



NEW HAMPSHIRE ACCESS for ELLs Paper Checklist 2021-2022



This state checklist is a guide for personnel involved in administering [ACCESS for ELLs](#) Paper, 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	Paper
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"> • Paper ACCESS for ELLs: Administration • Speaking for Grades 1-5: Scoring ACCESS Paper and WIDA Screener • Speaking for Grades 6-12: Scoring ACCESS Paper and WIDA Screener • Alternate ACCESS for ELLs: Administration and Scoring • Kindergarten ACCESS for ELLs: Administration and Scoring 	<ul style="list-style-type: none"> • ACCESS for ELLs Interpretive Guide for Score Reports • Alternate ACCESS for ELLs Interpretive Guide for Score Reports • Accessibility and Accommodations Resources • Q&A Webinar Links and Recordings <p>Course Resources:</p> <ul style="list-style-type: none"> • ACCESS Paper, Kindergarten ACCESS, Alternate ACCESS <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 will 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 and BTCs contact their DTC to request an account. DTCs contact DRC Customer Service to request DTC accounts.	
X	X	X	Watch the Training Overview module, located in the <i>Paper ACCESS for ELLs: Administration</i> course.		



Before Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
			Submit Pre-ID file to DRC.	SEA uploads Pre-ID file in WIDA AMS.	
X	X		Watch the Ordering Materials module, located in the <i>Paper ACCESS for ELLs: Administration</i> course.		
X			Order materials in WIDA AMS.	DTCs order materials in WIDA AMS.	
X	X	X	Watch the Accessibility Overview module, located in the <i>Paper ACCESS for ELLs: Administration</i> course.		
X	X	X	Watch the Assigning Accommodations module, located in the <i>Paper ACCESS for ELLs: Administration</i> course..		
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.	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	Assign accommodations for students with an IEP or 504 plan in WIDA AMS or bubble in on the Student Test Booklet.		
X	X	X	Review student data for accuracy in WIDA AMS.	DTCs and BTCs can edit student information in WIDA AMS.	
X	X	X	Watch the Test Scheduling module, located in the <i>Paper ACCESS for ELLs: Administration</i> course.		
X	X	X	Create a testing schedule. All Speaking tests and all Kindergarten and Alternate ACCESS test sessions should be one-on-one. <i>Tip: Allow several days at the end for makeup testing. Refer to Test Coordinator Manual for test scheduling resources.</i>	NH follows WIDA’s timing guidance. All students who have been screened and determined to be ELs must be tested if they are in your school before or during the testing window. Students who are in monitor status do not need to take the ACCESS test.	



Before Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
X	X	X	Reserve space and all necessary equipment (e.g., CD player) for testing days.		
		X	Plan a seating arrangement for testing areas. Verify that students are adequately spaced.	Refer to Test Scheduling in Section 5 of the Test Coordinator Manual for guidance on seating arrangements.	
X	X	X	Plan communication for parents/family members about ACCESS for ELLs testing and upcoming testing schedule.	Visit the Family Engagement page for parent/family resources.	
X	X	X	Watch the Managing Test Materials module, located in the <i>Paper ACCESS for ELLs: Administration</i> course.		
X	X		Receive, inventory, and distribute test materials to designated sites/staff.		
	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>Paper ACCESS for ELLs: Administration</i> course.		
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	Apply labels to Test Booklets.		
X	X	X	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.	



Before Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
X	X	X	Watch the Administering the Test module, located in the <i>Paper 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 review Listening and Speaking paper sample items . Kindergarten Test administrators review Listening and Speaking sample items Alternate Test administrators review sample items		
		X	Pass required certification quiz(zes). Quizzes are located within the training courses.	To administer ACCESS for ELLs Paper for grades 1-12, Kindergarten ACCESS, or Alternate ACCESS, Test Administrators must hold NH ESOL certification and complete the WIDA Test Administrator certification annually. To be considered valid, WIDA TA Certifications must be completed during the current academic year.	
		X	If you are responsible for administering the Speaking test, complete the applicable training course(s): <ul style="list-style-type: none"> • Speaking for Grades 1-5: Scoring ACCESS Paper and WIDA Screener • Speaking for Grades 6-12: Scoring ACCESS Paper and WIDA Screener 		
		X	Pass the required certification quiz(zes) for Speaking scoring training. Quizzes are located within the training courses.		



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.	All personnel must certify or recertify annually. Test Administrators MUST have a valid TA certification at the time of testing.	
		X	Try out the Listening and Speaking CD(s) and CD player prior to the day of testing.		
X			Distribute test session rosters to Test Administrators.		

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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		Distribute all necessary testing materials to Test Administrators using procedure for secure check-out of test materials.		
		X	Distribute necessary materials to students (test booklets, pencils, scratch paper).		
		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	Report additional material needs to District or Building Test Coordinator.		
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 in between test sessions. 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>Paper ACCESS for ELLs: Administration</i> course.		
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. See Test Coordinator Manual for guidance on marking Do Not Score codes.		
X	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 and unused Pre-ID labels should be shredded locally. Non-Secure materials including the Test Administrator Manual and Test Coordinator Manual 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>Paper 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>Paper ACCESS for ELLs: Administration</i> course.		
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	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 Documentation and Forms .	