



**RHODE ISLAND**  
**ACCESS for ELLs Online Checklist**  
**2021-2022**



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	
<b>Test delivery mode</b>	Online
<b>Testing Window</b>	January 10, 2022 – February 18, 2022
<b>WIDA member page</b>	<a href="http://wida.wisc.edu/memberships/consortium/ri">wida.wisc.edu/memberships/consortium/ri</a>
Online Resources	
<p><b>Training Courses</b> (login to Secure Portal required)</p> <ul style="list-style-type: none"> <li>• <a href="#">Online ACCESS for ELLs: Administration</a></li> <li>• <a href="#">Alternate ACCESS for ELLs: Administration and Scoring</a></li> <li>• <a href="#">Kindergarten ACCESS for ELLs: Administration and Scoring</a></li> </ul> <p><b>Course Resources:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">ACCESS Online</a>, <a href="#">Kindergarten ACCESS</a>, <a href="#">Alternate ACCESS</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">ACCESS for ELLs Interpretive Guide for Score Reports</a></li> <li>• <a href="#">Alternate ACCESS for ELLs Interpretive Guide for Score Reports</a></li> <li>• <a href="#">Technology Resources</a></li> <li>• <a href="#">Accessibility and Accommodations Resources</a></li> <li>• <a href="#">Q&amp;A Webinar Links and Recordings</a></li> </ul> <p>For more state-specific resources, visit your WIDA member page.</p>
Checklist Key	
<ul style="list-style-type: none"> <li><span style="color: blue;">■</span> District Test Coordinator (DTC) task</li> <li><span style="color: green;">■</span> School Test Coordinator (STC) task</li> <li><span style="color: yellow;">■</span> Test Administrator (TA) task</li> </ul>	<p><b>Kindergarten</b> Applies to Kindergarten ACCESS only</p> <p><b>Alternate</b> Applies to Alternate ACCESS only</p>



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X			Determine which ACCESS for ELLs assessment(s) you are responsible for administering.	All students in grades 1-12 are expected to take the test on computer unless they have an accommodation that requires paper testing or their school has an approved waiver to administer paper tests.	
X	X	X	Review training requirements based on your role.	<p><b>New TAs:</b></p> <ul style="list-style-type: none"> <li>• <b>Grades 1-12 online:</b> Complete <i>Online ACCESS for ELLs: Administration</i> training course and successfully pass the online quiz.</li> <li>• <b>Grades 1-12 paper:</b> Complete <i>Paper ACCESS for ELLs: Administration</i> training course and successfully pass the online quiz.</li> <li>• <b>Kindergarten</b> Complete <i>Kindergarten ACCESS for ELLs: Administration and Scoring</i> training course and successfully pass the online quiz.</li> <li>• <b>Alternate</b> Complete <i>Alternate ACCESS for ELLs: Administration and Scoring</i> training course and successfully pass the online quiz.</li> </ul> <p><b>Returning TAs:</b> Any TAs who will be scoring a Speaking domain, must recertify annually (Kindergarten, Paper, Alternate). Recertification is otherwise required every three years or upon adoption of new tool.</p>	
X	X	X	Log in to your <a href="#">WIDA account</a> and agree to the Non-Disclosure and User Agreement (NDUA) that pops up automatically upon first login.	TAs and STCs should contact the District Test Coordinator (DTC) or the WIDA Client Services Center to request an account. DTCs should contact RIDE to request an account.	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Log in to <a href="#">WIDA AMS</a> and agree to security terms that appear automatically at first login.	Depending on the district, some TAs may require a WIDA AMS account. TAs should contact the DTC to request an account. DTCs and Technology Coordinators can contact DRC directly to request an account, and should use their work email accounts to confirm their association with the district.	
X	X	X	Watch the <b>Training Overview</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
X			Set up WIDA AMS accounts for Technology Coordinators and Test Administrators. <b>Tip:</b> <i>If you need assistance, review the <a href="#">WIDA AMS User Guide</a>.</i>		
			Submit Pre-ID file to DRC.	This is done by RIDE. Pre-ID file is generated from data submitted through the MLL Census.	
X			Watch the <b>Ordering Materials</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	Please note that initial material orders are completed by RIDE. DTCs should focus on the additional material ordering portion of this module.	
X			Discuss district and school technology needs and capacity to administer the online test with the Technology Coordinator.		
X	X	X	Watch the <b>Accessibility Overview</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
X	X		Watch the <b>Assigning Accommodations</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
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.		
X	X		In WIDA AMS, assign accommodations for students with an IEP or 504 plan.		



## Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		<b>Optional:</b> Modify default test sessions in WIDA AMS to meet district/school needs.		
X	X		Finalize student counts. Add any new students to WIDA AMS and assign them to test sessions.		
X	X	X	Review student data for accuracy in WIDA AMS. Confirm that all students are listed in WIDA AMS and assigned to correct test sessions.	Student demographic information is provided by RIDE based on data submitted by districts via the enrollment census. If any demographic information is not accurate, please ensure your enrollment census is updated with the correct information.	
X	X	X	Watch the <b>Test Scheduling</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
X	X		Create a testing schedule. All <b>Kindergarten</b> and <b>Alternate ACCESS</b> test sessions should be one-on-one. <b>Tip:</b> Allow several days at the end for makeup testing. See the <a href="#">Test Coordinator Manual</a> for help with scheduling.		
X	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 for guidance on seating arrangements.	
X	X	X	Watch the <b>Test Practice and Test Tickets</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
X	X	X	Plan communication for parents/family members about ACCESS for ELLs testing and upcoming testing schedule.	Visit the <a href="#">Family Engagement</a> page for parent/family resources.	
X	X		Watch the <b>Managing Test Materials</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		



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 via UPS and packaged by schools. Only TAs administering the read-aloud accommodation may view materials prior to administration and they must be monitored during review and review must not be more than 48 hours in advance. All secure materials to be distributed and collected daily. No materials are allowed to be stored in classrooms.	
X	X		Review materials for correct amount and type. Report the amount and type of overage to the District Coordinator.		
X	X		Watch the <b>Additional Materials Orders</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
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	X	Review test tickets for accuracy of demographic information and accommodations.		
X	X		<b>Kindergarten, Alternate only</b> – 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.		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Watch the <b>Administering the Test</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course. <b>Kindergarten</b> Complete the <i>Kindergarten ACCESS for ELLs: Administration and Scoring</i> training course. <b>Alternate</b> Complete the <i>Alternate ACCESS for ELLs: Administration and Scoring</i> training course.		
		X	Have students view <a href="#">Test Demos</a> and try <a href="#">Test Practice</a> items <b>Kindergarten</b> Test administrators review Listening and Speaking sample items <b>Alternate</b> Test administrators review sample items		
X	X		Watch the <b>Monitoring Test Progress</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
		X	Pass required certification quiz(zes). Quizzes are located within the training courses.		
X	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.	RIDE allows flexibility on timing of when training should take place. TCs must train all teachers prior to administration of test. <b>All teachers must read the <a href="#">Test Administrator Manual</a> prior to administering the test.</b>	



During Testing

DTC	STC	TA	Task	State-specific Clarification	✓
		X	Set up the testing room according to the <a href="#">Test Administrator Manual</a> . For group settings, ensure students are seated far enough apart to avoid distractions.	A Do Not Disturb sign must be posted on the door, and no announcements can be made over intercom system while students are testing. Content-related materials on walls, desks, etc. must be removed or covered during testing.	
		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	Follow all directions provided in the manuals and scripts. Monitor students to ensure test security.	Extended time (up to 50% additional time) can be given to any student, irrespective of whether they have an IEP or 504 plan.	
X	X	X	After students have completed the Listening and Reading tests, run a Tier Placement Report in WIDA AMS.		
X	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			Keep track of all material requests from schools during testing and place <b>one</b> additional materials order prior to the end of the testing window.	Refer to Section 3 of the <a href="#">Test Coordinator Manual</a> for guidance on additional materials ordering.	
	X	X	Securely store all testing materials in between test sessions.	Central secure (locked) location with access only by Test Coordinator and principal and all materials must be collected for storage between sessions.	

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During Testing

DTC	STC	TA	Task	State-specific Clarification	✓
		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 <b>After Testing</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
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. See <a href="#">Test Coordinator Manual</a> and the Student Management section of the <a href="#">WIDA AMS User Guide</a> 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			Return test materials to DRC.	Scratch paper, unused labels and any test tickets must be destroyed securely. All other secure testing materials must be returned to DRC. Non-secure materials, including the Test Administrator Manual and Test Coordinator Manual, may be shredded or recycled locally. Please do not return non-secure materials to DRC. See Section 3 of the Test Coordinator Manual for a full list of secure and non-secure materials.	
			Watch the <b>Data Validation</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	RIDE will conduct the data validation process.	
			Complete data validation process.	RIDE will conduct the data validation process.	
X	X		Watch the <b>Accessing Score Reports</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
X	X		Review and distribute score reports to designated sites/staff.	Score reports are shipped to the districts.  More information and resources can be found on the <a href="#">Scores and Reports</a> page of the WIDA website.	



After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Communicate with students' parents/family members about ACCESS for ELLs test results.	A copy of the individual student report (ISR) must be provided to families within 2 months of the LEAs receiving the paper copies.	