HAWAII
ACCESS for ELLs Online Checklist
2023-2024

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 16, 2024 – March 1, 2024
WIDA member page	wida.wisc.edu/memberships/consortium/hi		
Online Resources			

Training Courses (login to Secure Portal required)
- Online ACCESS for ELLs: Administration
- Alternate ACCESS: Administration and Scoring
- Kindergarten ACCESS for ELLs: Administration and Scoring

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

- ACCESS for ELLs Interpretive Guide for Score Reports
- Alternate ACCESS for ELLs Interpretive Guide for Score Reports
- Technology Resources
- Accessibility and Accommodations Resources
- Q&A Webinar Links and Recordings
- Hawaii State Specific ELP Assessment Manual

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

Checklist Key

■ Complex Area Resource Teacher (RT) task

■ School Test Coordinator (STC) task

■ Test Administrator (TA) task

Kindergarten Applies to Kindergarten ACCESS only

Alternate Applies to Alternate ACCESS only

Last Updated: 10.26.2023

Before Testing

R T	S T C	T A	Task	State-specific Clarification	✓
X	X	X	Determine which ACCESS for ELLs assessment(s) you are responsible for administering.	*Refer to the [Hawaii State Specific ELP Assessment Manual](.).* **Test *ALL* identified ELs** who have not been academically exited Action Code (AC) 03 on ACCESS or Alternate ACCESS as federally required. Including: 1. Active EL (J Status) 2. Parent Refusal (L Status) 3. MFEP *(These are students in Grades K – 2 who met MFEP status in Kindergarten, and subsequently who have marks indicating they are struggling. ACCESS materials will be automatically ordered and sent to schools for these students. This includes students who were brought back into the EL program through SFT decision, or not.)* Reference Section 8.d. of the *Hawaii State Specific ELP Assessment Manual*. 4. Action Code 50 (AC50), and 5. SPED/504 EL Students. **Test in all four domains.** Students must be encouraged to complete as much of the assessment as possible and all four domains should be attempted (Listening, Speaking, Reading, and Writing). Failure to complete all 4 domains will result in a student not receiving an overall score and show no progress towards growth.	
X	X		Communicate roles, responsibilities, and training requirements to test administrators.	RTs communicate roles, responsibilities, and training requirements to site test coordinators, site (school) test coordinators communicate responsibilities and training requirements to test administrators and technology coordinators.	

Before Testing

R T	S T C	T A	Task	State-specific Clarification	✓
X	X	X	Review training requirements based on your role.	New for 2023-24: All WIDA **Alternate** ACCESS test administrators are required to complete WIDA certification using the redesigned training course. Certification must be completed **after** September 1, 2023 to be valid. *Refer to Section 10 of the [Hawaii State Specific ELP Assessment Manual](#).* **New TAs:** Test Administrators must complete the ACCESS for ELLs training courses in the WIDA Secure Portal and pass the embedded quizzes applicable to the test. For additional Test Administrator qualifications refer to the Hawaii State Specific ELP Assessment Manual. ● **Kindergarten**: Test Administrators are to complete the *Kindergarten ACCESS for ELLs: Administration and Scoring* training course before administering this assessment. ● **Alternate**: Test Administrators are to complete the *Alternate ACCESS for ELLs: Administration and Scoring* training course before administering this assessment. 　○ New for 2023-24, The redesigned Alternate ACCESS (paper test) is available K-12 with new grade level clusters K-2, 3-5, 6-8, and 9-12. **Returning TAs:** Recertification is required annually on/after July 1st, for all assessments. **Note,** if only administering the Online ACCESS, the training for Writing grades 1-3 paper/pencil is contained within the Online training course; a Test Administrator does not need to additionally complete the paper/pencil training course.	

