NEW HAMPSHIRE
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**	February 1, 2024 – March 22, 2024
WIDA member page	Wida.wisc.edu/memberships/consortium/nh		
Online Resources			

Training Courses (login to Secure Portal required)
- Online ACCESS for ELLs: Administration
- Alternate ACCESS: Administration and Scoring
- Kindergarten ACCESS for ELLs: Administration and Scoring

Course Resources:
- ACCESS Online, Kindergarten ACCESS, Alternate ACCESS

- 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

For more state-specific resources, visit your WIDA member page.

Checklist Key

- ▪ District Test Coordinator (DTC) task
- ▪ Building Test Coordinator (BTC) task
- ▪ Test Administrator (TA) task

Kindergarten Applies to Kindergarten ACCESS only
Alternate Applies to Alternate ACCESS only

Last Updated: 10.12.2023

Before Testing

DTC	BTC	TA	Task	State-specific Clarification	✔
X	X	X	Determine which ACCESS for ELLs assessment(s) you are responsible for administering.	New Hampshire requires all schools to administer the ACCESS for ELLs Online assessment. The ACCESS for ELLs Paper assessment is available for: (1) Identified SLIFE (Students with Limited or Interrupted Formal Education); and/or (2) Students whose IEPs or 504 plans require paper administration of state assessments.	
X	X		Communicate roles, responsibilities, and training requirements to test administrators.	District and Building level Test Coordinators are responsible for communicating the roles, responsibilities, and training requirements set by the New Hampshire Department of Education for all Test Administrators. District and Building level Test Coordinators are also expected to conduct monitoring of TA credentials in the WIDA Secure Portal in advance of the testing window to ensure compliance with state policies. Please check the NH specific page of the WIDA website for specific information.	
X	X	X	Review training requirements based on your role.	Due to the critical shortage of licensed ESOL educators in NH, any licensed NH educator will be allowed to administer the ACCESS for ELLs Online assessment for students in grades 1-12 only. To administer ACCESS for ELLs Paper for grades 1-12, Kindergarten ACCESS, or Alternate ACCESS, Test Administrators must hold a NH ESOL license. All NH educators responsible for **any** WIDA test administration must complete the WIDA online training available through the WIDA Secure Portal and pass the certification quiz for any WIDA assessment they are assigned to administer.	

Before Testing

DTC	BTC	TA	Task	State-specific Clarification	✔
				Recertification: All personnel must certify or recertify annually. To be valid, certification must be completed within the last calendar year prior to the time of testing.	
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.	All Test Administrators (TAs) must complete and submit a Non-Disclosure annually. TAs need to contact their District Test Coordinator (DTC) to request accounts. DTCs contact NHED to request accounts.	
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.	TAs, BTCs, and Technology Coordinators contact their DTC to request an account. DTCs contact DRC Customer Service to request accounts.	
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.		
X			Set up WIDA AMS accounts for Technology Coordinators and Test Administrators. *Tip: If you need assistance, review the WIDA AMS User Guide.*		
			Submit Pre-ID file to DRC.	NHED uploads Pre-ID file in WIDA AMS.	
X			Complete **Module 2: Planning & Logistics** in the Online ACCESS for ELLs: Administration training course. This module focuses on ordering and returning materials, as well as managing, distributing, and securing test materials.		

Before Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
			Order materials in WIDA AMS.	Beginning with the 2023 administration, DTCs will not need to order materials in WIDA AMS. Test materials will be ordered by NHED based on the ESOL rosters in i4see. (The ESOL rosters are created from the information DTCs provide in the BOY and updated during ESOL file verfication.) If needed, DTCs can order additional test materials during the Additional Materials ordering window. This includes paper forms for students with accommodations, including large print and braille forms. Please note, the default response mode for grades 4-5 Writing is keyboarding. Grades 4-12 Writing Response Booklets **will NOT** be ordered or shipped with initial materials order.	
X	X	X	Discuss district and school technology needs and capacity to administer the online test with the Technology Coordinator.		
X	X	X	Complete **Module 3: Preparing Your Students, School, & District** 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.	NH follows WIDA's accommodations guidelines. If transcription is required, TAs can transcribe during testing. They must pass through the question three times (content, spelling, punctuation). For state-specific questions related to accommodations, reference the NHED Assessment Policy and Procedures Manual or email assessment@doe.nh.gov.	
X	X	X	In WIDA AMS, assign accommodations for students with an IEP or 504 plan.	DTCs, BTCs, and TAs can assign accommodations in WIDA AMS.	
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.		

