DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
ACCESS for ELLs Online Checklist
2023-2024

WIDA
UNIVERSITY OF WISCONSIN–MADISON

This checklist is a guide for the DoDEA administration of ACCESS for ELLs Online, and includes unique steps related to Kindergarten, ACCESS Paper accommodated version, and Alternate ACCESS assessments. The checklist highlights all tasks that need to be completed **before**, **during**, and **after** testing and uses color to indicate who typically completes those tasks. The DoDEA clarification column contains guidance that you should follow as you prepare for and administer the test.

DoDEA-specific information	
Test delivery mode Online	**Testing Window** December 11, 2023 – March 1, 2024

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 • Paper ACCESS for ELLs: Administration *(Accommodations only)*	**Important websites and links:** • WIDA AMS • WIDA Secure Portal • Schoology – DoDEA CAS Group • DoDEA CAS • WIDA DoDEA member page	**Course Resources:** • ACCESS for ELLs, Kindergarten ACCESS, Alternate ACCESS • ACCESS for ELLs Interpretive Guide for Score Reports • Alternate ACCESS for ELLs Interpretive Guide for Score Reports • Technology Resources • Accessibility and Accommodations Resources For more DoDEA-specific resources, visit the WIDA DoDEA member page.

Checklist Key	
🟦 Assessment & Accountability ISS (ISS) task 🟩 School Test Coordinator (STC) task 🟨 Test Administrator (TA) task	**Kindergarten** Applies to Kindergarten ACCESS only **Alternate** Applies to Alternate ACCESS only

Last Updated: 11.13.2023

Before Testing

ISS	STC	TA	Task	DoDEA-specific Clarification	✔
	X	X	Determine which ACCESS for ELLs assessment(s) you are responsible for administering.	ACCESS for ELLs Online, ACCESS for ELLs Paper (Accommodation only), Kindergarten ACCESS, or Alternate ACCESS for ELLs.	
X	X		Communicate roles, responsibilities, and training requirements to test administrators.		
X	X	X	Review and complete training and certification requirements based on your role.	Certification modules can be found in the WIDA Secure Portal. Certificates are valid for 3 years. **New for 2023-24: WIDA STCs and WIDA Test Administrators (TAs) of Alternate ACCESS must take the new** <u>Alternate ACCESS certification training</u> **because of the redesigned test. Certification must be completed** <u>after</u> **September 1, 2023 to be valid.** **New for 2023-24: WIDA STCs with current ACCESS Online certificates must review the** <u>ACCESS Modules 1-4</u> **prior to the testing window to ensure understanding and familiarity of the enhanced WIDA AMS.**	
X	X		Attend pre-administration training offered by DoDEA for District A&A ISSs and School Test Coordinators.	Training Schedule: November 14, 2023, 7:00 – 8:30 PM ET Pacific November 16, 2023, 7:00 – 8:30 AM ET Europe November 16, 2023, 9:00 – 10:30 AM ET Americas The Pre-Administration Training will be <u>recorded</u> and posted within the ACCESS for ELLs folder in the DoDEA CAS Schoology Group.	

Before Testing

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				For schools students assigned to Alternate ACCESS, please review the Alternate Assessment Pre-Administration Training webinar that will be released by December 1, 2023.	
X	X		Ensure WIDA Secure Portal account is active. For new users, follow the instructions sent in an email from WIDA or click on Forgot Password at log-in. Upon first log-in, please agree to the Non-Disclosure and User Agreement (NDUA) that appears automatically.	The WIDA Secure Portal is where certification trainings are completed. WIDA STCs who do not have WIDA Secure Portal account must reach out to their District A&A ISS.	
X	X		Ensure WIDA AMS account is active. For new users, follow the instructions sent in an email from DRC or click on Forgot Password at log-in. Upon first log-in, please agree to the security terms. • **New this year**: WIDA AMS has new applications for Import, Student and Test Management. Review screencasts in the ACCESS Online training course for more information.	WIDA STCs will receive WIDA AMS accounts to manage the ACCESS for ELLs Online. Accounts will be activated by **November 22, 2023** for those who have completed certification requirements by November 17. Accounts will be activated on a rolling basis after November 22.	
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.	STCs will train all staff involved in testing. Utilize materials available in DoDEA CAS Schoology, WIDA Secure Portal, and DoDEA CAS, and incorporating their internal logistics processes.	
	X		Receive, inventory, and store materials in secure location.	Materials will arrive in schools between **November 27, 2023 and December 13, 2023**. **New for 2023-24:** Additional materials are requested via the WIDA AMS. Additional Materials Odering window begins on **December 5, 2023 and ends on February 9, 2024**.	

