



NORTH CAROLINA ACCESS for ELLs Online Checklist 2020-2021



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	Required Online Administration
	Testing Window February 22 – April 23, 2021
WIDA member page	Wida.wisc.edu/memberships/consortium/nc
Online Resources	
<ul style="list-style-type: none"> • ACCESS for ELLs Test Administrator Manual (TAM) <i>Test administration policies and procedures</i> • ACCESS for ELLs Test Coordinator Manual (TCM) <i>Test coordination policies and procedures</i> • ACCESS for ELLs Accessibility and Accommodations Supplement <i>Accessibility and accommodations policies and procedures</i> • Technology Readiness Checklist <i>For Technology Coordinators</i> 	<ul style="list-style-type: none"> • ACCESS for ELLs Interpretive Guide for Score Reports • Alternate ACCESS for ELLs Interpretive Guide for Score Reports • WIDA AMS User Guide • Q&A Webinar Calendar <p>For more state-specific resources, visit your WIDA member page.</p>
Checklist Key	
<ul style="list-style-type: none"> ■ District Test Coordinator (DTC) task ■ School Test Coordinator (STC) task ■ Test Administrator (TA) task 	<ul style="list-style-type: none"> K Kindergarten ACCESS task A Alternate ACCESS task Opt Task may be optional depending on school or district procedures.



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Determine which ACCESS for ELLs assessment you are responsible for administering: Online, Paper, Kindergarten (K), or Alternate (A).	<p>All students identified as English Learners (ELs) must be assessed annually during the state-designated testing window by using the ACCESS for ELLs assessments, administered to satisfy federal ESEA requirements.</p> <p>ACCESS for ELLs tests must be administered online. The only exceptions to this requirement are:</p> <ul style="list-style-type: none"> Local education agencies (LEAs) or charter schools that do not have the technology capability to support administering the online ACCESS for ELLs and Students with disabilities who have documented accommodations that dictate a paper/pencil test format is necessary for accessibility (e.g., <i>Student Marks Answers in Test Book, Braille Edition</i>). 	
X	X	X	Review training requirements based on your role.	<p>New and Returning TAs: Test Administrators must be employees of the school and must complete the necessary training modules (online) to administer ACCESS assessments (Kindergarten, ACCESS for ELLs, or Alternate ACCESS for ELLs).</p> <p>Test administrators must complete the ACCESS for ELLs online certification. Once complete, certification is valid for a 2 year period.</p>	
	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.	<p>DTCs should contact their Regional Accountability Coordinator (RAC) to request a new WIDA account and to learn how to set up accounts for STCs and TAs.</p> <p>STCs/TAs should contact their DTC to request a new WIDA account.</p>	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
	X	X	Log in to WIDA AMS and agree to security terms that appear automatically at first login.	<p>DTCs should contact their RAC to request a new WIDA AMS account and to learn how to set up accounts for STCs and TAs.</p> <p>STCs/TAs should contact their DTC to request a new WIDA AMS account.</p> <p>Technology Coordinators should contact their DTC to request an account.</p>	
X	X	X	Watch the Training Overview tutorial .	It is helpful for all individuals supporting and administering the ACCESS for ELLs administrations to complete the training overview tutorial.	
X			Set up WIDA AMS accounts for Technology Coordinators and Test Administrators. Tip: <i>If you need assistance, review the WIDA AMS User Guide.</i>		
X			Submit Pre-ID file to NCDPI.	Utilize the SQL5 Expect ACCESS Test report’s filtering capabilities to confirm students in pre-ID file and identify students who still need to be manually added into WIDA AMS and appropriate test sessions.	
X	X		Watch the Ordering Materials tutorial.		
X	X		Order materials in WIDA AMS.	North Carolina’s Grade 4/5 writing mode is keyboarding (online). All students in Grades 1–3 will handwrite their writing responses in a paper booklet for the writing domain.	
X	X		Discuss district and school technology needs and capacity to administer the online test with the Technology Coordinator. Opt		
X	X	X	Watch the Accessibility Overview tutorial .		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Watch the Assigning Accommodations tutorial .		
	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 Supplement to consider testing needs for students who do not have an IEP or 504 plan.		
X	X	X	In WIDA AMS, assign accommodations for students with an IEP or 504 plan.	Depending on school site, accommodations may be assigned at any level DTC, STC, and/or TA. Accommodations in WIDA AMS must match a student’s IEP or 504 Plan and be permitted for use on the ACCESS for ELLs assessment.	
X	X	X	Modify default test sessions in WIDA AMS to meet district/school needs. Opt		
X	X	X	Finalize student counts. Add any new students to WIDA AMS and assign them to test sessions.		
X	X	X	Review student data for accuracy in WIDA AMS.	Depending on how roles are assigned within your LEA/charter school, each role may be involved in this process.	
X	X	X	Confirm that all students are listed in WIDA AMS and assigned to test sessions.		
X	X		Watch the Test Scheduling tutorial .		
X	X		Create a testing schedule. All Kindergarten K and Alternate ACCESS A test sessions should be one-on-one. Tip: Break testing down into days in the window. Allow several days at the end for makeup testing. See the Test Coordinator Manual for help with scheduling.		
X	X	X	Plan a seating arrangement for testing areas. Verify that students are adequately spaced for the Speaking Test. Opt	Refer to the TCM for guidance on seating arrangements.	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Watch the Test Practice and Test Tickets tutorial .		
X	X	X	Plan communication for parents/family members about ACCESS for ELLs testing and upcoming testing schedule.	Visit the Family Engagement page for parent/family resources.	
X	X		Watch the Managing Test Materials tutorial .		
X	X		Receive, inventory, and distribute test materials to designated sites/staff.	Local procedures should be developed to document the inventory and distribution of all materials. All test booklets should be tracked using the vendor assigned code/number.	
	X	X	Review materials for accuracy. Report the amount and type of overage to the District Coordinator.		
X	X		Watch the Additional Materials Orders tutorial .		
X	X	X	Verify information on Pre-ID Labels is accurate. If necessary, edit 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. Securely store according to state and local policies.		
X	X	X	Review test tickets for accuracy of demographic information and accommodations.		
	X	X	K , A 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.	When hand bubbling test booklets, the demographic information used must match what is in PowerSchool. Staff who are responsible for bubbling booklets must have access to PowerSchool to verify demographic information.	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
	X	X	Watch the Administering the Test tutorial . K Watch the Kindergarten Training Video Series . A Watch the Alt ACCESS Test Administration Tutorial .		
		X	Have students view Test Demos and try Test Practice items K Test administrators review Listening and Speaking sample items A Test administrators review sample items		
X	X		Watch the Monitoring Test Progress tutorial (applies to online testing only). Tip: <i>This tutorial references tools in WIDA AMS that require coordinator level permissions.</i>		
	X	X	Take the Online Administration Quiz and pass with a score of 80% or higher. K Take the Kindergarten Quiz . A Take the Alt ACCESS Quiz .		
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

