MINNESOTA
ACCESS for ELLs Online Checklist
2024-2025

This state checklist is a guide for staff involved in administering the online grades 1-12 ACCESS for ELLs, and includes unique steps related to Kindergarten and WIDA 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**	January 27, 2025 – March 21, 2025
WIDA member page	wida.wisc.edu/memberships/consortium/mn		

Online Resources

Training Courses
- WIDA Secure Portal (login required)
- Learning Management System (login required)

Minnesota Resources
- *Procedures Manual for Minnesota Statewide Assessments*

Other Resources
- ACCESS for ELLs Interpretive Guide for Score Reports
- WIDA Alternate ACCESS Interpretive Guide for Score Reports
- Technology Resources
- Test Administrator Essentials
- Webinar Links and Recordings

For additional state-specific resources, visit your WIDA member page.

Checklist Key

■ District Assessment Coordinator (DAC)
■ School Assessment Coordinator (SAC)
■ Test Administrator (TA)

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

Last Updated: 9/24/2024

			Before Testing		

DAC	SAC	TA	Task	State-specific Clarification	✔
X			District Assessment Coordinators (DACs): • Create accounts for new staff in the WIDA Secure Portal • Create user roles for new staff in WIDA AMS • Ensure that at least one user in WIDA AMS is designated as a District Technology Coordinator by User Role.	New District Assessment Coordinators (DACs) follow the steps in the *New District Assessment Coordinators: Getting Access* (MDE > Districts, Schools and Educators > Teaching and Learning > Statewide Testing > District Resources [under the District Assessment Coordinator Resources expandable heading]) to get access to both WIDA Secure Portal and WIDA AMS.	
X			Meet with staff involved with testing to review roles and responsibilities.	For information on roles and responsibilities, refer to Chapter 3 of the *Procedures Manual.* For information on how to select Test Administrators, refer to Chapter 7 of the *Procedures Manual.*	
X	X	X	Log in to the WIDA Secure Portal and agree to the Non-Disclosure and User Agreement (NDUA) that appears automatically upon first login.	New users request accounts from their DAC. Although WIDA and DRC have developed consortium-wide Non-Disclosure and User Agreements, Minnesota district staff must additionally complete the required MDE **Test Security Training**. MDE trainings are posted in the Learning Management System.	
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.	New users request accounts from their DAC. Although WIDA and DRC have developed consortium-wide Non-Disclosure and User Agreements, Minnesota district staff must additionally complete the required MDE **Test Security Training**. MDE trainings are posted in the Learning Management System.	

Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✔
X	X	X	Visit the Minnesota page on the WIDA website to find information on MDE contacts, state-specific guidance, trainings and key dates.	Refer to the *Important Dates for English Language Proficiency Accountability Assessments* found in the front of the *Procedures Manual* for a detailed list of test administration dates. Dates for reporting are posted in the *Important Dates for Results Release* when available	
X	X		District and School Assessment Coordinators review the following training courses: • *Online ACCESS for ELLs: Administration* • *Paper ACCESS for ELLs: Administration* • *WIDA Alternate ACCESS: Administration and Scoring* • *Kindergarten ACCESS for ELLs: Administration and Scoring* • MDE trainings as appropriate	MDE recommends that DACs review courses in the WIDA Secure Portal. This includes the training courses or modules required for Test Administrators, as well as any of the other modules in the grades 1–12 ACCESS training courses for ACCCESS Online and ACCESS Paper that are more specific to DACs. MDE trainings are posted in the Learning Management System. For information on training requirements, refer to Chapter 7 of the *Procedures Manual.*	

		X	ACCESS Online grades 1–12 Test Administrators (TAs) are required to complete the following tasks prior to test administration.
			
			• In the *Online ACCESS for ELLs: Administration* training course on the WIDA Secure Portal:
			  o All content in Module 1: *Introduction*
			  o All content marked with a star symbol on the *Training Tasks* page
			  o Pass the Certification Quiz
			• In the ACCESS Test Administrator – Grades 1–12 learning path in the Learning Management System.
			  o *Test Security Training*
			  o *Active Monitoring for Statewide Assessments*
				The *Online ACCESS for ELLs: Administration* training is available on the WIDA Secure Portal.
				
				MDE trainings are available in the Learning Management System.	

Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✔

		X	ACCESS Paper grades 1–12 Test Administrators (TAs) are required to complete the following tasks prior to test administration.
			
			• In the *Paper ACCESS for ELLs: Administration* training course on the WIDA Secure Portal:
			   ○ All content in Module 1: *Introduction*
			   ○ All content marked with a star symbol on the *Training Tasks* page
			   ○ Pass the Certification Quiz
			• In the ACCESS Test Administrator – Grades 1–12 learning path in the Learning Management System:
			   ○ *Test Security Training*
			   ○ *Active Monitoring for Statewide Assessments*
			
			TAs administering and scoring the Speaking domain on ACCESS Paper grades 1–12 are also required to complete the following tasks on the WIDA Secure Portal:
			
			• *Speaking for Grades 1-5: Scoring ACCESS Paper and WIDA Screener* training course AND/OR
			• *Speaking for Grades 6-12: Scoring ACCESS Paper and WIDA Screener* training course
			• Pass the Certification Quiz(zes)
				WIDA trainings are available on the WIDA Secure Portal.
				
				MDE trainings are available on the Learning Management System.	

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Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✓

		X	Kindergarten ACCESS Test Administrators (TAs) are required to complete the following tasks prior to test administration.
			
			• In the *Kindergarten ACCESS for ELLs: Administration and Scoring* training course on the WIDA Secure Portal:
			   o All modules
			   o Pass the Certification Quiz
			• In the ACCESS Test Administrator – Kindergarten/WIDA Alternate ACCESS learning path in the Learning Management System:
			   o *Test Security Training*
				The *Kindergarten ACCESS for ELLs: Administration and Scoring* training is available on the WIDA Secure Portal.
				
				MDE trainings are available on the Learning Management System.	

		X	WIDA Alternate ACCESS Test Administrators (TAs) are required to complete the following tasks prior to test administration.
			
			• In the *WIDA Alternate ACCESS: Administration and Scoring* training course on the WIDA Secure Portal:
			   o All modules
			   o Pass the Certification Quiz
			• In the ACCESS Test Administrator – Kindergarten/WIDA Alternate ACCESS learning path in the Learning Management System:
			   o *Test Security Training*
				The *WIDA Alternate ACCESS: Administration and Scoring* training is available on the WIDA Secure Portal.
				
				MDE trainings are available on the Learning Management System.	

X	X		Review the Test Coordinator Manual to refresh on test coordination policies and procedures.		
X	X	X	Review the Test Administrator Manual to refresh on test administration policies and procedures.		

Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✔
X	X	X	Review the Accessibility and Accommodations Manual to refresh on accessibility and accommodations policies and procedures.	For more information on Minnesota-specific accommodations and supports, refer to Chapter 4 of the *Procedures Manual.*	
X	X	X	Review the WIDA AMS User Guide as needed to refresh on steps and actions in WIDA AMS.		
X			Indicate the number of ACCESS Online testers for grades 1–12 and order test materials during Materials Ordering in WIDA AMS. • Review "**Ordering Materials**" in Module 2 of the Online ACCESS For ELLs: Administration training course.	Refer to the WIDA AMS User Guide for specific instructions on material ordering. Refer to *Test Administration Considerations for ACCESS* in Chapter 8 of the *Procedures Manual* for administration details specific to Minnesota.	
X	X		Discuss district and school technology needs and capacity to administer the online test with the Technology Coordinator.		
X	X		Download and Review the Technology Readiness Checklist with the Technology Coordinator.		
X	X		Ensure all required testing software has been installed.	Work with technology staff to ensure DRC INSIGHT has been installed on testing devices. Ensure all ORG Units are properly set up and system readiness checks have been run. NOTE: Minnesota strongly recommends that districts use a Central Office Service – Service Device (COS-SD) to install, configure, and manage their online testing environment. Using a COS-SD allows for additional test security by preventing testing from occurring off-network. A COS-SD also reduces network bandwidth and provides a	

Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✔
				more consistent and equitable testing experience across testing sites.	
X	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.	For more information on Minnesota-specific accommodations and supports, refer to Chapter 4 of the *Procedures Manual.* **NOTE:** If the EL staff and the IEP team determine that the Special Education Deferred (SPD) code is appropriate for a student for more than two domains, contact MDE at mde.testing@state.mn.us for approval.	
X			In WIDA AMS, assign accommodations for students with an IEP or 504 plan. • Review "**Assigning Accommodations**" in Module 3 of the Online ACCESS For ELLs: Administration training course.		
X	X		**Optional**: Modify generic registrations in WIDA AMS to meet district/school needs. Enable Test Monitoring on registrations as desired. See WIDA AMS User Guide for details.	Districts should determine whether the Test Monitoring Application (TMA) will be appropriate for any local test sessions.	
X	X		Add any new students to WIDA AMS and assign them to registrations.	Confirm that the information on new students added to WIDA AMS **exactly matches** student information in enrollment data submitted to MDE and that the students are accurately identified as EL. If a student is not indicated as EL in enrollment data, the student's EL status must be updated or the test will be invalidated at the close of Posttest Editing. For more detailed information on Posttest Editing, refer to Chapter 10 of the *Procedures Manual* and the Test WES Posttest Editing User Guide (MDE > Districts, Schools and Educators > Business and Finance > Data Submissions > Test WES).	

Before Testing

DAC	SAC	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 registrations.	Confirm that all ELs are accurately identified as EL in enrollment data submitted to MDE and assigned to registrations in WIDA AMS.	
X	X		Create a testing schedule that includes intial testing days as well as make-up days.	The district/school testing schedule must be within the statewide testing window for ACCESS and WIDA Alternate ACCESS and must be posted on the district website. For additional information on the requirements for posting a district testing calendar or scheduling test administration, refer to Chapters 6 and 7 of the *Procedures Manual*.	
X	X	X	Confirm rooms and equipment are reserved for test sessions.		
		X	Plan a seating arrangement for testing areas. Verify that students are adequately spaced for the Speaking Test.	Due to test security and increased incidents of plagiarism, Minnesota requires districts to follow WIDA's recommendations for group sizes for Writing (no more that 15 students) and Speaking (no more than 5 students). Minnesota does not require specific limits on group sizes for Reading and Listening so long as appropriate monitoring and consideration for the best interest of students are addressed. For additional information on preparing for test administration, refer to Chapter 7 of the *Procedures Manual*.	
X	X	X	Plan communication for families about ACCESS for ELLs testing and the upcoming testing schedule. • Review "**Pep Talks, Test Demo, and Test Practice**" in Module 3 of the Online ACCESS For ELLs: Administration training course.		

Before Testing

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X			Receive, inventory, and distribute test materials to designated sites/staff. • Review "**Managing Secure Materials**" in Module 2 of the Online ACCESS for ELLs: Administration training course.	Refer to the Test Coordinator Manual for specific instructions on receiving, inventorying and distributing test materials. For more information on keeping test materials secure, refer to Chapter 5 of the *Procedures Manual*.	
X	X		Verify information on student Pre-ID Labels is accurate for any ACCESS Online Writing Test Booklets and/or Writing Response Booklets, as well as any ACCESS Paper test booklets. If student information is incorrect, correct the information in WIDA AMS.	Verify the student's information in enrollment data submitted to MDE before making changes in WIDA AMS. Enrollment data and WIDA AMS student information should exactly match.	
X	X		Check District/School Labels for accuracy. Contact DRC Customer Support if information is incorrect.		
X	X		Print test tickets and test rosters. • Review **"Test Tickets & Rosters"** in Module 4 of the Online ACCESS for ELLs: Administration training course.	Test tickets and test rosters are considered secure and must be stored in a secure location when not in use. For more information on keeping these test materials secure, refer to Chapters 5 and 8 of the *Procedures Manual*.	
X	X	X	Review test tickets for accuracy of demographic information and any assigned accommodations.		

Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✔
X	X	X	Apply student Pre-ID labels to test booklets for Kindergarten, WIDA Alternate ACCESS, and ACCESS Paper. Apply student Pre-ID labels to any ACCESS Online Writing Test Booklets and/or Writing Response Booklets. Bubble in demographic information and apply a District/School Label to test booklets that do not have student Pre-ID Labels.	Minnesota does not require all of the fields on test booklets to be completed. For information on what data needs to be hand-bubbled on the booklets, refer to Chapter 8 of the _Procedures Manual_. Confirm that there are no additional markings or bubbled information on the test booklets. Inadvertent markings and/or incorrect bubbling by students can affect how the test booklet is scanned and scored.	
		X	Have students view Test Demos and try Test Practice items. If desired, review Interactive Sample Items with students. **Google Chrome required.** • Review "**Pep Talks, Test Demo, and Test Practice**" in Module 3 of the Online ACCESS For ELLs: Administration training course. **Kindergarten** Test Administrators review Listening and Speaking sample items **Alternate** The Alternate ACCESS has sample items that can be used for both Test Administrators and students to become familiar with the item types and format prior to testing.	MDE requires districts to ensure that all students are familiar with the test they will be taking and are able to successfully navigate, use the online tools and accessibility features, and respond to different item types. Your district determines which resources will be used and how they will be used. For information, refer to Chapter 7 of the _Procedures Manual._	
X			Ensure all staff involved in testing have completed required training, and understand how to follow test security and confidentiality procedures.	For information on training requirements, refer to Chapter 7 of the _Procedures Manual_. View the training status for individual staff members in the WIDA Secure Portal through the Manage Users tool or for the entire school or district through the Certification Report tool.	

During Testing

DAC	SAC	TA	Task	State-specific Clarification	✔
X	X		Be available for questions throughout the testing window.	DACs need to develop a process for how TAs will communicate misadministrations, special circumstances, reasons for invalidations, and security violations. For more information on test security, refer to Chapter 5 of the _Procedures Manual_.	
		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.	Due to test security and increased incidents of plagiarism, Minnesota requires districts to follow WIDA's recommendations for group sizes for Writing (no more that 15 students) and Speaking (no more than 5 students). Minnesota does not require specific limits on group sizes for Reading and Writing so long as appropriate monitoring and consideration for the best interest of students are addressed. For information on room set up and seating arrangements, refer to Chapter 7 of the _Procedures Manual_.	
		X	Gather test administration materials: Grades 1-3 Test Administrator Script(s), Grades 4-12 Test Administrator Script(s), Test Administrator Manual, test tickets, test roster, Writing Test Booklets, Writing Response Booklets, etc.		
		X	Ensure headphones and headsets are ready and distribute other test materials to students	For information on allowable test materials, refer to Chapter 7 of the _Procedures Manual_. **Note**: Minnesota does not allow the use of scratch paper for the ACCESS Speaking domain.	
		X	Distribute test tickets to students.		
X	X	X	Follow all directions provided in the Test Administrator Manual and Test Administrator Script.	For information on test administration policies and procedures, refer to Chapter 8 of the _Procedures Manual_.	
		X	Actively monitor students during the testing session.		

During Testing

DAC	SAC	TA	Task	State-specific Clarification	✔
X	X	X	After students have completed the Listening and Reading tests, determine students' tier placement 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	Report additional material needs to the School Assessment 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 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.		
		X	Collect and account for all test materials. Return them to the District or School Assessment Coordinator.		

After Testing

DAC	SAC	TA	Task	State-specific Clarification	✔
X	X		Collect test materials from Test Administrators once testing is completed at each testing site.	Scratch paper and student testing tickets must be securely disposed of no more than 2 business days after the close of the testing window. For information, refer to Chapter 10 of the *Procedures Manual*.	
X	X		Ensure all accommodations and Do Not Score codes are correctly marked on test booklets or in WIDA AMS. See Test Coordinator Manual and *Viewing and Editing a Registration* in Online Help under Test Management in WIDA AMS for guidance on entering Do Not Score codes.		
X	X		Prepare test materials for return. • Review **"Returning Materials"** in Module 2 of the Online ACCESS for ELLs: Administration training course.	Non-secure materials, including the Test Administrator Manual, Test Coordinator Manual, and Online Test Administrator's 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 and instructions on preparing materials for return.	
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.		
X			Complete Posttest Editing in Test WES.	For more detailed information on Posttest Editing, refer to Chapter 10 of the *Procedures Manual* and the Test WES Posttest Editing User Guide (MDE > Districts, Schools and Educators > Business and Finance > Data Submissions > Test WES).	

After Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
X	X		Review and distribute score reports to designated sites/staff.	Detailed information on ACCESS and WIDA Alternate ACCESS reports provided on the WIDA website. For information on sharing assessment results, refer to Chapter 11 of the *Procedures Manual*	
X	X		Communicate with students' parents/family members about ACCESS for ELLs test results. • ACCESS for ELLs: Understanding Your Child's Scores	For information on sharing assessment results, refer to Chapter 11 of the *Procedures Manual*	