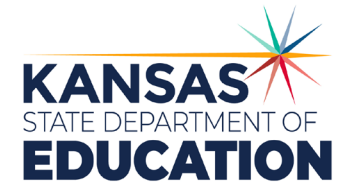




# KANSAS WIDA Alternate ACCESS Checklist 2024-2025



This state checklist is a guide for personnel involved in administering WIDA Alternate ACCESS. 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>Testing Window</b>	February 3, 2025 – March 14, 2025
<b>WIDA member page</b>	<ul style="list-style-type: none"> <li>• <a href="#">WIDA Consortium Information</a></li> <li>• <a href="#">Kansas Career Standards and Assessment Services (CSAS) Menu</a></li> <li>• <a href="#">Kansas ESOL Education Resources</a></li> </ul>
<b>State Assessment Contact</b>	Chelsea Pelfrey <a href="mailto:cpelfrey@ksde.org">cpelfrey@ksde.org</a> 785-296-0040
Online Resources	
<b>Training Courses and Resources</b> (login to Secure Portal required)	<ul style="list-style-type: none"> <li>• Kansas-specific Test Administrator Manual</li> <li>• <a href="#">WIDA Alternate ACCESS Interpretive Guide for Score Reports</a></li> <li>• <a href="#">Accessibility and Accommodations Manual</a></li> <li>• <a href="#">Q&amp;A Webinar Links and Recordings</a> (login to Secure Portal required)</li> </ul>
<b>Checklist Key</b>	
<ul style="list-style-type: none"> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #0070c0; border: 1px solid #000; margin-right: 5px;"></span> District Test Coordinator (DTC) task</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #70ad47; border: 1px solid #000; margin-right: 5px;"></span> Building Test Coordinator (BTC) task</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #ffc000; border: 1px solid #000; margin-right: 5px;"></span> Test Administrator (TA) task</li> </ul>	

WIDA Alternate ACCESS Checklist 2024-2025



WIDA ALTERNATE ACCESS 2024-2025			
Testing Specifics		Start Date	End Date
Pre-Testing	SEA Provides Site Changes to DRC	Tue 11/26/24	Tue 11/26/24
	Test Materials Ordering via WIDA AMS – LEAs	Fri 12/13/24	Tue 12/31/24
	LEAs Load Pre-ID/Student Import File into WIDA AMS	Fri 12/13/24	Tue 12/31/24
	Districts Receive Test Materials	Wed 1/29/25	Thu 1/30/25
During Testing	<b>Test Window</b>	<b>Mon 2/3/25</b>	<b>Fri 3/14/25</b>
	Additional Test Material Ordering Window in WIDA AMS	Wed 1/29/25	Fri 3/7/25
Post-Testing	Deadline for Shipping Completed Test Materials to DRC - <i>Postmark date</i>	Wed 3/26/25	Wed 3/26/25
	Pre-Reporting Data Validation – LEAs in WIDA AMS	Mon 4/28/25	Fri 5/2/25
	Alternate ACCESS Data Available to SEA - Posted in WIDA AMS	Tue 5/20/25	Tue 5/20/25
	Districts Receive Reports and Data - Posted in WIDA AMS	Tue 5/20/25	Tue 5/20/25
	Printed Reports Received in Districts	Tue 6/10/25	Wed 6/11/25



Before Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
X	X		Communicate roles, responsibilities, and training requirements to test administrators.		
X	X	X	Review training requirements based on your role.		
X	X	X	Contact Chelsea Pelfrey ( <a href="mailto:cpelfrey@ksde.org">cpelfrey@ksde.org</a> ) to obtain WIDA Secure Portal and WIDA AMS accounts.	New District Test Coordinators or changes in District Test Coordinator ONLY.	
X	X	X	Log in to your <a href="#">WIDA Secure Portal account</a> and agree to the Non-Disclosure and User Agreement (NDUA) that appears automatically upon first login.		
X	X	X	Log in to <a href="#">WIDA AMS</a> and agree to security terms that appear automatically at first login.  <b>New for 2024-25:</b> Learn about this year’s enhancements to WIDA AMS Test Management, Test Monitoring, and Reporting Services by viewing the <a href="#">WIDA AMS and DRC Technical Enhancements for 2024-2025</a> webinar recording in the WIDA Secure Portal.		
X	X		Review the following sections of the District and School Test Coordinator Manual. <ul style="list-style-type: none"> <li>• Part 1: Testing Overview (Sections 1-3)</li> <li>• Part 2: Assessment-specific guidelines (Section 7 only)</li> <li>• Part 3: Test Scoring and Score Reports</li> </ul>		
X			Submit Pre-ID file to DRC (Data Recognition Corporation).		
X			Order materials in WIDA AMS.	DTCs will order test materials.	



