






MISSOURI ACCESS for ELLs Checklist 2022-2023



This state checklist is a guide for personnel involved in administering [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. If your LEA allows different permissions, be sure those involved are aware of their additional responsibilities.

State-specific information	
Testing Window	January 9, 2023 – March 3, 2023 Alternate ACCESS Field Test: February 14 – April 17, 2023
WIDA member page	Wida.wisc.edu/memberships/consortium/mo
Online Resources	
Training Courses (login to Secure Portal required) <ul style="list-style-type: none"> • Online ACCESS for ELLs: Administration • Paper ACCESS for ELLs: Administration • Kindergarten ACCESS for ELLs: Administration and Scoring • Alternate ACCESS for ELLs: Administration and Scoring Course Resources: <ul style="list-style-type: none"> • ACCESS Online, ACCESS Paper, Kindergarten ACCESS, Alternate ACCESS 	<ul style="list-style-type: none"> • Missouri AAS Policies <i>Specific state AAS instructions</i> • English Language Proficiency (ELP) Assessment <i>High-level guide to ACCESS, Kindergarten ACCESS and Alt ACCESS</i> • Technology Resources • Q&A Webinar Links and Recordings
Checklist Key	
 District Testing Coordinator/EL Coordinator (DTC) task  School Testing Coordinator (STC) task  Test Administrator (TA) task	Online Online ACCESS task Paper Paper Based ACCESS task Kindergarten Kindergarten ACCESS task Alternate Alternate ACCESS task



