NEW MEXICO
WIDA ACCESS Online Checklist
2026-2027

WIDA
UNIVERSITY OF WISCONSIN-MADISON

This state checklist is a guide for personnel involved in administering WIDA ACCESS 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.

New Mexico State-specific information			
Test delivery mode	**Online - See first row of checklist for more information.**	**Testing Window**	January 11, 2027 – March 03, 2027
WIDA member page	wida.wisc.edu/about/consortium/nm		

Online Resources	
Training Courses (login to Secure Portal required) • WIDA ACCESS Online: Administration • Alternate ACCESS: Administration and Scoring • WIDA ACCESS for Kindergarten: Administration and Scoring **Course Resources:** • ACCESS Online, Kindergarten ACCESS, Alternate ACCESS	• WIDA ACCESS Interpretive Guide for Score Reports • WIDA Alternate ACCESS Interpretive Guide for Score Reports • Technology Resources • Accessibility and Accommodations Resources • Assessment Webinar Links and Recordings For more state-specific resources, visit your WIDA member page.

Checklist Key

- District Test Coordinator (DTC) task
- School Test Coordinator (STC) task
- Test Administrator (TA) task

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Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Determine which WIDA ACCESS assessment(s) you are responsible for administering.	NMPED encourages LEAs to take advantages of online testing.	
X	X		Communicate roles, responsibilities, and training requirements to test administrators.	Make sure to check the Assessment Bureau Training Schedule available the District Test Coordinator Page	
X	X	X	Review training requirements based on your role.	**TAs** Only licensed school instructors, counselors, student success advisors, administrators as well as the following instructional support providers: licensed educational diagnostician, interpreter for the deaf, rehabilitation counselor, school counselor, school psychologist, school social worker, or speech language pathologist can be test administrators. • **1-12** To be certified or recertified, a TA must complete the *WIDA ACCESS Online: Administration* Training Course. All TAs must attend a Test Security training prior to administration. • **Kindergarten** To be certified or recertified, a TA must complete the *WIDA ACCESS for Kindergarten: Administration and Scoring* Training Course. • **Alternate** Must be administered by a licensed special education teacher or an instructional support provider (please see list above), who has familiarity with the student, the student's	

Before Testing

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				needs, and the student's response and communication style. To certify or recertify, a TA must complete the *WIDA Alternate ACCESS: Administration and Scoring* Training Course **Returning TAs:** Recertification is required **each school year** for WIDA ACCESS Online, Kindergarten ACCESS, and Alternate ACCESS. All TAs must attend a Test Security training prior to administration.	
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.	NEW DTCs request accounts from NMPED by completing the Superintendent/Director Designation Form available in the District Test Coordinator Page.	
X	X	X	Log in to WIDA AMS and agree to security terms that appear automatically at first login.	STCs, TAs, and Technology Coordinators request accounts from the DTC.	
X	X	X	Complete **Module 1: Introduction** of the WIDA ACCESS Online: 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.	Make sure to complete this module to be better prepared to administer the WIDA ACCESS Online. All test administration courses are available through the WIDA Secure Portal.	
X			Set up WIDA AMS accounts for Technology Coordinators and Test Administrators. ***Tip:*** *If you need assistance, review the WIDA AMS User Guide.*	DTCs will create accounts for STCs, TAs, and Technology Coordinators.	
			Submit Pre-ID file to DRC.	PED will upload the Pre Id File to WIDA AMS	