Before Testing

R T	S T C	T A	Task	State-specific Clarification	✓
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 Resource Teacher (RT) WIDA accounts:** Contact the Assessment Section at (808) 307-3636 or karen.tohinaka@k12.hi.us to request an account. **New STC or TA WIDA accounts:** Contact your Complex Area RT to request an account. STCs and TAs electronically agree to Non-Disclosure and User Agreement in the WIDA Secure Portal. Proctors must complete the WIDA Non-Disclosure and User Agreement and HIDOE Test Security Form for Proctors and Skills Trainers and keep a copy of both on file at the school site.	
X	X	X	Log in to WIDA AMS and agree to security terms that appear automatically at first login. ● **New this year**: WIDA AMS has new applications for Import, Student and Test Management. Review screencasts in the ACCESS Online training course for more information.	WIDA AMS requires a separate login from the WIDA Secure Portal. **New School Test Coordinators and Complex Area RTs**: Contact the Assessment Section at (808) 307-3636 or karen.tohinaka@k12.hi.us to request an account. TAs do not need access to WIDA AMS. **Note:** Schools will need access to AMS in April/May to download applicable school reports. In the event that testing materials are not returned, schools will also have to document in WIDA AMS (see also After Testing Item 3). Be sure to write down your WIDA AMS username and password and store in a secure place.	
X	X	X	Complete **Module 1: Introduction** of the Online ACCESS for ELLs: Administration training course.	Hawaii test Coordinators and Administrators must complete ALL test training certification modules.	

Before Testing

R T	S T C	T A	Task	State-specific Clarification	✓
			This module provides background information about ACCESS Online, including the test's purpose, design, and materials, and clarifies your role in testing.	***Refer to Section 10 of the [Hawaii State Specific ELP Assessment Manual](#).*** School Test Coordinators and Test Administrators need to view all training modules at [portal.wida.us](#) pertaining to their roles, as well as attend Assessment Section provided annual ACCESS training.	
X	X		Set up WIDA AMS accounts for Technology Coordinators and Test Administrators. ***Tip:*** *If you need assistance, review the [WIDA AMS User Guide](#).*	For new Technology Coordinators and Test Administrators, also update names in the School Contact List on the HIDOE Intranet. Test Coordinators have access to WIDA AMS and can assign rights to Test Administrators. Test Administrators do not need access to WIDA AMS.	
			Submit Pre-ID file to DRC.	State Educational Agency submits Pre-ID File.	
X			Complete **Module 2: Planning & Logistics** in the Online ACCESS for ELLs: Administration training course. This module focuses on ordering and returning materials, as well as managing, distributing, and securing test materials.		
X			Order materials in WIDA AMS.	***Refer to Section 12 of the [Hawaii State Specific ELP Assessment Manual](#).*** EL Leads/RTs may order additional materials as needed if overage at district/school is not sufficient (one order per complex area/district). See [Hawaii Member page](#) on WIDA for additional materials ordering dates.	
X	X		Discuss district and school technology needs and capacity to administer the online test with the Technology Coordinator.	Assessment team members, including Technology Coordinators and STC, collaborate to identify testing rooms, number of students, and devices for testing. Identify one hardwired Mac, PC, or Linux machine to be used as Central Office Services (COS) Service Device.	

Before Testing

R T	S T C	T A	Task	State-specific Clarification	✓
X	X	X	Complete **Module 3: Your Students, School, & District** in the Online ACCESS for ELLs: Administration training course. This module focuses on preparing your students for testing and assigning accommodations.		
	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.	*Refer to Section 6, 8, and 11 of the Hawaii State Specific ELP Assessment Manual,* August 3, 2016 DOE Memo FAQ English Language Learners with Disabilities, and Accessibility and Accommodations Manual for more information. STC (EL Coordinator) – consult with Student Services Coordinator and Care Coordinator to determine annually which assessment to administer (ACCESS Online/Paper or ALT) and have accommodations identified in the IEP or 504 plan and in Infinite Campus by November 13, 2023, to prepare for the first Hawaii data and Pre-ID File upload to WIDA AMS. Accommodations are written into the Clarification of Supports and Services section of the IEP and selected in Infinite Campus EL Accommodations tab based on Individualized (IEP)/504 plan. See above link for guidance on how to select and input accommodations and Alternate ACCESS for ELLs. Additional Considerations for Students with Disabilities ● HIDOE Memo titled **School Year 2023-24 State English Learner Annual English Language Proficiency Assessment**	

