MASSACHUSETTS
ACCESS for ELLs Online Checklist
2024-2025

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 6, 2025 – February 14, 2025
WIDA member page	wida.wisc.edu/memberships/consortium/ma		
Online Resources			

Training Courses (login to Secure Portal required)
- Online ACCESS for ELLs: Administration
- 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
- WIDA Alternate ACCESS Interpretive Guide for Score Reports
- Technology Resources
- Accessibility and Accommodations Resources
- Q&A Webinar Links and Recordings
- Massachusetts State-Specific Directions

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

Last Updated: 12/12/2024

Before Testing

DTC	STC	TA	Task	State-specific Clarification	✔
X	X		Determine which assessment(s) the student will require.	The Massachusetts Department of Elementary and Secondary Education expects that virtually all Massachusetts students will take computer-based (i.e., online) ACCESS tests. IEP teams or 504 coordinators must determine whether an EL student with a disability is able to take the computer-based test (with or without a handwriting booklet) or would require a paper-based test as an accommodation. Students who will be taking the paper-based assessment must have this written in their IEP or 504 plan. Paper-based tests are also available in large print and braille for grades 1-12. EL educators familiar with the student must determine if a first-year EL (i.e., a student who was first reported as EL *after* the March 2024 SIMS) requires the online test (with or without a handwriting booklet) or a paper-based test. Paper-based tests are allowed if the student is unfamiliar with technology or online testing. The Kindergarten ACCESS for ELLs is available as a paper-based test for students in kindergarten. The WIDA Alternate ACCESS test is a paper-based assessment for students in grades K-12 with the most significant cognitive disabilities. Students must meet all criteria in the Participation Guidelines for WIDA Alternate ACCESS 2024-2025 to participate in the WIDA Alternate ACCESS.	
	X		Communicate roles, responsibilities, and training requirements to test administrators.	The School Test Coordinator will determine which tests will be administered by each Test Administrator. Review page 6 of the Identification and Placement Guidance for qualifications of Test Administrators. Ensure Test Administrators have taken the online	

Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
				training courses for the tests they will administer and have passed the certification quizzes. Test Administrators who passed quizzes in the 2022-2023 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 2023-2024 do not need to recertify this year. **Training and certification are required every two years for all tests being administered.**	
X	X	X	Review training requirements based on your role.	School Test Coordinators should ensure that Test Adminstrators are trained and certified to administer the ACCESS tests they are responsible for administering. Principals or Test Coordinators can monitor the progress of staff toward meeting the training requirements and view the names of individuals who have completed training modules and certification quizzes by logging in to their WIDA personal account on the WIDA Secure Portal, clicking on the Manage tab, and selecting Certification Report. Those who took the training course and passed the certification quiz for ACCESS tests in 2023-2024 (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 2024-2025. Training for ACCESS Online is found in the WIDA Secure Portal and is titled "Online ACCESS for ELLs: Administration". **Training and certification are required every two years for all tests being administered.**	

Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
				District Test Coordinators should ensure that **Educational Technology Directors** (Technology Coordinators) annually review the training materials and complete the Site Technology Readiness Checklist for Deploying WIDA Online Assessments, located in the WIDA Secure Portal Resources section.	
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.	WIDA personal accounts are needed to be able to access training courses and test administration materials. Accounts that were created last year are still active for 2024-2025. Instructions for Creating WIDA and WIDA AMS Personal Accounts can found on the DESE ACCESS web page.	
X	X	X	Log in to WIDA AMS and agree to security terms that appear automatically at first login. **New for 2024-25:** Learn about this year's enhancements to WIDA AMS Test Management, Test Monitoring, and Reporting Services by viewing the WIDA AMS and DRC Technical Enhancements for 2024-2025 webinar recording in the WIDA Secure Portal.	WIDA Assessment Management System (AMS) Accounts will be required to order additional test materials; manage the addition and updating of student information; remove students from test registrations; manage the administration of online ACCESS tests; view score reports; and complete data validation. Accounts that were created last year are still active for 2024–2025. Instructions for Creating WIDA and WIDA AMS Personal Accounts can found on the DESE ACCESS web page.	
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.	Those who took the training course and passed the certification quiz for ACCESS tests in 2023-2024 (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 2024-2025.	

Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Set up WIDA AMS accounts for Educational Technology Directors and Test Administrators. *Tip: If you need assistance, review the WIDA AMS User Guide.*	District ACCESS for ELLs Test Coordinators can set up accounts for other District ACCESS for ELLs Test Coordinators in their district, Educational Technology Directors, School Test Coordinators and Test Administrators. School ACCESS for ELLs Test Coordinators can set up accounts for Test Administrators. Instructions for Creating WIDA and WIDA AMS Personal Accounts can be found on the DESE ACCESS web page.	
			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.		
			Order materials in WIDA AMS.	**Initial materials will be ordered by DESE via the Pre-ID file.** Students who were reported as EL in October 2024 SIMS are included in the order. Materials will begin arriving in schools on January 2, 2025. *Additional* test materials will be ordered by Test Coordinators if needed (see page 10 of the ACCESS for ELLs Paper Checklist). The Additional Test Materials Ordering window is January 2 – February 7, 2025. See the WIDA AMS Knowledge Article How do I order additional materials for details on which materials need to be ordered for each test. *Additional* District/School *labels* should also be ordered, if needed, by emailing access@mass.gov on or before February 7, 2025. Booklets will not be processed without a label.	

Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
				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.	Ensure testing devices have the latest versions installed. See Testing Software Downloads in WIDA AMS. Additional information, as well as system and technology requirements and Site Technology Readiness Checklists, are available in WIDA AMS under My applications>General Information>Documents.	
X	X	X	Complete **Module 3: Your Students**, **School and District** in the Online ACCESS for ELLs: Administration training course. This module focuses on preparing a detailed testing schedule, 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.	
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.	See Massachusetts ACCESS for ELLs Administration Manual 2024-2025 for universal tools, test administration considerations, and accommodations available in Massachusetts. Note that scratch paper is allowed on all ACCESS tests as long as students are doing their own work and not sharing their work with others. Scratch paper may <u>not</u> be used to write out writing or speaking responses to be written or read into item responses. Scratch paper must be collected and securely destroyed after the student completes the test. Extended testing time (EM) is <u>not</u> used in Massachusetts. Students should complete testing on the day the domain was started. See Massachusetts ACCESS for ELLs Administration Manual 2024-2025 for more information.	

Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	In WIDA AMS, assign accommodations for students with an IEP or 504 plan.	Assigned student accommodations from the 2023-2024 administration will be placed into WIDA AMS. They should be reviewed for accuracy and updated as needed. The following accommodations must be entered in WIDA AMS **before** testing: • Manual control of item audio (MC); • Repeat item audio (RA); • Extended Speaking test response time (ES). Other accommodations used may either be entered before **or** after testing. Accommodations can be confirmed, added, or removed for individual students or for multiple students in WIDA AMS. See Knowledge Article "How do I mass assign accommodations? How can I confirm accommodations for multiple students?".	
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 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.	

Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
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. Ensure the names are spelled correctly and the SASID and grade are correct before adding new students. EL students who enter school after October SIMS submission and on or before February 7, 2025 are required to be tested and will need to be added to WIDA AMS and placed in a test registration. See the Knowledge Article "How do I add a student?" in WIDA AMS by clicking on My Applications>DRC Customer Service>WIDA AMS Knowledge Articles. See the Massachusetts ACCESS for ELLs Administration Manual 2024-2025 for information and deadlines regarding testing newly arrived students during the testing window. If a student was exited from EL status after October SIMS and before the testing window opens on January 6, 2025, remove the student from test registrations in WIDA AMS and report them as non-EL in the March SIMS. See the Knowledge Article "How do I edit a registration?" in WIDA AMS for help removing a student from registration. To add multiple students, see the Knowledge Article "How do I import a student import file?" in WIDA AMS. The file must be in .csv format and the fields in the file must be in specific columns.	
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.		
X	X	X	Complete **Module 4: Administering the Test** in the Online ACCESS for ELLs: Administration training course.		

Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
			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 during the test window for unanticipated school closures and enrollment of additional students. The testing window closes at the end of the school day on February 14, 2025. Plan for extended testing 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. Test domains should not be combined into one test session. However, more than one domain may be administered on the same day, with a break between tests. 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. See "Test Scheduling" in the District and School Test Coordinator Manual or "Test Timing" in the Test Administrator Manual under the section for each test for an estimated amount of time needed to administer the test. Please contact the Department as soon as possible prior to test administration if you have a student who is blind or visually impaired and who will be taking the WIDA Alternate ACCESS. Administration of this test may require additional resources and/or planning.	

