



**VERMONT**  
**ACCESS for ELLs Online Checklist**  
**2022-2023**



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>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Online</b> – <i>See first row of checklist for additional information.</i></td> <td style="width: 50%;"><b>Testing Window</b> January 5, 2023 – March 24, 2023 Alternate ACCESS Field Test: February 14 – April 17, 2023</td> </tr> </table>	<b>Online</b> – <i>See first row of checklist for additional information.</i>	<b>Testing Window</b> January 5, 2023 – March 24, 2023 Alternate ACCESS Field Test: February 14 – April 17, 2023
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<b>WIDA member page</b>	<a href="#">Vermont   WIDA (wisc.edu)</a>		
Online Resources			
<b>Training Courses</b> (login to Secure Portal required) <ul style="list-style-type: none"> <li>• <a href="#">Online ACCESS for ELLs: Administration</a></li> <li>• <a href="#">Alternate ACCESS for ELLs: Administration and Scoring</a></li> <li>• <a href="#">Kindergarten ACCESS for ELLs: Administration and Scoring</a></li> </ul> <b>Course Resources:</b> <ul style="list-style-type: none"> <li>• <a href="#">ACCESS Online</a>, <a href="#">Kindergarten ACCESS</a>, <a href="#">Alternate ACCESS</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="#">Technology Resources</a></li> <li>• <a href="#">Accessibility and Accommodations Resources</a></li> <li>• <a href="#">Q&amp;A Webinar Links and Recordings</a></li> </ul> <p>For more state-specific resources, visit your <a href="#">WIDA member page</a>.</p>		
Checklist Key			
<ul style="list-style-type: none"> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #0070c0; border: 1px solid black; margin-right: 5px;"></span> District Test Coordinator (DTC) task</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #70ad47; border: 1px solid black; margin-right: 5px;"></span> School Test Coordinator (STC) task</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #ffc000; border: 1px solid black; margin-right: 5px;"></span> Test Administrator (TA) task</li> </ul>	<p><b>Online</b> ACCESS for ELLs Online task</p> <p><b>Kindergarten</b> Applies to Kindergarten ACCESS only</p> <p><b>Alternate</b> Applies to Alternate ACCESS only</p>		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Determine which ACCESS for ELLs assessment(s) you are responsible for administering.	<p>Vermont’s policy is that students in grades 1-12 are expected to take Online ACCESS for ELLs. The paper-based version may be given to students who cannot take the test on the computer, as specified in an IEP or 504 plan. The Kindergarten and Alternate ACCESS tests are paper-based.</p> <p><b>For 2022-23:</b> The guidance in this document around material orders and management, and return of test materials; or around test scheduling or administration, does not apply to the Alternate ACCESS Field Test, taking place in Spring 2023. Please see <a href="#">Alternate ACCESS for ELLs Field Test: coming to schools in early 2023</a> for additional information.</p>	
X	X		Communicate roles, responsibilities, and training requirements to test administrators.	All test administrators need to prepare to offer the test in advance by completing the required trainings annually. District and school test coordinators should coordinate to ensure that all test administrators are trained and aware of all their responsibilities related to testing.	
X	X	X	Review training requirements based on your role.	<p><b>Training Requirements for Test Coordinators (TCs)</b></p> <ul style="list-style-type: none"> <li>Bookmark <a href="#">Vermont’s state page</a> on the <i>public</i> section of the WIDA website for quick overview of: Vermont’s English language proficiency (ELP) assessments; 2022-2023 testing dates; website accounts; state testing requirements, test preparation &amp; training; manuals, guides, and test materials; <a href="#">Materials Management Guidelines</a>; and professional learning;</li> <li>Review this <b>Vermont State Checklist</b> to plan for and organize all tasks that must be completed before, during, and after testing;</li> <li>Login to <a href="#">WIDA Secure Portal</a>. View appropriate <a href="#">online training courses</a> (including videos, manuals, and key resources) to learn about assessment administrative tasks and procedures (test</li> </ul>	



