FLORIDA
ACCESS for ELLs Paper Checklist
2024-2025

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			
Test delivery mode	Paper	**Testing Window**	January 20, 2025 – March 14, 2025
WIDA member page	Wida.wisc.edu/membership/consortium/fl	**FLDOE page**	Florida Department of Education's ACCESS for ELLs webpage
Online Resources			

Training Courses (login to Secure Portal required)
- Paper ACCESS for ELLs: Administration
- Speaking for Grades 1-5: Scoring ACCESS Paper and WIDA Screener
- Speaking for Grades 6-12: Scoring ACCESS Paper and WIDA Screener
- WIDA Alternate ACCESS: Administration and Scoring
- Kindergarten ACCESS for ELLs: Administration and Scoring

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

- Spring 2025 Florida ACCESS for ELLs Test Administration Manual
- 2025 Florida Accessibility and Accommodations Manual
- Webinar Links and Recordings
- State-Specific Directions
- ACCESS for ELLs Interpretive Guide for Score Reports
- WIDA Alternate ACCESS Interpretive Guide for Score Reports

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

Checklist Key

■ District Assessment Coordinator (DAC) task
■ School Assessment Coordinator (SAC) task
■ Test Administrator (TA) task

Kindergarten Applies to Kindergarten ACCESS only
Alternate Applies to Alternate ACCESS only

Last Updated: 11/4/2024

Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
X	X	X	Download and read the following Florida-specific resources: • Spring 2025 Florida ACCESS for ELLs Test Administration Manual • 2025 Florida Accessibility and Accommodations Manual • State-Specific Directions	These Florida-specific resources are available in the *Assessment Training* and *Resources* pages on the WIDA Secure Portal homepage. **Important**: The Florida-specific manuals replace WIDA Manuals.	
X	X		Meet with staff involved to review roles and responsibilities identified within this checklist.	DACs may modify the assignment of tasks, as applicable. **Key Resource**: • Spring 2025 Florida ACCESS for ELLs Test Administration Manual o Part 1: ACCESS for ELLs Introduction o Part 2: Florida's Policies and Procedures	
		X	Determine which ACCESS for ELLs assessment(s) you are responsible for administering.	The Spring 2025 ACCESS for ELLs administration is paper-based ONLY. A #2 pencil must be used on Student Response Booklets in order to process, score, and report students' progress in attaining the English language.	
X	X		Determine how you will communicate with students' parents/family members about ACCESS for ELLs testing: its purpose, when their child will test, and any tips for helping students do their best.	The following parent resources can be found at the FDOE's ACCESS for ELLs webpage: • What is ACCESS for ELLs? parent handout (available in English and various other languages • What is Alternate ACCESS? parent handout (available in English and various other languages)	
X	X	X	Review training requirements based on your role.	Assessment Coordinators need to review the paper pencil related training modules in the WIDA Secure Portal. Additional Florida-specific manuals, resources, training webinars can be found on the *Resources* and *Webinars* pages in the WIDA Secure Portal.	

Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✔
				Test Administrator Certificate Requirements: • All test administrators must complete the training course, including passing the embedded quiz, in order to administer the applicable assessment. Certificates awarded prior to September 2023 are no longer valid. **Key Resource**: • Spring 2025 Florida ACCESS for ELLs Test Administration Manual o Section 2.6: WIDA Secure Portal – Training Course	
[ ]	[ ]	[x]	Print, sign, and return the following agreements to the SAC: • 2024-2025 Test Administration and Security Agreement • New: 2024-2025 Test Administrator Prohibited Activities Agreement	These agreements can be located in the State-Specific Directions.	
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 to the WIDA Secure Portal?** • DACs create accounts for new SACs and TAs. • New DACs should contact SEA to obtain an account.	The WIDA Secure Portal username should be your work email address. Confirm your district and/or school assignment. If an active school does not populate, please notify your assessment coordinator. **Note to Assessment Coordinators**: Print the WIDA NDUA for all school personnel assisting with secure materials and/or testing, but who do not require a WIDA Secure Portal account. Sign and return to the SAC. This agreement can be located in the State-Specific Directions. **Key Resources**: • Spring 2025 Florida ACCESS for ELLs Test Administration Manual o Section 2.6: WIDA Secure Portal Accounts • State-Specific Directions	

Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
[]	[]	[X]	Review the following Florida training presentations: • 2025 Test Administrator Overview • Completing Demographic Information	Florida training presentations can be found on the _Resources_ page in the WIDA Secure Portal homepage. Login is required.	
[]	[X]	[]	Review the following Florida training presentations: • 2025 School Assessment Coordinator Overview • Completing Demographic Information	Florida training presentations can be found on the _Resources_ page in the WIDA Secure Portal homepage. Login is required.	
[X]	[]	[]	Review Florida training presentations, resources, and communications posted to FDOE ShareFile.	Advise schools of any additional district requirements for the Spring 2025 ACCESS for ELLs administration.	
[X]	[X]	[	Log in to WIDA Assessment Management System (WIDA AMS) and agree to security terms that appear automatically at first login. **New to WIDA AMS?** • New DACs should contact SEA to obtain an account. • New SACs should contact the DAC to obtain an account.	To maintain the security of student information, FDOE, WIDA, and DRC will not create WIDA AMS accounts for school-level personnel. As a result, it is a district's decision on whether SACs should have access to WIDA AMS. **Key Resource**: • Spring 2025 Florida ACCESS for ELLs Test Administration Manual 　○ Section 2.7: WIDA Assessment Management System (WIDA AMS)	
[X]	[X]	[]	Download the WIDA AMS User Guide and have it available for easy reference. **Note**: This checklist provides page references to the WIDA AMS User Guide for each listed task.	This checklist provides page references to the WIDA AMS User Guide for each listed task.	

