



MASSACHUSETTS 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	Testing Window	January 4, 2024 – February 16, 2024
WIDA member page	wida.wisc.edu/memberships/consortium/ma		

Online Resources

Training Courses (login to Secure Portal required) <ul style="list-style-type: none">• Online ACCESS for ELLs: Administration• Alternate ACCESS: Administration and Scoring• Kindergarten ACCESS for ELLs: Administration and Scoring Course Resources: <ul style="list-style-type: none">• ACCESS Online, Kindergarten ACCESS, Alternate ACCESS	<ul style="list-style-type: none">• 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• Massachusetts State-Specific Directions <p>For more state-specific resources, visit your WIDA member page.</p>
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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	✓
X	X	X	Determine which ACCESS for ELLs assessment(s) you are responsible for administering.		
	X		Communicate roles, responsibilities, and training requirements to test administrators.	<p>Review the Massachusetts State-Specific Directions and the Principal's Pre-Administration Manual. Ensure Test Administrators have taken the online training courses for the tests they will administer and have passed the certification quizzes. Certification is required every two years. Test Administrators who passed quizzes in the 2021-2022 school year or before will need to recertify this school year for tests they will administer. Test administrators who took the trainings and passed certification quizzes in 2022-2023 do not need to recertify this year for administering the Online assessment.</p> <p>NOTE: See the ACCESS for ELLs Paper Checklist for important information regarding training and certification for the new WIDA Alternate ACCESS.</p>	
X	X	X	Review training requirements based on your role.	<p>To the extent possible, Test Administrators should be education professionals employed by the district, such as teachers, administrators, or related service providers. Paraprofessionals may administer the tests provided they are monitored by a test administrator, have completed the online training for the tests they will administer, and have passed the required certification quiz(zes). Individuals <i>prohibited</i> from being Test Administrators include individuals not employed by the district and anyone who has not completed the relevant training and certification. Accommodations may be administered by test proctors, provided they receive training prior to test administration and are under the direct supervision of a</p>	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
				<p>Test Administrator. The Test Administrator Manual (located in the WIDA Secure Portal) describes the responsibilities of Test Administrators. The Test Coordinator will determine which tests will be administered by each Test Administrator.</p> <p>All Test Coordinators and Test Administrators administering ACCESS for the first time must take the online training course and pass the certification quiz for <i>computer-based (online) testing</i>.</p> <p>Those who took the training course and passed the certification quiz for ACCESS tests in 2022-2023 (last year) do not need to requalify on the quiz, but should review the training modules for updates to WIDA AMS; all others must take the online training and pass the certification quiz for tests they will administer in 2023-2024.</p> <p>Training and certification is required every two years for all tests being administered.</p> <p>NOTE 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. Please see the ACCESS for ELLs Paper Checklist for more information.</p>	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
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.	<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> <p>New District ACCESS for ELLs Test Coordinators should appear on their district's School and District Profiles page as ACCESS for ELLs Test Coordinator, then 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>	
X	X	X	<p>Log in to WIDA AMS and agree to security terms that appear automatically at first login.</p> <p>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.</p>	<p>Educators who wish to set up an account may do so by contacting their District or School Test Coordinator.</p> <p>Educational Technology Directors who wish to set up an account may do so by contacting their District Test Coordinator.</p> <p>New District ACCESS for ELLs Test Coordinators should appear on their district's School and District Profiles page as ACCESS for ELLs Test Coordinator, then contact DRC Customer Service at 855-787-9615 or WIDA@DataRecognitionCorp.com for assistance in setting up their district test coordinator account.</p>	
