



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



This state checklist is a guide for personnel involved in administering [ACCESS for ELLs](#), 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 Wisconsin Department of Public Instruction (DPI) expects you to follow as you prepare for and administer the test.

**State-specific information**

<b>Test delivery mode</b>	<b>Online – See first row of checklist for additional information.</b>	<b>Testing Window</b>	December 1, 2022 – January 27, 2023 Alternate ACCESS Field Test: February 14 – March 17, 2023
<b>WIDA member page</b>	<a href="http://Wida.wisc.edu/memberships/consortium/wi">Wida.wisc.edu/memberships/consortium/wi</a>		
<b>Checklist Notes</b>	This checklist contains dates by which each task must be completed. Dates for critical tasks are indicated in <b>bold</b> font. These tasks must absolutely be completed by the specified date. Non-bolded dates may be adjusted to suit the needs of your district.		

**Online Resources**

<p><b>Training Courses</b> (login to Secure Portal required)</p> <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> <p><b>Course Resources:</b></p> <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>
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**Checklist Key**

<ul style="list-style-type: none"> <li><span style="color: blue;">■</span> District Test Coordinator (DAC) task</li> <li><span style="color: green;">■</span> School Test Coordinator (SAC) task</li> <li><span style="color: yellow;">■</span> Test Administrator (TA) task</li> </ul>	<p><b>Kindergarten</b> Applies to Kindergarten ACCESS only</p> <p><b>Alternate</b> Applies to Alternate ACCESS only</p>
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**Before Testing**

DAC	SAC	TA	Task	State-specific Clarification	Start Date	End Date	✓
		X	Determine which ACCESS for ELLs assessment(s) you are responsible for administering.	<p>Wisconsin state policy requires public schools to administer ACCESS for ELLs <b>Online</b> for grades 1-12.</p> <ul style="list-style-type: none"> <li>Schools may administer ACCESS for ELLs Paper when an IEP indicates that a student requires an accommodation that cannot be provided on the Online assessment.</li> <li>Should a public school need to offer ACCESS for ELLs Paper outside of this situation, approval must be granted by DPI prior to ordering the Paper tests.</li> <li>Non-public schools administering ACCESS for ELLs may opt to administer the paper version.</li> </ul> <p><b>New for 2022-23:</b> The guidance in this document around materials orders and management, and return of test materials; or around test scheduling or administration, does not apply to the <b>Alternate ACCESS Field Test</b>, 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>	10/1	12/1	
X	X		Communicate roles, responsibilities, and training requirements to test administrators.		10/1	1/27	
X	X	X	Review training requirements based on your role.	<ul style="list-style-type: none"> <li><b>Kindergarten</b> EL staff who have certified on the <i>Kindergarten ACCESS for ELLs: Administration and Scoring</i> training course</li> <li><b>Alternate</b> EL or Special Education staff who have certified on the <i>Alternate ACCESS for ELLs: Administration and Scoring</i> training course</li> <li><b>Grades 1-12 Online:</b> District Employees who have certified on the <i>Online ACCESS for ELLs: Administration</i> training course</li> </ul>	10/1	1/27	



Before Testing

DAC	SAC	TA	Task	State-specific Clarification	Start Date	End Date	✓
				<ul style="list-style-type: none"> <li><b>Grades 1-12 Paper:</b> Trained EL staff who have certified on the <i>Paper ACCESS for ELLs: Administration</i> training course AND applicable <a href="#">Speaking for Grades 1-5: Scoring ACCESS Paper and WIDA Screener</a> and/or <a href="#">Speaking for Grades 6-12: Scoring ACCESS Paper and WIDA Screener</a></li> </ul>			
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.	DACs set up WIDA Secure Portal accounts for new Test Administrators. New DACs should contact WIDA Client Services Center to obtain an account.	10/1	1/27	
X	X	X	Log in to <a href="#">WIDA AMS</a> and agree to security terms that appear automatically at first login.	DACs set up WIDA AMS accounts for new Test Administrators. For instructions, refer to page 35 in the <a href="#">WIDA AMS User Guide</a> . DRC sets up DAC accounts and sends an e-mail in late September.	10/1	1/27	
X			Upload private school Pre-ID files in WIDA AMS.		9/26	<b>10/26</b>	
X	X	X	Watch the <b>Training Overview</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	Required for new-to-testing educators only. Recommended to review as needed for returning educators	10/1	12/1	
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>		10/1	12/1	
X	X	X	Plan communication for parents/guardians about ACCESS for ELLs testing and upcoming testing schedule.	<a href="#">WIDA resources</a> to consider: <ul style="list-style-type: none"> <li><a href="#">What is ACCESS?</a> Handout for parents (available in English and other languages)</li> <li><a href="#">Test Administrator Essentials</a></li> </ul>	10/1	12/1	
X	X		Discuss district and school technology needs and capacity to administer the online test with the Technology Coordinator.		10/1	12/1	