Before Testing

R T	S T C	T A	Task	State-specific Clarification	✔
	X		In WIDA AMS, assign accommodations for students with an IEP or 504 plan.	* All accommodations must be documented in the student's IEP or 504 plan and whether ACCESS for ELLs or Alternate ACCESS will be administered. STC work with SSC and/or Care Coordinator to ensure appropriate accommodations have been selected in Infinite Campus EL Accommodations tab based on Individualized (IEP)/504 plan. See above link for guidance on how to select and input accommodations and Alternate ACCESS for ELLs.	
	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		Finalize student counts. Add any new students to WIDA AMS and assign them to registrations.	The last day for selection of Alternate, any accommodations, or to input screener data to Infinite Campus for the 2nd Pre-ID file upload, which will reflect in WIDA AMS, is January 05, 2024 (3:00 p.m.). The second Pre-ID file upload will not order additional materials. As of January 11, 2024, STCs are required to manually input new students and their accommodations. Input any accommodations into both Infinite Campus and WIDA AMS, and order Alternate or other test materials as needed.	

Before Testing

R T	S T C	T A	Task	State-specific Clarification	✓
X	X		Review student data for accuracy in WIDA AMS. Confirm that all students are listed in WIDA AMS and assigned to correct registrations.	STC verifies that records are accurate and **no** student has a duplicate record in WIDA AMS. STCs have access to WIDA AMS, however, they should NOT update and/or change any student information in WIDA AMS. If any errors are found in WIDA AMS or on the pre-ID labels, STC should submit information in the Pre-ID Label & Score Report Google Form (in WIDA Hawaii page under Manuals, Guides, and Test Materials and alert the RT. If the TA is also the student's teacher, STC should consult with TA on roster verification.	
	X		Complete **Module 4: Administering the Test** in the Online ACCESS for ELLs: Administration training course. This module focuses on generating login credentials for test takers, preparing space, materials, and equipment, creating a testing schedule, technology troubleshooting, and how to administer specific domains.	Refer to Test Administrator Manual for recommended testing times for various administrations. Test times are suggestions for administration only. Extra time (approximately 15-30 minutes) should be included for seating, logging in, and starting etc.	
	X		Create a testing schedule. All **Kindergarten** and **Alternate ACCESS** test sessions are administered one-on-one. *Tip: Allow several days at the end for makeup testing. See the Test Coordinator Manual for help with scheduling.*	Remember to account for make-up testing sessions before the end of the testing window. Check with building administration regarding timing of bells, alarms, or announcements that may disrupt the test sessions.	
	X	X	Plan a seating arrangement for testing areas. Verify that students are adequately spaced for the Speaking Test.	Verify by using the INSIGHT Secure Browser and administering the Speaking practice test to students. Allow 6-12 feet, or approximately two computers, in between students for the speaking sessions.	
	X	X	Review **"Test Tickets & Rosters"** in Module 4 of the Online ACCESS for ELLs: Administration training course.		
	X		Plan communication for parents/family members about ACCESS for ELLs testing and upcoming testing schedule.	STC should send home the HIDOE ACCESS for ELLs Letter to Parents of ELs to announce the upcoming annual ACCESS for ELLs	

Before Testing

R T	S T C	T A	Task	State-specific Clarification	✔
				assessment (letter will be available on the WIDA Hawaii page under Manuals, Guides, and Test Materials). WIDA Resources: ● What is ACCESS for ELLs? parent handout (available in several languages in the Resource Library) ● Test Administrator Essentials resource for tips to prepare students. Refer to Section 7 of the *HI State Specific ELP Assessment Manual* for additional guidance.	
X	X	X	Review "**Managing Secure Materials**" in Module 2 of the Online ACCESS for ELLs: Administration training course.		
X	X		Receive, inventory, and distribute test materials to designated sites/staff.	*Refer to Sections 12 and 13 of the Hawaii State Specific ELP Assessment Manual.* Test materials will be shipped to schools. Of the overage materials, 7.5% will go to district, 7.5% will be shipped to schools. Ensure a one-to-one accountability between the serial numbered test booklets and the EL students required to be assessed. STC may share test materials with TAs prior to the administration of the assessments, ensuring that all test security measures are followed. All test materials must be stored securely in a locked location and chain of custody documented. Refer to Section 13.a. Test Security Procedures.	