X	X	X	<p>Complete Module 1: Introduction of the Online ACCESS for ELLs: Administration training course.</p> <p>This module provides background information about ACCESS Online, including the test's purpose, design, and materials, and clarifies your role in testing.</p>		
X	X		Set up WIDA AMS accounts for Educational Technology Directors and Test Administrators. Tip: <i>If you need assistance, review the WIDA AMS User Guide.</i>	District ACCESS for ELLs Test Coordinators can set up accounts for Educational Technology Directors and Test Administrators. School	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
				ACCESS for ELLs Test Coordinators can set up accounts for Test Administrators.	
			Submit Pre-ID file to DRC.	The Pre-ID file is uploaded by the State. No action is needed by schools or districts.	
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.	Initial materials will be ordered by the State via the Pre-ID file. <i>Additional</i> materials will be ordered by Test Coordinators if needed. The Additional Test Materials Ordering window is January 3 – February 9, 2024. <i>Additional</i> District/School labels should also be ordered, if needed, by emailing access@mass.gov . Please see the Massachusetts State-Specific Directions on the Massachusetts state page of the WIDA website under “State Testing Requirements”. Please limit additional orders to one per school. Materials should not be transferred between sites.	
			Order materials in WIDA AMS.	Initial materials will be ordered by the State via the Pre-ID file. <i>Additional</i> test materials will be ordered by Test Coordinators if needed. The Additional Test Materials Ordering window is January 3 – February 9, 2024. <i>Additional</i> District/School labels should also be ordered, if needed, by emailing access@mass.gov . Please see the Massachusetts State-Specific Directions on the Massachusetts state page of the WIDA website under “State Testing Requirements”. Please limit additional orders to one per school. Materials should not be transferred between sites.	
X	X		Discuss district and school technology needs and capacity to administer the online test with the Educational Technology Director.		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Complete Module 3: Preparing Your Students in the Online ACCESS for ELLs: Administration training course. This module focuses on preparing your students for testing and assigning accommodations.	Accommodations must be in the student's signed IEP or 504 plan and the student should be familiar with their use prior to beginning the test. Please see the Massachusetts State-Specific Directions or the Principal's Pre-Administration Manual for available accommodations.	
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.	Also see the Principal's Pre-Administration Manual and Massachusetts State-Specific Directions .	
X	X	X	In WIDA AMS, assign accommodations for students with an IEP or 504 plan.	Assigned student accommodations from the 2022-2023 administration will be loaded into WIDA AMS. They should be reviewed for accuracy and updated as needed.	
X	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.	Test Monitoring is available again this year and is optional. The Test Monitoring feature enables District and School Test Coordinators, and Test Administrators to view whether the student is actively testing, the progress of students in a test registration, how many questions they have answered, and whether they have finished but may not have submitted the test. If Test Monitoring is enabled, it is enabled for all students in the test registration. All students in the test registration will have to enter a monitoring code during login, and the test administrator will view student progress on the Test Monitoring Dashboard. Refer to the Online Help in the Test Monitoring application in WIDA AMS for more information.	
X	X		Finalize student counts. Add any new students to WIDA AMS and assign them to registrations.	Please check to be sure that the student is not already in WIDA AMS, that the names are spelled correctly, and that the SASID is correct before adding new students.	
X	X	X	Review student data for accuracy in WIDA AMS. Confirm that all students are listed in WIDA AMS and assigned to correct registrations.		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	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.		
	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 District and School Test Coordinator Manual for help with scheduling.	Please allow sufficient time in the schedule for unanticipated school closures and enrollment of additional students. The testing window closes at the end of the school day on February 16, 2024.	
