KENTUCKY
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			
Test delivery mode	Online except Kindergarten, Alternate ACCESS, Braille and Large Print	**Testing Window**	January 4, 2024 – February 16, 2024
WIDA member page	wida.wisc.edu/memberships/consortium/ky		

Online Resources	
Training Courses (login to Secure Portal required) • Online ACCESS for ELLs: Administration • WIDA Alternate ACCESS: Administration and Scoring • Kindergarten ACCESS for ELLs: Administration and Scoring **Course Resources:** • ACCESS Online, Kindergarten ACCESS, Alternate ACCESS	• ACCESS for ELLs Interpretive Guide for Score Reports • Alternate ACCESS for ELLs Interpretive Guide for Score Reports • Technology Resources • Accessibility and Accommodations Resources • Q&A Webinar Links and Recordings For more state-specific resources, visit your WIDA member page.

Checklist Key	
■ District Assessment Coordinator (DAC) task ■ Building Assessment Coordinator (BAC) task ■ Test Administrator (TA) task	**Kindergarten** Applies to Kindergarten ACCESS only **Alternate** Applies to Alternate ACCESS only

Last Updated: 12.8.2023

Before Testing					

DAC	BAC	TA	Task	State-specific Clarification	✔
X	X	X	Determine which ACCESS for ELLs assessment(s) you are responsible for administering.	Test administrators (TAs) must be certified employees of the district, have the Administrative Code & Inclusion of Special Populations training, complete the WIDA training courses, and go over all the ACCESS trainings on the KDE website to administer the ACCESS Online.	
X	X		Communicate roles, responsibilities, and training requirements to test administrators.		
X	X	X	Review training requirements based on your role.	Test administrators must recertify annually with ACCESS, Alternate ACCESS and Kindergarten ACCESS.	
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.	Please see the DAC first to get on the google form .To request an ACCESS account, the DAC will contact Chris Williams at the KY Department of Education. Non-Disclosure and User Agreements must be kept on file in the district office. To get a blank copy, visit the NDUA page on the WIDA Secure Portal.	
X	X	X	Log in to WIDA AMS and agree to security terms that appear automatically at first login. • **New this year**: WIDA AMS has new applications for Import, Student and Test Management. Review screencasts in the ACCESS Online training course for more information.	District Assessment Coordinators (DACs) can designate permissions and create accounts for Building Assessment Coordinators (BACs) and Test Administrators (TAs). DACs and District Technology Coordinators who need WIDA AMS accounts, contact Chris Williams.	
X	X	X	Complete **Module 1: Introduction** 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.	Everyone who goes through Online ACCESS training completes this module.	

Before Testing

DAC	BAC	TA	Task	State-specific Clarification	✔
X			Set up WIDA AMS accounts for Technology Coordinators and Test Administrators. *Tip: If you need assistance, review the WIDA AMS User Guide.*	District Assessment Coordinators (DACs) can designate permissions and create accounts for Building Assessment Coordinators (BACs) and Test Administrators (TAs). DACs and District Technology Coordinators who need WIDA AMS accounts, contact Chris Williams.	
			Submit Pre-ID file to DRC.	Districts do not submit the Pre-ID file to DRC. Office of Assessment and Accountability (OAA) submits this to DRC.	
X	X	X	Complete **Module 2: Planning & Logistics** 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.	This module contains recommended information needed for those seeking certification.	
X			Order materials in WIDA AMS.	DACs order materials in WIDA AMS; SEA reviews the materials before placing the order. For grades 1-3- The prompts and responses for the Writing domain will be entered in the test booklet. **Do not manually add students to an online session.** For grades 4-12- The prompts and responses for the Writing domain will be entered online. Writing Response Booklets for Grades 4-12 will NOT be ordered or shipped with Initial materials order.	
X	X		Discuss district and school technology needs and capacity to administer the online test with the Technology Coordinator.	The Technology Checklist must be completed and on file in the district office.	
X	X	X	Complete **Module 3: Preparing Your Students, School, & District** in the Online ACCESS for ELLs: Administration training course. This module focuses on preparing your students for testing and assigning accommodations.	This module contains recommended information needed for those seeking certification.	

