



# INDIANA ACCESS for ELLs Online Checklist 2023-2024



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 16, 2024 – March 1, 2024
<b>WIDA member page</b>	<a href="http://wida.wisc.edu/memberships/consortium/in">wida.wisc.edu/memberships/consortium/in</a>
Online Resources	
<p><b>Training Courses</b> (login to Secure Portal required)</p> <ul style="list-style-type: none"> <li>• <a href="#">Online ACCESS for ELLs: Administration</a></li> <li>• <a href="#">Alternate ACCESS: Administration and Scoring</a></li> <li>• <a href="#">Kindergarten ACCESS for ELLs: Administration and Scoring</a></li> </ul> <p><b>Course Resources:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">ACCESS Online</a>, <a href="#">Kindergarten ACCESS</a>, <a href="#">Alternate ACCESS</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="#">Technology Resources</a></li> <li>• <a href="#">Accessibility and Accommodations Resources</a></li> <li>• <a href="#">Q&amp;A Webinar Links and Recordings</a></li> </ul> <p>For more state-specific resources, visit your <a href="#">WIDA member page</a>.</p>
Checklist Key	
<ul style="list-style-type: none"> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #0070c0; border: 1px solid black; margin-right: 5px;"></span> Corporation Test Coordinator (CTC) task</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #70ad47; border: 1px solid black; margin-right: 5px;"></span> School Test Coordinator (STC) task</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #ffc000; border: 1px solid black; margin-right: 5px;"></span> Test Administrator (TA) task</li> </ul>	<p><b>Kindergarten</b> Applies to Kindergarten ACCESS only</p> <p><b>Alternate</b> Applies to Alternate ACCESS only</p>



Before Testing

CTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Determine which ACCESS for ELLs assessment(s) you are responsible for administering.	<p>Only school personnel who hold a valid instructional*, administrative, or school services license granted by the Indiana Department of Education (IDOE) can serve as a Test Administrator (TA). TAs must also have completed the applicable WIDA assessment training course(s) for each assessment to be administered.</p> <p>* The following instructional licenses are allowable for TAs: Professional Educator License, Emergency Permit, Workplace Specialist License, Career Specialist Permit, Transition to Teaching (T2T) Permit, Charter School License, American Board for Certification of Teacher Excellence (ABCTE) Permit, and Alternative Special Education License.</p>	
X	X		Communicate roles, responsibilities, and training requirements to test administrators.	Review IDOE’s <a href="#">2023-2024 WIDA Assessment Guidance</a> for detailed information on user roles, responsibilities and training requirements. An Assessment Training Checklist for TAs is available in Appendix B of that document.	
X	X	X	Review training requirements based on your role.	<ul style="list-style-type: none"> <li>• <b>CTCs and WIDA Test Coordinators (WTCs)</b>, if applicable, are required to participate in the IDOE WIDA ACCESS Pretest Workshop. <b>CTCs</b> and/or <b>STCs</b> must provide Test Security Training for all school personnel on an annual basis.</li> <li>• <b>All school personnel</b> must complete Test Security Training and sign the <a href="#">Indiana Testing Security and Integrity Agreement</a>. This is an annual requirement.</li> <li>• <b>All test coordinators and TAs</b> are responsible for reviewing the appropriate WIDA manuals (<a href="#">Test Coordinator Manual</a> or <a href="#">Test Administrator Manual</a>).</li> <li>• <b>TAs</b> must successfully complete the WIDA ACCESS training courses that correspond to the assessments they are responsible for administering.</li> </ul>	