Before Testing

DTC	STC	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 District and School Test Coordinator Manual.	The Speaking test can be administered to no more than five students per test administrator, according to the guidelines described on pages 42-44 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. Testing spaces should have adequate room for test monitors to freely move about the room with a clear view of all students to ensure students are working independently and not accessing devices or materials other than those required for testing. Students should not be tested in common areas such as hallways or reception areas. Principals must identify appropriate testing spaces for EL students with disabilities if they require accommodations that change the test setting, presentation, group size, or mode of response. Ensure all testing devices and headsets are functioning properly.	
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 2, 2025. Ensure someone is available to sign for materials delivered by UPS.	

Before Testing

DTC	STC	TA	Task	State-specific Clarification	✔
				Please email access@mass.gov as soon as possible if there is any problem with materials delivery.	
	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.	

			Before Testing		

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Watch the **Additional Materials Orders** module, located in the *Online ACCESS for ELLs: Administration* course in the WIDA Secure Portal. Review **"Ordering Additional Materials"** in Module 2 of the Online ACCESS for ELLs: Administration training course.	*Additional* test materials may be ordered in WIDA AMS during the Additional Test Materials Ordering window between January 2 and February 7, 2025. EL students enrolled after October SIMS submission and on or before February 7, 2025 will need to be added to WIDA AMS test registration for online testing. Additional materials will need to be ordered as necessary. Contrary to instructions provided in WIDA manuals, *additional* materials are ordered directly by each **school**, rather than by the district. Please check your initial materials shipment overage first to ensure you need to place an additional materials order. To the extent possible, each school should limit orders to **one additional materials order**. **Braille** tests may be ordered for students who did not take the braille test last year and require it this year. See Massachusetts ACCESS for ELLs Administration Manual 2024-2025 for more information. Be sure to also order UPS labels and DRC return shipping labels and ensure you have a sufficient number of District/School Labels to accommodate your additional order. Additional District/School labels are ordered by emailing access@mass.gov between January 2 and February 7, 2025. Materials returned without a Pre-ID or District/School label will not be processed. **Materials should not be transferred between sites**.	
	X		Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.	For each student reported as an EL in October 2024 SIMS, you will receive a **Pre-ID Label,** which should be affixed to the student's test booklet, and, if used, handwriting booklets for online Writing testing. Labels with incorrect information may be applied to the booklet, but	

Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
				student information must be updated in WIDA AMS, since data in WIDA AMS will override the booklet. Student information will also need to be updated in your district's March SIMS.	
				As with other test materials, Pre-ID Labels may *not* be transferred to another school or used for another student. Instructions for editing student demographic information can be found in the Knowledge Article "How do I edit a student?" in WIDA AMS by clicking on My Applications>DRC Customer Service>WIDA AMS Knowledge Articles.	
				See pages 19-21 of the District and School Test Coordinator Manual for information about which labels to use and where to affix them. Test booklets without a label will not be processed.	
	X		Check District/School Labels for accuracy. Contact DRC Customer Support if information is incorrect.	Distrit/School labels are applied to student test materials if there is no Pre-ID label. Fill in student information on the front and back covers of any test booklets with complete, dark bubbles using a number 2 pencil only. See Knowledge Article "What are the student labels used for ACCESS for ELLs Student Response Booklets?" in WIDA AMS for more information. As with other test materials, Pre-ID Labels may *not* be transferred to another school or used for another student. To order additional District/School labels, email access@mass.gov during the Additional Test Materials Ordering window (January 2 – February 7, 2025). See pages 19-21 of the District and School Test Coordinator Manual for information about which labels to use and where to affix them. Test booklets without a label will not be processed.	

