



SOUTH CAROLINA 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 22, 2024 – March 8, 2024
WIDA member page	Wida.wisc.edu/memberships/consortium/sc
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.	<ul style="list-style-type: none"> • Test administrators must be certified teachers who have completed the relevant training and certification quizzes on the WIDA Secure Portal. • District test coordinators can determine if a TA who is not a certified teacher is qualified to administer the assessment. However, the TA must still complete all necessary training and complete the certification quizzes. If the TA is not a certified teacher or language specialist, it is highly recommended that they do not score any of the assessments locally. Any portion of the assessments that are scored locally should be done so by a trained Multilingual Learner Program Specialist (MLPS) or language specialist. 	
X	X		Communicate roles, responsibilities, and training requirements to test administrators.		
X	X	X	Review training requirements based on your role.	<ul style="list-style-type: none"> • All test coordinators, test administrators, and monitors are required to participate in the district/school test security assessment training on an annual basis. • All personnel with access to secure testing materials must sign the appropriate SC Agreement to Maintain Test Security and Confidentiality. • All DTCs, STCs, TAs and Monitors are responsible for reading the appropriate manual (Test Coordinator Manual or Test Administrator Manual). 	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
				<p>New and Returning TAs will complete the appropriate ACCESS Training Courses found on the WIDA Secure Portal, and pass the appropriate quizzes for the assessment(s) to be administered:</p> <ul style="list-style-type: none"> • Online ACCESS for ELLs: Administration • Kindergarten ACCESS for ELLs: Administration and Scoring • WIDA Alternate ACCESS: Administration and Scoring <p>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	<p>Log in to your WIDA account and agree to the Non-Disclosure and User Agreement (NDUA) that appears automatically upon first login.</p>	<ul style="list-style-type: none"> • DTCs will contact Deann McManus at dsmcmanus@ed.sc.gov to request an WIDA District Test Coordinator account. • DTCs will create WIDA accounts for STCs and TAs. • WIDA requires educators to agree to the Non-Disclosure and User Agreement annually. <p><i>*A paper copy of the WIDA Non-Disclosure and User Agreement should be kept on file by the district for any staff without a WIDA Secure Portal account that handles secure WIDA materials.</i></p>	
X	X	X	<p>Log in to WIDA AMS and agree to security terms that appear automatically at first login.</p> <p>1. 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.</p>	<ul style="list-style-type: none"> • This is done once at initial log in to WIDA AMS. 	
X	X	X	<p>Complete Module 1: Introduction of the Online ACCESS for ELLs: Administration training course.</p>	<ul style="list-style-type: none"> • This Overview module can be provided during district training for STCs and TAs. 	



Before Testing

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			This module provides background information about ACCESS Online, including the test’s purpose, design, and materials, and clarifies your role in testing.		
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>	<ul style="list-style-type: none"> • DTCs will contact Deann McManus at dsmcmanus@ed.sc.gov to request a WIDA AMS District Test Coordinator account. • DTCs will create WIDA AMS accounts for STCs, TAs, and Technology Coordinators. 	
			Submit Pre-ID file to DRC.	<ul style="list-style-type: none"> • DTCs should make sure that all schools have accurately entered all English proficiency coding into PowerSchool before 11/30/2023. • SCDE will collect ACCESS for ELLs precode data on 11/30/2022. 	
			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.	Materials will be ordered via the pre-ID file sent to DRC. See below for information on material shipments and Additional Materials Ordering processes.	