Before Testing

CTC	STC	TA	Task	State-specific Clarification	✓
				<p>New for 2023-2024: Certifications for WIDA ACCESS Online and WIDA Alternate ACCESS must dated on or after September 1, 2023, to be valid.</p>	
X	X	X	<p>Log in to your <a href="#">WIDA account</a> and agree to the Non-Disclosure and User Agreement (NDUA) that appears automatically upon first login.</p>	<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 can designate a single WTC to oversee WIDA testing. WTCs will be given district-level access and Account Coordinator permissions in the WIDA Secure Portal. CTCs are still ultimately responsible for the successful implementation of WIDA assessments. The <a href="#">WIDA Test Coordinator Designee form</a> closes on September 29, 2023.</li> <li>• CTCs and WTCs create WIDA Secure Portal accounts other staff members, as needed. 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.</li> </ul>	
X	X	X	<p>Log in to <a href="#">WIDA AMS</a> and agree to security terms that appear automatically at first login.</p> <ul style="list-style-type: none"> <li>• <b>New this year:</b> WIDA AMS has new applications for Import, Student and Test Management. Review screencasts in the ACCESS Online training course for more information.</li> </ul>	<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 can designate a single WTC to oversee WIDA testing. WTCs will be given district-level access and permissions in WIDA AMS. CTCs are still ultimately responsible for the successful implementation of WIDA assessments. The <a href="#">WIDA Test Coordinator Designee form</a> closes on September 29, 2023.</li> <li>• CTCs and WTCs 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	Complete <b>Module 1: Introduction</b> 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.	<ul style="list-style-type: none"> <li>All test coordinators and ACCESS Online test administrators are required to complete this module.</li> <li>This introduction module 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 or WTCs will create WIDA AMS accounts and assign appropriate permissions for 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>IDOE will populate the Pre-ID file via Data Exchange and accommodations data extracted from Indiana IEP (IIEP) on or after November 10, 2023, and then upload the Pre-ID file to DRC. LEAs must ensure that student data for all identified English learners (ELs) is up to date in their School Information System (SIS) and IIEP by November 10, 2023.</li> </ul>	
X			Complete <b>Module 2: Planning &amp; Logistics</b> 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.	Users seeking certification must complete relevant sections of this module.	
X			Order materials in WIDA AMS.	<ul style="list-style-type: none"> <li>The Additional Materials Ordering window in WIDA AMS is <b>January 8 to February 23, 2024</b>.</li> <li>Initial materials orders are populated based upon student data submitted on the Pre-ID file 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,</li> </ul>	



Before Testing

CTC	STC	TA	Task	State-specific Clarification	✓
				<p>Pre-ID Labels, District/School Labels, and return shipping materials.</p> <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 TA Scripts needed for grades 1-3 based on the number of online students. Writing is administered online for Grades 4-12 unless students have a Handwriting accommodation.</li> </ul>	
X	X		Discuss district and school technology needs and capacity to administer the online test with the Technology Coordinator.	<ul style="list-style-type: none"> <li>Work with corporation and school technology staff to prepare for online testing.</li> </ul>	
X	X	X	<p>Complete <b>Module 3: Your School, District, &amp; Students</b> in the Online ACCESS for ELLs Administration training course. This module focuses on preparing your students for testing and assigning accommodations.</p>	Users seeking certification must complete relevant sections of this module.	
	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 Manual 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), non-public 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 IDOE’s <a href="#">2023-2024 Accessibility and Accommodations Information for Statewide Assessments</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="#">WIDA Alternate ACCESS Participation Decision Tree</a> for more information. ELs who meet or are expected to meet <a href="#">Indiana’s Alternate Measure (I AM) participation criteria</a> 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, WTCs, 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 6, 2023.</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		<b>Optional:</b> 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.	<ul style="list-style-type: none"> <li>• Generic registrations are automatically generated by school, domain, and grade from data submitted on the Pre-ID file.</li> <li>• New students may be added to existing registrations or new registrations may be created, as needed, beginning December 6, 2023.</li> </ul>	
	X		Finalize student counts. Add any new students to WIDA AMS and assign them to registrations.	<ul style="list-style-type: none"> <li>• ELs not submitted via the Pre-ID file must be added manually in WIDA AMS and assigned to online registrations, as applicable, beginning December 6, 2023.</li> </ul>	
X	X		Review student data for accuracy in WIDA AMS. Confirm that all students are listed in WIDA AMS and assigned to correct registrations.	<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 must be applied to the student booklet and the student demographic information will be handcoded per IDOE’s Guidelines for Completing Student Data on Test Booklets, located in Appendix C of the <a href="#">2023-2024 WIDA Assessment Guidance</a>.</li> <li>• Students reported via the Pre-ID file will be populated in WIDA AMS and automatically assigned to online registrations, as applicable.</li> </ul>	