Before Testing

DAC	SAC	TA	Task	State-specific Clarification	Start Date	End Date	✓
X	X	X	Watch the <b>Accessibility Overview</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	Required for new-to-testing educators only. Recommended to review as needed for returning educators.	10/1	12/1	
X	X		Watch the <b>Assigning Accommodations</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	Required for new-to-testing educators only. Recommended to review as needed for returning educators.	10/1	12/1	
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.	Administrative Considerations provide for significant flexibility when scheduling testing during the COVID-19 pandemic.	10/1	12/1	
X	X		Watch the <b>Test Scheduling</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	Required for new-to-testing educators only. Recommended to review as needed for returning educators.	10/1	12/1	
X	X		Create a testing schedule. All <b>Kindergarten</b> and <b>Alternate ACCESS</b> test sessions are administered one-on-one. <i>Tip: Allow several days at the end for makeup testing. See the <a href="#">Test Coordinator Manual</a> for help with scheduling.</i>	Templates are available in Part 4 of the <a href="#">Test Coordinator Manual</a> . DPI recommends that districts schedule no more than 1-2 domains per day for each student. Schedule in consideration of interruptions such as bells, field trips, and other activities with room-level or building-level disruption potential.	10/1	12/1	
			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.	10/1	12/1	
X	X	X	Watch the <b>Test Practice and Test Tickets</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	Required for new-to-testing educators only. Recommended to review as needed for returning educators.	10/1	12/1	
X	X		Watch the <b>Managing Test Materials</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	Required for new-to-testing educators only. Recommended to review as needed for returning educators.	10/1	12/1	



Before Testing

DAC	SAC	TA	Task	State-specific Clarification	Start Date	End Date	✓
X	X		Watch the <b>Additional Materials Orders</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	Required for new-to-testing educators only. Recommended to review as needed for returning educators.	10/1	12/1	
		X	Watch the <b>Administering the Test</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course. <b>Kindergarten</b> Complete the <i>Kindergarten ACCESS for ELLs: Administration and Scoring</i> training course. <b>Alternate</b> Complete the <i>Alternate ACCESS for ELLs: Administration and Scoring</i> training course.	Required for new-to-testing educators only. Recommended to review as needed for returning educators.  <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.	10/1	12/1	
X	X	X	Have students view <a href="#">Test Demos</a> and try <a href="#">Test Practice</a> items  <b>Kindergarten</b> Test administrators review Listening and Speaking sample items <b>Alternate</b> Test administrators review sample items	Strongly recommend for Speaking, to ensure students are able to use the microphone, especially in younger grades.	10/1	12/1	
X	X		Watch the <b>Monitoring Test Progress</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		10/1	12/1	
		X	Pass required certification quiz(zes). Quizzes are located within the training courses.	Paper Speaking scoring training is separate from the overall paper test training. Only take these quizzes if you will be scoring Speaking for the grades listed.  Alternate ACCESS test administrators must certify for the 2022-23 year.	10/1	12/1	
X	X		In WIDA AMS, assign accommodations for students with an IEP or 504 plan.		11/1	12/1	



Before Testing

DAC	SAC	TA	Task	State-specific Clarification	Start Date	End Date	✓
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.	Default Test Sessions are by school/grade/domain. TAs may need to be assigned to Test Sessions/Schools.	11/1	12/1	
X	X		Finalize student counts. Add any new students to WIDA AMS and assign them to test sessions.		11/1	12/1	
X	X		Review student data for accuracy in WIDA AMS. Confirm that all EL students are listed in WIDA AMS and assigned to test sessions.		11/1	12/1	
X	X	X	Print test tickets and test rosters. Securely store according to state and local policies.	Determine ahead of time who is responsible for printing these materials. Keep them in a secure location until test-day.	11/22	<b>12/1</b>	
X	X	X	Review test tickets for accuracy of demographic information and accommodations.		11/22	<b>12/1</b>	
X			Receive, inventory, and distribute test materials to designated sites/staff.	Wisconsin shipments are sent to districts. When distributing materials to schools, districts should include Test Tickets and Test Rosters if printed centrally. Materials must be stored in a secure location.  <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.	11/28	<b>12/1</b>	
X	X	X	Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.	If name, WISEid, birthday, grade, or school/district are incorrect, update the WIDA AMS to the correct information. If these or other demographics are incorrect, ensure that your SIS has the correct information. Final demographics will come from WISEdata, which is updated from your SIS. If Pre-ID Label information is incorrect, it will still be matched to the student in the WIDA AMS based on the barcode.	11/28	<b>12/1</b>	



