INDIANA
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	Paper	**Testing Window**	January 13, 2025 – February 28, 2025
WIDA member page	wida.wisc.edu/memberships/consortium/in		

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

🟦 Corporation Test Coordinator (CTC) task
🟩 School Test Coordinator (STC) task
🟨 Test Administrator (TA) task

Kindergarten Applies to Kindergarten ACCESS only
Alternate Applies to Alternate ACCESS only

Last Updated: 8/30/2024

ACCESS for ELLs Paper Checklist 2024-2025

Before Testing

CTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Determine which ACCESS for ELLs assessment(s) you are responsible for administering.	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. * 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.	
X	X		Communicate roles, responsibilities, and training requirements to test administrators.	Review IDOE's 2024-2025 WIDA Assessment Guidance for detailed information on user roles, responsibilities and training requirements. An Assessment Training Checklist for TAs is available in Appendix A of that document.	
X	X	X	Review training requirements based on your role.	• **CTCs** and **WIDA Test Coordinators (WTCs),** if applicable, are required to participate in the IDOE WIDA ACCESS Pretest Workshop. **CTCs** and/or **STCs** must provide Test Security Training for all school personnel on an annual basis. • **All school personnel** must complete Test Security Training and sign the Indiana Testing Security and Integrity Agreement. This is an annual requirement. • **All test coordinators and TAs** are responsible for reviewing the appropriate WIDA manuals (Test Coordinator Manual or Test Administrator Manual).	

Before Testing

CTC	STC	TA	Task	State-specific Clarification	✔
				• **TAs** must successfully complete the WIDA ACCESS training courses that correspond to the assessments they are responsible for administering.	
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.	• CTCs will contact INassessments@doe.in.gov to request a new WIDA Secure Portal account. • CTCs can designate a single WTC to oversee WIDA testing. CTCs are still ultimately responsible for the successful implementation of WIDA assessments. The WIDA Test Coordinator Designee form closes on September 30, 2024. CTCs provide access to the WIDA Secure Portal for WTCs. • CTCs and WTCs create WIDA Secure Portal accounts and update permissions for other staff members, as needed. If you already have an account and have trouble logging in, contact WIDA Client Services Center at help@wida.us. • WIDA requires users to agree to the Non-Disclosure and User Agreement annually.	

Before Testing

CTC	STC	TA	Task	State-specific Clarification	✔
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.	• CTCs will contact INassessments@doe.in.gov to request a new WIDA AMS account. • CTCs can designate a single WTC to oversee WIDA testing. CTCs are still ultimately responsible for the successful implementation of WIDA assessments. The WIDA Test Coordinator Designee form closes on September 30, 2024. CTCs provide access to the WIDA AMS for WTCs. • CTCs and WTCs create WIDA AMS accounts and update permission for other staff members, as needed. If you already have an account and have trouble logging in, contact WIDA@datarecognitioncorp.com. • DRC requires users to agree to the security terms at the user's first login.	
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.	• All test coordinators and ACCESS Paper test administrators are required to complete this module. • This overview module can be provided during the corporation/school trainings for STCs and TAs.	
			Submit Pre-ID file to DRC.	IDOE will populate the Pre-ID file via Data Exchange and accommodations data extracted from Indiana IEP (IIEP) on or after November 6, 2024, 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 6, 2024.	

Before Testing

CTC	STC	TA	Task	State-specific Clarification	✔
X			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	Users seeking certification must complete relevant sections of this module.	
X			Order materials in WIDA AMS.	• The Additional Materials Ordering window in WIDA AMS is **January 7 to February 21, 2025.** • Initial materials orders are populated based upon student data submitted on the Pre-ID file and shipped automatically. • Initial materials orders include Kindergarten ACCESS kits, Alternate ACCESS, ACCESS Writing Grades 1-3, ACCESS Paper 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. • **Note:** 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.	
X	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.	Users seeking certification must complete relevant sections of this module.	

