



# MICHIGAN 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	
<b>Test delivery mode</b>	Online
	<b>Testing Window</b> February 5, 2024 – March 22, 2024
<b>WIDA member page</b>	<a href="http://Wida.wisc.edu/memberships/consortium/mi">Wida.wisc.edu/memberships/consortium/mi</a> & <a href="http://www.michigan.gov/wida">www.michigan.gov/wida</a>
Online Resources	
<p><b>Training Courses</b> (login to Secure Portal required)</p> <ul style="list-style-type: none"> <li>• <a href="#">Online ACCESS for ELLs: Administration</a></li> <li>• <a href="#">Alternate ACCESS: Administration and Scoring</a></li> <li>• <a href="#">Kindergarten ACCESS for ELLs: Administration and Scoring</a></li> </ul> <p><b>Course Resources:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">ACCESS Online</a>, <a href="#">Kindergarten ACCESS</a>, <a href="#">Alternate ACCESS</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">ACCESS for ELLs Interpretive Guide for Score Reports</a></li> <li>• <a href="#">Alternate ACCESS for ELLs Interpretive Guide for Score Reports</a></li> <li>• <a href="#">Technology Resources</a></li> <li>• <a href="#">Accessibility and Accommodations Resources</a></li> <li>• <a href="#">Q&amp;A Webinar Links and Recordings</a></li> <li>• <a href="#">ACCESS for ELLs Michigan Specific Test Administrator Manual (TAM)</a></li> </ul> <p>For more state-specific resources, visit <a href="http://www.michigan.gov/wida">www.michigan.gov/wida</a>.</p>
Checklist Key	
<ul style="list-style-type: none"> <li><span style="color: blue;">■</span> District Test Coordinator (DTC) task</li> <li><span style="color: green;">■</span> School Test Coordinator (STC) task</li> <li><span style="color: orange;">■</span> Test Administrator (TA) task</li> </ul>	<p><b>Kindergarten</b> Applies to Kindergarten ACCESS only</p> <p><b>Alternate</b> Applies to Alternate ACCESS only</p>



