



# NORTH CAROLINA 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	
<b>Test delivery mode</b>	Required Online Administration
	<b>Testing Window</b> January 13, 2025–March 14, 2025
<b>WIDA member page</b>	<a href="http://Wida.wisc.edu/memberships/consortium/nc">Wida.wisc.edu/memberships/consortium/nc</a>
Online Resources	
<p><b>Training Courses</b> (login to Secure Portal required)</p> <ul style="list-style-type: none"> <li>• <a href="#">Online ACCESS for ELLs: Administration</a></li> <li>• <a href="#">Alternate ACCESS: Administration and Scoring</a></li> <li>• <a href="#">Kindergarten ACCESS for ELLs: Administration and Scoring</a></li> </ul> <p><b>Course Resources:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">ACCESS Online</a>, <a href="#">Kindergarten ACCESS</a>, <a href="#">Alternate ACCESS</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">ACCESS for ELLs Interpretive Guide for Score Reports</a></li> <li>• <a href="#">Alternate ACCESS for ELLs Interpretive Guide for Score Reports</a></li> <li>• <a href="#">Technology Resources</a></li> <li>• <a href="#">Accessibility and Accommodations Resources</a></li> <li>• <a href="#">Q&amp;A Webinar Links and Recordings</a></li> </ul> <p>For more state-specific resources, visit your <a href="#">WIDA member page</a>.</p>
Checklist Key	
<ul style="list-style-type: none"> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #0070c0; border: 1px solid black; margin-right: 5px;"></span> District Test Coordinator (DTC) task</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #70ad47; border: 1px solid black; margin-right: 5px;"></span> School Test Coordinator (STC) task</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #ffc000; border: 1px solid black; margin-right: 5px;"></span> Test Administrator (TA) task</li> </ul>	<p><b>Kindergarten</b> Applies to Kindergarten ACCESS only</p> <p><b>Alternate</b> Applies to Alternate ACCESS only</p>



