



HAWAII 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 13, 2025 – February 28, 2025
WIDA member page	Wida.wisc.edu/memberships/consortium/hi
Online Resources	
Training Courses (login to Secure Portal required) <ul style="list-style-type: none"> ● 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 ● Alternate ACCESS: Administration and Scoring ● Kindergarten ACCESS for ELLs: Administration and Scoring 	<ul style="list-style-type: none"> ● ACCESS for ELLs Interpretive Guide for Score Reports ● WIDA Alternate ACCESS Interpretive Guide for Score Reports ● Accessibility and Accommodations Resources ● Q&A Webinar Links and Recordings ● Hawaii State Specific ELP Assessment Manual <p>Course Resources:</p> <ul style="list-style-type: none"> ● ACCESS Paper, Kindergarten ACCESS, Alternate ACCESS <p>For more state-specific resources, visit your WIDA member page.</p>
Checklist Key	
<div style="display: flex; flex-direction: column; gap: 5px;"> <div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: #0070c0; margin-right: 5px;"></div> Complex Area Resource Teacher (RT) task </div> <div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: #4caf50; margin-right: 5px;"></div> School Test Coordinator (STC) task </div> <div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: #ffc107; margin-right: 5px;"></div> Test Administrator (TA) task </div> </div>	<p>Kindergarten Applies to Kindergarten ACCESS only</p> <p>Alternate Applies to Alternate ACCESS only</p>



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.	<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, 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.</i>) Reference section 8.d. of the ELP Assessment Manual. 4. Action Code 50 (AC50), and 5. SPED/504 EL Students. <p>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 showing no progress towards growth.</p>
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.	<p>Refer to Section 10 of the Hawaii State Specific ELP Assessment Manual.</p> <p>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.</p> <ul style="list-style-type: none"> ● Kindergarten: Test Administrators are to complete the <i>Kindergarten ACCESS for ELLs: Administration and Scoring</i> training course before administering this assessment. ● Alternate: Test Administrators are to complete the <i>Alternate ACCESS: Administration and Scoring</i> training course before administering this assessment. <p>Returning TAs: Recertification is required annually</p> <p>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.</p>
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.	<p>New Resource Teacher WIDA accounts:</p> <p>Contact the Assessment Office at (808) 307-3636 or karen.tohinaka@k12.hi.us to request an account.</p> <p>New STC and TA WIDA accounts: Contact your Complex Area Resource Teacher to request an account.</p>



Before Testing

R T	S T C	T A	Task	State-specific Clarification
				<p>STCs and TAs electronically agree to Non-Disclosure and User Agreement in the WIDA Secure Portal.</p> <p>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.</p>
X	X		<p>Log in to WIDA AMS and agree to security terms that appear automatically at first login.</p> <ul style="list-style-type: none"> New this year: WIDA AMS has new applications for Import, Student and Test Management. Review screencasts in the ACCESS Paper training course for more information. 	<p>WIDA AMS requires a separate login from the WIDA Secure Portal.</p> <p>New School Test Coordinators and Complex Area RTs:</p> <p>Contact the Assessment Section at (808) 307-3636 karen.tohinaka@k12.hi.us to request an account.</p> <p>TAs do not need access to WIDA AMS.</p> <p>Note: For paper/pencil assessments schools will generally need access to WIDA AMS in May to download applicable school reports. In the event that testing materials are not returned, schools will also have to document the missing materials in WIDA AMS (see also After Testing Item 3).</p> <p>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	<p>Complete Module 1: Introduction of the Paper ACCESS for ELLs: Administration training course.</p> <p>This module provides background information about ACCESS Paper, including the test’s purpose, design, and materials, and clarifies your role in testing.</p>	<p><u>Refer to Section 10 of the Hawaii State Specific ELP Assessment Manual.</u></p> <p>School Test Coordinator, Test Administrators need to attend ACCESS for ELLs assessment training provided by the Assessment Section and view all training modules in the WIDA Secure Portal that pertain to their roles.</p> <p>Hawaii test Coordinators and Administrators must complete ALL test training certification modules.</p>
			Submit Pre-ID file to DRC.	State Educational Agency uploads the Pre-ID File.
X			<p>Complete Module 2: Planning & Logistics in the Paper ACCESS for ELLs: Administration training course.</p> <p>This module focuses on ordering and returning materials, as well as language, distributing, and securing test materials</p>	
X			Order materials in WIDA AMS.	<p><u>Refer to Section 12 of the Hawaii State Specific ELP Assessment Manual.</u></p> <p>EL Leads/RTs may order additional materials if overage at district/school is not sufficient (one additional materials order per district). See Hawaii Member page on WIDA for additional materials ordering dates. Note, only Charter schools can order additional materials independently.</p>



