



**INDIANA**  
**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 11, 2021 – March 12, 2021
<b>WIDA member page</b>	<a href="http://wida.wisc.edu/memberships/consortium/in">wida.wisc.edu/memberships/consortium/in</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</a> <i>For Technology Coordinators</i></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> Corporation Test Coordinator (CTC) task</li> <li><span style="color: green;">■</span> School Test Coordinator (STC) task</li> <li><span style="color: yellow;">■</span> Test Administrator (TA) task</li> </ul>	<ul style="list-style-type: none"> <li><span style="color: purple;">K</span> Kindergarten ACCESS task</li> <li><span style="color: red;">A</span> Alternate ACCESS task</li> <li><b>Opt</b> Task may be optional depending on school or district procedures.</li> </ul>



## Before Testing

CTC	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).	Only school personnel who hold a valid teaching, administrative, or school services license granted by IDOE can serve as Test Administrators (TAs). TAs must also have completed the WIDA certification process for each assessment to be administered.	
X	X	X	Review training requirements based on your role.	<ul style="list-style-type: none"> <li>CTCs are required to participate in the IDOE Pretest Workshop and provide Test Security Training for all school personnel on an annual basis.</li> <li>All school personnel must complete Test Security Training and sign the <a href="#">Indiana Testing Security and Integrity Agreement</a>. This is an annual requirement.</li> <li>CTCs, STCs and TAs are responsible for reading the appropriate WIDA manual (<a href="#">TCM</a> or <a href="#">TAM</a>).</li> <li>TAs must complete the appropriate ACCESS Training Courses and quizzes, as applicable.</li> </ul>	
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.	<ul style="list-style-type: none"> <li>CTCs will contact <a href="mailto:INassessments@doe.in.gov">INassessments@doe.in.gov</a> to request a new WIDA Secure Portal account.</li> <li>CTCs will create WIDA Secure Portal accounts for new STCs and TAs. If you already have an account and have trouble logging in, contact WIDA Client Services Center at <a href="mailto:help@wida.us">help@wida.us</a>.</li> <li>WIDA requires users to agree to the Non-Disclosure and User Agreement annually at the user's first login after July 1.</li> </ul>	
X	X	X	Log in to <a href="#">WIDA AMS</a> and agree to security terms that appear automatically at first login.	<ul style="list-style-type: none"> <li>CTCs will contact <a href="mailto:INassessments@doe.in.gov">INassessments@doe.in.gov</a> to request a new WIDA AMS account.</li> <li>CTCs will create WIDA AMS accounts for other staff members, as needed. If you already have an account and have trouble logging in, contact <a href="mailto:WIDA@datarecognitioncorp.com">WIDA@datarecognitioncorp.com</a>.</li> <li>DRC requires users to agree to the security terms at the user's first login.</li> </ul>	



Before Testing

CTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Watch the <a href="#">Training Overview tutorial</a> .	<ul style="list-style-type: none"> <li>This overview tutorial can be provided during the corporation/school trainings for STCs and TAs.</li> </ul>	
X			Set up WIDA AMS accounts for Technology Coordinators and Test Administrators. <i>Tip: If you need assistance, review the <a href="#">WIDA AMS User Guide</a>.</i>	<ul style="list-style-type: none"> <li>CTCs will create WIDA AMS accounts for new STCs, TAs, and Technology Coordinators. If you already have an account and have trouble logging in, contact <a href="mailto:WIDA@datarecognitioncorp.com">WIDA@datarecognitioncorp.com</a>.</li> </ul>	
			Submit Pre-ID file to DRC.	<ul style="list-style-type: none"> <li>Corporations/Schools report all English learners via the DOE-TL. The DOE-TL data submission window is open <b>July 6 to November 6, 2020</b>. Late submissions cannot be accepted. IDOE will populate the Pre-ID file utilizing DOE-TL records and accommodations data extracted from Indiana IEP, and then upload the Pre-ID file to DRC.</li> <li><b>Note:</b> Data not submitted during the DOE-TL data submission window must be manually added or updated in WIDA AMS beginning December 2, 2020.</li> </ul>	
X			Watch the <a href="#">Ordering Materials</a> tutorial.		
X			Order materials in WIDA AMS.	<ul style="list-style-type: none"> <li>The Additional Materials Ordering window in WIDA AMS is <b>January 4 to March 5, 2021</b>.</li> <li>Initial materials orders are populated based upon student data reported via the DOE-TL and shipped automatically.</li> <li>Initial materials orders include Kindergarten ACCESS kits, Alternate ACCESS, ACCESS Writing Grades 1-3, ACCESS paper test materials for students reported with a paper testing accommodation, large print test materials, braille test materials, Pre-ID Labels, District/School Labels, and return shipping materials.</li> </ul>	



