MARYLAND
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 – See first line of checklist for additional information.**	**Testing Window**	January 8, 2024 – March 1, 2024 (Make-up Window: February 20 – March 1, 2024)
WIDA member page	wida.wisc.edu/memberships/consortium/md		

Online Resources	
Training Courses (login to Secure Portal required) • Online ACCESS for ELLs: Administration • WIDA 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 • Alternate ACCESS for ELLs Interpretive Guide for Score Reports • Technology Resources • Accessibility and Accommodations Resources • Q&A Webinar Links and Recordings For more state-specific resources, visit your WIDA member page.

Checklist Key	
Local Accountability Coordinator (LAC) task School Test Coordinator (STC) task Test Administrator (TA) task	**Kindergarten** Applies to Kindergarten ACCESS only **Alternate** Applies to Alternate ACCESS only

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Before Testing

LAC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Determine which ACCESS for ELLs assessment(s) you are responsible for administering.	Maryland administers ACCESS for ELLs Online for Grades 1-12. Kindergarten and Alternate ACCESS for ELLs remain paper-based assessment. ELs with special needs may take the paper-based ACCESS for ELLs if indicated in their IEP or 504 Plan.	
X	X	X	Review training requirements based on your role.	TAs must be Maryland certified teachers. Also, TAs who will be administering Kindergarten, Alternate ACCESS for ELLs, and the paper-based Speaking test must have knowledge of the WIDA levels of English language proficiency and standards and have experience working with ELs. **New/Returning TAs:** New TAs must complete the ACCESS for ELLs training courses, including passing the certification quiz. Annual recertification for TAs who have certification from previous years is left up to district to determine if recertification is necessary. TAs administering the paper-based Speaking test must complete the Speaking scoring training course annually, including passing the certification quiz. For more information regarding administering the paper-based ACCESS for ELLs, please refer to the ACCESS Checklist Paper 2023-2024 document.	
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.	To request a WIDA Secure Portal account, contact your county's ESOL Coordinator.	

Before Testing

LAC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Log in to WIDA AMS and agree to security terms that appear automatically at first login. • **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.	LACs, ESOL Coordinators, and STCs can add users to WIDA AMS. If LACs and ESOL Coordinators do not have access, contact your state EL/Title III Coordinator.	
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.		
X	X		Set up WIDA AMS accounts for Technology Coordinators and Test Administrators. ***Tip:*** *If you need assistance, review the WIDA AMS User Guide.*		
			Submit Pre-ID file to DRC.	Pre-ID file is submitted by state.	
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.	The Grade 4/5 writing mode is online. Initial materials order is completed by a Pre-ID file submitted by state. Districts do not place an initial materials order.	
			Discuss district and school technology needs and capacity to administer the online test with the Technology Coordinator.		

Before Testing

LAC	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.		
	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.		
X	X		In WIDA AMS, assign accommodations for students with an IEP or 504 plan.		
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.		
X	X		Finalize student counts. Add any new students to WIDA AMS and assign them to registrations.		
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.	LACs, ESOL Coordinator, or STCs may update student information in WIDA AMS.	
	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.		

Before Testing

LAC	STC	TA	Task	State-specific Clarification	✓
	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 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. Refer to Test Scheduling in Section 6 of the Test Coordinator Manual.		
	X	X	Review "**Pep Talks, Test Demo, and Test Practice**" in Module 3 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		Review "**Managing Secure Materials**" in Module 2 of the Online ACCESS for ELLs: Administration training course.		
X	X		Receive, inventory, and distribute test materials to designated sites/staff.		
	X	X	Review materials for correct amount and type. Report the amount and type of overage to the District Coordinator.		
X	X		Review "**Ordering Additional Materials**" in Module 2 of the Online ACCESS for ELLs: Administration training course.		
X	X		Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.		
X	X		Check District/School Labels for accuracy. Contact DRC Customer Support if information is incorrect.		

