



# NORTH DAKOTA ACCESS for ELLs Online Checklist 2021-2022



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>	Online
<b>Testing Window</b>	January 10, 2022 – February 18, 2022
<b>WIDA member page</b>	<a href="http://Wida.wisc.edu/memberships/consortium/nd">Wida.wisc.edu/memberships/consortium/nd</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 for ELLs: 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 WIDA member page.</p>
Checklist Key	
<ul style="list-style-type: none"> <li><span style="color: blue;">■</span> District Test Coordinator (DTC) task</li> <li><span style="color: green;">■</span> School Test Coordinator (STC) task</li> <li><span style="color: yellow;">■</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.		
X	X	X	Review training requirements based on your role.	<p><b>Certification Requirements:</b></p> <ul style="list-style-type: none"> <li>• Must be EL certified in ND to administer any locally scored portion.</li> <li>• Must have taken and been certified on the ACCESS for ELLs training courses for the applicable assessments.</li> <li>• New TAs are strongly encouraged to shadow another TA until they feel competent to test on their own.</li> </ul> <ul style="list-style-type: none"> <li>• <b>Kindergarten</b> - Must be EL certified in ND to administer.</li> <li>• Must have taken and been certified on the Kindergarten ACCESS for ELLs training course.</li> <li>• New TAs are strongly encouraged to shadow another TA until they feel competent to test on their own.</li> </ul> <ul style="list-style-type: none"> <li>• <b>Alternate</b> - Must be EL certified in ND to administer.</li> <li>• Must have taken and been certified on the Alternate ACCESS for ELLs training course.</li> <li>• New TAs are strongly encouraged to shadow another TA until they feel competent to test on their own.</li> </ul> <p><b>Recertification requirements:</b></p> <ul style="list-style-type: none"> <li>• Test Administration training is required ANNUALLY for all test administrators.</li> </ul>	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Log in to your <a href="#">WIDA account</a> and agree to the Non-Disclosure and User Agreement (NDUA) that pops up automatically upon first login.	New DTCs request accounts from <a href="#">The EL Program Office</a> .  STCs/TAs request accounts from District Testing Coordinators. Educators are required to keep a physical copy of the <a href="#">NDUA</a> on file at the district.	
X	X	X	Log in to <a href="#">WIDA AMS</a> and agree to security terms that appear automatically at first login.	New DTCs request accounts from <a href="#">The EL Program Office</a> .  STCs/TAs and Technology Coordinators request accounts from District Testing Coordinators.	
X	X	X	Watch the <b>Training Overview</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	Training is required annually for all test administrators.	
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>	For instructions, refer to the User Management section starting on page 25 of the <a href="#">WIDA AMS User Guide</a> .	
X			Prepare/review EL student records in the State Automated Reporting System (STARS) to ensure accuracy.	<ul style="list-style-type: none"> <li>• The NDDPI submits student records of identified ELs to DRC from STARS. Be sure all of the district’s ELs are identified in the STARS Enrollment Report to ensure proper test ordering.</li> <li>• DRC automatically orders material quantities based on the pre-ID file received from the NDDPI. This includes paper kits for kindergarten and writing booklets for students in grades 1-3.</li> <li>• Writing response booklets for grades 4-12 will NOT be ordered or shipped with the initial order. If needed, the DTCs will order these during the Additional Materials ordering window – January 4, 2022 – February 11, 2022.</li> <li>• If a full paper test is needed for a student, revise the student test mode in WIDA AMS and order materials during the Additional Materials ordering window.</li> </ul>	



## Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
			Submit Pre-ID file to DRC.	The Pre-ID file is uploaded by the NDDPI the first week in December.	
X	X		Coordinate with your technology coordinator to be certain the online test is ready to administer. The NDDPI recommends this to occur in early Fall.	View <a href="#">Technology Coordinator</a> resources in the WIDA Secure Portal for assistance. Software downloads are located in WIDA AMS.	
X	X	X	Watch the <b>Accessibility Overview</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	Required for new Test Administrators. Recommended to review as needed for returning Test Administrators.	
X	X	X	Watch the <b>Assigning Accommodations</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	Required for new Test Administrators. Recommended to review as needed for returning Test Administrators.	
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 students on an IEP or 504, the accommodations relating to the student's disability are listed on the IEP or 504. Accommodations for students on an IEP must also be entered in TIENET. Refer to WIDA's accommodations guidelines and the <a href="#">North Dakota Accessibility Manual</a>	
X	X		In WIDA AMS, assign accommodations for students with an IEP or 504 plan.	NDDPI will provide a pre-ID file containing students and any accommodations reported in TIENET. After the pre-ID file is sent by the NDDPI, DTCs or school designees must review the accommodations for IEP students and add any supports for those on a 504.	
X	X		<b>Optional:</b> Modify default test sessions in WIDA AMS to meet district/school needs.	Students are set up in generic test sessions in WIDA AMS. The district/school has the option to modify the test sessions if necessary.	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Finalize student counts. Any new students must be identified EL in STARS and names added to WIDA AMS. Once added, test sessions can be assigned.	Verify the district’s EL students are correct in WIDA AMS after they are uploaded by the NDDPI. The DTC is responsible for adding additional students in WIDA AMS, if needed. When adding a student, make sure the student is not already in WIDA AMS. <b>Duplicate student records cannot be deleted.</b> Student first and last names are required, as is the state student ID and grade. Middle initial, date of birth, and gender are highly recommended.	
X	X	X	Review student data for accuracy in WIDA AMS. Confirm that all students are listed in WIDA AMS and assigned to test sessions.	This step is critical for data records to be correctly reported. DTCs or school designee must review the student data and edit student information as needed in WIDA AMS. DTCs must ensure a student is identified EL in STARS prior to adding them into WIDA AMS.	
X	X		Watch the <b>Test Scheduling</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	Required for new Test Administrators. Recommended to review as needed for returning Test Administrators. Follow WIDA guidance concerning timing of tests and group size.	
X	X		Create a testing schedule. All <b>Kindergarten</b> and <b>Alternate ACCESS</b> test sessions should be one-on-one. <b>Tip:</b> Allow several days at the end for makeup testing. See the <a href="#">Test Coordinator Manual</a> for help with scheduling.	Testing should begin promptly on January 10, 2022 to ensure all students can be tested and any technical issues can be addressed within the testing window.	
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 for guidance on seating arrangements.	
X	X	X	Watch the <b>Test Practice and Test Tickets</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	Required for new Test Administrators. Recommended to review as needed for returning Test Administrators.	
X	X		Plan communication for parents/family members about ACCESS for ELLs testing and upcoming testing schedule.	Visit the <a href="#">Family Engagement</a> page for parent/family resources.	
X	X	X	Watch the <b>Managing Test Materials</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	Required for new Test Administrators. Recommended to review as needed for returning Test Administrators.	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Receive, inventory, and distribute test materials to designated sites/staff.	Materials are shipped to districts. Be sure TAs review materials upon receiving to ensure all have been received and to become familiar with test material. Maintain security of the testing materials at ALL times.	
	X	X	Review materials for correct amount and type. Report the amount and type of overage to the District Coordinator.	Be sure the DTC is aware of ALL overages. Districtwide overages must be used prior to ordering additional materials. Consult your DTC if additional materials are needed. <b>DTC will submit a one-time additional order in WIDA AMS for the district.</b> For more information regarding Additional Materials Orders and usage overage, visit Section 3 of the <a href="#">Test Coordinator Manual</a> .	
X	X	X	Watch the <b>Additional Materials Orders</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	The DTCs compile additional materials needed for the entire district and submit the order in WIDA AMS. When completing the additional order, select <i>_District-Level Additional Orders Only Site – WWW</i> in the School field. More information on placing Additional Materials Orders can be found in Section 3 of the Test Coordinator Manual.	
X	X	X	Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.	DTCs can edit student information in WIDA AMS.	
X	X	X	Check District/School Labels for accuracy. Contact DRC Customer Support if information is incorrect.	These labels are used for students with no Pre-ID Label.	
X	X	X	Print test tickets and test rosters. Securely store according to state and local policies.	DTCs can regenerate test tickets if needed.	
X	X	X	Review test tickets for accuracy of demographic information and accommodations.	DTCs can edit accommodations and demographic information.	
X	X		<b>Kindergarten, Alternate only</b> – 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.	Native language codes and LIEP models can be found in the ACCESS file of the NDDPI EL Coordinator TEAM.	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Watch the <b>Administering the Test</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course. <b>Kindergarten</b> Complete the <i>Kindergarten ACCESS for ELLs: Administration and Scoring</i> training course. <b>Alternate</b> Complete the <i>Alternate ACCESS for ELLs: Administration and Scoring</i> training course.	Training is required ANNUALLY for all test administrators.	
		X	Have students view <a href="#">Test Demos</a> and try <a href="#">Test Practice</a> items <b>Kindergarten</b> Test administrators review Listening and Speaking sample items <b>Alternate</b> Test administrators review sample items		
X	X		Watch the <b>Monitoring Test Progress</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	Required for new Test Coordinators. Recommended to review as needed for returning Test Coordinators.	
X	X	X	Pass required certification quiz(zes). Quizzes are located within the training courses.	Training course certification is required ANNUALLY for all test administrators for all tests administered.	
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.	All DTCs must verify that staff are certified to administer applicable assessments and that all staff accounts in WIDA Secure Portal and WIDA AMS have been updated.  Any educator administering any paper-based assessments, including the Writing domain for grades 1-3 must be a certified EL teacher.	



