



SOUTH DAKOTA ACCESS for ELLs Online Checklist 2024-2025



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 28, 2025 – February 28, 2025
WIDA member page	wida.wisc.edu/memberships/consortium/sd
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 Assessment Coordinator (DAC) task School Assessment Coordinator (SAC) task Test Administrator (TA) task 	<p>Kindergarten Applies to Kindergarten ACCESS only</p> <p>Alternate Applies to Alternate ACCESS only</p>



Before Testing

DAC	SAC	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>TAs must complete training course, including passing the quiz. Annual recertification is required for ACCESS for ELLs Online.</p> <p>Kindergarten TAs complete the Kindergarten ACCESS for ELLs: Administration and Scoring training course. Annual certification is required.</p> <p>Alternate TAs complete the Alternate ACCESS for ELLs: Administration and Scoring training course. Annual certification is required.</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>To obtain an account, DACs should contact SD DOE.</p> <p>To obtain an account, SACs/TAs should contact their District Testing Coordinator.</p> <p>South Dakota requires that a copy of the NDUA should be kept on file for all educators working with the WIDA Assessments.</p>	



Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
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>To obtain an account, DACs should contact SD DOE.</p> <p>To obtain an account, SACs/TAs should contact their District Testing Coordinator.</p> <p>Technology Coordinators should contact their District Testing Coordinator or SD DOE to obtain an account.</p>	
X	X	X	<p>Complete Module 1: Introduction of the Online ACCESS for ELLs: Administration training course.</p> <p>This module provides background information about ACCESS Online, including the test’s purpose, design, and materials, and clarifies your role in testing.</p>	<p>Required for new-to-testing educators only. Recommended to review as needed for returning educators.</p>	
X			<p>Set up WIDA AMS accounts for Technology Coordinators and Test Administrators. <i>Tip: If you need assistance, review the WIDA AMS User Guide.</i></p>	<p>To obtain an account, Technology Coordinators should contact their District Testing Coordinator or SD DOE.</p>	
			<p>Submit Pre-ID file to DRC.</p>	<p>The Pre-ID file is uploaded by the SEA. DACs need to make sure all students are properly identified as EL in Infinite Campus.</p> <p>Grades 4-12 Writing Response Booklets will not be ordered or shipped with initial materials order. If needed, SEA approval is required to order in the Additional Materials ordering window.</p>	
			<p>Complete Module 2: Planning & Logistics in the Online ACCESS for ELLs: Administration training course.</p>	<p>SEA orders all materials including additional materials for districts.</p>	



Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
			This module focuses on ordering and returning materials, as well as managing, distributing, and securing test materials.		
			Order materials in WIDA AMS.	Students in grades 4-5 will keyboard their response to the Writing domain.	
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: Your Students, School and District in the Online ACCESS for ELLs: Administration training course. This module focuses on preparing a detailed testing schedule, preparing your students for testing, and assigning accommodations.	Required for new-to-testing educators only. Recommended to review as needed for returning educators	
	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.	South Dakota follows the WIDA Guidelines for accommodations, students must have an active IEP or 504 Plan.	
X	X		In WIDA AMS, assign accommodations for students with an IEP or 504 plan.	District staff can only modify accommodations and Do Not Score codes.	
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.		



Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
X			Finalize student counts. Add any new students to WIDA AMS and assign them to registrations.	SD DOE adds all new students to WIDA AMS. Contact SD DOE to add any new students. The DACs and SACs can assign them to test sessions and finalize student counts.	
X	X	X	Review student data for accuracy in WIDA AMS. Confirm that all students are listed in WIDA AMS and assigned to correct registrations.	DACs, SACs, TAs should contact SD DOE if student demographic information needs to be edited prior to or during testing. DACs may update student information after testing, if necessary, during the data validation window.	
X	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 (test tickets), preparing space, materials, and equipment, and technology troubleshooting.	SD DOE recommends that one domain per day is administered and group sizes are the same as for instruction. Required for new-to-testing educators only. Recommended to review as needed for returning educators.	
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>	SD DOE recommends that one domain per day is administered and group sizes are the same as for instruction. On Kindergarten ACCESS, Speaking and Listening are administered together.	
		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.	Required for new-to-testing educators only. Recommended to review as needed for returning educators.	



Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
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 of the Online ACCESS for ELLs: Administration training course.	Required for new-to-testing educators only. Recommended to review as needed for returning educators.	
X			Receive, inventory, and distribute test materials to designated sites/staff.	Materials, including overage, will be shipped via UPS to districts and packaged by schools. Materials are shipped to the district address found on the SD DOE Directory. When materials are distributed, TAs may review and securely store prior to test administration.	
	X		Review materials for correct amount and type. Report the amount and type of overage to the District Coordinator.		
			Review “ Ordering Additional Materials ” in Module 2 of the Online ACCESS for ELLs: Administration training course.	If DACs need additional materials; they must contact the SEA for approval. The SEA will order any additional materials during the additional material ordering window. Grades 4-12 Writing Response Booklets will not be ordered or shipped with initial materials order. If needed, SEA approval is required to order in the Additional Materials ordering window.	
X	X		Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.	DACs and SACs need to verify that the Pre-ID labels are accurate. If they are not, contact SD DOE to edit in WIDA AMS.	
X	X		Check District/School Labels for accuracy. Contact DRC Customer Support if information is incorrect.		



Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
X			Print test tickets and test rosters. Securely store according to state and local policies.	DACs or designee can regenerate test tickets if needed	
X	X	X	Review test tickets for accuracy of demographic information and accommodations.	DACs can assign accommodations in WIDA AMS. SEA only can edit demographic information. 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]).	
X	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.	Please ensure that the information that is been bubbled matches exactly what is in Infinite Campus. If you have a new student who was not initially pulled via the Pre-ID file and you don't have a district/school label, please notify SD DOE.	
		X	Kindergarten Complete the Kindergarten ACCESS for ELLs: Administration and Scoring training course. Alternate Complete the Alternate ACCESS: Administration and Scoring training course.		
		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. Kindergarten Test administrators review Listening and Speaking sample items Alternate Test administrators review sample items		



Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
X	X		Review “Tracking Site Completion Status” in Module 2 of the Online ACCESS for ELLs: Administration training course. New for 2024-25: Student Status and Test Status features in the Operational Dashboard in WIDA AMS have replaced status reports, online testing statistics, and the student status dashboard. Find the Operational Dashboard in WIDA AMS Reporting Services.	Required for new-to-testing educators only. Recommended to review as needed for returning educators.	
		X	Pass required certification quiz(zes). Quizzes are located within the training courses.	SD DOE requires that all TAs recertify annually.	
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

DAC	SAC	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.	SD DOE requires any posters, instructional material, etc. to be covered during a test administration. Do Not Disturb signs should be posted. Schedules should be available to secretaries or other office staff so there are no interruptions during testing. Any supports that are part of instruction, such as use of highlighters, scratch paper, or note taking, can be used while taking the test.	
		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.	SD DOE allows for translation of test directions. Staff must sign the WIDA Non-Disclosure and User Agreement if they are assisting with translation of directions.	



During Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
X	X	X	<p>After students have completed the Listening and Reading tests, determine students' tier placement information in WIDA AMS.</p> <p>View "Screencast: Tier Placement Information" in the "Test Day: Listening & Reading" section of Module 4 of the Online ACCESS for ELLs: Administration training course to learn how to export registration details in WIDA AMS.</p>		
X	X	X	<p>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.</p>	<p>If you have a new student who was not initially pulled via the Pre-ID file and you don't have a district/school label, please notify SD DOE.</p> <p>For students with no Pre-ID label please make sure the information that is bubbled in matches exactly what is in WIDA AMS and Infinite Campus, especially for students in grades 1-3. Incorrect information on booklet will create two records and therefore a delay in student results.</p>	
		X	<p>Report additional material needs to the District Test Coordinator.</p>		



During Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
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 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>Contact SD DOE for additional materials. SD DOE will order additional materials for districts. Check coverage first before contacting SD DOE.</p>	
X	X		<p>Securely store all testing materials in between test sessions.</p>	<p>Anyone administering ACCESS for ELLs Online or Paper is expected to complete all security agreements on the WIDA website and WIDA AMS.</p>	
		X	<p>Collect and account for all test materials. Return them to the Test Coordinator.</p>		



After Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
X	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.	All test materials need to be returned to DAC. DAC should destroy all scratch paper securely.	
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.	If applicable, fill in the Do Not Score code for the Listening, Reading, Writing or Speaking domain. Refer to the Test Coordinator Manual for detailed instructions.	
X	X		Prepare test materials for return. Refer to Returning Test Materials in Section 3 of the Test Coordinator Manual.	Transcriptions need to be done immediately after testing. Schools should follow the same procedures as for South Dakota ELA, Math and Science Assessments.	
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.	Unused Pre-ID labels and scratch paper should be 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			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.	Required for new-to-testing educators only. Recommended to review as needed for returning educators. Districts complete data validation.	



After Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
X			Complete data validation process.	District Assessment Coordinators complete pre-reporting data validation in WIDA AMS.	
X			Review and distribute score reports to designated sites/staff.		
X	X		Communicate with students' parents/family members about ACCESS for ELLs test results.	Exit Criteria for ELLs	