**Before Testing**

DAC	SAC	TA	Task	State-specific Clarification	Start Date	End Date	✓
X	X	X	Check District/School Labels for accuracy. Contact <a href="#">DRC Customer Support</a> if information is incorrect.	These labels are used for students with no Pre-ID Label.	11/28	12/1	
X	X	X	<b>Kindergarten and 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. At minimum name, birthdate, grade, and WISEid must be filled in.	11/28	12/1	
	X		Review materials for correct amount and type. Report the amount and type of overage to the District Coordinator.	This overage must be used first in cases where sites need additional materials. Consult your DAC if any additional materials are needed. For more information regarding Additional Materials Orders and using overage visit Section 3 of the <a href="#">Test Coordinator Manual</a> .	11/28	12/1	
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.	You may view proof of certification either by looking up individual users in the WIDA Secure Portal under <a href="#">Manage Users</a> or through the <a href="#">Certification Report</a> feature.	12/1	1/27	

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During Testing

DAC	SAC	TA	Task	State-specific Clarification	Start Date	End Date	✓
			<b>ACCESS for ELLs Test Window Opens in Wisconsin</b>		<b>12/1</b>		
		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.		12/1	1/27	
		X	Gather test administration materials: Test Administrator Script(s), Test Administrator Manual, test tickets, test roster, Writing Booklets, #2 pencils, clock, etc.		12/1	1/27	
		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.). Students may highlight and take notes as needed, and may create their own graphic organizers if they desire.	12/1	1/27	
		X	Distribute test tickets to students and verify information on ticket matches student's test plan.		12/1	1/27	
X	X	X	Follow all directions provided in the manuals and scripts. Monitor students to ensure test security.		12/1	1/27	
X	X	X	After students have completed the Listening and Reading tests, run a Tier Placement Report in WIDA AMS.	Required for grades 1-3 online, and grades 4-12 using a paper Writing booklet only.	12/1	1/27	
		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. At minimum name, birthdate, grade, and WISEid must be filled in.	12/1	1/27	
		X	Report additional material needs to the District Test Coordinator.		12/1	1/27	





**During Testing**

DAC	SAC	TA	Task	State-specific Clarification	Start Date	End Date	✓
X			<p>Schools needing extra materials should first be given materials out of the district coverage or from extra materials in other schools in your district. If an additional materials order needs to be placed after exhausting these resources, do so prior to one week before the end of the testing window.</p> <p>Refer to the <b>Secure Materials Tracking Report</b> in WIDA AMS under Report Delivery &gt; Test Results for a full list of all materials sent to your school/district.</p>	Reference Section 3 of the <a href="#">Test Coordinator Manual</a> for more info.	12/1	1/27	
X	X		Securely store all testing materials in between test sessions.	Identify where materials will be stored prior to testing.	12/1	1/27	
		X	Collect and account for all test materials. Return them to the Test Coordinator.	Used scratch paper should be collected and shredded, INSIGHT should be logged out of, and unused materials separated from used materials. If a student has completed testing, shred their Test Ticket.	12/1	1/27	
<b>ACCESS for ELLs Test Window Closes in Wisconsin</b>					<b>1/27</b>		



After Testing

DAC	SAC	TA	Task	State-specific Clarification	Start Date	End Date	✓
X	X	X	Watch the <b>After Testing</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		12/1	1/27	
X	X		Collect test materials from Test Administrators once testing is completed at each testing site.	TAMs and other unsecure materials may be recycled.	12/1	1/27	
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.	DNS codes for tests given in error, student refusal, testing irregularities, significant medical emergencies, etc.	12/1	1/27	
X	X		Prepare test materials for return.	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.	12/1	1/27	
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.	Check booklets for scratch paper. This should be removed and shredded before booklets are packed for shipment. DRC must receive all materials by 2/7 or they will not get scored.	12/1	<b>2/7</b>	
X	X		Watch the <b>Data Validation</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		2/1	2/23	
X			Complete data validation process.	Demographic information will be taken from WISEdata, and not from the WIDA AMS. Please ensure that your SIS is up to date, and contains accurate information. Ensure that student name, WISEid, grade, and birthday are correct.	2/15	<b>2/23</b>	
X	X	X	Watch the <b>Accessing Score Reports</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		4/15	4/28	



**After Testing**

DAC	SAC	TA	Task	State-specific Clarification	Start Date	End Date	✓
X			District data files, frequency reports, and translated ISRs available in the WIDA AMS.		4/28		
X			Complete post-reporting data validation.		5/9	5/23	
X			Review and distribute <a href="#">score reports</a> to designated sites/staff.		5/12	5/31	
	X	X	Communicate with students' parents/family members about ACCESS for ELLs test results.	Translated flyers and interpretation guides are available on the <a href="#">WIDA Website</a> . Translated score reports are available in the WIDA AMS.	5/12	5/31	