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Meet with staff involved with testing to review roles and responsibilities.	<p>All ACCESS Test Administrators must:</p> <ul style="list-style-type: none"> • Be district employees under contract • At minimum meet the requirements of a paraprofessional (60 hours) <p>New for 2022-23: The guidance in this document around materials orders and management, and return of test materials; or around test scheduling or administration, does not apply to the Alternate ACCESS Field Test, taking place in Spring 2023. Please see Alternate ACCESS for ELLs Field Test: coming to schools in early 2023 for additional information.</p>	
		X	Determine which ACCESS for ELLs assessment(s) you are responsible for administering.		
X			If you haven't done so, log in to your WIDA Secure Portal account and sign the Non-Disclosure and User Agreement at portal.wida.us	DTCs or their selected designees will assign WIDA logins. If you need a WIDA account, please see WIDA Account Creation Guide for information on who to contact.	
X	X	X	Visit Missouri's page on the WIDA website and check key dates and information.		
X	X	X	Review the WIDA Secure Portal Webinar page and determine if you or your staff will attend any of the webinars.	All WIDA live webinars are recorded and posted on the Webinars page in the WIDA Secure Portal.	
X	X	X	Visit the EL Assessment page on the DESE website for information and resources associated with ACCESS testing.	The DESE EL Assessment page contains links to all the resources needed for Test Coordinators, Test Administrators and district IT staff.	
X	X		Download the Test Coordinator Manual and have it available for easy reference.		
X	X	X	Download the Test Administrator Manual and have it available for easy reference.		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Download the WIDA AMS User Guide and have it available for easy reference.		
X			If you have not done so, log in to WIDA AMS and agree to security terms. NOTE: The WIDA AMS login is NOT the same as the login for the WIDA website.	DTCs or their selected designees will assign WIDA AMS logins. If you need a WIDA AMS account, please see WIDA Account Creation Guide for information on who to contact.	
X			Set up WIDA AMS accounts for Technology Coordinators and Test Administrators.	DTCs/STCs decide if Test Administrators have WIDA AMS access.	
		X	Review test administration training requirements based on your role.	All TAs need to complete the online training for tests being administered. For additional information, go to WIDA Assessment Required Trainings . Recertification Requirements: Missouri requires ACCESS administrators to recertify annually.	
		X	<p>Training Sessions</p> <p>Online Go through the Online ACCESS for ELLs: Administration training course and pass the required certification quiz.</p> <p>Paper Go through the Paper ACCESS for ELLs: Administration training course and pass the required certification quiz.</p> <p>Kindergarten Go through the Kindergarten ACCESS for ELLs: Administration and Scoring training course and pass the required certification quiz.</p> <p>Alternate Go through the Alternate ACCESS for ELLs: Administration and Scoring training course and pass the required certification quiz.</p>	<p>Test Administrators are responsible for training only on the assessments they will be administering.</p> <p>These can be accessed by selecting Assessment Training from the WIDA Secure Portal navigation menu.</p>	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
		X	<p>Paper If you are responsible for administering the Speaking test, complete the applicable training course(s):</p> <ul style="list-style-type: none"> • Speaking for Grades 1-5: Scoring ACCESS Paper and WIDA Screener • Speaking for Grades 6-12: Scoring ACCESS Paper and WIDA Screener 		
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.		
X			<p>Online Watch the Ordering Materials module, located in the <i>Online ACCESS for ELLs: Administration</i> course.</p> <p>Paper Watch the Ordering Materials module, located in the <i>Paper ACCESS for ELLs: Administration</i> course.</p>		
X			Order materials in WIDA AMS.	Ordering window: 9/26/22 – 11/3/22.	
X			Submit Pre-Code file to DESE by October 26, 2022	Pre-Code window: 10/3/22 – 10/26/22. Information on the Pre-Code process can be found in the ACCESS Pre-Coding Directions document . If you have questions about the pre-code process, please contact the Office of Data System Management at 573-522-3207 or dsm@dese.mo.gov .	
X	X	X	Determine how you will communicate with students' parents/guardians about ACCESS testing: its purpose, testing dates and any tips for helping students do their best.	<p>WIDA resources to consider:</p> <ul style="list-style-type: none"> • What is ACCESS for ELLs? handout (available in English, Arabic, Chinese, Dari, French, Haitian Creole, Hmong, Korean, Pashto, Portuguese, Russian, Somali, Spanish, Tagalog, Ukrainian, Urdu, and Vietnamese) • Preparing for ACCESS Testing 	
X	X	X	Download and read the Accessibility and Accommodations Manual .		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Download and read the Missouri specific addendum to the Accessibility and Accommodations Manual.		
X	X	X	Online Paper Watch the Accessibility Overview module, located in the <i>Online ACCESS for ELLs: Administration</i> or <i>Paper ACCESS for ELLs: Administration</i> course.		
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.		
X	X		Ensure your Tech Coordinator has reviewed the information on the WIDA Technology page and the Technology Readiness Checklist, Supported System Requirements Document and Technology User Guide.	<ul style="list-style-type: none"> • Technology Coordinator Resources: <i>Includes the Technology Readiness Checklist, Supported System Requirements document, and Technology User Guide.</i> 	
X	X		Discuss district and school technology needs and capacity to administer the online test with the Tech Coordinator.		
X	X	X	Online Watch the Test Practice section of the Test Practice and Test Tickets module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
		X	<p>Online Have students view Test Demos, review the Sample Items and try Test Practice items so they are familiar with the testing application prior to the summative assessment.</p> <p>Paper Use the sample items found in the ACCESS Test Practice and Sample Items page.</p> <p>Kindergarten Test administrators review the Listening and Speaking sample items.</p> <p>Alternate Test administrators review sample items</p>	<p>Online The Test Demo is a series of videos that explain how students will take the online test and interact with the test platform. The Sample Items provide users a close proximity to the items that students will see on the test. Sample items are only accessible through Google Chrome.</p> <p>The Test Practice items allow students to experience taking the assessment online and to experiment with the features available to them during the actual assessment. Practice items are only accessible through Google Chrome.</p>	