Before Testing

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				<ul style="list-style-type: none"> <li>Students in grades 4-12 with the Handwriting accommodation documented in their formal plan must be manually reassigned from the online Writing registration to an HW (Handwriting) registration and an Additional Materials Order placed for Writing Response Booklets.</li> </ul>	
	X	X	<p>Complete <b>Module 4: Administering the Test</b> in the Online ACCESS for ELLs: Administration training course.</p> <p>This module focuses on generating login credentials for test takers, preparing space, materials, and equipment, creating a testing schedule, technology troubleshooting, and how to administer specific domains.</p>	Users seeking certification must complete relevant sections of this module.	
	X	X	<p>Create a testing schedule. All <b>Kindergarten</b> and <b>Alternate ACCESS</b> test sessions are administered one-on-one. <i>Tip: Allow several days at the end for makeup testing. See the <a href="#">Test Coordinator Manual</a> for help with scheduling.</i></p>	<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><b>Kindergarten</b> and <b>Alternate ACCESS</b> require individual test administrations.</li> </ul>	
	X	X	<p>Plan a seating arrangement for testing areas. Verify that students are adequately spaced for the Speaking Test. Refer to Test Scheduling in Section 6 of the <a href="#">Test Coordinator Manual</a>.</p>	<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> </ul>	
X	X	X	<p>Review <b>“Pep Talks, Test Demo, and Test Practice”</b> in Module 3 of the Online ACCESS For ELLs: Administration training course.</p>		
X	X	X	<p>Plan <a href="#">communication for parents/family members</a> about ACCESS for ELLs testing and upcoming testing schedule.</p>		
X	X		<p>Receive, inventory, and distribute test materials to designated sites/staff.</p>	<ul style="list-style-type: none"> <li>Corporations receive test materials on <b>January 8, 2024</b>.</li> </ul>	



Before Testing

CTC	STC	TA	Task	State-specific Clarification	✓
			<ul style="list-style-type: none"> <li>Review “<b>Managing Secure Materials</b>” in Module 2 of the Online ACCESS for ELLs: Administration training course.</li> </ul>		
	X		Review materials for correct amount and type. 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 16, 2024</b>.</li> </ul>	
X			Review “ <b>Ordering Additional Materials</b> ” in Module 2 of the Online ACCESS for ELLs: Administration training course.		
	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> </ul>	
	X		Check District/School Labels for accuracy. Contact <a href="#">DRC Customer Support</a> if information is incorrect.	The CTC, WTC, or STC must contact DRC if District/School Labels are incorrect prior to the opening of the test window on <b>January 16, 2024</b> .	
	X		<p>Print test tickets and test rosters. Securely store according to state and local policies.</p> <ul style="list-style-type: none"> <li>Review “<b>Test Tickets &amp; Rosters</b>” in Module 4 of the Online ACCESS for ELLs: Administration training course.</li> </ul>	<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, tier placement information can be accessed in WIDA AMS Test Management, and then 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. A secure materials check-out/check-in process must be followed per the school’s local test security policy.</li> <li>Test Rosters and Test Tickets must be securely destroyed by the CTC, WIDA Test Coordinator, 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>Ensure student demographic information is accurate. Update student demographic information in WIDA AMS and print new test tickets, if necessary.</li> <li>Ensure that TAs are aware of and familiar with the accommodations to be provided according to the student’s formal plan (e.g., IEP, SP, CSEP, Section 504 Plan).</li> </ul>	
	X		<p><b>Kindergarten, Alternate</b> 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.</p>	<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 IDOE’s Guidelines for Completing Student Data on Test Booklets, located in Appendix C of the <a href="#">2023-2024 WIDA Assessment Guidance</a>.</li> </ul>	
X	X	X	<p><b>Kindergarten</b> Complete the Kindergarten ACCESS for ELLs: Administration and Scoring training course.</p> <p><b>Alternate</b> Complete the Alternate ACCESS: Administration and Scoring training course.</p>	<p><b>Note:</b> For Alternate ACCESS, certification must be dated on or after September 1, 2023, to be valid for test administration. For Kindergarten ACCESS, certification must be dated within 24 months of the test administration date.</p>	
	X	X	<p>Have students view <a href="#">Test Demos</a> and try <a href="#">Test Practice</a> items</p> <ul style="list-style-type: none"> <li>Review “<b>Preparing Your Students</b>” in Module 3 of the Online ACCESS for ELLs: Administration training course.</li> <li><b>New for 2023-24:</b> DRC INSIGHT hs a new look and feel. Schedule extra time to become familiar with the layout and navigation.</li> </ul>	<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</li> </ul>	



