



MASSACHUSETTS
ACCESS for ELLs Online Checklist
2018-2019



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
Testing Window	January 3, 2019 – February 8, 2019
WIDA member page	wida.wisc.edu/memberships/consortium/ma
Online Resources	
<ul style="list-style-type: none"> • ACCESS for ELLs Test Administrator Manual (TAM) <i>Test administration policies and procedures</i> • ACCESS for ELLs District and School Test Coordinator Manual (DSCM) <i>Test coordination policies and procedures</i> • ACCESS for ELLs Accessibility and Accommodations Supplement (A&AS) <i>Accessibility and accommodations policies and procedures</i> • Technology Readiness Checklist For Technology Coordinators 	<ul style="list-style-type: none"> • Interpretive Guide for Score Reports • Alternate ACCESS for ELLs Interpretive Guide • WIDA AMS User Guide • State-Specific Directions • Q&A Webinar Calendar <p>For more state-specific resources, visit your WIDA member page.</p>
Checklist Key	
<ul style="list-style-type: none"> ■ District Test Coordinator (DTC) task ■ School Test Coordinator (STC) task ■ Test Administrator (TA) task 	<ul style="list-style-type: none"> i Click for more information K Kindergarten ACCESS task A Alternate ACCESS task Opt Optional task




Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Determine which ACCESS for ELLs assessment you are responsible for administering: Online, Paper, Kindergarten (K), or Alternate (A).		
X	X	X	Review training requirements based on your role.	<p>New TAs: For online administration, test proctors are not required to be certified education professionals. Proctors may administer accommodations, provided they receive training prior to administration and are under the direct supervision of a test administrator. All Test Coordinators and Test Administrators administering ACCESS for the first time must view the online training modules for <i>computer-based (online) testing</i>, and pass the Online Administration Quiz with a score of 80% or above.</p> <p>Returning TAs: Training and certification is required bi-annually.</p>	
X	X	X	Log in to your WIDA account and agree to the Non-Disclosure and User Agreement (NDUA) that pops up automatically upon first login.	<p>District Test Coordinators should contact the WIDA Client Services Center at 866-276-7735 or help@wida.us for assistance in setting up their personal accounts and receiving district level permissions.</p> <p>Educators who wish to set up an account may do so by contacting their District Test Coordinator. Instructions will remain posted on the Department's website as well.</p>	
X	X	X	Log in to WIDA AMS and agree to security terms that appear automatically at first login.	<p>District Test Coordinators should contact DRC Customer Service at 855-787-9615 or WIDA@DataRecognitionCorp.com for assistance in setting up their district test coordinator account.</p> <p>Educators who wish to set up an account may do so by contacting their District or School Test Coordinator.</p> <p>Technology coordinators who wish to set up an account may do so by contacting their District Test Coordinator.</p>	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Watch the Training Overview tutorial .		
X	X		Set up WIDA AMS accounts for Technology Coordinators and Test Administrators. 		
			Submit Pre-ID file to DRC.	Pre-ID file is uploaded by the State.	
X	X		Watch the Ordering Materials tutorial.		
X	X		Order materials in WIDA AMS.	Material ordering window is October 22–November 9, 2018.	
X	X		Discuss district and school technology needs and capacity to administer the online test with the Technology Coordinator. Opt		
X	X	X	Watch the Accessibility Overview tutorial .		
X	X	X	Watch the Assigning Accommodations tutorial .		
X	X	X	Meet with all stakeholders regarding testing needs for students with an IEP or 504 plan.		
X	X		In WIDA AMS, assign accommodations for students with an IEP or 504 plan.	Assigned student accommodations from the 2017-2018 administration will be loaded into WIDA AMS. They should be reviewed for accuracy and updated as needed.	
			Modify default test sessions in WIDA AMS to meet district/school needs. Opt		
X	X		Finalize student counts. Add any new students to WIDA AMS and assign them to test sessions.		
X	X		Review student data for accuracy in WIDA AMS.		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Confirm that all students are listed in WIDA AMS and assigned to test sessions.		
	X		Watch the Test Scheduling tutorial .		
	X	X	Create a testing schedule. All Kindergarten K and Alternate ACCESS A test sessions should be one-on-one. Tip: <i>Break testing down into days in the window. Allow several days at the end for makeup testing.</i>		
	X	X	Plan a seating arrangement for testing areas. Verify that students are adequately spaced for the Speaking Test. Opt	The Speaking test can be administered to 3–5 students per test administrator, according to the guidelines described on page 54 of the District and School Test Coordinator Manual ; the test should take up to 30 minutes per testing group.	
	X		Watch the Test Practice and Test Tickets tutorial .		
X	X	X	Plan communication for parents/family members about ACCESS for ELLs testing and upcoming testing schedule.		
	X		Watch the Managing Test Materials tutorial .		
	X		Receive, inventory, and distribute test materials to designated sites/staff.	Materials delivered January 2, 2019	
	X		Review materials for accuracy. Report the amount and type of overage to the District Coordinator.	Overage is not required to be reported to the District Test Coordinator in MA.	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
	X		Watch the Additional Materials Orders tutorial .	Additional test materials may be ordered during the Additional Materials Ordering window between January 2 and January 31, 2019. Contrary to instructions provided in WIDA manuals, additional materials are ordered directly by each school , rather than by the district. To the extent possible, each school should combine their additional materials requests into a single order. Materials should not be transferred between sites.	
	X		Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.	See MA State-Specific Directions for additional information.	
	X		Check District/School Labels for accuracy. Contact DRC Customer Support if information is incorrect.		
	X		Print test tickets and test rosters. Securely store according to state and local policies.		
	X	X	Review test tickets for accuracy of demographic information and accommodations.		
	X	X	K , A 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.	See MA State-Specific Directions for additional information.	
X	X	X	Watch the Administering the Test tutorial . K Watch the Kindergarten Training Video Series . A Watch the Alt ACCESS Test Administration Tutorial .		
	X	X	Have students view Test Demos and try Test Practice items K Test administrators review Listening and Speaking sample items A Test administrators review sample items		
X	X		Watch the Monitoring Test Progress tutorial (applies to online testing only).		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Take the Online Administration Quiz and pass with a score of 80% or higher. K Take the Kindergarten Quiz . A Take the Alt ACCESS Quiz .	<p>New TAs: For online administration, test proctors are not required to be certified education professionals. Proctors may administer accommodations, provided they receive training prior to administration and are under the direct supervision of a test administrator. All Test Coordinators and Test Administrators administering ACCESS for the first time must view the online training modules for <i>computer-based (online) testing</i>, and pass the Online Administration Quiz with a score of 80% or above.</p> <p>Returning TAs: Training and certification is required bi-annually.</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.		