	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 District and School Test Coordinator Manual .	The Speaking test can be administered to up to five students per test administrator, according to the guidelines described on page 42 of the District and School Test Coordinator Manual ; the test should take approximately 50 minutes per testing group. Ensure students are tested in a quiet setting with minimal distractions. Students should not be tested in common areas such as hallways or reception areas.	
X	X	X	Review “ Test Tickets & Rosters ” in Module 4 of the Online ACCESS for ELLs: Administration training course.		
X	X	X	Plan communication for parents/family members about ACCESS for ELLs testing and upcoming testing schedule.		
X	X	X	Review “ Managing Secure Materials ” in Module 2 of the Online ACCESS for ELLs: Administration training course.		
	X		Receive, inventory, and distribute test materials to designated sites/staff.	Materials will be delivered to schools on January 3, 2024. Please ensure someone is available to sign for materials delivered by UPS.	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
				Braille sample items will be included in all braille kits. Sample items do not need to be returned to DRC. Please also see sample items and user guides on the ACCESS Test Practice and Sample Items web page.	
	X		Review materials for accuracy. Report the amount and type of overage to the District Coordinator.	In Massachusetts, overage is not required to be reported to the District Test Coordinator.	
X	X		Watch the Additional Materials Orders module, located in the <i>Online ACCESS for ELLs: Administration</i> course in the WIDA Secure Portal. Review “ Ordering Additional Materials ” in Module 2 of the Online ACCESS for ELLs: Administration training course.	<i>Additional</i> test materials may be ordered during the Additional Test Materials Ordering window between January 3 and February 9, 2024. Contrary to instructions provided in WIDA manuals, <i>additional</i> 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. Ensure there is a sufficient number of District/School Labels to accommodate your additional order. Order additional District/School labels by emailing access@mass.gov . 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.	The following accommodations must be selected in AMS before the test tickets are printed: Manual Control of Item Audio (MC), Repeat Item Audio (RA), and Extended Speaking Test Response Time (ES). Codes for accommodations selected will be shown on test tickets.	
	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.	Fill in bubbles darkly and completely, using a number 2 pencil only. See MA State-Specific Directions for additional information. Booklets without labels will not be processed.	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	<p>Kindergarten Complete the <i>Kindergarten ACCESS for ELLs: Administration and Scoring</i> training course in the WIDA Secure Portal.</p> <p>Alternate Complete the <i>Alternate ACCESS: Administration and Scoring</i> training course in the WIDA Secure Portal.</p>	<p>Training and certification is required every two years for all tests being administered.</p> <p>NOTE: For 2024, <u>all</u> those administering the WIDA Alternate ACCESS will need to take the <i>WIDA Alternate ACCESS: Administration and Scoring</i> training and certification quizzes, regardless of whether they certified last year on the Alternate ACCESS for ELLs training. Both the test and the training are new for the 2023-2024 school year.</p>	
	X	X	<p>Have students view Test Demos and try Test Practice items</p> <ul style="list-style-type: none"> Review “Pep Talks, Test Demo, and Test Practice” 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. <p>Kindergarten Test administrators review Listening and Speaking sample items</p> <p>Alternate Test administrators review sample items</p>		
X	X		Review “ Tracking Site Completion Status ” in Module 2 of the Online ACCESS for ELLs: Administration training course.		
X	X	X	Pass required certification quiz(zes). Quizzes are located within the training courses.	Those who took the training and quizzes in 2022-2023 (last year) do not need to requalify on the quizzes; all others must complete the training courses and pass the quizzes for tests they will administer in 2023-2024. It is recommended that those who do not need to re-certify on the quizzes review the modules to become familiar with changes in WIDA AMS.	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
				<p>Training and certification is required every two years for all tests being administered.</p> <p>New for 2023-2024: ALL WIDA Alternate ACCESS test administrators must certify for the 2023-24 year. Certifications prior to September 1, 2023 are no longer considered valid.</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.	Staff will be certified when they take the training course(s) located in the WIDA Secure Portal, and pass the required quizzes for all tests being administered.	



