



# NORTH DAKOTA ACCESS for ELLs Online Checklist 2018-2019



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 15, 2019 – February 22, 2019
<b>WIDA member page</b>	<a href="http://Wida.wisc.edu/memberships/consortium/nd">Wida.wisc.edu/memberships/consortium/nd</a>
Online Resources	
<ul style="list-style-type: none"> <li>• ACCESS for ELLs <a href="#">Test Administrator Manual</a> (TAM) <i>Test administration policies and procedures</i></li> <li>• ACCESS for ELLs <a href="#">District and School Test Coordinator Manual</a> (DSCM) <i>Test coordination policies and procedures</i></li> <li>• ACCESS for ELLs <a href="#">Accessibility and Accommodations Supplement</a> (A&amp;AS) <i>Accessibility and accommodations policies and procedures</i></li> <li>• <a href="#">Technology Readiness Checklist</a> For Technology Coordinators</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Interpretive Guide for Score Reports</a></li> <li>• <a href="#">Alternate ACCESS for ELLs Interpretive Guide</a></li> <li>• <a href="#">WIDA AMS User Guide</a></li> <li>• <a href="#">State-Specific Directions</a></li> <li>• <a href="#">Q&amp;A Webinar Calendar</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: orange;">■</span> Test Administrator (TA) task</li> </ul>	<ul style="list-style-type: none"> <li><span style="border: 1px solid black; border-radius: 50%; padding: 2px;">i</span> Click for more information</li> <li><span style="color: purple;">K</span> Kindergarten ACCESS task <span style="color: red;">A</span> Alternate ACCESS task</li> <li><b>Opt</b> Optional task</li> </ul>




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).		
X	X	X	Review training requirements based on your role.	<p><b>New TAs:</b></p> <ul style="list-style-type: none"> <li>• Must be ELL certified to administer any locally scored portion.</li> <li>• Must have taken and passed the ACCESS for ELLs quiz for 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>K-</b> Must be ELL certified to administer.</li> <li>• Must have taken and passed the ACCESS for 2.0 quiz for kindergarten assessment.</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>A-</b> Must be ELL certified to administer.</li> <li>• Must have taken and passed the ACCESS for 2.0 quiz for the alternate assessment.</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>• Recertify annually for Speaking domain (Paper-based administration of Grades 1-12 only)</li> <li>• For new WIDA test version releases, statewide re-certification may be required.</li> </ul>	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
				<ul style="list-style-type: none"> <li>• <b>K</b> - Recertify every two years</li> <li>• <b>A</b> - Recertify every two years</li> </ul>	
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="#">Lodee Arnold</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="#">Lodee Arnold</a> . STCs/TAs and Technology Coordinators request accounts from District Testing Coordinators.	
X	X	X	Watch the <a href="#">Training Overview tutorial</a> .	Required for new test administrators. Recommended to review as needed for returning test administrators.	
X			Set up WIDA AMS accounts for Technology Coordinators and Test Administrators. 	For instructions, refer to page 34 in 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>• DRC obtains materials ordering quantities in the pre-ID file according to STARS enrollment of ELs including paper for kindergarten and HW writing for grades 1-3.</li> <li>• If handwritten writing is desired for a student in grades 4-12, be sure to contact the state to order a writing response booklet as grade 4-12 Writing Response booklets will not be shipped with initial materials order.</li> <li>• If full paper test is needed for a student, contact the NDDPI to revise student test mode, and order materials.</li> </ul>	
			Submit Pre-ID file to DRC.	The Pre-ID file is uploaded by the SEA.	
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.		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Watch the <a href="#">Accessibility Overview tutorial</a> .	Required for new Test Administrators. Recommended to review as needed for returning Test Administrators.	
X	X	X	Watch the <a href="#">Assigning Accommodations tutorial</a> .	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.	Follow WIDA’s accommodations guidelines.	
X	X		In WIDA AMS, assign accommodations for students with an IEP or 504 plan.	DTCs or school designee can assign accommodations in WIDA AMS.	
X	X		Modify default test sessions in WIDA AMS to meet district/school needs. <b>Opt</b>		
X	X		Finalize student counts. Any new students must be identified EL in STARS and names emailed to the NDDPI. Once the NDDPI adds them to WIDA AMS, test sessions can be assigned.		
X	X	X	Review student data for accuracy in WIDA AMS.	DTCs or school designee can edit student information in WIDA AMS.	
X	X	X	Confirm that all students are listed in WIDA AMS and assigned to test sessions.		
X	X		Watch the <a href="#">Test Scheduling tutorial</a> .	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 Kindergarten <b>K</b> and Alternate ACCESS <b>A</b> test sessions should be one-on-one. <b>Tip: Break testing down into days in the window. Allow several days at the end for makeup testing.</b>	Testing should begin promptly on January 15, 2019 to ensure all students can be tested and any technical issues can be addressed within the testing window.	



## Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Plan a seating arrangement for testing areas. Verify that students are adequately spaced for the Speaking Test. <b>Opt</b>	Refer to section 6.2 of the <a href="#">TAM</a> for guidance on seating arrangements.	
X	X	X	Watch the <a href="#">Test Practice and Test Tickets tutorial</a> .	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.		
X	X	X	Watch the <a href="#">Managing Test Materials tutorial</a> .	Required for new Test Administrators. Recommended to review as needed for returning Test Administrators.	
X	X		Receive, inventory, and distribute test materials to designated sites/staff.	Materials are shipped to districts. Overage is sent to both schools and districts. It is recommended that TAs view materials prior to administering the test to become familiar with test material. Remember to maintain security of the testing materials.	
	X	X	Review materials for accuracy. Report the amount and type of overage to the District Coordinator.	This overage must be used first in cases where sites need additional materials. Consult your District Test Coordinator if any additional materials are needed. DTC contact the NDDPI to order additional materials.	
X	X	X	Watch the <a href="#">Additional Materials Orders tutorial</a> .	Additional Materials Orders in ND are placed by the NDDPI <b>only</b> (disregard #3 and 11-14 of the tutorial). The DTCs compile additional materials needed in the district and submit the order to the NDDPI. The template and table below can assist DTCs in creating an additional materials order for the district. <a href="#">Template for Preparing Additional Materials Order</a> <a href="#">Additional Materials Table</a>	
X	X	X	Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.	<b>DTCs</b> 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.	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
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>K</b> , <b>A 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 can be found at <a href="http://www.nd.gov/dpi/SchoolStaff/IME/ELL/Resources/">www.nd.gov/dpi/SchoolStaff/IME/ELL/Resources/</a> LIEP models can be found at <a href="http://www.nd.gov/dpi/SchoolStaff/IME/ELL/guidance/">www.nd.gov/dpi/SchoolStaff/IME/ELL/guidance/</a>	
X	X	X	Watch the <a href="#">Administering the Test tutorial</a> . <b>K</b> Watch the <a href="#">Kindergarten Training Video Series</a> . <b>A</b> Watch the <a href="#">Alt ACCESS Test Administration Tutorial</a> .	Required for new Test Administrators. Recommended to review as needed for returning Test Administrators.	
		X	Have students view <a href="#">Test Demos</a> and try <a href="#">Test Practice</a> items <b>K</b> Test administrators review Listening and Speaking sample items <b>A</b> Test administrators review sample items		
X	X		Watch the <a href="#">Monitoring Test Progress tutorial</a> (applies to online testing only).	Required for new Test Administrators. Recommended to review as needed for returning Test Administrators.	
X	X	X	Take the <a href="#">Online Administration Quiz</a> and pass with a score of 80% or higher. <b>K</b> Take the <a href="#">Kindergarten Quiz</a> . <b>A</b> Take the <a href="#">Alt ACCESS Quiz</a> .	In ND this applies only to new TAs. Recertification is required annually for the speaking domain (paper based administration for Grades 1-12 only).	
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.	The NDDPI suggests checking certification early in the year to give TAs plenty of time to obtain certification as necessary.	



**During Testing**

DTC	STC	TA	Task	State-specific Clarification	✓
		X	Set up the testing room according to the <a href="#">TAM</a> . For group settings, ensure students are seated far enough apart to avoid distractions.		
		X	Gather test administration materials: Test Administrator’s Script(s), Test Administrator Manual, test tickets, test roster, Writing Test 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.	
		X	Distribute test tickets to students and verify information on ticket matches student’s test plan.		
X	X	X	Securely store all testing materials in between test sessions.	Follow WIDA guidance on material security.	
X	X	X	Refer to manuals and scripts for test administration procedures.		
		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.		
	X	X	Report additional material needs to the District Test Coordinator.		



During Testing

DTC	STC	TA	Task	State-specific Clarification	✓
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.	The DTCs compile additional materials needed in the district and submit the order to the NDDPI. The template and table below can assist DTCs in creating an additional materials order for the district. <a href="#">Template for Preparing Additional Materials Order</a> <a href="#">Additional Materials Table</a> Section 3.7 of the <a href="#">District and School Test Coordinator Manual</a> provides more information on additional materials ordering. Appendix B of this manual contains specific information for transfer students as well.	
		X	Collect and account for all test materials. Return them to the Test Coordinator.	For more information review 6.10 and 7.9 in the <a href="#">Test Administrator Manual (TAM)</a>	






## After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Watch the <a href="#">After Testing tutorial</a> .		
X	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.	If applicable, fill in the Do Not Score code for the Listening, Reading, Writing or Speaking domain. Refer to the <a href="#">Test Administrator Manual</a> for detailed instructions.	
X	X	X	Prepare test materials for return.	Refer to section 5 (or page 67) in the <a href="#">DSCM</a> .	
X	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.	
X	X	X	Watch the <a href="#">Data Validation tutorial</a> .		



After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X			Complete data validation process.	<p>Districts have the opportunity of pre-reporting data validation in WIDA AMS. In districts with large numbers of students, the district may download the validation report and review all students at one time.</p> <p>Districts are required to complete post-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 the NDDPI to acknowledge all data has been validated.</p> <p><b>If data is found incorrect at a later date, the school 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 <a href="#">Accessing Score Reports tutorial</a> .		
X			Review and distribute score reports to designated sites/staff. 	Score reports are shipped according to designated “ship to” instructions.	
X	X		Communicate with students’ parents/family members about ACCESS for ELLs test results.	<p>WIDA resources to consider:</p> <ul style="list-style-type: none"> <li>• <a href="#">Parent Guide for ACCESS for ELLs Score Reports</a></li> <li>• <a href="#">Parent Guide for Alternate ACCESS for ELLs Score Reports</a></li> </ul>	