



**TENNESSEE**  
**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	
<b>Test delivery mode</b>	Online
<b>Testing Window</b>	February 2, 2021- March 26, 2021
<b>WIDA member page</b>	<a href="http://wida.wisc.edu/memberships/consortium/tn">wida.wisc.edu/memberships/consortium/tn</a>
Online Resources	
<ul style="list-style-type: none"> <li>• ACCESS for ELLs <a href="#">Test Administrator Manual</a> (TAM) <i>Test administration policies and procedures</i></li> <li>• ACCESS for ELLs <a href="#">Test Coordinator Manual</a> (TCM) <i>Test coordination policies and procedures</i></li> <li>• ACCESS for ELLs <a href="#">Accessibility and Accommodations Supplement</a> <i>Accessibility and accommodations policies and procedures</i></li> <li>• <a href="#">Technology Readiness Checklist For Technology Coordinators</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">ACCESS for ELLs Interpretive Guide for Score Reports</a></li> <li>• <a href="#">Alternate ACCESS for ELLs Interpretive Guide for Score Reports</a></li> <li>• <a href="#">WIDA AMS User Guide</a></li> <li>• <a href="#">Q&amp;A Webinar Calendar</a></li> </ul> <p>For more state-specific resources, visit your WIDA member page.</p>
Checklist Key	
<ul style="list-style-type: none"> <li><span style="color: blue;">■</span> District Test Coordinator (DTC) task</li> <li><span style="color: green;">■</span> Building Test Coordinator (BTC) task</li> <li><span style="color: yellow;">■</span> Test Administrator (TA) task</li> </ul>	<ul style="list-style-type: none"> <li><span style="color: purple;">K</span> Kindergarten ACCESS task</li> <li><span style="color: red;">A</span> Alternate ACCESS task</li> <li><b>Opt</b> Task may be optional depending on school or district procedures.</li> </ul>



**Before Testing**

DTC	BTC	TA	Task	State-specific Clarification	✓
	X	X	Determine which ACCESS for ELLs assessment you are responsible for administering: Online, Paper, Kindergarten ( <b>K</b> ), or Alternate ( <b>A</b> ).	Paper is only allowed for approved Unique Accommodations Requests approved by the State of Tennessee Dept. of Education.	
X	X	X	Review training requirements based on your role.	<b>New TAs:</b> Must be certified ESL teachers.  <b>New TAs and Returning TAs:</b> Annual recertification is <b>required</b> for Online ACCESS, Kindergarten ACCESS, and Alternate ACCESS.	
X	X	X	Log in to your <a href="#">WIDA account</a> and agree to the Non-Disclosure and User Agreement (NDUA) that pops up automatically upon first login.	New District Test Coordinators should send an email to the State of Tennessee Dept. of Education SEA Nancy Williams at <a href="mailto:Nancy.E.Williams@tn.gov">Nancy.E.Williams@tn.gov</a> .  New STCs/TAs will request a WIDA Secure Portal account from their DTC.	
X	X	X	Log in to <a href="#">WIDA AMS</a> and agree to security terms that appear automatically at first login.	If DTC is new to district, email State of Tennessee Dept. of Education SEA Nancy Williams at <a href="mailto:Nancy.E.Williams@tn.gov">Nancy.E.Williams@tn.gov</a> . DTC will be able to create accounts for STCs, TAs, and Technology Coordinators.	
X	X	X	Watch the <a href="#">Training Overview tutorial</a> .		
X			Set up WIDA AMS accounts for Technology Coordinators and Test Administrators. <b>Tip:</b> <i>If you need assistance, review the <a href="#">WIDA AMS User Guide</a>.</i>		
			Submit Pre-ID file to DRC.	The Pre-ID file is uploaded by the SEA on 11/20/2020.	
X	X	X	Watch the <a href="#">Ordering Materials</a> tutorial.		



