



## NEW JERSEY ACCESS for ELLs Paper Checklist 2020-2021



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			
<b>Test delivery mode</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Online – See first line of checklist for more information.</b></td> <td style="width: 50%;"><b>Testing Window</b> April 5 – June 11, 2021</td> </tr> </table>	<b>Online – See first line of checklist for more information.</b>	<b>Testing Window</b> April 5 – June 11, 2021
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<b>WIDA member page</b>	<a href="http://Wida.wisc.edu/memberships/consortium/nj">Wida.wisc.edu/memberships/consortium/nj</a>		
Online Resources			
<ul style="list-style-type: none"> <li>• ACCESS for ELLs <a href="#">Test Administrator Manual</a> (TAM) <i>Test administration policies and procedures</i></li> <li>• ACCESS for ELLs <a href="#">Test Coordinator Manual</a> (TCM) <i>Test coordination policies and procedures</i></li> <li>• ACCESS for ELLs <a href="#">Accessibility and Accommodations Supplement</a> <i>Accessibility and accommodations policies and procedures</i></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">ACCESS for ELLs Interpretive Guide for Score Reports</a></li> <li>• <a href="#">Alternate ACCESS for ELLs Interpretive Guide for Score Reports</a></li> <li>• <a href="#">WIDA AMS User Guide</a></li> <li>• <a href="#">Q&amp;A Webinar Calendar</a></li> </ul> <p>For more state-specific resources, visit your WIDA member page.</p>		
Checklist Key			
<ul style="list-style-type: none"> <li><span style="color: blue;">■</span> District Test Coordinator (DTC) task</li> <li><span style="color: orange;">■</span> Test Administrator (TA) task</li> </ul>	<ul style="list-style-type: none"> <li><span style="color: purple;">K</span> Kindergarten ACCESS task</li> <li><span style="color: red;">A</span> Alternate ACCESS task</li> <li><b>Opt</b> Task may be optional depending on school or district procedures.</li> </ul>		



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. Paper administration for grades 1-12 is allowed on a case-by-case basis for students with low or no computer literacy skills. For ONLINE ACCESS, Grades 1-3 take the writing on paper.	
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 <a href="#">WIDA account</a> 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 <a href="mailto:help@wida.us">help@wida.us</a> or (866) 276-7735 to request an account. District staff must provide the 4-digit district code.	
X	X	Log in to <a href="#">WIDA AMS</a> and agree to security terms that appear automatically at first login.	New TAs should contact their District Test Coordinator to request an account. New DTCs should contact DRC Customer Service at <a href="mailto:wida@datarecognitioncorp.com">wida@datarecognitioncorp.com</a> or (855) 787-9615 to request an account. District staff must provide the 4-digit district code.	
X	X	Watch the <a href="#">Training Overview tutorial</a> .		
		Submit Pre-ID file to DRC.	SEA submits Pre-ID file to DRC.	
X		Watch the <a href="#">Ordering Materials</a> tutorial.		



## Before Testing

DTC	TA	Task	State-specific Clarification	✓
X		Order materials in WIDA AMS.		
X	X	Watch the <a href="#">Accessibility Overview tutorial</a> .		
X		Watch the <a href="#">Assigning Accommodations tutorial</a> .	District Test Coordinators should watch the Assigning Accommodations tutorial. DTCs may use the WIDA <a href="#">Accommodations Checklists</a> .	
X		Meet with all stakeholders regarding testing needs for students with an IEP or 504 plan. Refer to the Administrative Considerations section of the <a href="#">Accessibility and Accommodations Supplement</a> to consider testing needs for students who do not have an IEP or 504 plan.	NJ follows WIDA's guidelines for accommodations and <a href="#">Alternate ACCESS participation criteria</a> .	
X		Assign accommodations for students with an IEP or 504 plan in WIDA AMS or bubble in on the Student Test Booklet.	DTCs or designees can assign accommodations in WIDA AMS.	
X		Review student data for accuracy in WIDA AMS.	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 <a href="#">Test Scheduling tutorial</a> .	Follow WIDA's guidance for test scheduling and test timing, located in section 5 of the <a href="#">TAM</a>	
X		Create a testing schedule. All Speaking tests and all Kindergarten <b>K</b> and Alternate ACCESS <b>A</b> test sessions should be one-on-one. <i>Tip: Break testing down into days in the window. Allow several days at the end for makeup testing. Refer to Part 4 of the <a href="#">Test Coordinator Manual</a> for test scheduling resources.</i>	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 <a href="#">SEA</a> . Entrance criteria can be found on the <a href="#">NJ Bilingual/ESL Education Policy website</a> , under the ELLs and ESSA tab in the <a href="#">ESSA Guidance ELL Entry and Exit</a> document.	
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 <a href="#">TCM</a> for guidance on seating arrangements. Additional considerations should be made to ensure proper social distancing.	