During Testing

DTC	STC	TA	Task	State-specific Clarification	✓
	X	X	Set up the testing room according to the TAM . For group settings, ensure students are seated far enough apart to avoid distractions.		
	X		Gather test administration materials: Test Administrator’s Script(s), Test Administrator Manual, test tickets, test roster, Writing Test Booklets, #2 pencils, clock, etc.		
	X	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	X	Securely store all testing materials in between test sessions.		
	X	X	Refer to manuals and scripts for test administration procedures.	<ul style="list-style-type: none"> • ACCESS for ELLs tests are untimed for all students. The following suggested testing times apply only to the time that students are working on the test and do not include set-up time, reading directions, or giving breaks to students between tests. Each ACCESS for ELLs test section for grades 1–12 is designed to be completed in group-administered sessions in the following time frames: Listening (40 minutes), Reading (50 minutes), Writing (65 minutes), and Speaking (30 minutes). • Test domains should not be combined into one test session. However, more than one domain may be tested on the same day, with a break between tests. • Plan for extended time, especially for ELs with disabilities, up to the end of the school day, as needed. • Students in different grade clusters or testing tiers may be tested together, except students in grades 1-3 completing handwriting on paper. These students must be separated by grade cluster and tier for Writing. 	




During Testing

DTC	STC	TA	Task	State-specific Clarification	✓
	X	X	After students have completed the Listening and Reading tests, run a Tier Placement Report in WIDA AMS.		
	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.	See MA State-Specific Directions for state-specific instructions.	
		X	Report additional material needs to the Test Coordinator.	<ul style="list-style-type: none"> • Massachusetts requires ordering by and shipment to schools. • This contradicts instructions in the WIDA manuals. • Additional materials are also ordered by and shipped to schools. • Materials should not be transferred between test sites. 	
	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.		
	X	X	Collect and account for all test materials. Return them to the Test Coordinator.		



After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
	X	X	Watch the After Testing tutorial .		
	X		Collect test materials from Test Administrators once testing is completed at each testing site.		
	X	X	Ensure all accommodations and Do Not Score codes are correctly marked on the booklet or in WIDA AMS.	See MA State-Specific Directions for state-specific instructions.	
	X	X	Prepare test materials for return.	Refer to section 5 in the DCSM .	
	X		Return test materials to DRC.	Pre-ID labels and scratch paper should be securely destroyed.	
X	X		Watch the Data Validation tutorial .		
X	X		Complete data validation process.	Pre-reporting data validation from March 25-March 29, 2019: Review demographics, accommodations and do not score codes for accuracy Post-reporting data validation from May 28-June 5, 2019: After results are released, for students who are missing results or have demographic errors, districts have an opportunity to correct demographics, accommodations and do not score codes for accuracy.	
X	X	X	Watch the Accessing Score Reports tutorial .		
X	X	X	Review and distribute score reports to designated sites/staff. 	Results will be released on May 28, 2019.	
X	X	X	Communicate with students' parents/family members about ACCESS for ELLs test results.	The Parent Guide for ACCESS for ELLs Score Reports for ACCESS and Alternate ACCESS can be found in several languages in WIDA's Resource Library .	