During Testing

DTC	STC	TA	Task	State-specific Clarification	✓
		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	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).	Scratch paper is allowed for all domains. Securely destroy all scratch paper upon completion of assessment.	
		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.	If the DTC or TA encounters a breach in testing security, contact the <a href="#">EL Program Office</a> .	
		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.	If District/School Labels are used, ensure that bubbled student information matches student record in WIDA AMS. Incorrect information may result in an incomplete score report.	
	X	X	Report additional material needs to the District Test Coordinator.		
X			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.	<p>The DTCs compile additional materials needed in the district and submit the order in WIDA AMS. The template and table below (located in the <b>Additional Materials Ordering</b> module) can assist DTCs in creating an additional materials order for the district.</p> <ul style="list-style-type: none"> <li>• Template for Preparing Additional Materials Order</li> <li>• Additional Materials Table</li> </ul> <p>Section 3 of the <a href="#">Test Coordinator Manual</a> provides more information on additional materials ordering.</p>	



ACCESS for ELLs Online Checklist 2021-2022



During Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Securely store all testing materials in between test sessions.	Follow WIDA guidance on material security. Only staff who have completed the ACCESS training should have access to or handle testing materials.	
		X	Collect and account for all test materials. Return them to the Test Coordinator.	For more information review Section 3 in the <a href="#">Test Administrator Manual</a> .	



### After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Watch the <b>After Testing</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> 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 <a href="#">Test Coordinator Manual</a> and the Student Management section of the <a href="#">WIDA AMS User Guide</a> for guidance on entering Do Not Score codes.	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. For students unable to take one of the domains due to a disability, be sure to mark “Do Not Score.” <b>DO NOT USE</b> a “Do not Process” label for this purpose. The “Do not Process” label tells DRC to not process the entire test.	
X	X		Prepare test materials for return.	Refer to Returning Test Materials in Section 3 of the Test Coordinator Manual.	
X	X		Return test materials to DRC.	All scratch paper, unused labels, or other materials not required to be returned to DRC must be securely stored in between test sessions and then securely destroyed immediately upon the student’s completion of the test.  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			Watch the <b>Data Validation</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		



After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X			Complete data validation process.	<p>Districts are required to complete pre-reporting data validation in WIDA AMS. All districts must validate EACH student’s data by clicking “complete” for each student record under data validation. In districts with large numbers of students, the district may download the validation report and review all students at one time. If this method is chosen, districts need not indicate “complete” for each student record, but they must email <a href="#">EL Program Office</a> to acknowledge all data has been validated.</p> <p><b>If data is found incorrect at a later date, the district will be responsible for the cost of the search and revision of the data. This includes combining separated test files.</b></p> <p>The <a href="#">WIDA AMS User Guide Supplement: Data Validation</a> is available to assist in the validation process.</p>	
X			Watch the <b>Accessing Score Reports</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
X			Review and distribute score reports to designated sites/staff.	<p>Score reports are shipped to districts.</p> <p>More information and resources can be found on the <a href="#">Scores and Reports</a> page of the WIDA website.</p>	
X	X		Communicate with students’ parents/family members about ACCESS for ELLs test results.	Visit the <a href="#">Family Engagement</a> page for parent/family resources.	