Before Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
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. <b>Opt</b>		
X	X	X	Watch the <a href="#">Accessibility Overview tutorial</a> .		
X	X	X	Watch the <a href="#">Assigning Accommodations tutorial</a> .		
	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.		
	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.		
X			Review student data for accuracy in WIDA AMS.	DTCs will be able to edit student information in WIDA AMS if needed.	
X			Confirm that all students are listed in WIDA AMS and assigned to test sessions.		
X			Watch the <a href="#">Test Scheduling tutorial</a> .		
	X		Create a testing schedule. All Kindergarten <b>K</b> and Alternate ACCESS <b>A</b> test sessions should be one-on-one. <b>Tip:</b> Break testing down into days in the window. Allow several days at the end for		



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DTC	BTC	TA	Task	State-specific Clarification	✓
			<i>makeup testing. See the <a href="#">Test Coordinator Manual</a> for help with scheduling.</i>		
	X		Plan a seating arrangement for testing areas. Verify that students are adequately spaced for the Speaking Test. <b>Opt</b>	Refer to Test Scheduling in Section 6 of the <a href="#">TCM</a> for guidance on seating arrangements.	
	X	X	Watch the <a href="#">Test Practice and Test Tickets tutorial</a> .		
	X	X	Plan communication for parents/family members about ACCESS for ELLs testing and upcoming testing schedule.	Visit the <a href="#">Family Engagement</a> page for parent/family resources.	
X	X		Watch the <a href="#">Managing Test Materials tutorial</a> .		
X	X		Receive, inventory, and distribute test materials to designated sites/staff.		
	X		Review materials for accuracy. Report the amount and type of overage to the District Coordinator.		
X			Watch the <a href="#">Additional Materials Orders tutorial</a> .		
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.		
	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. accommodations, list distribution).	
X	X		<b>K , A only</b> – 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.		



Before Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
X	X	X	Watch the <a href="#">Administering the Test tutorial</a> . <b>K</b> Watch the <a href="#">Kindergarten Training Video Series</a> . <b>A</b> Watch the <a href="#">Alt ACCESS Test Administration Tutorial</a> .		
	X	X	Have students view <a href="#">Test Demos</a> and try <a href="#">Test Practice</a> items <b>K</b> Test administrators review Listening and Speaking sample items <b>A</b> Test administrators review sample items		
X	X	X	Watch the <a href="#">Monitoring Test Progress tutorial</a> (applies to online testing only). <b>Tip:</b> <i>This tutorial references tools in WIDA AMS that require coordinator level permissions.</i>		
X	X	X	Take the <a href="#">Online Administration Quiz</a> and pass with a score of 80% or higher. <b>K</b> Take the <a href="#">Kindergarten Quiz</a> . <b>A</b> Take the <a href="#">Alt ACCESS Quiz</a> .		
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 <a href="#">TAM</a> . 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 <b>one</b> additional materials order prior to the end of the testing window.	Refer to Section 3 of the <a href="#">TCM</a> for guidance on additional materials ordering.	
X	X	X	Securely store all testing materials in between test sessions.		
	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 <a href="#">After Testing tutorial</a> .		
	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.		
	X		Prepare test materials for return.	Refer to Returning Test Materials in Section 3 of the <a href="#">TCM</a> .	
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 <a href="#">TCM</a> for a full list of secure and non-secure materials.	
X	X	X	Watch the <a href="#">Data Validation tutorial</a> .		
X			Complete data validation process.	Pre-reporting data validation: April 15- 21, 2021	
X	X	X	Watch the <a href="#">Accessing Score Reports tutorial</a> .		
X			Review and distribute score reports to designated sites/staff.	More information and resources can be found on the <a href="#">Scores and Reports</a> page of the WIDA website.	
	X	X	Communicate with students' parents/family members about ACCESS for ELLs test results.	Tennessee State Board of Education: <a href="#">English as a Second Language (ESL) Program Policy 3.207</a>	