



Washington
ACCESS for ELLs Online Checklist
 2021-2022






WIDATM



Washington Office of Superintendent of
PUBLIC INSTRUCTION

This state checklist is a guide for personnel involved in administering [ACCESS for ELLs Online](#) (**Grades 1-12**), 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
Testing Window	January 31, 2022 – March 25, 2022
WIDA member page	Wida.wisc.edu/memberships/consortium/wa
Online Resources	
Training Courses (login to Secure Portal required) <ul style="list-style-type: none"> • Online ACCESS for ELLs: Administration • Alternate ACCESS for ELLs: Administration and Scoring • Kindergarten ACCESS for ELLs: Administration and Scoring Course Resources: ACCESS Online , Kindergarten ACCESS , Alternate ACCESS	<ul style="list-style-type: none"> • ACCESS for ELLs Interpretive Guide for Score Reports • Alternate ACCESS for ELLs 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	
 District Assessment Coordinator (DAC) task  School Assessment Coordinator (SAC) task  Test Administrator (TA) task	Kindergarten Applies to Kindergarten ACCESS only Alternate Applies to Alternate ACCESS only



Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
	X	X	Determine which ACCESS for ELLs assessment(s) you are responsible for administering.	Paper-pencil and Braille test versions are available for students who have an accommodated test version accommodation in their IEP or 504 plans.	
X	X	X	Review training requirements based on your role.	Guidance on training requirements is located on the OSPI website.	
X	X	X	Log in to your WIDA account and agree to the Non-Disclosure and User Agreement (NDUA) that pops up automatically upon first login.	New test administrators contact their District Assessment Coordinator for access to the WIDA Secure Portal. New District Assessment Coordinators should reach out to Leslie Huff at leslie.huff@k12.wa.us .	
X	X	X	Log in to WIDA AMS and agree to security terms that appear automatically at first login.	To obtain a new login, contact your District Assessment Coordinator. New District Assessment Coordinators should contact Leslie Huff at leslie.huff@k12.wa.us .	
X	X	X	Watch the Training Overview module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
X			Set up WIDA AMS accounts for Technology Coordinators and Test Administrators. Tip: <i>If you need assistance, review the WIDA AMS User Guide.</i>		
			Submit Pre-ID file to DRC.	OSPI submits initial Pre-ID to DRC.	
			Order materials in WIDA AMS.	OSPI will order initial materials in early December via the Pre-ID file. Districts can help make sure we have accurate counts by ensuring CEDARS data is accurate by December 13.	
X	X		Discuss district and school technology needs and capacity to administer the online test with the Technology Coordinator.	Technology documentation can be found in the WIDA Secure Portal or in WIDA AMS under My Application > General Information > Documents.	



Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
X	X	X	Watch the Accessibility Overview module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
X	X		Watch the Assigning Accommodations module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
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.	Roles may vary on who is involved in this work.	
X	X		In WIDA AMS, assign accommodations for students with an IEP or 504 plan.	There are three accommodations that must be assigned in WIDA AMS prior to testing, if applicable: Manual Control of Item Audio (MC), Repeat Item Audio (RA), and Extended Speaking Test Response Time (ES). These accommodations are embedded in the online test platform.	
X	X		Optional: Modify default test sessions in WIDA AMS to meet district/school needs.	Default test sessions are created based on the Pre-ID file from OSPI, but districts and schools may adjust test sessions to match their own location’s test schedule.	
	X		Finalize student counts. Add any new students to WIDA AMS and assign them to test sessions.	The SEA will update students through file uploads. SEA will provide additional guidance on district tasks to update student records in AMS between Pre-ID upload and end of test window.	
	X	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	Watch the Test Scheduling module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		



Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
	X		Create a testing schedule. All Kindergarten and Alternate ACCESS test sessions should be one-on-one. Tip: <i>Allow several days at the end for makeup testing. See the Test Coordinator Manual for help with scheduling.</i>	Coordinate with local special education teams around Alternate ACCESS testing	
	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 for guidance on seating arrangements.	
	X	X	Watch the Test Practice and Test Tickets module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
	X		Plan communication for parents/family members about ACCESS for ELLs testing and upcoming testing schedule.	Visit the Family Engagement page for parent/family resources.	
X	X	X	Watch the Managing Test Materials module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
X			Receive, inventory, and distribute test materials to designated sites/staff.	Refer to Section 3 of the Test Coordinator Manual for information about receiving, inventorying, and distributing test materials.	
	X		Review materials for correct amount and type. Report the amount and type of overage to the District Coordinator.		
X			Watch the Additional Materials Orders module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	Only the DAC may place an additional materials order, but school assessment coordinators should be aware of the process as well as any associated internal processes. The default response mode for writing in grades 4 and 5 is keyboarding. You will not receive writing booklets for these grade levels in the initial shipment.	
			Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.	SEA will provide guidance on how to update information in WIDA AMS as necessary.	



Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
	X		Check District/School Labels for accuracy. Contact DRC Customer Support if information is incorrect.	District/School labels may be applied to any student booklet as needed (i.e., Writing, Kindergarten, Alt ACCESS). They may not be shared between school sites. If you need additional labels, you must contact ELPAssessments@k12.wa.us .	
	X		Print test tickets and test rosters. Securely store according to state and local policies.		
	X	X	Review test tickets for accuracy of demographic information and accommodations.	Accommodations may be updated in WIDA AMS if necessary. OSPI will provide guidance to districts on how to update demographic information. Confirm that accommodations MC (Manual Control of Item Audio), RA (Repeat Item Audio), and/or ES (Extended Speaking Test Response Time) are listed if assigned to the student. Any other accommodation will be indicated on the ticket with “NA”, since those accommodations will not be delivered by the test platform.	
	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.	Labels should not be placed on Writing booklets for grades 1-3 Writing before testing begins. A tier placement report must be run after the Listening and Reading domains. If a Pre-ID label is not available, apply a yellow District/School label and refer to the student test record in WIDA AMS to ensure student identifiers are bubbled correctly on the test booklet. Only place labels on Kindergarten and Alternate ACCESS test booklets when you know a student will test.	



Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
	X	X	Watch the Administering the Test module, located in the <i>Online ACCESS for ELLs: Administration</i> course. Kindergarten Complete the <i>Kindergarten ACCESS for ELLs: Administration and Scoring</i> training course. Alternate Complete the <i>Alternate ACCESS for ELLs: Administration and Scoring</i> training course.		
		X	Have students view Test Demos and try Test Practice items Kindergarten Test administrators review Listening and Speaking sample items Alternate Test administrators review sample items		
	X	X	Watch the Monitoring Test Progress module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
		X	Pass required certification quiz(zes). Quizzes are located within the training courses.		
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.	Account Coordinators may view certifications for individual test administrators through the Manage Users function in the WIDA Secure Portal, or for an entire school or district through the Certification Report tool. See the Get Help page for step-by-step instructions on using these tools.	



During Testing

DAC	SAC	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.		
	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).		
		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.		
		X	After students have completed the Listening and Reading tests, run a Tier Placement Report in WIDA AMS.	Tier Placement Reports list the Writing tier for any student who will handwrite their response, and list students who are assigned the pre-A tier for Speaking. Refer to Section 6 of the Test Coordinator Manual for information on tiers and the Tier Placement Report.	
		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.	If a Pre-ID label is not available, apply a yellow District/School label and refer to the student test record in WIDA AMS or to student information printed on a test ticket for a different domain to ensure student identifiers are bubbled correctly on the test booklet. Incorrect information may result in an incomplete score report. If additional yellow District/School labels are needed, request them through ELPAssessments@k12.wa.us .	
	X		Report additional material needs to the District Test Coordinator.		



During Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
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.	If additional District/School Labels are needed, contact your SEA at ELPAssessments@k12.wa.us with the following information: <ul style="list-style-type: none"> • District Name: • District Code: • School Name: • School Code: • District Coordinator Name: • District Coordinator Email: • Shipping Address: • Number of label sheets needed (10 labels/sheet): 	
	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

DAC	SAC	TA	Task	State-specific Clarification	✓
X	X	X	Watch the After Testing module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	Because materials are shipped to district, materials must also be shipped back to DRC from the district, not schools.	
	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 the Student Management section of the WIDA AMS User Guide for guidance on entering 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.	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		Watch the Data Validation module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
X	X		Complete data validation process.		
X	X	X	Watch the Accessing Score Reports module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
X			Review and distribute score reports to designated sites/staff.	More information and resources can be found on the Scores and Reports page of the WIDA website. Washington’s exit criteria will be established following the test window when student data can be reviewed and analyzed. We anticipate announcing the exit criteria in July or August of 2022.	



After Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
	X	X	Communicate with students' parents/family members about ACCESS for ELLs test results.	Visit the Family Engagement page for parent/family resources.	