



MICHIGAN ACCESS for ELLs Online Checklist 2020-2021



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	February 1, 2021 – April 9, 2021
WIDA member page	Wida.wisc.edu/memberships/consortium/mi & www.michigan.gov/wida
Online Resources	
<ul style="list-style-type: none"> • ACCESS for ELLs Test Administrator Manual (TAM) <i>Test administration policies and procedures</i> • ACCESS for ELLs Michigan Specific Test Administrator Manual (TAM) Includes required Michigan specific policies and procedures (when available) • ACCESS for ELLs Test Coordinator Manual (TCM) <i>Test coordination policies and procedures</i> • ACCESS for ELLs Accessibility and Accommodations Supplement <i>Accessibility and accommodations policies and procedures</i> • Technology Readiness Checklist For Technology Coordinators 	<ul style="list-style-type: none"> • ACCESS for ELLs Interpretive Guide for Score Reports • Alternate ACCESS for ELLs Interpretive Guide for Score Reports • WIDA AMS User Guide • Q&A Webinar Calendar <p>For more state-specific resources, visit www.michigan.gov/wida.</p>
Checklist Key	
<ul style="list-style-type: none"> ■ District Test Coordinator (DTC) task ■ School Test Coordinator (STC) task ■ Test Administrator (TA) task 	<ul style="list-style-type: none"> K Kindergarten ACCESS task A Alternate ACCESS task Opt Task may be optional depending on school or district procedures.



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Determine which ACCESS for ELLs assessment you are responsible for administering: Online, Paper, Kindergarten (K), or Alternate (A).		
X	X	X	Review training requirements based on your role.	<p>TA Qualifications:</p> <ul style="list-style-type: none"> • Educators (District Employees) holding a current State of Michigan teaching certificate. • Educators (NON-District Employees – Retirees) holding a current State of Michigan teaching certificate. • Paraprofessionals NOT funded by Title III funds. • Substitutes <p>All of the above personnel MUST have completed the appropriate assessment’s training and/or be monitored by an educator with a State of Michigan teaching certificate in order to administer the assessment.</p> <p>WIDA Recertification Requirements:</p> <ul style="list-style-type: none"> • WIDA ACCESS Online - recommend recertification, but not required • WIDA ACCESS Paper – recertification for Speaking scoring required <p>Kindergarten and Alt ACCESS - annual recertification due to required educator scoring components of these tests</p>	
X	X	X	Log in to your WIDA account and agree to the Non-Disclosure and User Agreement (NDUA) that pops up automatically upon first login.	<ul style="list-style-type: none"> - District Test Coordinator creates new user accounts. - NEW District Test Coordinators please review the relevant WIDA chapters of the Assessment Coordinator Training Guide . 	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
				<ul style="list-style-type: none"> - If no DTC, identify someone for that role and have them review the relevant WIDA chapters of the Assessment Coordinator Training Guide. - Educators should keep a copy of the NDUA on file at the local level. - Educators should also keep a copy of the OEAA Security Compliance Form on file at the local level. 	
X	X	X	Log in to WIDA AMS and agree to security terms that appear automatically at first login.	<p>Please contact your District English Learner Assessment Coordinator for WIDA AMS access. Please note that access to the WIDA AMS site is based on permissions in the OEAA Secure Site. Educators and technology coordinators needing WIDA AMS accounts must have an account in the OEAA Secure Site. For information on gaining access to the OEAA Secure Site, please review the Assigning Roles in Secure Site for AMS and eDIRECT document.</p> <p>Please note that Michigan educators do NOT conduct these activities in WIDA AMS:</p> <ul style="list-style-type: none"> -Pre-ID students for testing -Order initial materials -Add new students directly into AMS -Create new WIDA AMS users directly in AMS -Update student demographics -Do data validation <p>With the exception of updating student demographics, these activities occur in the OEAA Secure Site. Student demographic information must be updated in the Michigan Student Data System (MSDS).</p>	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Watch the Training Overview tutorial .	Required for new-to-testing educators only. Recommended to review as needed for returning educators.	
X			Set up WIDA AMS accounts for Technology Coordinators and Test Administrators. <i>Tip: If you need assistance, review the WIDA AMS User Guide.</i>	<p>Please contact your District English Learner Assessment Coordinator for WIDA AMS access. Please note that access to the WIDA AMS site is based on permissions in the OEAA Secure Site. Educators and technology coordinators needing WIDA AMS accounts must have an account in the OEAA Secure Site. For information on gaining access to the OEAA Secure Site, please review the Assigning Roles in Secure Site for AMS and eDIRECT document.</p> <p>Please note that Michigan educators do NOT conduct these activities in WIDA AMS:</p> <ul style="list-style-type: none"> -Pre-ID students for testing -Order initial materials -Add new students directly into AMS -Create new WIDA AMS users directly in AMS -Update student demographics -Do data validation <p>With the exception of updating student demographics, these activities occur in the OEAA Secure Site. Student demographic information must be updated in the Michigan Student Data System (MSDS).</p>	



