



**WYOMING**  
**ACCESS for ELLs Online Checklist**  
**2021-2022**



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>	LEA Decision – Online is encouraged
<b>Testing Window</b>	January 18, 2022 – February 25, 2022
<b>WIDA member page</b>	<a href="http://wida.wisc.edu/memberships/consortium/wy">wida.wisc.edu/memberships/consortium/wy</a>
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 WIDA member page.</p>
Checklist Key	
<ul style="list-style-type: none"> <li><span style="color: blue;">■</span> District Test Coordinator (DTC) task</li> <li><span style="color: green;">■</span> Building Test Coordinator (BTC) 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>



Before Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
		X	Determine which ACCESS for ELLs assessment(s) you are responsible for administering.		
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 Wyoming educator license. Test Administrators will be:</p> <ul style="list-style-type: none"> <li>• Licensed teachers, administrators, school psychologists, social workers, librarians, counselors, or speech pathologists.</li> <li>• TAs must complete the WIDA online training course, including passing the certification quiz, for the applicable assessments.</li> </ul> <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"> <li>• <b>Kindergarten</b> - all TAs must recertify their training every year by completing the <i>Kindergarten ACCESS for ELLs: Administration and Scoring</i> training course.</li> <li>• <b>Alternate</b> - all TAs must recertify their training every year by completing the <i>Alternate ACCESS for ELLs: Administration and Scoring</i> training course.</li> </ul>	



Before Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
X	X	X	Log in to your <a href="#">WIDA account</a> and agree to the Non-Disclosure and User Agreement (NDUA) that pops up automatically upon first login.	<p>New DTC accounts are created by Antoinette Hallam, Wyoming Department of Education, <a href="mailto:antoinette.hallam@wyo.gov">antoinette.hallam@wyo.gov</a> 307-777-5217.</p> <p>BTC and TA accounts are created by the DTC.</p> <p><b>Non-Disclosure and User Agreement (NDUA)</b>                      Wyoming requires a <a href="#">paper copy of the NDUA</a> 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	Log in to <a href="#">WIDA AMS</a> and agree to security terms that appear automatically at first login.	<p>New DTC accounts are automatically created by Antoinette Hallam, Wyoming Department of Education, <a href="mailto:antoinette.hallam@wyo.gov">antoinette.hallam@wyo.gov</a> 307-777-5217.</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>	
X	X	X	Watch the <b>Training Overview</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	Required for DTCs, BTCs, and TAs who are new to ACCESS, and every other year after. Refresh required during the years that are not recertifying years.	
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>	All roles, including Building Test Coordinators, Test Administrators and Technology Coordinators, will need WIDA AMS accounts. For instructions, refer to page 34 in the <a href="#">WIDA AMS User Guide</a> .	



Before Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
X			Submit Pre-ID file to DRC.	DTC will ensure that LEAs submit EL student information in SIS. The State will use this information to create the Pre-ID file. It is critical that EL information submitted by LEAs is accurate and current, and is submitted by the October deadline (can be updated through 684 error report). SEA submits Pre-ID file to DRC.	
X	X	X	Watch the <b>Ordering Materials</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	Everyone ordering materials for the first time will watch the module. After the first year, review the module as needed.	
X	X	X	Order materials in WIDA AMS.	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.  Materials that need to be ordered are: <ul style="list-style-type: none"> <li>● Kindergarten ancillary kits and student test booklets</li> <li>● Alternate ACCESS materials</li> <li>● 1-12 paper-based testing materials, and corresponding tiers (if paper administration is determined)</li> <li>● Accommodated Assessment Materials (large print/braille), hand writing response books for grades 4-12 if needed.</li> </ul>	
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	Watch the <b>Accessibility Overview</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
X	X	X	Watch the <b>Assigning Accommodations</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		



## Before Testing

DTC	BTC	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.	<p>Wyoming follows WIDA’s accommodations guidelines for ACCESS for ELLs.</p> <p>Wyoming has the “Less Than Four Domains with an Overall Composite Score” for students with an IEP who cannot take a certain domain.</p> <p>The EL teacher must work with the language support team, and/or classroom teacher to determine testing needs for students. The student must have EL representation (EL Teacher, EL District Coordinator etc.) at IEP meetings.</p>	
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	<b>Optional:</b> Modify default test sessions in WIDA AMS to meet district/school needs.	Default Test Sessions are by school/grade/domain.	
	X	X	Finalize student counts. Add any new students to WIDA AMS and assign them to test sessions. Remove students who move or are no longer ELs from test sessions.	The responsibility of adding new students to WIDA AMS varies by District, but Building Test Coordinators and Test Administrators will add 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 test sessions.	Wyoming allows DTCs/STCs/TAs to edit student information in WIDA AMS.	
X	X	X	Watch the <b>Test Scheduling</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	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.	



