VIRGINIA
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	LEA Choice – Paper, Online, or Mixed	**Testing Window**	Monday, January 13, 2025 – Friday, March 21, 2025
WIDA member page	wida.wisc.edu/memberships/consortium/va		

Online Resources

Training Courses (login to Secure Portal required)
- Online ACCESS for ELLs: Administration
- Alternate ACCESS: Administration and Scoring
- Kindergarten ACCESS for ELLs: Administration and Scoring

Course Resources:
- ACCESS Online, Kindergarten ACCESS, Alternate ACCESS

- 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

For more state-specific resources, visit your WIDA member page.

Checklist Key

🟦 Division Director of Testing (DDOT) task
🟩 School Test Coordinator (STC) task
🟨 Test Administrator (TA) task

Kindergarten   Applies to Kindergarten ACCESS only
Alternate   Applies to Alternate ACCESS only

Last Updated: 11/8/2024

Before Testing

DDOT	STC	TA	Task	State-specific Clarification	✔
		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.	**New and Returning TAs:** All qualified personnel must complete the applicable training on the WIDA Secure Portal for each assessment to be administered or managed. Local training activities must be completed as well. **Annual recertification is required**.	
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.	To request a new WIDA account, new Division Directors of Testing (DDOTs) should contact Kevin McClintock. New School Test Coordinators (STCs) and Test Administrators (TAs) should contact their DDOT or designee to request an account.	
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.	DDOTs needing a new WIDA AMS account should contact Kevin McClintock. New School Test Coordinators (STCs) and Test Administrators (TAs) should contact their DDOT or designee to request an account.	

Before Testing

DDOT	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.		
X			Set up WIDA AMS accounts for Technology Coordinators and Test Administrators. ***Tip:*** *If you need assistance, review the* [WIDA AMS User Guide]().		
X			Submit Pre-ID file to DRC.	The Pre-ID window is from Thursday, October 3, 2024 to Wednesday, November ##, 2024. No Pre-ID lbels will be created for files submitted after Wednesday, November 13, 2024.	
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.	Divisions place test material orders in WIDA AMS from Thursday, October 3, 2024 to Wednesday, November 13, 2024.	
X			Order materials in WIDA AMS.	The default test mode for Grades 4-5 Writing is keyboarding. If an LEA will be administering writing in paper format, writing response booklets for Grades 4-12 can be ordered during the Additional Materials Ordering window. Additional guidance on materials ordering can be found in section 3 of the [Test Coordinator Manual]().	
X			Discuss district and school technology needs and capacity to administer the online test with the Technology Coordinator.		

Before Testing

DDOT	STC	TA	Task	State-specific Clarification	✓
X	X	X	Complete **Module 3: Your Students, School, & District** in the Online ACCESS for ELLs: Administration training course. This module focuses on preparing your students for testing and assigning accommodations.	Virginia uses WIDA's accommodations guidelines.	
	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			**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.		
X	X		Finalize student counts. Add any new students to WIDA AMS and assign them to registrations.		
X	X	X	Review student data for accuracy in WIDA AMS. Confirm that all students are listed in WIDA AMS and assigned to correct registrations.	Edit and correct information as needed to ensure proper reporting of student results.	

Before Testing

DDOT	STC	TA	Task	State-specific Clarification	✓
X	X		Complete **Module 4: Adminstering the Test** in the Online ACCESS for ELLs: Administration training course. This module focuses on generating login credentials for test takers (test tickets), preparing space, materials, and equipment, and technology troubleshooting.	The assessment is not timed. For students who traditionally need extra time, you may want to test them in a separate environment, allowing them the time they need without interruption from students who may finish before them.	
X	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.*	Divisions and schools are responsible for testing any EL that enrolls prior to, or within the statewide testing window (Monday, January 13, 2025 – Friday, March 21, 2025). All testing must be completed by Friday, March 21, 2025.	
X	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.		
X	X	X	Review "**Pep Talks, Test Demo, and Test Practice**" in Module 3 of the Online ACCESS For ELLs: Administration training course.		
X	X		Plan communication for parents/family members about ACCESS for ELLs testing and upcoming testing schedule.		
X	X	X	Review "**Managing Secure Materials**" in Module 2 of the Online ACCESS for ELLs: Administration training course.		
X	X		Receive, inventory, and distribute test materials to designated sites/staff.	Materials, including overage, are packaged by schools and shipped to divisions via UPS. Test Administrators should be given secure test materials on the day of testing, not before.	

