DTCs will order these during the Additional Materials ordering window – January 8 – March 7, 2025. The default response mode for Writing in grades 4-5 is keyboarding. 	
X			Discuss district and school technology needs and capacity to administer the online test with the Technology Coordinator.	DTCs will ensure that Technology Coordinators (personnel) have been informed of the appropriate training opportunities and have attended those webinars, etc.	
		X	Complete Module 3: Your Students, School and District in the Online ACCESS for ELLs: Administration training course. <ul style="list-style-type: none"> This module focuses on preparing a detailed testing schedule, preparing your students for testing, and assigning accommodations. 	This is a requirement for all TAs.	



Before Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
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 DTC or the BTC may fulfill this duty.	
	X	X	Modify default test registrations in WIDA AMS to meet district/school needs. Optional: Enable Test Monitoring on test sessions as desired. Enable Test Monitoring on registrations as desired. Refer to Online Help in the Test Monitoring application in WIDA AMS for details.	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 registrations.	Test set up available for test registration December 5, 2024 – March 14, 2025.	
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 December. 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 DTC can bubble on the test booklet.	
X	X	X	Complete Module 4: Administering the Test in the Online ACCESS for ELLs: Administration training course. <ul style="list-style-type: none"> This module focuses on generating login credentials for test takers (test tickets), preparing space, materials, and equipment, and technology troubleshooting. 	Optional for DTC and BTC.	



Before Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
X	X		Create a testing schedule. All Kindergarten and Alternate ACCESS test sessions are administered one-on-one. <i>Tip: Allow several days at the end for makeup testing. See the Test Coordinator Manual for help with scheduling.</i>		
	X	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 Test Coordinator Manual .	A seating chart is required for each administration.	
		X	Plan communication for family members about ACCESS for ELLs testing and upcoming testing schedule. <ul style="list-style-type: none"> Review “Pep Talks, Test Demo, and Test Practice” in Module 3 of the Online ACCESS For ELLs: Administration training course. 	Required for all TAs. Send home flyers to parents and encourage them to visit the WIDA website to learn more about ACCESS testing.	
X	X		Receive, inventory, and distribute test materials to designated sites/staff. <ul style="list-style-type: none"> Review “Managing Secure Materials” in Module 2 of the Online ACCESS for ELLs: Administration training course. 	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			Review “Ordering Additional Materials” in Module 2 of the Online ACCESS for ELLs: Administration training course.	Additional Materials Ordering window is January 8 – March 7, 2025 .	



Before Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
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.	
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 DTC or BTC.	
		X	Review Module 4: Administering the Test in the Online ACCESS for ELLs: Administration training course. Kindergarten Complete the <i>Kindergarten ACCESS for ELLs: Administration and Scoring</i> training course.	Required for all TAs.	



Before Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
			Alternate Complete the <i>Alternate ACCESS: Administration and Scoring</i> training course.		
		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	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	Review “Tracking Site Completion Status” in Module 2 of the Online ACCESS for ELLs: Administration training course. <ul style="list-style-type: none"> New for 2024-25: Student Status and Test Status features in the Operational Dashboard in WIDA AMS have replaced status reports, online testing statistics, and the student status dashboard. Find the Operational Dashboard in WIDA AMS Reporting Services. 	Required for all TAs. Optional for DTCs 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 DTC and/or BTC with proof of completion or the DTC can validate training was completed through the WIDA online system. 	
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>. DTC/BTC must provide Test Security Training and Test Administration Training prior to testing. 	



During Testing

DTC	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>	



During Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
	X	X	After students have completed the Listening and Reading tests, determine students' tier placement information in WIDA AMS. <ul style="list-style-type: none"> View "Screencast: Tier Placement Information" in the "Test Day: Listening & Reading" section of Module 4 of the Online ACCESS for ELLs: Administration training course to learn how to export registration details 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.	
	X		Report additional material needs to the District 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. Contact SEA if additional District/School Labels are needed. <ul style="list-style-type: none"> Review "Ordering Additional Materials" in Module 2 of the Online ACCESS for ELLs: Administration training course. 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.	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.	



During Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
	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

DTC	BTC	TA	Task	State-specific Clarification	✓
X			Review “Returning Materials” in Module 2 of the Online ACCESS for ELLs: Administration training 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 <i>Viewing and Editing a Registration</i> in Test Management Online Help in WIDA AMS 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 Maggie Hicks at: mhicks@alsde.edu or Tyler Merrell at: tyler.merrell@alsde.edu for approval. 	
X			Prepare test materials for return. Refer to Returning Test Materials in Section 3 of the Test Coordinator Manual.	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.	
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.	<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 21, 2025 (postmark date). Materials not returned by this date will not be included in growth calculations. 	
X	X		Complete Module 5: Test Scores in the Online ACCESS for ELLs: Administration training course. This module focuses on data validation, accessing score reports, and effectively communicating test scores.		
X	X		Review and distribute score reports to designated sites/staff.		



After Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
		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. 	