



MASSACHUSETTS
ACCESS for ELLs Online Checklist
2020-2021



WIDA™



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 7, 2021 – May 20, 2021
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 Test Coordinator Manual (TCM) <i>Test coordination policies and procedures</i> • ACCESS for ELLs Accessibility and Accommodations Supplement <i>Accessibility and accommodations policies and procedures</i> • Technology Readiness Checklist For Technology Coordinators 	<ul style="list-style-type: none"> • ACCESS for ELLs Interpretive Guide for Score Reports • Alternate ACCESS for ELLs Interpretive Guide for Score Reports • WIDA AMS User Guide • Q&A Webinar Calendar • Massachusetts State-Specific Directions <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"> K Kindergarten ACCESS task A Alternate ACCESS task Opt Task may be optional depending on school or district procedures.



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>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 quizzes. 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 Test Administrator. The Test Administrator Manual (located in the WIDA Secure Portal Download Library) 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 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: Those who administered ACCESS tests in 2019-2020 (last year) need not requalify on the quiz; all others must pass the appropriate Administration Quiz with a score of 80% or above.</p>	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
				Training and certification is required every two years for all tests.	
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>New District ACCESS for ELLs Test Coordinators, EL Program Directors, and Principals 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>New District ACCESS for ELLs 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>Educational Technology Directors who wish to set up an account may do so by contacting their District Test Coordinator.</p>	
X	X	X	Watch the Training Overview tutorial .		
X	X		Set up WIDA AMS accounts for Educational Technology Directors and Test Administrators. <i>Tip: If you need assistance, review the WIDA AMS User Guide.</i>		
			Submit Pre-ID file to DRC.	Pre-ID file is uploaded by the State.	
X	X		Watch the Ordering Materials tutorial.	Materials will be ordered by the State. Additional materials will be ordered by Test Coordinators as needed.	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
			Order materials in WIDA AMS.	Materials will be ordered by the State. Additional materials ordering window is January 4 – May 14, 2021.	
X	X		Discuss district and school technology needs and capacity to administer the online test with the Educational Technology Director. 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. Refer to the Administrative Considerations section of the Accessibility and Accommodations Supplement to consider testing needs for students who do not have 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 2019-2020 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.		
X	X		Confirm that all students are listed in WIDA AMS and assigned to test sessions.		
	X		Watch the Test Scheduling tutorial .		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
	X	X	Create a testing schedule. All Kindergarten K and Alternate ACCESS A test sessions should be one-on-one. Tip: Break testing down into days in the window. Allow several days at the end for makeup testing. See the Test Coordinator Manual for help with scheduling.		
	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 up to five students per test administrator, according to the guidelines described on page 35 of the Test Coordinator Manual ; the test should take up to 30 minutes per testing group. Refer to Test Scheduling in Section 6 of the Test Coordinator Manual for guidance on scheduling, preparing for, and monitoring testing	
	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.	Visit the Family Engagement page for parent/family resources.	
	X		Watch the Managing Test Materials tutorial .		
	X		Receive, inventory, and distribute test materials to designated sites/staff.	Materials delivered January 4, 2021	
	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 4 and May 14, 2021. 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. Ensure there is a sufficient number of District/School Labels to accommodate your additional 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		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Watch the Monitoring Test Progress tutorial (applies to online testing only). Tip: <i>This tutorial references tools in WIDA AMS that require coordinator level permissions.</i>		
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 .	Those who took the training and quizzes in 2019-2020 (last year) need not requalify on the quizzes; all others must pass the appropriate Administration Quiz with a score of 80% or above. Training and certification is required every two years.	
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 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.		
	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 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. • Student use of cell phones, smart watches, computers, or other electronic devices (other than for testing) is prohibited during the administration of the ACCESS for ELLs tests. 	



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 more detailed instructions.	
		X	Report additional material needs to the Test Coordinator.	<ul style="list-style-type: none"> • Additional materials are ordered by and shipped to schools in MA. This contradicts instructions in the WIDA manuals. • 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	Securely store all testing materials in between test sessions.		
	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 more detailed instructions.	
	X	X	Prepare test materials for return.	Refer to Returning Test Materials in Section 3 of the TCM .	
	X		Return test materials to DRC.	Unused Pre-ID labels and scratch paper should be securely destroyed. Materials including the Test Administrator Manual, Test Coordinator Manual, and Grades 4-12 Online Test Administrator Script should be securely destroyed (not returned to DRC). Refer to Section 3 of the TCM for a full list of materials to be returned to DRC (secure materials), materials to keep, and materials to be securely destroyed (non-secure materials).	
X	X		Watch the Data Validation tutorial .		
X	X		Complete data validation process.	Pre-reporting data validation from July 6 – July 12, 2021: Review demographics, accommodations and Do Not Score codes for accuracy. Post-reporting data validation from September 8 – September 16: 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 .		



After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Review and distribute score reports to designated sites/staff.	Reports will be available online in WIDA AMS on August 5, 2021. Printed reports will be available in schools on September 8, 2021. More information and resources can be found on the Scores and Reports page of the WIDA website.	
X	X	X	Communicate with students' parents/family members about ACCESS for ELLs test results.	Visit the Family Engagement page for parent/family resources.	