



MAINE ACCESS for ELLs Online Checklist 2023-2024



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

State-specific information

Test delivery mode	Online	Testing Window	Kindergarten ACCESS for ELLs, ACCESS for ELLs, Alternate ACCESS for ELLs: January 8 – March 1, 2024
WIDA member page	Wida.wisc.edu/memberships/consortium/me		

Online Resources

Training Courses (login to Secure Portal required) <ul style="list-style-type: none"> • Online ACCESS for ELLs: Administration • Alternate ACCESS: Administration and Scoring • Kindergarten ACCESS for ELLs: Administration and Scoring Course Resources: <ul style="list-style-type: none"> • ACCESS Online, Kindergarten ACCESS, Alternate ACCESS 	<ul style="list-style-type: none"> • ACCESS for ELLs Interpretive Guide for Score Reports • Alternate ACCESS for ELLs Interpretive Guide for Score Reports • Technology Resources • Accessibility and Accommodations Resources • Q&A Webinar Links and Recordings <p>For more state-specific resources, visit your WIDA member page.</p>
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Checklist Key

- District Test Coordinator (DTC) task
- School Test Coordinator (STC) task
- Test Administrator (TA) task

Kindergarten Applies to Kindergarten ACCESS only
Alternate Applies to Alternate ACCESS only



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓										
X	X	X	Determine which ACCESS for ELLs assessment(s) you are responsible for administering.	<table><tr><th>Grade Level</th><th>Assessment</th></tr><tr><td>Kindergarten</td><td>Kindergarten ACCESS for ELLs</td></tr><tr><td>Grades 1-12</td><td>ACCESS for ELLs Online (Grades 1-3 participate in Writing domain in paper-based format)</td></tr><tr><td>Multilingual learners with the most significant cognitive disabilities in Grades 1-12</td><td>Alternate ACCESS for ELLs (must be determined eligible by the IEP Team using State guidance and reflected in student's IEP)</td></tr><tr><td>Grades 1-12</td><td>ACCESS for ELLs Paper* <i>*Accommodation is only allowable as identified by student's IEP.</i></td></tr></table>	Grade Level	Assessment	Kindergarten	Kindergarten ACCESS for ELLs	Grades 1-12	ACCESS for ELLs Online (Grades 1-3 participate in Writing domain in paper-based format)	Multilingual learners with the most significant cognitive disabilities in Grades 1-12	Alternate ACCESS for ELLs (must be determined eligible by the IEP Team using State guidance and reflected in student's IEP)	Grades 1-12	ACCESS for ELLs Paper* <i>*Accommodation is only allowable as identified by student's IEP.</i>	
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X	X		Communicate roles, responsibilities, and training requirements to test administrators.												
X	X	X	Review training requirements based on your role.	<p>New TAs: New Test Administrators (TAs) are required to certify for 2023-2024.</p> <p>New for 2023-24: All WIDA Alternate ACCESS test administrators are required to certify this year. Certification must be completed after September 1, 2023 to be valid.</p> <p>Returning TAs: Returning TAs should review all materials and check with their to DTC to see if they would like them to recertify.</p>											



Before Testing

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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.	TAs should contact their District Test Coordinator (DTC) to request an account. New DTCs should contact WIDA Customer Service to request an account.	
X	X	X	Log in to WIDA AMS and agree to security terms that appear automatically at first login. <ul style="list-style-type: none"> 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. 	TAs should contact their District Test Coordinator (DTC) to request an account. New DTCs should contact DRC Customer Service to request an account.	
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.	Note for SEA: WIDA recommends that everyone who goes through Online ACCESS training complete this module.	
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.	Maine DOE will submit the Pre-ID file. Please ensure enrollment data including ML Start Date is accurate for all multilingual learners in Synergy state enrollment.	



