



OKLAHOMA
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	January 11, 2021 – June 11, 2021
WIDA member page	Wida.wisc.edu/memberships/consortium/ok
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 ■ School Test Coordinator (STC) 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	STC	TA	Task	State-specific Clarification	✓
X	X	X	Determine which ACCESS for ELLs assessment you are responsible for administering: Online, Paper, Kindergarten (K), or Alternate (A).		
X	X	X	Review training requirements based on your role.	<p>New TAs: New TAs must complete the Online ACCESS training course and quiz prior to administering the assessment.</p> <ul style="list-style-type: none"> • K New TAs must complete the Kindergarten ACCESS training course and quiz prior to administering the assessment. • A New TAs must complete the Alternate ACCESS training course and quiz prior to administering the assessment. <p>Returning TAs: Annual recertification is not required, provided it has not been a full academic year or more since the TA has administered a given ACCESS assessment. <i>If it has been a full academic year or more since the TA has administered a given ACCESS assessment, he or she must recertify prior to administering the assessment again.</i></p> <ul style="list-style-type: none"> • K The same guidelines listed above apply to Kindergarten ACCESS. • A The same guidelines listed above apply to Alternate ACCESS. 	
X	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.	<p>New WIDA DTCs should contact the Office of English Language Proficiency 405-522-0862.</p> <p>New STCs/TAs should contact their district WIDA DTC to have their new WIDA accounts created.</p>	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Log in to WIDA AMS and agree to security terms that appear automatically at first login.	New STCs/TAs should contact their district WIDA DTC to have their new WIDA accounts created.] New Technology Coordinators should contact their district WIDA DTC to have their new WIDA accounts created.	
X	X	X	Watch the Training Overview tutorial .		
X	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>		
			Submit Pre-ID file to DRC.	OSDE uploads the PreID file for its LEAs. The upload for 2020-2021 will take place on December 1, 2020.	
X			Watch the Ordering Materials tutorial.		
X			Order materials in WIDA AMS.	Oklahoma is a default keyboarding state for 4 th -5 th grades, but districts may opt into paper writing tests for these grades at their discretion.	
X	X		Discuss district and school technology needs and capacity to administer the online test with the Technology Coordinator. Opt		
X	X	X	Watch the Accessibility Overview tutorial .		
X	X	X	Watch the Assigning Accommodations tutorial .		
X	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.		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		In WIDA AMS, assign accommodations for students with an IEP or 504 plan.		
X	X		Modify default test sessions in WIDA AMS to meet district/school needs. Opt		
X	X		Finalize student counts. Add any new students to WIDA AMS and assign them to test sessions.		
X	X		Review student data for accuracy in WIDA AMS.	LEAs may add/edit all student demographic information in WIDA AMS.	
X	X		Confirm that all students are listed in WIDA AMS and assigned to test sessions.		
X	X		Watch the Test Scheduling tutorial .		
X	X		Create a testing schedule. All Kindergarten K and Alternate ACCESS A test sessions should be one-on-one. Tip: <i>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.</i>		
X	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	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	X		Watch the Managing Test Materials tutorial .		
X			Receive, inventory, and distribute test materials to designated sites/staff.		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
	X	X	Review materials for accuracy. Report the amount and type of overage to the District Coordinator.		
X			Watch the Additional Materials Orders tutorial .		
X	X		Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.		
X	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.		
	X	X	Review test tickets for accuracy of demographic information and accommodations.		
	X	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.		
	X	X	Watch the Administering the Test tutorial . K Watch the Kindergarten Training Video Series . A Watch the Alt ACCESS Test Administration Tutorial .		
	X	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	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	STC	TA	Task	State-specific Clarification	✓
	X	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 .		
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.		



During Testing

DTC	STC	TA	Task	State-specific Clarification	✓
	X	X	Set up the testing room according to the TAM . For group settings, ensure students are seated far enough apart to avoid distractions.		
	X	X	Gather test administration materials: Test Administrator Script(s), Test Administrator Manual, test tickets, test roster, Writing Booklets, #2 pencils, clock, etc.		
	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.		
X	X	X	Follow all directions provided in the manuals and scripts. Monitor students to ensure test security.	Oklahoma follows WIDA guidelines for test administration procedures.	
	X		After students have completed the Listening and Reading tests, run a Tier Placement Report in WIDA AMS.		
	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.	If District/School Labels are used, ensure that bubbled student information matches student record in WIDA AMS. Incorrect information may result in an incomplete score report.	
	X	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 orders.	
X	X		Securely store all testing materials in between test sessions.		
	X	X	Collect and account for all test materials. Return them to the Test Coordinator.		



