



# MICHIGAN ACCESS for ELLs Paper Checklist 2024-2025



This state checklist is a guide for personnel involved in administering [ACCESS for ELLs](#) Paper, 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>	Paper	<b>Testing Window</b>	January 27, 2025 – April 4, 2025
<b>WIDA member page</b>	<a href="https://wida.wisc.edu/memberships/consortium/mi">Wida.wisc.edu/memberships/consortium/mi</a> & <a href="https://www.michigan.gov/wida">www.michigan.gov/wida</a>		

## Online Resources

### Training Courses (login to Secure Portal required)

- [Paper ACCESS for ELLs: Administration](#)
- [Speaking for Grades 1-5: Scoring ACCESS Paper and WIDA Screener](#)
- [Speaking for Grades 6-12: Scoring ACCESS Paper and WIDA Screener](#)
- [Alternate ACCESS: Administration and Scoring](#)
- [Kindergarten ACCESS for ELLs: Administration and Scoring](#)




- [ACCESS for ELLs Interpretive Guide for Score Reports](#)
- [WIDA Alternate ACCESS Interpretive Guide for Score Reports](#)
- [Accessibility and Accommodations Resources](#)
- [Q&A Webinar Links and Recordings](#)

### Course Resources:

- [ACCESS Paper](#), [Kindergarten ACCESS](#), [Alternate ACCESS](#)

For more state-specific resources, visit [www.michigan.gov/wida](https://www.michigan.gov/wida).

## 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.		
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. 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 test.</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	<p>Log in to <a href="#">WIDA AMS</a> and agree to security terms that appear automatically at first login.</p> <p><b>New for 2024-25:</b> Learn about this year's enhancements to WIDA AMS Test Management, Test Monitoring, and Reporting Services by viewing the <a href="#">WIDA AMS and DRC Technical Enhancements for 2024-2025</a> webinar recording in the WIDA Secure Portal.</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 (importing students)</li> <li>-Create new WIDA AMS users directly in AMS</li> </ul>	



## Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
				<ul style="list-style-type: none"> <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>	
X	X		Submit Pre-ID file to DRC	<p>The Michigan Office of 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>	



## Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	<p>Complete <b>Module 2: Planning &amp; Logistics</b> in the Paper 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> <p>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.</p>	
			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>	
X	X	X	Review " <b>Accessibility</b> " in Module 1: Introduction in the Paper ACCESS for ELLs: Administration training course	Required for new-to-testing educators only. Recommended to review as needed for returning educators	
X	X		<p>Complete <b>Module 3: Your School, District, &amp; Students</b> in the Paper ACCESS for ELLs Administration training course.</p> <p>This module focuses on preparing your students for testing and assigning accommodations.</p>	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		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 WIDA Accommodations guidelines.	
X	X		Assign Accommodations for students with an IEP or 504 plan in WIDA AMS or bubble in on the Student Test Booklet.	As a reminder, Accommodations are ONLY available for students with the need outlined in their IEP or 504 plan.	
	X	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	X	Complete <b>Module 4: Administering the Test</b> in the Paper ACCESS for ELLs: Administration training course This module focuses on preparing space, materials, and equipment.	Required for new-to-testing educators only. Recommended to review as needed for educators seeking recertification.	
X	X		Create a testing schedule. All Speaking tests and all <b>Kindergarten</b> and <b>Alternate</b> ACCESS test sessions are administered one-on-one. <i>Tip: Allow several days at the end for makeup testing. Refer to <a href="#">Test Coordinator Manual</a> for test scheduling resources.</i>		
X	X	X	Reserve space and all necessary equipment (e.g., CD player) for testing days.		



## Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
	X		Plan a seating arrangement for testing areas. Verify that students are adequately spaced. Refer to Test Scheduling in Section 5 of the <a href="#">Test Coordinator Manual</a> .		
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: Planning & Logistics in the Paper ACCESS for ELLs: Administration training course	Required for new-to-testing educators only. Recommended to review as needed for educators seeking recertification.	
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			Review “ <b>Ordering Additional Materials</b> ” in Module 2: Planning & Logistics in the Paper ACCESS for ELLs: Administration training course	Required for new-to-testing educators only. Recommended to review as needed for educators seeking recertification.	
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 WIDA Label and Bubbling Information document 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		Apply labels to Test Booklets.		
X	X		Bubble in demographic information and apply a District/School Label to Test Booklets that do not have Pre-ID Labels.	Please refer to the WIDA Label and Bubbling Information document 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	<b>Kindergarten</b> Complete the Kindergarten ACCESS for ELLs: Administration and Scoring training course. <b>Alternate</b> Complete the Alternate ACCESS: Administration and Scoring training course.	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	Have students review Listening and Speaking <a href="#">paper sample items</a> . <b>Kindergarten</b> Test administrators review Listening and Speaking sample items <b>Alternate</b> Test administrators review sample items		
X	X	X	Pass required certification quiz(zes). Quizzes are located within the training courses.	Paper Administration Quiz: Required for new-to-testing educators only. Recommended to review as needed for educators seeking recertification.  Kindergarten Quiz: All educators administering/scoring 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.	





## Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
		X	<p>If you are responsible for administering the Speaking test, complete the applicable training course(s):</p> <ul style="list-style-type: none"> <li>• Speaking for Grades 1-5: Scoring ACCESS Paper and WIDA Screener</li> <li>• Speaking for Grades 6-12: Scoring ACCESS Paper and WIDA Screener</li> </ul>	All educators administering/scoring the Speaking test must pass this Speaking quiz on a yearly basis.	
		X	Pass the required certification quiz(zes) for Speaking scoring training. Quizzes are located within the training courses.	All educators administering/scoring the Speaking test must pass this Speaking 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 <a href="#">Assessment Integrity Guide</a> .	
		X	Try out the Listening and Speaking CD(s) and CD player prior to the day of testing.		
X	X		Distribute test session rosters to Test Administrators.		



## 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		Distribute all necessary testing materials to Test Administrators using procedure for secure check-out of test materials.		
		X	Distribute necessary materials to students (test booklets, pencils, scratch paper).		
		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	Report additional material needs to the Test Coordinator.		
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 Paper ACCESS for ELLs: Administration training course.</li> </ul> <p>Refer to the <b>Secure Material Tracking Report</b> in WIDA AMS under My Applications &gt; Scoring and Reporting &gt; 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.</p>	Refer to Section 3 of the <a href="#">Test Coordinator Manual</a> for guidance on additional materials ordering.	



### During Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Securely store all testing materials in between test sessions.	Please follow Michigan's policies as outlined in the <a href="#">Assessment Integrity Guide</a> .	
		X	Collect and account for all test materials in between test sessions. Return them to the Test Coordinator.	Missing materials should be identified on the Accountability Form within WIDA AMS.	



### After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Review “ <b>Returning Materials</b> ” in Module 2: Planning & Logistics of the Paper 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> .	
X	X		Ensure all accommodations and Do Not Score codes are correctly marked on the booklet. See <a href="#">Test Coordinator Manual</a> for guidance on marking 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 and Test Coordinator Manual, should not be returned to DRC.	
X	X		Return test materials to DRC.  Refer to the <b>Secure Material Tracking Report</b> 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.	Shred unused Pre-ID labels and scratch paper locally. Non-Secure materials including the Test Administrator Manual and Test Coordinator Manual 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.	
X	X		Complete <b>Module 5: Test Scores</b> in the Paper ACCESS for ELLs: Administrating 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 <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.	



## After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
				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.	
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.</p> <p>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.</p>	
X	X		Review and distribute <a href="#">score reports</a> to designated sites/staff.	Educators should also review the <a href="#">Final Reporting</a> chapter of the <a href="#">Assessment Coordinator Training Guide</a> .	
X	X		<a href="#">Communicate with students' parents/family members</a> about ACCESS for ELLs test results.	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	