Before Testing

DAC	BAC	TA	Task	State-specific Clarification	✓
X	X	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.	Alternate ACCESS, Kindergarten and the EL students who need Braille, and Large Print will take the paper/pencil version of ACCESS and not online. Hearing Impaired students will take Reading and Writing only online, or paper if necessary. For IEP and 504 students taking the assessment, fill out the accommodation forms by test in the back of the Accessibility and Accommodations Manual.	
X	X		In WIDA AMS, assign accommodations for students with an IEP or 504 plan.		
X	X		**Optional:** 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.	Students are in pre-populated generic test sessions when WIDA AMS window opens if enrolled in the district when materials were ordered.	
X	X		Finalize student counts. Add any new students to WIDA AMS and assign them to registrations.		
X	X		Review student data for accuracy in WIDA AMS. Confirm that all students are listed in WIDA AMS and assigned to correct registrations.	Only DACs or designee can edit student information in WIDA AMS.	
X	X		Complete **Module 4: Administering the Test** in the Online ACCESS for ELLs: Administration training course. 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.	This module contains recommended information needed for those seeking certification.	
X	X		Create a testing schedule. All **Kindergarten** and **Alternate ACCESS** test sessions are administered one-on-one. *Tip: Allow several days at the end for makeup testing. See the Test Coordinator Manual for help with scheduling.*		

Before Testing

DAC	BAC	TA	Task	State-specific Clarification	✔
X	X		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 Test Coordinator Manual.	Seating charts are required for all individual or group testing. The seating chart forms are located on the KDE website.	
X	X	X	Review "**Pep Talks, Test Demo, and Test Practice**" in Module 3 of the Online ACCESS For ELLs: Administration training course.	The Test Administrator must complete this within the training course.	
X	X		Plan communication for parents/family members about ACCESS for ELLs testing and upcoming testing schedule.	WIDA resources to consider: • What is ACCESS for ELLs? parent handout (available in English and other languages) • What is Alternate ACCESS for ELLs? parent handout (available in English and other languages)	
X	X		Review "**Managing Secure Materials**" in Module 2 of the Online ACCESS for ELLs: Administration training course.		
X	X		Receive, inventory, and distribute test materials to designated sites/staff.	Test materials are shipped to the district office or to a designated warehouse that the DAC has chosen. No school personnel may review, edit or share, either verbally or nonverbally, the contents of test without approval from Kentucky Department of Education.	
	X		Review materials for correct amount and type. Report the amount and type of overage to the District Coordinator.	If materials are missing, add information to the Materials Accountability Form in WIDA AMS.	
X			Review "**Ordering Additional Materials**" in Module 2 of the Online ACCESS for ELLs: Administration training course.	The Additional Test Material Window for KY is 12/5/23 to 2/9/24.	
X	X		Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.		
X			Check District/School Labels for accuracy. Contact DRC Customer Support if information is incorrect.		
X	X		Print test tickets and test rosters. Securely store according to state and local policies.	Test tickets may be printed a day prior to the testing window opening and must be secure at all times before, during, and after testing within a double-locked storage area.	

Before Testing

DAC	BAC	TA	Task	State-specific Clarification	✔
X	X		Review test tickets for accuracy of demographic information and accommodations.		
X	X		**Kindergarten**, **Alternate 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.	If the student has a Pre-ID label, the date the student was administered the assessment must be bubbled in. If the student has an IEP or 504 plan the accommodations must be bubbled in on the back cover of the test booklet if testing paper/pencil, and entered in WIDA AMS if testing online.	
X	X	X	**Kindergarten** Complete the Kindergarten ACCESS for ELLs: Administration and Scoring training course. **Alternate** Complete the WIDA Alternate ACCESS: Administration and Scoring training course.	TA's must watch the WIDA Kindergarten webinar.	
	X	X	Have students view Test Demos and try Test Practice items • Review **"Preparing Your Students"** in Module 3 of the Online ACCESS for ELLs: Administration training course. • **New for 2023-24:** DRC INSIGHT has a new look and feel. Schedule extra time to become familiar with the layout and navigation. **Kindergarten** Test administrators review Listening and Speaking sample items **Alternate** Test administrators review sample items	BACs need to ensure that all students have completed the test demos and test practice items.	
X	X		Review **"Tracking Site Completion Status"** in Module 2 of the Online ACCESS for ELLs: Administration training course.	This module references some tools that are restricted to district and school users in WIDA AMS and that provide a high level view of test status within the school/district. It is not related to the Test Monitoring Application.	

