



MONTANA ACCESS for ELLs Online Checklist 2024-2025



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			
Test delivery mode	Online Only – For more information, see first line of checklist below.	Testing Window	December 2, 2024 – February 21, 2025
WIDA member page	Wida.wisc.edu/memberships/consortium/mt		
Online Resources			
Training Courses (login to Secure Portal required) <ul style="list-style-type: none"> Online ACCESS for ELLs: Administration Alternate ACCESS: Administration and Scoring Kindergarten ACCESS for ELLs: Administration and Scoring Course Resources: <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 Accessibility and Accommodations Resources Q&A Webinar Links and Recordings <p>For more state-specific resources, visit your WIDA member page.</p>		
Checklist Key			
<div style="display: flex; flex-direction: column; gap: 10px;"> <div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: #4f81bd; margin-right: 5px;"></div> System Test Coordinator (STC) task </div> <div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: #70ad47; margin-right: 5px;"></div> School Coordinator (SC) task </div> <div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: #f0e68c; margin-right: 5px;"></div> Test Administrator (TA) task </div> </div>	<div style="display: flex; flex-direction: column; gap: 10px;"> <div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: #9933cc; margin-right: 5px;"></div> Kindergarten Applies to Kindergarten ACCESS only </div> <div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: #cc0000; margin-right: 5px;"></div> Alternate Applies to Alternate ACCESS only </div> </div>		



Before Testing

STC	SC	TA	Task	State-specific Clarification	✓
X	X	X	Determine which ACCESS for ELLs assessment(s) you are responsible for administering.	<p>In Montana there is no paper test available for grades 1-12 except for certain students served under IDEA with specific needs that preclude participation in an online test.</p> <p>All students identified as ELs are required to participate in the ELP assessment including newly enrolled EL students.</p>	
X	X		Communicate roles, responsibilities, and training requirements to test administrators.		
X	X	X	Review training requirements based on your role.	<p>Only educators licensed in Montana may administer the WIDA ACCESS for ELLs tests.</p> <p>To be certified, educators must complete the relevant WIDA online training course, including passing the certification quiz. Certification is required every two years.</p> <p>Online trainings for test administration are available on the WIDA Secure Portal. For more information on accessing trainings, and to discuss opportunities for live webinar trainings, please contact the OPI Assessment Unit at 844.867.2569 or OPIAssessmentHelpDesk@mt.gov.</p>	
X	X	X	Log in to your WIDA account and agree to the Non-Disclosure and User Agreement (NDUA) that appears automatically upon first login.	<p>System Test Coordinators may request an account through the Office of Public Instruction. Please contact the Assessment Unit help desk at: 1.844.867.2569 or OPIAssessmentHelpDesk@mt.gov</p> <p>System Test Coordinators are responsible for locally managing and creating accounts for all users in their system.</p>	



Before Testing

STC	SC	TA	Task	State-specific Clarification	✓
X	X	X	<p>Log in to WIDA AMS and agree to security terms that appear automatically at first login.</p> <p>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.</p>	<p>System Test Coordinators may request an account through the Office of Public Instruction.</p> <p>Please contact the Assessment Unit help desk at: 1.844.867.2569 or OPIAssessmentHelpDesk@mt.gov</p> <p>System Test Coordinators are responsible for managing and creating accounts for all users in their system.</p>	
X	X	X	<p>Complete Module 1: Introduction 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>		
X	X		<p>Set up WIDA AMS accounts for Technology Coordinators and Test Administrators. <i>Tip: If you need assistance, review the WIDA AMS User Guide.</i></p>		
			<p>Submit Pre-ID file to DRC.</p>	<p>OPI submits the Pre-ID file to DRC based on EL program participation data in the AIM system.</p> <p>The EL status of all identified students must be updated in Montana’s student information system, Achievement in Montana (AIM)/Infinite Campus. Please keep in mind the importance of updating AIM/Infinite Campus data to reflect the current status of EL students. Students who were identified in AIM/Infinite Campus on or before October 18, 2024 will automatically have their testing materials ordered. A second file will be uploaded on November 8, 2024, with a final upload on November 22, 2024, but test materials will not be ordered for students added after October 18, 2024.</p>	



