



UTAH 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 – See first line of checklist for more information.	Testing Window	January 7, 2025 – March 7, 2025
WIDA member page	Wida.wisc.edu/memberships/consortium/ut		
Online Resources			
Training Courses (login to Secure Portal required) <ul style="list-style-type: none"> • Online ACCESS for ELLs: Administration • WIDA Alternate ACCESS: Administration and Scoring • Kindergarten ACCESS for ELLs: Administration and Scoring Course Resources: <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 • WIDA Alternate ACCESS 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			
<div style="display: flex; flex-direction: column; gap: 5px;"> <div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: #0070c0; margin-right: 5px;"></div> District Test Coordinator (DTC) task </div> <div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: #70ad47; margin-right: 5px;"></div> School Test Coordinator (STC) task </div> <div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: #ffc000; margin-right: 5px;"></div> Test Administrator (TA) task </div> </div>		<div style="display: flex; flex-direction: column; gap: 5px;"> <div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: #9933cc; margin-right: 5px;"></div> Kindergarten Applies to Kindergarten ACCESS only </div> <div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: #cc0000; margin-right: 5px;"></div> Alternate Applies to Alternate ACCESS only </div> </div>	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Determine which ACCESS for ELLs assessment(s) you are responsible for administering.	Utah state policy requires all public schools to administer ACCESS for ELLs Online. Schools may opt to administer ACCESS for ELLs Paper ONLY in cases where a student requires this option as an accommodation.	
X	X		Communicate roles, responsibilities, and training requirements to test administrators.	DTCs and STCs are responsible for monitoring completion of test administrator trainings in the WIDA Secure Portal. TA trainings must be completed annually for any tests being administered.	
		X	Review training requirements based on your role.	New TAs: Must complete training courses for any test they will administer and receive the certificate of completion. This must be completed annually. Returning TAs: Annually renewed certification required for Online, Kindergarten, and Alternate ACCESS.	
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.	STCs and TAs request accounts from the DTC. DTCs request accounts from Utah State Board of Education (USBE) by emailing Megan Lopez: megan.lopez@schools.utah.gov	
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.	STCs, TAs, and Technology Coordinators request accounts from the DTC. DTCs request accounts from Utah State Board of Education (USBE) by emailing Megan Lopez: megan.lopez@schools.utah.gov	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Complete Module 1: Introduction of the Online ACCESS for ELLs: Administration training course. This module provides background information about ACCESS Online, including the test’s purpose, design, and materials, and clarifies your role in testing.	Annually renewed certification required for Online, Kindergarten, and Alternate ACCESS.	
X			Set up WIDA AMS accounts for Technology Coordinators and Test Administrators. <i>Tip: If you need assistance, review the WIDA AMS User Guide.</i>	STCs, TAs, and Technology Coordinators request accounts from the DTC	
			Submit Pre-ID file to DRC.	SEA (USBE) Loads Pre-ID file into WIDA AMS in mid-October. LEAs need their SIS updated in early October. SEA (USBE) loads a second Pre-ID file in mid-December.	
X	X		Complete Module 2: Planning & Logistics in the Online ACCESS for ELLs: Administration training course. This module focuses on ordering and returning materials, as well as managing, distributing, and securing test materials.	Annually renewed certification required for Online, Kindergarten, and Alternate ACCESS.	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X			Order materials in WIDA AMS.	<p>USBE will order materials based on Pre-ID file.</p> <p>Students that enroll after the two Pre-ID files are loaded will need to be entered by the LEA manually. LEAs will need to order any materials (if needed) for students enrolled after the first Pre-ID file is loaded.</p> <p>The default Writing response mode for grades 4-5 is keyboarding. Grades 4-12 Writing Response Booklets will NOT be ordered or shipped with initial materials order. If needed, DTCs can order in the Additional Materials ordering window.</p> <p>DTCs are responsible for ordering Alternate ACCESS and Braille ACCESS during the initial materials ordering window. Students with significant cognitive disabilities who receive instructional support in alternate achievement standards and who cannot participate in the regular WIDA ACCESS assessment with accommodations and meet the criteria outline in the USBE Alternate Assessment Participation Guidelines, as determined by the IEP team, are eligible to participate in the WIDA Alternate ACCESS for ELLs.</p>	
X	X		Discuss district and school technology needs and capacity to administer the online test with the Technology Coordinator.		



