



NEW JERSEY
ACCESS for ELLs Online Checklist
2020-2021



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	April 5 – June 11, 2021
WIDA member page	Wida.wisc.edu/memberships/consortium/nj
Online Resources	
<ul style="list-style-type: none"> • ACCESS for ELLs Test Administrator Manual (TAM) <i>Test administration policies and procedures</i> • ACCESS for ELLs Test Coordinator Manual (TCM) <i>Test coordination policies and procedures</i> • ACCESS for ELLs Accessibility and Accommodations Supplement <i>Accessibility and accommodations policies and procedures</i> • Technology Readiness Checklist For Technology Coordinators 	<ul style="list-style-type: none"> • ACCESS for ELLs Interpretive Guide for Score Reports • Alternate ACCESS for ELLs Interpretive Guide for Score Reports • WIDA AMS User Guide • Q&A Webinar Calendar <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 ■ Test Administrator (TA) task 	<ul style="list-style-type: none"> K Kindergarten ACCESS task A Alternate ACCESS task Opt Task may be optional depending on school or district procedures.



Before Testing

DTC	TA	Task	State-specific Clarification	✓
X	X	Determine which ACCESS for ELLs assessment you are responsible for administering: Online, Paper, Kindergarten (K), or Alternate (A).	New Jersey is administering ACCESS for ELLs Online for grades 1-12; for ONLINE ACCESS, Grades 1-3 take the writing on paper. Paper administration for grades 1-12 is allowed on a case-by-case basis for students with low or no computer literacy skills.	
X	X	Review training requirements based on your role.	<p>Test Administrator recertification will be required every two years, starting with the 2020-2021 school year.</p> <p>Test Administrators who were certified for the online and paper ACCESS tests in 2019-2020 need not re-certify until 2022 and every two years thereafter; all others must pass the appropriate administration quiz(zes) with a score of 80% or above.</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 pops up automatically upon first login.	New TAs can contact their DTC or WIDA Client Services 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.	
X	X	Log in to WIDA AMS and agree to security terms that appear automatically at first login.	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	Watch the Training Overview tutorial .	District Test Coordinators and TAs should watch the Training Overview tutorial.	



Before Testing

DTC	TA	Task	State-specific Clarification	✓
X		Set up WIDA AMS accounts for Technology Coordinators and Test Administrators. Tip: If you need assistance, review the WIDA AMS User Guide .	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		Watch the Ordering Materials tutorial.	District Test Coordinators should watch the Ordering Materials tutorial.	
X		Order materials in WIDA AMS.	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.	
X		Discuss district and school technology needs and capacity to administer the online test with the Technology Coordinator. Opt		
X	X	Watch the Accessibility Overview tutorial .	District Test Coordinators should watch the Accessibility Overview tutorial.	
X		Watch the Assigning Accommodations tutorial .	District Test Coordinators should watch the Assigning Accommodations tutorial. DTCs may use the WIDA Accommodations Checklists .	
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 Supplement to consider testing needs for students who do not have an IEP or 504 plan.	NJ follows WIDA’s guidelines for accommodations and Alternate ACCESS participation criteria .	
X		In WIDA AMS, assign accommodations for students with an IEP or 504 plan.	DTCs or designees can assign accommodations in WIDA AMS.	
X		Modify default test sessions in WIDA AMS to meet district/school needs. Opt		



Before Testing

DTC	TA	Task	State-specific Clarification	✓
X		Finalize student counts. Add any new students to WIDA AMS and assign them to test sessions.	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.	DTCs should review student data for accuracy. Required fields must be validated for accuracy DTCs may also refer to the Update on ACCESS for ELLs Broadcast for current year test administration.	
X	X	Confirm that all students are listed in WIDA AMS and assigned to test sessions.	DTCs must ensure all students identified as ELLs at the time of ACCESS test administration are included in WIDA AMS and tested.	
X		Watch the Test Scheduling tutorial .	Follow WIDA’s guidance for test scheduling and test timing, located in Section 6 of the TAM .	
X		Create a testing schedule. All Kindergarten K and Alternate ACCESS A test sessions should be one-on-one. Tip: Break testing down into days in the window. 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 Bilingual/ESL Education Policy website , under the ELLs and ESSA tab in the ESSA Guidance ELL Entry and Exit document.	
	X	Plan a seating arrangement for testing areas. Verify that students are adequately spaced for the Speaking Test. Opt	Refer to Test Scheduling in Section 6 of the TCM for guidance on seating arrangements.	
X	X	Watch the Test Practice and Test Tickets tutorial .		
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		Watch the Managing Test Materials tutorial .		
X		Receive, inventory, and distribute test materials to designated sites/staff.	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.	
X	X	Review materials for accuracy. 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.	



Before Testing

DTC	TA	Task	State-specific Clarification	✓
X		Watch the Additional Materials Orders tutorial .		
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.		
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).	
X		K, A 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	Watch the Administering the Test tutorial . K Watch the Kindergarten Training Video Series . A Watch the Alt ACCESS Test Administration Tutorial .		
	X	Have students view Test Demos and try Test Practice items K Test administrators review Listening and Speaking sample items A Test administrators review sample items		
X		Watch the Monitoring Test Progress tutorial (applies to online testing only). Tip: <i>This tutorial references tools in WIDA AMS that require coordinator level permissions.</i>		



Before Testing

DTC	TA	Task	State-specific Clarification	✓
	X	Take the Online Administration Quiz and pass with a score of 80% or higher. K Take the Kindergarten Quiz . A Take the Alt ACCESS Quiz .	Test Administrator recertification will be required every two years, starting with the 2020-2021 school year. Test Administrators who were certified for the online and paper ACCESS tests in 2019-2020 need not re-certify until 2022 and every two years thereafter; all others must pass the appropriate administration quiz(zes) with a score of 80% or above.	
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.	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 TAM . 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.		
	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.	In case of a testing irregularity, the DTC should contact NJDOE at assessment@doe.nj.gov .	
X	X	After students have completed the Listening and Reading tests, run a Tier Placement Report in WIDA AMS.		
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 .	
	X	Report additional material needs to the District 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 TCM for guidance on additional materials ordering.	
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	TA	Task	State-specific Clarification	✓
X	X	Watch the After Testing tutorial .		
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.	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 TCM .	
X		Return test materials to DRC.	Unused Pre-ID labels and scratch paper can be destroyed locally. 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 TCM for a full list of secure and non-secure materials.	
X		Watch the Data Validation tutorial .		
X		Complete data validation process.	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.	
X		Watch the Accessing Score Reports tutorial .		
X		Review and distribute score reports to designated sites/staff.	Score reports are shipped to districts. More information and resources can be found on the Scores and Reports page of the WIDA website.	
X		Communicate with students' parents/family members about ACCESS for ELLs test results.	New Jersey's exit criteria can be found on the NJ Bilingual/ESL Education Policy website , under the ELLs and ESSA tab in the ESSA Guidance ELL Entry and Exit document.	