



NEW YORK WIDA ACCESS Checklist 2026-2027



This state checklist is a guide for personnel involved in administering [WIDA ACCESS](#), and includes unique steps related to Kindergarten and WIDA 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	
Testing Window	Monday, February 1, 2027 – Friday, April 9, 2027
WIDA Member Page	wida.wisc.edu/about/consortium/ny
Online Resources	
Training Courses (login to Secure Portal required) • WIDA ACCESS Online: Administration • WIDA Alternate ACCESS: Administration and Scoring • WIDA ACCESS for Kindergarten: Administration and Scoring Course Resources (login to Secure Portal required) WIDA ACCESS Online , WIDA ACCESS for Kindergarten , WIDA Alternate ACCESS	Other Resources • 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.	NYSED requires schools to administer the WIDA ACCESS assessments: • WIDA ACCESS Online for grades 1-12 • WIDA ACCESS for Kindergarten • WIDA Alternate ACCESS for students with the most significant cognitive disabilities • WIDA ACCESS Paper is only for students with a documented need for a paper-based assessment as an accommodation on their IEP or 504 plan. In public and charter schools, WIDA ACCESS must be administered by certified teachers or administrators. The principal is responsible for making the final determination as to whether a teacher may administer or score WIDA ACCESS.	
X	X		Communicate roles, responsibilities, and training requirements to test administrators.	DTCs and STCs must ensure TAs have completed the required WIDA ACCESS training courses for the tests they will administer.	
X	X	X	Review training requirements based on your role.	DTCs and STCs are required to successfully complete the WIDA ACCESS Online: Administration training course. TAs are required to certify annually. TAs must complete the applicable training course(s) for all WIDA ACCESS assessments they will administer.	



Before Testing

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				TAs administering: • ACCESS Online must complete the WIDA ACCESS Online: Administration training course. • Kindergarten ACCESS must complete the WIDA ACCESS for Kindergarten: Administration and Scoring training course. • Alternate ACCESS must complete the WIDA Alternate ACCESS: Administration and Scoring training course. • ACCESS Paper must complete the WIDA ACCESS Paper: Administration training course, as well as the relevant grade-level specific Speaking training course(s). (ACCESS Paper training courses) • ACCESS Braille must complete the WIDA ACCESS Braille: Administration training course, the WIDA ACCESS Paper: Administration training course, as well as the relevant grade-level specific Speaking training course(s). (ACCESS Braille training courses) All test coordinators and TAs are responsible for reviewing the appropriate WIDA manuals (District and School Test Coordinator Manual or Test Administrator Manual). WIDA recommends that test coordinators complete training early in the school year, as they are responsible for overseeing all aspects of the testing process, which often begins 6-10 weeks in advance of the testing window. Test administrators may benefit from training closer to the time of administration	



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				so that the information is fresh in their minds when they administer the test. All training must be completed prior to the test 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 users should contact their DTC or the WIDA Client Services Center at 866-276-7735 or help@wida.wisc.edu after September 9 to have a WIDA Secure Portal account created for them. You can also contact the WIDA Client Services Center if you already have an account and are having trouble logging in, or if you need additional permissions added to your account. WIDA requires users to agree to the Non-Disclosure and User Agreement annually.	
X	X	X	Log in to WIDA AMS and agree to security terms that appear automatically at first login.	New DTCs should contact the NYSED Office of State Assessment at (518) 474-5902 or emscassessinfo@nysed.gov. DRC will create WIDA AMS accounts for new DTCs upon receiving approval from NYSED. New STCs and TAs who need a WIDA AMS account should contact their local DTC after September 14. DTCs create WIDA AMS accounts and update permissions for others as needed. If you already have an account and have trouble logging in, contact DRC Customer Service at 855-787-9615 or WIDA@datarecognitioncorp.com.	



Before Testing

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				DRC requires users to agree to the security terms at the user's first login.	
X	X	X	Complete Module 1: Introduction in the WIDA ACCESS Online: Administration training course. This module gives background information about ACCESS Online, including the test's purpose, design, and materials, and clarifies your role in testing. WIDA ACCESS Paper TAs complete Module 1: Introduction in the WIDA ACCESS Paper: Administration training course.		
X			Set up WIDA AMS accounts for Technology Coordinators and Test Administrators. <i>Tip: If you need assistance, review the WIDA AMS User Guide.</i>	DTCs are responsible for creating WIDA AMS accounts for new Technology Coordinators. If you already have an account and have trouble logging in, contact DRC Customer Service at 855-787-9615 or WIDA@datarecognitioncorp.com.	
X	X		Ensure all student enrollment is updated in your local school management system.	Pre-ID enrollment, program service, and demographic data are due to the statewide data warehouse by a date to be determined.	
			Submit Pre-ID file to DRC.	NYSED will import the Pre-ID file into WIDA AMS. Pre-ID labels will be created from the information in the Pre-ID file.	
X	X	X	Complete Module 2: Planning & Logistics in the WIDA ACCESS Online: Administration training course.		