Before Testing

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				<p>preparation, materials management, test administration, and materials return) required of personnel in different roles;</p> <ul style="list-style-type: none"> <li>Join live <b>ACCESS Webinars</b> (see <a href="#">Webinars</a> page in the WIDA Secure Portal for dates, descriptions, and intended audience(s) for each training). Recordings of all webinars will be archived on the <b>Webinars</b> page of the <b>WIDA Secure Portal</b> for viewing at your convenience.</li> <li>Locate the <i>WIDA AMS User Guide</i> on <a href="#">WIDA AMS</a> for reference on how to set up accounts and assign varying levels of permissions necessary to perform testing tasks. DTCs can also designate or share coordination responsibilities for overall test administration by giving “<i>District</i>” permissions to others in their LEA. When these responsibilities are shared, LEAs must still follow standard test administration policies and procedures to ensure test security and provide a supportive environment for TA training and administration of online and/or paper-based assessments of ELs.</li> </ul> <p><b>Training Requirements for Test Administrators (TAs)</b>  <i>Online ACCESS for ELLs; Kindergarten ACCESS; or paper-based ACCESS:</i> In VT, any educator who administers one of these tests in VT must:</p> <ul style="list-style-type: none"> <li>hold a current VT teaching license with an ESL endorsement or a provisional/emergency endorsement;</li> <li>complete the online training course for each test they will administer and certify or recertify <b>annually</b>. Educators must pass the certification quiz at the end of the course.</li> </ul> <p><i>Alternate ACCESS:</i> Licensed Special Educators (and ELL Educators) who complete the online training (and pass the quiz required to</p>	



Before Testing

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				certify/recertify <b>annually</b> ) may administer the <i>Alternate ACCESS</i> for eligible ELs with significant cognitive disabilities in grades 1-12.	
X	X	X	Log in to your <a href="#">WIDA account</a> and agree to the Non-Disclosure and User Agreement (NDUA) that appears automatically upon first login.	See sidebar of <a href="#">Vermont's state page</a> for how to obtain a <i>new WIDA Secure Portal</i> account or request help with an existing account. This secure section of the WIDA website is home to the training course, test administration policies and procedures, and certification monitoring tools for district and school personnel.	
X	X	X	Log in to <a href="#">WIDA AMS</a> and agree to security terms that appear automatically at first login.	See sidebar of <a href="#">Vermont's state page</a> for how to obtain a <i>new WIDA AMS</i> account or request help with an existing account. This online management portal is where you order test materials, manage student information, set up test sessions, and handle other essential test coordination tasks.	
X	X	X	Watch the <b>Training Overview</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	This module contains info about ACCESS for ELLs, introduces roles and responsibilities, and outlines the WIDA and WIDA AMS websites. TAs are responsible for training <b>only</b> on assessments they will be administering.	
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>	If not already done, TCs should set up accounts in WIDA AMS and make sure Tech Coordinators and TAs have the level of user permissions necessary to complete tasks required for their roles. Let Tech Coordinators know where to find Technology Coordinator resources on <a href="#">WIDA AMS</a> and <a href="#">WIDA website</a> .	
X			Submit Pre-ID file to DRC.	<b>LEAs</b> submit student demographic data (file or manual entry) to Data Recognition Corporation (DRC) via <a href="#">WIDA AMS</a> during the <b>10/26/22-11/16/22</b> window. Include all ELs who have not yet met the definition of "proficiency," based on VT's exit criteria. <b>Do not enter data for former or monitored ELs.</b> DTCs will receive an email from <b>DRC Customer Service</b> in <b>October</b> , providing further instructions for this process. Contact SEA if you have specific questions about which students to include and/or required data elements to submit. <b>Note:</b> LEAs that do <i>not</i> submit data during this window will <i>not</i> receive Pre-	