Before Testing					

DAC	SAC	TA	Task	State-specific Clarification	✔
X	X	X	Complete **Module 1**: **Introduction** of the Paper ACCESS for ELLs: Administration training course. This module provides background information about ACCESS Paper, including the test's purpose, design, and materials, and clarifies your role in testing.	**Note to TA:** Only required if administering ACCESS for ELLs Paper (Grades 1-12).	

X	[	[	Complete **Module 2**: **Planning & Logistics** of the Paper ACCESS for ELLs: Administration training course. Disregard guidance related to ordering materials.
			
			Important*:* Do not add student enrollments to WIDA AMS for ACCESS for ELLs testing.
				1st Wave of Pre-ID Labels via Survey 2
				
				Preidentification information and test materials ordering are generated from Survey 2 enrollments. If requested by the DAC, additional overage is provided and assigned to the State Provided School (9999). The Florida Department of Education will provide the Pre-ID file to DRC on **November 11, 2024**, which includes students submitted by the district via Survey 2 by October 18, 2024.
				
				2nd Wave of Pre-ID Labels via FDOE ShareFile
				
				On or before **January 10, 2025**, the DAC can upload a Pre-ID File via FDOE ShareFile in order to generate Pre-ID labels for students who have enrolled or transferred to a new school after Survey 2. The 2nd wave of Pre-ID labels will arrive to the district office on **February 13, 2025**, which includes a set of white and pink labels.
				
				Key Resource:
				
				• Spring 2025 Florida ACCESS for ELLs Test Administration Manual
				   o Section 3.2: Students to be Tested
				   o Section 4.5: Labeling Student Response Booklets	

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DAC	SAC	TA	Task	State-specific Clarification	✔

[	x	x	Review "**Accessibility**" in Module 1: Introduction in the Paper ACCESS for ELLs: Administration training course	**Important:** Students may receive a Student Planning Sheet for the Writing domain, which is located in the State-Specific Directions. Scratch paper is **not** permitted.
				
				Used student planning sheets must be destroyed locally in a secure manner.
				
				Key Resources:
				• [2025 Florida Accessibility and Accommodations Manual](#)
				   ○ Section 2.2: Administrative Considerations
				   ○ Section 2.3: Universal Tools
				• [State-Specific Directions](#)
				   ○ Student Planning Sheet	

x	x	x	Complete **Module 3: Your Students**, **School and District** in the Paper ACCESS for ELLs: Administration training course.
			This module focuses on preparing a detailed testing schedule, preparing your students for testing, and assigning accommodations.
			
			Note: All accommodations are gridded on the Student Response Booklet. Disregard screencasts related to assigning accommodations in WIDA AMS.
				Accommodations **must** be captured/gridded on the Student Response Booklet. Grid the accommodation(s) provided, regardless of usage, on the back of the Student Response Booklet with a #2 pencil.
				
				Key Resources:
				• [Spring 2025 Florida ACCESS for ELLs Test Administration Manual](#)
				   ○ Section 4.6: Completing Demographic Information
				• [2025 Florida Accessibility and Accommodations Manual](#)
				   ○ Section 2.4: 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 *2025 Florida Accessibility and Accommodations Manual* to consider testing needs for students who do not have an IEP or 504 plan.	Make all the necessary arrangements for test accommodations prior to the test dates. It is important to note that accommodations vary for each test in the ACCESS for ELLs suite of assessments. Ensure TAs are familiar with the student, the student's response mode, and	

Before Testing

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				guidance on how the accommodation must be applied to maintain reliability and validity of test results. **Accommodated formats:**
				• ACCESS for ELLs Paper and Kindergarten ACCESS for ELLs are available in large print (18-point font).
				• ACCESS for ELLs Paper is available in Unified English Braille (UEB) in contracted and uncontracted for Grades 1–12.
				   o ACCESS for ELLs test materials for grades 6–12 are available in UEB Math/Science, in addition to UEB with Nemeth Code, in both contracted and uncontracted braille.
				Key Resource:
				• [2025 Florida Accessibility and Accommodations Manual](#)
				   o Section 1.3: Participation Requirements for ACCESS for ELLs
				   o Appendix C: Accommodation Checklists	

X	X	[	Review student data for accuracy in WIDA AMS. The following student data can be reviewed and edited in WIDA AMS: • Student Name (First, Last, Middle) • Date of Birth • Grade Level • Demographic Information	Verify or make any needed edits to student information in WIDA AMS beginning on **December 20, 2024**. It is a district's decision on whether SACs have this capability. **Key Reminders:** • Do **not** upload new student enrollments to the 2024-25 ACCESS for ELLs administration in WIDA AMS. • The State Student ID (FLEID), district, and school information cannot be modified.	

