



GEORGIA 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 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 8 – February 28, 2025
WIDA member page	Wida.wisc.edu/memberships/consortium/ga
Online Resources	
<p>Training Courses (login to Secure Portal required)</p> <ul style="list-style-type: none"> • Online ACCESS for ELLs: Administration • Alternate ACCESS: Administration and Scoring • Kindergarten ACCESS for ELLs: Administration and Scoring <p>Course Resources:</p> <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>
Checklist Key	
<ul style="list-style-type: none"> System Test Coordinator (SysTC) task School Test Coordinator (SchTC) task Test Administrator (TA) task 	<p>Kindergarten Applies to Kindergarten ACCESS only</p> <p>Alternate 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.		
X	X		Communicate roles, responsibilities, and training requirements to test administrators.	Test Administrators 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 TAs 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"> GA Professional Standards Commission (GaPSC) certified ACCESS for ELLs certified Local district determines if ESOL or Special Education teachers administer WIDA Alternate ACCESS. Annual recertification is required for grades 1-12. 	
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.	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 SEA .	
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.	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 SEA .	



Before Testing

SysTC	SchTC	TA	Task	State-specific Clarification	✓
X	X	X	<p>Complete Module 1: Introduction of the Online ACCESS for ELLs: Administration training course.</p> <p>This module provides background information about ACCESS Online, including the test’s purpose, design, and materials, and clarifies your role in testing.</p>		
X			<p>Set up WIDA AMS accounts for Technology Coordinators and Test Administrators. <i>Tip: If you need assistance, review the WIDA AMS User Guide.</i></p>		
X			<p>Submit Pre-ID file to DRC.</p>	System Test Coordinator submits Pre-ID file.	
X			<p>Complete Module 2: Planning & Logistics in the Online ACCESS for ELLs: Administration training course.</p> <p>This module focuses on ordering and returning materials, as well as managing, distributing, and securing test materials.</p>		
X			<p>Order materials in WIDA AMS.</p>	By default, students in grades 4 and 5 will complete the Writing domain by keyboarding.	
X	X		<p>Discuss district and school technology needs and capacity to administer the online test with the Technology Coordinator.</p>		
X	X	X	<p>Complete Module 3: Your Students, School and District in the Online ACCESS for ELLs: Administration training course.</p> <p>This module focuses on preparing a detailed testing schedule, preparing your students for testing, and assigning accommodations.</p>		



Before Testing

SysTC	SchTC	TA	Task	State-specific Clarification	✓
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: 2024-2025 Student Assessment Handbook (gadoe.org) <ul style="list-style-type: none"> WIDA Alternate ACCESS Participation Criteria WIDA ACCESS for ELLs, Kindergarten ACCESS, WIDA Alternate ACCESS, and WIDA Screener Allowable Accommodations 	
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		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		Finalize student counts. Add any new students to WIDA AMS and assign them to registrations.	System Test Coordinator and School Test Coordinators can edit student information in WIDA AMS.	
X	X		Review student data for accuracy in WIDA AMS. Confirm that all students are listed in WIDA AMS and assigned to correct registrations.	System Test Coordinator and School Test Coordinators can edit student information in WIDA AMS.	
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.		



Before Testing

SysTC	SchTC	TA	Task	State-specific Clarification	✓
X	X		Create a testing schedule. All Kindergarten and Alternate ACCESS test sessions are administered one-on-one. <i>Tip: Allow several days at the end for makeup testing. See the Test Coordinator Manual 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 Test Coordinator Manual .		
X	X	X	Review “ Pep Talks, Test Demo, and Test Practice ” in Module 3 of the Online ACCESS For ELLs: Administration training 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 GADOE’s ESOL Language Program website . Parent resources can be found on the Family Engagement page and in the Resource Library .	
X	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.		



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 DRC Customer Support if information is incorrect.		
X	X		Print test tickets and test rosters. Securely store according to state and local policies. <ul style="list-style-type: none"> Review “Test Tickets & Rosters” in Module 4 of the Online ACCESS for ELLs: Administration training course. 		
	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		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.	Demographic information guidance: <ul style="list-style-type: none"> Student State ID Number: 10 digit GTID District Student ID Number: Do Not Code State Defined Optional Data: Refer to Completing Demographic Information document for State Required Codes (SRC) Native Language: Refer to FY2025 LANGUAGE CODES.pdf (gadoe.org) 	



Before Testing

SysTC	SchTC	TA	Task	State-specific Clarification	✓
X	X	X	<p>Kindergarten Complete the Kindergarten ACCESS for ELLs: Administration and Scoring training course.</p> <p>Alternate Complete the Alternate ACCESS: Administration and Scoring training course.</p>		
		X	<p>Have students view Test Demos and try Test Practice items</p> <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. <p>Kindergarten Test administrators review Listening and Speaking sample items</p> <p>Alternate Test administrators review sample items</p>		
X	X		<p>Review “Tracking Site Completion Status” in Module 2 of the Online ACCESS for ELLs: Administration training course.</p> <p>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.</p>		
		X	<p>Pass required certification quiz(zes). Quizzes are located within the training courses.</p>	<p>Test Administrators are required to recertify annually.</p>	



Before Testing

SysTC	SchTC	TA	Task	State-specific Clarification	✓
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 Test Administrator Manual . 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, 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.		



During Testing

SysTC	SchTC	TA	Task	State-specific Clarification	✓
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"> • Student State ID Number: 10 digit GTID • District Student ID Number: Do Not Code • State Defined Optional Data: Refer to Completing Demographic Information document for State Required Codes (SRC) • Native Language: Refer to FY2025 LANGUAGE CODES.pdf (gadoe.org) 	
	X		Report additional material needs to the District Test Coordinator.		
X			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. <ul style="list-style-type: none"> • Review “Ordering Additional Materials” in Module 2 of the Online ACCESS for ELLs: Administration training course. 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.	Guidance on additional materials ordering can be found in Section 3 of the Test Coordinator Manual .	
X	X		Securely store all testing materials in between test sessions.	Reference: 2024-2025 Student Assessment Handbook (gadoe.org)	
		X	Collect and account for all test materials. Return them to the Test Coordinator.	Reference: 2024-2025 Student Assessment Handbook (gadoe.org)	



After Testing

SysTC	SchTC	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.	Reference: 2024-2025 Student Assessment Handbook (gadoe.org) .	
X	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	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 Recording of Student Responses</i> , 2024-2025 Student Assessment Handbook (gadoe.org) .	
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.	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			Complete Module 5: Test Scores in the Online ACCESS for ELLs: Administration training course.		



After Testing

SysTC	SchTC	TA	Task	State-specific Clarification	✓
			This module focuses on data validation, accessing score reports, and effectively communicating test scores.		
X			Complete data validation process.		
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.	Review Georgia's entry and exit procedures and other program information at GADOE's ESOL Language Program website .	