



DELAWARE 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 WIDA 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	January 27, 2025 – March 7, 2025
WIDA member page	Wida.wisc.edu/memberships/consortium/de		

Online Resources

Training Courses (login to Secure Portal required) <ul style="list-style-type: none">• Online ACCESS for ELLs: Administration• Alternate ACCESS: Administration and Scoring• Kindergarten ACCESS for ELLs: Administration and Scoring Course Resources: <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>
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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



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
		X	Determine which ACCESS for ELLs assessment(s) you are responsible for administering.	<p>All students in grades 1-12 are expected to take the online assessment unless an IEP or 504 indicates the need for paper assessment. All domains should be taken in the same mode (i.e., all online or all paper).</p> <p>Delaware is committed to the administration of the online ACCESS for ELLs assessment but allows for a low-incident use of paper booklets; please submit a ticket to the DOE HelpDesk/KACE. The following exceptions apply: all Kindergarten and Alternate ACCESS assessments will remain paper-based tests as the normal mode of delivery. The Kindergarten paper booklets will be shipped to the district/charter school offices, however, the Alternate ACCESS paper booklets must be ordered through the Additional Materials Ordering section of WIDA AMS at: www.wida-ams.us</p>	
X	X		Communicate roles, responsibilities, and training requirements to test administrators.		
		X	Review training requirements based on your role.n	New and Returning TAs must take both the DeSSA Security Training and pass the certification quiz for each assessment for which they are responsible for administering. This includes Kindergarten and Alternate ACCESS. Annual recertification is required for all ACCESS for ELLs assessments.	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
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.	New District Test Coordinators should contact SEA to obtain a user account. School Coordinators and Test Administrators contact District Test Coordinator. All users need to complete Test Security and Test Security includes the non-disclosure agreement.	
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.	New District Test Coordinators should contact SEA to obtain a user account. School Coordinators and Test Administrators contact District Test Coordinator.	
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 .		
			Submit Pre-ID file to DRC.	The Pre-ID file is uploaded by the Delaware Department of Education (SEA).	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
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.	The SEA orders materials through the pre-ID file. Additional materials orders should be processed by the District Test Coordinator.	
X			Order materials in WIDA AMS.	Students in grades 4/5 will type responses for the writing domain. Paper ACCESS and Alternate ACCESS materials will need to be ordered by the district during the additional materials ordering window for students not taking the online assessment due to a disability. This is a unique accommodation that needs approval by the DDOE.	
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.	Delaware's Accessibility Guidelines provide additional state specific information regarding allowable ACCESS accommodations. ASSESSIBILITY GUIDELINES (2CM8-VH77-BD2TV - Schoology Group)	
	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	X	In WIDA AMS, assign accommodations for students with an IEP or 504 plan.		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	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	X	Finalize student counts. Add any new students to WIDA AMS and assign them to registrations.	Delaware districts/charters who receive new EL students or transferring EL students during the testing window are required to enter the new student data into both the WIDA AMS and Delaware's English Learner database prior to administering the ACCESS for ELLs assessment.	
X	X	X	Review student data for accuracy in WIDA AMS. Confirm that all students are listed in WIDA AMS and assigned to correct registrations.	Submit a Help Desk KACE ticket if there are any inaccuracies in student data.	
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	X	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 .		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	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. 		
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. 		
	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.		
X	X	X	Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.	If any information is incorrect, DTCs should enter a Help Desk KACE ticket to the Delaware Department of Education, Office of Assessment.	
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.		
		X	Review test tickets for accuracy of demographic information and accommodations.		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
		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 Alternate ACCESS: Administration and Scoring training course.		
		X	Have students view Test Demos and try Test Practice items <ul style="list-style-type: none"> 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	X	Pass required certification quiz(zes). Quizzes are located within the training courses.	Annual recertification is required for each assessment that a test administrator will be responsible for administering.	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
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.	All test administrators must take and pass the DeSSA Test Security Training annually.	



During Testing

DTC	STC	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).		
		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. 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.		
		X	Report additional material needs to the District Test Coordinator.		



During Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X			<p>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.</p> <ul style="list-style-type: none"> Review “Ordering Additional Materials” in Module 2 of the Online ACCESS for ELLs: Administration training course. <p>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.</p>	Refer to Section 3 of the Test Coordinator Manual for guidance on additional materials ordering.	
		X	Securely store all testing materials in between test sessions.		
		X	Collect and account for all test materials. Return them to the Test Coordinator.		



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 <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 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.	Unused Pre-ID labels and scratch paper should be shredded by the school/district. 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.	
			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.	Data validation is completed by the Delaware Department of Education (SEA).	



After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
			Complete data validation process.	Data validation is completed by the Delaware Department of Education (SEA). Contact sameer.tiwari@doe.k12.de.us with DDOE for more information.	
X	X		Review and distribute score reports to designated sites/staff.		
X	X	X	Communicate with students' parents/family members about ACCESS for ELLs test results.	<p>Delaware exit criteria for Multilingual learners is a composite score of 4.7 or greater on the ACCESS for MLLs assessment.</p> <p>Annual parent notifications must be sent indicating continued eligibility or ineligibility. DDOE has provided sample letters for district use in multiple languages. Score reports must accompany this letter.</p>	