



HAWAII ACCESS for ELLs Online Checklist 2019-2020



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 14, 2020 – February 26, 2020
WIDA member page	wida.wisc.edu/memberships/consortium/hi
Online Resources	
<ul style="list-style-type: none"> • ACCESS for ELLs Test Administrator Manual (TAM) <i>Test administration policies and procedures</i> • ACCESS for ELLs District and School Test Coordinator Manual (DSCM) <i>Test coordination policies and procedures</i> • ACCESS for ELLs Accessibility and Accommodations Supplement <i>Accessibility and accommodations policies and procedures</i> • Technology Readiness Checklist For Technology Coordinators 	<ul style="list-style-type: none"> • Interpretive Guide for Score Reports • Alternate ACCESS for ELLs Interpretive Guide • WIDA AMS User Guide • State-Specific Directions • Q&A Webinar Calendar • Hawaii State Specific ELP Manual <p>For more state-specific resources, visit your WIDA member page.</p>
Checklist Key	
<ul style="list-style-type: none"> ■ Complex Area Resource Teacher (RT) task ■ School Test Coordinator (STC) task ■ Test Administrator (TA) task 	<ul style="list-style-type: none"> K Kindergarten ACCESS task A Alternate ACCESS task Opt Task may be optional depending on school or district procedures.



Before Testing

RT	STC	TA	Task	State-specific Clarification	✓
X	X	X	Determine which ACCESS for ELLs assessment you are responsible for administering: Online, Paper, Kindergarten (K), or Alternate (A).	<p>Refer to the Hawaii State Specific ELP Assessment Manual.</p> <p>Test ALL identified ELs who have not been academically exited Action Code (AC) 03 on ACCESS or Alternate ACCESS as federally required. Including:</p> <ol style="list-style-type: none"> 1. Active EL (J Status) 2. Parent Refusal (L Status) 3. MFEP (<i>These are students in Grades K – 2 who met MFEP status in Kindergarten on the W-APT, and subsequently who have marks indicating they are struggling. This includes students who were brought back into the EL program through SFT decision, or not.</i>) Note, ideally, students should be brought back prior to the start of the second semester. Reference Section 8.d. of the <i>Hawaii State Specific ELP Assessment Manual</i>. 4. Action Code 50 (AC50), and 5. SPED/504 EL Students. 	
X	X	X	Review training requirements based on your role.	<p>Refer to Section 10 of the Hawaii State Specific ELP Assessment Manual.</p> <p>New TAs: Test Administrators must pass the ACCESS for ELLs quizzes applicable to the test they are administering with 80% or higher. For additional Test Administrator qualifications refer to the Hawaii State Specific ELP Assessment Manual.</p> <ul style="list-style-type: none"> • K: Test Administrators are to complete the Kindergarten ACCESS for ELLs training and pass the Test Administration Quiz with 80% or higher before administering this assessment. 	



Before Testing

RT	STC	TA	Task	State-specific Clarification	✓
				<ul style="list-style-type: none"> A: Test Administrators are to complete the Alternate ACCESS for ELLs training and pass the Test Administration Quiz with 80% or higher before administering this assessment. <p>Returning TAs: Recertification is required annually for all assessments.</p>	
X	X	X	Log in to your WIDA account and agree to the Non-Disclosure and User Agreement (NDUA) that pops up automatically upon first login.	<p>New Resource Teacher (RT) WIDA accounts: Contact the Assessment Section at (808) 307-3636 or karen.tohinaka@k12.hi.us to request an account.</p> <p>New STC or TA WIDA accounts: Contact your Complex Area RT to request an account.</p> <p>WIDA Secure Portal Non-Disclosure and User Agreement (NDUA) to be kept on file at the school level.</p>	
X	X	X	Log in to WIDA AMS and agree to security terms that appear automatically at first login.	<p>WIDA AMS requires a separate login from the WIDA Secure Portal.</p> <p>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.</p> <p>TAs do not need access to WIDA AMS.</p> <p>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.</p>	



