



NEW JERSEY 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 5, 2024– March 29, 2024
WIDA member page	Wida.wisc.edu/memberships/consortium/nj		

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>
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Checklist Key

 District Test Coordinator (DTC) task	Kindergarten Applies to Kindergarten ACCESS only
 Test Administrator (TA) task	Alternate Applies to Alternate ACCESS only



Before Testing

DTC	TA	Task	State-specific Clarification	✓
X	X	Determine which ACCESS for ELLs assessment(s) you are responsible for administering.	New Jersey is administering ACCESS for ELLs Online for grades 1-12; for ONLINE ACCESS, Grades 1-3 take the writing on paper test booklets. Paper administration for grades 1-12 is allowed on a case-by-case basis for students with low or no computer literacy skills.	
X		Communicate roles, responsibilities, and training requirements to test administrators.	Please refer to the New Jersey ACCESS and Alternate ACCESS for ELLs District Test Coordinator Training, 2022-2023 for additional guidance.	
X	X	Review training requirements based on your role.	<p>Test Administrator recertification will be required every year.</p> <p>All test administrators must pass the appropriate administration quiz(zes).</p> <p>While the passing rate for certification quizzes remains 80% or higher, test administrators and test coordinators will see no references to a percentage at any point. When attempting the quiz, a user will see how many they must score correct in order to pass.</p> <p>DTCs should maintain evidence of TA-required certification/recertification. Evidence may be requested by the State during monitoring visits</p>	
X	X	Log in to your WIDA account and agree to the Non-Disclosure and User Agreement (NDUA) that appears automatically upon first login.	New TAs can contact their DTC to request an account. New DTCs should contact WIDA Client Services at help@wida.us or (866) 276-7735 to request an account. District staff must provide the 4-digit district code.	



Before Testing

DTC	TA	Task	State-specific Clarification	✓
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 Online training course for more information. 	New TAs and Technology Coordinators should contact their District Test Coordinator to request an account. New DTCs should contact DRC Customer Service at wida@datarecognitioncorp.com or (855) 787-9615 to request an account. District staff must provide the 4-digit district code.	
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.	District Test Coordinators and TAs should watch the Introduction module.	
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>	District Test Coordinators should set up accounts for TAs and Technology Coordinators. New DTCs should contact DRC Customer Service at wida@datarecognitioncorp.com or (855) 787-9615 to request an account. District staff must provide the 4-digit district code.	
		Submit Pre-ID file to DRC.	SEA submits Pre-ID file to DRC.	
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	TA	Task	State-specific Clarification	✓
X		Order materials in WIDA AMS.	<ul style="list-style-type: none"> Districts administering the ACCESS or Alternate ACCESS test must place a materials order regardless of testing mode (online or paper). Pre-ID labels are ordered separately and will be included in the initial materials shipment regardless of materials ordered. <ul style="list-style-type: none"> Pre-ID labels are generated from the NJ State Assessment Registration Submission (SAR) in NJSMART. <p>The default Writing response mode for grades 4-5 is keyboarding. Grades 4-12 Writing Response booklets will not be shipped with the initial materials order. If needed, LEAs can order in the Additional Materials ordering window.</p>	
X		Discuss district and school technology needs and capacity to administer the online test with the Technology Coordinator.		
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.		
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.	<p>NJ follows WIDA's guidelines for accommodations and Alternate ACCESS participation criteria.</p> <p>Districts may request approval (via email) for use of a unique accommodation by submitting a completed request form to assessment@doe.nj.gov at least two weeks prior to testing. If approved by the Department, the accommodation must be listed in the IEP or 504 plan of a student with a disability.</p>	
X		In WIDA AMS, assign accommodations for students with an IEP or 504 plan.	DTCs or designees can assign accommodations in WIDA AMS.	