Before Testing

DAC	BAC	TA	Task	State-specific Clarification	✔
		X	Pass required certification quiz(zes). Quizzes are located within the training courses.	TAs must be certified/classified district employees, pass the applicable quizzes, have Administration Code training (all TAs), and Inclusion of Special Populations training (if providing accommodations). Annual recertification is required for grades K-12. DACs and BACs are responsible for ensuring all staff involved in testing are certified according to the requirements listed in this checklist and all test administrators have reviewed Kentucky's ACCESS for ELLs training webinars	
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

DAC	BAC	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.	Seating charts, for groups and/or individuals, are required reflecting the students and adults in testing room. The DAC will collect and maintain seating charts. Content or strategies for solving problems on walls, bulletin boards or other surfaces (e.g., ceilings, floors, blinds, windows and clothing) must be covered or removed during testing. Administration Code Training has more information around testing environment.	
	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).	Make sure the district or school technology coordinators are available during the test window to troubleshoot.	
		X	Distribute test tickets to students and verify information on ticket matches student's test plan.	TA must ensure that the each student testing is given the correct test ticket for testing online and the correct test booklet, if testing on paper. If a student tests with another student's test ticket or booklet, it must be reported to the BAC. The BAC will report to the DAC to file as an allegation.	

During Testing

DAC	BAC	TA	Task	State-specific Clarification	✔
		X	Follow all directions provided in the manuals and scripts. Monitor students to ensure test security.	Uncontrollable circumstances (e.g., fire alarms or power outages) may interrupt testing. If testing is interrupted and time permits, note the amount of remaining time, collect all test materials and secure the room. When normal conditions are restored, redistribute the testing materials to students and resume testing. Interruptions should not reduce the total amount of time students are given to complete the test. Should interruptions occur, document the occurrence and notify your BAC immediately. All documentation should be forwarded to your DAC and kept on file in the district office. To invalidate or force submit a test, contact SEA. Must adhere to the Accessibility and Accommodations Manual when it comes to providing accommodations for IEP or 504 Plan students and must adhere closely to the timing of each domain of the test. If additional time is needed beyond the time allowed please contact Chris Williams.	
X	X	X	After students have completed the Listening and Reading tests, determine students' tier placement information in WIDA AMS. • View the screencast on "**Test Domains: Listening & Reading**" in Module 4 of the Online ACCESS for ELLs: Administration training course to learn how to export registration details in WIDA AMS	For Writing grades 1-3, students view prompts and respond only in the test booklet. The student does not have an assigned test session for Writing in WIDA AMS. In grades 4-12, Writing is done all online.	
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.	Only apply Pre-ID labels to Writing Test Booklets grades 1-3 to be scored. If a Pre-ID label is not available or incorrect, refer to Kentucky's ACCESS Overview Training on KDE website	
	X		Report additional material needs to the District Test Coordinator.	Before sending an additional order to the DAC, make sure that you have checked all materials to see if you have extra in the district.	

| During Testing | |

DAC	BAC	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 Online ACCESS for ELLs: Administration training course. Refer to the **Secure Material Tracking Report** in WIDA AMS under Reporting Services > Published Reports for a full list of all materials sent to your school/district.	Only DAC level permissions allow for ordering additional materials in WIDA AMS. DACs will contact Chris Williams for additional materials for the permissions. Refer to Section 3 in the Test Coordinator Manual for information on additional materials ordering. DACs must get prior approval from KDE before ordering additional materials in WIDA AMS. DACs need to check their overage and with all the school to see if there are extra materials in the district before ordering materials in WIDA AMS.	
X	X		Securely store all testing materials in between test sessions.	Administration Code Training has more information around test security of materials. Keep the all secure materials (test tickets, test booklets, scratch paper, etc. in a double-locked storage area and not in any classrooms.	
	X	X	Collect and account for all test materials. Return them to the Test Coordinator.	Test tickets and scratch paper are returned to the BAC for destroying after testing is complete each day and not kept in the classroom. Scratch paper is allowed but the students must be able to use within the time for each domains of testing. It is optional for students to use scratch paper. If testing online, student can utilize the notepad.	
		X	Monitor and supervise students during the testing sessions.	Students are not allowed to modify his or her response to a question in a part of the test that is complete, nor will he or she be allowed to work ahead in a part not yet administered. Adhere to the times in the ACCESS Test Administrator Manual and ACCESS Overview Training for each domain. There are no additional electronic devices like cell phones, smart watches, etc. in the testing rooms unless it for medical reasons. For medical reasons, the student's phone is to be placed on the teacher's desk during testing. Make sure the students are not using any electronic devices to take pictures of test materials, answers or seek information from the internet. Please see ACCESS Overview training for additional details.	