DTC	STC	TA	Task	State-specific Clarification	✓
	X	X	Set up the testing room according to the TAM . For group settings, ensure students are seated far enough apart to avoid distractions.		
	X	X	Gather test administration materials: Test Administrator Script(s), Test Administrator Manual, test tickets, test roster, Writing Booklets, #2 pencils, clock, etc.		
	X	X	Ensure testing devices are ready and distribute necessary materials to students (e.g., booklets, pencils, headsets).		
X	X	X	Distribute test tickets to students and verify information on ticket matches student’s test plan.		
X	X	X	Follow all directions provided in the manuals and scripts. Monitor students to ensure test security.	Additional state guidance is provided in the <i>North Carolina State Specific Guidance for WIDA Assessments</i>	
	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 1-3 Writing Test Booklets. Bubble in demographic information and apply a District/School Label to test booklets that do not have Pre-ID Labels.	Depending on how each school site is organized, DTCs, STCs, and TAs may be involved in this process.	
	X	X	Report additional material needs to the District Test Coordinator.		
X	X	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.	Schools needing additional materials during the testing window should place one additional materials order. The need for materials should be communicated efficiently by TAs (for newly identified enrollments during the testing window, students who may need a paper/pencil form due to accessibility purposes). Refer to Section 3 of the TCM for more information about additional materials ordering.	
X	X	X	Securely store all testing materials in between test sessions.		



During Testing

DTC	STC	TA	Task	State-specific Clarification	✓
		X	Collect and account for all test materials. Return them to the Test Coordinator.		



After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Watch the After Testing tutorial .		
X	X		Collect test materials from Test Administrators once testing is completed at each testing site.		
X	X	X	Be sure all hand-bubbled student demographic information matches PowerSchool record. Ensure all accommodations and Do Not Score codes are correctly marked on the booklet or in WIDA AMS.		
X	X	X	Prepare test materials for return.	<p>All materials must be returned as specified in the TCM. Test materials returned to the vendor with missing information or incomplete information or labels may result in no student score. NCDPI will not pursue missing scores through booklet searches with the vendor.</p> <p>Refer to the TCM for specific directions on test materials return.</p>	
X	X	X	Return test materials to DRC.	<p>Pre-ID labels and scratch paper may be destroyed locally at the conclusion of the testing window.</p> <p>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 TCM for a full list of secure and non-secure materials.</p>	
X	X		Watch the Data Validation tutorial .		
X	X		Complete data validation process.	Refer to the <i>North Carolina State Specific Guidance for WIDA Assessments 2021-21</i> for data validation details.	
X	X	X	Watch the Accessing Score Reports tutorial .		



After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Review and distribute score reports to designated sites/staff.	More information and resources can be found on the Scores and Reports page of the WIDA website.	
X	X	X	Communicate with students' parents/family members about ACCESS for ELLs test results.	North Carolina's criteria for students to exit EL status is: Reaching an overall composite score of 4.8 or above.	