



TENNESSEE
ACCESS for ELLs Online Checklist
2022-2023



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	February 13, 2023 – April 3, 2023 Alternate ACCESS Field Test: February 14 – April 17, 2023
WIDA member page	wida.wisc.edu/memberships/consortium/tn
Online Resources	
<p>Training Courses (login to Secure Portal required)</p> <ul style="list-style-type: none"> • Online ACCESS for ELLs: Administration • Alternate ACCESS for ELLs: 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 ■ Building Test Coordinator (BTC) task ■ Test Administrator (TA) task 	<p>Kindergarten Applies to Kindergarten ACCESS only</p> <p>Alternate Applies to Alternate ACCESS only</p>



Before Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
	X	X	Determine which ACCESS for ELLs assessment(s) you are responsible for administering.	<p>Paper is only allowed for approved Unique Accommodations Requests approved by the State of Tennessee Dept. of Education.</p> <p>For 2022-23: The guidance in this document around material orders and management, and return of test materials; or around test scheduling or administration, does not apply to the Alternate ACCESS Field Test, taking place in Spring 2023. Please see Alternate ACCESS for ELLs Field Test: coming to schools in early 2023 for additional information.</p>	
X	X		Communicate roles, responsibilities, and training requirements to test administrators.		
X	X	X	Review training requirements based on your role.	<p>New TAs and Returning TAs: Must be certified ESL teachers.</p> <p>New TAs and Returning TAs: Annual recertification is required for Online ACCESS, Kindergarten ACCESS, and Alternate ACCESS.</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>New District Test Coordinators should send an email to the State of Tennessee Dept. of Education SEA Nancy Williams at Nancy.E.Williams@tn.gov.</p> <p>New STCs/TAs will request a WIDA Secure Portal account from their DTC.</p>	
X	X	X	Log in to WIDA AMS and agree to security terms that appear automatically at first login.	<p>If DTC is new to district, email State of Tennessee Dept. of Education SEA Nancy Williams at Nancy.E.Williams@tn.gov.</p> <p>DTC will be able to create accounts for STCs, TAs, and Technology Coordinators.</p>	
X	X	X	Watch the Training Overview module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		



Before Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
X			Set up WIDA AMS accounts for Technology Coordinators and Test Administrators. Tip: If you need assistance, review the WIDA AMS User Guide .		
			Submit Pre-ID file to DRC.	The Pre-ID file is uploaded by the SEA on 12/3/2022. All data must be correct in the district student information system at least 48 hours before the data pull on December 3, 2022.	
X	X	X	Watch the Ordering Materials module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
X			Order materials in WIDA AMS.	Districts will only order an Additional Materials Order (AMO) if additional materials are needed. State SEA will place initial order for state.	
X	X		Discuss district and school technology needs and capacity to administer the online test with the Technology Coordinator.		
X	X	X	Watch the Accessibility Overview module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
X	X	X	Watch the Assigning Accommodations module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
	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	In WIDA AMS, assign accommodations for students with an IEP or 504 plan.		
X			Finalize student counts. Add any new students to WIDA AMS and assign them to test sessions. Optional: Edit test sessions to enable Test Monitoring on test sessions as desired. See WIDA AMS User Guide for details.		



Before Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
X			Review student data for accuracy in WIDA AMS. Confirm that all students are listed in WIDA AMS and assigned to test sessions.	DTCs will be able to edit student information in WIDA AMS if needed.	
X			Watch the Test Scheduling module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
	X		Create a testing schedule. All Kindergarten and Alternate ACCESS test sessions are administered one-on-one. Tip: Allow several days at the end for makeup testing. See the Test Coordinator Manual for help with scheduling.		
	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	Watch the Test Practice and Test Tickets module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
	X	X	Plan communication for parents/family members about ACCESS for ELLs testing and upcoming testing schedule.		
X	X		Watch the Managing Test Materials module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
X	X		Receive, inventory, and distribute test materials to designated sites/staff.	New for 2022-23: Braille sample items will be included in all braille kits. Sample items do not need to be returned to DRC.	
	X		Review materials for correct amount and type. Report the amount and type of overage to the District Coordinator.		
X			Watch the Additional Materials Orders module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
X			Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.		
			Check District/School Labels for accuracy. Contact DRC Customer Support if information is incorrect.		



Before Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
	X	X	Print test tickets and test rosters. Securely store according to state and local policies.	You will need to define this policy for your district and distribute.	
		X	Review test tickets for accuracy of demographic information and accommodations.	You will need to define a system to check in (i.e. accomodations, list distribution).	
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.		
X	X	X	Watch the Administering the Test module, located in the <i>Online ACCESS for ELLs: Administration</i> course. Kindergarten Complete the <i>Kindergarten ACCESS for ELLs: Administration and Scoring</i> training course. Alternate Complete the <i>Alternate ACCESS for ELLs: Administration and Scoring</i> training course.	New for 22-23: The Alternate ACCESS for ELLs: Administration and Scoring training course includes important information about administering the Alternate ACCESS Field Test.	
	X	X	Have students view Test Demos and try Test Practice items Kindergarten Test administrators review Listening and Speaking sample items Alternate Test administrators review sample items		
X	X	X	Watch the Monitoring Test Progress module, located in the <i>Online ACCESS for ELLs: Administration</i> course. .		
X	X	X	Pass required certification quiz(zes). Quizzes are located within the training courses.		
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.		



During Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
	X	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.		
	X	X	Ensure testing devices are ready and distribute necessary materials to students (e.g., booklets, pencils, headsets).		
	X	X	Distribute test tickets to students and verify information on ticket matches student’s test plan.		
X	X	X	Follow all directions provided in the manuals and scripts. Monitor students to ensure test security.		
	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.		
	X	X	Report additional material needs to the District Test Coordinator.		
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 SEA if additional District/School Labels are needed. Refer to the Secure Materials Tracking Report in WIDA AMS under Report Delivery > Test Results for a full list of all materials sent to your school/district.	Refer to Section 3 of the Test Coordinator Manual for guidance on additional materials ordering.	
X	X	X	Securely store all testing materials in between test sessions.		



During Testing

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



After Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
X	X	X	Watch the After Testing module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
	X		Collect test materials from Test Administrators once testing is completed at each testing site.		
	X		Ensure all accommodations and Do Not Score codes are correctly marked on the booklet or in WIDA AMS. See Test Coordinator Manual and the Student Management section of the WIDA AMS User Guide for guidance on entering Do Not Score codes.		
	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 Materials Tracking Report in WIDA AMS under Report Delivery > Test Results for a full list of all materials sent to your school/district and returned 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 Test Coordinator Manual for a full list of secure and non-secure materials.	
X	X	X	Watch the Data Validation module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
X			Complete data validation process.	Pre-reporting data validation: April 17-21, 2023	
X	X	X	Watch the Accessing Score Reports module, located in the <i>Online 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.	Tennessee State Board of Education: English as a Second Language (ESL) Program Policy 3.207	