After Testing

DAC	BAC	TA	Task	State-specific Clarification	✓
X	X		Review **"Returning Materials"** 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.		
X			Ensure all accommodations and Do Not Score codes are correctly marked on the booklet or in WIDA AMS. See Test Coordinator Manual and *Viewing and Editing a Registration* in Test Management Online Help in WIDA AMS for guidance on entering Do Not Score codes.	DACs or designee can modify accommodations and Do Not Score codes in WIDA AMS.	
X	X		Prepare test materials for return. Refer to Returning Test Materials in Section 3 of the Test Coordinator Manual.	If a scorable student test booklet was damaged after the student began testing, the student's responses must be transcribed into a new test booklet by trained school personnel. Document what happened to the booklet on the Accountability Form (found under Materials in WIDA AMS).	
X	X		Return test materials to DRC. Refer to the **Secure Material Tracking Report in WIDA AMS** under Reporting Services > Published Reports for a full list of all materials sent to your school/district and returned to DRC.	Refer to Section 3 of the Test Coordinator Manual for a list of the secure materials to be returned. Non-Secure materials including the Test Administrator Manual, Test Coordinator Manual should not be returned to DRC. Scratch paper and test tickets are returned to BAC for destruction securely after testing. Please refer to the ACCESS Overview training slide 125 for assistance when shipping materials back to DRC.	
X	X		Complete **Module 5: Test Scores** in the Online ACCESS for ELLs: Administration training course. This module focuses on data validation, accessing score reports, and effectively communicating test scores.		

After Testing

DAC	BAC	TA	Task	State-specific Clarification	✔
X	X		Complete data validation process.	DRC will send to the DACs a memo by email prior to the Data Validation process in WIDA AMS. DACs and BACs complete pre-reporting data validation in WIDA AMS. Pre-reporting data validation: 3/20/24-4/3/24 Post-reporting data validation: 5/7/24-5/21/24 For post-reporting data validation, DACs will work with Chris Williams to fix any issues.	
X			Review and distribute score reports to designated sites/staff. Reminder: WIDA Alternate ACCESS score reports will be released in fall 2024 due to standard setting. For more information, please see WIDA Alternate ACCESS Updates.	DRC will send out a memo to DACs when the reports are available. Score reports for ACCESS will be available online in WIDA AMS: 4/26/24. ACCESS Online Printed reports will be shipped to the district: 5/8/24 WIDA Alternate ACCESS reports will be online in WIDA AMS: 9/11/24. Districts will receive the WIDA Alternate ACCESS printed reports: 9/26/24. More information and resources can be found on the Scores and Reports page of the WIDA website.	
X	X		Communicate with students' parents/family members about ACCESS for ELLs test results. Updated score reporting resources for WIDA Alternate ACCESS will be available in fall 2024.	Exit criteria for ACCESS for ELLs is an overall composite of a 4.5 on a Tier B/C. Exit criteria for Alternate ACCESS is a overall composite of a PL 2 could change after the 2024 Standard Setting. Exit criteria for Kindergarten ACCESS is an overall composite of a 4.5 . WIDA Parent Guides, available in the Resource Library: • ACCESS for ELLs: Understanding your Child's Scores • Alternate ACCESS For ELLs: Understanding your Child's Scores	
X	X		Complete ACCESS rosters.	Complete ACCESS/WIDA Alternate ACCESS Rosters in the Student Data Review and Rosters (SDRR) Application. The ACCESS/WIDA Alternate ACCESS Roster Training is on the ACCESS for ELLs page of the KDE website.	

After Testing