



**DEPARTMENT OF DEFENSE EDUCATION  
ACTIVITY**  
**ACCESS for ELLs Online Checklist**  
**2021-2022**



This checklist is a guide for the DoDEA administration of [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 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	
<b>Test delivery mode</b>	Online
<b>Testing Window</b>	December 13, 2021 – March 4, 2022
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="#">Alternate ACCESS for ELLs: Administration and Scoring</a></li> <li>• <a href="#">Kindergarten ACCESS for ELLs: Administration and Scoring</a></li> </ul> <p><b>Important websites and links:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">WIDA AMS</a></li> <li>• <a href="#">WIDA Secure Portal</a></li> <li>• <a href="#">Schoology – DoDEA CAS Group</a></li> <li>• <a href="#">DoDEA CAS</a></li> <li>• <a href="#">WIDA DoDEA member page</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> <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> </ul> <p>For more DoDEA-specific resources, visit the <a href="#">WIDA DoDEA member page</a>.</p>
Checklist Key	
<ul style="list-style-type: none"> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #0070c0; border: 1px solid black; margin-right: 5px;"></span> Assessment &amp; Accountability ISS (ISS) task</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #70ad47; border: 1px solid black; margin-right: 5px;"></span> School Test Coordinator (STC) task</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #ffc000; border: 1px solid black; margin-right: 5px;"></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**

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	X	Review and complete training and certification requirements based on your role.	Certification trainings can be found in the WIDA Secure Portal. Certificates are valid for 3 years.	
X	X		Attend pre-administration training offered by DoDEA.	DoDEA PowerPoint and the recorded Pre-Administration Training are available in the ACCESS for ELLs folder in the DoDEA CAS Schoology.	
X	X		Ensure WIDA Secure Portal account is active. 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 pops up automatically.	WIDA Secure Portal accounts have been activated in mid-September.  <i>New STCs will receive their accounts on November 19, 2021.</i>	
X	X		Ensure WIDA AMS account is active. 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.	WIDA AMS accounts have been activated in mid-September.  <i>New STCs will receive their accounts on November 19, 2021</i>	
X	X	X	Ensure all staff involved in testing have been trained according to DoDEA requirements and understand how to follow test security and confidentiality agreements.	STCs will train all staff involved in testing. Utilize materials available in DoDEA CAS Schoology, WIDA Secure Portal, and DoDEA CAS.	
X	X		Review the DoDEA COVID-19 Operational Guidelines and Protocols, test administration manuals and other resources. Collaborate with school staff to ensure the test is administered according to requirements.	The <a href="#">DoDEA COVID-19 Operational Guidelines and Protocols</a> document is posted on the DoDEA website. ACCESS for ELLs resources are posted in a folder in DoDEA CAS Schoology.	



Before Testing

ISS	STC	TA	Task	DoDEA-specific Clarification	✓
	X		Receive, inventory, and store materials in secure location.	Materials will arrive in schools between November 24, 2021 and December 14, 2021.  <i>If additional materials are needed, submit request to the A&amp;A ISS. A&amp;A ISSs will submit request to HQ to <a href="mailto:valen.cayetano@dodea.edu">valen.cayetano@dodea.edu</a>. Additional Materials Odering window begins on Monday, December 6, 2021 and ends on Friday, February 25, 2022.</i>	
	X		Collaborate with the IT staff to ensure technology readiness.	<ul style="list-style-type: none"> <li>• Student devices (Chromebooks and laptops) have DRC INSIGHT app installed.</li> <li>• All headsets are available.</li> </ul>	
X	X	X	Watch the DoDEA ELL Accessibility and Accommodations webinar.	The DoDEA ELL Accessibility and Accommodations webinar will be posted on the Webinar section of the WIDA Secure Portal by December 3, 2021.	
	X		<p>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.</p> <p>In WIDA AMS, assign accommodations for EL students with an IEP or 504 plan.</p>	<p>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.</p> <p>Please refer to the SY2021-22 Accommodations Guidance for the DoDEA Comprehensive Assessment System (DoDEA-CAS) for more information. This will be released on November 30, 2021.</p>	
	X		Modify default test sessions in WIDA AMS to meet district/school needs.	From November 24, 2021 through Friday, March 4, 2022, STCs will have the ability to view students and modify test sessions in WIDA AMS.	



Before Testing

ISS	STC	TA	Task	DoDEA-specific Clarification	✓
	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.	<p>All students were loaded into the DRC AMS system on October 8, 2021. STCs will manage entry into WIDA AMS for new students.</p> <p><i>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).</i></p> <p><i>If a new student is a transferee from another DoDEA district, the A&amp;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></i></p>	
	X		Watch the <b>Test Scheduling</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
	X		Create a testing schedule. All <b>Kindergarten</b> and <b>Alternate ACCESS</b> test sessions should be one-on-one.	<b>Tip:</b> Allow several days at the end for makeup testing. See the <a href="#">Test Coordinator Manual</a> 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 for guidance on grouping and seating arrangements.	
X	X	X	Watch the <b>Test Practice and Test Tickets</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	Practice tests are embedded in the DoDEA CAS website within the ESOL Assessments Resources section.	
	X		Plan communication for parents/family members about ACCESS for ELLs testing and upcoming testing schedule.	ACCESS for ELLs Parent Letter is attached to the ACCESS for ELLs memo and is posted within DoDEA CAS Schoology in the ACCESS for ELLs folder.	
	X		Verify information on Pre-ID Labels is accurate for paper assessments.	Pre-ID label will be used on the booklet, if Pre-ID provided. If information on a Pre-ID label is inaccurate, make the necessary corrections in WIDA AMS.	



Before Testing

ISS	STC	TA	Task	DoDEA-specific Clarification	✓
	X		Check District/School Labels for accuracy. Contact DRC Customer Support if information is incorrect.	DRC Customer Support: <a href="mailto:WIDA@datarecognitioncorp.com">WIDA@datarecognitioncorp.com</a> 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		<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.		
	X	X	Watch the <b>Administering the Test</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course. <b>Kindergarten</b> Complete the <i>Kindergarten ACCESS for ELLs: Administration and Scoring</i> training course. <b>Alternate</b> Complete the <i>Alternate ACCESS for ELLs: Administration and Scoring</i> training course.		
	X	X	Have students view <a href="#">Test Demos</a> and try <a href="#">Test Practice</a> items <b>Kindergarten</b> Test administrators review Listening and Speaking sample items <b>Alternate</b> Test administrators review sample items	Practice tests are embedded in the DoDEA CAS website.	
	X		Watch the <b>Monitoring Test Progress</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		



**During Testing**

ISS	STC	TA	Task	DoDEA-specific Clarification	✓
	X	X	Set up the testing room according to the <a href="#">Test Administrator Manual</a> . 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, run a Tier Placement 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		Report additional material needs to the Assessment and Accountability ISSs.	If additional test materials or District/School labels are needed, please contact your District A&A ISS to submit request to Valen Cayetano, Assessment Specialist – DoDEA HQ.	
	X	X	Securely store all testing materials in between test sessions.		

ACCESS for ELLs Online Checklist 2021-2022



During Testing

ISS	STC	TA	Task	DoDEA-specific Clarification	✓
		X	Collect and account for all test materials. Return them to the School Test Coordinator.		



After Testing

ISS	STC	TA	Task	DoDEA-specific Clarification	✓
	X		Watch the <b>After Testing</b> module, located in the <i>Online 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 or in WIDA AMS. See <a href="#">Test Coordinator Manual</a> and the Student Management section of the <a href="#">WIDA AMS User Guide</a> for guidance on 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 7, 2022.	
	X		Return test materials 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.	