



PENNSYLVANIA ACCESS for ELLs Paper Checklist 2024-2025



This state checklist is a guide for personnel involved in administering [ACCESS for ELLs](#) Paper, 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	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Online – See first row of checklist for additional information.</td> <td style="width: 50%;">Testing Window January 6, 2025 – February 21, 2025</td> </tr> </table>	Online – See first row of checklist for additional information.	Testing Window January 6, 2025 – February 21, 2025
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WIDA member page	Wida.wisc.edu/memberships/consortium/pa		
Online Resources			
Training Courses (login to Secure Portal required) <ul style="list-style-type: none"> • Paper ACCESS for ELLs: Administration • Speaking for Grades 1-5: Scoring ACCESS Paper and WIDA Screener • Speaking for Grades 6-12: Scoring ACCESS Paper and WIDA Screener • Alternate ACCESS: Administration and Scoring • Kindergarten ACCESS for ELLs: Administration and Scoring 	<ul style="list-style-type: none"> • ACCESS for ELLs Interpretive Guide for Score Reports • WIDA Alternate ACCESS Interpretive Guide for Score Reports • Accessibility and Accommodations Resources • Q&A Webinar Links and Recordings <p>Course Resources: ACCESS Paper, Kindergarten ACCESS, Alternate ACCESS</p> <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.	Pennsylvania students must take ACCESS for ELLs Online in grades 1-12. The paper-based version of ACCESS for ELLs for grades 1-12 may be given only as an accommodation for students who require it. Any district administering the paper test to a whole class or school must gain prior approval from PDE.	
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. • 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 	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
				<p>Administrators must be certified teachers with detailed knowledge of the WIDA English Language Development (ELD) Standards and levels of proficiency.</p> <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. 	
X	X	X	<p>Log in to your WIDA account and agree to the Non-Disclosure and User Agreement (NDUA) that appears automatically upon first login.</p>	<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	<p>Log in to WIDA AMS and agree to security terms that appear automatically at first login.</p> <p>New for 2024-25: Learn about this year’s enhancements to WIDA AMS Test Management, Test Monitoring, and Reporting Services by viewing the WIDA AMS and DRC Technical Enhancements for 2024-2025 webinar recording in the WIDA Secure Portal.</p>	<p>Contact DRC Customer Service to request a new WIDA AMS account.</p>	
X	X	X	<p>Complete Module 1: Introduction of the Paper ACCESS for ELLs: Administration training course.</p>		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
			This module provides background information about ACCESS Paper, including the test’s purpose, design, and materials, and clarifies your role in testing.		
			Submit Pre-ID file to DRC.	The Pre-ID file is uploaded by PDE. There is no action required on the part of the district. Ensure that your PIMS data is up to date prior to the October snapshot.	
X	X		Complete Module 2: Planning & Logistics in the Paper 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.		
X	X	X	Review “ Accessibility ” in Module 1: Introduction in the Paper ACCESS for ELLs: Administration training course		
X	X	X	Complete Module 3: Your School, District, & Students in the Paper 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		Assign accommodations for students with an IEP or 504 plan in WIDA AMS or bubble in on the Student Test Booklet.		
X	X	X	Review student data for accuracy in WIDA AMS.		
X	X		<p>Complete Module 4: Administering the Test in the Paper ACCESS for ELLs: Administration training course</p> <p>This module focuses on preparing space, materials, and equipment.</p>		
X	X		<p>Create a testing schedule. All Speaking tests and all Kindergarten and Alternate ACCESS test sessions are administered one-on-one.</p> <p><i>Tip: Allow several days at the end for makeup testing. Refer to Test Coordinator Manual for test scheduling resources.</i></p>	<p>Begin testing as soon as possible once the window opens. Extensions to the testing window may not be granted if circumstances do not allow, Extensions will <u>not</u> be granted if the district cannot 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.</p>	
X	X		Reserve space and all necessary equipment (e.g., CD player) for testing days.		
	X	X	Plan a seating arrangement for testing areas. Verify that students are adequately spaced. Refer to Test Scheduling in Section 5 of the Test Coordinator Manual .		
X	X	X	Plan communication for parents/family members about ACCESS for ELLs testing and upcoming testing schedule.		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Review “Managing Secure Materials” in Module 2: Planning & Logistics in the Paper 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: Planning & Logistics in the Paper 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		Apply labels to Test Booklets.		
X	X		Bubble in demographic information and apply a District/School Label to Test Booklets that do not have Pre-ID Labels.		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	<p>Kindergarten Complete the Kindergarten ACCESS for ELLs: Administration and Scoring training course.</p> <p>Alternate Complete the Alternate ACCESS: Administration and Scoring training course.</p>		
	X	X	<p>Have students review Listening and Speaking paper sample items.</p> <p>Kindergarten Test administrators review Listening and Speaking sample items</p> <p>Alternate Test administrators review sample items</p>		
X	X	X	<p>Pass required certification quiz(zes). Quizzes are located within the training courses.</p>		
X	X	X	<p>If you are responsible for administering the Speaking test, complete the applicable training course(s):</p> <ul style="list-style-type: none"> • Speaking for Grades 1-5: Scoring ACCESS Paper and WIDA Screener • Speaking for Grades 6-12: Scoring ACCESS Paper and WIDA Screener 		
X	X	X	<p>Pass the required certification quiz(zes) for Speaking scoring training. Quizzes are located within the training courses.</p>		
X	X		<p>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.</p>		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
	X	X	Try out the Listening and Speaking CD(s) and CD player prior to the day of testing.		
X	X		Distribute test session rosters to Test Administrators.		



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	X		Distribute all necessary testing materials to Test Administrators using procedure for secure check-out of test materials.		
		X	Distribute necessary materials to students (test booklets, pencils, scratch paper).		
		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, use of AI generated responses, 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	Report additional material needs to the 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 Paper ACCESS for ELLs: Administration training course. <p>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.</p>	<p>Refer to Section 3 of 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 in between test sessions. Return them to the Test Coordinator.</p>		



After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Review “ Returning Materials ” in Module 2: Planning & Logistics of the Paper 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. See Test Coordinator Manual for guidance on marking 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 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.	Shred unused Pre-ID labels and scratch paper locally. Non-Secure materials including the Test Administrator Manual and Test Coordinator Manual 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		Complete Module 5: Test Scores in the Paper ACCESS for ELLs: Administrating 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.	



After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Review and distribute score reports to designated sites/staff.		
X	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.	