Before Testing

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				ID labels for their students and won't be able to manually enter this data in WIDA AMS until the Test Setup window opens on <b>12/12/22</b> .	
X	X		Watch the <b>Ordering Materials</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	This module includes detailed instructions for ordering materials and uploading a Pre-ID file in WIDA AMS.	
X	X		Order materials in WIDA AMS.	<p>LEAs place their <b>Materials Order</b> in WIDA AMS during the same <b>10/26/22 – 11/16/22</b> window for submitting their Pre-ID data. Be sure to complete <b>both</b> tasks, which are located on separate tabs. TCs place <i>initial</i> Material Orders for individual schools within each LEA. DRC cannot extend the deadline for ordering materials. If a district misses this deadline, it will have to wait to order any paper materials until the <i>Additional Materials Ordering (AMO)</i> window opens on <b>01/03/23</b> Refer to info about the AMO process addressed later in this document.</p> <p><b>Special instructions re: writing test booklets:</b> LEAs do <i>not</i> place orders for writing test materials for ELs in grades 1-3 who will be taking the Online ACCESS. For these grades, the writing portion is administered in a paper-based format. DRC <i>automatically</i> calculates the number of writing test booklets needed for grades 1-3, based on the number of students taking Online ACCESS.</p> <p>For grades 4-12, all students taking the Online ACCESS for ELLs view the Writing prompt on the screen (not in a booklet like grades 1-3) and keyboard their responses.</p> <p>Grades 4-12 Writing Response booklets <b>can NOT be ordered or shipped</b> during the Materials Order window. Please contact Linda Moreno (<a href="mailto:linda.moreno@vermont.gov">linda.moreno@vermont.gov</a>) early in the Materials Order window, if possible, regarding any student with a disability or</p>	



Before Testing

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				inability to keyboard that precludes computer testing in the writing domain.	
X			Discuss district and school technology needs and capacity to administer the online test with the Technology Coordinator.	Confirm that <b>Technology Coordinators</b> have a <a href="#">WIDA AMS</a> account and know about the <a href="#">Technology Coordinator resources</a> .	
X	X	X	Watch the <b>Accessibility Overview</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	Contains info about <a href="#">WIDA’s Accessibility and Accommodations Framework</a> and guidance for teams of educators to make decisions about accommodations.	
X	X	X	Watch the <b>Assigning Accommodations</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	Contains instructions to assign and edit a student’s accommodations in WIDA AMS.	
X	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.	This should include classroom/content, EL, Special Education staff involved in the EL’s educational program.	
X	X		In WIDA AMS, assign accommodations for students with an IEP or 504 plan.	Download and read this year’s <a href="#">Accessibility and Accommodations Manual</a> , when selecting and entering allowable accommodations in WIDA AMS. Contact Linda Moreno, Assessment Coordinator for Special Populations, with questions about specific accommodations. Accommodations can be assigned during the Test Session Setup window from <b>12/12/22-3/10/23</b> .	
X	X		<b>Optional:</b> Modify default test sessions in WIDA AMS to meet district/school needs. Enable Test Monitoring on test sessions as desired. See <a href="#">WIDA AMS User Guide</a> for details.		
X	X	X	Review student data for accuracy in WIDA AMS. Confirm that all students are listed in WIDA AMS and assigned to test sessions.	Contact Stephanie Vogel at the VT AOE if you need to add or make corrections to student demographic data in WIDA AMS. If this data does not match home language survey info, it’s important to fix one or the other for accuracy and consistency in State-level data files.  Finalize student counts. As soon as VT’s WIDA AMS Test Setup window opens <b>12/12/22</b> , LEAs can begin entering any new students	