**Before Testing**

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Determine which ACCESS for ELLs assessment(s) you are responsible for administering.		
X	X		Communicate roles, responsibilities, and training requirements to test administrators.	Test coordinators are responsible for ensuring that test administrators complete required trainings and understand additional requirements such as how to deal with testing disruptions and irregularities.	
X	X	X	Review training requirements based on your role.	<p><b>Test Administrator Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Educators (District Employees) holding a current State of Michigan teaching certificate.</li> <li>• Educators (NON-District Employees – Retirees) holding a current State of Michigan teaching certificate.</li> <li>• Paraprofessionals NOT funded by Title III funds.</li> <li>• Substitutes</li> </ul> <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. All educators must also review the <a href="#">Assessment Integrity Guide</a> and complete the required assessment security training.</p> <p><b>WIDA Recertification Requirements:</b></p> <ul style="list-style-type: none"> <li>• WIDA ACCESS Online - recommend recertification, but not required</li> <li>• WIDA ACCESS Paper – recertification for Speaking scoring required</li> </ul>	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
				<ul style="list-style-type: none"> <li>Kindergarten and Alt ACCESS - annual recertification due to required educator scoring components of these tests</li> </ul>	
X	X	X	Log in to your <a href="#">WIDA account</a> and agree to the Non-Disclosure and User Agreement (NDUA) that appears automatically upon first login.	<ul style="list-style-type: none"> <li>District Test Coordinator creates new user accounts.</li> <li>NEW District Test Coordinators please review the relevant WIDA chapters of the <a href="#">Assessment Coordinator Training Guide</a>.</li> <li>If no DTC, identify someone for that role and have them review the relevant WIDA chapters of the <a href="#">Assessment Coordinator Training Guide</a>.</li> <li>Educators should keep a copy of the <a href="#">NDUA</a> on file at the local level.</li> <li>Educators should also keep a copy of the <a href="#">OEAA Security Compliance Form</a> on file at the local level.</li> </ul>	
X	X	X	Log in to <a href="#">WIDA AMS</a> and agree to security terms that appear automatically at first login. <ul style="list-style-type: none"> <li><b>New this year:</b> WIDA AMS has new applications for Import, Student and Test Management. Review screencasts in the ACCESS Online training course for more information.</li> </ul>	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 <a href="#">Assigning Roles in Secure Site for AMS and eDIRECT document</a> .  Please note that Michigan educators do <b>NOT</b> conduct these activities in WIDA AMS: <ul style="list-style-type: none"> <li>-Pre-ID students for testing</li> <li>-Order initial materials</li> <li>-Add new students directly into AMS (importing students)</li> <li>-Create new WIDA AMS users directly in AMS</li> <li>-Update student demographics</li> <li>-Do data validation</li> </ul>	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
				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).	
X	X	X	<p>Complete <b>Module 1: Introduction</b> of the Online ACCESS for ELLs: Administration training course.</p> <p>This module provides background information about ACCESS Online, including the test’s purpose, design, and materials, and clarifies your role in testing.</p>	Required for new-to-testing educators only. Recommended to review as needed for returning educators.	
X			<p>Set up WIDA AMS accounts for Technology Coordinators and Test Administrators. <b>Tip:</b> <i>If you need assistance, review the <a href="#">WIDA AMS User Guide</a>.</i></p>	<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 <a href="#">Assigning Roles in Secure Site for AMS and eDIRECT document</a>.</p> <p>Please note that Michigan educators do <b>NOT</b> conduct these activities in WIDA AMS:</p> <ul style="list-style-type: none"> <li>-Pre-ID students for testing</li> <li>-Order initial materials</li> <li>-Add new students directly into AMS (import students)</li> <li>-Create new WIDA AMS users directly in AMS</li> <li>-Update student demographics</li> <li>-Do data validation</li> </ul> <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 &amp; Accountability (OEAA) will submit the Pre-ID file on behalf of all school districts in Michigan. <b>However, educators are still required to review the Pre-ID list for accuracy in the OEAA Secure Site.</b></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 <a href="#">WIDA Alternate ACCESS for ELLs Selection Criteria</a> 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 <a href="#">Secure Site Training page</a>.</p>	
X	X		Request WIDA Test Exception through OEAA Secure Site.	<p>This assessment may not be appropriate for some students with disabilities. Please review the criteria outlined in the WIDA Test Exception and False EL Guidance Document at <a href="http://www.michigan.gov/wida">www.michigan.gov/wida</a> for more information about students who may be eligible and timelines.</p>	
X	X	X	<p>Complete <b>Module 2: Planning &amp; Logistics</b> in the Online ACCESS for ELLs: Administration training course.</p> <p>This module focuses on ordering and returning materials, as well as managing, distributing, and securing test materials.</p>	<p>Michigan educators can skip the <b>first</b> portion of this module entitled ‘Ordering Materials’. The only initial materials that educators should order are Braille and Enlarged Print which are ordered through the OEAA Secure Site and not WIDA AMS. 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 <a href="#">Secure Site Training page</a>.</p>	



Before Testing

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				Test administrators can focus on reviewing the ‘Returning Materials’ portion of the course only. Other portions of the module can be skipped for test administrators.	
			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 <a href="#">Secure Site Training page</a>.</p> <p>Keyboarding is the default Writing response mode for grades 4-12.</p> <p>Grade 4-12 Writing Response booklets <b>will NOT</b> be shipped with initial materials order. If needed, LEAs can order more in the Additional Materials ordering window.</p>	
X	X	X	Complete <b>Module 3: Preparing Your Students</b> in the Online ACCESS for ELLs: Administration training course. This module focuses on preparing your students for testing and assigning accommodations.	Required for new-to-testing educators only. Recommended to review as needed for educators seeking recertification.	
	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.	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.	