Before Testing

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X	X		Submit Pre-ID file to DRC	<p>The Michigan Office of Educational Assessment & Accountability (OEAA) will submit the Pre-ID file on behalf of all school districts in Michigan. However, educators are still required to review the Pre-ID list for accuracy in the OEAA Secure Site.</p> <p>Educators must also identify which students may benefit from taking the WIDA Alternate ACCESS for ELLs at this time which is an assessment for ELs who are also students with significant cognitive disabilities or who function as though they have significant cognitive disabilities. Please review the WIDA Alternate ACCESS for ELLs Selection Criteria which outlines which students may benefit from taking the alternate form of this assessment.</p> <p>For more information about how to verify and update the Pre-ID list, please visit instructions found on the Secure Site Training page.</p>	
X	X		Request WIDA Test Exception through OEAA Secure Site.	<p>Additionally, please review the criteria outlined in the WIDA Test Exception and False EL Guidance Document at www.michigan.gov/wida for more information about students who may be eligible and timelines.</p>	
			Watch the Ordering Materials tutorial.	<p>Michigan educators should not watch this video. The only initial materials that educators should order are Braille and Enlarged Print which ordered through the OEAA Secure Site. Students taking the paper/pencil test or WIDA Alternate ACCESS for ELLs must have their mode and tier of testing updated at the time of the December Pre-ID window in the OEAA Secure Site. Please visit instructions found on the Secure Site Training page.</p>	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
			Order materials in WIDA AMS.	<p>Michigan educators cannot order materials for their initial material shipment in WIDA AMS (materials ordered in advance of the testing window). Any initial materials needed such as Braille and Enlarged Print are ordered through the OEAA Secure Site. Students taking the paper/pencil test or WIDA Alternate ACCESS for ELLs must have their mode and tier of testing updated at the time of the December Pre-ID window in the OEAA Secure Site. Please visit instructions found on the Secure Site Training page.</p> <p>Keyboarding is the default Writing response mode for grades 4-12.</p> <p>Grade 4-12 Writing Response booklets will NOT be shipped with initial materials order. If needed, LEAs can order more in the Additional Materials ordering window.</p>	
X	X	X	Watch the Accessibility Overview tutorial .	Required for new-to-testing educators only. Recommended to review as needed for returning educators	
X	X		Watch the Assigning Accommodations tutorial .	Required for new-to-testing educators only. Recommended to review as needed for returning educators	
	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 Supplement to consider testing needs for students who do not have an IEP or 504 plan.	Michigan follows the WIDA Accommodations guidelines.	
X	X		In WIDA AMS, assign Accommodations for students with an IEP or 504 plan.	As a reminder, Accommodations are ONLY available for students with the need outlined in their IEP or 504 plan.	
X			Modify default test sessions in WIDA AMS to meet district/school needs. Opt		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X			Finalize student counts. Add any new students to WIDA AMS and assign them to test sessions.	Students cannot be added to WIDA AMS directly by educators. Students must first be added to the correct OEAA Secure Site test cycle for them to appear in WIDA AMS. Please refer to the Michigan Specific Directions sheet available at www.michigan.gov/wida to download a copy when available.	
		X	Review student data for accuracy in WIDA AMS.	Student information cannot be edited directly in WIDA AMS. Spelling of names and other demographic information must be updated in MSDS. Please check with your DTC for updating this information.	
X		X	Confirm that all students are listed in WIDA AMS and assigned to test sessions.		
X	X	X	Watch the Test Scheduling tutorial .		
X	X		Create a testing schedule. All Kindergarten K and Alternate ACCESS A test sessions must be one-on-one. Tip: Break testing down into days in the window. Allow several days at the end for makeup testing. See the Test Coordinator Manual for help with scheduling.		
	X		Plan a seating arrangement for testing areas. Verify that students are adequately spaced for the Speaking Test. Opt	Refer to Test Scheduling in Section 6 of the TCM for guidance on seating arrangements.	
X	X	X	Watch the Test Practice and Test Tickets tutorial .	Required for new-to-testing educators only. Recommended to review as needed for returning educators	
X	X		Plan communication for parents/family members about ACCESS for ELLs testing and upcoming testing schedule.		
X	X		Watch the Managing Test Materials tutorial .	Required for new-to-testing educators only. Recommended to review as needed for returning educators	
X			Receive, inventory, and distribute test materials to designated sites/staff.		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Review materials for accuracy. Report the amount and type of overage to the District Coordinator.		
X	X		Watch the Additional Materials Orders tutorial .	Required for new-to-testing educators only. Recommended to review as needed for returning educators	
X	X	X	Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.	Student demographic information cannot be updated directly in WIDA AMS. Work with your district’s pupil accounting person to update demographic information in MSDS if information is incorrect.	
X	X		Check District/School Labels for accuracy. Contact DRC Customer Support if information is incorrect.		
X			Print test tickets and test rosters. Securely store according to state and local policies.	Please follow Michigan’s policies as outlined in the Assessment Integrity Guide .	
X	X		Review test tickets for accuracy of demographic information and accommodations.	Student demographic information cannot be updated directly in WIDA AMS. Work with your district’s pupil accounting person to update demographic information in MSDS if information is incorrect. Accommodations may be updated as needed in WIDA AMS.	
	X	X	K , A 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.	Please refer to the Michigan Specific TAM found at www.michigan.gov/wida for more information about bubbling student information.	
X	X	X	Watch the Administering the Test tutorial . K Watch the Kindergarten Training Video Series . A Watch the Alt ACCESS Test Administration Tutorial .	Required for new-to-testing educators only. Recommended to review as needed for returning educators	
		X	Have students view Test Demos and try Test Practice items K Test administrators review Listening and Speaking sample items A Test administrators review sample items		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Watch the Monitoring Test Progress tutorial (applies to online testing only). Tip: <i>This tutorial references tools in WIDA AMS that require coordinator level permissions.</i>	Required for new-to-testing coordinators only. Recommended to review as needed for returning educators	
X	X	X	Take the Online Administration Quiz and pass with a score of 80% or higher. K Take the Kindergarten Quiz . A Take the Alt ACCESS Quiz .	Online Administration Quiz: Required for new-to-testing educators only. Recommended to review as needed for returning educators Kindergarten Quiz: All educators administering the K test must pass this quiz on a yearly basis. Alt ACCESS Quiz: All educators administering the Alt ACCESS must pass this quiz on a yearly basis.	
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.	Please follow Michigan’s policies as outlined in the Assessment Integrity Guide .	