Before Testing

R T	S T C	T A	Task	State-specific Clarification
	X		<p>Complete Module 3: Your School, District, & Students in the Paper ACCESS for ELLs Administration training course.</p> <p>This module focuses on preparing your students for testing and assigning accommodations.</p>	
	X		<p>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.</p>	<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 Manual for more information.</p> <p>STCs (EL Coordinator) – consult with School Services Coordinator (SSC) and Care Coordinator about to determine annually which assessment to administer (ACCESS Online/Paper or ALT) and have accommodations identified in student IEP and 504 Plans and in Infinite Campus by November 12 , 2024 to prepare for the first Hawaii state data and Pre-ID File upload to WIDA AMS.</p> <p>Accommodations are written into the Clarification of Supports and Services section of the IEP and selected in the EL Accommodations tab of Infinite Campus.</p>



Before Testing

RT	STC	TA	Task	State-specific Clarification
	X		Assign accommodations for students with an IEP or 504 plan in WIDA AMS or bubble in on the Student Test Booklet.	<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 Student Services Coordinator 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 WIDA Alternate ACCESS.</p>
	X		Review student data for accuracy in WIDA AMS.	<p>STC verifies that records are accurate and no student has a duplicate record in WIDA AMS.</p> <p>STCs have access to WIDA AMS, however, they should NOT update and/or change any student information in WIDA AMS.</p> <p>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.</p> <p>The last day for selection of Alternate, any accommodations, or to input screener data to Infinite Campus for the 2nd Pre-ID file upload. The second Pre-ID file upload will not order additional materials. As of January 8, 2025, 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.</p>



Before Testing

R T	S T C	T A	Task	State-specific Clarification
	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.	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 Speaking tests and all Kindergarten and Alternate ACCESS test sessions are administered one-on-one. <i>Tip: Allow several days at the end for makeup testing. Refer to Test Coordinator Manual for test scheduling resources.</i>	Remember to account for make-up testing sessions before the end of the testing window. Check with the building administration regarding the timing of building bells, alarms, drills, lawn mowing, field trips, assemblies, other testing, announcements, etc. that may possibly disrupt the test session.
	X		Reserve space and all necessary equipment (e.g., CD player) for testing days.	
	X		Plan a seating arrangement for testing areas. Verify that students are adequately spaced. Refer to Test Scheduling in Section 5 of the Test Coordinator Manual .	
	X		Plan communication for parents/family members about ACCESS for ELLs testing and upcoming testing schedule.	STC should send home the HDOE ACCESS for ELLs Letter to Parents of ELs, to announce the upcoming annual ACCESS for ELLs assessment (letter will be available on WIDA Hawaii page under Manuals, Guides, and Test Materials). WIDA Resources: <ul style="list-style-type: none"> • What is ACCESS for ELLs? parent handout (available in several languages in the Resource Library) • Test Administrator Essentials resource for tips to prepare students.



Before Testing

RT	STC	TA	Task	State-specific Clarification
				Refer to Section 7 of the HI State Specific ELP Assessment Manual for additional guidance.
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: Planning & Logistics in the Paper ACCESS for ELLs: Administration training course 	<p>Refer to Section 12 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>Test Coordinators are to use the Security Checklist to assign test booklets to specific students.</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 be stored securely in a locked location and chain of custody documented.</p> <p>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.</p>
	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.



Before Testing

R T	S T C	T A	Task	State-specific Clarification
X			Review “Ordering Additional Materials” in Module 2: Planning & Logistics in the Paper ACCESS for ELLs: Administration training course	
	X		Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.	<p>Refer to Section 12 and 14.a. of the Hawaii State Specific ELP Assessment Manual.</p> <p>If any errors are found in Infinite Campus, WIDA AMS or on Pre-ID Labels, STC should confirm Infinite Campus has accurate student information, and contact the Office of Information Technology Services as needed.</p>
X	X		Check District/School Labels for accuracy. Contact DRC Customer Support if information is incorrect.	
	X		Apply labels to Test Booklets.	
	X		Bubble in demographic information and apply a District/School Label to Test Booklets that do not have Pre-ID Labels.	<p>Refer to Section 14.a. of the Hawaii State Specific ELP Assessment Manual.</p> <p>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.



