



**BUREAU OF INDIAN EDUCATION  
ACCESS for ELLs Paper Checklist  
2021-2022**



This state checklist is a guide for personnel involved in administering [ACCESS for ELLs](#) Paper, 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 & Paper
<b>Testing Window</b>	January 24, 2022 – February 25, 2022
<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="#">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 WIDA member page.</p>
Checklist Key	
<ul style="list-style-type: none"> <li><span style="color: blue;">■</span> School/District Test Coordinator(S/DTC) task</li> <li><span style="color: orange;">■</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

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><b>New TAs:</b> All Test Administrators should follow secure testing protocols designated by WIDA and must be certified on any WIDA assessments for which they are responsible for administering prior to test administration.</p> <p><b>Returning TAs:</b> Recertification is required by BIE.</p> <p><b>Kindergarten or Alternate ACCESS requirements:</b> Recertification is required, by BIE.</p>	
X	X	Log in to your <a href="#">WIDA account</a> and agree to the Non-Disclosure and User Agreement (NDUA) that pops up automatically upon first login.	<p><b>STCs request a new WIDA account:</b> Contact SEA for new account Dr. Pamela Speaks (505) 274-3606 <a href="mailto:pamela.speaks@bie.edu">pamela.speaks@bie.edu</a> Aurelia Shorty (505) 274-3746 <a href="mailto:aurelia.shorty@bie.edu">aurelia.shorty@bie.edu</a></p> <p><b>TAs request a new WIDA account:</b> Contact your <b>STCs</b> to obtain an account.</p> <p>STCs should have filed a copy of TAs' Non-Disclosure User Agreements.</p>	
X	X	Log in to <a href="#">WIDA AMS</a> and agree to security terms that appear automatically at first login.	<p><b>STCs request a new WIDA AMS account:</b> Contact SEA for new account</p> <p><b>TAs request a new WIDA AMS account:</b> Contact your STCs to obtain an account. Dr. Pamela Speaks (505) 274-3606 <a href="mailto:pamela.speaks@bie.edu">pamela.speaks@bie.edu</a> Aurelia Shorty (505) 274-3746 <a href="mailto:aurelia.shorty@bie.edu">aurelia.shorty@bie.edu</a></p>	



Before Testing

S/DTC	TA	Task	State-specific Clarification	✓
			<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>1. District Technology Coordinator—These accounts can set up School Technology Coordinators in WIDA AMS.</li> <li>2. School Technology Coordinators—These accounts allow users to download testing software at school sites and provide access to important resources.</li> </ol>	
X	X	Watch the <b>Training Overview</b> module, located in the <i>Paper ACCESS for ELLs: Administration</i> course.		
		Submit Pre-ID file to DRC.	BIE submits the Pre-ID file for schools.	
X		Watch the <b>Ordering Materials</b> module, located in the <i>Paper ACCESS for ELLs: Administration</i> course.		
X		Order materials in WIDA AMS.		
X	X	Watch the <b>Accessibility Overview</b> module, located in the <i>Paper ACCESS for ELLs: Administration</i> course.		
X	X	Watch the <b>Assigning Accommodations</b> module, located in the <i>Paper ACCESS for ELLs: Administration</i> course.		
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.		



## Before Testing

S/DTC	TA	Task	State-specific Clarification	✓
X	X	Assign accommodations for students with an IEP or 504 plan in WIDA AMS or bubble in on the Student Test Booklet.		
X	X	Review student data for accuracy in WIDA AMS.	TCs and TAs may edit student information in WIDA AMS.	
X		Watch the <b>Test Scheduling</b> module, located in the <i>Paper ACCESS for ELLs: Administration</i> course.		
X		Create a testing schedule. All Speaking tests and all <b>Kindergarten</b> and <b>Alternate</b> ACCESS test sessions should be 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>		
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 Test Coordinator Manual for guidance on seating arrangements.	
X	X	Plan communication for parents/family members about ACCESS for ELLs testing and upcoming testing schedule.	Visit the <a href="#">Family Engagement</a> page for parent/family resources.	
X	X	Watch the <b>Managing Test Materials</b> module, located in the <i>Paper ACCESS for ELLs: Administration</i> course.		
X		Receive, inventory, and distribute test materials to designated sites/staff.		
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.		
X		Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.		



Before Testing

S/DTC	TA	Task	State-specific Clarification	✓
X		Check District/School Labels for accuracy. Contact DRC Customer Support if information is incorrect.	These labels are used for students with no pre-ID label.	
X		Apply labels to Test Booklets.	Only apply district labels to booklets you know will be used.	
X		Bubble in demographic information and apply a District/School Label to Test Booklets that do not have Pre-ID Labels.		
X	X	<p>Watch the <b>Administering the Test</b> module, located in the <i>Paper ACCESS for ELLs: Administration</i> course.</p> <p><b>Kindergarten</b> Complete the <i>Kindergarten ACCESS for ELLs: Administration and Scoring</i> training course.</p> <p><b>Alternate</b> Complete the <i>Alternate ACCESS for ELLs: Administration and Scoring</i> training course.</p>		
X	X	<p>Have students review Listening and Speaking <a href="#">paper sample items</a>.</p> <p><b>Kindergarten</b> Test administrators review Listening and Speaking sample items</p> <p><b>Alternate</b> Test administrators review sample items</p>		
	X	Pass required certification quiz(zes). Quizzes are located within the training courses.		
	X	<p>If you are responsible for administering the Speaking test, complete the applicable training course(s):</p> <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 are required to take the Speaking Scoring training course(s) each year. If you passed the Speaking Scoring training for WIDA Screener you do not need to retake the course for ACCESS.	
	X	Pass the required certification quiz(zes) for Speaking scoring training. Quizzes are located within the training courses.		



**Before Testing**

S/DTC	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.		
X	X	Try out the Listening and Speaking CD(s) and CD player prior to the day of testing.		
X		Distribute test session rosters to Test Administrators.		

ACCESS for ELLs Paper Checklist 2021-2022



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		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	Report additional material needs to the 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.	Refer to Section 3 of the <a href="#">Test Coordinator Manual</a> for guidance on additional materials orders.	
X		Securely store all testing materials in between test sessions.	Follow WIDA guidance.	
	X	Collect and account for all test materials in between test sessions. Return them to the Test Coordinator.	This action occurs immediately following test/session completion	



### After Testing

S/DTC	TA	Task	State-specific Clarification	✓
X		Watch the <b>After Testing</b> module, located in the <i>Paper 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. See <a href="#">Test Coordinator Manual</a> for guidance on marking Do Not Score codes.	Do Not Score codes must be updated on the test booklets for paper-based testing. Test Coordinators can update accommodations in WIDA AMS. All accommodations 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		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 and Test Coordinator Manual 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 <b>Data Validation</b> module, located in the <i>Paper ACCESS for ELLs: Administration</i> course.		
X		Complete data validation process.	Pre-reporting data validation: March 24-29, 2022	
X	X	Watch the <b>Accessing Score Reports</b> module, located in the <i>Paper ACCESS for ELLs: Administration</i> course.		
X		Review and distribute score reports to designated sites/staff.	More information and resources can be found on the <a href="#">Scores and Reports</a> 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 2021-22 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>	