



VIRGINIA ACCESS for ELLs Paper Checklist 2024-2025



This state checklist is a guide for personnel involved in administering [ACCESS for ELLs](#) Paper, 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

<p>Training Courses (login to Secure Portal required)</p> <ul style="list-style-type: none"> • Paper ACCESS for ELLs: Administration • Speaking for Grades 1-5: Scoring ACCESS Paper and WIDA Screener • Speaking for Grades 6-12: Scoring ACCESS Paper and WIDA Screener • Alternate ACCESS: Administration and Scoring • Kindergarten ACCESS for ELLs: Administration and Scoring 	<ul style="list-style-type: none"> • ACCESS for ELLs Interpretive Guide for Score Reports • WIDA Alternate ACCESS Interpretive Guide for Score Reports • Accessibility and Accommodations Resources • Q&A Webinar Links and Recordings <p>Course Resources:</p> <ul style="list-style-type: none"> • ACCESS Paper, Kindergarten ACCESS, Alternate ACCESS <p>For more state-specific resources, visit your WIDA member page.</p>
---	---

Checklist Key

<ul style="list-style-type: none"> ■ Division Director of Testing (DDOT) task ■ School Testing Coordinator (STC) task ■ Test Administrator (TA) task 	<p>Kindergarten Applies to Kindergarten ACCESS only</p> <p>Alternate Applies to Alternate ACCESS only</p>
--	---



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 in 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.	
X	X	X	Complete Module 1: Introduction of the Paper ACCESS for ELLs: Administration training course. This module provides background information about ACCESS Paper, including the test’s purpose, design, and materials, and clarifies your role in testing.		



Before Testing

DDOT	STC	TA	Task	State-specific Clarification	✓
X			Submit Pre-ID file to DRC.	The Pre-ID window is from Thursday, October 3, 2024 to Wednesday, November 13, 2024. No Pre-ID labels will be created for files submitted after Wednesday, November 13, 2024.	
X			Complete Module 2: Planning & Logistics in the Paper ACCESS for ELLs: Administration training course. This module focuses on ordering and returning materials, as well as managing, distributing, and securing test materials		
X			Order materials in WIDA AMS.	Divisions place test material orders in WIDA AMS from Thursday, October 3, 2024 to Wednesday, November 13, 2024. Additional guidance on materials ordering can be found in section 3 of the Test Coordinator Manual .	
X	X	X	Review “ Accessibility ” in Module 1: Introduction in the Paper ACCESS for ELLs: Administration training course		
X	X		Complete Module 3: Your School, District, & Students in the Paper 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.		



Before Testing

DDOT	STC	TA	Task	State-specific Clarification	✓
X	X		Assign accommodations for students with an IEP or 504 plan in WIDA AMS or bubble in on the Student Test Booklet.		
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		Complete Module 4: Administering the Test in the Paper ACCESS for ELLs: Administration training course This module focuses on preparing space, materials, and equipment.	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 Speaking tests and all Kindergarten and Alternate ACCESS test sessions are administered one-on-one. <i>Tip: Allow several days at the end for makeup testing. Refer to Test Coordinator Manual for test scheduling resources.</i>	Divisions and schools are responsible for determining testing schedules 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		Reserve space and all necessary equipment (e.g., CD player) for testing days.		
X	X	X	Plan a seating arrangement for testing areas. Verify that students are adequately spaced. Refer to Test Scheduling in Section 5 of the Test Coordinator Manual .		
X	X		Plan communication for parents/family members about ACCESS for ELLs testing and upcoming testing schedule.		



Before Testing

DDOT	STC	TA	Task	State-specific Clarification	✓
X	X	X	Review “Managing Secure Materials” in Module 2: Planning & Logistics in the Paper ACCESS for ELLs: Administration training course		
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 Administrators should be given test materials on the day of testing, not before.	
	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: Planning & Logistics in the Paper ACCESS for ELLs: Administration training course	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 Friday, January 3 to Friday, March 14, 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		Apply labels to Test Booklets.	DDOTs and STCs are responsible for this, however some Test Administrators may be assigned this task.	
X	X	X	Bubble in demographic information and apply a District/School Label to Test Booklets that do not have Pre-ID Labels.		



Before Testing

DDOT	STC	TA	Task	State-specific Clarification	✓
		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>		
		X	<p>Have students review Listening and Speaking paper sample items.</p> <p>Kindergarten Test administrators review Listening and Speaking sample items</p> <p>Alternate Test administrators review sample items</p>		
		X	<p>Pass required certification quiz(zes). Quizzes are located within the training courses.</p>	Annual recertification is required.	
		X	<p>If you are responsible for administering the Speaking test, complete the applicable training course(s):</p> <ul style="list-style-type: none"> • Speaking for Grades 1-5: Scoring ACCESS Paper and WIDA Screener • Speaking for Grades 6-12: Scoring ACCESS Paper and WIDA Screener 		
		X	<p>Pass the required certification quiz(zes) for Speaking scoring training. Quizzes are located within the training courses.</p>	Annual recertification is required.	
X	X		<p>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.</p>	<p>Ensure each Test Administrator has the necessary copies of Test Administrator scripts and has reviewed the instructions for reading the test directions.</p>	



Before Testing

DDOT	STC	TA	Task	State-specific Clarification	✓
	X	X	Try out the Listening and Speaking CD(s) and CD player prior to the day of testing.	The listening and speaking CDs should not be played until the day of testing. Please ensure equipment is in working condition prior to testing day.	
X	X		Distribute test session rosters to Test Administrators.		



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	X		Distribute all necessary testing materials to Test Administrators using procedure for secure check-out of test materials.		
		X	Distribute necessary materials to students (test booklets, pencils, scratch paper).		
		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	Report additional material needs to the Test Coordinator.	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.	



During Testing

DDOT	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 Paper 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>Guidance on placing Additional Materials Orders can be found in the Materials Menu section of the WIDA AMS User Guide.</p>	
X	X	X	<p>Securely store all testing materials in between test sessions.</p>		
		X	<p>Collect and account for all test materials in between test sessions. Return them to the Test Coordinator.</p>		



After Testing

DDOT	STC	TA	Task	State-specific Clarification	✓
X			Review “Returning Materials” in Module 2: Planning & Logistics of the Paper 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. See Test Coordinator Manual for guidance on marking Do Not Score codes.	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 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 Paper ACCESS for ELLs: Administrating 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 at least 4.4 to be reclassified 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.	