Before Testing

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			Order materials in WIDA AMS.	<p>State Coordinator/Maine Department of Education will facilitate the initial order for materials using SAU enrollment data. Please ensure enrollment data including ML Start Date is accurate for all multilingual learners in Synergy state enrollment.</p> <p>For students who require paper based materials per the IEP or 504 Plan, a completed Paper Materials Request must be submitted to the State Coordinator: jodi.bossio-smith@maine.gov</p> <p>The default response mode for grades 4-12 Writing is keyboarding. Grades 4-12 Writing Response Booklets will NOT be ordered or shipped with initial materials order. If needed, the DTC can order these in the Additional Materials ordering window.</p>	
X	X		Discuss district and school technology needs and capacity to administer the online test with the Technology Coordinator.		
X	X	X	Complete Module 3: Your Students, School, & District in the Online ACCESS for ELLs: Administration training course. This module focuses on preparing your students for testing and assigning accommodations.		
	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.	<p>Meet with the Special Education Director/case managers to review required accommodations for students who are multilingual learners with disabilities, including MLs with the most significant cognitive disabilities. Ensure this data is accurately reflected in WIDA AMS and the TA understands the student's IEP accommodations.</p> <p>If any paper materials are required for an individual as an accommodation per the IEP/504 Plan, including a large print or Braille form, a completed Paper Materials Request must be submitted to the State Coordinator: jodi.bossio-smith@maine.gov</p>	



Before Testing

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	X		In WIDA AMS, assign accommodations for students with an IEP or 504 plan.	STCs must assign accommodations as per the IEP.	
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.	Default Test Sessions are by school/grade/domain. TAs may need to be assigned to Test Sessions/Schools.	
	X		Finalize student counts. Add any new students to WIDA AMS and assign them to registrations.	<p>All identified multilingual learners that are enrolled prior to 2/5/24 are required to be tested. If a student is in monitoring status, they do not test. Students that transfer within the state, or move to the state during the testing window will be included in the nightly student change file upload by the Department.</p> <p>Please ensure that all multilingual learners have been fully assigned to sessions.</p> <p>***District and school level users may not add new students to WIDA AMS.</p>	
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	<p>Complete Module 4: Administering the Test in the Online ACCESS for ELLs: Administration training course.</p> <p>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.</p>	Follow WIDA's guidance on timing and grouping of students.	



Before Testing

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	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.	Create a testing schedule. Kindergarten and Alternate ACCESS tests are administered 1:1. Also plan for factors such as students who may have small group testing, scribe, or paper-based test as an accommodation on the IEP. Ensure the assessment schedule has been shared with all appropriate stakeholders.	
	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		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.	Materials, including overage, are shipped to Maine SAUs via UPS and organized by school. 12/14/23	
	X		Review materials for correct amount and type. Report the amount and type of overage to the District Coordinator.	Materials, including overage, are shipped to Maine SAUs via UPS and organized by school. 12/14/23	
X	X		Review “ Ordering Additional Materials ” in Module 2 of the Online ACCESS for ELLs: Administration training course.	Materials that are needed to complete testing beyond those provided by initial order or overage should be limited. Initial ordering for Maine SAUs will be completed by the State Coordinator/Maine DOE.	



Before Testing

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				Any additional materials orders must be coordinated and completed by the District Test Coordinator. All orders of special forms and alternate assessment materials will be reviewed by the State Assessment Coordinator.	
X	X	X	Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.	If a Pre-ID label has incorrect information, correct the information in WIDA AMS and in your SAU's local data system. Once the information is corrected in both places, you may still use the Pre-ID label.	
	X	X	Check District/School Labels for accuracy. Contact DRC Customer Support if information is incorrect.	These labels are used for students with no Pre-ID Label.	
X			Print test tickets and test rosters. Securely store according to state and local policies. <ul style="list-style-type: none"> Review "Test Tickets & Rosters" in Module 4 of the Online ACCESS for ELLs: Administration training course. 	Test tickets are generated in WIDA AMS for each student and include information to log into the test. If needed, DTC can regenerate test tickets.	
	X	X	Review test tickets for accuracy of demographic information and accommodations.	Note: not all accommodations are listed on the test ticket. NA will be listed for all accommodations outside of the three online accommodations (Manual Control of item audio [MC]; Repeat item audio [RA]; and Extended Speaking Response time [ES]).	
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.	Basic demographic information required: Student name, SSID, DOB, Grade Level, ML Start Date. Information bubbled on the booklet should match current enrollment data. State demographic information in the system should match what is bubbled on the booklet.	
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.		
	X	X	Have students view Test Demos and try Test Practice items		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
			<ul style="list-style-type: none"> Review “Preparing Your Students” in Module 3 of the Online ACCESS for ELLs: Administration training course. New for 2023-24: DRC INSIGHT has a new look and feel. Schedule extra time to become familiar with the layout and navigation. <p>Kindergarten Test administrators review Listening and Speaking sample items</p> <p>Alternate Test administrators review sample items</p>		
X	X		Review “Tracking Site Completion Status” in Module 2 of the Online ACCESS for ELLs: Administration training course.		
		X	Pass required certification quiz(zes). Quizzes are located within the training courses.	<p>New TAs are required to certify for 2023-2024.</p> <p>Returning TAs should review all materials and check with their DTC to see if they would like them to recertify.</p> <p>All Alternate ACCESS test administrators must certify for the 2023-24 year.</p>	
X	X		Ensure all staff involved in testing are certified according to state requirements, have completed required training, and understand how to follow test security and confidentiality procedures.		