Before Testing

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	X		Collaborate with the IT staff to ensure technology readiness.	• Student devices (Chromebooks and laptops) have DRC INSIGHT app installed. • All headsets are available.	
X	X	X	Watch the DoDEA ELL Accessibility and Accommodations webinar.	The DoDEA WIDA Accessibility and Accommodations for ESOL Assessments webinar is posted on the Webinar section of the WIDA Secure Portal.	
	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. Complete **Module 3: Your Students, School, & District** in the Online ACCESS for ELLs: Administration training course. This module focuses on preparing your students for testing and assigning accommodations. In WIDA AMS, assign accommodations for Multilingual Learners with an IEP or 504 plan.	STCs will need to confirm that the correct accommodations or accessibility features have been loaded to the students' profile by viewing the student detail page in WIDA AMS. Please review students' accommodations with ESOL teachers then enter in WIDA AMS, as needed. Please note the accommodations must be in the students' program plans in Aspen.	
	X		Modify generic registrations in WIDA AMS as needed to align with school needs and procedures.	From **November 22,2023, through March 1, 2024**, STCs will have the ability to view students and modify test sessions in WIDA AMS.	
	X		Review student data for accuracy in WIDA AMS and finalize student counts. Add any new students to WIDA AMS and assign them to test sessions.	All Multilingual Learners were loaded into the DRC AMS system on October 6, 2023. STCs will manage entry into WIDA AMS for new students after this date. All Multilingual Learners (Levels 1-5 and 7) are expected to participate in the annual assessment ELP (which is the ACCESS assessment). Only students with parental exemption request as	

Before Testing

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				explained in Assessment Policy 1301.01 can be exempted from the test. If the new student is a transferee from outside the gate, the STC can enter the student in WIDA AMS using student information from Aspen (e.g., student ID). If a new student is a transferee from another DoDEA district, the A&A ISSs will complete the transfer in WIDA AMS. <u>Please have the student finish domain prior to transfer. Otherwise the student will have to retake the domain.</u>	
	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		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 testing groups and 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 **"Preparing Your Students, School & District"** in Module 3 of the Online ACCESS for ELLs: Administration training course.	Link to practice tests and test demos are embedded on the DoDEA CAS website within the ESOL Assessments Resources section and in DoDEA CAS Schoology Group under the ACCESS for ELLs folder.	
	X		Plan communication for parents/family members about ACCESS for ELLs testing and upcoming testing schedule.	ACCESS for ELLs Parent Letter is posted within DoDEA CAS Schoology Group in the ACCESS for ELLs folder.	

Before Testing

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	X		Verify information on Pre-ID Labels is accurate for paper assessments (Kindergarten, Grades 1-3 for Writing, and Grades 1-12 paper accommodated version).	Pre-ID label will be used on the booklet, if provided. If information on a Pre-ID label is inaccurate, make the necessary corrections in WIDA AMS and continue using the label.	
	X		Check District/School Labels for accuracy. Contact DRC Customer Support if information is incorrect.	DRC Customer Support: WIDA@datarecognitioncorp.com or 1-855-787-9615	
	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.		
	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	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, preparing space, materials, and equipment, creating a testing schedule, technology troubleshooting, and how to administer specific domains. **Kindergarten** Complete the *Kindergarten ACCESS for ELLs: Administration and Scoring* training course. **Alternate** Complete the *Alternate ACCESS: Administration and Scoring* training course.	**New for 23-24:** All WIDA Alternate ACCESS test administrators are required to certify this year. Certification must be completed **after** September 1, 2023 to be valid. Certifications from prior years are based on the previous version of the test and are no longer valid. **New for 2023-24:** WIDA STCs with current ACCESS Online certificates must review the ACCESS Modules 1-4 prior to the testing window to ensure understanding and familiarity of the WIDA AMS enhancements.	

Before Testing

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	X	X	Have students view Test Demos and try Test Practice items • **New for 2023-24:** DRC INSIGHT has a new look and feel. Schedule extra time to become familiar with the layout and navigation. **Kindergarten** Test administrators review Listening and Speaking sample items **Alternate** Test administrators review sample items	Link to practice tests and test demos are embedded on the DoDEA CAS website within the ESOL Assessments Resources section and in DoDEA CAS Schoology Group under the ACCESS for ELLs folder.	

			During Testing		

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	X	X	Set up the testing room according to the Test Administrator Manual. 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	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 the screencast on "**Test Domains: Listening & Reading**" in Module 4 of the Online ACCESS for ELLs: Administration training course to learn how to export registration details in WIDA AMS.	Tier placement for ACCESS Online is automatically calculated and assigned by the system. Tier placement for ACCESS Paper must be generated via Tier Report in WIDA AMS.	
	X	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 and Aspen. Incorrect information may result in an incomplete score report. Grades 4-12 will take the Writing domain using keyboard.	
	X		Refer to the **Secure Material Tracking Report** in WIDA AMS under Reporting Services > Published Reports for a full list of all materials sent to your school/district.	Additional materials are requested via the WIDA AMS. Additional Materials Odering window begins on **December 5, 2023 and ends on February 09, 2024.**	

During Testing

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	X	X	Securely store all testing materials in between test sessions.		
		X	Collect and account for all test materials. Return them to the School Test Coordinator.		

After Testing

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	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.	All test materials must be shipped by **March 4, 2024**.	
	X		Return test materials to DRC. Refer to the **Secure Material Tracking Report in WIDA AMS** under Reporting Services > Published Reports for a full list of all materials sent to your school/district and returned to DRC.	Unused Pre-ID labels and scratch paper must be securely destroyed. 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.	