ACCESS for ELLs Online Checklist 2024-2025

Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
	X		Print test tickets and test rosters. Securely store according to state and local policies.	Test tickets and rosters should be stored in a secure place until ready to use. Do not leave test tickets and rosters unattended.	
	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) • 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 student information bubbles darkly and completely, using a number 2 pencil only. See Massachusetts ACCESS for ELLs Administration Manual 2024-2025 for additional information. Booklets without labels will not be processed.	
X	X	X	**Kindergarten** Complete the *Kindergarten ACCESS for ELLs: Administration and Scoring* training course in the WIDA Secure Portal. **Alternate** Complete the *Alternate ACCESS: Administration and Scoring* training course in the WIDA Secure Portal.	**Training and certification is required every two years for all tests being administered.**	

			Before Testing	

DTC	STC	TA	Task	State-specific Clarification	✔
	X	X	Have students view Test Demos and try Test Practice items • Review "**Pep Talks, Test Demo, and Test Practice**" in Module 3 of the Online ACCESS For ELLs: Administration training course. **Kindergarten** Test administrators review Listening and Speaking sample items. **Alternate** Test administrators review sample items	Students should view Test Demonstration videos and have an opportunity to take either the **online** Practice Tests and/or Sample Items that correspond with the tests they will take. This will ensure that students are prepared to navigate the online testing platform and experience how the tests will function on their computers.	
X	X		Review **"Tracking Site Completion Status"** in Module 2 of the Online ACCESS for ELLs: Administration training course. **New for 2024-25:** Student Status and Test Status features in the Operational Dashboard in WIDA AMS have replaced status reports, online testing statistics, and the student status dashboard. Find the Operational Dashboard in WIDA AMS Reporting Services.		
X	X	X	Pass required certification quiz(zes). Quizzes are located within the training courses.	Those who took the training and quizzes in 2023-2024 (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 2024-2025. 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. **Training and certification is required every two years for all tests being administered.**	

Before Testing

DTC	STC	TA	Task	State-specific Clarification	✔
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. Test security requirements can be found in the Test Administrator Manual.	

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.	Students should not be tested in common areas such as hallways or reception areas. Testing spaces should have adequate room for test monitors to freely move about the room to ensure students are working independently and not accessing devices or materials other than those required for 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).	Testing devices should be updated with the latest software version, fully charged and properly functioning. A **headset** is required for each student (headphone plus microphone). Please see the ACCESS for ELLs Headset Specifications document for more information. Headsets should be tested and functioning properly. Only number 2 pencils should be used on paper ACCESS test materials, including for handwriting booklets and grades 1-3 writing booklets.	
		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. Distribute handwriting booklets or grade 1-3 writing test booklets, as applicable, to the correct students. Verify that each student has been given the booklet with their correct demographic information bubbled or label affixed.	

During Testing

DTC	STC	TA	Task	State-specific Clarification	✓
	X	X	Follow all directions provided in the manuals and scripts. Monitor students to ensure test security.	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. **The use of unapproved devices during testing may result in test invalidation.** The submission of copied or plagiarized responses will result in the item(s) being scored as "0". Staff should actively monitor students during testing. Active test monitoring consists of ensuring students are engaged with the test, doing their own work, and not using electronic devices such as those listed above. Student use of cell phones for monitoring medical conditions are approved during testing provided the student is tested in small group setting or individually. The test administrator must closely monitor the student and ensure that the phone is not used for any other purpose.	
	X	X	After students have completed the Listening and Reading tests, determine students' tier placement information in WIDA AMS. View **"Screencast: Tier Placement Information"** in the **"Test Day: Listening & Reading"** section of Module 4 of the Online ACCESS for ELLs: Administration training course to learn how to export registration details in WIDA AMS.	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 the Massachusetts ACCESS Administration Manual 2024-2025), 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 Tier Override Request. A higher tier will be generated upon approval.	

During Testing

DTC	STC	TA	Task	State-specific Clarification	✔
	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. If District/School labels are needed, email access@mass.gov before February 7, 2025 to ensure timely receipt via US mail.	
		X	Report additional material needs to the Test Coordinator.	*Additional* 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 prior to February 7, 2025. **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. 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 My Applications > Scoring and Reporting > Reporting Services. Select "Published Reports" from the menu in the top left of the screen for a full list of all materials sent to your school/district.	Additional materials orders do not include District/School Labels. The Additional Test Materials Ordering window is January 2 – February 7, 2025. Order District/School labels by emailing access@mass.gov prior to February 7, 2025.	
	X	X	Securely store all testing materials in between test sessions.	Testing materials should be stored in a secure location until distributed to test administrators prior to testing or until packaged and returned to DRC. Do not leave testing materials unattended.	

			During Testing		

DTC	STC	TA	Task	State-specific Clarification	✔
		X	Collect and account for all test materials. Return them to the Test Coordinator.	Do not leave materials unattended.	