Before Testing

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	X	X	<p>Complete Module 3: Your Students, School and District in the Online ACCESS for ELLs: Administration training course.</p> <p>This module focuses on preparing a detailed testing schedule, preparing your students for testing, and assigning accommodations.</p>	Annually renewed certification required for Online, Kindergarten, and Alternate ACCESS.	
	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 Manual to consider testing needs for students who do not have an IEP or 504 plan.</p>	<p>USBE Special Education Accessibility, Accommodations, and Assessment webpage.</p> <p>Schools may opt to administer ACCESS for ELLs Paper ONLY in cases where a student requires this option as an accommodation, does not qualify for Alternate ACCESS, and/or is unfamiliar with computer based testing/technology.</p>	
X	X	X	In WIDA AMS, assign accommodations for students with an IEP or 504 plan.		
X	X		<p>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.</p>	Test Monitoring is optional but highly encouraged.	



Before Testing

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	X		Finalize student counts. Add any new students to WIDA AMS and assign them to registrations.	Students that enroll after the second Pre-ID file is loaded mid-December will need to be entered by the LEA manually. (The first Pre-ID file is loaded in mid-October.)	
		X	Review student data for accuracy in WIDA AMS. Confirm that all students are listed in WIDA AMS and assigned to correct test sessions.		
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, preparing space, materials, and equipment, creating a testing schedule, technology troubleshooting, and how to administer specific domains.	Annually renewed certification required for Online, Kindergarten, and Alternate ACCESS.	
X	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>		
	X	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 .		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Review “Pep Talks, Test Demo, and Test Practice” in Module 3 of the Online ACCESS For ELLs: Administration training course.	Plan a time for students to view Test Demos and interact with the Test Practice to ensure they are familiar with the testing platform before taking the test. This is especially important for the Speaking domain.	
X	X		Plan communication for parents/family members about ACCESS for ELLs testing and upcoming testing schedule.	Communicate with students’ parents/family members about ACCESS for ELLs testing: its purpose, when their child will test, and any tips for helping students do their best. WIDA resources to consider: <ul style="list-style-type: none"> What is ACCESS for ELLs? (available in English and other languages) Explaining ELL Status (available in English and other languages) 	
X	X	X	Review “Managing Secure Materials” in Module 2 of the Online ACCESS for ELLs: Administration training course.	Annually renewed certification required for Online, Kindergarten, and Alternate ACCESS.	
X	X		Receive, inventory, and distribute test materials to designated sites/staff.	Materials will be delivered in mid-December.	
	X	X	Review materials for correct amount and type. Report the amount and type of overage to the District Coordinator.		
X	X		Review “Ordering Additional Materials” in Module 2 of the Online ACCESS for ELLs: Administration training course.		
	X	X	Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.		
	X	X	Check District/School Labels for accuracy. Contact DRC Customer Support if information is incorrect.		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
	X		<p>Print test tickets and test rosters. Securely store according to state and local policies.</p> <p>Review “Test Tickets & Rosters” in Module 4 of the Online ACCESS for ELLs: Administration training course.</p>	<p>Annually renewed certification required for Online, Kindergarten, and Alternate ACCESS.</p> <p>USBE Testing Ethics Website – All test administrators must follow Utah’s Testing Ethics Policy.</p>	
	X	X	Review test tickets for accuracy of demographic information and accommodations.		
	X	X	<p>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.</p>	Please bubble in all information completely and accurately if necessary. An X mark or check mark will not be scored. Test booklets with partial bubbling will not match to students correctly and will result in delayed scoring.	
		X	<p>Kindergarten Complete the Kindergarten ACCESS for ELLs: Administration and Scoring training course.</p> <p>Alternate Complete the Alternate ACCESS: Administration and Scoring training course.</p>	Annually renewed certification required for Online, Kindergarten, and Alternate ACCESS.	
	X	X	<p>Have students view Test Demos and try Test Practice items</p> <ul style="list-style-type: none"> Review “Preparing Your Students” in Module 3 of the Online ACCESS for ELLs: Administration training course. <p>Kindergarten Test administrators review Listening and Speaking sample items</p> <p>Alternate Test administrators review sample items</p>	Plan a time for students to view Test Demos and interact with the Test Practice so they are familiar with the testing platform before taking the test. This is especially important for the Speaking domain.	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
	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.	This module references some tools that are restricted to district and school level users in WIDA AMS. It provides a high level view of test status within the school/district. It is not related to the Test Monitoring Application.	
		X	Pass required certification quiz(zes). Quizzes are located within the training courses.	Must be done 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.	Monitor annual test recertification in WIDA Secure Portal under Manage Users or Certification Report .	