Before Testing

DTC	TA	Task	State-specific Clarification	✓
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.		
X		Finalize student counts. Add any new students to WIDA AMS and assign them to registrations.	DTCs must ensure all students identified as ELLs at the time of ACCESS test administration are included in WIDA AMS and tested.	
X	X	Review student data for accuracy in WIDA AMS. Confirm that all students are listed in WIDA AMS and assigned to correct registrations.	<p>DTCs should review student data for accuracy. Required fields must be validated for accuracy. DTCs should review the information in the New Jersey ACCESS and Alternate ACCESS for ELLs District Test Coordinator Training, 2022-2023 located on the NJ WIDA webpage when available.</p> <p>DTCs must ensure all students identified as ELLs at the time of ACCESS test administration are included in WIDA AMS and tested.</p>	
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.	Follow WIDA's guidance for test scheduling and test timing, located in Section 6 of the Test Administrator Manual.	
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.	If a new student enters two weeks or less prior to the test window closing, they do not need to be tested. If you have any questions in regards to this policy, please contact the SEA . Entrance criteria can be found on the NJ Title III Policy website and in New Jersey's English Learner Identification and Placement Guidance Document .	
	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 .		



Before Testing

DTC	TA	Task	State-specific Clarification	✓
X	X	Review “Pep Talks, Test Demo, and Test Practice” in Module 3 of the Online ACCESS For ELLs: Administration training course.		
X		Plan communication for parents/family members about ACCESS for ELLs testing and upcoming testing schedule.		
X		Review “Managing Secure Materials” in Module 2 of the Online ACCESS for ELLs: Administration training course.		
X		Receive, inventory, and distribute test materials to designated sites/staff.	<p>Materials, including overage, are shipped to the districts via UPS and packaged by schools. TAs are not permitted to view student test materials prior to administration.</p> <ul style="list-style-type: none"> • All testing materials must be stored in a secure locked area. • Review the “Materials Management” section of the New Jersey ACCESS and Alternate ACCESS for ELLs District Test Coordinator Training, 2022-2023 located on the NJ WIDA webpage when available and complete the required NJ ACCESS Materials Receipt and Return Chain-of-Custody Form. 	
X	X	Review materials for correct amount and type. Report the amount and type of overage to the District Coordinator.	This overage must be used first in cases where sites need additional materials. Consult your District Test Coordinator if any additional materials are needed.	
X		Review “Ordering Additional Materials” in Module 2 of the Online ACCESS for ELLs: Administration training course.		
X		Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.	DTCs or designees can modify student demographic information in WIDA AMS.	
X		Check District/School Labels for accuracy. Contact DRC Customer Support if information is incorrect.		
X		Print test tickets and test rosters. Securely store according to state and local policies.	All testing materials must be stored in a secure locked area.	
X		Review test tickets for accuracy of demographic information and accommodations.	NA will be listed for all accommodations outside of the three online accommodations: Manual control of item audio (MC), Repeat item audio (RA), and Extended speaking response time (ES).	



Before Testing

DTC	TA	Task	State-specific Clarification	✓
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.	For guidance, refer to New Jersey State Specific Directions .	
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 <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		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.	<p>Test Administrator recertification will be required every year.</p> <p>All test administrators must pass the appropriate administration quiz(zes).</p> <p>While the passing rate for certification quizzes remains 80% or higher, test administrators and test coordinators will see no references to a percentage at any point. When attempting the quiz, a user will see how many they must score correct in order to pass.</p>	



Before Testing

DTC	TA	Task	State-specific Clarification	✓
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.	<ul style="list-style-type: none"> • District Test Coordinators must share information among staff and ensure that all NJ ACCESS test administrators are annually trained and prepared for testing. • District and School Test Coordinators must provide annual turnkey training to all staff involved in testing. <ul style="list-style-type: none"> ○ These annual trainings must be documented with sign in sheets. • All staff members involved with ACCESS to any degree must sign a NJ ACCESS/Alt. ACCESS Test Security Agreement and give it to the District/School Test Coordinator. • DTCs should maintain evidence of TA-required certification/recertification. Evidence may be requested by the State during monitoring visits. 	



During Testing

DTC	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.	Additional considerations should be made to ensure proper social distancing.	
	X	Gather test administration materials: Test Administrator Script(s), Test Administrator Manual, test tickets, test roster, Writing Booklets, #2 pencils, clock, etc.	Review the “Materials Management” section of the New Jersey ACCESS and Alternate ACCESS for ELLs District Test Coordinator Training, 2022-2023 located on the NJ WIDA webpage when available and complete the required NJ ACCESS Daily Chain-of-Custody Form .	
	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.	<ul style="list-style-type: none"> Districts are responsible for ensuring the administration of the correct grade-level and tier-level ACCESS assessment to eligible students. <ul style="list-style-type: none"> All student data and testing materials should be checked prior to administration to ensure the correct test is given based on student grade-level/tier-level. 	
	X	Follow all directions provided in the manuals and scripts. Monitor students to ensure test security.	In case of a testing irregularity, the DTC should complete a NJ Security Breach and Irregularity Report Form and send to NJDOE at assessment@doe.nj.gov .	
X	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. 	<ul style="list-style-type: none"> Districts are responsible for ensuring the administration of the correct grade-level and tier-level ACCESS assessment to eligible students. <ul style="list-style-type: none"> All student data and testing materials should be checked prior to administration to ensure the correct test is given based on student grade-level/tier-level. 	
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.	For guidance, refer to New Jersey State Specific Directions .	