Before Testing

DTC	STC	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 test sessions.	Pre-coded students will be available in the system on 11/7/22. Finalize student counts. Add any new students to WIDA AMS and assign them to test sessions.	
X	X		Modify default test sessions in WIDA AMS to meet district/school needs. Enable Test Monitoring on test sessions as desired. See WIDA AMS User Guide for details.		
X	X		Online Watch the Assigning Accommodations module, located in the <i>Online ACCESS for ELLs: Administration</i> course. Paper Watch the Assigning Accommodations module, located in the <i>Paper ACCESS for ELLs: Administration</i> course.		
X	X		In WIDA AMS, assign accommodations for students with an IEP or 504 plan.		
X	X		Ensure all Do Not Score codes are up to date in WIDA AMS.	If applicable, fill in the Do Not Score code for the Listening, Reading, Writing or Speaking domain. Refer to the Test Coordinator Manual for detailed instructions.	
X	X	X	Online Watch the Test Scheduling module, located in the <i>Online ACCESS for ELLs: Administration</i> course. Paper Watch the Test Scheduling module, located in the <i>Paper ACCESS for ELLs: Administration</i> course.		
	X	X	Create a testing schedule. Break testing down into days in the window. Allow several days at the end of the test window for makeup testing.	Online Listening, Reading and Writing can be given in a group configuration. Speaking should be given in smaller groups or individually so there is no interference with the recording. Paper Listening, Reading and Writing can be given in a group configuration. Speaking must be given in a one-on-one setting. Kindergarten The entire Kindergarten assessment is administered in a one-on-one setting. Alternate The entire Alternate assessment is administered in a one-on-one setting.	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
	X	X	Reserve space and all necessary equipment (e.g., computers, laptops, tablets, headsets, CD player for students taking the paper version) for testing days.	Plan a seating arrangement for testing areas. Verify that students are adequately spaced for the Speaking Test.	
	X	X	Check with building administration regarding the timing of building bells, alarms, or announcements that may go off during the test session.		
		X	Continue to ensure that students have time to practice so they are familiar with testing.		
X	X		Online Paper Watch the Managing Test Materials module, located in the <i>Online ACCESS for ELLs: Administration or Paper ACCESS for ELLs: Administration</i> course.	Materials will arrive in districts on 12/5/22	
X	X		Receive, inventory, and distribute test materials to designated sites/staff.	New for 2022-23: Braille sample items will be included in all braille kits. Sample items do not need to be returned to DRC.	
	X		Review materials for correct amount and type. Report the amount and type of overage to the District Coordinator.		
X	X		Online Paper Watch the Additional Materials Orders module, located in the <i>Online ACCESS for ELLs: Administration or Paper ACCESS for ELLs: Administration</i> course.		
	X	X	Report additional material needs to the District Test Coordinator.		
X	X		Keep track of all material requests from schools during testing. Order any additional testing materials in WIDA AMS during your state’s Additional Materials Ordering window. LEAs should ideally place only ONE additional materials order. Refer to the Secure Materials Tracking Report in WIDA AMS under Report Delivery > Test Results for a full list of all materials sent to your school/district.	The Additional Materials Ordering window is from 12/5/22-2/24/23.	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.	DTCs and their designees can edit student information in WIDA AMS.	
	X	X	Check District/School Labels for accuracy. Contact DRC Customer Support if information is incorrect.	DTCs should be the one to contact DRC if information is incorrect.	
	X	X	Paper , Kindergarten , Alternate Apply labels to test booklets. Online Do not apply labels to Writing test booklets until students have completed Listening and Reading domains.		
	X	X	Bubble in demographic and accommodation information and apply a District/School Label to test booklets that do not have Pre-ID Labels.	For students that did not receive a barcode label, all information must be hand-bubbled on the test booklet. All hand-bubbled information must match the information in WIDA AMS exactly (name, birthday, MOSIS, etc.) to help match student records. All fields should be bubbled in with the exception of the optional state and optional district fields. The Accommodations and Do Not Score fields should only be filled in if assigned to the student. Language codes can be found at MOSIS EL Language Codes	
X	X		Online Watch the Test Tickets section of the Test Practice and Test Tickets module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
X	X		Print test tickets and test rosters. Securely store until testing time.		
X	X	X	Review test tickets for accuracy of demographic information and accommodations.		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
		X	<p>Online Watch the Administering the Test module, located in the <i>Online ACCESS for ELLs: Administration</i> course.</p> <p>Paper Watch the Administering the Test module, located in the <i>Online ACCESS for ELLs: Administration</i> course.</p> <p>Kindergarten Complete the <i>Kindergarten ACCESS for ELLs: Administration and Scoring</i> training course.</p> <p>Alternate Complete the <i>Alternate ACCESS for ELLs: Administration and Scoring</i> training course.</p>	This step is an optional review for TAs preparing to administer the assessment within a week.	
	X	X	Conduct a final walkthrough with Tech Coordinator to make sure all systems are ready.		
		X	Paper Try out the Listening and Speaking CD(s) and CD player prior to the day of testing.		
	X		Distribute test session rosters to Test Administrators.		
	X		Ensure Test Administrators are aware of which accommodations are being used by which students and what those accommodations entail. Test Administrators should also be aware of any students who have a Do Not Score code marked to ensure they do not attempt to administer those sessions.		