			Before Testing		

DAC	SAC	TA	Task	State-specific Clarification	✔
				• Do not enter Accommodations and Do No Score Codes in WIDA AMS. If applicable, complete information on the Student Response Booklet. **Key Resources:** • WIDA AMS User Guide Page 59 • Spring 2025 Florida ACCESS for ELLs Test Administration Manual o Section 4.5: Labeling Student Response Booklets	

X	X	[	Complete **Module 4: Administering the Test** in the Paper ACCESS for ELLs: Administration training course
			This module focuses on preparing space, materials, and equipment.]
				Note to SAC: Only required if the school is administering ACCESS for ELLs Paper (Grades 1-12).
				
				Key Resources:
				
				• Spring 2025 Florida ACCESS for ELLs Test Administration Manual
				   o Section 6.1: Before Testing
				• State-Specific Directions
				   o Test Session Master Schedule
				   o Test Session Roster: Individual Administration
				   o Test Session Roster: Group Administration
				   o WIDA Test Session Forms (Excel)	

Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✓

[	X	[	Create a testing schedule. All Speaking tests and all **Kindergarten** and **Alternate** ACCESS test sessions are administered one-on-one.
			
			ACCESS for ELLs Paper Listening, Reading, and Writing may be group administered. **Important**: Do not mix tiers or grade-level clusters.
			
			Tip: Allow several days at the end for makeup testing.
				School assessment coordinators are responsible for ensuring that all students who qualify for this assessment are correctly assigned and scheduled.
				
				Each domain test section may be administered in any order. It is also possible for separate domains (e.g., the Reading test and the Listening test) to be administered on different days. However, a single domain cannot be administered over multiple days.
				
				Key Resources:
				• [Spring 2025 Florida ACCESS for ELLs Test Administration Manual](#)
				    o Section 6.1: Before Testing
				• [State-Specific Directions](#)
				    o Test Session Master Schedule
				    o Test Session Roster: Individual Administration	

X	X	[	Reserve space and all necessary equipment (e.g., CD player) for testing days.	**Key Resource:** • [Spring 2025 Florida ACCESS for ELLs Test Administration Manual](#) o Section 6.1: Before Testing	
[]	[]	X]	Confirm what space and equipment is reserved for your test sessions.	Ensure testing room meets requirements, as outlined in the Spring 2025 Florida ACCESS for ELLs Test Administration Manual. **Key Resource:** • [Spring 2025 Florida ACCESS for ELLs Test Administration Manual](#) o Section 6.1: Before Testing]	
[	X	[	Plan a seating arrangement for testing areas. Verify that students are adequately spaced.	Instruct TAs to collect the required administration information, including accommodations used by each student, attendance information, and seating charts (as required by your district).	

Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✔
X	X	[	Review "**Managing Secure Materials**" in Module 2: Planning & Logistics in the Paper ACCESS for ELLs: Administration training course.	Materials are shipped to the districts and packaged by school. **Key Resources:** • Spring 2025 Florida ACCESS for ELLs Test Administration Manual o Section 5: Materials Management (Before and During Testing) • WIDA AMS Pathway: My Applications > Reporting Services > Published Reports o Packing list o Security Checklist o School Box Range Sheet o Secure Materials Tracking Report	
X	X	[	Receive, inventory, and distribute test materials to designated sites/staff. Materials are shipped to districts and packaged by schools.	Test materials and Pre-ID labels (white) are delivered to the district office no later than **January 7, 2025**. Overage will be shipped to districts and schools (7.5% and 7.5%). If requested by the DAC, additional overage is provided and assigned to the State Provided School (9999). All student labels received for this site must be destroyed immediately. **Maintain Security** Complete applicable information regarding the receipt of secure materials on the *Test Materials Chain of Custody* form. **Key Resources**: • State-Specific Directions o Test Materials Chain of Custody Form • Spring 2025 Florida ACCESS for ELLs Test Administration Manual o Section 4.4: Student Response Booklet Labels o Section 5.1: Initial Materials and Overage Quantities	

Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✔
				o Section 5.2: Materials Receipt and Inventory o Section 5.4: Distributing and Tracking Secure Test Material	

[	X	[	Review materials for accuracy. Inventory the contents of boxes **within 24 hours** of receipt and report any discrepancies to the DAC immediately. In addition, report any amount and type of overage to the DAC.	Overage received in the initial shipment must be used first in cases where sites need additional materials. Consult your DAC if additional materials are needed.
				
