



MASSACHUSETTS ACCESS for ELLs Paper Checklist 2024-2025



This state checklist is a guide for personnel involved in administering [ACCESS for ELLs](#) Paper, and includes unique steps related to Kindergarten and Alternate ACCESS assessments. The checklist highlights all tasks that need to be completed **before**, **during**, and **after** testing within a school or district and uses color to indicate who typically completes those tasks in your state. This checklist has been customized for your state. The state-specific clarification column contains guidance that your state education agency expects you to follow as you prepare for and administer the test.




State-specific information

Test delivery mode	Paper	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) <ul style="list-style-type: none">• Paper ACCESS for ELLs: Administration• Speaking for Grades 1-5: Scoring ACCESS Paper and WIDA Screener• Speaking for Grades 6-12: Scoring ACCESS Paper and WIDA Screener• Alternate ACCESS: Administration and Scoring• Kindergarten ACCESS for ELLs: Administration and Scoring	<ul style="list-style-type: none">• ACCESS for ELLs Interpretive Guide for Score Reports• WIDA Alternate ACCESS Interpretive Guide for Score Reports• Accessibility and Accommodations Resources• Q&A Webinar Links and Recordings• Massachusetts State-Specific Directions <p>Course Resources:</p> <ul style="list-style-type: none">• ACCESS Paper, Kindergarten ACCESS, Alternate ACCESS <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		Determine which assessment(s) the student will require.	<p>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.</p> <p>EL educators familiar with the student must determine if a first-year EL (i.e., a student who was first reported as EL <i>after</i> 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.</p> <p>The Kindergarten ACCESS for ELLs is available as a paper-based test for students in kindergarten.</p> <p>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.</p>	
	X		Communicate roles, responsibilities, and training requirements to test administrators.	<p>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 training courses for the tests they will administer and have passed</p>	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
				<p>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.</p> <p>Training and certification are required every two years for all tests being administered.</p>	
X	X	X	Review training requirements based on your role.	<p>School Test Coordinators should ensure that Test Administrators 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.</p> <p>Those who took the training course and passed the certification quizzes for ACCESS tests in 2023-2024 (last year) do not need to requalify on the quizzes; all others must take the online training and pass the certification quizzes for tests they will administer in 2024-2025.</p> <p>Trainings for paper-based tests can be found in the WIDA Secure Portal and are titled:</p> <ul style="list-style-type: none"> • Paper ACCESS for ELLs: Administration • Speaking for Grades 1-5: Scoring ACCESS Paper and WIDA Screener • Speaking for Grades 6-12: Scoring ACCESS Paper and WIDA Screener 	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
				<ul style="list-style-type: none"> Kindergarten ACCESS for ELLs: Administration and Scoring Alternate ACCESS: Administration and Scoring <p>Training and certification are required every two years for all tests being administered.</p> <p>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.</p>	
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>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.</p> <p>Instructions for Creating WIDA and WIDA AMS Personal Accounts can be found on the DESE ACCESS web page.</p>	
X	X	X	<p>Log in to WIDA AMS and agree to security terms that appear automatically at first login.</p> <p>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.</p>	<p>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.</p> <p>Instructions for Creating WIDA and WIDA AMS Personal Accounts can be found on the DESE ACCESS web page.</p>	
X	X	X	Complete Module 1: Introduction of the Paper ACCESS for ELLs: Administration training course.	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	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
			This module provides background information about ACCESS Paper, including the test's purpose, design, and materials, and clarifies your role in testing.	the quiz, but should review the training modules for updates and clarifications. All others must take the online training and pass the certification quiz for tests they will administer in 2024-2025.	
			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 Paper 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.	<p>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. <i>Additional</i> test materials will be ordered by Test Coordinators if needed (see page 10). 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.</p> <p><i>Additional</i> 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.</p> <p>Limit additional orders to one per school. Materials should not be transferred between sites.</p>	
X	X	X	Review “ Accessibility ” in Module 1: Introduction in the Paper ACCESS for ELLs: Administration training course		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Complete Module 3: Your School, District, & Students in the Paper ACCESS for ELLs Administration training course. This module focuses on preparing your students for testing and assigning accommodations.	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.	
X	X	X	Assign accommodations for students with an IEP or 504 plan in WIDA AMS or bubble in on the Student Test Booklet.	Assigned student accommodations from the 2023-2024 administration will be placed into WIDA AMS. They should be reviewed for accuracy and updated as needed. Accommodations used should be bubbled in completely and darkly using a number 2 pencil on the student test booklet.	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Review student data for accuracy in WIDA AMS.	<p>Accommodations should be reviewed for accuracy and updated as needed. When bubbling test booklets, ensure bubbles are completely filled and darkened with a number 2 pencil.</p> <p>If you need to add a student to WIDA AMS, please ensure 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.</p> <p>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. 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.</p> <p>If a student was exited from EL status after October SIMS and before the testing window opens on January 6, 2025, report them as non-EL in the March SIMS.</p> <p>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.</p>	
X	X	X	<p>Complete Module 4: Administering the Test in the Paper ACCESS for ELLs: Administration training course</p> <p>This module focuses on preparing space, materials, and equipment.</p>		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
	X	X	<p>Create a testing schedule. All Speaking tests and all Kindergarten and Alternate ACCESS test sessions are administered one-on-one.</p> <p><i>Tip: Allow several days at the end for makeup testing. Refer to District and School Test Coordinator Manual for test scheduling resources.</i></p>	<p>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 14, 2025.</p> <p>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.</p> <p>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.</p> <p>Students in different grade level clusters and different tiers should <i>not</i> be tested together. The speaking test is administered individually.</p> <p>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.</p> <p>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.</p>	
	X	X	Reserve space and all necessary equipment (e.g., CD player) for testing days.	Ensure all testing devices are functioning properly.	
	X	X	Plan a seating arrangement for testing areas. Verify that students are adequately spaced. Refer to Test Scheduling in Section 5 of the District and School Test Coordinator Manual .	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	