During Testing

DTC	STC	TA	Task	State-specific Clarification	✓
	X		Distribute all necessary testing materials to Test Administrators using procedures for secure check-out of test materials.		
		X	Gather test administration materials: Test Administrator Script(s), Test Administrator Manual, test tickets, test roster, Writing Booklets, #2 pencils, clock, etc.		
		X	Set up the testing room according to the Test Administrator Manual . For group settings, ensure students are seated far enough apart to avoid interference or distractions.	Ensure there is nothing on the walls of the testing room that could help or prompt a student.	
		X	Ensure testing devices are ready and distribute necessary materials to students (e.g., booklets, pencils, headsets).		
		X	Online Distribute test tickets to students and verify information on ticket matches student’s test plan.		
		X	Refer to manuals and scripts for test administration procedures. Follow all directions provided in the manuals and scripts.		
		X	Monitor and supervise students during the testing sessions.		
X		X	Online Monitor student progress in WIDA AMS while testing and throughout the testing window.		
X	X	X	Notify Test Coordinator and/or Tech Coordinator of any issues that arise during testing.		
X	X	X	Online After students have completed the Listening and Reading tests, run a Tier Placement Report in WIDA AMS. Use the report to identify students placed in Speaking Tier Pre-A and the Writing tier for students in grades 1-3, who will be handwriting their response.		
X	X	X	Online 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.		



During Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Securely store all testing materials in between test sessions.		
	X	X	Collect and account for all test materials. Return them to the Test Coordinator.	Scratch paper must be securely destroyed after testing is complete.	



After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Online Paper Watch the After Testing module, located in the <i>Online ACCESS for ELLs: Administration</i> or <i>Paper ACCESS for ELLs: Administration</i> course.		
	X		Collect test materials from Test Administrators once testing is completed at each testing site.		
X	X		If it has not already been done, securely destroy all scratch paper.		
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 according to the instructions in the Test Coordinator Manual.	Any transcription must occur prior to shipping. DTC determine who may do the transcription. 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. Shred unused Pre-ID labels. Refer to Section 3 of the Test Coordinator Manual for a full list of secure and non-secure materials.	
X			Return test materials to DRC. Refer to the Secure Materials Tracking Report in WIDA AMS under Report Delivery > Test Results for a full list of all materials sent to your school/district and returned to DRC.	Materials should be returned as soon as possible. The deadline to return materials is 4/7/23.	
X	X		Watch the Data Validation module, located in the <i>Online ACCESS for ELLs: Administration</i> or <i>Paper ACCESS for ELLs: Administration</i> course.		
X	X		Complete pre-reporting data validation process.	The Pre-Reporting Data validation window is 5/2/23 – 5/9/23.	



After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Watch the Accessing Score Reports module, located in the <i>Online ACCESS for ELLs: Administration</i> or <i>Paper ACCESS for ELLs: Administration</i> course.		
X	X		Online Paper Kindergarten Review the resources available on the ACCESS for ELLs Scores and Reports page . Alternate Review the resources available on the Alternate ACCESS Scores and Reports page .		
	X	X	Review and distribute score reports to designated sites/staff.	Do not distribute reports for students whose information you will be cleaning during the post-reporting data validation window.	
X	X		Complete post-reporting data validation process.	The Post-Reporting Data Validation window is 6/15/23 – 6/21/23. This is the last chance to make corrections.	
X	X		Receive updated data file and ability to print any adjusted ISRs.	Updated Data available in WIDA AMS on 7/7/23.	
X	X	X	Communicate with students’ parents/family members about ACCESS for ELLs test results. Distribute ISRs/Inform parents ISRs are available.	WIDA resources to consider: Online Paper Kindergarten ACCESS for ELLs: Understanding your Child's Scores Alternate Alternate ACCESS for ELLs: Understanding your Child's Scores Districts have 15 days to inform parents that ISRs are available.	