During Testing

DTC	TA	Task	State-specific Clarification	✓
	X	Report additional material needs to the District Test Coordinator.	<ul style="list-style-type: none"> Districts may request only one Additional Materials Order. <ul style="list-style-type: none"> Before ordering additional testing materials, school districts should ensure all current inventories of overages have been exhausted across the school district and consolidate overage materials before placing any additional materials orders. District Test Coordinators must use the <u>District-level Additional Orders Only</u> site to place their Additional Material Orders. <ul style="list-style-type: none"> Any site-level orders placed WILL NOT BE APPROVED. 	
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>Refer to Section 3 of the Test Coordinator Manual for guidance on additional materials ordering.</p> <ul style="list-style-type: none"> Districts may request only one Additional Materials Order. <ul style="list-style-type: none"> Before ordering additional testing materials, school districts should ensure all current inventories of overages have been exhausted across the school district and consolidate overage materials before placing any additional materials orders. District Test Coordinators must use the <u>District-level Additional Orders Only</u> site to place their Additional Material Orders. <ul style="list-style-type: none"> Any site-level orders placed WILL NOT BE APPROVED. 	
X		Securely store all testing materials in between test sessions.	<p><u>All testing materials must be stored in a secure locked area.</u></p> <p>Review the Materials Management section of the New Jersey ACCESS and Alternate ACCESS for ELLs District Test Coordinator Training, 2022-2023 located on the NJ WIDA webpage when available and complete the required NJ ACCESS Daily Chain-of-Custody Form.</p>	



During Testing

DTC	TA	Task	State-specific Clarification	✓
	X	Collect and account for all test materials. Return them to the Test Coordinator.	Review the Materials Management section of the New Jersey ACCESS and Alternate ACCESS for ELLs District Test Coordinator Training, 2022-2023 located on the NJ WIDA webpage when available and complete the required NJ ACCESS Daily Chain-of-Custody Form .	



After Testing

DTC	TA	Task	State-specific Clarification	✓
X	X	Review “ Returning Materials ” in Module 2 of the Online ACCESS for ELLs: Administration training course.		
X		Collect test materials from Test Administrators once testing is completed at each testing site.		
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.	DTCs or designees can modify accommodations and Do Not Score Codes in WIDA AMS.	
X		Prepare test materials for return. Refer to Returning Test Materials in Section 3 of the Test Coordinator Manual.	Review the information on “Materials Management” and “Materials Return” sections in New Jersey ACCESS and Alternate ACCESS for ELLs District Test Coordinator Training, 2022-2023 located on the NJ WIDA webpage when available and complete the required NJ ACCESS Materials Receipt and Return Chain-of-Custody Form .	
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.	<p>Unused Pre-ID labels and scratch paper can be destroyed locally.</p> <p>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.</p> <p>Review “Document Retention” section of the information in New Jersey ACCESS and Alternate ACCESS for ELLs District Test Coordinator Training, 2022-2023 located on the NJ WIDA webpage when available.</p>	



After Testing

DTC	TA	Task	State-specific Clarification	✓
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		Complete data validation process.	<p>Pre-reporting data validation is used for federal accountability. LEAs complete pre-reporting and post-reporting data validation in WIDA AMS. Errors may negatively impact district/school accountability.</p> <ul style="list-style-type: none"> IMPORTANT: NO post-reporting data validation period will be provided. <ul style="list-style-type: none"> The pre-reporting data validation period is the only window in which districts can review and clean up ACCESS testing data, which will be used for reporting and accountability purposes. 	
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 .	Score reports are shipped to districts.	
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.	<p>Resources for sharing information with parents/family can be found on the NJ WIDA webpage, under the "Reporting Resources" menu.</p> <p>Exit criteria can be found on the NJ Title III Policy website.</p>	