



WYOMING ACCESS for ELLs Online Checklist 2023-2024



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

Test delivery mode	LEA Decision – Online is encouraged	Testing Window	January 23, 2024 – March 1, 2024
WIDA member page	wida.wisc.edu/memberships/consortium/wy		

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: <ul style="list-style-type: none">• 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 <p>For more state-specific resources, visit your WIDA member page.</p>
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Checklist Key

-  District Test Coordinator (DTC) task
-  Building Test Coordinator (BTC) task
-  Test Administrator (TA) task

Kindergarten Applies to Kindergarten ACCESS only
Alternate Applies to Alternate ACCESS only



Before Testing

DTC	BTC	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.	<p>Test Administrators must be trained the first year of test administering and all TAs must review training every year and on all WIDA modules. Training will be done every other year after the first year of training.</p> <p>Test Administrators must be employed by the district, be a certified/staff member and hold a certification from the Wyoming Professional Teaching Standards Board.</p> <p>Test Administrators must complete the WIDA online training course, including passing the certification quiz, for the applicable assessments.</p> <p>School/district employees may not administer the test to their own relatives, nor be in the testing environment during testing. Kindergarten or Alternate ACCESS Test Administrators must be proficient English speakers.</p> <ul style="list-style-type: none"> ● Kindergarten - all TAs must recertify their training every other year by completing the <i>Kindergarten ACCESS for ELLs: Administration and Scoring</i> training course. ● Alternate - all TAs must recertify during the 2023-24 school year by completing the <i>Alternate ACCESS: Administration and Scoring</i> training course. 	



Before Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
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>BTC and TA accounts are created by the DTC.</p> <p>Non-Disclosure and User Agreement (NDUA) Wyoming requires a paper copy of the NDUA on file for at least 2 years. District policies may require longer than 2 years. NDUAs may be checked during Quality Assurance and monitoring visits during the test administration window.</p>	
X	X	X	<p>Log in to WIDA AMS and agree to security terms that appear automatically at first login.</p> <ul style="list-style-type: none"> New this year: WIDA AMS has new applications for Import, Student and Test Management. Review screencasts in the ACCESS Online training course for more information. 	<p>Contact Antoinette Hallam or Dr. Elizabeth Price at WDE for new DTC accounts: antoinette.hallam@wyo.gov 307-777-5217 elizabeth.price@wyo.gov 307-777-5296</p> <p>BTC, TA, and Technology Coordinator accounts are created by their DTC. Coordinators must send an email to the District Test Coordinator to request an account. Permissions have to be changed by someone higher up in the hierarchy. For example, Building Test Coordinators should request accounts from the District Test Coordinator.</p>	



Before Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
X	X	X	<p>Complete Module 1: Introduction of the Online ACCESS for ELLs: Administration training course.</p> <p>This module provides background information about ACCESS Online, including the test's purpose, design, and materials, and clarifies your role in testing.</p> <ul style="list-style-type: none"> This module contains recommended information for those seeking certification. 	<p>All Screener TA training is REQUIRED for all DTCs, BTCs, TAs every year.</p> <p>ACCESS TA training is REQUIRED every other year and RECOMMENDED every year for all DTCs, BTCs, and TAs.</p> <p>Alternate ACCESS TA training is REQUIRED for all DTCs, BTCs, and TAs for the 2023-2024. You must complete the training course and pass the quiz after September 1 for your certification to be valid in the 2023-24 school year.</p>	
X			Set up WIDA AMS accounts for Technology Coordinators and Test Administrators. Tip: If you need assistance, review the WIDA AMS User Guide .	All roles, including Building Test Coordinators, Test Administrators and Technology Coordinators, will need WIDA AMS accounts. For instructions, refer to page 35 in the WIDA AMS User Guide .	
X			DTC reviews EL student information in SIS. WDE submits Pre-ID file to DRC.	WDE will submit Pre-ID file to DRC. DTC must ensure that EL student information is correct in SIS. WDE will use the WDE684 data submission to create the Pre-ID file.	
X	X	X	<p>Complete Module 2: Planning & Logistics in the Online ACCESS for ELLs: Administration training course.</p> <p>This module focuses on ordering and returning materials, as well as managing, distributing, and securing test materials.</p> <ul style="list-style-type: none"> This module contains recommended information for those seeking certification. 	Everyone ordering materials for the first time will watch the module. After the first year, review the module as needed.	
X	X	X	<p>Order materials in WIDA AMS.</p> <p>Material Ordering Window is October 2 to November 17, 2023 with orders shipped January 3 to 5, 2024. Additional Material Ordering Window for students entering districts is January 3 to February 23, 2024 with materials shipped as soon as possible to districts before the testing window ends March 1, 2024.</p>	Ordering may be done in the WIDA AMS by the DTC, BTC, or TA, according to the local roles in each LEA. The default response mode for Writing grades 4-5 is keyboarding. Grades 4-12 Writing Response Booklets will not be ordered or shipped with initial materials order. If needed, DTCs can order in the Additional Materials ordering window.	