Before Testing

R T	S T C	T A	Task	State-specific Clarification
				<ul style="list-style-type: none"> 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.</p> <p>Date of Testing: Bubble in the date ACCESS for ELLs testing was completed for each student.</p> <p>Reference the Hawaii State Specific Directions (Goldenrod)</p>
	X	X	<p>Kindergarten Complete the Kindergarten ACCESS for ELLs: Administration and Scoring training course.</p> <p>Alternate Complete the WIDA Alternate ACCESS: Administration and Scoring training course.</p>	
	X	X	<p>Have students review Listening and Speaking paper sample items.</p> <p>Kindergarten Test administrators review Listening and Speaking sample items</p> <p>Alternate Test administrators review sample items</p>	
X		X	<p>Pass required certification quiz(zes). Quizzes are located within the training courses.</p>	<p>Recertification is required annually.</p>



Before Testing

R T	S T C	T A	Task	State-specific Clarification
	X	X	If you are responsible for administering the Speaking test, complete the applicable training course(s): <ul style="list-style-type: none"> • Speaking for Grades 1-5: Scoring ACCESS Paper and WIDA Screener • Speaking for Grades 6-12: Scoring ACCESS Paper and WIDA Screener 	School Coordinator and School Test Administrator will need to complete the Speaking Scoring training courses for the applicable grade levels. Recertification is required annually.
	X	X	Pass the required certification quiz(zes) for Speaking scoring training. 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 courses.
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.	
	X	X	Try out the Listening and Speaking CD(s) and CD player prior to the day of testing.	
	X		Distribute test session rosters to Test Administrators.	



During Testing

RT	STC	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.	Refer to Section 6.e. & 13 of the HI 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.
	X	X	Distribute all necessary testing materials to Test Administrators using procedure for secure check-out of test materials.	
	X	X	Distribute necessary materials to students (test booklets, pencils, scratch paper).	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	Follow all directions provided in the manuals and scripts. Monitor students to ensure test security.	Refer to Section 13 of the HI 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		Report additional material needs to the Test Coordinator.	First check school overage, then contact your RT to see if complex area/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			<p>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.</p> <ul style="list-style-type: none"> Review “Ordering Additional Materials” in Module 2 of the Paper ACCESS for ELLs: Administration training course. <p>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.</p>	<p>Refer to Section 12.a. of the HI State Specific ELP Assessment Manual, and Section 8.h. for transfer students.</p> <p>Reference Sections 3 of the Test Coordinator Manual for more information.</p>
	X	X	<p>Securely store all testing materials in between test sessions.</p>	<p>Make sure all test materials are securely locked.</p>
	X	X	<p>Collect and account for all test materials in between test sessions. Return them to the Test Coordinator.</p>	<p>Refer to Section 12.d. of the HI State Specific ELP Assessment Manual.</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	Review “ Returning Materials ” in Module 2: Planning & Logistics of the Paper 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. See Test Coordinator Manual for guidance on marking Do Not Score codes.	<p>Refer to Section 11.c, and 13 of the Hawaii State Specific ELP Assessment Manual.</p> <p>Ensure accommodations match what is in Infinite Campus. If there is a reason to use a “Do Not Score” code, follow directions in Section 13.b .</p> <p>STC should especially review the absent (ABS) bubble on the Do Not Score section to ensure its accuracy. Scores will not be reported in test domains with absent (ABS) bubbled.</p> <p>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 booklet.</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. 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.</p>



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.	<p>Be sure to call UPS and arrange for pick up of your boxes by the deadline for shipping materials. Note, you may have to wait a day or two for pick-up, so call UPS two days before the deadline. Be sure to let UPS know what time your school office closes.</p> <ul style="list-style-type: none"> ● Inform your office staff of all UPS pick up arrangements. ● The 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		<p>Return test materials to DRC.</p> <p>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.</p>	<p>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.</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).



After Testing

R T	S T C	T A	Task	State-specific Clarification
				Non-Secure materials including the Test Administrator Manual and Test Coordinator Manual 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		<p>Complete Module 5: Test Scores in the Paper ACCESS for ELLs: Administrating training course.</p> <p>This module focuses on data validation, accessing score reports, and effectively communicating test scores.</p>	
X	X	X	Complete data validation process.	<p>Refer to Section 14 of the Hawaii State Specific ELP Assessment Manual.</p> <p>The HODOE OCISS, OITS, and Assessment offices handle most of the 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 Testing Incident Google form Score Report Correction section located in Hawaii-specific Forms Related to Student, Materials and ACCESS Test Management.</p>
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 Infinite Campus printing/distribution of EL Reports/Exit (FEP) Parent Notification Letters.</p>



After Testing

R T	S T C	T A	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"> • 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)