



NEW HAMPSHIRE ACCESS for ELLs Paper Checklist 2023-2024



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, 2024 – March 24, 2024
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: 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.	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 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.	<p>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.</p> <p>To administer ACCESS for ELLs Paper for grades 1-12, Kindergarten ACCESS, or Alternate ACCESS, Test Administrators must hold a NH ESOL license.</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 valid, certification must be completed within the last calendar year prior to the time of testing.</p>	



Before Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
				New for 2023-24: All WIDA Alternate ACCESS test administrators are required to certify this year. Certification must be completed <u>after</u> September 1, 2023 to be valid.	
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 will need to contact their District Test Coordinator (DTC) to request accounts. DTCs contact NH DOE to request DTC accounts.	
X	X	X	Log in to WIDA AMS and agree to security terms that appear automatically at first login. <ul style="list-style-type: none"> New this year: WIDA AMS has new applications for Import, Student and Test Management. Review screencasts in the ACCESS Paper training course for more information 	TAs and BTCs contact their DTC to request an account. DTCs contact DRC Customer Service to request DTC accounts.	
X	X	X	Complete Module 1: Introduction of the Paper ACCESS for ELLs: Administration training course. This module provides background information about ACCESS Paper, including the test’s purpose, design, and materials, and clarifies your role in testing.		
			Submit Pre-ID file to DRC.	NHED uploads Pre-ID file in WIDA AMS.	
X	X		Complete Module 2: Planning & Logistics in the Paper ACCESS for ELLs: Administration training course. This module focuses on ordering and returning materials, as well as managing, distributing, and securing test materials		
			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	



Before Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
				ESOL file verification.) 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.	
X	X	X	Review “ Accessibility ” in Module 1: Introduction in the Paper ACCESS for ELLs: Administration training course		
X	X	X	Complete Module 3: Your School, District, & Students in the Paper ACCESS for ELLs Administration training course. This module focuses on preparing your students for testing and assigning accommodations.		
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 NHED Assessment Policy and Procedures Manual or email assessment@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 assign accommodations in WIDA AMS.	
X	X	X	Complete Module 4: Administering the Test in the Paper ACCESS for ELLs: Administration training course This module focuses on preparing space, materials, and equipment, creating a testing schedule, and how to administer specific domains.		
X	X	X	Create a testing schedule. All Speaking tests and all Kindergarten and Alternate ACCESS test sessions are administered one-on-one.	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, 2023 . Students who are in Monitor status are not	



Before Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
			<i>Tip: Allow several days at the end for makeup testing. Refer to Test Coordinator Manual for test scheduling resources.</i>	required to take the ACCESS test. Students who have “opted-out” of EL services are required to take the test.	
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 .		
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: Planning & Logistics in the Paper ACCESS for ELLs: Administration training 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			Review “ Ordering Additional Materials ” in Module 2: Planning & Logistics in the Paper 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	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,	



Before Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
				School Code, Grade of Student, Student Assessment ID#, State, District	
X	X	X	<p>Kindergarten Complete the Kindergarten ACCESS for ELLs: Administration and Scoring training course.</p> <p>Alternate Complete the Alternate ACCESS: Administration and Scoring training course.</p>		
		X	<p>Have students review Listening and Speaking paper sample items.</p> <p>Kindergarten Test administrators review Listening and Speaking sample items</p> <p>Alternate Test administrators review sample items</p>		
		X	<p>Pass required certification quiz(zes). Quizzes are located within the training courses.</p>	<p>To administer ACCESS for ELLs Paper for grades 1-12, Kindergarten ACCESS, or Alternate ACCESS, Test Administrators must hold NH ESOL license and complete the WIDA Test Administrator certification annually. To be considered valid, WIDA TA Certifications must be completed within the last calendar year prior to the time of testing.</p> <p>New for 23-24: All WIDA Alternate ACCESS test administrators are required to certify this year. Certification must be completed <u>after</u> September 1, 2023 to be valid. Certifications from prior years are based on the previous version of the test and are no longer valid.</p>	
		X	<p>If you are responsible for administering the Speaking test, complete the applicable training course(s):</p> <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	<p>Pass the required certification quiz(zes) for Speaking scoring training. Quizzes are located within the training courses.</p>	<p>All Test Administrator Certificates must be valid at the time of testing.</p>	



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 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	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.		



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).	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	Report additional material needs to District or Building Test Coordinator.		
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 Paper ACCESS for ELLs: Administration training course. <p>Refer to the Secure Materials Tracking Report in WIDA AMS under Reporting Services > Published Reports for a full list of all materials sent to your school/district.</p>	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	Review “ Returning Materials ” in Module 2: Planning & Logistics of the Paper ACCESS for ELLs: Administration training course.		
X	X	X	Collect test materials from Test Administrators once testing is completed at each testing site.	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.	
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. Refer to the Secure Materials 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.	Shred unused Pre-ID labels and scratch paper 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		Complete Module 5: Test Scores in the Paper ACCESS for ELLs: Administrating 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.	
X	X	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 .		



After Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
X	X	X	<p>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.</p>	<p>Reports are shipped to districts. For exit criteria and score interpretation information, refer to ESOL – Program Documentation and Forms.</p>	