



BUREAU OF INDIAN EDUCATION
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 & Paper
Testing Window	January 24, 2022 – February 25, 2022
WIDA member page	wida.wisc.edu/memberships/consortium/bie
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"> ■ School/District Test Coordinator task ■ Test Administrator (TA) task 	<p>Kindergarten Applies to Kindergarten ACCESS only</p> <p>Alternate Applies to Alternate ACCESS only</p>



Before Testing

S/DTC	TA	Task	State-specific Clarification	✓
X	X	Determine which ACCESS for ELLs assessment(s) you are responsible for administering.		
X	X	Review training requirements based on your role.	<p>New TAs: All Test Administrators should follow secure testing protocols designated by WIDA and must be certified to administer any WIDA assessments for which they are responsible for administering prior to test administration.</p> <p>Returning TAs: Annual recertification refresher is required by BIE.</p> <p>Kindergarten or Alternate ACCESS requirements: Annual recertification is required by BIE.</p>	
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.	<p>STCs/DTCs request a new WIDA account: Contact SEA for new account Pamela Speaks (505) 274-3606 pamela.speaks@bie.edu Aurelia Shorty (505) 274-3746 aurelia.shorty@bie.edu</p> <p>TAs request a new WIDA account: Contact your STCs to obtain an account.</p> <p>STCs should have filed a copy of TAs' Non-Disclosure User Agreements.</p>	
X	X	Log in to WIDA AMS and agree to security terms that appear automatically at first login.	<p>STCs/DTCs request a new WIDA AMS account: Contact SEA for new account Pamela Speaks (505) 274-3606 pamela.speaks@bie.edu Aurelia Shorty (505) 274-3746 aurelia.shorty@bie.edu</p>	



Before Testing

S/DTC	TA	Task	State-specific Clarification	✓
			<p>TAs request a new WIDA AMS account: Contact your STCs to obtain an account.</p> <p>Technology Coordinators request a WIDA AMS account: Contact your STC to obtain an account. If your STC is unavailable, contact DRC Customer service at 855-787-9615 or wida@datarecognitioncorp.com. WIDA AMS offers two types of accounts for Technology Coordinators:</p> <ol style="list-style-type: none"> 1. District Technology Coordinator—These accounts can set up School Technology Coordinators in WIDA AMS. 2. School Technology Coordinators—These accounts allow users to download testing software at school sites and provide access to important resources. 	
X	X	Watch the Training Overview module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	Viewing the Training Overview module is required.	
X		Submit Pre-ID File to DRC	BIE submits the Pre-ID file for schools.	
X		Watch the Ordering Materials module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	Viewing the Ordering Materials module is required.	
X		Order materials in WIDA AMS.	For 4-5 th grade, for the Online test, the default for Writing is set for students to keyboard their responses.	
X		Discuss district and school technology needs and capacity to administer the online test with the Technology Coordinator.	Required in the fall and winter for BIE LEAs.	
X	X	Watch the Accessibility Overview module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	Required in the fall.	
X	X	Watch the Assigning Accommodations module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	Required in the fall.	



Before Testing

S/DTC	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.	This occurs in the fall and is required for meeting the specific needs of students and communicating with all stakeholders.	
X		In WIDA AMS, assign accommodations for students with an IEP or 504 plan.		
X		Optional: Modify default test sessions in WIDA AMS to meet district/school needs.		
X		Finalize student counts. Add any new students to WIDA AMS and assign them to test sessions.		
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.	STCs and TAs may edit student information in WIDA AMS.	
X		Watch the Test Scheduling module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
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		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 for guidance on seating arrangements.	
X	X	Watch the Test Practice and Test Tickets module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
X	X	Plan communication for parents/family members about ACCESS for ELLs testing and upcoming testing schedule.	Visit the Family Engagement page for parent/family resources.	
X	X	Watch the Managing Test Materials module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		



Before Testing

S/DTC	TA	Task	State-specific Clarification	✓
X		Receive, inventory, and distribute test materials to designated sites/staff.	Refer to the WIDA AMS User Guide for specific instructions on receiving, inventorying, and distributing test materials. For more information on keeping test materials secure, refer to Chapter 5 of the Procedures Manual.	
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.		
X		Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.		
X		Check District/School Labels for accuracy. Contact DRC Customer Support if information is incorrect.		
X		Print test tickets and test rosters. Securely store according to state and local policies.	Test tickets and test rosters are considered secure and must be stored in a secure location when not in use. For more information on keeping these test materials secure, refer to Chapters 5 and 8 of the Procedures Manual.	
X		Review test tickets for accuracy of demographic information and accommodations.		
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.		



Before Testing

S/DTC	TA	Task	State-specific Clarification	✓
X	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.		
X	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	Ensure that all students are familiar with the test they will be taking and are able to successfully navigate, use the online tools and accessibility features, and respond to different item types.	
X		Watch the Monitoring Test Progress module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
	X	Pass required certification quiz(zes). Quizzes are located within the training courses.	Completed in the fall.	
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.	For information on training requirements, refer to Chapter 7 of the Procedure Manual. View the training status for staff with the Certification Report tool in the WIDA Secure Portal	



During Testing

S/DTC	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.		
	X	Gather test administration materials: Test Administrator Script(s), Test Administrator Manual, test tickets, test roster, Writing Booklets, #2 pencils, clock, etc.		
	X	Ensure testing devices are ready and distribute necessary materials to students (e.g., booklets, pencils, headsets).	Chapter 7 of the Procedures Manual	
	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.	Chapter 8 of the Procedures Manual	
	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.	If District/School Labels are used, ensure that bubbled student information matches student record in WIDA AMS. Incorrect information may result in an incomplete score report.	
	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.	Reference Section 3 of the Test Coordinator Manual for more information.	
X	X	Securely store all testing materials in between test sessions.	Follow WIDA guidance.	
	X	Collect and account for all test materials. Return them to the Test Coordinator.		



After Testing

S/DTC	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.	Store immediately in designated secure location for return preparation.	
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.		
X		Prepare test materials for return.	Refer to Returning Test Materials in Section 3 of the Test Coordinator Manual.	
X		Return test materials to DRC.	Do not return scratch paper to DRC, destroy locally. Shred unused Pre-ID labels 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 a full list of secure and non-secure materials.	
X		Watch the Data Validation module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	Completed in the winter.	
X		Complete data validation process.	Pre-reporting data validation: March 24-29, 2022	
X	X	Watch the Accessing Score Reports module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	Must be completed in the winter.	
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.	



After Testing

S/DTC	TA	Task	State-specific Clarification	✓
X		Communicate with students' parents/family members about ACCESS for ELLs test results.	<p>For the 2021-2022 academic year, any student achieving an overall composite proficiency level of 4.5 or higher will no longer be designated an ELL, needing additional support services.</p> <p>Once students achieve 4.5 or higher, they are no longer scheduled to take the ACCESS for ELLs assessment.</p>	