Before Testing

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				<ul style="list-style-type: none"> <li><b>Note:</b> Writing is administered in a paper-based format for Grades 1-3. WIDA AMS will automatically calculate the number of test booklets and Test Administrator Scripts needed for grades 1-3, based on the number of online students. Writing is administered online for Grades 4-12.</li> </ul>	
X	X		Discuss district and school technology needs and capacity to administer the online test with the Technology Coordinator. <b>Opt</b>	<ul style="list-style-type: none"> <li>Work with corporation and school technology staff to prepare for online testing.</li> </ul>	
		X	Watch the <a href="#">Accessibility Overview tutorial</a> .		
X	X		Watch the <a href="#">Assigning Accommodations tutorial</a> .		
	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.	<ul style="list-style-type: none"> <li>Accommodations must be listed in a student’s Individual Education Program (IEP), nonpublic Service Plan (SP), Choice Special Education Plan (CSEP), or Section 504 Plan. The approved list of accommodations for students taking a WIDA assessment can be found in the <a href="#">Indiana Accessibility and Accommodations Guidance</a>.</li> <li>Participation in Alternate ACCESS is determined by the Case Conference Committee and is documented in a student’s formal plan. See the <a href="#">Alternate ACCESS for ELLs Participation Decision Tree</a> for more information. English learners who meet Indiana’s Alternate Measure (I AM) participation criteria must also participate in Alternate ACCESS.</li> </ul>	



Before Testing

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X	X		In WIDA AMS, assign accommodations for students with an IEP or 504 plan.	<ul style="list-style-type: none"> <li>• CTCs or STCs must verify individual accommodations in WIDA AMS. This is done in Student Management.</li> <li>• Individual accommodations that were not reported on the Pre-ID file or have since changed must be manually added or updated in WIDA AMS beginning December 2, 2020.</li> <li>• TAs must be familiar with any accommodations to be provided per a student’s formal plan.</li> <li>• Accommodations will also be coded on the Student Test Booklet, as applicable.</li> </ul>	
	X		Modify default test sessions in WIDA AMS to meet district/school needs. <b>Opt</b>	<ul style="list-style-type: none"> <li>• Test sessions are automatically generated by school, domain, and grade.</li> <li>• New students may be added to existing test sessions or new test sessions may be created, as needed, beginning December 2, 2020.</li> </ul>	
	X		Finalize student counts. Add any new students to WIDA AMS and assign them to test sessions.	<ul style="list-style-type: none"> <li>• English learners not submitted via the DOE-TL must be added manually in WIDA AMS and assigned to online test sessions, as applicable.</li> </ul>	
X	X		Review student data for accuracy in WIDA AMS.	<ul style="list-style-type: none"> <li>• Demographic information in WIDA AMS and on the Pre-ID label/or hand coding must match.</li> <li>• If student demographic information is incorrect, the data must be updated in WIDA AMS.</li> <li>• If the Pre-ID label is not available for use, or was not obtained for the student, a District/School Label will be applied to the student booklet and the student demographic information will be handcoded.</li> </ul>	