Before Testing

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X			Order materials in WIDA AMS.	<ul style="list-style-type: none"> Materials will be ordered via the pre-ID file sent to DRC. Grades 1 – 3 Writing is administered in a paper-based format. WIDA AMS will automatically calculate the number of test booklets needed for grades 1-3, based on the number of online students. Grades 4 – 12 Writing is administered online. However, districts may choose to utilize the dual online/paper mode for Grades 4/5 only, where the writing directions and prompts are viewed online by the students, and the response is handwritten in the student response booklets. Districts choosing to utilize the student response booklets for grades 4/5 would order the Writing response booklets in the Additional Materials Order. Materials for students with Paper Administration required by an IEP or 504 will be ordered via pre-code. DTCs should complete pre-code in PowerSchool by 11/30/2023. Districts may request ACCESS for ELLs Paper through a special circumstance request for other unique student needs. This request must be approved by the SCDE, Office of Assessment, ELP Assessment Program Manager. If approved, materials may be ordered via pre-code or during the Additional Materials Window. Contact Deann McManus (dsmcmanus@ed.sc.gov) for more information. 	
X	X		Discuss district and school technology needs and capacity to administer the online test with the Technology Coordinator.	<ul style="list-style-type: none"> Work with District and School IT staff to prepare for online testing. 	
X	X		Complete Module 3: Preparing Your Students, School, & District in the Online ACCESS for ELLs: Administration training course. This module focuses on preparing your students for testing and assigning accommodations.	<ul style="list-style-type: none"> Assigning the correct accommodations is essential to avoid test security violations. Please reach out the SCDE, Office of Assessment, Accommodations and Accessibility Specialist for any questions. 	



Before Testing

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	X		<p>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.</p>	<ul style="list-style-type: none"> • Accommodations for ACCESS for ELLs and Kindergarten ACCESS for ELLs should be established by the IEP team or 504 Plan committee. Accommodations checklists for ACCESS for ELLs Online and Kindergarten ACCESS for ELLs can found in Appendix D of the Accessibility and Accommodations Manual. Once accommodations for ACCESS for ELLs are identified, they must be recorded in the student’s IEP or 504 plan. • Participation in Alternate ACCESS for ELLs is determined by the student’s IEP team and is documented on the IEP. See the Accessibility and Accommodations Manual for details on allowable accommodations on the Alternate ACCESS. • Students who are MLs and are students with a disability may have two plans to meet their needs, an IEP or 504 Plan, and an Individualized Language Acquisition Plan (ILAP). Both the ML and special educations specialists are required to be on the team to meet and discuss accommodations and need of the student for any IEP, 504 Plan, or ILAP for dual identified students. • Accommodations specific to students with disabilities should only be listed in the IEP or 504 Plan. ILAPs only contain accommodations that are applicable to all MLs. 	
	X		<p>In WIDA AMS, assign accommodations for students with an IEP or 504 plan.</p>	<ul style="list-style-type: none"> • STCs must add individual accommodations in WIDA AMS. This is done in Student Management. • Only accommodations that are available online will appear on the test ticket and test roster. NA will be listed for all accommodations outside of the three online accommodations: Manual Control of item audio [MC]; Repeat item audio [RA]; and Extended Speaking Response time [ES]. • TAs should be informed of all accommodations to be provided per the IEP or 504 Plan prior to the start of the testing session. 	



Before Testing

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	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.	<ul style="list-style-type: none"> • Test sessions are automatically generated by school, domain, and grade. • New students may be added to existing test sessions or new test sessions may be created as needed. 	
	X		Confirm that all students are listed in WIDA AMS and assigned to test sessions. Add any new students to WIDA AMS and assign them to test registrations.		
X	X		Review student data for accuracy in WIDA AMS.	<ul style="list-style-type: none"> • If student demographic information is incorrect, changes may be made in WIDA AMS. • If the Pre-ID label is not available for use, or was not obtained for the student, a District/School Label will be applied to the student booklet and the student demographic information will be hand-coded. 	
X	X		<p>Complete Module 4: Administering the Test in the Online ACCESS for ELLs: Administration training course.</p> <p>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.</p>	<ul style="list-style-type: none"> • ACCESS for ELLs is not a timed test. The times in the Test Administrator Manual are only suggestions for scheduling. • South Carolina requires that students complete testing for a particular domain within the school day and may not extend into multiple days. For special circumstances, please contact the ELP Assessment Program Manager. • Test group sizes must follow the WIDA recommendations. Therefore, Listening, Reading, and Writing sessions may not contain more than 15 students at one time. Speaking test sessions may not contain more than 5 students at one time. • Students should test in a familiar space and with a trusted and familiar TA. 	