Before Testing

R T	S T C	T A	Task	State-specific Clarification	✔
				New as of 2022-23: Braille sample items and a sample items user guide will be included in all braille kits. Sample items do not need to be returned to DRC. Braille should be ordered if the IEP team decides this accommodation is needed and the student is proficient enough. Refer to Section 11.e of the Hawaii State Specific ELP Assessment Manual.	
	X		Review materials for correct amount and type. Report the amount and type of overage to the District Coordinator.	School overage must be used first in cases where sites need additional materials. Consult your Complex Area RT if any additional materials are needed.	
X			Review "**Managing Secure Materials**" in Module 2 of the Online ACCESS for ELLs: Administration training course.	*Refer to Section 12 of the Hawaii State Specific ELP Assessment Manual.*	
	X		Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.	*Refer to Section 12 and 14.a. of the Hawaii State Specific ELP Assessment Manual.* If any errors are found in Infinite Campus, WIDA AMS or on Pre-ID Labels, STC should confirm Infinite Campus has accurate student information, alert and work with the respective RT to work in conjunction with the state to complete the *Testing Incident Google form, Pre-ID Label & WIDA AMS Correction section* to address any errors.	
X	X		Check District/School Labels for accuracy. Contact DRC Customer Support if information is incorrect.	Contact Data Recognition Corp (DRC) Customer Support at 855-787-9615 or by email to WIDA@datarecognitioncorp.com if the information is incorrect. TC notify RT, RT notify the state.	
	X		Print test tickets and test rosters. Securely store according to state and local policies.	STC print tickets and rosters for distribution to TAs. It is recommended that each domain be color coded for easy identification.	

Before Testing

R T	S T C	T A	Task	State-specific Clarification	✓
	X	X	Review test tickets for accuracy of demographic information and accommodations.	Note, not all accommodations will be listed on the test ticket. NA will be listed for all accommodations outside of the three online accommodations (Manual control of item audio [MC]; Repeat item audio [RA]; and Extended Speaking response time [ES]).	
	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.	***Refer to Section 14.a. of the*** [***Hawaii State Specific ELP Assessment Manual***](#). If a Pre-ID label is incorrect, you may still use the label, however, information should be corrected in WIDA AMS by the STC. STC to inform RT of the incorrect information, utilize the Pre-ID Correction Form to notify the state (form available through [Hawaii-specific Forms Related to Student, Materials and ACCESS Test Management](#)). Do not write on labels. If a student's Pre-ID Label is NOT available STC shall: ● Affix the yellow District/School label on the appropriate test booklet and bubble in all student information and required fields on the demographics page of the test booklet. ● In the event students are allowed to fill in information, test booklet MUST be checked for accuracy. ● Incorrect demographic information may result in delayed return of students and/or schools' scores, or possibly no scores. If the label is CORRECT, many fields on the test booklet DO NOT have to be filled in. **Date of Testing**: Bubble in the date ACCESS for ELLs testing was completed for each student. Reference the [Hawaii State Specific Directions](#) (Goldenrod)	

Before Testing

R T	S T C	T A	Task	State-specific Clarification	✔
	X	X	**Kindergarten** Complete the Kindergarten ACCESS for ELLs: Administration and Scoring training course. **Alternate** Complete the Alternate ACCESS: Administration and Scoring training course.	**New for 23-24:** All WIDA Alternate ACCESS test administrators are required to complete WIDA certification using the redesigned training course. Certification must be completed **after** September 1, 2023, to be valid. Certifications from prior years are based on the previous version of the test and are no longer valid.	
X	X		Watch the **Monitoring Test Progress** module, located in the *Online ACCESS for ELLs: Administration* course.	This tutorial is for RTs and STCs who want to keep track of student test progress in AMS.	
	X	X	Pass required certification quiz(zes). Quizzes are located within the training courses.	School Coordinators are responsible for training their school Test Administrators to ensure calibration and interrater reliability beyond the modules (for **Kindergarten** and **Alternate** only).	
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.	Recertification is required annually.	
	X	X	Have students view Test Demos and try Test Practice items • Review "**Pep Talks, Test Demo, and Test Practice**" in Module 3 of the Online ACCESS For ELLs: Administration training course. • **New for 2023-24:** DRC INSIGHT has a new look and feel. Schedule extra time to become familiar with the layout and navigation. **Kindergarten** Test administrators review Listening and Speaking sample items **Alternate** Test administrators review sample items		