**Before Testing**

DTC	BTC	TA	Task	State-specific Clarification	✓
X	X	X	Review WIDA <a href="#">Accessibility and Accommodations Manual</a>		
X	X	X	Meet with all stakeholders regarding testing needs for students, reviewing the IEP or 504 plan and completing the Individual Characteristics Questionnaire (ICQ).		
X	X	X	Assign accommodations for students in WIDA AMS or bubble in on the Student Test Booklet.		
X	X	X	Review student data for accuracy in WIDA AMS.	<b>Data must be correct! Use a #2 pencil. Incorrect forms will not be accepted, and no score report will be provided.</b>	
		X	Create a testing schedule. All <b>Alternate ACCESS</b> test sessions are administered one-on-one.	Tests are paper-pencil	
		X	Reserve space and all necessary equipment for testing days.		
X	X	X	Plan <a href="#">communication for parents/family members</a> about WIDA Alternate ACCESS testing and upcoming testing schedule.		
X	X		Receive, inventory, and distribute test materials to designated sites/staff.		
X	X	X	Review materials for correct amount and type. Report the amount and type of overage to the District Coordinator.		
X	X	X	Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.		



Before Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
X			Check District/School Labels for accuracy. Contact <a href="#">DRC Customer Support</a> if information is incorrect.		
X	X		Apply labels to Test Booklets.		
X	X	X	Bubble in demographic information and apply a District/School Label to Test Booklets that do not have Pre-ID Labels.	<b>Data must be correct! Use a #2 pencil. Incorrect forms will not be accepted, and no score report will be provided.</b>	
X	X	X	Complete the <b>Alternate ACCESS: Administration and Scoring</b> training course.		
X	X	X	Review the following sections of the Kansas-specific Test Administrator Manual. <ul style="list-style-type: none"> <li>Part 1: Test Administration Overview (Sections 1-3)</li> <li>Part 2: Assessment-specific guidelines</li> <li>Part 3: Test Scoring and Score Reports</li> <li>Appendix: WIDA Alternate ACCESS Proficiency Level Descriptors</li> </ul>		
		X	Review sample items with students.		
		X	Pass required certification quiz, located at the end of the training course.		
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.		



**During Testing**

DTC	BTC	TA	Task	State-specific Clarification	✓
		X	Set up the testing room according to the Test Administrator Manual.		
X	X		Distribute all necessary testing materials to Test Administrators using procedure for secure check-out of test materials.	<b>Data must be correct! Use a #2 pencil. Incorrect forms will not be accepted, and no score report will be provided.</b>	
		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.		
	X	X	Report additional material needs to the 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. Contact SEA if additional District/School labels are needed.  Refer to the <b>Secure Material Tracking Report</b> 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.		
X	X	X	Securely store all testing materials in between test sessions.		
		X	Collect and account for all test materials in between test sessions. Return them to the Test Coordinator.		



After Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
X	X		Collect test materials from Test Administrators once testing is completed at each testing site.		
X	X	X	Ensure all accommodations and Do Not Score codes are correctly marked on the booklet. See <a href="#">Test Coordinator Manual</a> for guidance on marking Do Not Score codes.	<b>Data must be correct! Use a #2 pencil. Incorrect forms will not be accepted, and no score report will be provided.</b>	
X			Prepare test materials for return. Refer to Returning Test Materials in Section 3 of the Test Coordinator Manual.		
X			Return test materials to DRC. Refer to the <b>Secure Material Tracking Report</b> 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.	Shred unused Pre-ID labels and scratch paper 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.	
X			Complete data validation process.		
X	X		Review and distribute <a href="#">score reports</a> to designated sites/staff.		
X	X	X	<a href="#">Communicate with students’ parents/family members</a> about WIDA Alternate ACCESS test results.		