				Key Resources:
				
				• Spring 2025 Florida ACCESS for ELLs Test Administration Manual
				   o Section 4.2: Missing Materials/Breaches of Administration Procedures
				   o Section 5.2: Materials Receipt and Inventory
				   o Section 5.4: Distributing and Tracking Secure Test Material
				   o Section 7.3 Reporting Missing Materials	

X	[	[	Review "**Ordering Additional Materials**" in Module 2: Planning & Logistics in the Paper ACCESS for ELLs: Administration training course. **Note**: District/School labels and Human Reader Accommodation Script orders must be requested and approved by the SEA. Ordering forms are available for DACs via FDOE ShareFile.	Each district has **up to three bulk orders** that can be placed during **January 7 – March 7, 2025**. All additional materials orders **must** be requested by the DAC and placed for the following school in WIDA AMS: **District-Level Additional Orders Only Site – WWWW**. Do **not** place orders for individual schools. **Key Resource:** • Spring 2025 Florida ACCESS for ELLs Test Administration Manual o Section 5.3: Additional Materials Ordering • WIDA AMS User Guide Pages 50-52	

Before Testing					

DAC	SAC	TA	Task	State-specific Clarification	✓

X	X	X	Review student Pre-ID labels to ensure that the data printed is accurate prior to affixing to a Student Response Booklet.
			
			In order to use the Pre-ID label, the State ID (FLEID), district, and school information **must** be correct. Do <u>not</u> make any markings on or deface the Pre-ID label.
				Report any inaccurate information to the assessment coordinator. If needed, the DAC or SAC can verify and/or correct the student's name, grade level, gender, or birth date in WIDA AMS to override Pre-ID label's information.
				
				Test assignment *(i.e., KG, ALT, TierA, TierBC)* is included on the Pre-ID label under the District Student ID number to ensure students are tested on the correct test form. For example, if a 4th grade student was assigned Tier A of the ACCESS for ELLs Paper test via Survey 2, "TierA" is listed as the District Student ID Number on the Pre-ID label to indicate the label should be applied to the Grades 4-5 Tier A test form.
				
				Important: If a test assignment change is approved by the DAC, schools may proceed with affixing the label to the appropriate Student Response Booklet. This information does not need to be updated in WIDA AMS.
				
				Key Resources:
				• Spring 2025 Florida ACCESS for ELLs Test Administration Manual
				    ○ Section 4.3: Managing Student Information
				    ○ Section 4.4: Student Response Booklet Labels
				• WIDA AMS User Guide Page 59	

X	X		Check District/School labels for accuracy. Contact DRC Customer Support if information is incorrect. If the school listed is State Provided School – 9999, destroy in a secure manner. **Note**: 50 District/School labels are provided to each site. If additional District/School labels are needed, the DAC can submit a request to the SEA for approval.	DRC Customer Support can be reached at 855-787-9615. **Key Resources:** • Spring 2025 Florida ACCESS for ELLs Test Administration Manual ○ Section 4.4: Student Response Booklet Labels • District/School Label Request Form (available in FDOE ShareFile)	

Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✔

	X	X	Apply verified Pre-ID labels to Student Response Booklets.	Make sure to confirm the test assignment* on the Pre-ID label prior to affixing the label to the Student Response Booklet.
				
				Test Assignment (i.e., KG, ALT, TierA, TierBC)
				
				Key Resources:
				• [Spring 2025 Florida ACCESS for ELLs Test Administration Manual](#)
				    o Section 4.3: Managing Student Information
				    o Section 4.5: Labeling Student Response Booklets
				• [State Specific Directions](#)
				    o Pre-ID Label Flowchart	

	X	X	Complete demographic information with a #2 pencil and apply a District/School label to Student Response Booklets that do not have Pre-ID labels.	To ensure scoring and reporting is not impacted, confirm the grade level is bubbled correctly for each student with a District/School label. For example, if the a 9th grade student test booklet has "02" gridded as the grade-level, the student report will reflect scores as if a 2nd grader took the Grades 9-12 test form.
				
				Key Resources:
				• [Spring 2025 Florida ACCESS for ELLs Test Administration Manual](#)
				    o Section 4.6: Completing Demographic Information
				• Completing Demographic Information training presentation (available on the *Resources* page)
				• [State-Specific Directions](#)
				    o Native (Home) Language Codes	

	X	X	Assign accommodations for students with an IEP or 504 plan by gridding the accommodation on the back of the student response booklet.	Along with the student's IEP or 504 plan, review the Accommodation Checklist for the applicable assessment to ensure all accommodations assigned to the student are permissible for the English language proficiency assessment. Grid all accommodations	

Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✓

				provided to the student on the back of the Student Response Booklet with a #2 pencil.
				
				Key Resources:
				
				• 2025 Florida Accessibility and Accommodations Manual
				    o Section 1.3: Participation Requirements for ACCESS for ELLs
				    o Appendix C: Accommodation Checklists
				• Spring 2025 Florida ACCESS for ELLs Test Administration Manual
				    o Section 4.6: Completing Demographic Information	

[	[	X	**Kindergarten** Complete the Kindergarten ACCESS for ELLs: Administration and Scoring training course.
			
			Alternate Complete the Alternate ACCESS: Administration and Scoring training course.
				Prior to test administration, the TA may review and become familiar with secure test materials for each assessment to be administered as directed by the assessment coordinator.
				
