



MINNESOTA
ACCESS for ELLs Online Checklist
2021-2022



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 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 31, 2022 – March 25, 2022
WIDA member page	Wida.wisc.edu/memberships/consortium/mn
Online Resources	
<p>Training Courses (login to Secure Portal required)</p> <ul style="list-style-type: none"> • Online ACCESS for ELLs: Administration • Alternate ACCESS for ELLs: Administration and Scoring • Kindergarten ACCESS for ELLs: Administration and Scoring • Paper ACCESS for ELLs: Administration <p>Course Resources:</p> <ul style="list-style-type: none"> • ACCESS Online, Kindergarten ACCESS, Alternate ACCESS 	<ul style="list-style-type: none"> • ACCESS for ELLs Interpretive Guide for Score Reports • Alternate ACCESS for ELLs Interpretive Guide for Score Reports • Technology Resources • Test Administrator Essentials • Q&A Webinar Links and Recordings • Procedures Manual for Minnesota Assessments <p>For additional state-specific resources, visit your WIDA member page.</p>
Checklist Key	
<ul style="list-style-type: none"> ■ District Assessment Coordinator (DAC) ■ School Assessment Coordinator (SAC) ■ Test Administrator (TA) 	<p>Kindergarten Applies to Kindergarten ACCESS only</p> <p>Alternate Applies to Alternate ACCESS only</p>



Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
X			District Assessment Coordinators (DACs): <ul style="list-style-type: none"> • Create accounts for new staff in the WIDA Secure Portal • Create user roles for new staff in WIDA AMS 	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 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 your WIDA account and agree to the Non-Disclosure and User Agreement (NDUA) that pops up automatically upon first login.	New Test Administrators (TAs) 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 , which includes the <i>Assurance of Test Security and Non-Disclosure</i> .	
X	X	X	Log in to WIDA AMS and agree to security terms that appear automatically at 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 , which includes the <i>Assurance of Test Security and Non-Disclosure</i> .	
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 <i>English Language Proficiency Accountability Assessments Important Dates</i> found in the front of the Procedures Manual for a detailed list of all dates.	



Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
X	X		District and School Assessment Coordinators review the following training courses: <ul style="list-style-type: none"> <i>Online ACCESS for ELLs: Administration</i> <i>Paper ACCESS for ELLs: Administration</i> <i>Alternate ACCESS for ELLs: Administration and Scoring</i> <i>Kindergarten ACCESS for ELLs: Administration and Scoring</i> MDE trainings as appropriate 	MDE recommends that DACs review courses on 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 online and paper that are more specific to DACs MDE trainings are posted in the Training Management System . For information on training requirements, refer to Chapter 7 of the Procedures Manual .	
		X	Test Administrators (TAs) for online grades 1–12 are required to complete the following in the <i>Online ACCESS for ELLs: Administration</i> training course: <ul style="list-style-type: none"> <i>Administering the Test</i> module Complete the Certification Quiz MDE’s ACCESS for ELLs Test Administrator – Grades 1–12 course 	The Training Course is available in the WIDA Secure Portal . MDE training courses are posted on the Training Management System .	



Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
		X	<p>Test Administrators (TAs) for paper grades 1–12 are required to complete the following in the <i>Paper ACCESS for ELLs: Administration</i> Training Course:</p> <ul style="list-style-type: none"> <i>Administering the Test</i> module Complete the Certification Quiz MDE’s ACCESS for ELLs Test Administrator – Grades 1–12 course <p>Test Administrators administering and scoring the Speaking domain on ACCESS Paper grades 1-12 are also required to complete the following:</p> <ul style="list-style-type: none"> <i>Speaking for Grades 1-5: Scoring ACCESS Paper and WIDA Screener</i> training course AND/OR <i>Speaking for Grades 6-12: Scoring ACCESS Paper and WIDA Screener</i> training course Complete the Certification Quiz(zes) 	<p>The Training Course is available in the WIDA Secure Portal.</p> <p>MDE training courses are posted on the Training Management System.</p>	
		X	<p>Test Administrators (TAs) for Kindergarten are required to complete the following in the <i>Kindergarten ACCESS for ELLs: Administration and Scoring</i> training course:</p> <ul style="list-style-type: none"> All modules Complete the Certification Quiz MDE’s ACCESS for ELLs Test Administrator – Kindergarten/Alternate ACCESS course 	<p>The Training Course is available in the WIDA Secure Portal.</p> <p>MDE training courses are posted on the Training Management System.</p>	



Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
		X	Test Administrators (TAs) for Alternate ACCESS are required to complete the following in the <i>Alternate ACCESS for ELLs: Administration and Scoring</i> training course: <ul style="list-style-type: none"> All modules Complete the Certification Quiz MDE’s ACCESS for ELLs Test Administrator – Kindergarten/Alternate ACCESS course 	The Training Course is available in the WIDA Secure Portal . MDE training courses are posted on the Training Management System .	
X	X		Review the Test Coordinator Manual as needed to refresh on test coordination policies and procedures.		
X	X	X	Review the Test Administrator Manual as needed to refresh on test administration policies and procedures.		
X	X	X	Review the Accessibility and Accommodations Manual as needed 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 online testers for grades 1–12 and order test materials during Materials Ordering in WIDA AMS .	Refer to the WIDA AMS User Guide for specific instructions on material ordering. Refer to <i>Test Administration Considerations for ACCESS</i> 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.		



Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
X	X		Ensure all required testing software has been installed.	Work with technology staff to install Central Office Services (COS) Service Devices and INSIGHT on client machines. Ensure all ORG Units are properly set up and system readiness checks have been run.	
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 .	
X			In WIDA AMS, assign accommodations for students with an IEP or 504 plan.		
X	X		Optional: Modify default test sessions in WIDA AMS to meet district/school needs.		
X	X		Add any new students to WIDA AMS and assign them to test sessions.		
X	X		Review student data for accuracy in WIDA AMS. Confirm that all students are listed in WIDA AMS and assigned to test sessions.		
X	X		Create a testing schedule that includes initial testing days as well as make-up days.	The district/school testing schedule must be within the statewide testing window for ACCESS and 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.	For additional information on preparing for test administration, refer to Chapter 7 of the Procedures Manual .	



Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
X	X	X	Plan communication for families about ACCESS for ELLs testing and upcoming testing schedule.		
X	X	X	Receive, inventory, and distribute test materials to designated sites/staff.	Refer to the WIDA AMS User Guide 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	X	Verify information on the student Pre-ID Labels is accurate for writing response and paper test booklets. If student information is incorrect, correct the information in WIDA AMS.		
X	X	X	Check District/School Labels for accuracy. Contact DRC Customer Support if information is incorrect.		
X	X	X	Print test tickets and test rosters.	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 the following accommodations: <ul style="list-style-type: none"> • Manual Control of item audio (MC) • Repeat item audio (RA) • Extended Speaking Response time (ES) 		



Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
X	X	X	<p>Apply student Pre-ID labels to test booklets for Kindergarten and, Alternate ACCESS. Apply labels to any ACCESS for ELLs Paper Based Administration for Grades 1-12 test booklets for students who require paper based testing.</p> <p>Bubble in demographic information and apply a District/School Label to test booklets that do not have student Pre-ID Labels.</p>	<p>Minnesota does not require all of the fields on the booklet to be completed.</p> <p>For information on what data needs to be hand-bubbled on the booklets, refer to Chapter 8 of the Procedures Manual.</p>	
		X	<p>Have students view Test Demos and try Test Practice items. If desired, review Interactive Sample Items with students. Google Chrome required.</p> <p>Kindergarten Test Administrators review Listening and Speaking sample items</p> <p>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.</p>	<p>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.</p> <p>Your district determines which resources will be used and how they will be used. For information, refer to Chapter 7 of the Procedures Manual</p>	
X			<p>Ensure all staff involved in testing have completed required training, and understand how to follow test security and confidentiality procedures.</p>	<p>For information on training requirements, refer to Chapter 7 of the Procedures Manual.</p> <p>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.</p>	



During Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
X	X		Be available for questions throughout the testing window.		
		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.	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 rosters, Writing 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 .	
		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.		
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 1-5 Writing Test Booklets. Bubble in demographic information and apply a District/School Label to test booklets that do not have Pre-ID Labels.		
		X	Report additional material needs to the School Assessment Coordinator.		



During Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
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.	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 the booklet or in WIDA AMS. See Test Coordinator Manual and the Student Management section of the WIDA AMS User Guide for guidance on entering Do Not Score codes.		
X	X		Prepare test materials for return.	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.		
X			Complete the 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).	
X	X		Review and distribute score reports to designated sites/staff.	Detailed information on ACCESS and Alternate ACCESS reports provided on the WIDA website. For information on sharing assessment results, please refer to Chapter 11 of the Procedures Manual	
X	X		Communicate with students' parents/family members about ACCESS for ELLs test results. <ul style="list-style-type: none"> • ACCESS for ELLs: Understanding your Child's Scores • Alternate ACCESS for ELLs: Understanding your Child's Scores 	For information on sharing assessment results, please refer to Chapter 11 of the Procedures Manual	