**Before Testing**

CTC	STC	TA	Task	State-specific Clarification	✓
			<p><b>Kindergarten</b> Test administrators review Listening and Speaking sample items</p> <p><b>Alternate</b> Test administrators review sample items</p>	found in <a href="#">Preparing Students for ACCESS for ELLs Online</a> on the <a href="#">ACCESS Test Practice and Sample Items</a> page.	
	X	X	Review <b>“Tracking Site Completion Status”</b> in Module 2 of the Online ACCESS for ELLs: Administration training course.		
		X	Pass required certification quiz(zes). Quizzes are located within the training courses.	<p>TAs must successfully complete the ACCESS training courses that correspond with assessments they are responsible for administering:</p> <ul style="list-style-type: none"> <li>Online ACCESS for ELLs: Administration</li> <li>Kindergarten ACCESS for ELLs: Administration and Scoring</li> <li>WIDA Alternate ACCESS: Administration and Scoring</li> </ul> <p><b>New for 2023-2024:</b> All ACCESS Online and Alternate ACCESS TAs are required to certify for those assessments this year. Certifications must be dated on or after September 1, 2023, to be valid. Certifications dated prior to September 1, 2023, are no longer valid.</p> <p>TAs administering Kindergarten ACCESS for ELLs must have a Kindergarten ACCESS for ELLs: Administration and Scoring certification dated within 24 months of the test administration date.</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.	All required training courses must be successfully completed prior to the administration of the test. Tests administered by TAs who do not have the proper certification(s) may be invalidated.	



During Testing

CTC	STC	TA	Task	State-specific Clarification	✓
		X	Set up the testing room according to the <a href="#">Test Administrator Manual</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.	A check-out/check-in process must be followed for all secure test materials in accordance with the local test security policy.	
		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 timing guides provided in the Test Administrator Manual 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 Test Administrator Manual (p. 63) provide the TA 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> </ul>	
	X		After students have completed the Listening and Reading tests, determine students’ tier placement information in WIDA AMS. <ul style="list-style-type: none"> <li>View the screencast on “<b>Test Domains: Listening &amp; Reading</b>” in Module 4 of the Online ACCESS for ELLs: Administration training course to learn how to export registration details in WIDA AMS</li> </ul>	<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 IDOE’s Guidelines for Completing Student Data on Test Booklets, located in Appendix C of the <a href="#">2023-2024 WIDA Assessment Guidance</a>.</li> </ul>	
	X		Report additional material needs to the District Test Coordinator.		
X			<p>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. Contact SEA if additional District/School Labels are needed.</p> <ul style="list-style-type: none"> <li>• Review <b>“Ordering Additional Materials”</b> in Module 2 of the Online ACCESS for ELLs: Administration training course.</li> </ul> <p>Refer to the <b>Secure Material Tracking Report</b> in WIDA AMS under Reporting Services &gt; Published Reports for a full list of all materials sent to your school/district.</p>	<p>Additional Materials Order window in WIDA AMS: <b>January 8 to February 23, 2024.</b></p> <ul style="list-style-type: none"> <li>• Additional Materials Orders must be placed using the <b>_District-Level Ordering Site Only</b> from the School selection in WIDA AMS.</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 or WTC should coordinate a single, consolidated order to meet the needs of all schools within the corporation.</li> <li>• Refer to Section 3 of the <a href="#">Test Coordinator Manual</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-out/check-in process, as detailed in the local test security policy.</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="#">Test Administrator Manual</a>.</li> </ul>	



