



NEW HAMPSHIRE
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	
Test delivery mode	Online
Testing Window	February 1, 2022 – March 25, 2022
WIDA member page	Wida.wisc.edu/memberships/consortium/nh
Online Resources	
<p>Training Courses (login to Secure Portal required)</p> <ul style="list-style-type: none"> • Online ACCESS for ELLs: Administration • Alternate ACCESS for ELLs: Administration and Scoring • Kindergarten ACCESS for ELLs: Administration and Scoring <p>Course Resources:</p> <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	
<ul style="list-style-type: none"> ■ District Test Coordinator (DTC) task ■ Building Test Coordinator (BTC) task ■ Test Administrator (TA) task 	<p>Kindergarten Applies to Kindergarten ACCESS only</p> <p>Alternate Applies to Alternate ACCESS only</p>



Before Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
X	X	X	Determine which ACCESS for ELLs assessment(s) you are responsible for administering.	Beginning with the 2022 administration, New Hampshire will require 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	X	Review training requirements based on your role.	<p>Due to the critical shortage of licensed ESOL educators in NH, any NH certified educator will be allowed to administer the ACCESS for ELLs Online assessment for students in grades 1-12 only.</p> <p>To administer ACCESS for ELLs Paper for grades 1-12, Kindergarten ACCESS, or Alternate ACCESS, Test Administrators must hold NH ESOL certification.</p> <p>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.</p> <p>Recertification: All personnel must certify or recertify annually. To be considered valid, WIDA TA Certifications must be completed during the current academic year.</p>	
X	X	X	Log in to your WIDA account and agree to the Non-Disclosure and User Agreement (NDUA) that pops up 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 WIDA Client Services to request DTC accounts.	
X	X	X	Log in to WIDA AMS and agree to security terms that appear automatically at first login.	TAs, BTCs, and Technology Coordinators contact their DTC to request an account. DTCs contact DRC Customer Service to request DTC accounts.	



Before Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
X	X	X	Watch the Training Overview module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
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>		
			Submit Pre-ID file to DRC.	SEA uploads Pre-ID file in WIDA AMS.	
X			Watch the Ordering Materials module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
X			Order materials in WIDA AMS.	DTCs order materials in WIDA AMS. The default response mode for grades 4-5 Writing is keyboarding. Grades 4-12 Writing Test Booklets will NOT be ordered or shipped with initial materials order. If needed, DTCs can order in the Additional Materials ordering window.	
X	X	X	Discuss district and school technology needs and capacity to administer the online test with the Technology Coordinator.		
X	X	X	Watch the Accessibility Overview module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
X	X	X	Watch the Assigning Accommodations module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
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 NHDOE Assessment Policy and Procedures Manual or contact Wendy Perron at wendy.perron@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.	



Before Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
X	X		Optional: Modify default test sessions in WIDA AMS to meet district/school needs.		
			Finalize student counts. Add any new students to WIDA AMS and assign them to test sessions.	DTCs or BTCs can add new students to WIDA AMS.	
		X	Review student data for accuracy in WIDA AMS. Confirm that all students are listed in WIDA AMS and assigned to correct test sessions.		
X	X	X	Watch the Test Scheduling module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
X	X	X	Create a testing schedule. All Kindergarten and Alternate ACCESS test sessions should be 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 enrolled in your school on or before March 11, 2022. Students who are in monitor status do not need to take the ACCESS test. Students who have “opted-out” of EL services are required to take the 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 for guidance on seating arrangements.	
X	X	X	Watch the Test Practice and Test Tickets module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
X	X	X	Plan communication for parents/family members about ACCESS for ELLs testing and upcoming testing schedule.		
X	X		Watch the Managing Test Materials module, located in the <i>Online ACCESS for ELLs: Administration</i> 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.	
	X	X	Review materials for correct amount and type. Report the amount and type of overage to the District Coordinator.		
X			Watch the Additional Materials Orders module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		



Before Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
X	X	X	Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.		
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.		
		X	Review test tickets for accuracy of demographic information and accommodations.		
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 NH SSID Number, State, District.	
X	X	X	Watch the Administering the Test module, located in the <i>Online ACCESS for ELLs: Administration</i> course. Kindergarten Complete the <i>Kindergarten ACCESS for ELLs: Administration and Scoring</i> training course. Alternate Complete the <i>Alternate ACCESS for ELLs: Administration and Scoring</i> training course.		
		X	Have students view Test Demos and try Test Practice items Kindergarten Test administrators review Listening and Speaking sample items Alternate Test administrators review sample items		
X	X	X	Watch the Monitoring Test Progress module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
		X	Pass required certification quiz(zes). Quizzes are located within the training courses.	All personnel must certify or recertify annually. To be considered valid, WIDA TA Certifications must be completed during the current academic year	



Before Testing

DTC	BTC	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.		



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).		
		X	Distribute test tickets to students and verify information on ticket matches student’s test plan.		
		X	Follow all directions provided in the manuals and scripts. Monitor students to ensure test security.	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, 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.	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 NH SSID Number, State, District.	
		X	Report additional material needs to District or Building Test Coordinator.		
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.	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.		



After Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
X	X	X	Watch the After Testing 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 Test Coordinator Manual and the Student Management section of the WIDA AMS User Guide 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.	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		Watch the Data Validation module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
X	X		Complete data validation process.	DTCs and BTCs complete Pre-reporting data validation in WIDA AMS. Allowed to update accommodations and Do Not Score codes only.	
X			Watch the Accessing Score Reports module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		



After Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
X			Review and distribute score reports to designated sites/staff.	More information and resources can be found on the Scores and Reports page of the WIDA website.	
X	X		Communicate with students' parents/family members about ACCESS for ELLs test results.	Reports are shipped to districts. For exit criteria and score interpretation information, refer to ESOL– Program Document and Forms .	