Before Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
			Finalize student counts. Add any new students to WIDA AMS and assign them to registrations.	**NHED will load new students into WIDA AMS.**	
X	X	X	Review student data for accuracy in WIDA AMS. Confirm that all students are listed in WIDA AMS and assigned to correct registrations.		
X	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.		
X	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.*	All students who have been screened and determined to be ELs must be given the ACCESS test if they are in enrolled in your school on or before **March 8, 2024**. This includes students who have "opted-out" of EL services; they are required to take the ACCESS test. Students who are in Monitor status are not required to take the ACCESS test.	
		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.		
X	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.		
X	X		Receive, inventory, and distribute test materials to designated sites/staff.	Materials, including overage, will be shipped to districts via UPS and packaged by schools.	

Before Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
	X	X	Review materials for correct amount and type. Report the amount and type of overage to the District Coordinator.		
X	X	X	Review **"Ordering Additional Materials"** 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.	For more guidance, please visit the NHED ACCESS for ELLs webpage.	
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. • Review **"Test Tickets & Rosters"** in Module 4 of the Online ACCESS for ELLs: Administration training course.		
		X	Review test tickets for accuracy of demographic information and accommodations.	All test tickets must be reviewed prior to distributing to students to ensure all information, including accommodations, are accurate.]	
X	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.	The following fields must be completed if using a District/School label: Student Name, School District Code, Student Date of Birth, School Code, Grade of Student, Student Assessment ID#, State, District.	
X	X	X	**Kindergarten** Complete the Kindergarten ACCESS for ELLs: Administration and Scoring training course. **Alternate** Complete the Alternate ACCESS: Administration and Scoring training course.		
		X	Have students view Test Demos and try Test Practice items • Review **"Preparing Your Students"** in Module 3 of the Online ACCESS for ELLs: Administration training course.		

Before Testing

DTC	BTC	TA	Task	State-specific Clarification	✔
			• **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.		
		X	Pass required certification quiz(zes). Quizzes are located within the training courses.	All Test Administrators must certify or recertify annually. To be valid, certification must be completed within the last calendar year prior to the time of testing.	
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	BTC	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).	All devices should be fully charged before testing begins.	
		X	Distribute test tickets to students and verify information on ticket matches student's test plan.	Collect all electronic devices such as cell phones, tablets, and smart watches if you haven't already. Be sure to check for secondary devices as well.	
		X	Follow all directions provided in the manuals and scripts. Monitor students to ensure test security.	In the event of a testing disruption, refer to Test Incident TA for guidance on how to report it to NHED. If a domain is disrupted, attempt to administer the rest of the domain as soon as possible.	
X	X	X	After students have completed the Listening and Reading tests, determine students' tier placement information in WIDA AMS. • 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.		
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.	The following fields must be completed if using a District/School label: Student Name, School District Code, Student Date of Birth, School Code, Grade of Student, Student Assessment ID#, State, District.	
		X	Report additional material needs to District or Building Test Coordinator.		

During Testing

DTC	BTC	TA	Task	State-specific Clarification	✔
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. Contact SEA if additional District/School Labels are needed. • Review **"Ordering Additional Materials"** in Module 2 of the Online ACCESS for ELLs: Administration training course. 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.	Refer to Section 3 of the Test Coordinator Manual for guidance on additional materials ordering.	
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.	BTCs & TAs are required to keep the WIDA materials log and documentation of any testing irregularities on file in a secure location for three years following testing.	

After Testing

DTC	BTC	TA	Task	State-specific Clarification	✔
X	X	X	Review **"Returning Materials"** 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		Ensure all accommodations and Do Not Score codes are correctly marked on the booklet or in WIDA AMS. See Test Coordinator Manual and *Viewing and Editing a Registration* in Test Management Online Help in WIDA AMS for guidance on entering Do Not Score codes.		
X	X		Prepare test materials for return. Refer to Returning Test Materials in Section 3 of the Test Coordinator Manual.	If any materials are missing, DTCs or BTCs should complete the Accountability Form in WIDA AMS.	
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.	Scratch paper, student test tickets, and unused Pre-ID labels should be shredded. 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	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.		
X	X		Complete data validation process.	All data validation will be completed by the NH Department of Education. Any DTC, BTC, or TA who needs to report an error after testing should visit the NHED ACCESS for ELLs webpage for information on how to do so.	

After Testing

DTC	BTC	TA	Task	State-specific Clarification	✔
X			Review and distribute score reports to designated sites/staff. • 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.		
X	X		Communicate with students' parents/family members about ACCESS for ELLs test results. • Updated score reporting resources for WIDA Alternate ACCESS will be available in fall 2024.	Reports are shipped to districts. For exit criteria and score interpretation information, refer to ESOL – Program Document and Forms.	