



**IDAHO**  
**ACCESS for ELLs Online Checklist**  
**2020-2021**



This state checklist is a guide for personnel involved in administering [ACCESS for ELLs](#) Online, and includes unique steps related to Kindergarten and Alternate ACCESS assessments. The checklist highlights all tasks that need to be completed **before**, **during**, and **after** testing within a school or district and uses color to indicate who typically completes those tasks in your state. This checklist has been customized for your state. The state-specific clarification column contains guidance that your state education agency expects you to follow as you prepare for and administer the test.

State-specific information	
<b>Test delivery mode</b>	Online
<b>Testing Window</b>	January 25, 2021 – March 19, 2021
<b>WIDA member page</b>	<a href="http://Wida.wisc.edu/memberships/consortium/id">Wida.wisc.edu/memberships/consortium/id</a>
Online Resources	
<ul style="list-style-type: none"> <li>• ACCESS for ELLs <a href="#">Test Administrator Manual</a> (TAM) <i>Test administration policies and procedures</i></li> <li>• ACCESS for ELLs <a href="#">Test Coordinator Manual</a> (TCM) <i>Test coordination policies and procedures</i></li> <li>• ACCESS for ELLs <a href="#">Accessibility and Accommodations Supplement</a> <i>Accessibility and accommodations policies and procedures</i></li> <li>• <a href="#">Technology Readiness Checklist For Technology Coordinators</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">ACCESS for ELLs Interpretive Guide for Score Reports</a></li> <li>• <a href="#">Alternate ACCESS for ELLs Interpretive Guide for Score Reports</a></li> <li>• <a href="#">WIDA AMS User Guide</a></li> <li>• <a href="#">Q&amp;A Webinar Calendar</a></li> </ul> <p>For more state-specific resources, visit your WIDA member page.</p>
Checklist Key	
<ul style="list-style-type: none"> <li><span style="color: blue;">■</span> District Test Coordinator (DTC) task</li> <li><span style="color: green;">■</span> ELPA/School Coordinator (SC) task</li> <li><span style="color: yellow;">■</span> Test Admin/Proctor (TA) task</li> </ul>	<ul style="list-style-type: none"> <li><b>K</b> Kindergarten ACCESS task</li> <li><b>A</b> Alternate ACCESS task</li> <li><b>Opt</b> Task may be optional depending on school or district procedures.</li> </ul>



Before Testing

DTC	SC	TA	Task	State-specific Clarification	✓
X	X	X	Determine which ACCESS for ELLs assessment you are responsible for administering: Online, Paper, Kindergarten ( <b>K</b> ), or Alternate ( <b>A</b> ).	Districts/Charters and schools are advised to log into the <a href="#">English Learner Management System</a> at various times throughout the year to verify ELs who are eligible to receive English language support services, and who are mandated to test during the ACCESS test window.	
X	X	X	Review training requirements based on your role.	<p>District Test Coordinators are encouraged to review the Account Management &amp; Training status tile within the WIDA secure portal to audit TA accounts yearly.</p> <p>Test Administrators (TA) must be employed in a district, approved by a Title III or District Test Coordinator, and certified via WIDA training modules prior to administering any WIDA assessment.</p> <p>All TAs must become certified in specific grade-level clusters and language domains they intend to proctor for the 2020-2021 ACCESS administration.</p> <p>TAs certified to give the WIDA Screener and Kindergarten W-APT during the 2019-2020 school year, are not required to recertify to administer the test during the 2020-2021 test administration. However, the SDE highly recommends reviewing the training modules and TAM found in the <a href="#">WIDA Secure Portal</a> to review best practices prior to test administration.</p> <p><b>K</b> – Must be trained and gain certification specific to the paper-based Kindergarten W-APT &amp; Kindergarten ACCESS for ELLs prior to assessment administration.</p> <p><b>A</b> – Must gain certification specific to the paper-based Alternate ACCESS for ELLs prior to assessment administration.</p>	