Before Testing

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X			<b>Optional:</b> 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			Finalize student counts. Add any new students to WIDA AMS and assign them to registrations.	Students cannot be added to WIDA AMS directly by educators. Students must <b>first</b> 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 in the Michigan Specific Test Administration Manual at <a href="http://www.michigan.gov/wida">www.michigan.gov/wida</a> to download a copy when available.	
X		X	Review student data for accuracy in WIDA AMS. Confirm that all students are listed in WIDA AMS and assigned to correct registrations.	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	X	Complete <b>Module 4: Administering the Test</b> 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.	Required for new-to-testing educators only. Recommended to review as needed for educators seeking recertification.	
X	X		Create a testing schedule. All <b>Kindergarten</b> and <b>Alternate ACCESS</b> test sessions are administered one-on-one. <b>Tip:</b> Allow several days at the end for makeup testing. See the <a href="#">Test Coordinator Manual</a> for help with scheduling.		
	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 <a href="#">Test Coordinator Manual</a> .		
X	X	X	Review <b>“Pep Talks, Test Demo, and Test Practice”</b> in Module 3 of the Online ACCESS For ELLs: Administration training course.	Required for new-to-testing educators only. Recommended to review as needed for educators seeking recertification.	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Plan communication for parents/family members about ACCESS for ELLs testing and upcoming testing schedule.	Refer to the WIDA Parent Guides available in <a href="#">English</a> , <a href="#">Arabic</a> , and <a href="#">Spanish</a> at <a href="http://www.michigan.gov/wida">www.michigan.gov/wida</a> .	
X	X		Review “ <b>Managing Secure Materials</b> ” in Module 2 of the Online ACCESS for ELLs: Administration training course.	Required for new-to-testing educators only. Recommended to review as needed for educators seeking recertification.	
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 “ <b>Ordering Additional Materials</b> ” in Module 2 of the Online ACCESS for ELLs: Administration training course.	Required for new-to-testing educators only. Recommended to review as needed for educators seeking recertification.	
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 <a href="#">DRC Customer Support</a> if information is incorrect.	Please refer to the Michigan Specific TAM found at <a href="http://www.michigan.gov/wida">www.michigan.gov/wida</a> for more information about bubbling student information. Some information must still be bubbled in, even if a student label is applied.	
X			Print test tickets and test rosters. Securely store according to state and local policies.	Please follow Michigan’s policies as outlined in the <a href="#">Assessment Integrity Guide</a> .	
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	<b>Kindergarten, Alternate only</b> – 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 <a href="http://www.michigan.gov/wida">www.michigan.gov/wida</a> for more information about bubbling student information. Some information must still be bubbled in even if a student label is applied.	





Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	<p><b>Kindergarten</b> Complete the Kindergarten ACCESS for ELLs: Administration and Scoring training course.</p> <p><b>Alternate</b> Complete the Alternate ACCESS: Administration and Scoring training course.</p>	The <i>Kindergarten ACCESS for ELLs: Administration and Scoring</i> and the <i>WIDA Alternate ACCESS: Administration and Scoring</i> training courses are required for new-to-testing coordinators and administrators. They are also required to be completed on an annual basis for educators administering/scoring the assessment.	
		X	<p>Have students view <a href="#">Test Demos</a> and try <a href="#">Test Practice</a> items</p> <ul style="list-style-type: none"> <li>Review “<b>Preparing Your Students</b>” in Module 3 of the Online ACCESS for ELLs: Administration training course.</li> <li><b>New for 2023-24:</b> DRC INSIGHT hs a new look and feel. Schedule extra time to become familiar with the layout and navigation.</li> </ul> <p><b>Kindergarten</b> Test administrators review Listening and Speaking sample items</p> <p><b>Alternate</b> Test administrators review sample items</p>		
X	X		Review “ <b>Tracking Site Completion Status</b> ” in Module 2 of the Online ACCESS for ELLs: Administration training course.	Required for new-to-testing educators only. Recommended to review as needed for educators seeking recertification.	
X	X	X	Pass required certification quiz(zes). Quizzes are located within the training courses.	<p>Online Administration Quiz: Required for new-to-testing educators only. Recommended to review as needed for returning educators</p> <p>Kindergarten Quiz: All educators administering the K test must pass this quiz on a yearly basis.</p> <p>Alt ACCESS Quiz: All educators administering the Alt ACCESS must pass this quiz on a yearly basis.</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.	Please follow Michigan’s policies as outlined in the <a href="#">Assessment Integrity Guide</a> .	



