



**BUREAU OF INDIAN EDUCATION**  
**ACCESS for ELLs Online Checklist**  
**2023-2024**



**Becky**

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	
<b>Test delivery mode</b>	Online
<b>Testing Window</b>	January 22, 2024 – February 22, 2024
<b>WIDA member page</b>	<a href="http://wida.wisc.edu/memberships/consortium/bie">wida.wisc.edu/memberships/consortium/bie</a>
Online Resources	
<p><b>Training Courses</b> (login to Secure Portal required)</p> <ul style="list-style-type: none"> <li>• <a href="#">Online ACCESS for ELLs: Administration</a></li> <li>• <a href="#">WIDA Alternate ACCESS: Administration and Scoring</a></li> <li>• <a href="#">Kindergarten ACCESS for ELLs: Administration and Scoring</a></li> </ul> <p><b>Course Resources:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">ACCESS Online</a>, <a href="#">Kindergarten ACCESS</a>, <a href="#">Alternate ACCESS</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="#">Technology Resources</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>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> School/District Test Coordinator task</li> <li><span style="color: orange;">■</span> Test Administrator (TA) task</li> </ul>	<ul style="list-style-type: none"> <li><b>Kindergarten</b> Applies to Kindergarten ACCESS only</li> <li><b>Alternate</b> Applies to Alternate ACCESS only</li> </ul>



Before Testing

S/DTC	TA	Task	State-specific Clarification	✓
X	X	Determine which ACCESS for ELLs assessment(s) you are responsible for administering.	Score Report Interpretation recorded LIVE WEBINAR will assist in preparing for student 2024 ACCESS based on understanding student results. All identified ELP students within NASIS are required to assess. Accessing courses and certifying to administer WIDA ACCESS, Kdg. Access must complete and certify prior to October 1, 2024. This is located in the WIDA Secure Portal.	
X		Communicate roles, responsibilities, and training requirements to test administrators.	The Test Coordinator Manual will highlight necessary training for the WIDA ACCESS, ALTERNATE ACCESS and Kdg ACCESS. The ACCESS for students with extreme cognitive disabilities (ALT ACCESS) and ACCESS have been updated and trainings within the Secure Portal open on September 1, 2023 and are REQUIRED for CERTIFICATION.	
X	X	Review training requirements based on your role.	<p><b>New TAs:</b> 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><b>Returning TAs:</b> Annual recertification is required by BIE.</p> <p><b>Kindergarten or Alternate ACCESS requirements:</b> Annual recertification is required by BIE.</p> <p><b>New for 2023-24:</b> Certification for WIDA Alternate ACCESS must be completed <b>after</b> September 1, 2023 to be valid. The deadline for TA and TC administration is October 1, 2023. Modules will reflect the updated version of the ACCESS suite of courses.</p>	



Before Testing

S/DTC	TA	Task	State-specific Clarification	✓
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.	<p><b>STCs/DTCs request a new WIDA account:</b> Contact SEA for new account: Pamela Speaks (505) 274-3606 <a href="mailto:pamela.speaks@bie.edu">pamela.speaks@bie.edu</a></p> <p><b>TAs request a new WIDA account:</b> Contact your STCs to obtain an account.</p> <p>STCs should ensure that all TAs have completed their annual Non-Disclosure and User Agreement in the WIDA Secure Portal.</p>	
X	X	<p>Log in to <a href="#">WIDA AMS</a> and agree to security terms that appear automatically at first login.</p> <ul style="list-style-type: none"> <li><b>New this year:</b> WIDA AMS has new applications for Import, Student and Test Management. Review screencasts in the ACCESS Online training course for more information.</li> </ul>	<p><b>STCs/DTCs request a new WIDA AMS account:</b> Contact SEA for new account: Pamela Speaks (505) 274-3606 <a href="mailto:pamela.speaks@bie.edu">pamela.speaks@bie.edu</a></p> <p><b>TAs request a new WIDA AMS account:</b> Contact your STCs to obtain an account.</p> <p><b>Technology Coordinators request a WIDA AMS account:</b> Contact your STC to obtain an account. If your STC is unavailable, contact DRC Customer service at 855-787-9615 or <a href="mailto:wida@datarecognitioncorp.com">wida@datarecognitioncorp.com</a>. WIDA AMS offers two types of accounts for Technology Coordinators:</p> <ol style="list-style-type: none"> <li>District Technology Coordinator—These accounts can set up School Technology Coordinators in WIDA AMS.</li> <li>School Technology Coordinators—These accounts allow users to download testing software at school sites and provide access to important resources.</li> </ol>	
X	X	Complete <b>Module 1: Introduction</b> of the Online ACCESS for ELLs: Administration training course.	Viewing Module 1 is required and must be completed prior to administering the test.	