Before Testing

DTC	SC	TA	Task	State-specific Clarification	✓
X	X	X	Log in to your <a href="#">WIDA account</a> and agree to the Non-Disclosure and User Agreement (NDUA) that pops up automatically upon first login.	<p><b>WIDA Secure Portal</b>  <b>New District Test Coordinators</b> (DTC) should contact the WIDA Client Services Center to specify their role and request an account. Be ready to provide a valid school or district code and a district email address. Contact the WIDA Client Services Center at (866) 276-7735 or <a href="mailto:help@wida.us">help@wida.us</a></p> <p><b>Test Administrator</b>                      Contact DTC to obtain a WIDA Secure Portal account. If you need access to WIDA Screener or Kindergarten W-APT training resources, be sure to request these additional permission sets be added to your account. If your DTC is unavailable, contact the WIDA Client Services Center at (866) 276-7735 or <a href="mailto:help@wida.us">help@wida.us</a> and a representative can set up your account. Be ready to provide a valid school or district email address.</p> <p><b>Technology Coordinator</b>                      Contact your DTC to obtain an account. If the DTC is unavailable, contact the WIDA Client Services Center at (866) 276-7735 or <a href="mailto:help@wida.us">help@wida.us</a> and a representative can assist in setting up your account.</p>	
X	X	X	Log in to <a href="#">WIDA AMS</a> and agree to security terms that appear automatically at first login.	<p>District Test Coordinators should contact DRC Customer Service to request a WIDA Assessment Management System (AMS) account be set up for them.</p> <p>New users who need an account set-up, including Test Administrators and Technology Coordinators, can contact their District Test Coordinator or DRC at <a href="mailto:wida@datarecognitioncorp.com">wida@datarecognitioncorp.com</a> or (855) 787-9615 to request an account.</p>	



Before Testing

DTC	SC	TA	Task	State-specific Clarification	✓
X	X	X	Watch the <a href="#">Training Overview tutorial</a> .	<p>District Test Coordinators (DTC) should review training materials and become certified in administering the WIDA suite of assessments, even if they do not plan to administer a WIDA assessment.</p> <p>These actions will improve the DTC’s familiarity with the actions that need to be completed before, during, and after ACCESS administration.</p>	
X			Set up WIDA AMS accounts for Technology Coordinators and Test Administrators. <b>Tip:</b> <i>If you need assistance, review the <a href="#">WIDA AMS resources</a> available on the Secure Portal. <b>Tip:</b> <i>If you need assistance, review the <a href="#">WIDA AMS User Guide</a>.</i></i>	District Test Coordinators setup and give test administrators and district/school technology coordinators the appropriate permission sets within WIDA AMS and the WIDA Secure Portal. DTCs should audit district personnel lists in both the WIDA Secure Portal and WIDA AMS annually to verify permissions are given to the correct district and school personnel.	
X	X		Submit Pre-ID file to DRC.	The Idaho SDE will be uploading one Pre-ID file for the 2021 ACCESS test administration. This upload will use data in ELMS, and will be submitted after the ISEE upload in November 2020.	
X	X		Watch the <a href="#">Ordering Materials</a> tutorial.	Review the “ <a href="#">ACCESS: Pre-ID file &amp; Initial Material Orders How-to Guide</a> ” to understand how the initial materials order is made and the step districts need to perform before November 16, 2020	
X	X		Order materials in WIDA AMS.	<p>WIDA’s test vendor – Data Recognition Corporation (DRC) – will use the state submitted Pre-ID file to fulfill material orders needed to successfully administer ACCESS / Alternate ACCESS in spring 2021.</p> <p>Keyboarding is the default mode for grades 4 and 5 writing domain. If an administrative consideration is made to allow a grade 4 or 5 student to take the writing domain on paper the entire test will need to be completed via Paper ACCESS.</p>	



Before Testing

DTC	SC	TA	Task	State-specific Clarification	✓
X	X	X	Discuss district and school technology needs and capacity to administer the online test with the Technology Coordinator. <b>Opt</b>	<p>It is important to know the technology requirements and any needed updates prior to testing. Each school/district coordinates this differently. If your role encompasses device and technology set up, please also visit the <a href="#">WIDA Technology Coordinator tile</a> within the WIDA Secure Portal for resources and information.</p> <p>If you work with a Technology Coordinator in your district or school, you will want to ensure they have the necessary manuals and updates prior to testing.</p>	
X	X	X	Watch the <a href="#">Accessibility Overview tutorial</a> .		
X	X		Watch the <a href="#">Assigning Accommodations tutorial</a> .		
X	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 Supplement to consider testing needs for students who do not have an IEP or 504 plan.	<p>IEP or 504 team should meet and review available accommodations and supports available within WIDA suite of assessments prior to testing. It is the IEP team’s responsibility to decide appropriate tools, supports, and accommodations based on the student’s needs and what is available on ACCESS and/or the domain itself. For specifics on WIDA accommodations, please reference:</p> <p><a href="#">WIDA Accessibility and Accommodations</a></p> <p>Only students meeting the <a href="#">Idaho alternate assessment participation criteria</a> are eligible to take the Alternate ACCESS. A student is eligible if:</p> <ol style="list-style-type: none"> <li>1. The student has a significant cognitive impairment AND</li> <li>2. The student is receiving academic instruction that is aligned with the Idaho Extended Content Standards AND</li> </ol>	