Before Testing

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	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>	<ul style="list-style-type: none"> STCs and TAs should work together to develop a testing schedule. For Online administration only, students taking the same domain may be combined across grade level and/or tier. Listening and Reading must be completed prior to Speaking and Writing. Kindergarten ACCESS and Alternate ACCESS are individual administrations. 	
	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 .	<ul style="list-style-type: none"> Seating charts are strongly recommended by the SCDE, but are not required for ACCESS for ELLs. 	
X	X		Review “Pep Talks, Test Demo, and Test Practice” in Module 3 of the Online ACCESS For ELLs: Administration training course..	<ul style="list-style-type: none"> It is the DTC/STC responsibility to print and prepare test tickets. Test tickets are secure materials and all test security measures must be in place. TAs may not act as the STC. 	
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.	<ul style="list-style-type: none"> Tuesday, January 16, 2024 Districts Receive Test Materials All personnel with access to secure testing materials must sign the appropriate SC Agreement to Maintain Test Security and Confidentiality. 	
	X		Review materials for correct amount and type. Report the amount and type of overage to the District Coordinator.	<ul style="list-style-type: none"> STCs should report overages to DTC prior to the opening of the test window on January 22, 2024. 	
X			Review “Ordering Additional Materials” in Module 2 of the Online ACCESS for ELLs: Administration training course.	<ul style="list-style-type: none"> Additional Materials Ordering will occur between January 16, 2024 and March 8, 2024. Districts should do their best to have only one additional materials order. 	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
	X		Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.	<ul style="list-style-type: none"> • If student demographic information is incorrect, changes should be made in WIDA AMS. • If the Pre-ID label is not available for use, or was not obtained for the student, a District/School Label will be applied to the student booklet and the student demographic information will be hand-coded. 	
	X		Check District/School Labels for accuracy. Contact DRC Customer Support if information is incorrect.	<ul style="list-style-type: none"> • STCs should contact DRC if the DISTRICT/SCHOOL LABEL is incorrect prior to the opening of the test window on 1/22/24. 	
	X		<p>Print test tickets and test rosters. Securely store according to state and local policies.</p> <p>Review “Test Tickets & Rosters” in Module 4 of the Online ACCESS for ELLs: Administration training course.</p>	<ul style="list-style-type: none"> • Listening and Reading test tickets are to be printed first. • After running Tier Placement Report, Speaking and Writing Test tickets are printed. • Test Rosters and Test Tickets are secure testing materials, and should be stored securely until immediately prior to test administration. • Test Rosters and Test Tickets must be securely destroyed by the LEA. 	
	X		Review test tickets for accuracy of demographic information and accommodations.	<ul style="list-style-type: none"> • Only the accommodations provided online will appear on the Test Ticket. Test Administrator must be made aware of additional accommodations to be provided according to the IEP or 504 Plan prior to the start of the test session. 	
	X		<p>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.</p>	<ul style="list-style-type: none"> • Demographic information in WIDA AMS and on the Pre-ID label/or hand-coded should match. • If student demographic information is incorrect, changes should be made in WIDA AMS. • If the Pre-ID label is not available for use, or was not obtained for the student, a District/School Label will be applied to the student booklet and the student demographic information will be hand-coded. 	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
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>	<p>New for 23-24: All WIDA Alternate ACCESS test administrators are required to certify this year. Certification must be completed after September 1, 2023 to be valid. Certifications from prior years are based on the previous version of the test and are no longer valid.</p>	
	X	X	<p>Have students view Test Demos and try Test Practice items</p> <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 has a new look and feel. Schedule extra time to become familiar with the layout and navigation. <p>Kindergarten Test administrators review Listening and Speaking sample items</p> <p>Alternate Test administrators review sample items</p>	<ul style="list-style-type: none"> Students should have ample instruction on the online testing procedures, utilizing the Test Demos. Practice of test procedures and the use of the Universal Tools should be provided, utilizing the Test Practice items. Students with documented accommodations should have instruction and practice in the use of online accommodations. See Preparing Students for ACCESS for ELLs Online for more information. 	
	X		Review “ Tracking Site Completion Status ” in Module 2 of the Online ACCESS for ELLs: Administration training course.		
		X	Pass required certification quiz(zes). Quizzes are located within the training courses.	<p>New and Returning TAs will complete the appropriate ACCESS Training Courses on the WIDA Secure Portal, and pass the appropriate quizzes for the assessment(s) to be administered:</p> <ul style="list-style-type: none"> Online ACCESS for ELLs: Administration Kindergarten ACCESS for ELLs: Administration and Scoring WIDA Alternate ACCESS: Administration and Scoring 	
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.	<ul style="list-style-type: none"> All required training and certification quizzes must be completed prior to the administration of the test. 	



