



2025-26 ACCESS for ELLs (ACCESS) Readiness Guide

The following are recommended steps to ensure a successful ACCESS administration in spring 2026.

September - October	Prior to Testing	<p>Account Creation in WIDA Secure Portal</p> <p>Local education agency (LEA) Assessment Managers (LAMs) will have accounts created in the WIDA Secure Portal based on information available in the All Staff Integrated Data Submission (IDS) database. LAMs are responsible for completing updates such as adding any new school-based test coordinators or removing accounts of personnel that are no longer associated with their LEA. <u>Note:</u> ACCESS WIDA Secure Portal does not automatically import from All Staff IDS.</p> <p>Confirm LEA Information in Site ID File</p> <ul style="list-style-type: none">LAMs will receive an email notification the week of Oct. 6 of LEA and school names, addresses, and School Test Coordinator (TC) contact information from the Office of the State Superintendent of Education (OSSE). LEA LAMs are responsible for reviewing and confirming this information with OSSE by Oct. 31 before Pre-ID rostering and training can begin.
November - December	Pre-ID Rostering Complete Self-Paced Trainings	<p>Complete ACCESS Pre-ID Roster in Quickbase: Nov. 4 – Dec. 5</p> <ul style="list-style-type: none">Pre-ID Assessment Quickbase application opens to LEAs on Nov. 4.Batch uploads using the template must be uploaded by Dec. 5.Manual uploads must be completed by Dec. 9. <p>Complete Training in WIDA Secure Portal</p> <ul style="list-style-type: none">Information on required and recommended trainings for new and returning Test Coordinators and Test Administrators can be found on OSSE's website. <p>Review ACCESS for ELLs Checklists and Testing Manuals</p> <ul style="list-style-type: none">Test Administration Manuals are available on the WIDA Secure Portal.Checklists available on DC's WIDA Member Page for before, during and after testing activities for Online ACCESS for ELLs and Paper ACCESS for ELLs. <p>Create Staff User Accounts in the WIDA Secure Portal</p> <ul style="list-style-type: none">LEA ACCESS Test Coordinators are responsible for creating user accounts for School Test Coordinators and Test Administrators.
January	15 Days Prior to the First Day of Testing	<p>Establish a School Test Security File</p> <ul style="list-style-type: none">Each school must create and maintain a physical school test security file or binder that includes the required information outlined during test security training. An electronic file may be maintained in addition to the physical file. <p>School Test Security Plans Due to OSSE 15 Days Prior to First Day of Testing</p> <ul style="list-style-type: none">ACCESS Coordinators must submit school test security plans to OSSE via the OSSE Assessment Portal application in Quickbase. OSSE will request revisions or approve each plan in the portal.
	Prior to Testing	<p>Provide Test Security Training and Test Security Notification Statement to Staff</p> <ul style="list-style-type: none">All staff who will support with ACCESS testing or enter a testing room during administration must be trained in test security and provided with the Test Security Notification Statement.Track attendance at this training and keep it in your school test security file. <p>Send Family Notification Letter and Meet with Students</p> <ul style="list-style-type: none">Every school is required to send home a notification letter to families letting them know their student will participate in statewide testing. OSSE provides a template that schools may adapt.Review administration plans and protocols with students prior to testing, including how to ask questions or report issues while testing.

January	Prior to Testing	<p>Participate in OSSE-sponsored ACCESS Trainings (optional, but highly recommended)</p> <ul style="list-style-type: none"> LEA/school Coordinators and Test Administrators should attend the OSSE ACCESS Test Coordinator training and/or OSSE ACCESS Test Administrator Training. Training details and registration links can be found on the Statewide Assessment Training Schedule located on the OSSE Test Coordinator page. <p>Create Staff User Accounts in WIDA AMS</p> <ul style="list-style-type: none"> WIDA AMS will be pre-populated with students registered through the Pre-ID process. LEA ACCESS Test Coordinators are responsible for creating user accounts for School Test Coordinators and Test Administrators. <p>Monitor Staff Completion of Required Training in WIDA Secure Portal</p> <ul style="list-style-type: none"> LEAs are responsible for ensuring test coordinators and test administrators complete the required training in WIDA Secure Portal prior to beginning test administration. Information on required and recommended trainings for new and returning Test Coordinators and Test Administrators can be found on OSSE's website.
February - March	Feb. 9	ACCESS Testing Window Opens
	During Testing	<p>Administer the ACCESS Assessment, Monitor Testing and Support Authorized Personnel and Students</p> <ul style="list-style-type: none"> During the ACCESS administration, LEA and School Test Coordinators should actively monitor and support their authorized personnel and students. <p>Contact DRC and OSSE for assistance</p> <ul style="list-style-type: none"> Request Support from DRC Customer Support (technical) and OSSE's Office of Assessments (administration and policy), as needed during testing. Support requests to OSSE must be made using the OSSE Support Tool. <p>Submit Incident Reports to OSSE</p> <ul style="list-style-type: none"> When incidents arise during testing, follow your school's procedures for submitting incident reports. Reports may be submitted to OSSE via the following options: <ul style="list-style-type: none"> OSSE Assessment Portal (LEAs only) or online Test Security Incident Report Form OSSE Assessment Hotline: (202) 304-3269 <p>Note Minor Deviations in School Test Security Plan</p> <ul style="list-style-type: none"> When scheduling, Test Administrator staffing changes, or other changes occur to the school test security plan, Test Coordinators should note these in the minor deviations section of the school test security plan.
April	March 20	ACCESS Testing Window Closes
	After Testing	<p>Return Test Materials to DRC</p> <ul style="list-style-type: none"> Deadline to ship completed test materials to DRC is April 3. <p>Test Security Affidavits Due to OSSE</p> <ul style="list-style-type: none"> School ACCESS Coordinators must submit Test Security Affidavits to OSSE via the OSSE Assessment Portal within 10 business days of the last day of testing at their school. LEA ACCESS Coordinators must submit Test Security Affidavits to OSSE via the OSSE Assessment Portal within 15 business days of the last day of testing in their LEA.
		<p>Pre-Reporting Data Validation – April 17-24</p> <ul style="list-style-type: none"> LEAs complete pre-reporting data validation in WIDA AMS.
May	After Testing	<p>ACCESS Reports Available</p> <ul style="list-style-type: none"> ACCESS reports and data files available in WIDA AMS on May 14. ACCESS printed reports delivered to LEAs on May 29.