**Before Testing**

DTC	SC	TA	Task	State-specific Clarification	✓
				<ul style="list-style-type: none"> <li>3. The student’s course of study is primarily adaptive skills oriented typically not measured by state or district/charter assessments AND</li> <li>4. The student requires extensive direct individualized instruction and substantial supports to achieve measurable gains in the grade- and age-appropriate curriculum</li> </ul>	
X	X		In WIDA AMS, assign accommodations for students with an IEP or 504 plan.	Assigned accommodations on the ACCESS test should be used regularly throughout the year during instruction. TAs should review the accommodations assigned to each student prior to testing and verify that the accommodations are available during test administration. See the <a href="#">“ACCESS: Pre-ID file &amp; Initial Material Orders How-to Guide”</a> on how to pre-assign accommodations via the English Learner Management System (ELMS).	
X	X	X	Finalize student counts. Add any new students to WIDA AMS and assign them to test sessions.		
X	X		Review student data for accuracy in WIDA AMS.	<p>Student information is typically edited and submitted by a District Test Coordinator.</p> <p>Ensure student IDs are accurate and not duplicated inadvertently.</p>	
X	X	x	Confirm that all students are listed in WIDA AMS and assigned to test sessions.		
X	X	X	Watch the <a href="#">Test Scheduling tutorial</a> .		



Before Testing

DTC	SC	TA	Task	State-specific Clarification	✓
X	X	X	Create a testing schedule. All Kindergarten <b>K</b> and Alternate ACCESS <b>A</b> test sessions should be one-on-one. <b>Tip:</b> Break testing down into days in the window. Allow several days at the end for makeup testing. See the <a href="#">Test Coordinator Manual</a> for help with scheduling.	Idaho’s ACCESS test window is from January 25, 2021 – March 19, 2021. The last week of testing (March 15, 2021 – March 19, 2021) should be reserved as a make-up test window.  * The Idaho State Department of Education (SDE) encourages districts to plan ahead to create a schedule that allows for all ELs to complete all sections of the ACCESS. Ensure students complete each domain so a composite proficient level can be determined.	
X	X	X	Plan a seating arrangement for testing areas. Verify that students are adequately spaced for the Speaking Test. <b>Opt</b>	Refer to Test Scheduling in Section 6 of the <a href="#">TCM</a> for guidance on seating arrangements.	
X	X	X	Watch the <a href="#">Test Practice and Test Tickets tutorial</a> .		
X			Plan communication for parents/family members about ACCESS for ELLs testing and upcoming testing schedule.		
X	X	X	Watch the <a href="#">Managing Test Materials tutorial</a> .	Any role coordinating testing can watch tutorials.	
X	X		Receive, inventory, and distribute test materials to designated sites/staff.		
X	X	X	Review materials for accuracy. Report the amount and type of overage to the District Coordinator.		
X	X		Watch the <a href="#">Additional Materials Orders tutorial</a> .	TAs needing additional materials should ask the person managing stored test materials (e.g., the district office) about obtaining additional materials. For those with multiple schools, another location may have what you need prior to ordering.	
X	X	X	Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.	Staff with approved permissions can modify student demographics and accommodations in WIDA AMS.	
X	X	X	Check District/School Labels for accuracy. Contact DRC Customer Support if information is incorrect.	District/School labels are used for students with no Pre-ID label.	