After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Watch the After Testing tutorial .		
X	X		Collect test materials from Test Administrators once testing is completed at each testing site.		
X	X		Ensure all accommodations and Do Not Score codes are correctly marked on the booklet or in WIDA AMS.		
X	X		Prepare test materials for return.	Refer to Returning Test Materials in Section 3 of the TCM .	
X			Return test materials to DRC.	All unused PreID labels and scratch paper must be destroyed on site once ACCESS testing has concluded. 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	X		Watch the Data Validation tutorial .		
X	X		Complete data validation process.	Pre-reporting data validation: LEAs will conduct pre-reporting data validation in WIDA AMS from 7/6/21-7/26/21. Post-reporting data validation: OSDE’s Accountability team does post-reporting validation in Single Sign-On (SSO). The dates for Accountability Reporting in SSO are TBD. There will also be a correction window allowing LEAs to submit data verification requests. For guidance on completing the correction process, please refer to OSDE’s ELPA Data Verification Toolkit and Correction Window Guidance (WIDA ACCESS and Alt ACCESS) .	



After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Watch the Accessing Score Reports tutorial .		
X	X	X	Review and distribute score reports to designated sites/staff.	More information and resources can be found on the Scores and Reports page of the WIDA website.	
X	X		Communicate with students' parents/family members about ACCESS for ELLs test results.	<p>ACCESS for ELLs: Automatic Exit Score (Kindergarten-12th grade): Score of 4.8 or above on Overall/Composite. ELs who score at or above the automatic exit score threshold are to be automatically reclassified as English proficient and should exit active EL services and enter their two-year monitoring period.</p> <p>ELP Band Scores (3rd grade-12th grade): Score of 4.3-4.7 on Overall/Composite. ELs in 3rd-12th grade who both score within the ELP Band for ACCESS for ELLs AND score Basic or above on their OSTP ELA test in the same year* are eligible to go to an ELP Band Exit Committee decision-making process. ELP Band Exit Committees must use an OSDE-provided ACCESS rubric as the center of their decision-making. If students who go to a committee decision are found to have met one additional criteria on the OSDE-provided rubric AND are recommended for exit by a district EL representative will be reclassified as English proficient and exited from active EL services.</p> <p>*Students who were not in an OSTP-tested grade may use a score above the 35th percentile on any norm-referenced reading test indicated on OSDE's Approved Substitution lists in place of the OSTP ELA score requirement. Secondary students may also use a <i>Proficient</i> score (33 or better) on Oklahoma's <i>Grade 8 Alternative Reading Test</i> to substitute for the OSTP ELA requirement.</p>	



After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
				<p>Alternate ACCESS for ELLs: Automatic Exit Score (1st grade-12th grade): Score of P2 on Overall/Composite <i>for two consecutive test years</i>. ELs who score at or above the automatic exit score threshold for two consecutive test years are to be automatically reclassified as English proficient and should exit active EL services and enter their two-year monitoring period.</p> <p>ELP Band Scores (3rd grade-12th grade): Score of A3-P1 on Overall/Composite <i>for two consecutive test years</i>. ELs in 3rd-12th grade who scored within the ELP Band for Alternate ACCESS for ELLs <i>for two consecutive test years</i> AND made progress at their Essential Element level on their DLM Reading assessment, AND have demonstrated progress in meeting ELA content standards for their grade level as documented in their IEP, are eligible to go to an ELP Band Exit Committee decision-making process. ELP Band Exit Committees must use an OSDE-provided Alternate ACCESS rubric as the center of their decision-making. If students who go to a committee decision are found to have met all three criteria on the OSDE-provided rubric AND are recommended for exit by a district EL representative AND a district IEP representative, they will be reclassified as English proficient and exited from active EL services.</p> <p>Important Note about Former EL Two-Year Monitoring Period: Please note that some former ELs will continue to be eligible for an extension of EL accommodations in the regular classroom during their two-year monitoring period. In turn, such students will be eligible for any EL accommodations on OSTP testing that align with</p>	



After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
				the EL accommodations they are still receiving in the regular classroom. Please consult the 2020-2021 EL OSTP Accommodations Manual for guidance on determining student eligibility for continued EL accommodations.	