Before Testing

DDOT	STC	TA	Task	State-specific Clarification	✓
	X		Review materials for correct amount and type. Report the amount and type of overage to the District Coordinator.	Overage must be used first in cases where sites need additional materials. Consult your DDOT if any additional materials are needed.	
X			Review "**Ordering Additional Materials**" in Module 2 of the Online ACCESS for ELLs: Administration training course.	Note: DDOTs or STCs should develop and implement a procedure for secure check-out of testing materials. Divisions may place additional test materials orders in WIDA AMS from Friday, January 3, 2025 to Friday, March 13, 2025.	
X	X		Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.		
X	X	X	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.		
X	X	X	Review test tickets for accuracy of demographic information and accommodations.		
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.	DDOTs and STCs are responsible for this, however some Test Administrators may be assigned this task. Ensure booklets match student information WIDA AMS exactly. Hyphens cannot be bubbled; please use a space and update in WIDA AMS to match during data validation.	
		X	**Kindergarten** Complete the Kindergarten ACCESS for ELLs: Administration and Scoring training course.		

Before Testing

DDOT	STC	TA	Task	State-specific Clarification	✔
			Alternate Complete the Alternate ACCESS: Administration and Scoring training course.		
	X	X	Have students view Test Demos and try Test Practice items • Review **"Preparing Your Students"** in Module 3 of the Online ACCESS for ELLs: Administration training course. **Kindergarten** Test administrators review Listening and Speaking sample items **Alternate** Test administrators review sample items		
X	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.		
		X	Pass required certification quiz(zes). Quizzes are located within the training courses.	Annual recertification is required.	
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.	Ensure each Test Administrator has the necessary copies of Test Administrator scripts and has reviewed the instructions for reading the test directions.	

During Testing

DDOT	STC	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	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	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.	Notify STC of any issues that arise during testing. Become familiar with the procedures for handling and reporting testing irregularities to the STC as soon as they occur. Inform the STC of any testing irregularities when they occur.	
X	X		After students have completed the Listening and Reading tests, determine students' tier placement information in WIDA AMS. 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.		
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.		

During Testing

DDOT	STC	TA	Task	State-specific Clarification	✔
	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. • Review **"Ordering Additional Materials"** in Module 2 of the Online ACCESS for ELLs: Administration training course. 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.	If the need for additional test materials arises, first check your school overage inventory, then contact your STC to see if there are available materials in the district inventory. If unavailable, coordinate with the STC for necessary additional materials. Guidance on placing Additional Materials Orders can be found in the Materials Menu section of the WIDA AMS User Guide.	
X	X	X	Securely store all testing materials in between test sessions.		
		X	Collect and account for all test materials. Return them to the Test Coordinator.		

After Testing

DDOT	STC	TA	Task	State-specific Clarification	✓
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.		
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 *Viewing and Editing a Registration* in Test Management Online Help in WIDA AMS for guidance on entering Do Not Score codes.	Only DDOTs or designees can update accommodations and Do Not Score Codes. Verify that any ACCESS for ELLs Response Booklet that is not to be scored has a "Do Not Process" label affixed correctly to the front cover.	
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 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.	All secure test materials must be returned to DRC. All unused pre-ID labels and scratch paper must be collected and securely destroyed, for example by shredding. The DDOT must report missing test materials using the Materials Accountability Form to DRC. 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			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

DDOT	STC	TA	Task	State-specific Clarification	✓
X			Complete data validation process.	Divisions complete pre-and post-reporting validation in WIDA AMS. Ensure that records for booklets submitted with a District/School label match information reported in WIDA AMS to ensure proper merging of student records.	
X			Review and distribute score reports to designated sites/staff.		
X	X		Communicate with students' parents/family members about ACCESS for ELLs test results.	Students must receive a composite level of at least 4.4 to be classified as a Year 1 Monitored (Exited) student. See the WIDA Scores & Reports page for information about the various score reports. ACCESS for ELLs: Understanding your Child's Scores parent guides to help explain proficiency scores can be found in the WIDA Resource Library.	