				Key Resource:
				
				• Spring 2025 Florida ACCESS for ELLs Test Administration Manual
				    o **Kindergarten** Section 8: Kindergarten ACCESS for ELLs
				    o Section 9: ACCESS for ELLs Paper
				    o **Alternate** Section 10: Alternate ACCESS
				• WIDA Q&A Webinars
				    o Kindergarten ACCESS for New Test Administrators
				    o Alternate ACCESS for New Test Administrators	

[	[	X	Have students review ACCESS for ELLs paper sample items. **Kindergarten** TAs review Listening and Speaking sample items. **Alternate** TAs review sample items.	Review the *Preparing for ACCESS Quick Start Guide*. Sample items for Kindergarten ACCESS and Alternate ACCESS are located under Resources on the applicable Course Details page in the WIDA Secure Portal. Login is required.	

Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✔
		X	Pass required certification quiz(zes). Quizzes are located within the training courses.	**Returning TAs**: Certificates awarded prior to September 2023 are no longer valid. Contact your SAC to determine whether you have to recertify.	
[	[	X	If you are responsible for administering the Speaking test, complete the applicable training course(s): • Speaking for Grades 1-5: Scoring ACCESS Paper and WIDA Screener • Speaking for Grades 6-12: Scoring ACCESS Paper and WIDA Screener	Florida webinars can be found in the *Webinars* page on the WIDA Secure Portal homepage. Login is required. **Key Resource**: • ACCESS for ELLs Test Administrator Packet • Speaking Scoring Webinar (available on the *Webinars* page)	
[	[	X	Pass the required certification quiz(zes) for Speaking scoring training. Quizzes are located within the training courses.	Only required if administering the ACCESS for ELLs Paper Speaking domain to students in grades 1-12. **Returning TAs**: Certificates awarded prior to September 2023 are no longer valid. Contact your SAC to determine whether you have to recertify.	
X	X	[	Attend a training to learn more about coordinating and/or administering the ACCESS for ELLs suite of assessments.	Prior to test administration, TAs may review and become familiar with the Test Administrator Script as directed by the assessment coordinator. **Kindergarten** It is recommended for new Kindergarten ACCESS for ELLs TAs to conduct a mock administration with a trained colleague prior to testing a student.	

Before Testing				

DAC	SAC	TA	Task	State-specific Clarification	✓
X	X	[	Ensure all staff involved in ACCESS for ELLs testing have completed required training and follow test security and confidentiality procedures.	All TAs must complete the training course to be certified to administer the applicable assessment. **Note to DAC:** Training status for all school personnel can be viewed through the Certification Report tool within the WIDA Secure Portal. For some educators, one or more courses is required. **Key Resource:** • Spring 2025 Florida ACCESS for ELLs Test Administration Manual 　　○ Section 2.6: WIDA Secure Portal – Training Course 　　○ Section 4.1: Florida Statute and State Board of Education Rules	
X]	[]	[]	Assist SACs, as needed, to provide additional TAs or test locations for administering tests to students with permissible accommodations.	Make all the necessary arrangements for test accommodations prior to the test dates. **Key Resources:** • Spring 2025 Florida ACCESS for ELLs Test Administration Manual 　　○ Section 2.1: ACCESS for ELLs 2024-2025 Schedules 　　○ Section 4.6: Completing Demographic Information • 2025 Florida Accessibility and Accommodations Manual 　　○ Section 2.4: Accommodations 　　○ Appendix C: Accommodation Checklists	
[	X	X	Try out the Listening and Speaking CD(s) and CD player prior to the day of testing.	As directed in the Test Administrator Script, the Listening and Speaking test sessions require the TA to pause/play during the Directions and Practice Portion. For the Listening test session, the CD includes a Check-in for 45 seconds during Track 13 in order for the TA to confirm students are on the right page and gridding responses correctly.	

Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✔

				Key Resource:
				
				• Spring 2025 Florida ACCESS for ELLs Test Administration Manual
				    ○ Section 9.4: Listening Test Administration
				    ○ Section 9.7: Speaking Test Administration	

[ ]	X	[ ]	Create and distribute Test Session Rosters (Group and/or Individual Administration) to ACCESS for ELLs (Grades 1-12) TAs at least two days prior to testing.	**Key Resources:**
				
				• Spring 2025 Florida ACCESS for ELLs Test Administration Manual
				    ○ Section 6.1: Before Testing
				• State-Specific Directions
				    ○ Test Session Master Schedule
				    ○ Test Session Roster: Individual Administration
				    ○ Test Session Roster: Group Administration
				• WIDA Test Session Forms (Excel)	

[]	[]	X	Attend a briefing with the SAC on upcoming testing procedures (e.g., materials, policies, procedures, etc.). Check with building administration regarding the timing of building bells, alarms, or announcements that may go off during the test session.	Follow all test security policies and procedures in the Spring 2025 Florida ACCESS for ELLs Test Administration Manual. **Key Resource:** • Spring 2025 Florida ACCESS for ELLs Test Administration Manual ○ Section 4: Test Security	

Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✔
[]	[]	[X]	Post a "Do Not Disturb" sign and a "No Electronic Devices" sign on each testing room door. Remove or cover all visual aids showing reading or language arts concepts.	**Note:** Alternate ACCESS TAs ONLY have the option to leave material uncovered should covering the print on the walls be considered significantly disruptive for the student. **Key Resources:** • Spring 2025 Florida ACCESS for ELLs Test Administration Manual o Section 6.1: Before Testing • State-Specific Directions o Florida Testing Sign: Do Not Disturb o Florida Testing Sign: No Electronic Devices	
[]	[X]	[X]	Set up the testing room according to the Spring 2025 Florida ACCESS for ELLs Test Administration Manual. For group settings, ensure students are seated far enough apart to avoid distractions and discourage cheating.	Ensure that appropriate test settings are available for all test sessions. Individual administration of the test requires a testing space that is free from distractions. **Key Resource:** • Spring 2025 Florida ACCESS for ELLs Test Administration Manual o Section 6.1: Before Testing	

During Testing

DAC	SAC	TA	Task	State-specific Clarification	✔

	X		Distribute all necessary testing materials to test administrators using procedure for secure check-out of test materials.	Maintain a record of all secure materials assigned to each TA on the ACCESS for ELLs Security Checklist. A hardcopy is provided in the last school box of materials delivered on **January 7, 2025**.
				
				Provide TAs with additional test materials as necessary from school overage. If school overage is depleted, please contact the DAC. Add the security numbers of materials you receive from the DAC on the Security Checklist.
				
				Important: Communicate to TAs that secure materials should not remain in the classrooms or be taken off school's campus overnight.
				
				Key Resources:
				
				• Spring 2025 Florida ACCESS for ELLs Test Administration Manual
				   o Section 4: Test Security
				   o Section 5.2 Materials Receipt and Inventory
				   o Section 5.4: Distributing and Tracking Secure Test Material
				• State-Specific Directions
				   o Security Log
				   o Sign: No Electronic Devices
				   o Sign: Testing Do Not Disturb	

		X	Distribute necessary materials to students (test booklets, #2 pencils, Planning Sheet).	Receive and inventory test materials from the SAC each day of testing. Materials must be checked in and out for each test session. As outlined in the Spring 2025 Florida ACCESS for ELLs Test Administration Manual, confirm all test materials for the specific assessment and/or language test domains has been provided by the SAC. Ensure that students have cleared their desks of all non-testing	

During Testing

DAC	SAC	TA	Task	State-specific Clarification	✔
				materials. Distribute test materials when students are seated. Make sure pre-identified documents are given to the correct students. **Key Resources:** • Spring 2025 Florida ACCESS for ELLs Test Administration Manual o **Kindergarten** Section 8: Kindergarten ACCESS for ELLs o Section 9: ACCESS for ELLs Paper o **Alternate** Section 10: Alternate ACCESS • State-Specific Directions o Student Planning Sheet	
		X	Administer the test according to the following steps: • Ensure that proctors and anyone who enters your room for the purpose of monitoring the test sign the Security Log for your testing room. • Provide a Student Planning Sheet to students for the Writing domain, if appropriate. • Read the Test Administrator Script verbatim. • Maintain test security at all times; report security violations or invalidation concerns to the SAC.	**Key Resources:** • Spring 2025 Florida ACCESS for ELLs Test Administration Manual o Section 4: Test Security ▪ Section 4.7: Test Invalidation o Section 6.2: During Testing • State-Specific Directions o Security Log o Student Planning Sheet	

During Testing

DAC	SAC	TA	Task	State-specific Clarification	✔

		X	Follow all directions provided in the manuals and scripts.	Monitor and supervise students during the testing session by moving around the room. If you are administering tests to students who require accommodations, provide all permissible accommodations and ensure the accommodation(s) is gridded on the Student Response Booklet.
				
				Key Resources:
				
				• Spring 2025 Florida ACCESS for ELLs Test Administration Manual
				   o **Kindergarten** Section 8: Kindergarten ACCESS for ELLs
				   o Section 9: ACCESS for ELLs Paper
				   o **Alternate** Section 10: Alternate ACCESS
				• 2025 Florida Accessibility and Accommodations Manual
				   o Section 2.4: Accommodations
				   o Appendix C: Accommodation Checklists	

	X	X	Ensure damaged booklets with student responses are transcribed to a replacement booklet *within 48 hours of testing* and affix a Do Not Process label on the original booklet. The replacement booklet should have either a Pre-ID label or District/School label with applicable information completed.	**Key Resource:**
				
				• Spring 2025 Florida ACCESS for ELLs Test Administration Manual
				   o Section 4.4: Student Response Booklet Labels
				   o Section 7.2: Preparing Materials for Return	

		X	Report additional test material needs to the assessment coordinator.	**Key Resource:** • Spring 2025 Florida ACCESS for ELLs Test Administration Manual o Section 5.2: Materials Receipt and Inventory	

During Testing

DAC	SAC	TA	Task	State-specific Clarification	✔

X			Monitor the administration of the ACCESS for ELLs suite of assessments at each participating school and ensure that security policies and procedures are being followed. Report any security concerns to the Bureau of K-12 Assessment via FDOE ShareFile.	[**Key Resource**:
				
				• Spring 2025 Florida ACCESS for ELLs Test Administration Manual
				    o Section 4: Test Security
				    o Section 6.3: Managing Student Transfers
				• State-Specific Directions
				    o Breaches of Administration Form	

	X		Visit each testing classroom to monitor the administration of the ACCESS for ELLs suite of assessments to ensure that security policies and procedures are being followed. Arrange for and supervise make up administrations. Be available to answer questions from TA and work with the DAC to troubleshoot any issue.	[Immediately report any testing irregularities or missing materials to your DAC.
				