Before Testing

CTC	STC	TA	Task	State-specific Clarification	✓
	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.	• 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 2024-2025` Accessibility and Accommodations Information for Statewide Assessments. • Participation in Alternate ACCESS is determined by the case conference committee and is documented in a student's formal plan. See the WIDA Alternate ACCESS Participation Decision Tree for more information. ELs who meet or are expected to meet Indiana's Alternate Measure (I AM) participation criteria must also participate in Alternate ACCESS.	
X	X		Assign accommodations for students with an IEP or 504 plan in WIDA AMS or bubble in on the Student Test Booklet.	• CTCs, WTCs, or STCs must verify individual accommodations in WIDA AMS. • 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 3, 2024. • TAs must be familiar with any accommodations to be provided per a student's formal plan. • Accomodations will also be coded on the Student Test Booklet, as applicable.	
	X		Review student data for accuracy in WIDA AMS.	• Demographic information in WIDA AMS and on the Pre-ID Label or hand coding must match. • If student demographic information is incorrect, the data must be updated in WIDA AMS. • 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	

Before Testing

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				be handcoded per IDOE's Guidelines for Completing Student Data on Test Booklets, located in Appendix B of the 2024-2025 WIDA Assessment Guidance.	
	X	X	Complete **Module 4: Administering the Test** in the Paper ACCESS for ELLs: Administration training course. This module focuses on preparing space, materials, and equipment.	Users seeking certification must complete relevant sections of this module.	
	X	X	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.*	• STCs and TAs should work together to develop a testing schedule. • Students should be scheduled by grade-cluster and tier placement (i.e., Grade 4-5 Tier A, or Grade 9-12 TIER B/C). See Test Scheduling in Section 5 of the Test Administrator Manual. • The Speaking test must be administered individually. • **Kindergarten** and **Alternate** ACCESS require individual test administrations.	
	X	X	Reserve space and all necessary equipment (e.g., CD player) for testing days.		
	X	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.		
X	X	X	Plan communication for parents/family members about ACCESS for ELLs testing and upcoming testing schedule.		

Before Testing

CTC	STC	TA	Task	State-specific Clarification	✓
X	X		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	Corporations receive test materials on **January 7, 2025**.	
	X		Review materials for correct amount and type. Report the amount and type of overage to the District Coordinator.	STCs should report overages to CTC prior to the opening of the test window on **January 13, 2025**.	
X			Review "**Ordering Additional Materials**" in Module 2: Planning & Logistics in the Paper ACCESS for ELLs: Administration training course		
	X		Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.	• Demographic information in WIDA AMS and on the Pre-ID Label or hand coding should match. • 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.	
	X		Check District/School Labels for accuracy. Contact DRC Customer Support if information is incorrect.	The CTC, WTC, or STC must contact DRC if the District/School Label is incorrect prior to the opening of the test window on **January 13, 2025**.	
	X		Apply labels to Test Booklets.		
	X		Bubble in demographic information and apply a District/School Label to Test Booklets that do not have Pre-ID Labels.	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	

Before Testing

CTC	STC	TA	Task	State-specific Clarification	✔
				Data on Test Booklets, located in Appendix B of the 2024-2025 WIDA Assessment Guidance.	
X	X	X	**Kindergarten** Complete the Kindergarten ACCESS for ELLs: Administration and Scoring training course. **Alternate** Complete the Alternate ACCESS: Administration and Scoring training course.	**Note:** For Alternate ACCESS, certification must be dated on or after September 1, 2024, to be valid for test administration. For Kindergarten ACCESS, certification must be dated within 24 months of the test administration date.	
	X	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	• Students should have appropriate instruction of testing procedures. • Practice booklets and audio files are available on the ACCESS Test Practice and Sample Items page. • Students with documented accommodations should have instruction and practice in the use of testing accommodations.	
		X	Pass required certification quiz(zes). Quizzes are located within the training courses.	TAs must successfully complete the ACCESS training courses that correspond with assessments they are responsible for administering and scoring: • Paper ACCESS for ELLs: Administration • Kindergarten ACCESS for ELLs: Administration and Scoring • WIDA Alternate ACCESS: Administration and Scoring Certifications to administer Paper ACCESS and Alternate ACCESS must be dated on or after September 1, 2024. Certification to administer Kindergarten ACCESS must be dated within 24 months of the test administration date.	

Before Testing

CTC	STC	TA	Task	State-specific Clarification	✓
		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 • Speaking for Grades 6-12: Scoring ACCESS Paper and WIDA Screener	TAs administering ACCESS Paper must successfully complete the Speaking Scoring training courses that correspond with assessments they are responsible for administering. Certifications must be dated within 24 months of the test administration date to be valid.	
		X	Pass the required certification quiz(zes) for Speaking scoring training. Quizzes are located within the training courses.	TAs administering ACCESS Paper must successfully complete the Speaking Scoring training courses that correspond with assessments they are responsible for administering. Certifications must be dated within 24 months of the test administration date to be valid.	
X	X	X	Ensure all staff involved in testing are certified according to state requirements, have completed required training, and understand how to follow test security and confidentiality procedures.	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.	
		X	Try out the Listening and Speaking CD(s) and CD player prior to the day of testing.	• Test the audio equipment prior to usage. • TAs may listen to the CDs in advance of the testing session to become familiar with the content. • CDs are secure testing materials and should be stored and handled as such. CDs must be returned to DRC with other secure test materials.	
	X	X	Distribute test session rosters to Test Administrators.		