Before Testing

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			This module focuses on ordering and returning materials, as well as managing, distributing, and securing test materials. WIDA ACCESS Paper TAs complete Module 2: Planning & Logistics in the WIDA ACCESS Paper: Administration training course.		
X	X		Order materials in WIDA AMS.	DTCs and STCs will place initial materials orders in WIDA AMS. DTCs and STCs are responsible for indicating when Alternate ACCESS, ACCESS Braille, Large Print kits, and/or ACCESS Paper tests need to be included in their initial materials orders. NYSED requires schools to administer WIDA ACCESS Online for grades 1-12 unless a student has a documented need for a paper-based assessment as an accommodation indicated in their IEP or 504 Plan. STCs should confer with the educators who are most familiar with the language skills of each student before ordering ACCESS Paper materials.	
X	X		Discuss district and school technology needs and capacity to administer the online test with the Technology Coordinator.	DTCs and STCs must work with Technology Coordinators to ensure student testing devices are properly configured and updated to help avoid technology-related testing disruptions.	
X	X	X	Complete Module 3: Your Students, School and District in the WIDA ACCESS Online: Administration training course.		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
			This module focuses on preparing a detailed testing schedule, preparing your students for testing, and assigning accommodations. WIDA ACCESS Paper TAs complete Module 3: Your Students, School and District in the WIDA ACCESS Paper: Administration training course.		
X	X	X	Review “Accessibility” 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.	NYSED’s Office of Special Education provides information on testing accommodations for students with disabilities in the guidance document, Testing Accommodations for Students with Disabilities: Policy and Tools to Guide Decision-Making and Implementation. School personnel may contact the Office of Special Education via email at speced@nysed.gov if they have any questions.	
X	X		In WIDA AMS, assign accommodations for students with an IEP or 504 plan.	Accommodations were not assigned to students through the initial Pre-ID upload. DTCs and STCs are responsible for assigning the appropriate accommodations in WIDA AMS Student Management when the test setup window opens on January 4, 2027.	
X	X		Modify generic registrations in WIDA AMS where necessary 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.	DTCs and STCs are responsible for the management of Test Monitoring in schools. Monitoring testing in WIDA AMS can vary depending on the user role and permissions assigned, as well as the size of the school, the number of students, and the number of Test Administrators.	



Before Testing

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				Please see the knowledge articles on Test Monitoring (provided in WIDA AMS) for further information.	
X	X		Finalize student counts. Add any new students to WIDA AMS and assign them to registrations.	DTCs and STCs are responsible for adding new students who enroll after November 11, 2026 to WIDA AMS and assigning them to the appropriate test registrations. If you have trouble adding new students or with student transfers, please review the knowledge articles provided in WIDA AMS or contact DRC Customer Service at 1-855-787-9615, WIDA@datarecognitioncorp.com for assistance. DTCs and STCs may add students during the WIDA AMS test setup window from January 4-April 9, 2027. Additional information is provided in the District and School Test Coordinator Manual.	
X	X		Review student data for accuracy in WIDA AMS. Confirm that all students are listed in WIDA AMS and assigned to correct registrations.	DTCs and STCs are responsible for editing any inaccurate student demographic information in WIDA AMS. DTCs and STCs may edit student information during the WIDA AMS test setup window from January 4-April 9, 2027.	
X	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.		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
			WIDA ACCESS Paper TAs complete Module 4: Administering the Test in the WIDA ACCESS Paper: Administration training course.		
X	X		Create a testing schedule. All Kindergarten and WIDA Alternate ACCESS test sessions are administered one-on-one. <i>Tip: Allow several days at the end for makeup testing. See the Test Coordinator Manual for help with scheduling.</i>		
	X		Reserve space and all necessary equipment for testing days.		
	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	Plan communication for parents/family members about WIDA ACCESS and WIDA Alternate ACCESS testing and upcoming testing schedules. What is WIDA ACCESS? and What is WIDA Alternate ACCESS? flyers are available in 18 languages.		
X	X		Receive, inventory, and distribute test materials to designated sites/staff. Review “ Managing Secure Materials ” in Module 2 of the WIDA ACCESS Online: Administration training course.	Districts receive test materials on January 19-20, 2027.	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
	X		Review materials for correct amount and type. Report the amount and type of overage to the District Coordinator.		
X			Review “Ordering Additional Materials” in Module 2 of the WIDA ACCESS Online: Administration training course.		
X	X		Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.		
X			Check District/School Labels for accuracy. Contact DRC Customer Support if information is incorrect.		
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.		
	X	X	Review test tickets for accuracy of demographic information and accommodations.		
		X	Kindergarten and 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.		
		X	Kindergarten Complete the WIDA ACCESS for Kindergarten: Administration and Scoring training course.		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
			Alternate Complete the WIDA Alternate ACCESS: Administration and Scoring training course.		
		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 Alternate ACCESS sample items. ACCESS Paper test administrators review “Pep Talks, Test Demo, and Test Practice” in Module 3 of the WIDA ACCESS Paper: Administration training course.		
X	X		Review “ Tracking Site Completion Status ” in Module 2 of the WIDA ACCESS Online: Administration training course.		
		X	Pass required certification quiz(zes). Quizzes are located within the training courses.	TAs must successfully complete training prior to the test administration.	
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 and STCs can use the Certification Report in the WIDA Secure Portal to help them monitor TA completion of required training courses.	