Before Testing

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				(and/or students who were not uploaded during the Pre-ID window) and assign them to test sessions.	
X	X	X	Watch the <b>Test Scheduling</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	This module contains tips and guidance for creating a test schedule. Follow WIDA’s guidance on timing and grouping.	
	X	X	Create a testing schedule. All <b>Kindergarten</b> and <b>Alternate ACCESS</b> test sessions are administered one-on-one. <b>Tip:</b> Allow several days at the end for makeup testing. See the <a href="#">Test Coordinator Manual</a> for help with scheduling.	<b>Online</b> Listening, Reading and Writing can be given in a group configuration. Speaking should be given in smaller groups or individually so there is no interference with the recording. <b>Kindergarten</b> The entire Kindergarten assessment is administered in a one-on-one setting. <b>Alternate</b> The entire Alternate assessment is administered in a one-on-one setting.	
	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 <a href="#">Test Coordinator Manual</a> .	Follow WIDA’s guidance on the spacing of students and seating arrangements. If you have any issues meeting the requirements, contact your DTC.	
X	X	X	Watch the <b>Test Practice and Test Tickets</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	This module contains instructions for printing test tickets and student rosters from WIDA AMS.	
X	X	X	Plan communication for parents/family members about ACCESS for ELLs testing and upcoming testing schedule.	WIDA resources to consider: • <a href="#">What is ACCESS for ELLs?</a> handout (available in English, Arabic, Chinese, Dari, French, Haitian Creole, Hmong, Pashto, Portuguese, Russian, Somali, Spanish, Tagalog, Ukrainian, Urdu, and Vietnamese)	
X	X	X	Watch the <b>Managing Test Materials</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	Contains instructions for inventorying and distributing test materials.	
X	X		Receive, inventory, and distribute test materials to designated sites/staff.	Materials, including overage, are shipped to districts via UPS and will arrive on <b>1/3/23</b> . Materials will be packaged according to schools.  <b>New for 2022-23:</b> Braille sample items will be included in all braille kits. Sample items do not need to be returned to DRC.	
	X	X	Review materials for correct amount and type. Report the amount and type of overage to the District Coordinator.	STCs and TAs should report overages to DTC prior to opening of the test window on <b>1/5/23</b> , or as soon as possible.	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Watch the <b>Additional Materials Orders</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	This module contains detailed information about when and how to place Additional Materials Orders (AMOs).	
X	X		Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.	If a Pre-ID label contains incorrect information, it can still be used as long as the student demographic information (e.g, name, date of birth, grade) is <b>corrected in WIDA AMS</b> . If the student does not have a Pre-ID label or the district prefers not to use the label (due to inaccuracy), the student’s demographic info must be bubbled in on the student’s test booklet, following VT’s <a href="#">Materials Management Guidelines</a> on <a href="#">Vermont’s state page</a> . The student’s demographic info in WIDA AMS and on the info bubbled in the student’s booklet must match exactly to avoid multiple test records.	
X	X		Check District/School Labels for accuracy. Contact <a href="#">DRC Customer Support</a> if information is incorrect.	These particular labels are used for students with no Pre-ID label. The DTC should be the one to contact DRC if the info on a yellow District/School Label is incorrect.	
	X	X	Print test tickets and test rosters. Securely store according to state and local policies.	Test tickets are generated in WIDA AMS for each student and include information for logging into the test. If needed, DTCs can regenerate test tickets. Permission from the State is no longer required for this task.	
	X	X	Review test tickets for accuracy of demographic information and accommodations.	DTCs and designees can update accommodations info in WIDA AMS. <b>Note:</b> Not all accommodations are listed on the test ticket. “NA” will be listed for all accommodations outside of the three online accommodations (Manual Control of item audio [MC]; Repeat item audio [RA]; and Extended Speaking Response time [ET]).	
	X	X	<b>Kindergarten , Alternate 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. <b>Online</b> Do not apply labels to Writing Test Booklets for Online ACCESS until students have completed the Listening and Reading domains.	Please follow the <a href="#">Materials Management Guidelines</a> posted on <a href="#">Vermont’s state page</a> when bubbling demographic information on test booklets.	





Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
		X	<p>Watch the <b>Administering the Test</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.</p> <p><b>Kindergarten</b> Complete the <i>Kindergarten ACCESS for ELLs: Administration and Scoring</i> training course.</p> <p><b>Alternate</b> Complete the <i>Alternate ACCESS for ELLs: Administration and Scoring</i> training course.</p>	<p>This step is an optional review for TAs preparing to administer the assessment within a week.</p> <p><b>New for 22-23:</b> The Alternate ACCESS for ELLs: Administration and Scoring training course includes important information about administering the Alternate ACCESS Field Test. All Alternate ACCESS test administrators must complete the Alternate ACCESS for ELLs: Administration and Scoring training course and pass the certification quiz.</p>	
	X	X	<p><b>Online</b> Have students view <a href="#">Test Demos</a> and try <a href="#">Test Practice</a> items</p> <p><b>Kindergarten</b> Test administrators review Listening and Speaking sample items</p> <p><b>Alternate</b> Test administrators review sample items</p>	<p><b>Online</b> The <b>Test Demo</b> is a series of videos that explain how students will take the online test and interact with the test platform. The Sample Items provide users a close proximity to the items that students will see on the test. <b>Sample items</b> are only accessible through Google Chrome.</p> <p>The <b>Test Practice</b> items allow students to experience taking the assessment online and to experiment with the features available to them during the actual assessment. Practice items are only accessible through Google Chrome.</p> <p>You might want to consider these WIDA resources, as well: <a href="#">Preparing for ACCESS Testing</a> <a href="#">ACCESS Test Practice and Sample Items</a></p> <p><b>ACCESS for ELLs Online Speaking test</b> (July 2021 webinar archived on <a href="#">Webinars</a> page.) To learn more about the Speaking test structure and task design, how tier placement is determined, gain more insight into Speaking score points, as well as a better understanding of how the test is scored and what your students' scores mean.</p>	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Watch the <b>Monitoring Test Progress</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	This module looks at high level views of test status within the school/district and is relevant for DTC and STCs.	
		X	Pass required certification quiz(zes). Quizzes are located within the training courses.	TAs only need to take the quizzes located within the training course for the assessments they will administer. Quizzes can be taken as many times as necessary to pass.	
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.	All required training and certification quizzes must be completed prior to administration of the test. Please remember that federal and state law require strict adherence to these procedures for both LEAs and SEAs. If you are unsure about these requirements, please contact Stephanie Vogel at the VT AOE.	



**During Testing**

DTC	STC	TA	Task	State-specific Clarification	✓
	X	X	Set up the testing room according to the <a href="#">Test Administrator Manual</a> . For group settings, ensure students are seated far enough apart to avoid distractions.	Refer to the plan made earlier.	
	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).	Students may use scratch paper for any domain. No pre-filled/printed aids may be used (writing organizers, e.g.), but students may highlight and take notes as needed. Creating their own graphic organizers is also allowed, if they desire.	
	X	X	Distribute test tickets to students and verify information on ticket matches student’s test plan.		
X	X	X	Refer to manuals and scripts for test administration procedures.		
X	X	X	Follow all directions provided in the manuals and scripts. Monitor students to ensure test security.		
	X	X	Monitor and supervise students during test sessions.		
X	X	X	Monitor student progress in <a href="#">WIDA AMS</a> while testing and throughout the testing window.		
X	X	X	Notify Test Coordinator and/or Tech Coordinator of any issues that arise during testing.		
X	X	X	After students have completed the Listening and Reading tests, run a Tier Placement Report in WIDA AMS.	Use the report to identify: (a) students placed in Speaking Tier Pre-A; (b) appropriate writing tiers for students in Grades 1-3; (c) in rare cases, the writing tier for students in grades 4-12 who have been approved for handwriting instead of keyboarding their responses. TAs must distribute the correctly tiered booklet to each student.	



During Testing

DTC	STC	TA	Task	State-specific Clarification	✓
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.	To be on the safe side, please wait to apply labels to Writing Test Booklets until <i>after</i> the Tier Placement Report has been run and the tier identified.	
	X	X	Report additional material needs to the District Test Coordinator.	STCs and TAs should report their schools' AMO needs as soon as possible, so that the DTC is able to track, coordinate and complete AMO(s) according to WIDA AMO guidance. <b>Materials can be transferred between schools within a district, but not be transferred between one district and another. District/School labels may not be transferred. District and School Test Coordinators should determine a way to track the transfer of materials.</b>	
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. Contact SEA if additional District/School Labels are needed.  Refer to the <b>Secure Materials Tracking Report</b> in WIDA AMS under Report Delivery > Test Results for a full list of all materials sent to your school/district.	<ul style="list-style-type: none"> <li>• Additional Materials Order window in AMS: <b>1/3/23 – 3/17/23</b>;</li> <li>• AMOs should be placed using the <b><i>_<u>District-Level Ordering Site Only</u></i></b> from the School selection in WIDA AMS;</li> <li>• Overage from initial materials order will be split – 7.5% to the schools, 7.5% to the district. Utilize overage materials prior to requesting an AMO.</li> <li>• Refer to Section 3 in the <a href="#">Test Coordinator Manual</a> for information on additional materials ordering.</li> </ul>	
X	X	X	Securely store all testing materials in between test sessions.	Identify where materials will be stored prior to testing.	
	X	X	Collect and account for all test materials. Return them to the Test Coordinator.	Collect and shred used scratch paper; log out of INSIGHT; separate unused materials from used materials. Test Tickets can be shredded after the student has completed testing.	