After Testing

CTC	STC	TA	Task	State-specific Clarification	✓
X	X		Review <b>“Returning Materials”</b> in Module 2 of the Online ACCESS for ELLs: Administration training course.		
	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-out/check-in process, as detailed in the local test security policy.</li> <li>STCs must return all secure materials to the CTC or WTC 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. See Test Coordinator Manual and <i>Viewing and Editing a Registration</i> in Test Management Online Help in WIDA AMS for guidance on entering Do Not Score codes.	<ul style="list-style-type: none"> <li>Accommodations should be included in WIDA AMS and coded accurately on any student test documents.</li> <li>See page 25 <a href="#">Test Coordinator Manual</a> for guidance relating to DO NOT SCORE.</li> <li>The SPD (Special Education) Do Not Score code must only be used to indicate approved domain exemption accommodations, as documented in a student’s formal plan.</li> </ul>	
X	X		Prepare test materials for return. Refer to Returning Test Materials in Section 3 of the Test Coordinator Manual.	<ul style="list-style-type: none"> <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>	



After Testing

CTC	STC	TA	Task	State-specific Clarification	✓
X	X		Return test materials to DRC. Refer to the <b>Secure Material Tracking Report in WIDA AMS</b> under Reporting Services > Published Reports for a full list of all materials sent to your school/district and returned to DRC.	<ul style="list-style-type: none"> <li>All secure materials must be postmarked for return by <b>March 6, 2024</b>. <b>Note: Late student test books will not be scored.</b></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. Non-secure materials can be destroyed or discarded locally after testing is completed.</li> <li>Note: The Test Administrator Scripts for Grade 1 and Grades 2-3 are secure and must be returned to DRC.</li> <li>Refer to Section 3 of the <a href="#">Test Coordinator Manual</a> for a full list of secure and non-secure materials.</li> <li>See page. 25 Test Coordinator Manual for guidance relating to DO NOT SCORE.</li> </ul>	
X	X		Complete <b>Module 5: Test Scores</b> in the Online ACCESS for ELLs: Administration training course. This module focuses on data validation, accessing score reports, and effectively communicating test scores.	Users involved with completing pre-reporting data validation, accessing and disseminating score reports, and communicating test results must complete relevant sections of this module.	
X	X		Complete data validation process.	<ul style="list-style-type: none"> <li>Data validation is completed in WIDA AMS.</li> <li>Pre-reporting data validation (ACCESS for ELLs only) for LEAs is <b>March 25 to April 8, 2024</b>. Data corrections made during pre-reporting data validation will be reflected in initial reporting.</li> <li>Post-reporting data validation is completed by IDOE in May. Schools do not need to contact IDOE to report data discrepancies for post-reporting data validation. Updated reports and data files impacted by post-reporting data validation will be posted in WIDA AMS on <b>June 14, 2024</b>.</li> <li><b>Note:</b> For 2023-2024, pre-reporting data validation is not available for WIDA Alternate ACCESS. Data validation for WIDA</li> </ul>	



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				<p>Alternate ACCESS will occur during IDOE’s post-reporting data validation window in May.</p>	
X	X		<p>Review and distribute <a href="#">score reports</a> to designated sites/staff.</p> <ul style="list-style-type: none"> <li>Reminder: WIDA Alternate ACCESS score reports will be released in fall 2024 due to standard setting. For more information, please see <a href="#">WIDA Alternate ACCESS Updates</a>.</li> </ul>	<ul style="list-style-type: none"> <li>Initial Results: Reports and data files will be available online in WIDA AMS on <b>April 26, 2024</b>.</li> <li>Initial Results: Printed reports will arrive in corporations on <b>May 21, 2024</b>.</li> <li>Final Results: Print and distribute updated reports for any students impacted by post-reporting data validation when they become available online in WIDA AMS on <b>June 14, 2024</b>.</li> <li>Alternate ACCESS Results: Alternate ACCESS reports and data files will be available online in WIDA AMS on <b>September 10, 2024</b>. Printed reports will arrive in corporations on <b>September 26, 2024</b>. These results will be final.</li> </ul>	
	X	X	<p><a href="#">Communicate with students’ parents/family members</a> about ACCESS for ELLs test results.</p> <ul style="list-style-type: none"> <li>Updated score reporting resources for WIDA Alternate ACCESS will be available in fall 2024.</li> </ul>	<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>	