Before Testing

RT	STC	TA	Task	State-specific Clarification	✓
X	X	X	Watch the Training Overview tutorial .	<p>Refer to Section 10 of the Hawaii State Specific ELP Assessment Manual.</p> <p>School Test Coordinators and Test Administrators need to view all training tutorials at portal.wida.us pertaining to their roles, as well as attend Assessment Section provided annual ACCESS training.</p>	
X	X		Set up WIDA AMS accounts for Technology Coordinators and Test Administrators. Tip: <i>If you need assistance, review the WIDA AMS resources available on the Secure Portal.</i>	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			Watch the Ordering Materials tutorial.		
X			Order materials in WIDA AMS.	<p>Refer to Section 12 of the Hawaii State Specific ELP Assessment Manual.</p> <p>RTs may order additional materials as needed (One order per complex area/district). See Hawaii Member page on WIDA for additional materials ordering dates.</p>	
X	X		Discuss district and school technology needs and capacity to administer the online test with the Technology Coordinator. Opt	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.	
X	X	X	Watch the Accessibility Overview tutorial .		
X	X		Watch the Assigning Accommodations tutorial .		



Before Testing

RT	STC	TA	Task	State-specific Clarification	✓
	X	X	Meet with all stakeholders regarding testing needs for students with an IEP or 504 plan.	<p><i>Refer to Section 6, 8, and 11 of the Hawaii State Specific ELP Assessment Manual.</i></p> <p>Refer to the August 3, 2016 DOE Memo FAQ English Language Learners with Disabilities and Accessibility and Accommodations Supplement for more information.</p> <p>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 eCSSS. Accommodations are written into the Clarification of Supports and Services section of the IEP and selected in the ELL Accommodations section of eCSSS.</p>	
	X		In WIDA AMS, assign accommodations for students with an IEP or 504 plan.	<p>* All accommodations must be documented in the student’s IEP or 504 plan and whether ACCESS for ELLs or Alternate ACCESS will be administered.</p> <p>STC work with SSC and/or Care Coordinator to ensure appropriate accommodations have been selected in eCSSS and in WIDA AMS based on Individualized (IEP)/504 plan. eCSSS navigation guide titled: ELL-eCSSS ACCESS for ELLs Accom and Alt , provides guidance on how to select and input accommodations into eCSSS.</p>	
X			Modify default test sessions in WIDA AMS to meet district/school needs. Opt		
X			Finalize student counts. Add any new students to WIDA AMS and assign them to test sessions.	After the 2 nd upload on January 8, 2020, SACs are required to manually input new students and their accommodations. Input any accommodations into eCSSS and WIDA AMS.	



Before Testing

RT	STC	TA	Task	State-specific Clarification	✓
X	X		Review student data for accuracy in WIDA AMS.	STC verify that records are accurate and no student has a duplicate record in WIDA AMS. SACs 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, SAC should submit information in the Pre-ID Label & Score Report Google Form.	
	X		Confirm that all students are listed in WIDA AMS and assigned to test sessions.	If the TA is also the student’s teacher, STC should consult with TA on roster verification.	
	X		Watch the Test Scheduling tutorial .	Refer to Test Administration Manual for recommended testing times for various administrations. Test times are suggestions for administration only. Extra time (approximately 15 minutes) should be included for seating, logging in, and starting. Do not administer all domains for an individual student in one day.	
	X		Create a testing schedule. All Kindergarten K and Alternate ACCESS A test sessions should be one-on-one. Tip: Break testing down into days in the window. Allow several days at the end for makeup testing.	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. Opt	Verify by using the Insight Secure Browser and administering the Speaking practice test to students. Allow 4-5 feet, or approximately two computers, in between students for the speaking sessions.	
	X	X	Watch the Test Practice and Test Tickets tutorial .		



