ILLINOIS
ACCESS for ELLs Online Checklist
2024-2025

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

State-specific information			
Test delivery mode	Online & Paper (with approval)	**Testing Window**	January 15, 2025 – March 4, 2025
WIDA member page	wida.wisc.edu/memberships/consortium/il		
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
- WIDA Alternate ACCESS Interpretive Guide for Score Reports
- Technology Resources
- Accessibility and Accommodations Resources
- Q&A Webinar Links and Recordings

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

Checklist Key	

🟦 District Testing Coordinator (DTC) task
🟩 School Testing Coordinator (STC) task
🟨 Test Administrator (TA) task

Kindergarten Applies to Kindergarten ACCESS only

Alternate Applies to Alternate ACCESS only

D Indicates a task can be delegated within the district

Last Updated: 10/11/2024

Before Testing

DTC	STC	TA	Task	State-specific Clarification	✔
X	X	X	Determine which ACCESS for ELLs assessment(s) you are responsible for administering.		
D	D		Communicate roles, responsibilities, and training requirements to test administrators.		
D	X	X	Review training requirements based on your role.	**New TAs:** See ISBE's ACCESS for ELLs web page. Test Administrators (TA) must annually recertify their training for one-to-one ACCESS tests for which the TA uses the speaking or writing rubric to score responses. • Kindergarten ACCESS • Kindergarten Screener • Alternate ACCESS • ACCESS Paper mode for Speaking domain • WIDA Screener Scoring for Speaking and Writing (Online and Paper) Other ACCESS forms should recertify the training every three years. • Online ACCESS • Paper mode for listening, reading, and writing domains • WIDA Screener Administration (Online and Paper) Test administrators who do not participate in the ACCESS administration for a year (or more) should recertify their training before resuming.	

Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
				Districts should be verifying completion of the required training by accessing the report within WIDA Secure Portal.	
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.	DTCs contact an existing DTC in their district or ISBE (assessment@isbe.net, 866-317-6034) to request a new WIDA Secure Portal account. TAs request a new WIDA Secure Portal account by contacting their DTC, STC or WIDA Client Services Center (866-276-7735).	
X	X	X	Log in to WIDA AMS and agree to security terms that appear automatically at first login. **New for 2024-25:** Learn about this year's enhancements to WIDA AMS Test Management, Test Monitoring, and Reporting Services by viewing the WIDA AMS and DRC Technical Enhancements for 2024-2025 webinar recording in the WIDA Secure Portal.	DTCs request a new WIDA AMS account by contacting an existing DTC in the district. If none, contact ISBE (assessment@isbe.net, 866-317-6034). STCs, TAs, and Technology Coordinators request a new WIDA AMS account by contacting one of their WIDA AMS DTCs.	
X	X	X	Complete **Module 1: Introduction** of the Online ACCESS for ELLs: Administration training course. This module provides background information about ACCESS Online, including the test's purpose, design, and materials, and clarifies your role in testing.	See ISBE's ACCESS for ELLs web page. Test Administrators (TA) must annually recertify their training for one-to-one ACCESS tests for which the TA uses the speaking or writing rubric to score responses. • Kindergarten ACCESS • Kindergarten Screener • Alternate ACCESS • ACCESS Paper mode for Speaking domain • WIDA Screener Scoring for Speaking and Writing (Online and Paper) Other ACCESS forms should recertify the training every three years.	

Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
				• Online ACCESS • Paper mode for listening, reading, and writing domains • WIDA Screener Administration (Online and Paper) Test administrators who do not participate in the ACCESS administration for a year (or more) should recertify their training before resuming. Districts should be verifying completion of the required training by accessing the report within WIDA Secure Portal that will identified when the teacher had completed the required training.	
D	D		Set up WIDA AMS accounts for Technology Coordinators and Test Administrators. *Tip: If you need assistance, review the WIDA AMS User Guide.*	DTCs request a new WIDA AMS account by contacting an existing DTC in the district. If none, contact ISBE (assessment@isbe.net, 866-317-6034). STCs, TAs, and Technology Coordinators request a new WIDA AMS account by contacting one of their WIDA AMS DTCs.	
D			Submit Pre-ID file to DRC.	*Pre-ID updates in SIS completed by districts are due by Nov. 1,2024* *Please note students identified within SIS as former EL or never EL should not participate in ACCESS testing.* *Student records will appear in WIDA AMS November 27,2024.*	

