ILLINOIS
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	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)
- 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

- 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

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

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. Districts should be verifying completion of the required training by accessing the report within WIDA Secure Portal.	

Before Testing

DTC	STC	TA	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.	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.	
D	D		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 Paper ACCESS for ELLs: Administration training course. This module provides background information about ACCESS Paper, including the test's purpose, design, and materials, and clarifies your role in testing.		
D			Submit Pre-ID file to DRC.	Pre-ID updates in SIS are due by Nov. 1, 2024 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 Paper ACCESS for ELLs: Administration training course. This module focuses on ordering and returning materials, as well as language, distributing, and securing test materials	Paper tests are available for Kindergarten ACCESS, Alternate ACCESS, or for IEP Provisions. Otherwise, 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. Default writing mode for grades 4-12 is online. Counts for online administrations should also be entered into the initial materials order.	
D	D	X	Complete **Module 3: Your School, District, & Students** in the Paper 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 Manual to consider testing needs for students who do not have an IEP or 504 plan.		
D	D		Assign accommodations for students with an IEP or 504 plan in WIDA AMS or bubble in on the Student Test Booklet.		
D	D	D	Review student data for accuracy in WIDA AMS.	ISBE allows student data edits in WIDA AMS. Editing student data within WIDA AMS does not impact student data within SIS.	

Before Testing

DTC	STC	TA	Task	State-specific Clarification	✔
D	D	D	Complete **Module 4: Administering the Test** in the Paper ACCESS for ELLs: Administration training course. This module focuses on preparing space, materials, and equipment.		
D	D	D	Create a testing schedule. All Speaking tests and all **Kindergarten** and **Alternate** ACCESS test sessions are administered one-on-one. *Tip: Allow several days at the end for makeup testing. Refer to Test Coordinator Manual for test scheduling resources.*		
D	D	D	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.		
D	D	D	Plan communication for parents/family members about ACCESS for ELLs testing and upcoming testing schedule.		
D	D	D	Receive, inventory, and distribute test materials to designated sites/staff. • Review "**Managing Secure Materials**" in Module 2: Planning & **Logistics** in the Paper ACCESS for ELLs: Administration training course.		

Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
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: Planning & Logistics in the Paper 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 for most of the state. CPS schools may order additional materials on specific dates. Contact the CPS district office for additional information.	
D	D	D	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.		
D	D	D	Apply labels to Test Booklets.	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. If District/School Labels are used, ensure that bubbled student information matches the student record in WIDA AMS. Incorrect information may result in an incomplete score report. If any Test Booklets with Pre-ID labels on them are not used, cover the Pre-ID label with a *Do Not Process* label.	
D	D	D	Bubble in demographic information and apply a District/School Label to Test Booklets that do not have Pre-ID Labels.	Name, DOB, State ID, Grade, Test Date, & Accommodations. Other fields are not required by the state.	

			Before Testing		

DTC	STC	TA	Task	State-specific Clarification	✔
D	X	X	**Kindergarten** Complete the Kindergarten ACCESS for ELLs: Administration and Scoring training course. **Alternate** Complete the Alternate ACCESS: Administration and Scoring training course.		
D	D	X	Have students review Listening and Speaking paper sample items. **Kindergarten** Test administrators review Listening and Speaking sample items **Alternate** Test administrators review sample items		

Before Testing

DTC	STC	TA	Task	State-specific Clarification	✔
		X	Pass required certification quiz(zes). Quizzes are located within the training courses.	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. 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.	
		X	If you are responsible for administering the Speaking test, complete the applicable training course(s): • Speaking for Grades 1-5: Scoring ACCESS Paper and WIDA Screener	TAs giving the Speaking Assessment on paper must refresh their training annually.	

Before Testing

DTC	STC	TA	Task	State-specific Clarification	✔
			• Speaking for Grades 6-12: Scoring ACCESS Paper and WIDA Screener		
		X	Pass the required certification quiz(zes) for Speaking scoring training. Quizzes are located within the training courses.	Complete the training courses for the grade levels you will administer.	
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.	
	D	X	Try out the Listening and Speaking CD(s) and CD player prior to the day of testing.		
D	D		Distribute test session rosters to Test Administrators.		

During Testing

DTC	STC	TA	Task	State-specific Clarification	✔
	D	D	Set up the testing room according to the [Test Administator Manual](#). For group settings, ensure students are seated far enough apart to avoid distractions.		
	D		Distribute all necessary testing materials to Test Administrators using procedure for secure check-out of test materials.		
		X	Distribute necessary materials to students (test booklets, pencils, scratch paper).		
		X	Follow all directions provided in the manuals and scripts. Monitor students to ensure test security.		
D	X	X	Report additional material needs to the 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 Paper 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		Securely store all testing materials in between test sessions.		

During Testing

DTC	STC	TA	Task	State-specific Clarification	✔
D	D		Collect and account for all test materials in between test sessions. Return them to the Test Coordinator.		

After Testing

DTC	STC	TA	Task	State-specific Clarification	✔
D	D		Review "**Returning Materials**" in Module 2: Planning & Logistics of the Paper 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. See Test Coordinator Manual for guidance on marking Do Not Score codes.	If applicable.	
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 destroyed locally. 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.	
D	D		Complete **Module 5: Test Scores** in the Paper ACCESS for ELLs: Administrating training course. This module focuses on data validation, accessing score reports, and effectively communicating test scores.		

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 to May 30, 2025. At the end of ACCESS testing (March 4, 2025), a copy of all SY2025 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, English Learners (ELs) reclassify as Former ELs upon earning 4.8 overall or higher. A parent/guardian guide to score reports is available in English and several other languages in WIDA Resources/Recursos.	