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Determine which ACCESS for ELLs assessment(s) you are responsible for administering.	<p>All students identified as English Learners (ELs) must be assessed annually during the state-designated testing window by using the appropriate ACCESS for ELLs assessment, administered to satisfy federal ESEA requirements.</p> <p>The ACCESS for ELLs test must be administered online. The only exceptions to this requirement are:</p> <ul style="list-style-type: none"> <li>• Approvals from the Office of Accountability and Testing for students who have had limited experience with technology</li> <li>• Students with disabilities who have documented accommodations that dictate a paper test format is necessary for accessibility</li> </ul> <p>The WIDA Alternate ACCESS is administered in a paper format.</p>	
X	X	X	Communicate roles, responsibilities, and training requirements to test administrators.	<p><b>Additional clarification may be found in the <a href="#">North Carolina State Specific Guidance for WIDA Assessments</a> publication.</b></p> <p><b>PSU Leadership and Support Roles:</b> Anyone in a PSU leadership or support role (district test coordinators, EL coordinators, school test coordinators, etc.) supporting the administration of ACCESS for ELLs or WIDA Alternate ACCESS during the test window, must complete the following prior to supporting, supervising, or administering any test:</p> <ul style="list-style-type: none"> <li>• WIDA Training Course(s) for each test (e.g., ACCESS for ELLs online, ACCESS for ELLs paper, WIDA Alternate ACCESS, etc) in the WIDA Secure Portal</li> <li>• <a href="#">North Carolina State Specific Training</a> (provided by NCDPI)</li> </ul>	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
				<ul style="list-style-type: none"> <li>• A thorough review of the <a href="#">North Carolina State Specific Guidance for WIDA Assessments</a> publication</li> <li>• <a href="#">North Carolina Testing Security Protocol and Procedures for School Personnel Training</a> (and have a signed security agreement on file for the current year)</li> </ul> <p>Individuals in these roles are also expected to annually complete the associated training course(s) and quizzes, in the WIDA Secure Portal, for all supported assessments. The training course(s) should be completed as early in the school year as possible and prior to the opening of the state testing window. Certification documentation must be provided to local leadership and retained for the school year.</p> <p>Test Security training may be conducted locally with PSU testing staff using the <a href="#">Testing Security Protocol and Procedures for School Personnel</a> publication or the <a href="#">Testing Security Protocol and Procedures for School Personnel Training Video</a>. Each individual must complete a <i>Confidentiality and Test Security Agreement</i> (see Appendix D, <a href="#">North Carolina Test Coordinators’ Policies and Procedures Handbook</a>) annually at the conclusion of the NC testing security training. This documentation must be kept on file with the PSU Test Coordinator throughout the school year.</p> <p>PSU leadership roles are the first level of support in answering questions about administration procedures, scoring, material shipments and ordering, and are directly responsible for supervising practices that maintain test security (including implementing practices that reduce the opportunity for student plagiarism instances in the Speaking and Writing domains), and the return of all secure materials.</p>	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
				<p>For the 2024-25 testing cycle, data validation will be completed at the state level. Test coordinators will work with NCDPI during the data validation period. Additional information about this process will be shared prior to the data validation period.</p> <p><b>Test Administrators:</b> Test administrators must complete North Carolina Test Security Training prior to administering any test. This training may be conducted locally with PSU testing staff using the <a href="#">Testing Security Protocol and Procedures for School Personnel</a> publication or the <a href="#">Testing Security Protocol and Procedures for School Personnel Training Video</a>. Each individual must complete a <i>Confidentiality and Test Security Agreement</i> (see Appendix D, <a href="#">North Carolina Test Coordinators’ Policies and Procedures Handbook</a>) annually at the conclusion of the NC testing security training. This documentation must be kept on file with the PSU Test Coordinator throughout the school year.</p> <p>Prior to the test window, test administrators must complete the associated training course(s) and quizzes in the WIDA Secure Portal, for each test administered. Certification documentation must be provided to local leadership and retained for the school year.</p> <p>Additionally, test administrators will complete training on the <a href="#">NC State Specific Guidance for WIDA Assessments</a> (locally) and test administrators must be familiar with scoring rubrics that are required as part of the test administration. Test administrators should review test administration resources to fully prepare for testing, prior to test day. testing, prior to test day.</p>	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Review training requirements based on your role.	PSU leadership roles and test administrators complete training as outlined above, prior to the opening of the test window. Completion of each component and documentation must remain on file with PSU leadership throughout the school year.	
	X	X	Log in to your <a href="#">WIDA account</a> and agree to the Non-Disclosure and User Agreement (NDUA) that appears automatically upon first login.	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.  STCs/TAs should contact their DTC to request a new WIDA account.	
	X	X	Log in to <a href="#">WIDA AMS</a> and agree to security terms that appear automatically at first login.  <b>New for 2024-25:</b> Learn about this year’s enhancements to WIDA AMS Test Management, Test Monitoring, and Reporting Services by viewing the <a href="#">WIDA AMS and DRC Technical Enhancements for 2024-2025</a> webinar recording in the WIDA Secure Portal.	DTCs should contact their RAC to request a new WIDA AMS account and to learn how to set up accounts for STCs and TAs.  STCs/TAs should contact their DTC to request a new WIDA AMS account.  Technology Coordinators should contact their DTC to request an account.	
X	X	X	Complete <b>Module 1: Introduction</b> of the Online ACCESS for ELLs: Administration training course.  This module provides background information about ACCESS Online, including the test’s purpose, design, and materials, and clarifies your role in testing.	North Carolina requires any PSU staff member who supports or administers ACCESS for ELLs or WIDA Alternate ACCESS assessments to complete the associated course(s) in the WIDA Secure Portal.	
X			Set up WIDA AMS accounts for Technology Coordinators and Test Administrators. <b>Tip:</b> <i>If you need assistance, review the <a href="#">WIDA AMS User Guide</a>.</i>		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X			Submit Pre-ID file to NCDPI.	NCDPI provided the first Pre-ID file to DRC in November and will complete another upload on January 8, 2025. Any students who enroll after January 8, will need to be added manually into WIDA AMS. PSUs must check to determine if a profile exists for the student in WIDA AMS before manually entering the student. Manual upload of student data must be an exact match to the student’s information from the student information system (SIS), PowerSchool or Infinite Campus.	
X	X		<p>Complete <b>Module 2: Planning &amp; Logistics</b> 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>		
			Order materials in WIDA AMS.	<p>All students in grades 1–3 taking the online ACCESS for ELLs Writing domain will require a paper response booklet to handwrite their responses. For students included in membership at the time the state Pre-ID file is submitted, booklets are auto calculated and do not require an order.</p> <p>The default response mode for the online Writing domain for students in grades 4–12 is keyboarding. For students with disabilities who have documented accommodations that dictate a paper test format is necessary for accessibility or students with special circumstances, a paper booklet may be ordered and the student may handwrite responses in a paper booklet instead of keyboarding. In these instances, an order for paper response booklets may be required. This order can be placed during the additional materials ordering window with approval from your regional accountability</p>	