Before Testing

LAC	STC	TA	Task	State-specific Clarification	✓
X	X		Print test tickets and test rosters. Securely store according to state and local policies. • Review **"Test Tickets & Rosters"** in Module 4 of the Online ACCESS for ELLs: Administration training course.		
X	X	X	Review test tickets for accuracy of demographic information and accommodations.		
X	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.	Completing **Demographic Information for ELs with NO Pre-ID Label:** Please follow instructions on pages 18-22 of the District and School Test Coordinator Manual (TCM) or pages 11-16 of the Test Administrator Manual (TAM), **except** for the following fields: a) **Native Language field**: Use ISO 639.2 language codes – **3 characters** b) State Defined Optional Data and District Defined Optional Data: Leave them blank	
		X	**Kindergarten** Complete the Kindergarten ACCESS for ELLs: Administration and Scoring training course. **Alternate** Complete the Alternate ACCESS: Administration and Scoring training course.		
		X	Have students view Test Demos and try Test Practice items • Review **"Preparing Your Students"** in Module 3 of the Online ACCESS for ELLs: Administration training course. • **New for 2023-24:** DRC INSIGHT hs a new look and feel. Schedule extra time to become familiar with the layout and navigation. **Kindergarten** Test administrators review Listening and Speaking sample items **Alternate** Test administrators review sample items		

Before Testing

LAC	STC	TA	Task	State-specific Clarification	✓
X	X		Review **"Tracking Site Completion Status"** in Module 2 of the Online ACCESS for ELLs: Administration training course.		
		X	Pass required certification quiz(zes). Quizzes are located within the training courses.	New TAs are required to pass the certification quiz in order to complete the course. Annual recertification for TAs who have certification from previous years is left up to district to determine if recertification is necessary. Alternate ACCESS test administrators must certify for the 2023-24 year.	
X	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.	TAs sign the Maryland Test Administration and Certification of Training form and protors or observers sign the Maryland Non-Disclosure Agreement.	

During Testing

LAC	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.		
		X	Gather test administration materials: Test Administrator Script(s), Test Administrator Manual, test tickets, test roster, Writing Booklets, #2 pencils, clock, etc.		
		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.		
	X		After students have completed the Listening and Reading tests, determine students' tier placement information in WIDA AMS. • 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		
	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.	Completing **Demographic Information for ELs with NO Pre-ID Label:** Please follow instructions on pages 18-22 of the District and School Test Coordinator Manual (TCM) or pages 11-16 of the Test Administrator Manual (TAM), **except** for the following fields: a) **Native Language field**: Use ISO 639.2 language codes – **3 characters** b) State Defined Optional Data and District Defined Optional Data: Leave them blank	
	X	X	Report additional material needs to the District Test Coordinator.		

During Testing

LAC	STC	TA	Task	State-specific Clarification	✓
	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 Reporting Services > Published Reports for a full list of all materials sent to your school/district.	Guidance on placing Additional Materials Orders can be found in Section 3 of the Test Coordinator Manual.	
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

LAC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Review **"Returning Materials"** in Module 2 of the Online ACCESS for ELLs: Administration training course.		
X	X		Collect test materials from Test Administrators once testing is completed at each testing site.		
	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.		
X	X		Prepare test materials for return. Refer to Returning Test Materials in Section 3 of the Test Coordinator Manual.		
X	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.	Unused Pre-ID labels and scratch paper should be securely destroyed locally. 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 Section 3 of the Test Coordinator Manual for a full list of secure and non-secure materials.	
			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.	Data validation will not take place through WIDA AMS. State will provide instructions on this process via email.	
X			Complete data validation process.	Pre- and post-reporting data validation will be done via state web data collection system (WDCS) using the Excel spreadsheet state receives from DRC and state will upload it to DRC's secure portal once updated. LACs will receive instructions on this process from state.	

After Testing

LAC	STC	TA	Task	State-specific Clarification	✓
X	X		Review and distribute score reports to designated sites/staff. 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.		
	X	X	Communicate with students' parents/family members about ACCESS for ELLs test results. Updated score reporting resources for WIDA Alternate ACCESS will be available in fall 2024.	Maryland exit criteria: Receive an overall composite proficiency level of 4.5 on ACCESS for ELLs. Updated exit criteria for Alternate ACCESS will be shared with LEAs once the standard setting and alignment study are completed.	