



PENNSYLVANIA ACCESS for ELLs Online Checklist 2023-2024



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, 2024 – February 23, 2024
WIDA member page	Wida.wisc.edu/memberships/consortium/pa
Online Resources	
<p>Training Courses (login to Secure Portal required)</p> <ul style="list-style-type: none"> • Online ACCESS for ELLs: Administration • Alternate ACCESS: Administration and Scoring • Kindergarten ACCESS for ELLs: Administration and Scoring <p>Course Resources:</p> <ul style="list-style-type: none"> • ACCESS Online, Kindergarten ACCESS, Alternate ACCESS 	<ul style="list-style-type: none"> • ACCESS for ELLs Interpretive Guide for Score Reports • Alternate ACCESS for ELLs Interpretive Guide for Score Reports • Technology Resources • Accessibility and Accommodations Resources • Q&A Webinar Links and Recordings <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 	<p>Kindergarten Applies to Kindergarten ACCESS only</p> <p>Alternate Applies to Alternate ACCESS only</p>



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Determine which ACCESS for ELLs assessment(s) you are responsible for administering.		
X	X		Communicate roles, responsibilities, and training requirements to test administrators.		
X	X	X	Review training requirements based on your role.	<p>All personnel who will administer a WIDA assessment or screener MUST complete the full training and pass the relevant quizzes before their first administration. After initial training and certification:</p> <p>For personnel administering the online ACCESS tests</p> <ul style="list-style-type: none"> ○ Complete the full training only once. Annual recertification is not necessary. <p>For personnel administering PAPER ACCESS or WIDA 1-12 Screeners</p> <ul style="list-style-type: none"> ○ Complete only the speaking training and pass the relevant quizzes annually after initial certification. <p>For personnel administering the Kindergarten ACCESS</p> <ul style="list-style-type: none"> ○ Pass the Kindergarten ACCESS certification quiz annually. <ul style="list-style-type: none"> ● 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. 	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
				<ul style="list-style-type: none"> 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. <p style="color: red;">New for 2023-24: All WIDA Alternate ACCESS test administrators are required to certify this year. Certification must be completed <u>after</u> September 1, 2023 to be valid.</p>	
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.	<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>	
X	X	X	Log in to WIDA AMS and agree to security terms that appear automatically at first login. <ul style="list-style-type: none"> New this year: WIDA AMS has new applications for Import, Student and Test Management. Review screencasts in the ACCESS Online training course for more information. 	Contact DRC Customer Service to request a new WIDA AMS account.	
X	X	X	Complete Module 1: Introduction of the Online ACCESS for ELLs: 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.		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Set up WIDA AMS accounts for Technology Coordinators and Test Administrators. Tip: <i>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		Complete Module 2: Planning & Logistics in the Online ACCESS for ELLs: Administration training course. This module focuses on ordering and returning materials, as well as managing, distributing, and securing test materials.		
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. Students in grades 4-5 may complete the writing test online at the discretion of the LEA. 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.		
X	X	X	Complete Module 3: Preparing Your Students in the Online ACCESS for ELLs: Administration training course. This module focuses on preparing your students for testing and assigning accommodations.		
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 Manual 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		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.		
X	X		Finalize student counts. Add any new students to WIDA AMS and assign them to registrations.		
X	X		Review student data for accuracy in WIDA AMS. Confirm that all students are listed in WIDA AMS and assigned to correct registrations.	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		Complete Module 4: Administering the Test in the Online ACCESS for ELLs: Administration training course. This module focuses on generating login credentials for test takers, preparing space, materials, and equipment, creating a testing schedule, technology troubleshooting, and how to administer specific domains.		
X	X		Create a testing schedule. All Kindergarten and 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>	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. 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 Online ACCESS For ELLs: Administration training course.		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
	X	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 of the Online ACCESS for ELLs: Administration training course.		
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 correct amount and type. Report the amount and type of overage to the District Coordinator.		
X	X		Review “ Ordering Additional Materials ” in Module 2 of the Online ACCESS for ELLs: Administration training course.		
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		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.		
X	X	X	Kindergarten Complete the Kindergarten ACCESS for ELLs: Administration and Scoring training course. Alternate Complete the Alternate ACCESS: Administration and Scoring training course.		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
	X	X	Have students view Test Demos and try Test Practice items <ul style="list-style-type: none"> Review “Preparing Your Students” in Module 3 of the Online ACCESS for ELLs: Administration training course. New for 2023-24: DRC INSIGHT hs a new look and feel. Schedule extra time to become familiar with the layout and navigation. Kindergarten Test administrators review Listening and Speaking sample items Alternate Test administrators review sample items		
X	X		Review “Tracking Site Completion Status” in Module 2 of the Online ACCESS for ELLs: Administration training course.		
X	X	X	Pass required certification quiz(zes). Quizzes are located within the training courses.		
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 Test Administrator Manual . 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.	If any test irregularities are reported to the state by the district or DRC, including instances of plagiarism (use of electronic devices to dictate responses, reading from website text, copying website text, etc.), then the district will be required to submit a corrective action plan to PDE and all educators will be required to complete the full test administration training before the next testing window.	
X	X		After students have completed the Listening and Reading tests, determine students’ tier placement information in WIDA AMS. <ul style="list-style-type: none"> View the screencast on “Test Domains: Listening & Reading” in Module 4 of the Online ACCESS for ELLs: Administration training course to learn how to export registration details 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.		



During Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		<p>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.</p> <ul style="list-style-type: none"> Review “Ordering Additional Materials” in Module 2 of the Online ACCESS for ELLs: Administration training course. <p>Refer to the Secure Material Tracking Report in WIDA AMS under Reporting Services > Published Reports for a full list of all materials sent to your school/district.</p>	<p>Refer to Section 3 in the Test Coordinator Manual for guidance on additional materials ordering.</p>	
	X	X	<p>Securely store all testing materials in between test sessions.</p>		
	X	X	<p>Collect and account for all test materials. Return them to the Test Coordinator.</p>		



After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Review “Returning Materials” in Module 2 of the Online ACCESS for ELLs: Administration training course.		
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. See Test Coordinator Manual and <i>Viewing and Editing a Registration</i> 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.		
X	X		Return test materials to DRC. Refer to the Secure Material Tracking Report in WIDA AMS under Reporting Services > Published Reports for a full list of all materials sent to your school/district and returned to DRC.	Unused Pre-ID labels and scratch paper may be destroyed locally.	
X	X		Complete Module 5: Test Scores in the Online ACCESS for ELLs: Administration training course. This module focuses on data validation, accessing score reports, and effectively communicating test scores.		
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		Review and distribute score reports to designated sites/staff. <ul style="list-style-type: none"> Reminder: WIDA Alternate ACCESS score reports will be released in fall 2024 due to standard setting. For more information, please see WIDA Alternate ACCESS Updates. 		



After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		<p>Communicate with students' parents/family members about ACCESS for ELLs test results.</p> <ul style="list-style-type: none"> Updated score reporting resources for WIDA Alternate ACCESS will be available in fall 2024. 	<p>You can access the PA state reclassification guidelines at Educating English Learners for students who may/will be reclassified.</p>	