NEW JERSEY
ACCESS for ELLs Paper Checklist
2024-2025

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	Online – Please refer to the New Jersey ACCESS for ELLs District Test Coordinator Training, 2024-2025 for when paper-based testing may occur.	**Testing Window**	February 3, 2025 through March 28, 2025 Makeup: March 31, 2025 through April 4, 2025
WIDA member page	Wida.wisc.edu/memberships/consortium/nj		
Online Resources			

Training Courses (login to Secure Portal required)
- 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

- 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

Course Resources:
- ACCESS Paper, Kindergarten ACCESS, Alternate ACCESS

For more state-specific resources, visit your WIDA member page.

Checklist Key

☐ (blue) District Test Coordinator (DTC) task
☐ (yellow) Test Administrator (TA) task

Kindergarten Applies to Kindergarten ACCESS only
Alternate Applies to Alternate ACCESS only

Last Updated: 10/11/2024

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 ACCESS for ELLs Online, all students in grades 1-3 will complete the Writing Doman on paper test booklets. ACCESS for ELLs Paper for grades 1-12 is allowed on a case-by-case basis as an accommodation or 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 for ELLs District Test Coordinator Training, 2024-2025 for additional guidance.	
X	X	Review training requirements based on your role.	All involved staff will be required every year to certify/recertify by completing the appropriate course trainings within WIDA Secure Portal and passing the appropriate quizzes for each test that they will administer. For example, staff involved in the administration of ACCESS for ELLs Paper must complete and pass the training for Paper ACCESS for ELLs: Administration. All staff involved in the administration for ACCESS for ELLs Online must complete and pass the training for Online ACCESS for ELLs: Administration. 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. DTCs should maintain evidence of all required annual certification/recertifications for staff involved. Evidence may be requested by the State during monitoring visits.	

Before Testing

DTC	TA	Task	State-specific Clarification	✔
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 should contact their DTC to request an account. New DTCs must contact NJ Office of Assessments prior to contacting 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 for 2024-25:** Learn about this year's enhancements to WIDA AMS Test Management, Test Monitoring, and Reporting Services by viewing the WIDA AMS and DRC Technical Enhancements for 2024-2025 webinar recording in the WIDA Secure Portal.	New TAs should contact their District Test Coordinator to request an account. New DTCs must contact NJ Office of Assessments prior to contacting 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 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.		
X		Submit Pre-ID file to DRC.	SEA submits Pre-ID file to DRC.	
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	All involved in testing should review practices regarding test security and managing secure materials.	

Before Testing

DTC	TA	Task	State-specific Clarification	✔
X		Order materials in WIDA AMS.	• Districts administering the ACCESS for ELLs Online (grades 1-3 only), ACCESS for ELLs Paper, WIDA Alternate ACCESS, and Kindergarten ACCESS for ELLs must place a materials order. • Pre-ID labels are ordered separately and will be included in the initial materials shipment regardless of materials ordered. o Pre-ID labels are generated from the NJ State Assessment Registration (SAR) Submission in NJSMART.	
X	X	Review "**Accessibility**" in Module 1: Introduction in the Paper ACCESS for ELLs: Administration training course		
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.	District Test Coordinators may use the WIDA Accommodations Checklists to assist with 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.	NJ follows WIDA's guidelines for accommodations and decisions about WIDA Alternate ACCESS participation. Please refer to the WIDA Alternate ACCESS participation criteria decision tree and the DLM participation criteria available on the New Jersey DLM webpage under **Student Participation Resources**. 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. No student personally identifiable information should be in the form.	

Before Testing

DTC	TA	Task	State-specific Clarification	✔
X		Assign accommodations for students with an IEP or 504 plan in WIDA AMS or bubble in on the Student Test Booklet.	DTCs or STCs 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. DTCs should review required data fields and review the information in the New Jersey ACCESS for ELLs District Test Coordinator Training, 2024-2025 located on the NJ WIDA webpage when available.	
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.	Test Administrators should focus on all aspects of administering the test within the module, including test security and monitoring test sessions. Follow WIDA's guidance for test scheduling and test timing, located in Section 5 of the Test Administrator Manual.	
X		Create a testing schedule. All Speaking tests and all **Kindergarten** and **Alternate** ACCESS test sessions are administered one-on-one. *Tip: Allow several days at the end for makeup testing. Refer to Test Coordinator Manual for test scheduling resources.*	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		Reserve space and all necessary equipment (e.g., CD player) for testing days.		