Before Testing

DTC	TA	Task	State-specific Clarification	✓
X		Plan communication for parents/family members about ACCESS for ELLs testing and upcoming testing schedule.	Visit the <a href="#">Family Engagement</a> page for parent/family resources.	
X		Watch the <a href="#">Managing Test Materials tutorial</a> .		
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.	
X		Watch the <a href="#">Additional Materials Orders tutorial</a> .		
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		Apply labels to Test Booklets.		
X		Bubble in demographic information and apply a District/School Label to Test Booklets that do not have Pre-ID Labels.	For guidance, refer to <a href="#">New Jersey State Specific Directions</a> .	
X	X	Watch the <a href="#">Administering the Test tutorial</a> . <b>K</b> Watch the <a href="#">Kindergarten Training Video Series</a> . <b>A</b> Watch the <a href="#">Alt ACCESS Test Administration Tutorial</a> .		



Before Testing

DTC	TA	Task	State-specific Clarification	✓
	X	Have students review Listening and Speaking <a href="#">paper sample items</a> . <b>K</b> Test administrators review Listening and Speaking sample items <b>A</b> Test administrators review sample items		
	X	Take the <a href="#">Paper Administration Quiz</a> and pass with a score of 80% or higher. <b>K</b> Take the <a href="#">Kindergarten Quiz</a> . <b>A</b> Take the <a href="#">Alt ACCESS Quiz</a> .	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.  DTCs should maintain evidence of TA-required certification/recertification. Evidence may be requested by the State during monitoring visits	
	X	If you are responsible for administering the Speaking test, complete the <a href="#">Speaking Scoring modules</a> .		
	X	Take the <a href="#">Speaking Quiz</a> for Grades 1-5 and/or Grades 6-12 and pass with an 80% or higher.	TAs who are already certified to administer the Speaking test for WIDA Screener are not required to certify separately. Re-certification every two years is also required.	



**Before Testing**

DTC	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.	<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		Distribute test session rosters to Test Administrators.		



During Testing

DTC	TA	Task	State-specific Clarification	✓
	X	Set up the testing room according to the <a href="#">TAM</a> . 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.	In case of a testing irregularity, the DTC should contact NJDOE at <a href="mailto:assessment@doe.nj.gov">assessment@doe.nj.gov</a> .	
	X	Report additional material needs to the Test Coordinator.		
X		Keep track of all material requests from schools during testing and place <b>one</b> additional materials order prior to the end of the testing window.	Refer to Section 3 of the <a href="#">TCM</a> for guidance on additional materials ordering.	
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	TA	Task	State-specific Clarification	✓
X	X	Watch the <a href="#">After Testing tutorial</a> .		
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 <a href="#">TCM</a> .	
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 and Test Coordinator Manual should not be returned to DRC. Refer to Section 3 of the <a href="#">TCM</a> for a full list of secure and non-secure materials.	
X		Watch the <a href="#">Data Validation tutorial</a> .		
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 <a href="#">Accessing Score Reports tutorial</a> .		
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 <a href="#">Scores and Reports</a> 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 <a href="#">NJ Bilingual/ESL Education Policy website</a> , under the ELLs and ESSA tab in the <a href="#">ESSA Guidance ELL Entry and Exit</a> document.	