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.	ACCESS Online can be administered in groups of up to 15 for the Listening, Reading, and Writing domains; in groups of up to five for the Speaking domain; or individually, based on student needs. If testing groups are larger than the recommended group sizes, consider scheduling an additional trained proctor to help monitor student progress and ensure test security	
	X	X	Gather test administration materials: Test Administrator Script(s), Test Administrator Manual, test tickets, test roster, Writing Booklets, #2 pencils, clock, etc. The ACCESS Online Test Administration Script is available as translated ASL videos, in addition to 18 other languages.		
	X	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.		



During Testing

DTC	STC	TA	Task	State-specific Clarification	✓
		X	Follow all directions provided in the manuals and scripts. Monitor students to ensure test security.	Proctors must follow all security protocols when supervising the test administration. All testing staff must actively monitor students during testing to ensure students are doing their own work and are not using cell phones, smartwatches, Bluetooth headsets or other electronic devices.	
	X	X	After students have completed the Listening and Reading tests, determine students' tier placement information in WIDA AMS. View the How to View Tier Placement Information screencast (under Action Items) 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.		
		X	Apply labels to Grades 1-3 ACCESS Online Writing Test Booklets. Bubble in demographic information and apply a District/School Label to test booklets that do not have Pre-ID Labels. To avoid erroneous or incomplete student reports, ensure bubbled student information matches record in WIDA AMS.	Demographic information in WIDA AMS must match the information on the Pre-ID label. If information on a Pre-ID Label is incorrect, correct the student's information in WIDA AMS and use the label. Do not write on the label to correct the information.	
	X	X	Report additional material needs to the District Test Coordinator.		



During Testing

DTC	STC	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 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.	DTCs are responsible for placing Additional Materials Orders (AMOs) in WIDA AMS. AMOs must be placed at the district level. Additional materials ordering will be available from January 19-April 2, 2027. DTCs are responsible for tracking available overage materials and ensuring that all overage materials have been used before placing an additional materials order. District overage materials can be shared between schools. When additional materials are needed, DTCs should place a single, consolidated additional materials order that includes the test materials needed for all schools in the district.	
X	X	X	Securely store all testing materials in between test sessions.	Principals, DTCs, and STCs are responsible for test security and ensuring that all test administrators and school personnel authorized to have access to secure test materials comply with the requirements and instructions provided by the Office of State Assessment. Each school must implement an accounting system for distribution and collection of all testing materials, secure and unsecure, at both the district and school level for each test administration.	

**During Testing**

DTC	STC	TA	Task	State-specific Clarification	✓
	X	X	Collect and account for all test materials. Return them to the STC .		

After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X			Review “Returning Materials” in Module 2 of the WIDA ACCESS Online: Administration training course.		
	X		Collect test materials from Test Administrators once testing is completed at each testing site.	See “Preparing Test Materials for Return” in the Test Administrator Manual .	
X	X		Ensure all accommodations and Do Not Score codes are correctly marked on the booklet or in WIDA AMS. See Test Coordinator Manual and Viewing and Editing a Registration in Test Management Online Help in WIDA AMS for guidance on entering Do Not Score codes.		
X	X		Prepare test materials for return. Refer to Returning Test Materials in Section 3 of the Test Coordinator Manual.	Districts are encouraged to return their materials once testing is completed. Districts do not have to wait until the end of the test window to return completed test materials. Schools should keep unused overage materials on hand while the test window is open in case new students who enroll during the window need to be assessed. All unused overage materials must be returned by the materials return deadline of April 15, 2027 .	

After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
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 secure materials, used and unused, must be postmarked for return to DRC by no later than April 15, 2027. Scoring and reporting will be delayed for any completed tests returned after this date. The Test Administrator Scripts for Grade 1 and Grades 2-3 are secure and must be returned to DRC. Unused Pre-ID labels, District/School labels and scratch paper must be securely 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 Test Coordinator Manual for a full list of secure and non-secure materials.	
X	X	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.		
X	X		Complete data validation process.	DTCs and STCs will complete pre-reporting data validation in WIDA AMS from May 3-May 14, 2027. DTCs and STCs will complete post-reporting data validation in WIDA AMS, during a window to be announced.	

After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Review and distribute score reports to designated sites/staff.	Individual Student Reports (ISRs) will be available for review/download in WIDA AMS on a date to be announced. ISRs can be generated in a variety of languages in WIDA AMS.	
X	X	X	Communicate with students' parents/family members about WIDA ACCESS test results. WIDA ACCESS: Understanding Your Child's Scores and WIDA Alternate ACCESS: Understanding Your Child's Scores flyers available in 18 languages.		