Before Testing

DTC	TA	Task	State-specific Clarification	✔
	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		Plan communication for parents/family members about ACCESS for ELLs testing and upcoming testing schedule.		
X	X	Review "**Managing Secure Materials**" in Module 2: Planning & Logistics in the Paper ACCESS for ELLs: Administration training course		
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. • All testing materials must be stored in a **secure locked area.** • Review the "Materials Management" section of the New Jersey ACCESS for ELLs District Test Coordinator Training, 2024-2025 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 ites need additional materials. Consult your District Test Coordinator if any additional materials are needed.	
X		Review "**Ordering Additional Materials**" in Module 2: Planning & Logistics in the Paper ACCESS for ELLs: Administration training course		

Before Testing

DTC	TA	Task	State-specific Clarification	✔
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 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.	These training courses are **only** required: • for the DTC if Kindergarten ACCESS and/or WIDA Alternate ACCESS are administered in the district; and • for the TA if Kindergarten ACCESS and/or WIDA Alternate ACCESS are administered by the TA.	
	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		

Before Testing

DTC	TA	Task	State-specific Clarification	✔
X	X	Pass required certification quiz(zes). Quizzes are located within the training courses.	All involved staff will be required every year to certify/recertify by completing the appropriate course trainings within WIDA Secure Portal and passing the appropriate quizzes for each test that they will administer. For example, staff involved in the administration of ACCESS for ELLs Paper must complete and pass the training for Paper ACCESS for ELLs: Administration. All staff involved in the administration for ACCESS for ELLs Online must complete and pass the training for Online ACCESS for ELLs: Administration. 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. DTCs should maintain evidence of all required annual certification/recertifications for staff involved. Evidence may be requested by the State during monitoring visits.	
	X	If you are responsible for administering the Speaking test, complete the applicable training course(s): • Speaking for Grades 1-5: Scoring ACCESS Paper and WIDA Screener • Speaking for Grades 6-12: Scoring ACCESS Paper and WIDA Screener	If you are not responsible for administering the Speaking test for Grades 1-5 or Grades 6-12, these training courses are not required. Test administers responsible for administering the Speaking test, must complete the appropriate training course and pass the appropriate quiz(zes) each year.	
	X	Pass the required certification quiz(zes) for Speaking scoring training. Quizzes are located within the training courses.	TAs who are already certified to administer the Speaking test for WIDA Screener are not required to certify separately. Recertification every year is required.	

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.	• 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 local annual training to all staff involved in testing. ○ 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.	
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 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.	Review the "Materials Management" section of the New Jersey ACCESS for ELLs District Test Coordinator Training, 2024-2025 located on the NJ WIDA webpage when available and complete the required NJ ACCESS Daily Chain-of-Custody Form. Note: TA will need to pick up the materials.	
	X	Distribute necessary materials to students (test booklets, pencils, scratch paper).	• Districts are responsible for ensuring the administration of the correct grade-level and tier-level ACCESS assessment to eligible students. o 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. No student personally identifiable information should be in the form.	
	X	Report additional material needs to the Test Coordinator.	Consult with the District Test Coordinator if additional materials are needed.	

During Testing

DTC	TA	Task	State-specific Clarification	✓

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. Contact SEA if additional District/School labels are needed.
		
		 • Review **"Ordering Additional Materials"** in Module 2 of the Paper ACCESS for ELLs: Administration training course.
		
		 Refer to the **Secure Material Tracking Report** in WIDA AMS under My Applications > Scoring and Reporting > Reporting Services. Select "Published Reports" from the menu in the top left of the screen for a full list of all materials sent to your school/district.
			Refer to Section 3 of the Test Coordinator Manual for guidance on additional materials ordering.
			
			 • Districts may request only **one** Additional Materials Order.
			     o 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 **District-level Additional Orders Only** site to place their Additional Material Orders.
			     o **Any site-level orders placed will not be approved.**	

X		Securely store all testing materials in between test sessions.	All testing materials must be stored in a **secure locked area.** Review the Materials Management section of the New Jersey ACCESS for ELLs District Test Coordinator Training, 2024-2025 located on the NJ WIDA webpage when available and complete the required NJ ACCESS Daily Chain-of-Custody Form.	
	X	Collect and account for all test materials in between test sessions. Return them to the Test Coordinator.	Review the Materials Management section of the New Jersey ACCESS for ELLs District Test Coordinator Training, 2024-2025 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: Planning & Logistics of the Paper 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. See Test Coordinator Manual for guidance on marking Do Not Score codes.	DTCs or STCs can modify accommodations and enter 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 the New Jersey ACCESS for ELLs District Test Coordinator Training, 2024-2025 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 My Applications > Scoring and Reporting > Reporting Services. Select "Published Reports" from the menu in the top left of the screen for a full list of all materials sent to your school/district.	Scratch paper and unused Pre-ID labels 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 Test Coordinator Manual for a full list of secure and non-secure materials. Review "Document Retention" section of the information in New Jersey ACCESS for ELLs District Test Coordinator Training, 2024-2025 located on the NJ WIDA webpage when available.	
X		Complete **Module 5: Test Scores** in the Paper ACCESS for ELLs: Administrating training course.		

After Testing

DTC	TA	Task	State-specific Clarification	✔
		This module focuses on data validation, accessing score reports, and effectively communicating test scores.		
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. • **Important:** No post-reporting data validation period will be provided. o The pre-reporting data validation period is the **only** window in which districts can review and clean up ACCESS testing data (e.g., split records), which will be used for reporting and accountability purposes.	
X		Review and distribute score reports to designated sites/staff.	Score reports are shipped to districts.	
X		Communicate with students' parents/family members about ACCESS for ELLs test results.	Resources for sharing information with parents/family can be found on the NJ WIDA webpage, under the "Reporting Resources" menu. Exit criteria can be found on the NJ Title III Policy website.	