Before Testing

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X			Complete **Module 2: Planning & Logistics** in the WIDA ACCESS Online: Administration training course. This module focuses on ordering and returning materials, as well as managing, distributing, and securing test materials.	Watch the Ordering Materials module, located in the WIDA ACCESS Online: Administration course in preparation for the materials order window taking place 10/12/2026 –11/19/2026. All test administration courses are available through the WIDA Secure Portal.	
X			Order materials in WIDA AMS.	DTCs will order materials in WIDA AMS 10/12/2026 through 11/19/2026. Grade 4/5 default response mode for the Writing domain is keyboard. If writing response booklets are needed for grades 4-12, they can be ordered during the additional materials window. Additional guidance on materials ordering can be found in Section 3 of the Test Coordinator Manual. Ordering must be completed separately for each school and the **DTC must verify the district contact and address in WIDA AMS (Material Ordering). This is very critical to ensure the delivery is shipped to the correct address.** ***Tips:*** • *If you need assistance, review the WIDA AMS User Guide.* • *Register for the PED WIDA ACCESS Test Materials Ordering, link available in the 2026-27 Assessment Training Schedule*	
X			Discuss district and school technology needs and capacity to administer the online test with the Technology Coordinator.	DTCs will create accounts for Technology Coordinators.	
X	X	X	Complete **Module 3: Your Students**, **School and District** in the WIDA ACCESS Online: Administration training course.	Make sure to complete this module to be better prepared to administer the WIDA ACCESS Online.	

Before Testing

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			This module focuses on preparing a detailed testing schedule, preparing your students for testing, and assigning accommodations.	All test administration courses are available through the WIDA Secure Portal.	
X	X		Review "**Accessibility and Accommodations Framework**" in Module 1: Introduction in the WIDA ACCESS Online: Administration training course 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.	Follow guidelines in WIDA's Accessibility and Accommodations Manual and the NMPED Accessibility and Accommodations Manual. EL students who qualify to take the Dynamic Learning Maps (DLM) may take the Alternate WIDA ACCESS assessment if this is specified in their IEP.	
X	X		In WIDA AMS, assign accommodations for students with an IEP or 504 plan.	It is vital that DTCs, STCs, and TAs are aware of which students have been assigned accommodations, and plan ahead to make sure those accommodations are in place before the test. Make sure to assign each accommodation for qualified students as stated in their IEP or 504 plan. See the following resources for more guidance: 1. WIDA Accessibility & Accommodations Manual 2. NMPED Accessibility & Accommodations Manual 3. NMPED District Test Coordinator Manual	
X	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.	For more information on how to monitor online test completion, refer to Knowledge Article "How do I monitor online test completion at the school or district level?" in WIDA AMS.	
X			Finalize student counts. Add any new students to WIDA AMS and assign them to registrations.	DTC adds students to WIDA AMS.	

Before Testing

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				Make Sure: • Students haven't reached the proficiency levels in their prior assessments for WIDA ACCESS or WIDA Alternate ACCESS. • For transfer students, reach out to previous school/district, or/and you can now check the previous scores (if any) in SAGE. DTC should have access to this, and if not, just request access through (Register here) available in SAGE Homepage. • New comers who have been identified as ELLs should also take the assessment if they arrive before the end of testing window, and you do have additional materials for them if applicable. Reach out to Omran.akasha@ped.nm.gov for more questions or support.	
X	X	X	Review student data for accuracy in WIDA AMS. Confirm that all students are listed in WIDA AMS and assigned to correct test sessions.	The data upload (if provided by PED) is from NOVA 40D. **Any errors found in AMS should also be corrected in NOVA.**	
X	X		Complete **Module 4: Administering the Test** in the WIDA ACCESS Online: Administration training course. This module focuses on generating login credentials (test tickets) for students, preparing space, materials and equipment, and technology troubleshooting.	Group Size: Please use guidelines in the WIDA ACCESS District and School Test Coordinator Manuals (Available in WIDA Secure Portal, Resources). Please provide an appropriate testing environment that will assure fair student results. The WIDA ACCESS assessment is not a timed test.	
X	X		Create a testing schedule. All **Kindergarten** and **WIDA 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.*	A thoughtful test schedule will ensure that students are able to show their English language proficiency (ELP) level. Tip: Start early, do not wait to the end of testing window to ensure that all students tested in all domains.	