During Testing

R T	S T C	T A	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.	***Refer to Section 6.e & 13 of the*** *Hawaii State Specific ELP Assessment Manual*. Ensure that all materials, study guides, and aids are taken down from testing room walls, etc. Scratch paper is allowed but needs to be handled in a secure manner and destroyed after each test session. Allow 6-12 feet, or approximately two computers, in between students for the speaking sessions.	
	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).	School Test Coordinator work with Technology Coordinator to ensure that: ● INSIGHT secure browser was loaded on all devices to be used for testing ● Devices communicate with the COS-SD, and internet connection is reliable and has sufficient bandwidth ● Verify in WIDA AMS in the Central Office Services tab that the COS-SD is working properly ● Headsets are working properly before Speaking and Listening sessions begin **Grades 1-3 Writing Booklets** Suggestion: Specifically ask students to check that they have received the correct test booklet (i.e. – Check that their name is on the Pre-ID label or bubbled in on the demographics page).	
	X	X	Distribute test tickets to students and verify information on ticket matches student's test plan.	Keep test tickets in a secure/locked location along with test materials.	

During Testing

R T	S T C	T A	Task	State-specific Clarification	✓
	X	X	Follow all directions provided in the manuals and scripts. Monitor students to ensure test security.	*Refer to Section 13 of the [Hawaii State Specific ELP Assessment Manual](.).* Be sure to complete an entire domain in one sitting. If a testing incident occurs (e.g., student accesses cell phone during testing) or to invalidate a test, contact the Assessment Section at (808) 307-3636 or [Karen.tohinaka@k12.hi.us](.) for further guidance.	
	X		After students have completed the Listening and Reading tests, run a Tier Placement Report in WIDA AMS.	After completing the Listening and Reading domains, students in grades 4-12 will automatically be assigned the appropriate Tier for Writing. Students in grades 1-3 need to be given the appropriate Tier test booklet for Writing. All other students taking the online Writing domain use a keyboard to enter responses and do not need Tier level identified.	
	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.	You must wait to affix the Pre-ID Labels until the Tier Placement Report has been run to make sure they are applied to the correct grade 1-3 writing tier booklets. If no labels are present, bubble demographic information according to [State Specific Directions](.) (Goldenrod) located on the HI member page.	
	X		Report additional material needs to the District Test Coordinator.	First check school overage, then contact your RT to see if district overage is available. For further information on ordering additional materials, refer to Section 12.a., of the [HI State Specific ELP Assessment Manual](.).	

During Testing

R T	S T C	T A	Task	State-specific Clarification	✔
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. ● 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 Reporting Services > Published Reports for a full list of all materials sent to your school/district.	***Refer to Section 12.a. of the*** HI State Specific ELP Assessment Manual***, and Section 8.h. for transfer students.*** Reference Section 3 of the Test Coordinator Manual for more information.	
	X	X	Securely store all testing materials in between test sessions.	Make sure all test materials are securely locked.	
	X	X	Collect and account for all test materials. Return them to the Test Coordinator.	***Refer to Section 12.d. of the*** HI State Specific ELP Assessment Manual***.*** Refer to your security checklist continuously throughout the testing period (Consider requiring staff to sign in and out materials).	

After Testing

R T	S T C	T A	Task	State-specific Clarification	✔
	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.		
	X		Ensure all accommodations and Do Not Score codes are correctly marked on the booklet or in WIDA AMS. See Test Coordinator Manual and *Viewing and Editing a Registration* in Test Management Online Help in WIDA AMS for guidance on entering Do Not Score codes.	***Refer to Section 11.c., and 13 of the*** [Hawaii State Specific ELP Assessment Manual]***.*** Update accommodations as needed in WIDA AMS. Ensure they match what is in Infinite Campus. STC can modify accommodations and Do Not Score codes in WIDA AMS after the 2nd Pre-ID load. If there is a reason to use a "Do Not Score" code, other than Absent (ABS), complete the Do Not Score Google form. **Schools must try to complete ALL test domains.** The date used should be the day the student completed the last domain. If test is **partially completed** and a particular domain is not assessed (due to chronic absenteeism and after multiple attempts to assess throughout the testing window) record absent (ABS) on the Do Not Score section of the booklet or in WIDA AMS. Scores will not be reported in test domains with absent (ABS) bubbled. **New:** For students who are **not tested in any domain** (due to chronic absenteeism and after multiple attempts have been made to assess throughout the testing window), DO NOT record absent (ABS) on booklet or in WIDA AMS. Return the booklet without a label. If label is already affixed, apply the Do Not Process Label before returning. Record information in Infinite Campus EL Notes, Testing Notes.	