Before Testing

CTC	STC	TA	Task	State-specific Clarification	✓
	X		Confirm that all students are listed in WIDA AMS and assigned to test sessions.	<ul style="list-style-type: none"> <li>Students reported via the DOE-TL will be populated in WIDA AMS and automatically assigned to online test sessions, as applicable.</li> <li>Students in grades 4-12 with the Handwriting accommodation documented in their formal plan must be manually reassigned from the online Writing test session to an HW (Handwriting) test session and an Additional Materials Order placed for Writing Response Booklets.</li> </ul>	
	X	X	Watch the <a href="#">Test Scheduling tutorial</a> .		
	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.	<ul style="list-style-type: none"> <li>STCs and TAs should work together to develop a testing schedule.</li> <li>For Online administration only, students taking the same domain may be combined across grade level and/or tier.</li> <li>Listening and Reading must be completed prior to Speaking and Writing.</li> <li>Kindergarten (<b>K</b>) and Alternate ACCESS (<b>A</b>) require individual test administrations.</li> </ul>	
	X	X	Plan a seating arrangement for testing areas. Verify that students are adequately spaced for the Speaking Test. <b>Opt</b>	<ul style="list-style-type: none"> <li>For the Speaking domain, it is strongly recommended that test administration groups be limited to five students.</li> <li>Guidance on seating arrangements can be found under Test Scheduling in Section 6 of the <a href="#">TCM</a>.</li> </ul>	
X	X	X	Watch the <a href="#">Test Practice and Test Tickets tutorial</a> .		
X	X	X	Plan communication for parents/family members about ACCESS for ELLs testing and upcoming testing schedule.	<ul style="list-style-type: none"> <li>Visit the <a href="#">Family Engagement</a> page for parent/family resources.</li> </ul>	
X	X		Watch the <a href="#">Managing Test Materials tutorial</a> .		



Before Testing

CTC	STC	TA	Task	State-specific Clarification	✓
X	X		Receive, inventory, and distribute test materials to designated sites/staff.	<ul style="list-style-type: none"> <li>Corporations receive test materials on <b>January 4, 2021</b>.</li> </ul>	
	X		Review materials for accuracy. Report the amount and type of overage to the District Coordinator.	<ul style="list-style-type: none"> <li>STCs should report overages to CTC prior to the opening of the test window on <b>January 11, 2021</b>.</li> </ul>	
X			Watch the <a href="#">Additional Materials Orders tutorial</a> .		
	X		Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.	<ul style="list-style-type: none"> <li>Demographic information in WIDA AMS and on the Pre-ID label or hand coding should match.</li> <li>If a Pre-ID label is incorrect, update the student data in WIDA AMS and continue using the label. Do not write on the label to correct information.</li> <li>If the Pre-ID label is not available for use or was not obtained for the student, a District/School Label must be applied to the student booklet and the student demographic information must be accurately handcoded per Indiana's <a href="#">Guidelines for Completing Student Data on Test Booklets</a>.</li> </ul>	
	X		Check District/School Labels for accuracy. Contact DRC Customer Support if information is incorrect.	The CTC or STC must contact DRC if the DISTRICT/SCHOOL LABEL is incorrect prior to the opening of the test window on <b>January 11, 2021</b> .	
	X		Print test tickets and test rosters. Securely store according to state and local policies.	<ul style="list-style-type: none"> <li>Listening and Reading test tickets are printed first.</li> <li>Following the administration of the Listening and Reading tests, a Tier Placement Report can be accessed and Speaking and Writing Test tickets are printed.</li> <li>Test Rosters and Test Tickets are secure testing materials and must be stored securely when not in use.</li> <li>Test Rosters and Test Tickets must be securely destroyed by the CTC or STC after testing is complete.</li> </ul>	



Before Testing

CTC	STC	TA	Task	State-specific Clarification	✓
	X		Review test tickets for accuracy of demographic information and accommodations.	<ul style="list-style-type: none"> <li>Only the accommodations provided online will appear on the Test Ticket. TAs must be aware of and familiar with additional accommodations to be provided according to the student’s formal plan (e.g., IEP, SP, CSEP, or Section 504 Plan).</li> </ul>	
	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.	<ul style="list-style-type: none"> <li>Demographic information in WIDA AMS and on the label/or hand coding must match.</li> <li>If a Pre-ID label is incorrect, update the student data in WIDA AMS and continue using the label. Do not write on the label to correct information.</li> <li>If the Pre-ID label is not available for use or was not obtained for the student, a District/School Label will be applied to the student booklet and the student demographic information must be accurately handcoded per Indiana’s <a href="#">Guidelines for Completing Student Data on Test Booklets</a>.</li> </ul>	
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> .		
	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	<ul style="list-style-type: none"> <li>Students should have ample instruction for online testing procedures, utilizing the Test Demos.</li> <li>Practice of test procedures and the use of the Universal Tools should be provided, utilizing the Test Practice items.</li> <li>Students with documented accommodations should have instruction and practice in the use of online accommodations. More information on test practice with accommodations can be found in <a href="#">Preparing Students for ACCESS for ELLs Online</a> on the <a href="#">ACCESS Test Practice and Sample Items</a> page.</li> </ul>	
	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>		