**Before Testing**

DTC	STC	TA	Task	State-specific Clarification	✓
				consultant (RAC) must be obtained prior to entering the order into Additional Material Ordering in WIDA AMS.	
X	X		Discuss district and school technology needs and capacity to administer the online test with the Technology Coordinator.		
X	X	X	Complete <b>Module 3: Preparing Your Students, School, &amp; District</b> in the Online ACCESS for ELLs: Administration training course. This module focuses on preparing your students for testing and assigning accommodations.		
	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	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, Section 504, or transitory impairment plan and be permitted for use for the assessment.	
X	X	X	<b>Optional:</b> 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.	The use of the Test Monitoring Application (TMA) is a local decision in North Carolina. PSUs who wish to implement this feature should refer to Online Help in the Test Monitoring application in WIDA AMS for details.	
X	X	X	Finalize student counts. Add any new students to WIDA AMS and assign them to registrations.		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Review student data for accuracy in WIDA AMS. Confirm that all students are listed in WIDA AMS and assigned to correct test sessions.	Depending on how roles are assigned within the PSU, more than one role may be involved in this process.	
X	X		Complete <b>Module 4: Administering the Test</b> 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 <b>Kindergarten</b> and <b>Alternate ACCESS</b> test sessions are administered one-on-one. <i>Tip: Allow several days at the end for makeup testing. See the <a href="#">Test Coordinator Manual</a> 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 <a href="#">Test Coordinator Manual</a> .	Abide by the test publisher’s recommendations for seating and numbers of students in a test session. If questions arise about the number of students in a test session, contact your regional accountability office to discuss the testing plan.	
X	X	X	Review <b>“Pep Talks, Test Demo, and Test Practice”</b> in Module 3 of the Online ACCESS For ELLs: Administration training course.		
X	X	X	Plan <a href="#">communication for parents/family members</a> about ACCESS for ELLs testing and upcoming testing schedule.		





**Before Testing**

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Review <b>“Managing Secure Materials”</b> in Module 2 of the Online ACCESS for ELLs: Administration training course.		
X	X		Receive, inventory, and distribute test materials to designated sites/staff.	Local testing plans are required to be developed to outline a comprehensive approach for documenting and tracking the inventory and distribution of all materials (inclusive of district and school levels). All secure materials and those with vendor assigned codes and numbers must be tracked from receipt to return to the vendor. The PSU test coordinator is responsible for overseeing all materials and is the point of contact with NCDPI and DRC when problems or questions arise.	
	X	X	Review materials for correct amount and type. Report the amount and type of overage to the District Coordinator.		
X	X		Review <b>“Ordering Additional Materials”</b> in Module 2 of the Online ACCESS for ELLs: Administration training course.		
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 <a href="#">DRC Customer Support</a> if information is incorrect.		



**Before Testing**

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	<p>Print test tickets and test rosters. Securely store according to state and local policies.</p> <p>Review <b>“Test Tickets &amp; Rosters”</b> in Module 4 of the Online ACCESS for ELLs: Administration training course.</p>		
X	X	X	Review test tickets for accuracy of demographic information and accommodations.		
	X	X	<p><b>Kindergarten, Alternate only</b> – Apply labels to test booklets.</p> <p>Bubble in demographic information and apply a District/School Label to test booklets that do not have Pre-ID Labels.</p>	<p>When hand bubbling test booklets, a student’s demographic information must be an exact match to his/her demographic information housed in PowerSchool or Infinite Campus. Staff who are responsible for bubbling booklets must have access to the appropriate SIS to verify demographic information. PSUs should have a second individual to review the hand bubbled test booklets for accuracy prior to return to the DRC. NC does not collect gender as part of demographic information. Schools should refer to the <a href="#">Best Practices for Hand Bubbling ACCESS Test Booklets</a> resource when training individuals who will bubble or verify bubbled information.</p>	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
	X	X	<p><b>Kindergarten</b> Complete the <i>Kindergarten ACCESS for ELLs: Administration and Scoring</i> training course.</p> <p><b>Alternate</b> Complete the <i>Alternate ACCESS: Administration and Scoring</i> training course.</p>	<p>Annual test training certification is required for all ACCESS tests in NC.</p>	
		X	<p>Have students view <a href="#">Test Demos</a> and try <a href="#">Test Practice</a> items</p> <ul style="list-style-type: none"> <li>Review “<b>Preparing Your Students</b>” in Module 3 of the Online ACCESS for ELLs: Administration training course.</li> </ul> <p><b>Kindergarten</b> Test administrators review Listening and Speaking sample items</p> <p><b>Alternate</b> Test administrators review sample items</p>	<p>Students should review <a href="#">Test Demos and Test Practice items</a> on a day prior to testing. It is helpful for students to complete the practice items on the device he/she will utilize for test day.</p>	
X	X		<p>Review “<b>Tracking Site Completion Status</b>” in Module 2 of the Online ACCESS for ELLs: Administration training course.</p> <p><b>New for 2024-25:</b> 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>		