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 ACCESS for ELLs Administration Manual 2024-2025.	
	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 returned to DRC. Materials should be returned to DRC on or before February 18, 2025. If your school is closed for 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 *Viewing and Editing a Registration* in Test Management Online Help in WIDA AMS for guidance on entering Do Not Score codes.	Complete the front and back covers of each student's grade 4-12 handwriting booklet or grade 1-3 writing booklet according to the instructions in the Massachusetts ACCESS for ELLs Administration Manual 2024-2025 using a number 2 pencil only. Accommodations used and any applicable Do Not Score codes should be selected in WIDA AMS. Incorrect, missing, or incomplete student or booklet information and labels may result in delayed or missing reporting.	
	X	X	Prepare test materials for return. Refer to Returning Test Materials in Section 3 of the Test Coordinator Manual.	See District and School Test Coordinator Manual "Returning Test Materials" beginning on page 26, or Test Administrator Manual "Preparing Test Materials for Return" beginning on page 19 for more information. Information can also be found in the Knowledge Article "How and when do I return test materials?" in WIDA AMS. Ensure all booklets are in proper condition to be returned, with no lose, soiled or damaged pages. The "Returning ACCESS Materials to DRC Guide" in the WIDA Secure Portal under Resources provides a quick reference regarding how to prepare materials and boxes for return, including where to affix DRC return shipping labels and UPS labels.	

After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
				Braille sample items were shipped to schools with all braille kits. Sample items do not need to be returned to DRC.	
	X		Return test materials to DRC. Refer to the **Secure Material Tracking Report** in WIDA AMS under My Applications > Scoring and Reporting > Reporting Services. Select "Published Reports" from the menu in the top left of the screen for a full list of all materials sent to your school/district.	Non-secure materials including the Test Administrator Manual, District and School Test Coordinator Manual, and Online Test Administrator Script for Grades 4-12 should not be returned to DRC. Refer to the District and School Test Coordinator Manual Part I Section 3: Test Security and Materials Management for information about handling secure and non-secure materials. A table listing which items to return and which to securely destroy can be found on page 30. Unused Pre-ID labels and scratch paper should be securely destroyed. Materials should be returned to DRC on or before February 18, 2025. If your school is closed for break during that week, please plan accordingly. There is no charge for returning ACCESS materials to DRC. If UPS is asking for payment, please call UPS at 866-857-1501 or DRC at 855-787-9615.	
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.	Schools are required to correct student names (spelling, hyphenation, first and last must all match), grade, SASID, date of birth, Do Not Score codes and accommodations used by the student during the data validation window. **Incorrect or mismatched data can result in delayed or unreported student results in WIDA AMS.**	

After Testing

DTC	STC	TA	Task	State-specific Clarification	✔
X	X		Complete data validation process.	The Pre-reporting data validation window is March 24 – 28, 2025. During this time it is important to review demographic information, accommodations used, and Do Not Score codes for accuracy. Electronic ACCESS for ELLs results will be available in WIDA AMS on April 28, 2025. Printed results will arrive in schools on May 14, 2025. The Post-reporting data validation window is May 14 – 22, 2025. This is the last opportunity to correct errors in demographic information, accommodations used, and Do Not Score code errors. 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 score reporting. The Department will not accept requests to correct district or school demographic data during this period but will review requests for Test Booklet Searches and Scoring Appeals. Test Booklet Search requests and Scoring Appeals must be submitted using the Department's Test Discrepancies -- Request a Scoring Appeal or Test Booklet Search form. The WIDA AMS User Guide Supplement for Data Validation and Post Testing: Data Validation webinar, available in the WIDA Secure Portal, are useful resources for completing this task.	
X	X		Review and distribute score reports to designated sites/staff.	Reports will be available online in WIDA AMS on April 28, 2025. Printed reports will be available in schools on May 14, 2025.	
	X	X	Communicate with students' parents/family members about ACCESS for ELLs test results.	Reports with corrected information after Post-reporting data validation will be available in WIDA AMS on June 6, 2025. Individual Student Reports with corrected information may be downloaded from AMS and mailed to parents.	

			After Testing		

DTC	STC	TA	Task	State-specific Clarification	✔
				Students with assigned scores will not have a complete report in AMS; results will be available in the DESE Security Portal DropBox and Edwin in the summer.	