				Key Resources:
				
				• Spring 2025 Florida ACCESS for ELLs Test Administration Manual
				    o Section 3.3: Make-Up Administration Policies
				    o Section 4.2: Missing Materials/Breaches of Administration Procedures
				• State-Specific Directions
				    o Breaches of Administration Form	

X			Complete the Materials Accountability Form via WIDA AMS for schools that cannot return one or more secure materials that have a security number. In addition, a detailed report must be submitted to the Bureau of K–12 Student Assessment via FDOE ShareFile **within 30 calendar days** of the initiation of the investigation.	[The Materials Accountability Form is available throughout the testing window via WIDA AMS (**My Applications > Materials > Accountability Form**).
				
				Key Resources:
				
				• Spring 2025 Florida ACCESS for ELLs Test Administration Manual
				    o Section 4.2: Missing Materials/Breaches of Administration Procedures
				    o Section 7.3: Reporting Missing Materials
				• WIDA AMS User Guide Pages 53-54	

During Testing

DAC	SAC	TA	Task	State-specific Clarification	✔
X			Complete the Student Transfer Form in WIDA AMS, if applicable.	**Key Resources:** • Spring 2025 Florida ACCESS for ELLs Test Administration Manual o Section 6.3: Managing Student Transfers • WIDA AMS User Guide Pages 68-69	
X			Keep track of all material requests from schools during testing and place up to three additional materials order prior to **March 7, 2025** via WIDA AMS. • Review **"Ordering Additional Materials"** in Module 2 of the Paper ACCESS for ELLs: Administration training course. **Note**: Use the ACCESS for ELLs Security Checklist included in the additional materials order shipment to track the distribution of test materials to individual schools. 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.	Provide the SAC with additional test materials as necessary. If district overage is depleted, order additional test materials in WIDA AMS. **Ordering Requirements**: All additional materials orders **must** be requested by the DAC and placed for the following school in WIDA AMS: *District-Level Additional Orders Only Site – WWWW*. Do not place orders for individual schools. If unusually high quantities are requested, DRC may require FDOE to provide approval before processing. **Key Resources:** • WIDA AMS User Guide Pages 50-52 • Spring 2025 Florida ACCESS for ELLs Test Administration Manual o Section 5.3: Additional Materials Ordering	
	X		Securely store all testing materials in between test sessions.	No more than three persons should have access to the locked storage room. Secure materials should not remain in classrooms or be taken out of the building overnight. • Spring 2025 Florida ACCESS for ELLs Test Administration Manual o Section 4.1: Florida Statute and State Board of Education Rules • State-Specific Directions o Test Materials Chain of Custody	

After Testing

DAC	SAC	TA	Task	State-specific Clarification	✓

		X	If a large print or braille accommodated format has student responses, the TA must transcribe the student's exact responses into a standard version test booklet *within 48 hours of testing*. Affix assigned Pre-ID label or District/School label and grid the accommodation on the standard version test booklet.	**Key Resource:**
				• Spring 2025 Florida ACCESS for ELLs Test Administration Manual
				    o Section 4.6: Completing Demographic Information
				• 2025 Florida Accessibility and Accommodations Manual
				    o Appendix A: Transcription Guidance
				    o Appendix B: Scribe Guidance	

		X	Collect and account for all test materials in between test sessions. Return them to the assessment coordinator.	Verify that you have collected all required administration information, including accommodations used by each student, attendance information, and seating charts (as required by your district). If applicable, ensure all accommodations and Do Not Score codes are correctly marked on the Student Response Booklet.
				
				Secure materials **must** be returned immediately to the SAC and placed in locked storage. Secure materials should not remain in classrooms or be taken out of the building overnight. Notify the SAC immediately if any secure test materials are missing.
				
				Key Resources:
				• Spring 2025 Florida ACCESS for ELLs Test Administration Manual
				    o Section 4: Test Security
				    o Section 7.2: Preparing Materials for Return	

X	X	X	Review "**Returning Materials**" in Module 2: Planning & Logistics of the Paper ACCESS for ELLs: Administration training course	**Note to TA:** Only required if administering ACCESS for ELLs Paper (Grades 1-12). **Key Resource:** • Spring 2025 Florida ACCESS for ELLs Test Administration Manual o Section 7.5: Return Shipment Methods	

After Testing

DAC	SAC	TA	Task	State-specific Clarification	✔

	X		Collect test materials from TAs once testing is completed at each testing site. Track students' completion of the assessment and schedule makeup sessions, as needed.	Verify that all distributed secure materials have been returned by the TAs after each day of testing.
				