Before Testing

DTC	STC	TA	Task	State-specific Clarification	✔
D	D		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.	For online ACCESS testing, paper materials are available for Kindergarten, WIDA Alternate ACCESS, IEP Provisions, and handwriting the Writing Assessment. All other students are expected to test online unless local technology resources are inadequate or incompatible with ACCESS testing online. To request permission to utilize paper mode testing as an exception to online testing, districts must email the Assessment Department at assessment@isbe.net.	
D	D		Order materials in WIDA AMS.	Initial Material Ordering is from October 10 to November 6, 2024 in WIDA AMS. Default writing mode for grades 4-12 is online. Counts for online administrations should also be entered into the initial materials order.	
D	D		Discuss district and school technology needs and capacity to administer the online test with the Technology Coordinator.		
D	D	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.		
D	D		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		

Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
			Manual to consider testing needs for students who do not have an IEP or 504 plan.		
D	D		In WIDA AMS, assign accommodations for students with an IEP or 504 plan.		
D	D	D	**Optional**: Modify default test sessions in WIDA AMS to meet district/school needs. Enable Test Monitoring on test sessions as desired. See WIDA AMS User Guide for details.		
D	D	D	Finalize student counts. Add any new students to WIDA AMS and assign them to test sessions.		
D	D	D	Review student data for accuracy in WIDA AMS. Confirm that all students are listed in WIDA AMS and assigned to correct test sessions.	ISBE allows student data edits in WIDA AMS. Editing student data within WIDA AMS does not impact student data within SIS.	
D	D	D	**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.		
D	D	D	Finalize student counts. Add any new students to WIDA AMS and assign them to registrations.		
		X	Review student data for accuracy in WIDA AMS. Confirm that all students are listed in WIDA AMS and assigned to correct registrations.		

Before Testing

DTC	STC	TA	Task	State-specific Clarification	✔
	X	X	Complete **Module 4: Administering the Test** in the Online ACCESS for ELLs: Administration training course. This module focuses on generating login credentials for test takers (test tickets), preparing space, materials, and equipment, and technology troubleshooting.		
D	D	D	Plan [communication for parents/family members](#) about ACCESS for ELLs testing and upcoming testing schedule.		
D	X	X	Review "**Managing Secure Materials**" in Module 2 of the Online ACCESS for ELLs: Administration training course		
D	D	D	Receive, inventory, and distribute test materials to designated sites/staff.		
D	D	D	Review materials for correct amount and type. Report the amount and type of overage to the District Coordinator.		
D	D	D	Review "**Ordering Additional Materials**" in Module 2 of the Online ACCESS for ELLs: Administration training course.	Additional Material Ordering is from January 8 to February 24, 2025 and must be done at the district-level in WIDA AMS . CPS schools may order additional materials on specific dates. Contact the CPS district office for additional information.	
D	D	X	Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.		
D	D	D	Check District/School Labels for accuracy. Contact [DRC Customer Support](#) if information is incorrect.		

Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
D	D	D	Print test tickets and test rosters. Securely store according to state and local policies. • Review **"Test Tickets & Rosters"** in Module 4 of the Online ACCESS for ELLs: Administration training course.		
		X	Review test tickets for accuracy of demographic information and accommodations.		
D	D	D	**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.	Apply Pre-ID labels to test booklets and response booklets that are used for testing. If Pre-ID labels are not available, bubble in demographic information and apply a District/School Label. Bubble in these required fields: Name, DOB, State ID, Grade, Test Date, & Accommodations. Other fields are not required by the state. If a labeled booklet is not used, cover the label with a 'Do Not Process' label.	
D	D	X	**Kindergarten** Complete the Kindergarten ACCESS for ELLs: Administration and Scoring training course. **Alternate** Complete the Alternate ACCESS: Administration and Scoring training course.		

Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
D	D	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. **Kindergarten** Test administrators review Listening and Speaking sample items **Alternate** Test administrators review sample items		
D	D		Review **"Tracking Site Completion Status"** in Module 2 of the Online ACCESS for ELLs: Administration training course. **New for 2024-25:** Student Status and Test Status features in the Operational Dashboard in WIDA AMS have replaced status reports, online testing statistics, and the student status dashboard. Find the Operational Dashboard in WIDA AMS Reporting Services.		
		X	Pass required certification quiz(zes). Quizzes are located within the training courses.	See ISBE's ACCESS for ELLs web page. If TA's miss a year of administration, required training should be completed. TA's who are administering the online administration should be completing training every three years. Districts should be verifying completion of the required training by accessing the report within WIDA Secure Portal that will identified when the teacher had completed the required training.	
D	D		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.	See ISBE's ACCESS for ELLs web page.	

DTC	STC	TA	**During Testing**		
			Task	**State-specific Clarification**	✓
	D	D	Set up the testing room according to the Test Administrator Manual. For group settings, ensure students are seated far enough apart to avoid distractions.		
	D	X	Gather test administration materials: Test Administrator Script(s), Test Administrator Manual, test tickets, test roster, Writing Booklets, #2 pencils, clock, etc.		
	D	X	Ensure testing devices are ready and distribute necessary materials to students (e.g., booklets, pencils, headsets).		
		X	Distribute test tickets to students and verify information on ticket matches student's test plan.		
D	D	X	Follow all directions provided in the manuals and scripts. Monitor students to ensure test security.		
	D	D	After students have completed the Listening and Reading tests, determine students' tier placement information in WIDA AMS. View **"Screencast: Tier Placement Information"** in the "**Test Day: Listening & Reading**" section of Module 4 of the Online ACCESS for ELLs: Administration training course to learn how to export registration details in WIDA AMS.		
	D	D	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. To avoid erroneous or incomplete student reports, ensure bubbled student information matches record in WIDA AMS.	If any Pre-ID labels are applied to Test Booklets that are not used for testing, cover the Pre-ID label with a *Do Not Process* label.	

During Testing

DTC	STC	TA	Task	State-specific Clarification	✔
D	X	X	Report additional material needs to the District Test Coordinator.		
D	D	D	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 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.	Refer to Section 3 of the Test Coordinator Manual for information about additional materials ordering.	
D	D	D	Securely store all testing materials in between test sessions.		
D	D		Collect and account for all test materials. Return them to the Test Coordinator.		

After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
D	D		Review **"Returning Materials"** in Module 2 of the Online ACCESS for ELLs: Administration training course.		
D	D		Collect test materials from Test Administrators once testing is completed at each testing site.		
	D	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.		
D	D		Prepare test materials for return. Refer to Returning Test Materials in Section 3 of the Test Coordinator Manual.		
D	D		Return test materials to DRC. Refer to the **Secure Material Tracking Report** in WIDA AMS under My Applications > Scoring and Reporting > Reporting Services. Select "Published Reports" from the menu in the top left of the screen for a full list of all materials sent to your school/district.	Scratch paper and unused Pre-ID labels should be securely destroyed 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.	
			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.	*This module does not apply to Illinois.*	

After Testing

DTC	STC	TA	Task	State-specific Clarification	✔
D	D		Complete data validation process.	Data validation in Illinois is done via the State Student Information System (SIS). There will be a preliminary review of results May 12, 2025 to May 30, 2025. At the end of ACCESS testing (March 4, 2025), a copy of all 2025 EL records in SIS will be posted in the ACCESS Correction File (in SIS, see Assessment>Correction>ACCESS). This serves as a record of Illinois EL student data at the time ACCESS testing ends. It does not have scores. Local districts may correct errors in this file and enter not-tested reasons from March 6 until August 22, 2025. Other WIDA members use WIDA AMS to make demographic corrections to student records. Illinois districts may disregard communications from WIDA/DRC that describe making data corrections in WIDA AMS.	
D	D	D	Review and distribute score reports to designated sites/staff.		
D	D	D	Communicate with students' parents/family members about ACCESS for ELLs test results.	In Illinois, ELs reclassify as Former ELs upon earning 4.8 overall proficiency or higher. A parent/guardian guide to score reports is available in English and several other languages in WIDA Resources/Recursos.	