**Before Testing**

DTC	STC	TA	Task	State-specific Clarification	✓
	X	X	Pass required certification quiz(zes). Quizzes are located within the training courses.	All test administrators must annually complete each element of training to be fully certified.	
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 <a href="#">Test Administrator Manual</a> . 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.	Effective with the 2024-25 year, NC testing policy permits the use of scratch paper for any domain.	
	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 <a href="#">North Carolina State Specific Guidance for WIDA Assessments</a> . This guidance is published in November of each year. The prior year guidance remains in effect until the new guidance is released annually.	
	X	X	After students have completed the Listening and Reading tests, determine students’ tier placement information in WIDA AMS.  View <b>“Screencast: Tier Placement Information”</b> in the <b>“Test Day: Listening &amp; Reading”</b> 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	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 roles are assigned within the PSU, more than one role may be involved in this process.	



During Testing

DTC	STC	TA	Task	State-specific Clarification	✓
	X	X	Report additional material needs to the District Test Coordinator.		
X	X	X	<p>Keep track of all material requests from schools during testing and place <b>one</b> 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"> <li>Review <b>“Ordering Additional Materials”</b> in Module 2 of the Online ACCESS for ELLs: Administration training course.</li> </ul> <p>Refer to the <b>Secure Material Tracking Report</b> in WIDA AMS under My Applications &gt; Scoring and Reporting &gt; 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>	<p>Schools needing additional materials during the testing window should follow the steps outlined below:</p> <ol style="list-style-type: none"> <li>Once the PSU test coordinator has collected a list of materials needed from school level staff (for newly identified enrollments during the test window, students who may need a paper form, accommodated forms, etc.), the request for materials is sent <b>by email</b> to the Regional Accountability Coordinator (RAC).</li> <li>If the RAC approves the request for additional materials, the PSU Test Coordinator places the additional material order <b>in WIDA AMS</b>.</li> <li>When the request is received by the DRC Warehouse, the request is sent to NCDPI for the RAC to give affirmation for shipping the requested materials.</li> </ol> <p><b>*Orders that are placed without RAC approval will be deleted from the system.</b></p>	
X	X	X	Securely store all testing materials in between test sessions.		
		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	Review <b>“Returning Materials”</b> 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	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	X	Prepare test materials for return. Refer to Returning Test Materials in Section 3 of the Test Coordinator Manual.	All materials must be returned as specified in the Test Coordinator Manual. Test materials returned to the vendor with missing information or incomplete information or labels may result in no student score. <b>NCDPI will not pursue missing scores through booklet searches with the vendor.</b>	
X	X	X	Return test materials to DRC. Refer to the <b>Secure Material Tracking Report</b> 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 destroyed locally at the conclusion of the testing window. Refer to the <a href="#">North Carolina Test Coordinators’ Policies and Procedures Handbook</a> for a full list of secure and non-secure materials. Non-secure materials are not returned to the DRC warehouse.	
X	X		Complete <b>Module 5: Test Scores</b> in the Online ACCESS for ELLs: Administration training course. This module focuses on data validation, accessing score reports, and effectively communicating test scores.		



After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Complete data validation process.	Refer to the <a href="#">NC ACCESS Test Training</a> and the <a href="#">2024–25 North Carolina State Specific Guidance for WIDA Assessments</a> publication for data validation details.	
X	X		Review and distribute <a href="#">score reports</a> to designated sites/staff.		
X	X	X	<a href="#">Communicate with students’ parents/family members</a> about ACCESS for ELLs test results.	North Carolina’s criteria for students to exit EL status is: <ul style="list-style-type: none"> <li>• ACCESS for ELLs-obtain an overall composite score of 4.5 or above on the ACCESS for ELLs assessment (<a href="#">approved by the NC State Board of Education 12/5/24</a>).</li> <li>• It is anticipated the SBE will approve a new exit criteria to be effective with the 2024–25 school year, in late spring, for the WIDA Alternate ACCESS</li> </ul>	