



SOUTH DAKOTA ACCESS for ELLs Online Checklist 2020-2021



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 25, 2021 – February 26, 2021
WIDA member page	wida.wisc.edu/memberships/consortium/sd
Online Resources	
<ul style="list-style-type: none"> • ACCESS for ELLs Test Administrator Manual (TAM) <i>Test administration policies and procedures</i> • ACCESS for ELLs Test Coordinator Manual (TCM) <i>Test coordination policies and procedures</i> • ACCESS for ELLs Accessibility and Accommodations Supplement <i>Accessibility and accommodations policies and procedures</i> • Technology Readiness Checklist <i>For Technology Coordinators</i> 	<ul style="list-style-type: none"> • ACCESS for ELLs Interpretive Guide for Score Reports • Alternate ACCESS for ELLs Interpretive Guide for Score Reports • WIDA AMS User Guide • Q&A Webinar Calendar <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 	<ul style="list-style-type: none"> K Kindergarten ACCESS task A Alternate ACCESS task Opt Task may be optional depending on school or district procedures.



Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
x	x	x	Determine which ACCESS for ELLs assessment you are responsible for administering: Online, Paper, Kindergarten (K), or Alternate (A).		
x	x	x	Review training requirements based on your role.	<p>TAs must complete tutorials and quiz. It is highly recommended that TAs annually recertify for Online ACCESS.</p> <p>K TAs review training materials and complete quiz. Highly recommended that TAs recertify annually.</p> <p>A TAs complete tutorials and quiz. Highly recommended that TAs certify annually.</p>	
x	x	x	Log in to your WIDA account and agree to the Non-Disclosure and User Agreement (NDUA) that pops up 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>	
x	x	x	Log in to WIDA AMS and agree to security terms that appear automatically at 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>Technology Coordinators should contact their District Testing Coordinator or SD DOE to obtain an account.</p>	
x	x	x	Watch the Training Overview tutorial .	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			Set up WIDA AMS accounts for Technology Coordinators and Test Administrators. Tip: <i>If you need assistance, review the WIDA AMS User Guide.</i>	To obtain an account, Technology Coordinators should District Testing Coordinators or SD DOE.	
			Submit Pre-ID file to DRC.	The Pre-ID file is uploaded by the SEA. DACs need to make sure all students are properly identified as EL in Infinite Campus . Grades 4-12 Writing Response will not be ordered or shipped with initial materials order. If needed, SEA approval is required to order in the Additional Materials ordering window.	
			Watch the Ordering Materials tutorial.	SEA orders all materials including additional materials for districts.	
			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. Opt		
x	x	x	Watch the Accessibility Overview tutorial .	Required for new-to-testing educators only. Recommended to review as needed for returning educators	
x	x		Watch the Assigning Accommodations tutorial .	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 Supplement 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		Modify default test sessions in WIDA AMS to meet district/school needs. Opt		



Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
x			Finalize student counts. Add any new students to WIDA AMS and assign them to test sessions.	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	Review student data for accuracy in WIDA AMS.	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	Confirm that all students are listed in WIDA AMS and assigned to test sessions.		
x	x	x	Watch the Test Scheduling tutorial .	SDDOE 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 K and Alternate ACCESS A test sessions should be one-on-one. Tip: <i>Break testing down into days in the window. Allow several days at the end for makeup testing. See the Test Coordinator Manual for help with scheduling.</i>	SDDOE recommends that one domain per day is administered and group sizes are the same as for instruction.	
		x	Plan a seating arrangement for testing areas. Verify that students are adequately spaced for the Speaking Test. Opt	Refer to Test Scheduling in Section 6 of the TCM for guidance on seating arrangements.	
x	x	x	Watch the Test Practice and Test Tickets tutorial .	Required for new-to-testing educators only. Recommended to review as needed for returning educators	
x	x	x	Plan communication for parents/family members about ACCESS for ELLs testing and upcoming testing schedule.	Visit the Family Engagement page for parent/family resources.	
x	x		Watch the Managing Test Materials tutorial .	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			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 accuracy. Report the amount and type of overage to the District Coordinator.		
			Watch the Additional Materials Orders tutorial.	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 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.		
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]).	



Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
x	x	x	<p>K , A 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>	<p>Please ensure that the information that is been bubbled matches exactly what is in Infinite Campus.</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>	
		x	<p>Watch the Administering the Test tutorial.</p> <p>K Watch the Kindergarten Training Video Series.</p> <p>A Watch the Alt ACCESS Test Administration Tutorial.</p>	<p>TAs that are administering the KG and Alt. ACCESS test need to watch videos.</p>	
		x	<p>Have students view Test Demos and try Test Practice items</p> <p>K Test administrators review Listening and Speaking sample items</p> <p>A Test administrators review sample items</p>		
x	x		<p>Watch the Monitoring Test Progress tutorial (applies to online testing only). Tip: <i>This tutorial references tools in WIDA AMS that require coordinator level permissions.</i></p>	<p>Required for new-to-testing educators only. Recommended to review as needed for returning educators</p>	
		x	<p>Take the Online Administration Quiz and pass with a score of 80% or higher.</p> <p>K Take the Kindergarten Quiz.</p> <p>A Take the Alt ACCESS Quiz.</p>	<p>SD DOE highly recommends that all TAs recertify annually.</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>		



During Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
		x	Set up the testing room according to the TAM . For group settings, ensure students are seated far enough apart to avoid distractions.	SDDOE 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.	
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.	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. 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.	
		x	Report additional material needs to the District Test Coordinator.		



During Testing

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



After Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
x	x	x	Watch the After Testing tutorial .		
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.	If applicable, fill in the Do Not Score code for the Listening, Reading, Writing or Speaking domain. Refer to the Test Administrator Manual for detailed instructions.	
x	x		Prepare test materials for return.	Refer to Returning Test Materials in Section 3 of the TCM . Transcriptions need to be done immediately after testing. Schools should follow the same procedures as for SBAC.	
x	x		Return test materials to DRC.	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 TCM for a full list of secure and non-secure materials.	
x			Watch the Data Validation tutorial .	Required for new-to-testing educators only. Recommended to review as needed for returning educators. Districts complete data validation.	
x			Complete data validation process.	District Assessment Coordinators complete pre-reporting data validation in WIDA AMS.	
x	x	x	Watch the Accessing Score Reports tutorial .		
x			Review and distribute score reports to designated sites/staff.	See the WIDA Scores & Reports page for information about the various score reports.	
x	x		Communicate with students' parents/family members about ACCESS for ELLs test results.	SD Exit Criteria Visit the Family Engagement page for parent/family resources.	