Before Testing

DTC	SC	TA	Task	State-specific Clarification	✓
X	X	X	Print test tickets and test rosters. Securely store according to state and local policies.		
X	X	X	Review test tickets for accuracy of demographic information and accommodations.		
X	X	X	<b>K , A only</b> – Apply labels to test booklets. Bubble in demographic information and apply a District/School Label to test booklets that do not have Pre-ID Labels.		
X	X	X	Watch the <a href="#">Administering the Test tutorial</a> . <b>K</b> Watch the <a href="#">Kindergarten Training Video Series</a> . <b>A</b> Watch the <a href="#">Alt ACCESS Test Administration Tutorial</a> .	Those who will administer the test, or who are training staff involved with testing should view the tutorial(s).	
X	X	X	Have students view <a href="#">Test Demos</a> and try <a href="#">Test Practice</a> items <b>K</b> Test administrators review Listening and Speaking sample items <b>A</b> Test administrators review sample items		
X	X		Watch the <a href="#">Monitoring Test Progress tutorial</a> (applies to online testing only). <b>Tip:</b> <i>This tutorial references tools in WIDA AMS that require coordinator level permissions.</i>		
X	X	X	Take the <a href="#">Online Administration Quiz</a> and pass with a score of 80% or higher. <b>K</b> Take the <a href="#">Kindergarten Quiz</a> . <b>A</b> Take the <a href="#">Alt ACCESS Quiz</a> .	All new TAs must certify for the grade-level cluster and domain they will be responsible for administering. It is advised that all TAs review the TAM to reacquaint themselves with best practices surrounding test security and test administration before the 2021 test administration.	
X	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.		





During Testing

DTC	SC	TA	Task	State-specific Clarification	✓
	X	X	Set up the testing room according to the <a href="#">TAM</a> . For group settings, ensure students are seated far enough apart to avoid distractions.		
	X	X	Gather test administration materials: Test Administrator Script(s), Test Administrator Manual, test tickets, test roster, Writing Booklets, #2 pencils, clock, etc.		
X	X	X	Ensure testing devices are ready and distribute necessary materials to students (e.g., booklets, pencils, headsets).	Make sure headsets are consistent with the recommended <a href="#">headset specifications</a> .	
X	X	X	Distribute test tickets to students and verify information on ticket matches student’s test plan.		
X	X	X	Follow all directions provided in the manuals and scripts. Monitor students to ensure test security.		
X	X	X	After students have completed the Listening and Reading tests, run a Tier Placement Report in WIDA AMS.	This step is especially important for grades 1-3. The Tier report will inform which tiered writing booklet to administer to each student.	
X	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.	If district/school labels are used, ensure that bubbled student information matches student record in WIDA AMS. Incorrect information may result in an incomplete score report.	
	X	X	Report additional material needs to the District Test Coordinator when applicable.	The additional test materials ordering window in AMS will be open from January 15, 2021 to March 12, 2021.	
X	X		Keep track of all material requests from schools during testing and place <b>one</b> additional materials order prior to the end of the testing window.	Refer to Section 3 of the <a href="#">TCM</a> for information about additional materials ordering.	
X	X	X	Securely store all testing materials in between test sessions.	All secure test materials should be kept in a locked location when not in use.	
	X	X	Collect and account for all test materials. Return them to the Test Coordinator.		



## After Testing

DTC	SC	TA	Task	State-specific Clarification	✓
X	X	X	Watch the <a href="#">After Testing tutorial</a> .		
X	X		Collect test materials from Test Administrators once testing is completed at each testing site.		
X	X		Ensure all accommodations and Do Not Score codes are correctly marked on the booklet or in WIDA AMS.		
X	X		Prepare test materials for return.	Refer to Returning Test Materials in Section 3 of the <a href="#">TCM</a> .	
X	X		Return test materials to DRC.	Unused Pre-ID labels and scratch paper should be destroyed locally once testing is complete.  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 <a href="#">TCM</a> for a full list of secure and non-secure materials.	
X	X		Watch the <a href="#">Data Validation tutorial</a> .		
X	X		Complete data validation process.	Pre-reporting data validation: It is important to utilize the open data validation window to verify the accuracy of results. Name corrections, birth dates, EDUID numbers, etc. may need correcting and can impact whether a student receives an overall composite score.	
X	X		Watch the <a href="#">Accessing Score Reports tutorial</a> .		
X	X		Review and distribute score reports to designated sites/staff.	More information and resources can be found on the <a href="#">Scores and Reports</a> page of the WIDA website.	



After Testing

DTC	SC	TA	Task	State-specific Clarification	✓
X	X		Communicate with students' parents/family members about ACCESS for ELLs test results.	<p>Once LEAs receive ACCESS scores back from DRC, these results should be shared with parents/guardians.</p> <p><b>Exit criteria for 2021 ACCESS administration:</b> Score of 4.2 overall composite proficiency <b>AND</b> a minimum of a 3.5 on each domain (Listening, Reading, Writing) and a minimum of 1.0 in the Speaking domain.</p> <p>English learners with significant disabilities as documented by an Individualized Education Plan (IEP) will exit from the EL program when a P2 composite proficiency level is reached on the ALT-ACCESS.</p>	