## Before Testing

S/DTC	TA	Task	State-specific Clarification	✓
		This module provides background information about ACCESS Online, including the test's purpose, design, and materials, and clarifies your role in testing.		
X		Submit Pre-ID File to DRC	BIE submits the Pre-ID file for schools.	
X		Complete <b>Module 2: Planning &amp; Logistics</b> in the Online ACCESS for ELLs: Administration training course. This module focuses on ordering and returning materials, as well as managing, distributing, and securing test materials.	Viewing the Ordering Materials module is required and must be completed prior to the opening of BIE's materials ordering window on October 17, 2023.	
X		Order materials in WIDA AMS.	For 4-5 <sup>th</sup> 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	Complete <b>Module 3: Preparing Your Students</b> in the Online ACCESS for ELLs: Administration training course. This module focuses on preparing your students for testing and assigning accommodations.	Required in the fall.	
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.	School TCs can assign accommodations in WIDA AMS. Of the many accommodations that can be provided to EL students with disabilities, only three embedded accommodations require selection and activation prior to testing. They follow: <ol style="list-style-type: none"> <li>1. Manual control of item audio</li> <li>2. Repeat item audio</li> <li>3. Extended time for Speaking test (response time)</li> </ol> These <b>and all other accommodations</b> must be documented in the IEP or 504 Plan. Students should have opportunities to practice with these types of accommodations prior to testing. All other accommodations are non-embedded.	



Before Testing

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X		In WIDA AMS, assign accommodations for students with an IEP or 504 plan.	Students who are served on IEPs/504s plans must be provided with the appropriate accommodations in accordance with their plans during the screening and identification process, throughout the academic year, and during ACCESS testing. These accommodations must also be documented in NASIS.	
X		<b>Optional:</b> Modify generic registrations in WIDA AMS to meet district/school needs. Enable Test Monitoring on registrations as desired. Refer to Online Help in the Test Monitoring application in WIDA AMS for details.	Generic registrations are organized by school/grade/domain. TAs may need to be assigned to registrations/schools.	
X		Finalize student counts. Add any new students to WIDA AMS and assign them to registrations.	A district level user must add individual or multiple students into WIDA AMS if they were not in the original Pre-ID file submitted. Refer to the Student Management section of Online Help in WIDA AMS for instruction.	
X	X	Review student data for accuracy in WIDA AMS. Confirm that all students are listed in WIDA AMS and assigned to correct registrations.	STCs and TAs may edit student information in WIDA AMS.	
X		Complete <b>Module 4: Administering the Test</b> in the Online ACCESS for ELLs: Administration training course. This module focuses on generating login credentials for test takers, preparing space, materials, and equipment, creating a testing schedule, technology troubleshooting, and how to administer specific domains.	Required by BIE to ensure knowledge base for administration. Follow WIDA guidance on timing and group size.	
X		Create a testing schedule. All <b>Kindergarten</b> and <b>Alternate ACCESS</b> test sessions are administered one-on-one. <i>Tip: Allow several days at the end for makeup testing. See the <a href="#">Test Coordinator Manual</a> for help with scheduling.</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 beginning of the ACCESS window to assure completion by due date.	



Before Testing

S/DTC	TA	Task	State-specific Clarification	✓
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 <a href="#">Test Coordinator Manual</a> .	Proactive planning for test administration success.	
X	X	Review “ <b>Pep Talks, Test Demo, and Test Practice</b> ” in Module 3 of the Online ACCESS For ELLs: Administration training course.	Viewing of the Test Practice and Test Tickets module is required in the fall.	
X	X	Plan <a href="#">communication for parents/family members</a> about ACCESS for ELLs testing and upcoming testing schedule.	Well in advance of assessment administration, prepare all stakeholders for knowledge of the assessment process and purpose.	
X		Receive, inventory, and distribute test materials to designated sites/staff. <ul style="list-style-type: none"> <li>Review “<b>Managing Secure Materials</b>” in Module 2 of the Online ACCESS for ELLs: Administration training course.</li> </ul>	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 Section 3 of the <a href="#">Test Coordinator Manual</a> .  Viewing of the Managing Test Materials module is required in the fall/winter.	
X		Review materials for correct amount and type. Report the amount and type of overage to the District Coordinator.		
X		Review “ <b>Ordering Additional Materials</b> ” in Module 2 of the Online ACCESS for ELLs: Administration training 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 <a href="#">DRC Customer Support</a> if information is incorrect.		