Before Testing

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				<p>If the information is not entered into AIM/Infinite Campus by October 18, 2024 you will not receive barcode labels and you will need to bubble demographic information for students.</p>	
X			<p>Complete Module 2: Planning & Logistics 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>Order materials in WIDA AMS.</p>	<p>The OPI completes the initial order for test materials for all systems that have identified ELs in the state by October 18, 2024. Districts will need to order materials for ELs identified after that date during the additional materials ordering window.</p> <p>Materials will arrive for Kindergarten, Alternate ACCESS and grades 1-3 for the Writing portion of the Online ACCESS for ELLs. It is at the discretion of the district to determine if any students in grade 4-12 would benefit from the use of a handwriting booklet for the writing domain. Districts may order these as necessary during the additional materials ordering window.</p> <p>Montana does not allow use of the paper ACCESS for ELLs except in rare cases when a student who is being served under IDEA has a disability that precludes participation in an online test. In these cases please contact the OPI to discuss the situation and receive assistance in ordering a paper version of the test.</p>	
X	X		<p>Discuss district and school technology needs and capacity to administer the online test with the Technology Coordinator.</p>		
X	X	X	<p>Complete Module 3: Preparing Your Students in the Online ACCESS for ELLs: Administration training course.</p> <p>This module focuses on preparing your students for testing and assigning accommodations.</p>		



Before Testing

STC	SC	TA	Task	State-specific Clarification	✓
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.	Enter student test settings in AIM/Infinite Campus to ensure congruity of students’ testing experiences across state assessments. Work together with your district clerk and see the AIM State Assessment Test Settings Guide for more information.	
X	X		In WIDA AMS, assign accommodations for students with an IEP or 504 plan.	Accommodations must align to student profiles in AIM/Infinite Campus. Work together with your district clerk and see the AIM State Assessment Test Settings Guide for more information.	
X	X		Optional: 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.	If the district has EL students missing from WIDA AMS, contact the OPI Assessment Unit to have the students added to the portal. 844-867-2569. Do not leave student information such as name, SSID, birthdate, etc. on a voicemail or in an email.	
X	X		Review student data for accuracy in WIDA AMS. Confirm that all students are listed in WIDA AMS and assigned to correct test registrations.	Montana completes an initial upload using program participation data from AIM/Infinite Campus collected on October 18, 2024 , and a second upload on November 8, 2024 , with a final upload on November 22, 2024 . If students need to be added after initial OPI uploads, districts must contact the OPI Assessment Unit to have students added to the portal. Contact them at 844.867.2569. Do not leave student information such as name, SSID, birthdate, etc. on a voicemail or in an email.	



Before Testing

STC	SC	TA	Task	State-specific Clarification	✓
X	X	X	Complete Module 4: Administering the Test in the Online ACCESS for ELLs: Administration training course. This module focuses on generating login credentials for test takers (test tickets), preparing space, materials, and equipment, and technology troubleshooting.		
X	X		Create a testing schedule. All Kindergarten and Alternate ACCESS test sessions are administered one-on-one. <i>Tip: Allow several days at the end for makeup testing. See the Test Coordinator Manual for help with scheduling.</i>		
X	X	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 Test Coordinator Manual .	Note: consider individual student needs when scheduling the Speaking test, as it may suit certain students better to have an individual session for the speaking domain.	
X	X	X	Review “ Pep Talks, Test Demo, and Test Practice ” in Module 3 of the Online ACCESS For ELLs: Administration training course.		
X			Plan communication for parents/family members about ACCESS for ELLs testing and upcoming testing schedule.		
X	X	X	Review “ Managing Secure Materials ” in Module 2 of the Online ACCESS for ELLs: Administration training course.		
X			Receive, inventory, and distribute test materials to designated sites/staff.		
X			Review materials for correct amount and type. Report the amount and type of overage to the District Coordinator.		



