






NORTH DAKOTA ACCESS for ELLs Online Checklist 2023-2024



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	Testing Window	January 29, 2024 – March 8, 2024
WIDA member page	Wida.wisc.edu/memberships/consortium/nd		
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			
 District Test Coordinator (DTC) task		Kindergarten Applies to Kindergarten ACCESS only	
 School Test Coordinator (STC) task		Alternate Applies to Alternate ACCESS only	
 Test Administrator (TA) task			



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Determine which ACCESS for ELLs assessment(s) you are scheduling or administration responsible for administering.		
X	X		Communicate roles, responsibilities, and training requirements to test administrators.	<p>Assessment Training Requirements:</p> <p>All training is required to be renewed ANNUALLY.</p> <p>Security Training: District test coordinators (DTCs) must have on file a signed Assurance of Test Security for anyone who handles any WIDA test materials.</p> <p><u>ACCESS Training</u></p> <p>If administering Online ACCESS for ELLs with students in grades 1-12, TAs must complete the following:</p> <ul style="list-style-type: none"> Online ACCESS for ELLs: Administration <p>If administering Kindergarten ACCESS for ELLs, TAs must complete the following:</p> <ul style="list-style-type: none"> Kindergarten ACCESS for ELLs: Administration and Scoring <p>If administering Alternate ACCESS for ELLs, TAs must complete the following:</p> <ul style="list-style-type: none"> WIDA Alternate ACCESS: Administration and Scoring <p>If administering the 2nd Window ACCESS for ELLs (paper), TAs must complete the following:</p> <ul style="list-style-type: none"> Paper ACCESS for ELLs: Administration, and as appropriate for the student's grade level: Speaking for Grades 1-5: Scoring ACCESS Paper and WIDA Screener 	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
				<ul style="list-style-type: none"> Speaking for Grades 6-12: Scoring ACCESS Paper and WIDA Screener <p>All TAs must complete the WIDA assessment trainings listed above and obtain the certificate for the assessments they administer.</p> <p>New TAs are strongly encouraged to shadow another TA until they feel competent to test on their own.</p> <p>Recertification requirements:</p> <ul style="list-style-type: none"> Test Administration training is required ANNUALLY for all test administrators. 	
X	X	X	Review training requirements based on your role.	<p>TA Professional Requirements:</p> <p>TAs must be EL certified in ND to administer:</p> <ul style="list-style-type: none"> Kindergarten ACCESS for ELLs WIDA Alternate ACCESS ACCESS for ELLs Paper <p>TAs must be a certified teacher in ND to administer:</p> <ul style="list-style-type: none"> Online ACCESS for ELLs 	
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>New DTCs request accounts from The EL Program Office. You must provide verification from district leadership to be issued district access.</p> <p>STCs/TAs request accounts from District Testing Coordinators. Educators are required to keep a physical copy of the signed Non-disclosure and User Agreement on file at the district.</p>	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Log in to WIDA AMS and agree to security terms that appear automatically at first login. New this year: WIDA AMS has new applications for Import, Student and Test Management. Review screencasts in the ACCESS Online training course for more information	New DTCs request accounts from The EL Program Office . You must provide verification from district leadership to be issued district access. STCs/TAs and Technology Coordinators request accounts from District Testing Coordinators.	
X	X	X	Complete Module 1: Introduction 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.	Required annually for all test administrators.	
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>	For instructions, refer to the User Management section starting on page 28 of the WIDA AMS User Guide .	
X			Prepare/review EL student records in the State Automated Reporting System (STARS) to ensure accuracy.	<ul style="list-style-type: none"> The NDDPI submits the ACCESS student data file from student records of identified ELs to DRC from the STARS. Be sure all of the district's ELs are identified in the STARS Enrollment Report to ensure proper test ordering. 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. 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 3, 2024 – March 1, 2024. ALT ACCESS materials will NOT be ordered or shipped with the initial order. If needed, the DTCs will order these during the Additional Materials ordering window – January 3, 2024 – March 1, 2024. 	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
				<ul style="list-style-type: none"> 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. 	
			Submit Pre-ID file to DRC.	The Pre-ID file is uploaded by the NDDPI by November 30, 2023.	
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 Technology Coordinator resources in the WIDA Secure Portal for assistance. Software downloads are located in WIDA AMS.	
X	X	X	Complete Module 3: Preparing Your Students in the Online ACCESS for ELLs: Administration training course. This module focuses on preparing your students for testing and assigning accommodations.	Required annually for all 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 Accessibility and Accommodations Manual and the North Dakota Accessibility Manual	
X	X	X	In WIDA AMS, assign accommodations for students with an IEP or 504 plan.	NDDPI will provide a secure pre-ID file containing students and any accommodations reported in TIENET. After the pre-ID file is uploaded 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	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.	Students are set up in generic test registrations in WIDA AMS. The district/school has the option to modify the test registrations if desired. A new function is available to help TAs monitor students' progress in the test registrations.	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Finalize student counts. Any new students must be identified EL in STARS and names added to WIDA AMS. Once added, test registrations 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. Duplicate student records cannot be deleted. 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. Be sure this information matches the student's information in STARS.	
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 as an EL in STARS prior to adding them into WIDA AMS. Be sure the student information in WIDA AMS matches the information in STARS.	
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, preparing space, materials, and equipment, creating a testing schedule, technology troubleshooting, and how to administer specific domains.	Required annually for all Test Administrators. Follow WIDA guidance concerning timing of tests and group size.	
X	X		Create a testing schedule. All Kindergarten and Alternate ACCESS test sessions are administered one-on-one. Tip: Allow several days at the end for makeup testing. See the Test Coordinator Manual for help with scheduling.	Testing should begin promptly on January 29, 2024 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 .		
X	X	X	Review "Pep Talks, Test Demo, and Test Practice" in Module 3 of the Online ACCESS For ELLs: Administration training course.	Required annually for all Test Administrators.	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	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.	Required annually for all Test Administrators.	
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 logs of the testing materials at ALL times, including transfer of materials. Security logs may be requested for annual monitoring. Be sure all staff who handle materials sign the security logs.	
	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. DTC will submit a one-time additional order in WIDA AMS for the district. For more information regarding Additional Materials Orders and usage overage, visit Section 3 of the Test Coordinator Manual .	
X	X	X	Review “ Ordering Additional Materials ” in Module 2 of the Online ACCESS for ELLs: Administration training 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.	Be sure a District/School label is on every test booklet. Contact the The EL Program Office if additional District/School labels are needed.	