Before Testing

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				<p>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.</p> <p>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.</p>	
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: Planning & Logistics in the Paper ACCESS for ELLs: Administration training course		
	X		Receive, inventory, and distribute test materials to designated sites/staff.	<p>Materials will be delivered to schools on January 2, 2025. Please ensure someone is available to sign for materials delivered by UPS.</p> <p>Please email access@mass.gov as soon as possible if there is any problem with materials delivery.</p>	
	X		Review materials for correct amount and type. 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		Review “ Ordering Additional Materials ” in Module 2: Planning & Logistics in the Paper ACCESS for ELLs: Administration training course	<p><i>Additional</i> 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, <i>additional</i> materials are ordered directly by each school, rather than by the district.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Materials should not be transferred between sites.</p>	
	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	✓
				<p>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.</p> <p>As with other test materials, Pre-ID Labels may <i>not</i> 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</p>	
	X		Check District/School Labels for accuracy. Contact DRC Customer Support if information is incorrect.	<p>District/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.</p> <p>See Knowledge Article "What are the student labels used for ACCESS for ELLs Student Response Booklets?" in WIDA AMS for more information.</p> <p>As with other test materials, Pre-ID Labels may <i>not</i> be transferred to another school or used for another student.</p> <p>To order additional District/School labels, email access@mass.gov during the Additional Test Materials Ordering window (January 2 – February 7, 2025).</p>	
	X	X	Apply labels to Test Booklets.	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	X	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 Massachusetts ACCESS for ELLs Administration Manual 2024-	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
				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. Alternate Complete the Alternate ACCESS: Administration and Scoring training course.	Training and certification is required every two years for all tests being administered.	
	X	X	Have students review Listening and Speaking paper sample items . Kindergarten Test administrators review Listening and Speaking sample items Alternate Test administrators review sample items	Students should view paper-based Practice Items for the tests they will take. Braille and WIDA Alternate ACCESS sample items are also available. This will ensure that students can experience how the tests will be presented to them.	
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 is required every two years for all tests being administered.	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
	X	X	<p>If you are responsible for administering the Speaking test, complete the applicable training course(s) in the WIDA Secure Portal:</p> <ul style="list-style-type: none"> • Speaking for Grades 1-5: Scoring ACCESS Paper and WIDA Screener • Speaking for Grades 6-12: Scoring ACCESS Paper and WIDA Screener 		
	X	X	<p>Pass the required certification quiz(zes) for Speaking scoring training. Quizzes are located within the training courses.</p>	<p>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</p> <p>Training and certification is required every two years for all tests being administered.</p>	
X	X		<p>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.</p>	<p>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.</p> <p>Test security requirements can be found in the Test Administrator Manual.</p>	
	X	X	<p>Try out the Listening and Speaking CD(s) and CD player prior to the day of testing.</p>		
	X		<p>Distribute test session rosters to Test Administrators.</p>		



