



SOUTH DAKOTA 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	Paper
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"> • 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 • 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 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 Paper.</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: 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 signed 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. 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>To obtain an account, DACs should contact SD DOE.</p> <p>To obtain an account, SACs/TAs should contact their District Testing Coordinator.</p>	



Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
X	X	X	<p>Complete Module 1: Introduction of the Paper ACCESS for ELLs: Administration training course.</p> <p>This module provides background information about ACCESS Paper, including the test’s purpose, design, and materials, and clarifies your role in testing.</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>Complete Module 2: Planning & Logistics in the Paper ACCESS for ELLs: Administration training course.</p> <p>This module focuses on ordering and returning materials, as well as managing, distributing, and securing test materials</p>		
			<p>Order materials in WIDA AMS.</p>	<p>SEA orders all materials including additional materials for districts.</p>	
X	X	X	<p>Review “Accessibility” in Module 1: Introduction in the Paper ACCESS for ELLs: Administration training course</p>	<p>Required for new-to-testing educators only. Recommended to review as needed for returning educators</p>	
X	X		<p>Complete Module 3: Your School, District, & Students in the Paper ACCESS for ELLs Administration training course.</p> <p>This module focuses on preparing your students for testing and assigning accommodations.</p>	<p>Required for new-to-testing educators only. Recommended to review as needed for returning educators.</p>	
	X	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</p>	<p>South Dakota follows the WIDA Guidelines for accommodations, students must have an active IEP or 504 Plan.</p>	



Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
			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	Review student data for accuracy in WIDA AMS.	DACs, SACs, and/or 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 data validation window.	
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.	SD DOE recommends that one domain per day is administered and group sizes are the same as for instruction. Module required for new-to-testing educators only. Recommended to review as needed for returning educators.	
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>	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	X		Reserve space and all necessary equipment (e.g., CD player) for testing days.		
		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 .		



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: Planning & Logistics in the Paper 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: Planning & Logistics in the Paper 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 materials ordering window. 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	X		Apply labels to Test Booklets.	Before applying Pre-ID label make sure student information is correct.	
X	X		Bubble in demographic information and apply a District/School Label to Test Booklets that do not have Pre-ID Labels.	Refer to the information included on the SD state page and in the Test Administrator Manual and/or Test Coordinator Manual for guidance. If labels are unavailable and/or you need assistance with codes, please contact 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 review Listening and Speaking paper sample items . Kindergarten Test administrators review Listening and Speaking sample items Alternate Test administrators review sample items		
		X	Pass required certification quiz(zes). Quizzes are located within the training courses.	SD DOE requires that all TAs recertify annually.	
		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 	SD DOE requires that all TAs recertify annually.	



Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
		X	Pass the required certification quiz(zes) for Speaking scoring training. 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.		
		X	Try out the Listening and Speaking CD(s) and CD player prior to the day of testing.		
	X		Distribute test session rosters to Test Administrators.		



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		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.	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.	
		X	Report additional material needs to the Test Coordinator.		



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 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>	<p>Contact SD DOE for additional materials. SD DOE will order additional materials for districts. Check overage 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 in between test sessions. 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: 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.	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 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 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.	
X			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.	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.	



After Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
X	X	X	Watch the Accessing Score Reports module, located in the <i>Paper ACCESS for ELLs: Administration</i> course.		
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	