During Testing

CTC	STC	TA	Task	State-specific Clarification	✔
		X	Set up the testing room according to the Test Administrator Manual. For group settings, ensure students are seated far enough apart to avoid distractions.		
	X		Distribute all necessary testing materials to Test Administrators using procedure for secure check-out of test materials.	A check-out/check-in process must be followed for all secure test materials in accordance with the local test security policy.	
		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.	• It is expected that the timing guides provided in the Test Administrator Manual be respected. (See Test Coordinator Manual page 4 for timing guides.)	
	X	X	Report additional material needs to the Test Coordinator.		

During Testing

CTC	STC	TA	Task	State-specific Clarification	✓
X			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.	Additional Materials Order window in WIDA AMS: **January 7 to February 21, 2025**. • Additional Materials Orders must be placed using the _District-Level Ordering Site Only from the School selection in WIDA AMS. • 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. • 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. • Refer to Section 3 of the Test Coordinator Manual for guidance on additional materials ordering.	
	X		Securely store all testing materials in between test sessions.	• 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. • TAs are not permitted to retain secure test materials outside of the daily test schedule.	
		X	Collect and account for all test materials in between test sessions. Return them to the Test Coordinator.	• See Preparing Test Materials for Return in Section 3 of the Test Administrator Manual.	

After Testing

CTC	STC	TA	Task	State-specific Clarification	✔
X	X		Review "**Returning Materials**" in Module 2: Planning & Logistics of the Paper ACCESS for ELLs: Administration training course.		
	X	X	Collect test materials from Test Administrators once testing is completed at each testing site.	• Secure test materials must be securely distributed and collected each day by the STC via a check-in/check-out process, as detailed in the local test security policy. • STCs must return all secure materials to the CTC or WTC once testing is completed at the testing site.	
	X	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.	• Accommodations should be included in WIDA AMS and coded appropriately on any student test documents. • See page 25 Test Coordinator Manual for guidance relating to DO NOT SCORE. • 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.	
X	X		Prepare test materials for return. Refer to Returning Test Materials in Section 3 of the Test Coordinator Manual.	• 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 • 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).	

After Testing

CTC	STC	TA	Task	State-specific Clarification	✔
X	X		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.	• All used and unused secure materials must be postmarked for return by **March 5, 2025**. **Note: Late student test books will not be scored**. • Unused Pre-ID Labels, District/School Labels, and used scratch paper must be securely destroyed locally. • Non-Secure materials including the Test Administration Manual, Test Coordinator Manual, 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. • Note: The Test Administrator Scripts for Grade 1 and Grades 2-3 are secure and must be returned to DRC. • Refer to Section 3 of the Test Coordinator Manual for a full list of secure and non-secure materials. • See page. 25 of the Test Coordinator Manual for guidance relating to DO NOT SCORE.	
X	X		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.	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.	• Data validation is completed in WIDA AMS. • Pre-reporting data validation (ACCESS for ELLs only) for LEAs is **March 24 to April 7, 2025**. Data corrections made during pre-reporting data validation will be reflected in initial reporting. • Post-reporting data validation is completed by IDOE in May. Schools can report data discrepancies identified in initial reporting via the WIDA ACCESS Action Request Form (optional).	

After Testing

CTC	STC	TA	Task	State-specific Clarification	✓
				Updated reports and data files impacted by post-reporting data validation will be posted in WIDA AMS on **June 12, 2025**.	
X	X		Review and distribute score reports to designated sites/staff.	• Initial Results: Reports and data files will be available online in WIDA AMS on **April 28, 2025**. • Initial Results: Printed reports will arrive in corporations on **May 15, 2025**. • 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 **June 12, 2025**.	
	X		Communicate with students' parents/family members about ACCESS for ELLs test results.	• Corporations and schools must share individual student results with parents or guardians in a timely manner. • ACCESS for ELLs: Understanding your Child's Scores is available in a wide variety of languages and can be found in the Resource Library on the WIDA website. • Score reports can be generated locally, and in a variety of languages in WIDA AMS.	