



WASHINGTON ACCESS for ELLs Online Checklist 2024-2025



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 27, 2025 – March 21, 2025
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: 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• WIDA Alternate ACCESS Interpretive Guide for Score Reports• Technology Resources• Accessibility and Accommodations Resources• Q&A Webinar Links and Recordings <p>For more state-specific resources, visit your WIDA member page.</p>
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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 test versions are available for students who have an accommodated test version accommodation in their IEP or 504 plans. Please contact OSPI directly for Braille or Large Print forms (ELPAssessments@k12.wa.us).	
X	X		Communicate roles, responsibilities, and training requirements to test administrators.		
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 appears automatically upon first login.	<p>New test administrators contact their District Assessment Coordinator for access to the WIDA Secure Portal.</p> <p>New District Assessment Coordinators should reach out to OSPI at ELPAssessments@k12.wa.us.</p>	
X	X	X	<p>Log in to WIDA AMS and agree to security terms that appear automatically at first login.</p> <p>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.</p>	<p>To obtain a new login, contact your District Assessment Coordinator.</p> <p>New District Assessment Coordinators should contact OSPI at ELPAssessments@k12.wa.us.</p>	



Before Testing

DAC	SAC	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. <i>Tip: 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 9.	
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.	
X	X	X	Complete Module 3: Your Students, School and District in the Online ACCESS for ELLs: Administration training course. This module focuses on preparing a detailed testing schedule, preparing your students for testing, and assigning accommodations.		



Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
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. Consider the situation in your district to determine who should be involved in this process.	
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 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.	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	X		Finalize student counts. Add any new students to WIDA AMS and assign them to test registrations.	The SEA will provide a Pre-ID file to DRC for initial student upload. Following the initial Pre-ID file, districts are responsible for uploading students in WIDA AMS once student management is open in WIDA-AMS.	
	X	X	Review student data for accuracy in WIDA AMS. Confirm that all students are listed in WIDA AMS and assigned to correct test registrations.		



Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
X	X	X	Complete Module 4: Administering 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.		
	X		Create a testing schedule. All Kindergarten and Alternate ACCESS test sessions are administered 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. DACs will review these schedules.	
	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 .	Consider that testing environments may need to change for different grade levels or language domain tests.	
	X	X	Review “ Pep Talks, Test Demo, and Test Practice ” in Module 3 of the Online ACCESS For ELLs: Administration training course.	For students who have already completed WIDA ACCESS Online in previous years, TAs can rely on the practice embedded in the assessment in lieu of separate practice time.	
	X		Plan communication for parents/family members about ACCESS for ELLs testing and upcoming testing schedule.		
X	X		Review “ Managing Secure Materials ” in Module 2 of the Online ACCESS for ELLs: Administration training course.	Test Administrators can complete this training if needed; however, TAs are required to complete test security training from the state.	
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.	



Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
	X		Review materials for correct amount and type. Report the amount and type of overage to the District Coordinator.		
X			Review “Ordering Additional Materials” in Module 2 of the Online ACCESS for ELLs: Administration training course.	<p>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. Districts should limit their additional materials orders to as few orders as possible.</p> <p>Additional Materials Orders must be designated for the District Level site in WIDA AMS orders. Orders made for individual school sites cannot be approved.</p> <p>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.</p>	
			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.	
	X		Check District/School Labels for accuracy. Contact DRC Customer Support if information is incorrect.	<p>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. The following information is required:</p> <ul style="list-style-type: none"> • District Name: • District Code: • School Name: • School Code: • District Coordinator Name: • District Coordinator Email: • Shipping Address: • Number of labels needed (comes in sheets of 10): 	



Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
	X		<p>Print test tickets and test rosters. Securely store according to state and local policies.</p> <p>Review “Test Tickets & Rosters” in Module 4 of the Online ACCESS for ELLs: Administration training course.</p>		
	X	X	Review test tickets for accuracy of demographic information and accommodations.	<p>Accommodations may be updated in WIDA AMS.</p> <p>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 be delivered outside the test platform.</p>	
	X	X	<p>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.</p>	<p>Labels should not be placed on Writing booklets for grades 1-3 Writing before a Tier Placement Report is generated. A tier placement report must be run after the Listening and Reading domains and before administering the Speaking or Writing domains. Labels should only be applied to a booklet when it is confirmed a student will test.</p> <p>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.</p> <p>Only place labels on Kindergarten and Alternate ACCESS test booklets when you know a student will test. Do not label test booklets in anticipation of a student maybe testing in the future.</p>	



Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
	X	X	Kindergarten Complete the Kindergarten ACCESS for ELLs: Administration and Scoring training course. Alternate Complete the Alternate ACCESS: Administration and Scoring training course.		
		X	Have students view Test Demos and try Test Practice items <ul style="list-style-type: none"> 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.	All test administrators must certify for any WIDA assessment annually including Screener, ACCESS and Alt ACCESS.	



Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
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	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.	TAs must verify that test tickets match the student who is testing.	
		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, 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.	Tier Placement Reports list the Writing tier for any student who will handwrite their response, and lists 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 to ensure student identifiers are bubbled correctly on the test booklet. Incorrect information may result in an incomplete score report.	



During Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
				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.		
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 Online 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>If additional District/School Labels are needed, contact your SEA at ELPAssessments@k12.wa.us with the following information:</p> <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	Review “Returning Materials” in Module 2 of the Online ACCESS for ELLs: Administration training 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 <i>Viewing and Editing a Registration</i> in Test Management Online Help in WIDA AMS 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. 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.	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		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.		
X	X		Complete data validation process.		



After Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
X			<p>Review and distribute score reports to designated sites/staff.</p> <ul style="list-style-type: none">Reminder: WIDA Alternate ACCESS score reports will be released in fall 2024 due to standard setting. For more information, please see WIDA Alternate ACCESS Updates.		
	X	X	<p>Communicate with students' parents/family members about ACCESS for ELLs test results.</p> <ul style="list-style-type: none">Updated score reporting resources for WIDA Alternate ACCESS will be available in fall 2024.		