



PENNSYLVANIA
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 4, 2021 – September 17, 2021
WIDA member page	Wida.wisc.edu/memberships/consortium/pa
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.	<ul style="list-style-type: none"> All personnel who will administer ACCESS for ELLs must certify or recertify each year between the close of the prior testing window and the beginning of the current testing window. Proof of certification can be found in the WIDA Secure Portal. Contact your District Test Coordinator to find out whether physical proof must be submitted locally. The state does not collect physical proof of completion. To administer ACCESS for ELLs Paper for Grades 1-12, Kindergarten ACCESS, or Alternate ACCESS, Test Administrators must be certified teachers with detailed knowledge of the WIDA English Language Development (ELD) Standards and levels of proficiency. Test Administrators for Alternate ACCESS must also be familiar with the EL, including the student’s communication style, IEP, and all needed accommodations. Paraprofessionals and personal care aides are NOT eligible to administer ACCESS for ELLs Paper for Grades 1-12, Kindergarten ACCESS, or Alternate ACCESS. Test administrators for the ACCESS for ELLs Online for Grades 1-12 must be certified teachers OR paraprofessionals with detailed knowledge of the WIDA ELD Standards and levels of proficiency. 	
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>Contact the WIDA Client Services Center to request a new WIDA account.</p> <p>You are not required to have a paper copy of the NDUA on file.</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.	Contact DRC Customer Service to request a new WIDA AMS account.	
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.	The Pre-ID file is uploaded by PDE. No action is required on the part of the district.	
X	X		Watch the Ordering Materials tutorial .		
X	X		Order materials in WIDA AMS.	The default response mode for grades 1-5 Writing is handwriting and Writing test booklets will be included in your initial order. Grades 6 -12 Writing Response booklets will NOT be ordered or shipped with initial materials order. If needed as an accommodation, TC or designee can order during the Additional Materials ordering window.	
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	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.	If you make changes to student information in the AMS, you MUST ensure that those changes are also made in PIMS. Failure to do so will result in loss of student data and scores.	
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>	Begin testing as soon as possible once the window opens. Extensions to the testing window will not be granted unless the district can demonstrate that it began testing early in the testing window and there were unforeseeable circumstances that led to the inability to complete testing within the window.	
		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	X	Plan communication for parents/family members about ACCESS for ELLs testing and upcoming testing schedule.		
X	X		Watch the Managing Test Materials tutorial .		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Receive, inventory, and distribute test materials to designated sites/staff.	Materials are shipped to districts' central offices. Materials will not be shipped to individual schools. Materials include overage and are shipped via UPS.	
X	X	X	Review materials for accuracy. Report the amount and type of overage to the District Coordinator.		
X	X		Watch the Additional Materials Orders tutorial .		
X	X	X	Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.	If information on the pre-ID label is not accurate, then you must ensure that you correct the information in PIMS. Any changes that you make to the AMS will be overwritten by PIMS if they do not match after the testing is complete.	
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	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		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
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>		
X	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	Set up the testing room according to the TAM . For group settings, ensure students are seated far enough apart to avoid distractions.		
		X	Gather test administration materials: Test Administrator Script(s), Test Administrator Manual, test tickets, test roster, Writing Booklets, #2 pencils, clock, etc.		
		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.		
X	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.		
	X	X	Report additional material needs to the District Test Coordinator.		
X	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 in the TCM for guidance on additional materials ordering.	
	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	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	X		Return test materials to DRC.	Unused Pre-ID labels and scratch paper may be destroyed locally.	
X	X		Watch the Data Validation tutorial .		
X	X		Complete data validation process.	If you find errors in demographic data for students, then you MUST ensure that the information is corrected in PIMS . Any demographic information in the AMS that does not match PIMS will be overwritten by PIMS after the AMS data validation window closes.	
X	X		Watch the Accessing Score Reports tutorial .		
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.	You can access the PA state reclassification guidelines at Educating English Learners for students who may/will be reclassified.	