Before Testing

CTC	STC	TA	Task	State-specific Clarification	✓
		X	Take the <a href="#">Online Administration Quiz</a> and pass with a score of 80% or higher. K Take the <a href="#">Kindergarten Quiz</a> . A Take the <a href="#">Alt ACCESS Quiz</a> .	<p><b>New TAs</b> will complete the appropriate ACCESS Training Courses found on the WIDA Secure Portal, and pass the appropriate quizzes with a score of 80% or higher for the assessment(s) to be administered:</p> <ul style="list-style-type: none"> <li>• ACCESS ONLINE Administration and Quiz</li> <li>• ACCESS Kindergarten Administration and Quiz <b>K</b></li> <li>• Alternate Access for ELLS Administration and Quiz <b>A</b></li> </ul> <p><b>Returning TAs</b> must have completed training within two years (24 months) of the date they are administering the test. Returning TAs are not required to but it is recommended that they recertify on the quizzes for the assessments(s) to be administered.</p>	
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.	<ul style="list-style-type: none"> <li>• All required training and certification quizzes must be completed prior to the administration of the test.</li> </ul>	



During Testing

CTC	STC	TA	Task	State-specific Clarification	✓
		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	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.		
		X	Follow all directions provided in the manuals and scripts. Monitor students to ensure test security.	<ul style="list-style-type: none"> <li>It is expected that the time guides provided in the <a href="#">TAM</a> be respected.</li> <li>In the domains of Reading and Listening, students move at their own pace, however the design of these domains is such that they should be completed in the <b>approximate</b> time frame indicated (Listening 30-40 minutes, Reading 35 minutes.)</li> <li>The Writing Timing guides in the <a href="#">TAM</a> (p. 54) provide the Test Administrator with the <b>allowable</b> times by Tier and Grade Level. The Writing test must be completed on a single day—no exceptions.</li> <li>The Speaking test is self-paced with set response times.</li> <li>English learners with disabilities who have “Extended Time” accommodations may receive additional time based on the accommodations documented in their IEP, SP, CSEP, or Section 504 Plan and WIDA AMS.</li> </ul>	
	X		After students have completed the Listening and Reading tests, run a Tier Placement Report in WIDA AMS.	<ul style="list-style-type: none"> <li>Adjust schedule to accommodate groups by tier and grade-level if needed.</li> <li>Print test tickets for Speaking and Writing.</li> </ul>	



During Testing

CTC	STC	TA	Task	State-specific Clarification	✓
	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.	<ul style="list-style-type: none"> <li>• Make sure correct Pre-ID label is applied to correct booklet (e.g., grade cluster, domain, and tier.)</li> <li>• If a Pre-ID label is incorrect, update the student data in WIDA AMS and continue using the label. Do not write on the label to correct information.</li> <li>• If student demographic information is incorrect, changes must be made in WIDA AMS.</li> <li>• If the Pre-ID label is not available for use or was not obtained for the student, a District/School Label must be applied to the student booklet and the student demographic information must be accurately handcoded per Indiana’s <a href="#">Guidelines for Completing Student Data on Test Booklets</a>.</li> </ul>	
	X		Report additional material needs to the District Test Coordinator.		
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.	<p>Additional Materials Order window in WIDA AMS: <b>January 4 to March 5, 2021</b></p> <ul style="list-style-type: none"> <li>• <i>Additional Materials Orders should be placed using the <b>District-Level Ordering Site Only</b> from the School selection in WIDA AMS.</i></li> <li>• Overage from initial materials order will be split - 7.5% to the schools, 7.5% to the district. Utilize overage materials prior to requesting an additional materials order. Overage materials can be shared between schools within the corporation.</li> <li>• If additional materials are needed, the CTC should coordinate a single order to meet the needs of all schools within the corporation.</li> <li>• Refer to Section 3 of the <a href="#">TCM</a> for guidance on additional materials ordering.</li> </ul>	