Before Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
				<p>Materials that need to be ordered are:</p> <ul style="list-style-type: none"> Kindergarten ancillary kits and student test booklets Alternate ACCESS materials 1-12 paper-based testing materials, and corresponding tiers (if paper administration is determined) Accommodated Assessment Materials (large print/braille), hand writing response books for grades 4-12 if needed 	
X	X		Discuss district and school technology needs and capacity to administer the online test with the Technology Coordinator.	BTC meets with the technology coordinator to ensure technology system is compatible and set up for testing. In some districts, certain people may have multiple roles.	
X	X	X	<p>Complete Module 3: Your Students, School, & District in the Online ACCESS for ELLs: Administration training course.</p> <p>This module focuses on preparing your students for testing and assigning accommodations.</p> <ul style="list-style-type: none"> This module contains recommended information for those seeking certification. 		
X	X	X	<p>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.</p>	<p>Wyoming follows WIDA's accommodations guidelines for ACCESS for ELLs.</p> <p>The student must have EL representation (EL Teacher, EL District Coordinator etc.) at IEP meetings. The EL teacher must work with the language support team, IEP team, and classroom teacher to determine testing needs for students.</p> <p>Some students may not take all domains due to a documented disability. The IEP team determines this and requests an exemption through the SAER system under the ACCESS Domain Exemption (ADE) link. After providing evidence of need for exemption, WDE reviews and approves exemptions. Wyoming has the "Less Than Four Domains with an Overall Composite Score" for students with an</p>	



Before Testing

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				IEP who cannot take a certain domain, and this score comes later than other students' scores.	
X	X	X	In WIDA AMS, assign accommodations for students with an IEP or 504 plan.	DTC, BTC or TAs have the ability to log in to WIDA AMS and will assign accommodations for students with an IEP or 504 plan.	
X	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 Registrations are by school/grade/domain.	
	X	X	Finalize student counts. Add any new students to WIDA AMS and assign them to registrations.	Building Test Coordinators and Test Administrators will add new students to WIDA AMS. DTC can assist with any problems.	
X	X	X	Review student data for accuracy in WIDA AMS. Confirm that all students are listed in WIDA AMS and assigned to correct registrations.	Wyoming allows DTCs/BTCs/TAs to edit student information in WIDA AMS.	
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, preparing space, materials, and equipment, creating a testing schedule, technology troubleshooting, and how to administer specific domains. <ul style="list-style-type: none"> This module contains recommended information for those seeking certification. 	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	X	Create a testing schedule. All Kindergarten and Alternate ACCESS test sessions are administered one-on-one. Tip: Allow several days at the end for makeup testing. See the Test Coordinator Manual for help with scheduling.	All "Active ELs" are required to test all four domains. Students who are on monitor status are not required to test. Testing schedules must be shared with WDE annually. Reference the Wyoming Assessment Security Guide for guidance on Test Schedule creation.	