				• Confirm that only a #2 pencil was used on the test materials.
				• Ensure USED Student Response Booklets are labeled with a Pre-ID label or District/School label.
				    ○ If a **Pre-ID label** is affixed to a Student Response Booklet, the date of testing must be completed.
				    ○ If a **District/School label** is affixed to a Student Response Booklet, demographic information must be completed on the front and back of the Student Response Booklet.
				• Ensure all accommodations and Do Not Score codes are correctly marked on the Student Response Booklet, if applicable.
				• Inspect Student Response Booklets for stray marks ONLY on student demographic pages, and, if applicable, remove any stray planning sheets.
				    ○ USED Planning Sheets **must** be destroyed locally in a secure manner. Do not return to DRC.
				• Make copies of all collected required administration information, seating charts, and Security Logs, and file the copies.
				
				If, after a thorough investigation, a secure document is not found, the SAC must inform the DAC immediately.
				
				Key Resource:
				
				• Spring 2025 Florida ACCESS for ELLs Test Administration Manual
				    ○ Section 4: Test Security
				    ○ Section 6.4: Monitoring Test Completion at the End of the Testing Window	

After Testing

DAC	SAC	TA	Task	State-specific Clarification	✔
X			Identify a date that school test materials must be returned to the district office. All test materials must be returned to DRC by **March 21, 2025**.	Inform SACs whether non-secure materials are returned to the district office, retained at the school, or destroyed in a secure manner. **Key Resource:** • Spring 2025 Florida ACCESS for ELLs Test Administration Manual o Section 7: Returning Materials (After Testing)	

	X		Organize test materials and return them to the DAC as directed. **Note:** All materials (used and unused student response booklets, CDs, and Alternate ACCESS) can be placed in any box.	Review the Return Materials Kit provided in the last box of the initial materials shipment.
				
				Discuss with your DAC to determine the date secure materials must be returned to the district office. In addition, complete applicable information regarding the return of materials on the Test Materials Chain of Custody Form. Furthermore, confirm with your DAC whether non-secure materials should be returned, retained at the school, or destroyed in a secure manner.
				
				Key Resources:
				• Spring 2025 Florida ACCESS for ELLs Test Administration Manual
				    o Section 7: Returning Materials (After Testing)
				• State-Specific Directions
				    o Test Materials Chain of Custody Form	

After Testing

DAC	SAC	TA	Task	State-specific Clarification	✔

X			Collect test materials from SAC(s) once testing is completed at each testing site. Return test materials in yellow boxes to DRC by **March 21, 2025.**
			
			Shipping Label Requirements:
			
			• If returning materials via UPS, each box **must** have a DRC Return Shipping Label and pre-paid UPS Return Shipping Label affixed.
			• If returning via King Solutions, only the DRC Return Shipping Label **must** be affixed to each box.
			
			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.
				If there is a discrepancy in the number of boxes, contact the SAC to reconcile the count before scheduling a materials pick-up through UPS or King Solutions.
				
				Key Resource:
				
				• Spring 2025 Florida ACCESS for ELLs Test Administration Manual
				   o Section 6.4: Monitoring Test Completion at the End of the Testing Window
				   o Section 7: Returning Materials (After Testing)	

X			Complete the Materials Accountability Form via WIDA AMS for schools that cannot return one or more secure materials. Add the security barcode and reason in the note section for each material not being returned from the school site. **Note**: Test materials that become soiled with bodily fluids **must** be securely destroyed. Document the secure destruction in WIDA AMS.	The Materials Accountability form is available throughout the testing window. Please note that a detailed report must also be submitted to the Bureau of K–12 Student Assessment *within 30 calendar days* of the initiation of the investigation via FDOE ShareFile. **Key Resources:** • WIDA AMS User Guide Pages 53-54 • Spring 2025 Florida ACCESS for ELLs Test Administration Manual o Section 7.3: Reporting Missing Materials	

After Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
X			Complete pre-reporting data validation process.	Data validation is **not** completed in WIDA AMS. DACs will be notified when the pre-reporting data validation file is available for review via FDOE ShareFile.	
X	X		Complete **Module 5: Test Scores** in the Paper ACCESS for ELLs: Administrating training course. This module focuses on accessing score reports and effectively communicating test scores. **Important**: Data validation is **not** completed in WIDA AMS. Disregard information related to data validation.	**Note to DAC**: It is a district's decision on whether SACs have the capability to view/download score reports from WIDA AMS for the current and previous administrations of ACCESS for ELLs suite of assessments. **Key Resource:** • WIDA AMS User Guide Page 101-102	
X	X	X	Review the resources available to assist educators with score interpretation.	**Key Resource:** • ACCESS for ELLs Interpretive Guide for Score Reports	
X			Review and distribute score reports to designated sites/staff.	Score reporting takes place after materials have been returned. Notification will be provided to DACs when score reports are available for the Spring 2025 ACCESS for ELLs administration.	
X	X		Communicate with students' parents/family members about ACCESS for ELLs test results.	Visit WIDA's Family Engagement page to find resources to help explain to families of multilingual learners key concepts, terms, and processes related to language testing. Resources include parent-friendly guides, flyers, and videos.	