During Testing

CTC	STC	TA	Task	State-specific Clarification	✓
	X	X	Securely store all testing materials in between test sessions.	<ul style="list-style-type: none"> <li>Secure test materials must be securely distributed and collected each day by the STC via a check-in/check-out process.</li> <li>TAS are not permitted to retain secure test materials outside of the daily test schedule.</li> </ul>	
		X	Collect and account for all test materials. Return them to the Test Coordinator.	<ul style="list-style-type: none"> <li>See Preparing Test Materials for Return in Section 3 of the <a href="#">TAM</a>.</li> </ul>	



## After Testing

CTC	STC	TA	Task	State-specific Clarification	✓
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.	<ul style="list-style-type: none"> <li>Secure test materials must be securely distributed and collected each day by the STC via a check-in/check-out process.</li> <li>STCs must return all secure materials to CTCs once testing is completed at the testing site.</li> </ul>	
	X	X	Ensure all accommodations and Do Not Score codes are correctly marked on the booklet or in WIDA AMS.	<ul style="list-style-type: none"> <li>Accommodations should be included in WIDA AMS and coded appropriately on any student test documents.</li> <li>SEE p. 22 <a href="#">TCM</a> for guidance relating to DO NOT SCORE.</li> <li>The SPD (Special Education) Do Not Score code must only be used to indicate domain exemption accommodations, as documented in a student's formal plan.</li> </ul>	
X	X		Prepare test materials for return.	<ul style="list-style-type: none"> <li>SEE Returning Test Materials in Section 3 of the <a href="#">TCM</a>.</li> <li>Schools are encouraged to return materials once testing is completed. You do not have to wait until the end of the test window to return materials.</li> <li>Schools may retain unused overage materials in the event that new students who need to be assessed enroll prior to the end of the testing window. All unused overage materials must be returned by the postmark deadline (below).</li> </ul>	
X	X		Return test materials to DRC.	<ul style="list-style-type: none"> <li>All secure materials must be postmarked by <b>March 15, 2021</b>. <b>Note: Late student test books will not be scored.</b> Only student test books postmarked by <b>March 15, 2021</b> will be scored.</li> <li>Unused Pre-ID Labels, District/School labels and used scratch paper must be securely destroyed locally.</li> <li>Non-Secure materials including the TAM, TCM, and Online Test Administrator Script for Grades 4-12 should not be returned to DRC.</li> </ul>	



After Testing

CTC	STC	TA	Task	State-specific Clarification	✓
				<ul style="list-style-type: none"> <li>Refer to Section 3 of the <a href="#">TCM</a> for a full list of secure and non-secure materials.</li> <li>SEE p. 22 <a href="#">TCM</a> for guidance relating to DO NOT SCORE.</li> </ul>	
X	X		Watch the <a href="#">Data Validation tutorial</a> .		
X	X		Complete data validation process.	<ul style="list-style-type: none"> <li>Data validation will be completed utilizing WIDA AMS.</li> <li>Pre-reporting data validation: <b>April 5 to April 19, 2021</b></li> <li>Post-reporting data validation is completed by IDOE. Schools do not need to contact IDOE to report errors for post-reporting. Data will be posted in WIDA AMS on <b>July 8, 2021</b>.</li> </ul>	
X	X		Watch the <a href="#">Accessing Score Reports tutorial</a> .		
X	X		Review and distribute score reports to designated sites/staff.	<ul style="list-style-type: none"> <li>Reports and data files will be available online in WIDA AMS on <b>May 24, 2021</b>.</li> <li>Printed reports will arrive in corporations on <b>June 17, 2021</b>.</li> <li>More information and resources can be found on the <a href="#">Scores and Reports</a> page of the WIDA website.</li> </ul>	
	X	X	Communicate with students' parents/family members about ACCESS for ELLs test results.	<ul style="list-style-type: none"> <li>Corporations and schools must share individual student results with parents or guardians in a timely manner.</li> <li><a href="#">ACCESS for ELLs: Understanding your Child's Scores</a> is available in a wide variety of languages and can be found in the <a href="#">Resource Library</a> on the WIDA website.</li> <li>Score reports can be generated locally, and in a variety of languages in WIDA AMS.</li> </ul>	