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	Gather test administration materials: Test Administrator Script(s), Test Administrator Manual, test tickets, test roster, Writing Booklets, #2 pencils, clock, etc.	<ul style="list-style-type: none"> STCs are responsible for signing out/in secured test materials with TAs. Administer Listening and Reading domains first. 	
		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.		
	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. 	<ul style="list-style-type: none"> Adjust schedule to accommodate groups by tier and grade-level if needed. Print test tickets for Speaking and Writing. 	
	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.	<ul style="list-style-type: none"> Make sure correct Pre-ID label is applied to correct booklet (grade cluster, domain, and tier.) Demographic information in WIDA AMS and on the label should match. If student demographic information is incorrect, changes should be made in WIDA AMS. If the Pre-ID label is not available for use, or was not obtained for the student, a District/School Label will be applied to the student booklet and the student demographic information will be hand-coded. 	



During Testing

DTC	STC	TA	Task	State-specific Clarification	✓
	X		Report additional material needs to the District 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 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>	<ul style="list-style-type: none"> Additional Materials Order window in AMS: 1/16/24 – 3/1/24 Districts will be permitted only one additional materials order. Overage from initial materials order will be split - 7.5% to the schools, 7.5% to the district. Utilize overage materials prior to requesting an additional materials order. 	
	X	X	Securely store all testing materials in between test sessions.		
		X	Collect and account for all test materials. Return them to the Test Coordinator.	<ul style="list-style-type: none"> Secured materials should be signed back in to the STC after each test session. TAs may not leave secured materials unattended or take them home. 	



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	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.	<ul style="list-style-type: none"> Accommodations should be included in WIDA AMS and coded appropriately on any student test documents. 	
X	X		Prepare test materials for return. Refer to Returning Test Materials in Section 3 of the Test Coordinator Manual.	<ul style="list-style-type: none"> If you choose to ship completed materials before the end of testing, retain some of the unused overage, in the event that new students arrive prior to the end of the testing window. 	
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.	<ul style="list-style-type: none"> Last day to ship completed Test Materials – Friday, 3/22/24 Unused PRE-ID Labels, DISTRICT/SCHOOL labels and used scratch paper must be securely destroyed locally. Non-Secure materials including the Test Administrator Manual, Test Coordinator Manual, and Online Test Administrator Script for Grades 4-12 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 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.	<ul style="list-style-type: none"> Data validation will be completed utilizing WIDA AMS. Pre-reporting data validation: 4/19/24 – 4/25/24 Post-reporting data validation: 5/15/24 – 5/21/24 	



After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
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. 		
	X		Communicate with students' parents/family members about ACCESS for ELLs test results. <ul style="list-style-type: none"> Updated score reporting resources for WIDA Alternate ACCESS will be available in fall 2024. 	<ul style="list-style-type: none"> Additional score reports can be generated locally, and in a variety of languages in WIDA AMS. 	