During Testing

DTC	STC	TA	Task	State-specific Clarification	✓
		X	Set up the testing room according to the <a href="#">Test Administrator Manual</a> . 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).	Work with your technology coordinator to ensure testing devices are using the appropriate testing hardware that is used with the Central Office and monitored throughout the period when test content can be accessed.	
		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 <a href="#">Assessment Integrity Guide</a> for requirements and best practices on ensuring test security. Pay special attention to the possible use of cell phone cameras or other devices that may access the internet.	
X	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"> <li>View the screencast on “<b>Test Domains: Listening &amp; Reading</b>” in Module 4 of the Online ACCESS for ELLs: Administration training course to learn how to export registration details in WIDA AMS</li> </ul>		
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 <a href="http://www.michigan.gov/wida">www.michigan.gov/wida</a> for more information about bubbling student information.	
	X	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 <b>one</b> 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"> <li>Review <b>“Ordering Additional Materials”</b> in Module 2 of the Online ACCESS for ELLs: Administration training course.</li> </ul> <p>Refer to the <b>Secure Material Tracking Report</b> in WIDA AMS under Reporting Services &gt; Published Reports for a full list of all materials sent to your school/district.</p>	<p>Refer to Section 3 of the <a href="#">Test Coordinator Manual</a> for guidance on additional materials ordering.</p>	
X	X		<p>Securely store all testing materials in between test sessions.</p>	<p>Please follow Michigan’s policies as outlined in the <a href="#">Assessment Integrity Guide</a>. Securely destroy all test tickets after testing.</p>	
		X	<p>Collect and account for all test materials. Return them to the Test Coordinator.</p>	<p>Missing materials should be identified on the Accountability Form within WIDA AMS.</p>	



After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X			Review <b>“Returning Materials”</b> in Module 2 of the Online ACCESS for ELLs: Administration training course.	Required for new-to-testing educators only. Recommended to review as needed for educators seeking recertification.	
X	X		Collect test materials from Test Administrators once testing is completed at each testing site.	Ensure collected materials are securely stored. Please follow Michigan’s policies as outlined in the <a href="#">Assessment Integrity Guide</a> . Securely destroy all test tickets after testing.	
X	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.	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 <a href="#">Secure Site Training page</a> .	
X	X		Prepare test materials for return. Refer to Returning Test Materials in Section 3 of the Test Coordinator Manual.	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.	
X	X		Return test materials to DRC. Refer to the <b>Secure Material Tracking Report in WIDA AMS</b> under Reporting Services > Published Reports for a full list of all materials sent to your school/district and returned to DRC.	Scratch paper can be securely destroyed at the local level. Do Not Process, District/School Labels, and Pre-ID Labels that are <b>not used</b> may also be securely destroyed on site.	
X	X		Complete <b>Module 5: Test Scores</b> in the Online ACCESS for ELLs: Administration training course.  This module focuses on data validation, accessing score reports, and effectively communicating test scores.	Educators can skip the first part of this module titled ‘Data Validation’. 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 <a href="http://www.michigan.gov/wida">www.michigan.gov/wida</a> for information about upcoming post-testing data validation windows that occur in the OEAA Secure Site as well as the <a href="#">Spotlight</a> for directions about upcoming activities.	



After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X			Complete data validation process.	<p>This process is not completed by Michigan schools in WIDA AMS. However, it IS completed in the OEAA Secure Site. There are many <b>post-testing validation</b> activities educators must complete in order to ensure accurate scoring and reporting. These include the Enrolled Students and Demographics, Answer Documents Received, and Students Not Tested windows. In most cases, these are educators' only opportunities to fix errors.</p> <p>Please refer to the WIDA List of Important Dates at <a href="http://www.michigan.gov/wida">www.michigan.gov/wida</a> for information about upcoming post-testing data validation windows that occur in the OEAA Secure Site as well as the <a href="#">Spotlight</a> for directions about upcoming activities.</p>	
X	X		Review and distribute <a href="#">score reports</a> 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 <a href="#">WIDA Alternate ACCESS Updates</a> .	Educators should also review the <a href="#">Final Reporting</a> chapter of the <a href="#">Assessment Coordinator Training Guide</a> .	
X	X		<p><a href="#">Communicate with students' parents/family members</a> about ACCESS for ELLs test results.</p> <p>Updated score reporting resources for WIDA Alternate ACCESS will be available in fall 2024.</p>	Districts must use the <a href="#">Michigan Entrance and Exit Protocol (EEP)</a> from the <a href="#">Office of Educational Supports</a> 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.	