During Testing

DTC	STC	TA	Task	State-specific Clarification	✓
		X	Set up the testing room according to the TAM . 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	Follow all directions provided in the manuals and scripts. Monitor students to ensure test security.	Please follow Michigan's policies as outlined in the Assessment Integrity Guide for requirements and best practices on ensuring test security.	
X	X	X	After students have completed the Listening and Reading tests, run a Tier Placement Report 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.	Please refer to the Michigan Specific TAM found at www.michigan.gov/wida for more information about bubbling student information.	
	X	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.	Refer to Section 3 of the Test Coordinator Manual for guidance on additional materials ordering.	
X	X		Securely store all testing materials in between test sessions.	Please follow Michigan's policies as outlined in the Assessment Integrity Guide .	
		X	Collect and account for all test materials. Return them to the Test Coordinator.		



After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X			Watch the After Testing tutorial .	Required for new-to-testing educators only. Recommended to review as needed for returning educators	
X	X		Collect test materials from Test Administrators once testing is completed at each testing site.		
X	X		Ensure all accommodations and Do Not Score codes are correctly marked on the booklet or in WIDA AMS.	Educators must submit an Incident Report in the OEAA Secure Site FIRST if they wish to use a Do Not Score code. Directions for submitting Incident Reports can be found on the Secure Site Training page .	
X	X		Prepare test materials for return.	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 TCM for more information and a full list of secure and non-secure materials.	
X	X		Return test materials to DRC.	Scratch paper can be securely destroyed at the local level. Do Not Process, District/School Labels, and Pre-ID Labels that are not used may also be securely destroyed on site.	
			Watch the Data Validation tutorial .	<p>This process is not completed by Michigan schools in WIDA AMS. However, it IS completed in the OEAA Secure Site. There are many post-testing validation activities educators must complete in order to ensure accurate scoring and reporting. In most cases, these are educators' only opportunities to fix errors.</p> <p>Please refer to the WIDA List of Important Dates at www.michigan.gov/wida for information about upcoming post-testing data validation windows that occur in the OEAA Secure Site as well as the Spotlight for directions about upcoming activities.</p>	



After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X			Complete data validation process.	This process is not completed by Michigan schools in WIDA AMS. However, it IS completed in the OEAA Secure Site. There are many post-testing validation activities educators must complete in order to ensure accurate scoring and reporting. In most cases, these are educators' only opportunities to fix errors. Please refer to the WIDA List of Important Dates at www.michigan.gov/wida for information about upcoming post-testing data validation windows that occur in the OEAA Secure Site as well as the Spotlight for directions about upcoming activities.	
X			Watch the Accessing Score Reports tutorial .	Required for new-to-testing educators only. Recommended to review as needed for returning educators	
X	X		Review and distribute score reports to designated sites/staff.	More information and resources can be found on the Scores and Reports page of the WIDA website.	
X	X		Communicate with students' parents/family members about ACCESS for ELLs test results.	Districts must use the Michigan Entrance and Exit Protocol (EEP) from the Office of Educational Supports to identify students eligible for exiting. Districts must pay attention to CEPI deadlines posted in the Spotlight and work with their pupil accounting person to ensure proper exiting procedures are followed.	