Before Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
X	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 Test Coordinator Manual .		
X	X	X	Reserve and confirm all necessary equipment (e.g. computers, laptops, tablets, headsets, etc.) is reserved for your testing days.		
X	X	X	Review “ Pep Talks, Test Demo, and Test Practice ” in Module 3 of the Online ACCESS For ELLs: Administration training course.		
X	X		Plan communication for parents/family members about ACCESS for ELLs testing and upcoming testing schedule.	Consider how you will communicate the purpose of the ACCESS for ELLs test, when students will test, and any tips for helping students do their best. WIDA resources can be found on the Family Engagement and Preparing for ACCESS Testing pages on the WIDA website.	
X	X	X	Review “ Managing Secure Materials ” in Module 2 of the Online ACCESS for ELLs: Administration training course.	Review the Wyoming Assessment Security Guide for more information about managing test materials.	
X	X		Receive, inventory, and distribute test materials to designated sites/staff. Initial materials orders arrive between January 3 to 5, 2024. Late material orders arrive as soon as possible (2-3 days).	Wyoming is a ship to district state, but because of some lengthy distances, some schools receive shipments directly. The 15% overage will be shipped to districts via UPS. Half of the overage will be packaged by school, with the other half reserved for the district. Unless necessary for materials preparation, TAs are not permitted to view test materials prior to administration.	
	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 District Test Coordinator if additional materials are needed. For more information regarding Additional Materials Orders and using overage, visit Section 3 of the Test Coordinator Manual .	
X	X		Review “ Ordering Additional Materials ” in Module 2 of the Online ACCESS for ELLs: Administration training course.		
X	X	X	Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.	Follow district policy on who can modify student demographics,	



Before Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
				accommodations, and Do Not Score codes. All edits need to be provided to District Coordinator to be entered into WIDA AMS.	
X	X		Check District/School Labels for accuracy. Contact DRC Customer Support if information is incorrect.	These labels are used for students with no Pre-ID label.	
X	X		Print test tickets and test rosters. Securely store according to state and local policies. Review “Test Tickets & Rosters” in Module 4 of the Online ACCESS for ELLs: Administration training course.	Determine ahead of time who is responsible for printing these materials. Keep them in a secure location until test day.	
X	X	X	Review test tickets for accuracy of demographic information and accommodations.	Confirm student name and grade; check the test ticket thoroughly before providing it to the student. Note, not all accommodations are listed on the test ticket.	
X	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.	See Test Coordinator Manual for demographic directions.	
X	X	X	Kindergarten Complete the Kindergarten ACCESS for ELLs: Administration and Scoring training course. Alternate Complete the Alternate ACCESS: Administration and Scoring training course.	New for 23-24: All WIDA Alternate ACCESS test administrators are required to certify this year. Certification must be completed after September 1, 2023 to be valid. Certifications from prior years are based on the previous version of the test and are no longer valid.	
	X	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. New for 2023-24: DRC INSIGHT has a new look and feel. Schedule extra time to become familiar with the layout and navigation. Kindergarten Test administrators review Listening and Speaking sample items Alternate Test administrators review sample items		



Before Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
X	X		Review “Tracking Site Completion Status” in Module 2 of the Online ACCESS for ELLs: Administration training course.		
X	X	X	Pass required certification quiz(zes). Quizzes are located within the training courses.	<p>Test Administrators are required to take the training for the assessment administration and every other year or returning TAs. It is required to review training materials when not recertifying.</p> <p>Alternate ACCESS test administrators must certify or recertify for the 2023-24 year.</p>	
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.	<p>District Test Coordinators must view and verify that TA have the appropriate certifications and test completions with the Manage Users or Certification Report tools in the WIDA Secure Portal.</p> <p>All educators who are assisting, or proctoring during the test administration, must review and sign a WDE Large Scale Assessment Security Agreement and a WIDA Non-Disclosure and User Agreement.</p> <p>Wyoming requires a paper copy of the NDUA on file for the current year and the previous school year. District policies may require longer than 2 years. NDUAs may be checked during Quality Assurance and monitoring visits during the test administration window.</p> <p>Review the Wyoming Assessment Security Guide for more information about test security and confidentiality procedures.</p>	



During Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
X	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	X	Distribute test tickets to students and verify information on ticket matches student's test plan.	Check the test ticket closely, verifying the student's name and grade before providing it to the student.	
		X	Follow all directions provided in the manuals and scripts. Monitor students to ensure test security.	The Principal and District Test Coordinator must be informed of any test irregularity and a WDE Test Irregularity Form must be completed.	
	X		After students have completed the Listening and Reading tests, determine students' tier placement information in WIDA AMS. <ul style="list-style-type: none"> View the screencast on "Test Domains: Listening & Reading" in Module 4 of the Online ACCESS for ELLs: Administration training course to learn how to export registration details in WIDA AMS. 	Use the report to identify students placed in Speaking Tier Pre-A and the Writing tier for students who will be handwriting their response.	
	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 avoid erroneous or incomplete student reports, ensure bubbled student information matches record in WIDA AMS.		
	X		Report additional material needs to the District Test Coordinator.		



During Testing

DTC	BTC	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 Online ACCESS for ELLs: Administration training course. <p>Refer to the Secure Material Tracking Report in WIDA AMS under Reporting Services > Published Reports for a full list of all materials sent to your school/district.</p>		
X	X		Securely store all testing materials in between test sessions.	<p>Materials should be in a stored, locked space that has minimal access, and should never be copied or shared. Students never transport materials, only trained staff who have signed a secure testing agreement and have participated in training.</p> <p>Review the Wyoming Assessment Security Guide for more information about managing test materials.</p>	
		X	Collect and account for all test materials. Return them to the Building Test Coordinator.		



After Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
X	X	X	Review “Returning Materials” in Module 2 of the Online ACCESS for ELLs: Administration training course.	Due date for returning materials is March 5, 2024.	
	X		Collect test materials from Test Administrators once testing is completed at each testing site.	Document materials that have not been returned in WIDA AMS and the DTC needs to contact WDE with this information.	
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.	Building Test Coordinators and Test Administrators can modify student demographics, and accommodations.	
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 Reporting Services > Published Reports for a full list of all materials sent to your school/district and returned to DRC.	<p>Test tickets, scratch paper, and unused Pre-ID labels must be securely destroyed by someone who has been trained locally.</p> <p>Non-Secure materials 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.</p> <p>All materials must be returned by March 5, 2024.</p>	
X	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.	<p>A WIDA Secure Portal account is required to access the module. DTC can add additional personnel to the WIDA Secure Portal.</p> <p>Reference the WIDA AMS User Guide Supplement: Data Validation for more information on the Data Validation process.</p>	
X	X	X	Complete data validation process.	<p>LEAs will conduct pre-reporting data validation in WIDA AMS from March 18-29, 2024.</p> <p>SEA will complete pre-reporting validation via a file and verify with districts.</p>	



After Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
X	X		Review and distribute score reports to designated sites/staff. <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	Communicate with students' parents/family members about ACCESS for ELLs test results. <ul style="list-style-type: none"> Updated score reporting resources for WIDA Alternate ACCESS will be available in fall 2024. 	Communicate exit criteria along with parent guides and documents to help stakeholders to understand proficiency levels. Share yearly targets and goals with parents. ACCESS for ELLs: Understanding your Child's Scores and Alternate ACCESS for ELLs: Understand your Child's Scores parent resources can be found in the Resource Library. WDE resources to communicate with families can be found on the WDE ACCESS webpage and further resources to communicate with families can be found on the WDE EL webpage .	