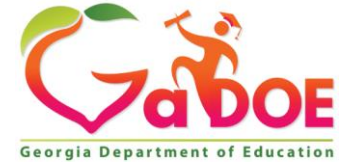




**GEORGIA**  
**ACCESS for ELLs Online Checklist**  
**2022-2023**



**WIDA™**



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	
<b>Test delivery mode</b>	Online
<b>Testing Window</b>	January 11 – March 3, 2023 Alternate ACCESS Field Test: February 14 – April 17, 2023
<b>WIDA member page</b>	<a href="http://Wida.wisc.edu/memberships/consortium/ga">Wida.wisc.edu/memberships/consortium/ga</a>
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>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> </ul>	<ul style="list-style-type: none"> <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> <li>• <a href="#">Q&amp;A Webinar Links and Recordings</a></li> </ul> <p>For more state-specific resources, visit your <a href="#">WIDA member page</a>.</p>
Checklist Key	
<ul style="list-style-type: none"> <li><span style="color: blue;">■</span> System Test Coordinator (SysTC) task</li> <li><span style="color: green;">■</span> School Test Coordinator (SchTC) task</li> <li><span style="color: yellow;">■</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**

SysTC	SchTC	TA	Task	State-specific Clarification	✓
X	X	X	Determine which ACCESS for ELLs assessment(s) you are responsible for administering.	<b>For 2022-23:</b> The guidance in this document around material orders and management, and return of test materials; or around test scheduling or administration, does not apply to the Alternate ACCESS Field Test, taking place in Spring 2023. Please see <a href="#">Alternate ACCESS for ELLs Field Test: coming to schools in early 2023</a> for additional information.	
X	X		Communicate roles, responsibilities, and training requirements to test administrators.	Test Administrators/Examiners must annually complete the required WIDA training and certification for all grade level tests they will be administering for ACCESS for ELLs and Alternate ACCESS. In addition, all Test Administrators/Examiners must hold a valid GaPSC certification.	
X	X	X	Review training requirements based on your role.	Test Administrator (TA) Requirements: <ul style="list-style-type: none"> <li>• GA Professional Standards Commission (GaPSC) certified</li> <li>• ACCESS for ELLs certified</li> <li>• Local district determines if ESOL or Special Education teachers administer ALT ACCESS.</li> <li>• Annual recertification of TA/examiner is required for grades 1-12 (online).</li> </ul>	
X	X	X	Log in to your <a href="#">WIDA account</a> and agree to the Non-Disclosure and User Agreement (NDUA) that appears automatically upon first login.	TAs and School Test Coordinators shall request an account from System Test Coordinator. If System Test Coordinator needs an account, contact Mary Nesbit-McBride at <a href="#">SEA</a> .	
X	X	X	Log in to <a href="#">WIDA AMS</a> and agree to security terms that appear automatically at first login.	School Test Coordinators and Test Administrators shall request an account from the System Test Coordinator. If System Test Coordinator needs an account, contact Mary Nesbit-McBride at <a href="#">SEA</a> .	
X	X	X	Watch the <b>Training Overview</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		



Before Testing

SysTC	SchTC	TA	Task	State-specific Clarification	✓
X			Set up WIDA AMS accounts for Technology Coordinators and Test Administrators. <b>Tip:</b> If you need assistance, review the <a href="#">WIDA AMS User Guide</a> .		
X			Submit Pre-ID file to DRC.	System Test Coordinator submits Pre-ID file.	
X			Watch the <b>Ordering Materials</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
X			Order materials in WIDA AMS.	By default, students in grades 4 and 5 will complete the Writing domain by keyboarding.	
X	X		Discuss district and school technology needs and capacity to administer the online test with the Technology Coordinator.		
X	X	X	Watch the <b>Accessibility Overview</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
X	X		Watch the <b>Assigning Accommodations</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
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.	Reference: <a href="#">2022-2023 Student Assessment Handbook</a> <ul style="list-style-type: none"> <li>• Alternate ACCESS (SAH)</li> <li>• Accommodation Guidelines for EL Students (SAH)</li> </ul>	
X	X		In WIDA AMS, assign accommodations for students with an IEP or 504 plan.	School Test Coordinators can assign appropriate accommodations for students.	
X	X		<b>Optional:</b> Modify default test sessions in WIDA AMS to meet district/school needs. Enable Test Monitoring on test sessions as desired. See <a href="#">WIDA AMS User Guide</a> for details.		
X	X		Finalize student counts. Add any new students to WIDA AMS and assign them to test sessions.	System Test Coordinator and School Test Coordinators can edit student information in WIDA AMS.	



