



**VIRGINIA**  
**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>	LEA Choice – Paper, Online, or Mixed
<b>Testing Window</b>	January 4 – June 25, 2021
<b>WIDA member page</b>	<a href="http://wida.wisc.edu/memberships/consortium/va">wida.wisc.edu/memberships/consortium/va</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</a> <i>For Technology Coordinators</i></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> Division Director of Testing (DDOT ) task</li> <li><span style="color: green;">■</span> School Test Coordinator (STC) 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

DDOT	STC	TA	Task	State-specific Clarification	✓
		X	Determine which ACCESS for ELLs assessment you are responsible for administering: Online, Paper, Kindergarten ( <b>K</b> ), or Alternate ( <b>A</b> ).		
X	X	X	Review training requirements based on your role.	<b>New and Returning TAs:</b> All qualified personnel must complete the applicable training on the WIDA website for each assessment to be administered or managed. Local training activities must be completed as well. <b>Annual recertification with a score of 80% or higher is required.</b>	
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.	To request a new WIDA account, new DDOTs should contact the <a href="#">SEA</a> . New STCs and TAs should contact their DDOT to request an account.	
X	X	X	Log in to <a href="#">WIDA AMS</a> and agree to security terms that appear automatically at first login.	DDOTs needing a new WIDA AMS account should contact the SEA. STCs and TAs request a new WIDA AMS accounts from their DDOT.	
X	X	X	Watch the <a href="#">Training Overview</a> tutorial.		
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>		
X			Submit Pre-ID file to DRC.	The Pre-ID window is from October 7 to November 17, 2020. No Pre-ID labels will be created for files submitted after November 17, 2020.	
X			Watch the <a href="#">Ordering Materials</a> tutorial.	Divisions place test material orders in WIDA AMS from October 7 to November 17, 2020.	



Before Testing

DDOT	STC	TA	Task	State-specific Clarification	✓
X			Order materials in WIDA AMS.	The default test mode for Grades 4-5 Writing is keyboarding. If an LEA will be administering writing on paper, 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 <a href="#">TCM</a> .	
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		Watch the <a href="#">Assigning Accommodations tutorial</a> .	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 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			Modify default test sessions in WIDA AMS to meet district/school needs. <b>Opt</b>		
X	X		Finalize student counts. Add any new students to WIDA AMS and assign them to test sessions.		



**Before Testing**

DDOT	STC	TA	Task	State-specific Clarification	✓
X	X	X	Review student data for accuracy in WIDA AMS.	Edit and correct information as needed to ensure proper reporting of student results.	
X	X		Confirm that all students are listed in WIDA AMS and assigned to test sessions.		
X	X		Watch the <a href="#">Test Scheduling tutorial</a> .	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 <b>K</b> and Alternate ACCESS <b>A</b> test sessions should be one-on-one. <b>Tip:</b> <i>Break testing down into days in the window. Allow several days at the end for makeup testing. See the <a href="#">Test Coordinator Manual</a> for help with scheduling.</i>	Divisions and schools are responsible for testing any EL that enrolls within the statewide testing window (January 4 – June 25, 2021).  All testing must be completed by June 25, 2021.	
X	X	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	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 e for parent/family resources.	
X	X	X	Watch the <a href="#">Managing Test Materials tutorial</a> .		
X	X		Receive, inventory, and distribute test materials to designated sites/staff.	Materials, including overage, are shipped to divisions via UPS and packaged by schools. Test Examiners should be given test materials on the day of testing, not before.	
	X		Review materials for accuracy. 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.	



Before Testing

DDOT	STC	TA	Task	State-specific Clarification	✓
X			Watch the <a href="#">Additional Materials Orders tutorial</a> .	Note: DDOT 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 January 4 to June 18, 2021.	
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		<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.	DDOTs and STCs are responsible for this; however some Test Examiners 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	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		Watch the <a href="#">Monitoring Test Progress tutorial</a> (applies to online testing only). <b>Tip:</b> This tutorial references tools in WIDA AMS that require coordinator level permissions.		



Before Testing

DDOT	STC	TA	Task	State-specific Clarification	✓
		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> .	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 Examiner 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 <a href="#">TAM</a> . 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, run a Tier Placement Report 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.		
	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.	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 <a href="#">WIDA AMS User Guide</a> .	
X	X	X	Securely store all testing materials in between test sessions.		



**During Testing**

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





## After Testing

DDOT	STC	TA	Task	State-specific Clarification	✓
X			Watch the <a href="#">After Testing tutorial</a> .		
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.	Only DDOTs or designee 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 <a href="#">TCM</a> .	
X			Return test materials to DRC.	<p>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.</p> <p>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.</p>	
X			Watch the <a href="#">Data Validation tutorial</a> .		
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			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.	



After Testing

DDOT	STC	TA	Task	State-specific Clarification	✓
X	X		Communicate with students' parents/family members about ACCESS for ELLs test results.	Students must receive a composite level at least 4.4 to be reclassified as a Year 1 Monitored (Exited) student. See the <a href="#">WIDA Scores &amp; Reports page</a> for information about the various score reports. Parent Guides for ACCESS for ELLs Score Reports to help explain proficiency scores can be found in the <a href="#">WIDA Resource Library</a> .	