After Testing

R T	S T C	T A	Task	State-specific Clarification	✓
X	X	X	Prepare test materials for return. Refer to Returning Test Materials in Section 3 of the Test Coordinator Manual.	**Be sure to call and arrange for UPS to pick up your boxes by the deadline for shipping materials, March 8, 2024. Note, you may have to wait a day or two for pick-up, so call UPS by March 06, 2024. Be sure to let UPS know what time your school office closes.** ● Inform your office staff of **all** UPS pick up arrangements. ● Boxes should not be left unsecured in the office before pick up. ● STC should confirm with office staff that UPS picked up the boxes. ● Complete the HIDOE Materials Not Returned Form, if applicable, located in Hawaii-specific Forms Related to Student, Materials and ACCESS Test Management.	
X	X		Return test materials to DRC. Refer to the **Secure Material Tracking Report in WIDA AMS** under Reporting Services > Published Reports for a full list of all materials sent to your school/district and returned to DRC.	All materials (scripts, booklets, etc.) must be returned with the exception of unused Pre-ID District/School labels, scratch paper, and test tickets. Shred/destroy unused Pre-ID labels, scratch paper, and test tickets. **Check to ensure:** 1. **Pre-ID label** (white). All student information is correct for a student who was tested. 2. **District/School Label** (yellow). All student demographic information is bubbled in per State Specific Directions (goldenrod sheet). 3. **Do Not Process Label** (white with orange stripe). Should be used when a label was affixed and a student was not tested (i.e. chronically absent, or incorrect book assignment) or the booklet could not be processed (damaged).	

After Testing					

R T	S T C	T A	Task	State-specific Clarification	✓
				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	X		Complete **Module 5: Test Scores** in the Online ACCESS for ELLs: Administration training course. This module focuses on data validation, accessing score reports, and effectively communicating test scores.		
X	X	X	Complete data validation process.	*Refer to Section 14 of the Hawaii State Specific ELP Assessment Manual*. The HIDOE OCISS, OITS, and Assessment Section handle most data validation efforts, but in rare instances schools need to be contacted to resolve issues, e.g., if a school has made a bubbling error (common mistake). All data errors (i.e. demographic, duplicate records/names, grade level errors) shall be recorded on the Pre-ID Label & Score Report Correction Google form located in Hawaii-specific Forms Related to Student, Materials and ACCESS Test Management. The initial data validation window will occur March 27 – April 2, 2024.	
X	X		Review and distribute score reports to designated sites/staff. ● Reminder: WIDA Alternate ACCESS score reports will be released in fall 2024 due to standard setting. For more information, please see WIDA Alternate ACCESS Updates.	*Refer to Section 15 of the Hawaii State Specific ELP Assessment Manual*. RTs will follow up with schools regarding score report distribution and Infinite Campus printing/distribution of EL Reports/Exit (FEP) Parent Notification Letters.	

After Testing

R T	S T C	T A	Task	State-specific Clarification	✔
				New 23-24: Score reporting will be delayed for WIDA Alternate ACCESS due to WIDA standards setting. Scores and updated score reporting resources for the WIDA Alternate ACCESS will be available in fall 2024.	
	X		Communicate with students' parents/family members about ACCESS for ELLs test results. ● Updated score reporting resources for WIDA Alternate ACCESS will be available in fall 2024.	*Refer to Section 16 of the Hawaii State Specific ELP Assessment Manual.* Refer to the following WIDA resources available on the Family Engagement Page: ● ACCESS for ELLs: Understanding your Child's Scores (available in several languages in the Resource Library) ● Alternate ACCESS for ELLs: Understanding your Child's Scores (available in several languages in the Resource Library)	