COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
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 Window**	February 3, 2025 – March 21 2025
WIDA member page	Wida.wisc.edu/memberships/consortium/nmi		

Online Resources

Training Courses (login to Secure Portal required)
- Online ACCESS for ELLs: Administration
- WIDA Alternate ACCESS: Administration and Scoring
- Kindergarten ACCESS for ELLs: Administration and Scoring

Course Resources:
- ACCESS Online, Kindergarten ACCESS, Alternate ACCESS

- 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

For more state-specific resources, visit your WIDA member page.

Checklist Key

🟦 District Test Coordinator (DTC) task

🟩 School Test Coordinator (STC) task

🟨 Test Administrator (TA) task

Kindergarten Applies to Kindergarten ACCESS only

Alternate Applies to Alternate ACCESS only

Last Updated: 8/30/2024

Before Testing

DTC	STC	TA	Task	State-specific Clarification	✔
	X	X	Determine which ACCESS for ELLs assessment(s) you are responsible for administering.		
X	X		Communicate roles, responsibilities, and training requirements to test administrators.		
X	X		Review training requirements based on your role.	**New TAs :** New Test Administrators (TA) including ELL Teachers are required to go through certification training in order to administer the assessment With regards to the administration of the Alternate ACCESS, special education contact teachers at schools with eligible students for Alternate are required to undergo certification for the administration of the assessment. **Returning TAs:** Annual recertification is required for all TAs who will be administering the assessment.	
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.	STCs can contact the DTC via email for the creation of new WIDA accounts. A paper copy of the NDUA must be submitted to the District Test Coordinator (DTC)	

Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Log in to WIDA AMS and agree to security terms that appear automatically at first login. • **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.	STCs can email the DTC and request that a certain TA's account be created in WIDA AMS.	
X	X	X	Complete **Module 1: Introduction** of the Online ACCESS for ELLs: Administration training course. This module provides background information about ACCESS Online, including the test's purpose, design, and materials, and clarifies your role in testing.		
X			Set up WIDA AMS accounts for Technology Coordinators and Test Administrators. ***Tip:*** *If you need assistance, review the WIDA AMS User Guide.*		
X			Submit Pre-ID file to DRC.	Pre-ID File will be uploaded by the District Test Coordinator.	
X	X		Complete **Module 2: Planning & Logistics** 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.		
X	X		Order materials in WIDA AMS.	Ordering of materials for each school will be the responsibility of the School Test Coordinator. District Test Coordinator can be contacted for assistance under any circumstances.	

Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Discuss district and school technology needs and capacity to administer the online test with the Technology Coordinator.		
X	X	X	Complete **Module 3: Your Students, School and District** in the Online ACCESS for ELLs: Administration training course. This module focuses on preparing a detailed testing schedule, preparing your students for testing, and assigning accommodations.		
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.		
X	X		In WIDA AMS, assign accommodations for students with an IEP or 504 plan.	STCs need to consult with special educator at the school to review student's IEP and to assign accommodations.	
X	X		**Optional:** 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.		
X	X		Finalize student counts. Add any new students to WIDA AMS and assign them to registrations.		
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.	DTC and STCs can review student information in the assessment portal.	

Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Complete **Module 4: Administering the Test** in the Online ACCESS for ELLs: Administration training course. This module focuses on generating login credentials for test takers (test tickets), preparing space, materials, and equipment, and technology troubleshooting.		
	X		Create a testing schedule. All **Kindergarten** and **Alternate ACCESS** test sessions are administered 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.		
X	X	X	Review "**Pep Talks, Test Demo, and Test Practice**" in Module 3 of the Online ACCESS For ELLs: Administration training course.		
	X		Plan communication for parents/family members about ACCESS for ELLs testing and upcoming testing schedule.		
X	X		Review "**Managing Secure Materials**" in Module 2 of the Online ACCESS for ELLs: Administration training course.		
	X		Receive, inventory, and distribute test materials to designated sites/staff.		
X	X		Review materials for correct amount and type. Report the amount and type of overage to the District Coordinator.		

Before Testing

DTC	STC	TA	Task	State-specific Clarification	✔
X	X		Review "**Ordering Additional Materials**" 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 DRC Customer Support if information is incorrect.		
X	X		Print test tickets and test rosters. Securely store according to state and local policies. Review **"Test Tickets & Rosters"** in Module 4 of the Online ACCESS for ELLs: Administration training course.		
	X	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.		
X	X	X	**Kindergarten** Complete the *Kindergarten ACCESS for ELLs: Administration and Scoring* training course. **Alternate** Complete the WIDA Alternate ACCESS: Administration and Scoring training course.		

Before Testing

DTC	STC	TA	Task	State-specific Clarification	✔
		X	Have students view Test Demos and try Test Practice items • Review **"Preparing Your Students"** in Module 3 of the Online ACCESS for ELLs: Administration training course. **Kindergarten** Test administrators review Listening and Speaking sample items **Alternate** Test administrators review sample items		
X	X		Review **"Tracking Site Completion Status"** in Module 2 of the Online ACCESS for ELLs: Administration training course. • **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		
	X	X	Pass required certification quiz(zes). Quizzes are located within the training courses.		
X	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.		

During Testing

DTC	STC	TA	Task	State-specific Clarification	✔
	X	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	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	X	Distribute test tickets to students and verify information on ticket matches student's test plan.		
	X	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. • View **"Screencast: Tier Placement Information"** in the "**Test Day: Listening & Reading**" section of Module 4 of the Online ACCESS for ELLsU: 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. To avoid erroneous or incomplete student reports, ensure bubbled student information matches record in WIDA AMS.		

			During Testing		

DTC	STC	TA	Task	State-specific Clarification	✔
	X	X	Report additional material needs to the 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. • 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.	Guidance on additional materials ordering can be found in the Test Coordinator Manual.	
	X		Securely store all testing materials in between test sessions.		
	X	X	Collect and account for all test materials. Return them to the Test Coordinator.	STCs should generate a system to control the flow of materials between the testing rooms and the secured room that will house all assessment materials when not testing.	

After Testing

DTC	STC	TA	Task	State-specific Clarification	✔
X	X	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 *Viewing and Editing a Registration* 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 **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.	All unused Pre-ID labels and scratch paper will be destroyed locally. Schools need to send them to District Test Coordinator to be discarded. 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	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.		

After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
	X		Complete data validation process.	Pre-reporting and post-reporting data validation will be performed by School Test Coordinators.	
	X		Review and distribute score reports to designated sites/staff.		
	X		Communicate with students' parents/family members about ACCESS for ELLs test results.	CNMI exit criteria: 4.0 each domain: 4.5 overall composite	