Before Testing

S/DTC	TA	Task	State-specific Clarification	✓
X		Print test tickets and test rosters. Securely store according to state and local policies. <ul style="list-style-type: none"> <li>Review “<b>Test Tickets &amp; Rosters</b>” in Module 4 of the Online ACCESS for ELLs: Administration training course.</li> </ul>	<p><b>Test tickets and test rosters are considered secure and must be stored in a secure location when not in use.</b></p> <p>For more information on keeping these test materials secure, refer to section 3 of the <a href="#">Test Coordinator Manual</a>.</p>	
X		Review test tickets for accuracy of demographic information and accommodations.	Note: Not all accommodations will be listed on the test ticket. NA will be listed for all accommodations outside of the three embedded online accommodations described earlier in the checklist.	
X		<p><b>Kindergarten, Alternate only</b> – 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.</p>		
X	X	<p><b>Kindergarten</b> Complete the Kindergarten ACCESS for ELLs: Administration and Scoring training course.</p> <p><b>Alternate</b> Complete the Alternate ACCESS: Administration and Scoring training course.</p>		
X	X	Have students view <a href="#">Test Demos</a> and try <a href="#">Test Practice</a> items <ul style="list-style-type: none"> <li>Review “<b>Preparing Your Students</b>” in Module 3 of the Online ACCESS for ELLs: Administration training course.</li> <li><b>New for 2023-24:</b> DRC INSIGHT hs a new look and feel. Schedule extra time to become familiar with the layout and navigation.</li> </ul> <p><b>Kindergarten</b> Test administrators review Listening and Speaking sample items</p> <p><b>Alternate</b> Test administrators review sample items</p>	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		Review “ <b>Tracking Site Completion Status</b> ” in Module 2 of the Online ACCESS for ELLs: Administration training course.	Viewing the Monitoring Test Progress module is required in the fall/winter.	



Before Testing

S/DTC	TA	Task	State-specific Clarification	✓
	X	Pass required certification quiz(zes). Quizzes are located within the training courses.	<p>Completed in the fall. Annual recertification is required. All test administration courses are available through the WIDA Secure Portal.</p> <p><b>New for 2023-24: Certification for WIDA Alternate ACCESS must be completed <u>after</u> September 1, 2023 to be valid. Certifications from prior years are based on the previous version of the test and are no longer valid.</b></p>	
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.	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 <a href="#">Test Administrator Manual</a> . For group settings, ensure students are seated far enough apart to avoid distractions.	Each school test center must be free of disruptions, have an established seating arrangement and be well-lighted.	
	X	Gather test administration materials: Test Administrator Script(s), Test Administrator Manual, test tickets, test roster, Writing Booklets, #2 pencils, clock, etc.	Follow WIDA guidance for allowable Tools.	
	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.		
	X	Follow all directions provided in the manuals and scripts. Monitor students to ensure test security.		
	X	After students have completed the Listening and Reading tests, determine students' tier placement information in WIDA AMS. <ul style="list-style-type: none"> <li>View the screencast on "<b>Test Domains: Listening &amp; Reading</b>" in Module 4 of the Online ACCESS for ELLs: Administration training course to learn how to export registration details in WIDA AMS.</li> </ul>		
	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. To avoid erroneous or incomplete student reports, ensure bubbled student information matches record in WIDA AMS.	Only apply school labels to booklets you know will be used.	
	X	Report additional material needs to the District Test Coordinator.		



During Testing

S/DTC	TA	Task	State-specific Clarification	✓
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. <ul style="list-style-type: none"> <li>Review <b>“Ordering Additional Materials”</b> in Module 2 of the Online ACCESS for ELLs: Administration training course.</li> </ul> Refer to the <b>Secure Material Tracking Report</b> in WIDA AMS under Reporting Services > Published Reports 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 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.	This action occurs immediately following test/session completion.	



After Testing

S/DTC	TA	Task	State-specific Clarification	✓
X		Review “ <b>Returning Materials</b> ” in Module 2 of the Online ACCESS for ELLs: Administration training course.	Viewing the After Testing module is required in the spring.	
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 <i>Viewing and Editing a Registration</i> in Test Management Online Help in WIDA AMS 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. Refer to the <b>Secure Material Tracking Report in WIDA AMS</b> under Reporting Services > Published Reports for a full list of all materials sent to your school/district and returned to DRC.	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 a full list of secure and non-secure materials.	
X		Complete <b>Module 5: Test Scores</b> in the Online ACCESS for ELLs: Administration training course. This module focuses on data validation, accessing score reports, and effectively communicating test scores.	Completed in the winter.	
X		Complete data validation process.	Pre-reporting data validation: March 18 – March 21, 2024	
X		Review and distribute <a href="#">score reports</a> to designated sites/staff. <ul style="list-style-type: none"> <li>Reminder: WIDA Alternate ACCESS score reports will be released in fall 2024 due to standard setting. For more information, please see <a href="#">WIDA Alternate ACCESS Updates</a>.</li> </ul>		



After Testing

S/DTC	TA	Task	State-specific Clarification	✓
X		<p><a href="#">Communicate with students' parents/family members</a> about ACCESS for ELLs test results.</p> <ul style="list-style-type: none"> <li>Updated score reporting resources for WIDA Alternate ACCESS will be available in fall 2024.</li> </ul>	<p>For the 2023-2024 academic year, any student achieving an overall composite proficiency level of 4.2 or higher <i>and</i> a domain level Listening, Reading, and Writing score of 3.5 or higher, <i>and</i> a domain level Speaking score of 1.0 or higher will no longer be designated an ELL, needing additional support services. Once students achieve 4.5 or higher Overall Composite, 3.5 or higher Listening, Reading, and Writing, and 1.0 or higher Speaking, they are no longer scheduled to take the ACCESS for ELLs assessment.</p>	