Before Testing

RT	STC	TA	Task	State-specific Clarification	✓
	X		Plan communication for parents/family members about ACCESS for ELLs testing and upcoming testing schedule.	<p>STC should send home the HIDOE ACCESS for ELLs Letter to Parents of ELs to announce the upcoming annual ACCESS for ELLs assessment (available on eCSSS).</p> <p>WIDA Resources:</p> <ul style="list-style-type: none"> • ACCESS for ELLs Parent Handouts (available in several languages in the Resource Library) • Getting Students Ready for Testing flyer for tips to prepare students. <p>Refer to Section 7 of the HI State Specific ELP Assessment Manual for additional guidance.</p>	
X	X	X	Watch the Managing Test Materials tutorial .		
X	X		Receive, inventory, and distribute test materials to designated sites/staff.	<p>Refer to Sections 12 and 13 of the Hawaii State Specific ELP Assessment Manual.</p> <p>Test materials will be shipped to schools. Of the overage materials, 7.5% will go to district, 7.5% will be shipped to schools.</p> <p>Ensure a one-to-one accountability between the serial numbered test booklets and the EL students required to be assessed.</p> <p>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 stored securely in a locked location and chain of custody documented. Refer to Section 13.a. Test Security Procedures.</p>	



Before Testing

RT	STC	TA	Task	State-specific Clarification	✓
	X		Review materials for accuracy. 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			Watch the Additional Materials Orders tutorial .	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 eCSSS, 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 <i>Pre-ID Label & WIDA AMS Correction Form</i> and 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.	
	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		K , A 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	



Before Testing

RT	STC	TA	Task	State-specific Clarification	✓
				<p>Forms Related to Student, Materials and ACCESS Test Management). Do not write on labels.</p> <p>If a student’s Pre-ID Label is NOT available STC shall:</p> <ul style="list-style-type: none"> • 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. <p>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. See State Specific Directions (Goldenrod), located on the HI member page.</p>	
	X	X	Watch the Administering the Test tutorial . K Watch the Kindergarten Training Video Series . A Watch the Alt ACCESS Test Administration Tutorial .		
X	X		Watch the Monitoring Test Progress tutorial (applies to online testing only). Tip: <i>This tutorial references tools in WIDA AMS that require coordinator level permissions.</i>	This tutorial is for RTs and STCs who want to keep track of student test progress in AMS.	



Before Testing

RT	STC	TA	Task	State-specific Clarification	✓
	X	X	Take the Online Administration Quiz and pass with a score of 80% or higher. K Take the Kindergarten Quiz . A Take the Alt ACCESS Quiz .	School Coordinators are responsible for training their school Test Administrators to ensure calibration and interrater reliability beyond the modules (for K and A 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 K Test administrators review Listening and Speaking sample items A Test administrators review sample items		



During Testing

RT	STC	TA	Task	State-specific Clarification	✓
	X	X	Set up the testing room according to the TAM . For group settings, ensure students are seated far enough apart to avoid distractions.	<p>Refer to Section 13 of the Hawaii State Specific ELP Assessment Manual.</p> <p>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 4-5 feet, or approximately two computers, in between students for the speaking sessions.</p>	
	X	X	Gather test administration materials: Test Administrator’s Script(s), Test Administrator Manual, test tickets, test roster, Writing Test Booklets, #2 pencils, clock, etc.		
	X	X	Ensure testing devices are ready and distribute necessary materials to students (e.g., booklets, pencils, headsets).	<p>School Test Coordinator work with Technology Coordinator to ensure that:</p> <ul style="list-style-type: none"> • 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 • Headsets are working properly before Speaking and Listening sessions begin <p>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).</p>	
	X	X	Distribute test tickets to students and verify information on ticket matches student’s test plan.		



