MAINE
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	ACCESS for ELLs – Online Kindergarten ACCESS for ELLs – Paper WIDA Alternate ACCESS - Paper	**Testing Window**	Kindergarten ACCESS for ELLs ACCESS for ELLs WIDA Alternate ACCESS January 6 – February 28, 2025
WIDA member page	Wida.wisc.edu/memberships/**consortium**/me		

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 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: 10/8/2024

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* *Accommodation is only allowable as identified by student's IEP.</td></tr></table>	
X	X		Communicate roles, responsibilities, and training requirements to test administrators.	**District & School Test Coordinators are responsible for ensuring Test Administrators have a clear understanding of their responsibilities and training requirements**	
X	X	X	Review training requirements based on your role.	**Returning TAs:** Maine DOE recommends that Test Administrators certify or recertify annually before administering ACCESS assessments	

Before Testing

DTC	STC	TA	Task	State-specific Clarification	✔
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. **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.	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.*		
	X		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. The Pre-ID file is sent to DRC by Maine DOE at the end of October 2024.	

Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
			Order materials in WIDA AMS.	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. 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: mechelle.ganglfinger@maine.gov 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.	
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.		

Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
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.	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. 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: mechelle.ganglfinger@maine.gov	
X	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	X		Finalize student counts. Add any new students to WIDA AMS and assign them to registrations.	All identified multilingual learners that are enrolled prior to 1/29/25 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. Please ensure that all multilingual learners have been fully assigned to sessions. ***District and school level users may not add new students to WIDA AMS.**	

Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
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. This module focuses on generating login credentials for test takers (test tickets), preparing space, materials, and equipment, and technology troubleshooting.	Follow WIDA's guidance on timing and grouping of students.	
	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.		

Before Testing

DTC	STC	TA	Task	State-specific Clarification	✔
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. December 12, 2024	
	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. December 12, 2024 These materials must be stored in a secured location at all times unless in active use by the Test Coordinator/Administrator/students.	
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. 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.	

Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
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.	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 • Review **"Preparing Your Students"** 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		

Before Testing

DTC	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. **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	Pass required certification quiz(zes). Quizzes are located within the training courses.	New TAs are required to certify for 2024-2025. Maine DOE recommends that Test Administrators certify or recertify <u>annually</u> before administering ACCESS assessments, by completing the appropriate trainings courses below: • Online ACCESS for ELLs: Administration • Speaking for Grades 1-5 (and/or 6-12): Scoring ACCESS Paper and WIDA Screener • Kindergarten ACCESS for ELLs: Administration and Scoring • WIDA Alternate ACCESS: Administration and Scoring	
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. 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.		
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.	

During Testing

DTC	STC	TA	Task	State-specific Clarification	✓
		X	Report additional material needs to the District Test Coordinator.		
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.	Reference Section 3 of the Test Coordinator Manual for more info.	
X	X	X	Securely store all testing materials in between test sessions.	Keep ACCESS test materials in locked central storage when ACCESS tests are not being administered. Monitor the receipt and return of all test materials. 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)	
	X	X	Collect and account for all test materials. Return them to the Test Coordinator.		

After Testing

DTC	STC	TA	Task	State-specific Clarification	✔
X	X		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.	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 *Viewing and Editing a Registration* 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	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 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.	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.	

After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
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.		
X	X		Review and distribute score reports to designated sites/staff.	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.	WIDA resources to consider: • ACCESS for ELLs: Understanding your Child's Scores • WIDA Alternate ACCESS: Understanding your Child's Scores	