During Testing

DTC	STC	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.	Blank scratch paper is allowed. Prepare room setup including Testing: Do Not Disturb sign, covered posters, etc. Make sure all student electronics are in a secure location.	
	X	X	Gather test administration materials: Test Administrator Script(s), Test Administrator Manual, test tickets, test roster, Writing Booklets, #2 pencils, clock, etc.	All testing materials must be kept in a secure location.	
	X	X	Ensure testing devices are ready and distribute necessary materials to students (e.g., booklets, pencils, headsets).	Notify Test Coordinator and Technology Coordinator of issues during the testing session.	
		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.	<p>When students are completing scored test items:</p> <ul style="list-style-type: none"> • Monitor the room to ensure students are working independently and not using cell phones, smart watches, or other devices. • Proactively help students who are having difficulty progressing. Watch for students who pause for a long time, and encourage those students to move on. Watch for students who click through the test rapidly, and encourage those students to do their best on each item. • Help students adjust audio volume, position headphones and headsets, and follow the on-screen directions to record their responses on the Speaking test. • Answer test procedure questions. • Don’t rephrase, read aloud, or translate test items or response options. • Don’t interrupt those who are working independently. 	



During Testing

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				<ul style="list-style-type: none"> • Don't confirm or correct students' responses. Never provide or change a response for a student. • Don't answer questions about content or language. Instead, remind students to do their best. • Allow students to take brief breaks as needed between domain tests. For example, a restroom or stretch break between the Listening and the Reading tests is appropriate. Avoid interruptions during testing. Take breaks in the middle of a domain test only in emergencies, according to your professional judgment. 	
		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	<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>Please bubble in all information completely and accurately if necessary. Test booklets with partial bubbling will not match to students correctly and will result in delayed scoring.</p>	
	X		<p>Report additional material needs to the District Test Coordinator.</p>		



During Testing

DTC	STC	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>Reference the Test Coordinator Manual for more info.</p>	
	X	X	<p>Securely store all testing materials in between test sessions.</p>	<p>Keep personal information and test materials secure. Ensure test material is kept confidential. Do not allow paper test materials to be left unattended before or after testing. Do not allow online test content to remain on screen unattended before or after testing. Collect test materials at the end of each testing session and keep it in locked storage.</p>	
X	X	X	<p>Collect and account for all test materials. Return them to the Test Coordinator.</p>	<p>Do not destroy any secure test materials. The only exception is soiled materials that cannot be returned. Contact your district test coordinator if you have questions about materials that cannot be returned.</p>	



After Testing

DTC	STC	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.	Double check that Kindergarten ACCESS is bubbled correctly before returning. An X mark or check mark will not be scored.	
X	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.		
X			Prepare test materials for return. Refer to Returning Test Materials in Section 3 of the Test Coordinator Manual.		
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.	Scratch paper must be destroyed. All testing materials delivered to the school should be returned to DRC. Shred unused Pre-ID labels and scratch paper 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		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.		



After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Complete data validation process.	DTCs and STCs complete Pre-reporting data validation in WIDA AMS. DTCs and STCs can edit student demographics, accommodations and must mark any Do Not Score codes.	
X	X		Review and distribute score reports to designated sites/staff.	Score reports must be shared with all stakeholders within 3 weeks of being sent to the LEA per USBE's Testing Ethics Policy . Exit criteria is a composite score of a 4.2 or higher with a speaking score of 3.5 or higher.	
X	X		Communicate with students' parents/family members about ACCESS for ELLs test results.	Utah Testing Ethics Policy requires that individual student score reports be delivered to the students' parents/guardians within 3 weeks of receiving score reports.	