After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Watch the <b>After Testing</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	Contains information about labeling student test booklets and returning test materials to DRC.	
X	X		Collect test materials from Test Administrators once testing is completed at each testing site.	TCs must document materials that have not been returned in WIDA AMS and notify Stephanie Vogel at VT-AOE with this information. If DRC doesn't find LEA's test materials that are expected back, they will follow up with the district and state. Follow instructions carefully and ask if you're unsure about returning materials.	
X	X	X	Ensure all accommodations and Do Not Score codes are correctly marked on the booklet or in WIDA AMS. See <a href="#">Test Coordinator Manual</a> and the Student Management section of the <a href="#">WIDA AMS User Guide</a> for guidance on entering Do Not Score codes.	If a student is not participating in an entire domain (i.e., Reading, Writing, Speaking, or Listening) fill in the "SPD" bubble (for the domain not being administered) on the back page of the regular size paper test booklet, or indicate in WIDA AMS under the Do Not Score Codes.	
X	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 <b>Secure Materials Tracking Report in WIDA AMS</b> under Report Delivery > Test Results for a full list of all materials sent to your school/district and returned to DRC.	Materials should be returned as soon as possible. <b>The deadline to return materials is 3/24/23.</b> Unused Pre-ID labels and scratch paper can 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 Test Coordinator Manual for a full list of secure and non-secure materials.	
X			Complete data validation process.	VT-AOE completes the Pre-Validation and Post-Validation processes at the State level. Accurate and complete reporting requires that LEAs do their part to: <ul style="list-style-type: none"> <li>submit accurate home language survey data to VT-AOE for all newly enrolling ELs on a consistent and timely basis;</li> <li>carefully review all <i>required</i> Pre-ID demographic data in WIDA AMS to ensure accuracy and completeness, per state-specific guidance in DRC emails;</li> </ul>	



After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
				<ul style="list-style-type: none"> <li>notify VT-AOE when there are discrepancies or omissions in WIDA AMS <b>before</b>, <b>during</b>, and <b>after</b> testing;</li> <li>provide data for additional fields in WIDA AMS as requested by State in order to meet Federal and State assessment and accountability—e.g., new this year, fill in data on Language Instruction Educational Programs for individual ELs as outlined in the Vermont specific guidance.</li> </ul>	
X	X	X	Watch the <b>Accessing Score Reports</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	Provides instructions for accessing score reports in WIDA AMS and contains an overview of the types of reports available.	
X			Review and distribute score reports to designated sites/staff.	Go to <a href="#">ACCESS for ELLs Scores and Reports page</a> for Interpretive Guide for Score Reports and more detailed info on student scores.	
X	X	X	Communicate with students’ parents/family members about ACCESS for ELLs test results.	<p><b>Exit Criteria:</b></p> <p><b>Grades 1-12:</b> Overall Composite PL ≥ 5.0 (minimum domain scores no longer required)</p> <p><b>Kindergarten:</b> EL in K cannot exit and must be reassessed in Grade 1.</p> <p><b>WIDA website resources:</b> In preparing to communicate with parents about their children’s ACCESS for ELLs score reports, educators may want to:</p> <ul style="list-style-type: none"> <li><a href="#">ACCESS for ELLs: Understanding your Child’s Scores</a></li> <li><a href="#">Alternate ACCESS for ELLs: Understanding your Child’s Scores</a></li> </ul> <p>Other Family Engagement documents/materials can be found in the WIDA <a href="#">Resource Library</a>.</p>	