



RHODE ISLAND 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	Online
Testing Window	January 6, 2025 - February 14, 2025 February 17, 2025 – February 28, 2025 (Make-up Test Window)
WIDA member page	wida.wisc.edu/memberships/consortium/ri
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 • WIDA 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:</p> <ul style="list-style-type: none"> • ACCESS Paper, Kindergarten ACCESS, Alternate ACCESS <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			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 from RIDE to administer paper tests.	
X	X		Communicate roles, responsibilities, and training requirements to test administrators.		
X	X	X	Review training requirements based on your role.	<p>New TAs:</p> <ul style="list-style-type: none"> • Grades 1-12 online: Complete <i>Online ACCESS for ELLs: Administration</i> training course and successfully pass the online quiz. • Grades 1-12 paper: Complete <i>Paper ACCESS for ELLs: Administration</i> training course and successfully pass the online quiz. • Kindergarten Complete <i>Kindergarten ACCESS for ELLs: Administration and Scoring</i> training course and successfully pass the online quiz. • Alternate Complete <i>WIDA Alternate ACCESS: Administration and Scoring</i> training course and successfully pass the online quiz. <p>Returning TAs: 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 WIDA account and agree to the Non-Disclosure and User Agreement (NDUA) that appears automatically upon first login.	<p>TAs and STCs should contact the District Test Coordinator (DTC) or the WIDA Client Services Center to request an account.</p> <p>DTCs should contact RIDE to request an account.</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 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.	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	Complete Module 1: Introduction of the Paper ACCESS for ELLs: Administration training course. This module provides background information about ACCESS Paper, including the test’s purpose, design, and materials, and clarifies your role in testing.	This module is strongly recommended for everyone who goes through the Online Training Module.	
			Submit Pre-ID file to DRC.	This is done by RIDE. Pre-ID file is generated from data submitted through the MLL Census.	
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	This module contains information about Returning Materials that is recommended information for those seeking certification.	
X	X	X	Review “ Accessibility ” in Module 1: Introduction in the Paper ACCESS for ELLs: Administration training course		
X	X		Complete Module 3: Your School, District, & Students in the Paper ACCESS for ELLs Administration training course.		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
			This module focuses on preparing your students for testing and assigning accommodations.		
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		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.	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	Complete Module 4: Administering the Test in the Paper ACCESS for ELLs: Administration training course This module focuses on preparing space, materials, and equipment.	This module contains recommended information needed for those seeking certification.	
X	X		Create a testing schedule. All Speaking tests and all Kindergarten and Alternate ACCESS test sessions are administered one-on-one. <i>Tip: Allow several days at the end for makeup testing. Refer to Test Coordinator Manual for test scheduling resources.</i>		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Reserve space and all necessary equipment (e.g., CD player) for testing days.		
X	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.		
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.	<p>Materials are shipped to districts via UPS and packaged by schools.</p> <p>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.</p> <p>All secure materials to be distributed and collected daily. No materials are allowed to be stored in classrooms.</p>	
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		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.		
X	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.		
X	X	X	<p>Kindergarten Complete the <i>Kindergarten ACCESS for ELLs: Administration and Scoring</i> training course.</p> <p>Alternate Complete the <i>Alternate ACCESS: Administration and Scoring</i> training course.</p>		
		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	Pass required certification quiz(zes). Quizzes are located within the training courses.		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
		X	If you are responsible for administering the Speaking test, complete the applicable training course(s): <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	Pass the required certification quiz(zes) for Speaking scoring training. Quizzes are located within the training courses.	Any TAs who will be scoring a Speaking domain must recertify annually.	
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. All teachers must read the Test Administrator Manual prior to administering the test.	
	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.	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		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.	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	Report additional material needs to the Test Coordinator.		
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>	Refer to Section 3 of the Test Coordinator Manual for guidance on additional materials ordering.	



During Testing

DTC	STC	TA	Task	State-specific Clarification	✓
	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.	
		X	Collect and account for all test materials in between test sessions. Return them to the Test Coordinator.		



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		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			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.	
			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.	RIDE will conduct the data validation process.	
			Complete data validation process.	RIDE will conduct the data validation process.	



After Testing

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