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		Distribute all necessary testing materials to Test Administrators using procedure for secure check-out of test materials.	Testing materials should be stored in a secure location until distributed to test administrators prior to testing. Do not leave testing materials unattended.	
		X	Distribute necessary materials to students (test booklets, pencils, scratch paper).	Distribute 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.	<p>Ensure that students do not have access to cell phones, smart watches, tablets, ear buds, Bluetooth enabled devices, computers, or other electronic devices. Ensure students' personal devices and other materials are out of reach and out of sight of students during testing.</p> <p>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".</p> <p>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 here.</p> <p>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.</p>	
		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 prior to February 7, 2025. Student response booklets without a label will not be processed.</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 Paper ACCESS for ELLs: Administration training course. <p>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.</p>	<p><i>Additional</i> test materials may be ordered in WIDA AMS during the Additional Test Materials Ordering window between January 2 and February 7, 2025. Contrary to instructions provided in WIDA manuals, <i>additional</i> 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. 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. Materials returned without a Pre-ID or District/School label will not be processed. Materials should not be transferred between sites.</p>	
	X	X	Securely store all testing materials in between test sessions.	Testing materials should be stored in a secure location until packaged and returned to DRC. Do not leave testing materials unattended.	
		X	Collect and account for all test materials in between test sessions. 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: Planning & Logistics of the Paper 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 mailed 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. See District and School Test Coordinator Manual for guidance on marking Do Not Score codes.	Complete the front and back covers of each student’s test booklet according to the instructions in the Massachusetts ACCESS for ELLs Administration Manual 2024-2025 using a number 2 pencil only. Incorrect, missing, or incomplete 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. See page 21 of the Test Administrator Manual for information on returning modified WIDA Alternate ACCESS test materials.	



After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
				<p>Braille sample items were shipped to schools with all braille kits. Sample items do not need to be returned to DRC.</p> <p>Paper materials that could not be returned must be accounted for using the Materials Accountability Form in WIDA AMS. If secure materials containing a security barcode cannot be returned, complete the form to document the quantity of materials returned or not returned, as well as any reasons for materials not being returned. See page 30 of the District and School Test Coordinator Manual for information.</p>	
	X		<p>Return test materials to DRC.</p> <p>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.</p>	<p>Non-Secure materials including the Test Administrator Manual and Test Coordinator Manual 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.</p> <p>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.</p> <p>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.</p>	
X	X		Complete Module 5: Test Scores in the Paper ACCESS for ELLs: Administrating training course.	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	



After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
			This module focuses on data validation, accessing score reports, and effectively communicating test scores.	during the data validation window. Incorrect or mismatched data can result in delayed or unreported student results in WIDA AMS.	
X	X		Complete data validation process.	<p>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.</p> <p>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.</p> <p>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.</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 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.</p> <p>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.</p>	
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.	



After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Communicate with students' parents/family members about ACCESS for ELLs test results.	<p>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.</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 in the summer.</p>	