During Testing

DTC	STC	TA	Task	State-specific Clarification	✓
	X	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.	Ensure that students do not have access to cell phones, smart watches, tablets, ear buds, Bluetooth enabled devices, computers, or other electronic devices (other than for testing). Ensure students' personal devices and other materials are out of reach and out of sight of students during testing.	
	X	X	Gather test administration materials: Test Administrator Script(s), Test Administrator Manual, test tickets, test roster, Writing 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.	Test administrators should ensure that students are logged on to their own tests, using their own test tickets. Ensure that the accommodations are appropriate according to the students' IEP or 504 plans.	
	X	X	Follow all directions provided in the manuals and scripts. Monitor students to ensure test security.	<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 approximate time frames: Listening (40 minutes), Reading (35 minutes), Writing (45-65 minutes), and Speaking (35 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 must complete domain tests on the same day as they were started. • Students in different grade clusters or testing tiers may be tested together, except students in grades 1-3 completing 	



During Testing

DTC	STC	TA	Task	State-specific Clarification	✓
				<p>handwriting on paper. These students must be separated by grade cluster and tier for Writing.</p> <ul style="list-style-type: none"> Ensure that students do not have access to cell phones, smart watches, tablets, ear buds, Bluetooth enabled devices, or other electronic devices. Student use of such prohibited devices during the administration of the ACCESS for ELLs tests may result in test invalidation. The submission of copied or plagiarized responses will result in the item(s) being scored as “0”. Test monitoring consists of actively ensuring that students are engaged with the test, are working on task, and are doing their own work. 	
	X	X	<p>After students have completed the Listening and Reading tests, determine students’ tier placement information in WIDA AMS.</p> <p>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.</p>	<ul style="list-style-type: none"> For students who did not participate in either the Listening or Reading test due to a disability for which there is no available accommodation (see p. 5 of the Principal’s Pre-Administration Manual), enter Do Not Score code “SPD” in WIDA AMS for the domain not taken, end the incomplete domain, and determine the tier placement for Speaking and Writing. If the tier generated is too low for the student’s abilities, complete a Service Now Form: Tier Override Request. A higher tier will be generated upon approval. 	
	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.	Fill in bubbles darkly and completely using a number 2 pencil only. Booklets without labels will not be processed. See MA State-Specific Directions for more detailed instructions.	
		X	Report additional material needs to the Test Coordinator.	<p><i>Additional</i> materials are ordered by and shipped to schools in MA. This contradicts instructions in the WIDA manuals. Schools should attempt to limit additional test materials orders to one. If additional District/School labels are needed, please email access@mass.gov.</p> <p>Materials should not be transferred between test sites.</p>	



During Testing

DTC	STC	TA	Task	State-specific Clarification	✓
	X		<p>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.</p> <ul style="list-style-type: none"> Review “Ordering Additional Materials” in Module 2 of the Online ACCESS for ELLs: Administration training course. <p>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.</p>	<p>Additional materials orders do not include District/School Labels. The Additional Test Materials Ordering window is January 3 – February 9, 2024. Order District/School Labels separately by emailing access@mass.gov.</p>	
	X	X	Securely store all testing materials in between test sessions.		
		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	Review “Returning Materials” in Module 2 of the Online ACCESS for ELLs: Administration training course.	Also see the Massachusetts State-Specific Directions .	
	X		Collect test materials from Test Administrators once testing is completed at each testing site.	Store materials in a secure location until they are packaged and mailed to DRC. Materials should be returned to DRC on or before February 20, 2024. If your school is on February break at this time, please plan accordingly.	
	X	X	Ensure all accommodations and Do Not Score codes are correctly marked on the booklet or in WIDA AMS. See Test Coordinator Manual and <i>Viewing and Editing a Registration</i> in Test Management Online Help in WIDA AMS for guidance on entering Do Not Score codes.	See Massachusetts State-Specific Directions for more detailed instructions. Information that is bubbled on booklets must be bubbled in completely and darkly with a number 2 pencil only.	
	X	X	Prepare test materials for return. Refer to Returning Test Materials in Section 3 of the Test Coordinator Manual.	See Massachusetts State-Specific Directions for more information.	
	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.	Non-Secure materials including the Test Administrator Manual, Test Coordinator Manual, and Online Test Administrator Script for Grades 4-12 should not be returned to DRC. Refer to Part I Section 3 of the Test Coordinator Manual for a full list of secure and non-secure materials. See page 29 for a list of what to return and what to securely destroy. Unused Pre-ID labels and scratch paper should be securely destroyed. Materials should be returned to DRC on or before February 20, 2024. If your school is on break during that week, please plan accordingly.	
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

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Complete data validation process.	<p>The Pre-reporting Data Validation window is from March 25 – April 1, 2024. During this time it is important to review demographic information, accommodations used, and Do Not Score codes for accuracy.</p> <p>Post-reporting Data Validation from May 15 – 23, 2024. During this time review demographic errors, accommodations used, and Do Not Score codes for accuracy.</p> <p>The Data Validation windows are your opportunity to ensure student testing information is correct, and that students have a complete, single record in AMS for scores to be reported.</p>	
X	X		<p>Review and distribute score reports to designated sites/staff.</p> <ul style="list-style-type: none"> 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. 	<p>Reports will be available online in WIDA AMS on April 26, 2024. Printed reports will be available in schools on May 15, 2024.</p>	
	X	X	<p>Communicate with students' parents/family members about ACCESS for ELLs test results.</p> <ul style="list-style-type: none"> Updated score reporting resources for WIDA Alternate ACCESS will be available in fall 2024. 	<p>Reports with corrected information after Post-reporting Data Validation will be available in WIDA AMS on June 7, 2024. Individual Student Reports with corrected information may be downloaded from AMS and mailed to parents.</p> <p>Students with assigned scores will not have a complete report in AMS; results will be available in the DESE Security Portal DropBox and Edwin later in the summer.</p>	