Before Testing

SysTC	SchTC	TA	Task	State-specific Clarification	✓
X	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.	System Test Coordinator and School Test Coordinators can edit student information in WIDA AMS.	
X	X		Watch the <b>Test Scheduling</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
X	X		Create a testing schedule. All <b>Kindergarten</b> and <b>Alternate ACCESS</b> test sessions are administered one-on-one. <i>Tip: Allow several days at the end for makeup testing. See the <a href="#">Test Coordinator Manual</a> for help with scheduling.</i>		
		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 <a href="#">Test Coordinator Manual</a> .		
X	X	X	Watch the <b>Test Practice and Test Tickets</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
X	X	X	Plan communication for parents/family members about ACCESS for ELLs testing and upcoming testing schedule.	Review Georgia’s entry and exit procedures and other program information at <a href="#">GADOE’s ESOL Language Program website</a> .  Parent resources can be found on the <a href="#">Family Engagement</a> page and in the <a href="#">Resource Library</a> .	
X	X		Watch the <b>Managing Test Materials</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
X	X		Receive, inventory, and distribute test materials to designated sites/staff.	<b>New for 2022-23:</b> Braille sample items will be included in all braille kits. Sample items do not need to be returned to DRC.	
	X		Review materials for correct amount and type. Report the amount and type of overage to the District Coordinator.		
X			Watch the <b>Additional Materials Orders</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		



Before Testing

SysTC	SchTC	TA	Task	State-specific Clarification	✓
X	X		Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.		
X			Check District/School Labels for accuracy. Contact <a href="#">DRC Customer Support</a> if information is incorrect.		
X	X		Print test tickets and test rosters. Securely store according to state and local policies.		
	X	X	Review test tickets for accuracy of demographic information and accommodations.	TAs/examiners should ask students to sign their test tickets and verify the student’s signature matches the name printed on the ticket.	
X	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.	Demographic information guidance: <ul style="list-style-type: none"> <li>Student State ID Number: 10 digit number.</li> <li>District Student ID Number: Do Not Code</li> <li>State Defined Optional Data: Refer to Completing Demographic Information document for State Required Code (SRC) for student’s disabilities.</li> <li>Native Language: State-designated code to indicate primary language.</li> </ul> For more information, refer to <a href="#">Georgia State Specific Directions</a> located on the <a href="#">GA state page</a> .	
X	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.	<b>New for 22-23:</b> The Alternate ACCESS for ELLs: Administration and Scoring training course includes important information about administering the Alternate ACCESS Field Test. All Alternate ACCESS test administrators must complete the Alternate ACCESS for ELLs: Administration and Scoring training course and pass the certification quiz.	



Before Testing

SysTC	SchTC	TA	Task	State-specific Clarification	✓
		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		
X	X		Watch the <b>Monitoring Test Progress</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
		X	Pass required certification quiz(zes). Quizzes are located within the training courses.	Test Administrators are required to recertify annually.	
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.	Test Administrators are required to recertify annually.	



**During Testing**

SysTC	SchTC	TA	Task	State-specific Clarification	✓
	X	X	Set up the testing room according to the <a href="#">Test Administrator Manual</a> . 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	Ensure testing devices are ready and distribute necessary materials to students (e.g., booklets, pencils, headsets).	Scratch paper may not be used for Speaking Grades 1-12.	
		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.	Demographic information guidance: <ul style="list-style-type: none"> <li>• Student State ID Number: 10 digit number.</li> <li>• District Student ID Number: Do Not Code</li> <li>• State Defined Optional Data: Refer to for State Required Code (SRC) for student’s disabilities.</li> <li>• Native Language: State-designated code to indicate primary language.</li> </ul> For more information, refer to <a href="#">Georgia State Specific Directions</a> located on the <a href="#">GA state page</a> .	
	X		Report additional material needs to the District Test Coordinator.		



During Testing

SysTC	SchTC	TA	Task	State-specific Clarification	✓
X			<p>Keep track of all material requests from schools during testing and place <b>one</b> additional materials order prior to the end of the testing window. Contact SEA if additional District/School Labels are needed.</p> <p>Refer to the <b>Secure Materials Tracking Report</b> in WIDA AMS under Report Delivery &gt; Test Results for a full list of all materials sent to your school/district.</p>	<p>Guidance on additional materials ordering can be found in Section 3 of the <a href="#">Test Coordinator Manual</a>.</p>	
X	X		<p>Securely store all testing materials in between test sessions.</p>	<p>Reference: <a href="#">2022-2023 Student Assessment Handbook</a></p>	
		X	<p>Collect and account for all test materials. Return them to the Test Coordinator.</p>	<p>Reference: <a href="#">2022-2023 Student Assessment Handbook</a></p>	





After Testing

SysTC	SchTC	TA	Task	State-specific Clarification	✓
X	X	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.	Reference: <a href="#">2022-2023 Student Assessment Handbook</a> .	
X	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 entering Do Not Score codes.		
	X	X	Prepare test materials for return. Refer to Returning Test Materials in Section 3 of the Test Coordinator Manual.	Only certified personnel, with a witness present, may transcribe student responses. Transcription may occur prior to return shipping or at close of ACCESS for ELLs window. Reference <i>Validation Form for Transcription of Answer Documents</i> , <a href="#">2022-2023 Student Assessment Handbook</a> .	
X			Return test materials to DRC. Refer to the <b>Secure Materials Tracking Report in WIDA AMS</b> under Report Delivery > Test Results for a full list of all materials sent to your school/district and returned to DRC.	All secure materials shall be returned to DRC at the close of the testing window including used and unused books, partially completed books, and books marked Do Not Process.  Shred unused Pre-ID labels and scratch paper locally. 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			Watch the <b>Data Validation</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
X			Complete data validation process.		



After Testing

SysTC	SchTC	TA	Task	State-specific Clarification	✓
X			Watch the <b>Accessing Score Reports</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
X	X		Review and distribute <a href="#">score reports</a> to designated sites/staff.		
X	X	X	Communicate with students' parents/family members about ACCESS for ELLs test results.	Review Georgia's entry and exit procedures and other program information at <a href="#">GADOE's ESOL Language Program website</a> .	