During Testing

DTC	STC	TA	Task	State-specific Clarification	✓
		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.	Follow WIDA's guidance on timing for test taking.	
	X	X	After students have completed the Listening and Reading tests, determine students' tier placement information in WIDA AMS. <ul style="list-style-type: none"> 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	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.	Basic demographic information required: Student name, SSID, DOB. State demographic information in WIDA AMS overrides what is bubbled on the booklet if they do not match. See Section 3 of the Test Coordinator Manual for more details.	
		X	Report additional material needs to the District Test Coordinator.		



During Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X			<p>Keep track of all material requests from schools during testing and place one additional materials order prior to the end of the testing window. Contact SEA if additional District/School Labels are needed.</p> <ul style="list-style-type: none"> Review “Ordering Additional Materials” in Module 2 of the Online ACCESS for ELLs: Administration training course. <p>Refer to the Secure Material Tracking Report in WIDA AMS under Reporting Services > Published Reports for a full list of all materials sent to your school/district.</p>	Reference Section 3 of the Test Coordinator Manual for more info.	
X	X	X	Securely store all testing materials in between test sessions.	<p>Keep ACCESS test materials in locked central storage when ACCESS tests are not being administered. Monitor the receipt and return of all test materials.</p> <p>Test security is a critical element of the validity and reliability of assessment data. For more resources on test security, please visit Assessment Security Department of Education (maine.gov)</p>	
	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		Review “Returning Materials” in Module 2 of the Online ACCESS for ELLs: Administration training course.		
	X		Collect test materials from Test Administrators once testing is completed at each testing site.	DTCs are to verify that all materials are accounted for and returned as required.	
X			Ensure all accommodations and Do Not Score codes are correctly marked on the booklet or in WIDA AMS. See Test Coordinator Manual and <i>Viewing and Editing a Registration</i> in Test Management Online Help in WIDA AMS for guidance on entering Do Not Score codes.	DTCs can modify accommodations and Do Not Score codes in WIDA AMS.	
	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.	Follow instructions in the Test Coordinator Manual regarding the return of materials. Securely destroy test tickets, unused Pre-ID labels, and scratch paper after testing is completed. 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 data validation process.	Maine DOE completes data validation. If any information is incorrect, it must be corrected in the SAU’s data system and uploaded to Synergy state enrollment.	
X	X		Complete Module 5: Test Scores in the Online ACCESS for ELLs: Administration training course. This module focuses on data validation, accessing score reports, and effectively communicating test scores.		



After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Review and distribute score reports to designated sites/staff. <ul style="list-style-type: none"> Reminder: WIDA Alternate ACCESS score reports will be released in fall 2024 due to standard setting. For more information, please see WIDA Alternate ACCESS Updates. 	MLs who have attained a Composite Proficiency Level Score of 4.5 or greater on the ACCESS for ELLs assessment are to be given an ML Exit Date in SAU enrollment. Maine DOE will apply an ML Exit Date in Synergy state enrollment of 06/30/2024.	
X	X	X	Communicate with students' parents/family members about ACCESS for ELLs test results. <ul style="list-style-type: none"> Updated score reporting resources for WIDA Alternate ACCESS will be available in fall 2024. 	WIDA resources to consider: <ul style="list-style-type: none"> ACCESS for ELLs: Understanding your Child's Scores Alternate ACCESS for ELLs: Understanding your Child's Scores 	