Before Testing

STC	SC	TA	Task	State-specific Clarification	✓
X			Review “Ordering Additional Materials” in Module 2 of the Online ACCESS for ELLs: Administration training course.		
X			Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.	If student data is not accurate, districts can contact the OPI Assessment Unit to have student information updated. Contact them at 844.867.2569. Do not leave student information such as name, SSID, birthdate, etc. on a voicemail or in an email.	
X			Check District/School Labels for accuracy. Contact DRC Customer Support if information is incorrect.		
X	X		Print test tickets and test rosters. Securely store according to state and local policies. Review “Test Tickets & Rosters” in Module 4 of the Online ACCESS for ELLs: Administration training course.		
X	X	X	Review test tickets for accuracy of demographic information and accommodations.		
X	X		Kindergarten, Alternate only – 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.		
X	X	X	Watch the Administering the Test module, located in the <i>Online ACCESS for ELLs: Administration</i> course. Kindergarten Complete the <i>Kindergarten ACCESS for ELLs: Administration and Scoring</i> training course.		



Before Testing

STC	SC	TA	Task	State-specific Clarification	✓
			Alternate Complete the Alternate ACCESS: Administration and Scoring training course.		
X	X	X	<p>Have students view Test Demos and try Test Practice items</p> <ul style="list-style-type: none"> Review “Preparing Your Students” in Module 3 of the Online ACCESS for ELLs: Administration training course. New for 2023-24: DRC INSIGHT has a new look and feel. Schedule extra time to become familiar with the layout and navigation. <p>Kindergarten Test administrators review Listening and Speaking sample items</p> <p>Alternate Test administrators review sample items</p>	<p>This is particularly important for the Speaking domain since students may not be familiar with the format of the test which requires them to record their responses to the speaking prompts using a microphone.</p> <p>In general, providing opportunities to interact with the test demo and sample items removes barriers that students might have during testing related to familiarity with the online testing platform. It is important to practice with these tools ahead of time so that students can focus on showing their English proficiency rather than learning to use the testing platform.</p>	
X	X		<p>Review “Tracking Site Completion Status” in Module 2 of the Online ACCESS for ELLs: Administration training course.</p> <p>New for 2024-25: Student Status and Test Status features in the Operational Dashboard in WIDA AMS have replaced status reports, online testing statistics, and the student status dashboard. Find the Operational Dashboard in WIDA AMS Reporting Services.</p>		
X	X	X	Pass required certification quiz(zes). Quizzes are located within the training courses.		
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.		



During Testing

STC	SC	TA	Task	State-specific Clarification	✓
X	X	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.		
		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).		
		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.		
X	X	X	After students have completed the Listening and Reading tests, determine students’ tier placement information 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	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. To avoid erroneous or incomplete student reports, ensure bubbled student information matches record in WIDA AMS.		



During Testing

STC	SC	TA	Task	State-specific Clarification	✓
	X	X	Report additional material needs to the District Test Coordinator.		
X			<p>Keep track of all material requests from schools during testing and place one 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"> Review “Ordering Additional Materials” in Module 2 of the Online ACCESS for ELLs: Administration training course. <p>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.</p>	Refer to the Test Coordinator Manual for guidance on additional materials ordering.	
X	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.		



After Testing

STC	SC	TA	Task	State-specific Clarification	✓
X	X	X	Review “Returning Materials” in Module 2 of the Online ACCESS for ELLs: Administration training course.		
X	X		Collect test materials from Test Administrators once testing is completed at each testing site.		
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.		
X	X		Prepare test materials for return. Refer to Returning Test Materials in Section 3 of the Test Coordinator Manual.		
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.	Unused Pre-ID labels and scratch paper may be securely destroyed locally 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. Refer to Section 3 of the Test Coordinator Manual for a full list of secure and non-secure materials.	
X			Complete Module 5: Test Scores in the Online ACCESS for ELLs: Administration training course. This module focuses on data validation, accessing score reports, and effectively communicating test scores.		
X	X		Review and distribute score reports to designated sites/staff.		



After Testing

STC	SC	TA	Task	State-specific Clarification	✓
X	X	X	Communicate with students' parents/family members about ACCESS for ELLs test results.	Montana's English Learners: Guidance for School Districts provides information on Montana EL exit criteria and procedures to be used by all systems in Montana.	