Before Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
X	X	X	Create a testing schedule. All <b>Kindergarten</b> and <b>Alternate ACCESS</b> test sessions should be 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>	All "Active ELLs" 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. A testing template is available on the EL Webpage & will be shared with districts annually.  Break testing down into days in the window versus testing all four domains in one day. The domains (Listening, Speaking, Reading, and Writing) should be administered within one week and in a couple of days or more.	
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 for guidance on seating arrangements.	
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	Watch the <b>Test Practice and Test Tickets</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> 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 <a href="#">Family Engagement</a> and <a href="#">Preparing for ACCESS Testing</a> pages on the WIDA website.	
X	X	X	Watch the <b>Managing Test Materials</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
X	X		Receive, inventory, and distribute test materials to designated sites/staff.	Wyoming is a ship to district state, but because of some lengthy distances, some schools receive shipments directly. The 10% overage will be shipped to districts via UPS and packaged by school. Unless necessary for materials preparation, TAs are not permitted to view test materials prior to administration.	



Before Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
	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 <a href="#">Test Coordinator Manual</a> .	
X	X		Watch the <b>Additional Materials Orders</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> 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, 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 and distribute test tickets and test rosters to TAs. 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.	
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	<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.	See Test Coordinator Manual for demographic directions.	
X	X	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.		



Before Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
	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		
X	X		Watch the <b>Monitoring Test Progress</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
X	X	X	Pass required certification quiz(zes). Quizzes are located within the training courses.	Test Administrators are required to take the training for the assessment administering. Initial certification is required for new TAs annually and every other year for returning TAs. It is required to review training materials when not recertifying.	
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.	District Test Coordinators must view and verify that TA have the appropriate certifications and test completions with the <a href="#">Manage Users</a> or <a href="#">Certification Report</a> tools in the WIDA Secure Portal.  All educators who are assisting, or proctoring during the test administration, must have a WDE Summative Test Security Agreement for ACCESS for ELLs or a WIDA Non-Disclosure and User Agreement.  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.	





During Testing

DTC	BTC	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.	Anyone who is administering the assessment can set up a testing room. Most likely it will be the TA, but can be the BTC or DTC for smaller or larger districts.	
	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.	In the case of an irregularity, certified staff can transcribe student responses. 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, run a Tier Placement Report 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.	If District/School Labels are used, ensure that bubbled student information matches student record in WIDA AMS. Incorrect information may result in an incomplete score report.	
	X		Report additional material needs to the District Test Coordinator.		
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.	If additional District/School Labels are needed, contact SEA.	
X	X		Securely store all testing materials in between test sessions.	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.	



**During Testing**

DTC	BTC	TA	Task	State-specific Clarification	✓
		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	Watch the <b>After Testing</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
	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 <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.	Building Test Coordinators and Test Administrators can modify student demographics, accommodations, and Do Not Score codes.  Do Not Score codes may be indicated in WIDA AMS for online test sessions. Do Not Score codes for any paper testing can only be indicated on the test booklet.	
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.	Test tickets, scratch paper, and unused Pre-ID labels must be securely destroyed by someone who has been trained 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	X	Watch the <b>Data Validation</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	All who work with and know students and have access to student information can assist and watch the data validation video.	
X	X	X	Complete data validation process.	LEAs will conduct pre-reporting data validation in WIDA AMS from March 18-31, 2022.  SEA will complete pre-reporting validation via a file and verify with districts.  The person responsible for verification varies by district. Contact SEA for more information.	



After Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
X	X		Watch the <b>Accessing Score Reports</b> module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
X	X		Review and distribute score reports to designated sites/staff.	More information and resources can be found on the <a href="#">Scores and Reports</a> page of the WIDA website.	
	X	X	Communicate with students' parents/family members about ACCESS for ELLs test results.	Communicate exit criteria along with parent guides and documents to help stakeholders to understand proficiency levels. Share yearly targets and goals with parents.  <a href="#">ACCESS for ELLs: Understanding your Child's Scores</a> and <a href="#">Alternate ACCESS for ELLs: Understand your Child's Scores</a> parent resources can be found in the Resource Library.	