During Testing

RT	STC	TA	Task	State-specific Clarification	✓
	X	X	Follow all directions provided in the manuals and scripts.	<p>Refer to Section 13 of the Hawaii State Specific ELP Assessment Manual.</p> <p>Be sure to complete an entire domain in one sitting.</p> <p>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.</p>	
	X		After students have completed the Listening and Reading tests, run a Tier Placement Report in WIDA AMS.	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. After completing the Listening and Reading domains, students in grades 4-12 will automatically be assigned the appropriate Tier for Writing.	
	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 .	
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.	<p>Refer to Section 12.a. of the HI State Specific ELP Assessment Manual, and Section 8.h. for transfer students.</p> <p>Reference Section 3.7, and Appendix B (transfer information) of the District and School Test Coordinator Manual for more information.</p>	
	X	X	Securely store all testing materials in between test sessions.	Make sure all test materials are securely locked.	



During Testing

RT	STC	TA	Task	State-specific Clarification	✓
	X	X	Collect and account for all test materials. Return them to the Test Coordinator.	<p><i>Refer to Section 12.d. of the HI State Specific ELP Assessment Manual.</i></p> <p>Refer to your security checklist continuously throughout the testing period (Consider requiring staff to sign in and out materials).</p>	



After Testing

RT	STC	TA	Task	State-specific Clarification	✓
	X	X	Watch the After Testing tutorial .		
	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.	<p>Refer to Section 11.c., and 13 of the Hawaii State Specific ELP Assessment Manual.</p> <p>Update accommodations as needed in WIDA AMS. Ensure they match what is in eCSSS. 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, complete the Do Not Score Google form.</p> <p>Schools must 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 booklet or in WIDA AMS. Also record in Do Not Score form and in eCSSS, Testing Notes. Scores will not be reported in test domains with absent (ABS) bubbled.</p> <p>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 the Do Not Score form and in eCSSS, Testing Notes.</p>	



After Testing

RT	STC	TA	Task	State-specific Clarification	✓
X	X	X	Prepare test materials for return.	<p>Refer to section 5 in the District and School Test Coordinator Manual.</p> <p>Be sure to call and arrange for UPS to pick up your boxes by February 28, 2020. Note, you may have to wait a day or two for pick-up, so call UPS by February 26, 2020. Be sure to let UPS know what time your school office closes.</p> <ul style="list-style-type: none"> • Inform your office staff of the 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.	<p>All materials 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.</p> <p>Check to ensure:</p> <ol style="list-style-type: none"> 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, incorrect book assignment) or the booklet could not be processed (damaged or soiled). 	
X	X		Watch the Data Validation tutorial .		



After Testing

RT	STC	TA	Task	State-specific Clarification	✓
X	X	X	Complete data validation process.	<p>Refer to Section 14 of the Hawaii State Specific ELP Assessment Manual.</p> <p>The HDOE 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. The initial data validation window will occur during Spring Break. As such, please be sure your school administrators know where to find ACCESS documentation if needed.</p>	
X	X		Watch the Accessing Score Reports tutorial .		
X	X		Review and distribute score reports to designated sites/staff.	<p>Refer to Section 15 of the Hawaii State Specific ELP Assessment Manual.</p> <p>RTs will follow up with schools regarding score report distribution and follow up on eCSSS to check for exit letter distribution/confirmation.</p> <p>More information and resources on ACCESS for ELLs score reports can be found on the WIDA website.</p>	



After Testing

RT	STC	TA	Task	State-specific Clarification	✓
	X		Communicate with students' parents/family members about ACCESS for ELLs test results.	<p>Refer to Section 16 of the Hawaii State Specific ELP Assessment Manual.</p> <p>Refer to the following WIDA resources available on the Family Engagement Page:</p> <ul style="list-style-type: none"> • Parent Guide for ACCESS for ELLs Score Reports (available in several languages in the Resource Library) • Parent Guide for Alternate ACCESS for ELLs Score Reports (available in several languages in the Resource Library) 	