Before Testing

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	X	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.		
X	X	X	Review "**Pep Talks, Test Demo, and Test Practice**" in Module 3 of the WIDA ACCESS Online: Administration training course.	It is strongly recommended to help facilitate test administration.	
X	X		Plan communication for parents/family members about WIDA ACCESS and WIDA Alternate ACCESS testing and upcoming testing schedule. What is WIDA ACCESS? fliers are available in 17 languages.	One page Fact Sheets of ACCESS and WIDA Alternate ACCESS are available on the NMPED ACCESS/WIDA Resources page.	
X	X		Review "**Managing Secure Materials**" in Module 2 of the WIDA ACCESS Online: Administration training course.	It is strongly recommended to help facilitate test administration and test security.	
X	X		Receive, inventory, and distribute test materials to designated sites/staff.	Materials are shipped to districts. Only TAs administering the read-aloud accommodation may view materials prior to administration and the TA must be monitored during review. The review must not be more than 48 hours in advance. Please see the Secure Materials Tracking Report (SMTR) that will be delivered to your school with the materials from DRC, and according to local chain of custody procedures.	
	X		Review materials for correct amount and type. Report the amount and type of overage to the District Coordinator.	Please follow the the Secure Materials Tracking Report (SMTR), and according to local chain of custody procedures.	
X			Review "**Ordering Additional Materials**" in Module 2 of the WIDA ACCESS Online: Administration training course.	It is strongly recommended to help facilitate test administration.	

Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.	DTC will correct student demographics in WIDA AMS. Information should also be updated in NOVA.	
X	X		Check District/School Labels for accuracy. Contact DRC Customer Support if information is incorrect.	District/School labels are used for students with no Pre-ID Label. If used, pay attention to the accuracy and completion of bubbling to avoid any duplicate records.	
X	X		Print test tickets and test rosters. Securely store according to state and local policies. Review **"Test Tickets & Rosters"** in Module 4 of the WIDA ACCESS Online: Administration training course.	See the NMPED District Test Coordinator Manual available in the Assessment District Test Coordinators Page.	
X	X		Review test tickets for accuracy of demographic information and accommodations.	DTC can modify student demographics, accommodations, and Do Not Score codes.	
X	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.	Bubble in native/home language. Please see the Test Coordinator Manual for further guidance. Codes for Native/home languages are found in the STARS Manual, pp. 180-183. Tips when using the District/School Label: • Make sure to use #2 pencils to bubble in the requested information. • Data must be bubbled correctly to avoid duplicate records that will result in missing overall scores.	

Before Testing

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X	X	X	**Kindergarten** Complete the WIDA ACCESS for Kindergarten: Administration and Scoring training course. **Alternate** Complete the WIDA WIDA Alternate ACCESS: Administration and Scoring training course.	Complete this module to facilitate test administration.	
		X	Have students view Test Demos and try Test Practice items. Review "**Pep Talks, Test Demo, and Test Practice**" in Module 3 of the WIDA ACCESS Online: Administration training course. **Alternate** Test administrators review sample items.	Strongly recommended to facilitate test administration.	
X	X		Review **"Tracking Site Completion Status"** in Module 2 of the WIDA ACCESS Online: Administration training course.	Strongly recommended to facilitate test administration.	
		X	Pass required certification quiz(zes). Quizzes are located within the training courses.	Recertification is required each school year.	
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.	DTCs are responsible for ensuring that all TAs are certified, have attended Test Security training prior to administration, and have signed a Staff Confidentiality form available in DTC Workspace. **Attention DTCs: Tests administered by TAs who are not certified are subject to invalidated test scores.**	

During Testing

DTC	STC	TA	Task	State-specific Clarification	✓
	X	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.	Scratch paper is allowed and is collected at the end of the test. All other room setup requirements should follow WIDA guidelines outlined in the Test Administrator Manual.	
		X	Gather test administration materials: Test Administrator Script(s), Test Administrator Manual, test tickets, test roster, Writing Booklets, #2 pencils, clock, etc.	Scratch papers, test tickets, and unused Pre-ID Labels should be collected and securely destroyed at the district level.	
		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.	Before students start the test, make sure the test is given to the correct student.	
		X	Follow all directions provided in the manuals and scripts. Monitor students to ensure test security.	Monitoring students is very important to ensure valid scores. No electronic device is allowed unless for the purpose of accommodations if documented in the IEP or 504 plan. AI generate responses are more common nowadays, and the testing rooms must be actively monitored by TAs.	
X	X	X	After students have completed the Listening and Reading tests, determine students' tier placement information in WIDA AMS. View **"Screencast: How to View Tier Placement Information in WIDA AMS"** in the "**Test Day: Listening & Reading**" section of Module 4 of the WIDA ACCESS Online: Administration training course to learn how to export registration details in WIDA AMS.		

During Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	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.	Bubble in native/home language. Please see the Test Coordinator Manual for further guidance. Codes for Native/home languages are found in the STARS Manual, pp. 180-183. When the District/School label is used, make sure to bubble all the demographic information on the front and back of the test booklet. **Attention: Always make sure you bubble the information correctly, pay attention to all required fields such as first name, last name, school name, SSID, Grade level.** See the Marking Test Booklets section of the District and School Test Coordinator Manual for more information.	
	X		Report additional material needs to the District Test Coordinator.	The deadline to request additional materials is January 7, 2027 – February 26, 2027— plan accordingly.	
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 WIDA ACCESS Online: 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.		

During Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Securely store all testing materials in between test sessions.	Please follow the the Secure Materials Tracking Report (SMTR), and according to local chain of custody procedures.	
		X	Collect and account for all test materials. Return them to the Test Coordinator.	Return to STC/DTC. Please follow the the Secure Materials Tracking Report (SMTR), and according to local chain of custody procedures	

After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Review **"Returning Materials"** in Module 2 of the WIDA ACCESS Online: Administration training course.	Strongly recommended to facilitate return of test materials and expedite scoring.	
X	X		Collect test materials from Test Administrators once testing is completed at each testing site.	DTCs track any missing materials and follow state process. See the Accountability for Materials section of the District Test Coordinator Manual (District & School Test Coordinator Manual), pp. 34-35, and PED 2026-27 DTC Manual, p. 20 for more details about missing materials.	
X			Ensure all accommodations and Do Not Score codes are correctly marked on the booklet or in WIDA AMS. See Test Coordinator Manual and the Student Management section of the WIDA AMS User Guide for guidance on entering Do Not Score codes.	DTC can modify accommodations and Do Not Score codes in WIDA AMS.	
X	X		Prepare test materials for return. Refer to Returning Test Materials in Section 3 of the Test Coordinator Manual.		
X	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.	All test materials are shipped to DRC by **03/12/2027.** Scratch papers, test tickets, and unused Pre-ID Labels should be collected and securely destroyed at the district level. For **Grades 4-12:** Test Administrator Manual, Test Coordinator Manual, and Online Test Administrator Script should Not be returned to DRC, but they must be **securely destroyed locally**. Refer to Section 3 of the Test Coordinator Manual in WIDA Secure Portal for a full list of secure and non-secure materials. For **Grade 1 and Grades 2-3:** All test booklets, ACCESS Paper Test Adminstartor Scripts, ACCESS Online Test Adminstartor Scripts **Must** be returned.	

After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
				Listening and Speaking Test CDs, All large print, braille, Kindergarten ACCSS and Alternate ACCESS test materials **Must** be returned.	
X			Complete **Module 5: Test Scores** in the WIDA ACCESS Online: Administration training course. This module focuses on data validation, accessing score reports, and effectively communicating test scores.	Complete this module to facilitate accurate and meaningful scores.	
X			Complete data validation process.	DTC completes pre-reporting data validation in WIDA AMS: **4/2/2027** - **4/16/2027** SEA completes post-reporting data validation in WIDA AMS.	
X			Review and distribute score reports to designated sites/staff.	NM Exit Criteria Composite overall score of 4.7 or higher on WIDA ACCESS and Kindergarten ACCESS; composite overall score of 3.0 or higher on Alternate ACCESS.	
X	X		Communicate with students' parents/family members about WIDA ACCESS test results.	NM Exit Criteria Composite overall score of 4.7 or higher on WIDA ACCESS and Kindergarten ACCESS; composite score of 3.0 or higher on Alternate ACCESS.	