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. Review “Test Tickets & Rosters” in Module 4 of the Online ACCESS for ELLs: Administration training course.	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		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.	Native language codes and LIEP models can be found in the ACCESS file of the NDDPI EL Coordinator TEAM. If additional District/School labels are needed, contact The EL Program Office .	
X	X	X	Kindergarten Complete the <i>Kindergarten ACCESS for ELLs: Administration and Scoring</i> training course. Alternate Complete the <i>Alternate ACCESS: Administration and Scoring</i> training course.	New for 23-24: All WIDA Alternate ACCESS test administrators are required to certify this year. Certification must be completed after September 1, 2023 to be valid. Certifications from prior years are based on the previous version of the test and are no longer valid. Both of these training courses are required annually in North Dakota.	
		X	Have students view Test Demos and try Test Practice items <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. Kindergarten Test administrators review Listening and Speaking sample items Alternate Test administrators review sample items		
X	X	X	Review “Tracking Site Completion Status” in Module 2 of the Online ACCESS for ELLs: Administration training course.	Training course certification is required ANNUALLY for all test administrators for all tests administered.	
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.	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
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.	<p>All DTCs must verify to NDDPI that staff are certified to administer applicable assessments and all staff accounts in the WIDA Secure Portal and WIDA AMS accurate with only currently employed staff by submitting the verification form.</p> <p>Any educator administering any paper-based assessments, including the Writing domain for grades 1-3 must be a certified EL teacher.</p>	



During Testing

DTC	STC	TA	Task	State-specific Clarification	✓
		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).	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.	All students must be monitored at all times in each testing session. Provide a separate testing space for students and provide monitor(s) in each session at all times. If the DTC or TA encounters a breach in testing security, contact the EL Program Office .	
		X	After students have completed the Listening and Reading tests, determine students' tier placement information in WIDA AMS. <ul style="list-style-type: none"> View the screencast on "Test Domains: Listening & Reading" in Module 4 of the Online ACCESS for ELLs: Administration training course to learn how to export registration details in WIDA AMS. 	Required annually for all Test Administrators.	
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. To avoid erroneous or incomplete student reports, ensure bubbled student information matches record in WIDA AMS and STARs.	If additional materials are ordered contact the EL Program Office for additional district/school labels, if needed.	
	X	X	Report additional material needs to the District Test Coordinator.		



During Testing

DTC	STC	TA	Task	State-specific Clarification	✓
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 Reporting Services > Published Reports for a full list of all materials sent to your school/district.</p>	<p>The Test Coordinator Manual provides more information on additional materials ordering.</p> <p>All modules are required annually for all Test Administrators..</p>	
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 or signed the ACCESS Security Agreement 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 in the Test Administrator Manual .	



After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Review “Returning Materials” in Module 2 of the Online ACCESS for ELLs: Administration training course.	All modules are required annually for all Test Administrators.	
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.	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” and contact the EL Program Office . DO NOT USE 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.	All testing materials MUST be post marked by 3/14/2024.	
X	X		Return test materials to DRC. Refer to the Secure Material Tracking Report in WIDA AMS under Reporting Services > Published Reports for a full list of all materials sent to your school/district and returned 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 students’ completion of the test. Non-Secure materials 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.	DTCs have access to view the reports and may give permissions to other staff. Be sure to follow district and school confidentiality policies. All modules are required annually for all Test Administrators.	



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 EL Program Office to acknowledge all data has been validated. During this process you are looking for duplicate records, incorrect spelling, correct birth dates, correct order of first, middle, and last name.</p> <p>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.</p> <p>The WIDA AMS User Guide Supplement: Data Validation is available to assist in the validation process.</p>	
X			Review and distribute score reports to designated sites/staff. <ul style="list-style-type: none"> Reminder: WIDA Alternate ACCESS score reports will be released in fall 2024 due to standard setting. For more information, please see WIDA Alternate ACCESS Updates. 	Score reports are shipped to districts. Be sure handling and transfer of score reports follows the district's student information security policies.	
X	X		Communicate with students' parents/family members about ACCESS for ELLs test results. <ul style="list-style-type: none"> Updated score reporting resources for WIDA Alternate ACCESS will be available in fall 2024. 	Districts must securely share ACCESS test results with parents/families in a language and format they understand.	