STATE NAME
ACCESS for ELLs Paper Checklist
2023-2024

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		**Testing Window**	M/D/YYYY – M/D/YYYY
WIDA member page	Wida.wisc.edu/memberships/consortium/		
Online Resources			

Training Courses (login to Secure Portal required)
- Paper ACCESS for ELLs Paper: 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
- Alternate ACCESS for ELLs 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

■ District Test Coordinator (DTC) task
■ School Test Coordinator (STC) task
■ Test Administrator (TA) task

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

Before Testing

DTC	STC	TA	Task	State-specific Clarification	✔
			Determine which ACCESS for ELLs assessment(s) you are responsible for administering.		
			Communicate roles, responsibilities, and training requirements to test administrators.		
			Review training requirements based on your role.	New for 2023-24: All WIDA Alternate ACCESS test administrators are required to certify this year. Certification must be completed **after** September 1, 2023 to be valid.	
			Log in to your WIDA account and agree to the Non-Disclosure and User Agreement (NDUA) that appears automatically upon first login.		
			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 Paper training course for more information		
			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.	Note for SEA: WIDA recommends that everyone who goes through Paper ACCESS training complete this module.	
			Submit Pre-ID file to DRC.		
			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 managing, distributing, and securing test materials	Note for SEA: This module contains information about Returning Materials that is recommended information for those seeking certification.	
			Order materials in WIDA AMS.		

Before Testing

DTC	STC	TA	Task	State-specific Clarification	✔
			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.	Note for SEA: This module contains recommended information needed for those seeking certification.	
			Review "**Accessibility**" in Module 1: Introduction in the Paper ACCESS for ELLs: Administration training course		
			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.		
			Assign accommodations for students with an IEP or 504 plan in WIDA AMS or bubble in on the Student Test Booklet.		
			Review student data for accuracy in WIDA AMS.		
			Complete **Module 4: Administering the Test** in the Paper ACCESS for ELLs: Administration training course This module focuses on preparing space, materials, and equipment, creating a testing schedule, and how to administer specific domains.	Note for SEA: This module contains recommended information needed for those seeking certification.	
			Create a testing schedule. All **Speaking** tests and all **Kindergarten** and **Alternate ACCESS** test sessions are administered one-on-one. *Tip: Break testing down into days in the window. Allow several days at the end for makeup testing. Refer to Test Coordinator Manual for test scheduling resources.*		
			Reserve space and all necessary equipment (e.g., CD player) for testing days.		

Before Testing

DTC	STC	TA	Task	State-specific Clarification	✔
			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.		
			Plan communication for parents/family members about ACCESS for ELLs testing and upcoming testing schedule.		
			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		
			Review materials for correct amount and type. Report the amount and type of overage to the District Coordinator.		
			Review "**Ordering Additional Materials"** in Module 2: Planning & Logistics in the Paper ACCESS for ELLs: Administration training course		
			Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.		
			Check District/School Labels for accuracy. Contact DRC Customer Support if information is incorrect.		
			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.		
			Kindergarten Complete the Kindergarten ACCESS for ELLs: Administration and Scoring training course. **Alternate** Complete the Alternate ACCESS: Administration and Scoring training course.		

Before Testing

DTC	STC	TA	Task	State-specific Clarification	✔
			Have students review Listening and Speaking paper sample items. **Kindergarten** Test administrators review Listening and Speaking sample items **Alternate** Test administrators review sample items		
			Pass required certification quiz(zes). Quizzes are located within the training courses.	**New for 23-24:** All WIDA Alternate ACCESS test administrators are required to certify this year. Certification must be completed **after** September 1, 2023 to be valid. Certifications from prior years are based on the previous version of the test and are no longer valid.	
			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		
			Pass the required certification quiz(zes) for Speaking scoring training.		
			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.		
			Try out the Listening and Speaking CD(s) and CD player prior to the day of testing.		
			Distribute test session rosters to Test Administrators.		

During Testing

DTC	STC	TA	Task	State-specific Clarification	✔
			Set up the testing room according to the Test Administrator Manual. For group settings, ensure students are seated far enough apart to avoid distractions.		
			Distribute all necessary testing materials to Test Administrators using procedure for secure check-out of test materials.		
			Distribute necessary materials to students (test booklets, pencils, scratch paper).		
			Follow all directions provided in the manuals and scripts. Monitor students to ensure test security.		
			Report additional material needs to the Test Coordinator.		
			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 Materials Tracking Report** in WIDA AMS under Reporting Services > Published Reports for a full list of all materials sent to your school/district.		
			Securely store all testing materials in between test sessions.		
			Collect and account for all test materials in between test sessions. Return them to the Test Coordinator.		

After Testing

DTC	STC	TA	Task	State-specific Clarification	✔
			Review "**Returning Materials**" in Module 2: Planning & Logistics of the Paper ACCESS for ELLs: Administration training course.		
			Collect test materials from Test Administrators once testing is completed at each testing site.		
			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.		
			Prepare test materials for return. Refer to Returning Test Materials in Section 3 of the Test Coordinator Manual.		
			Return test materials to DRC. Refer to the **Secure Materials 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.	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.	
			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.		
			Complete data validation process.		
			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.		
			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.		