DISTRICT OF COLUMBIA
ACCESS for ELLs Paper Checklist
2020-2021

This state checklist is a guide for personnel involved in administering ACCESS for ELLs Paper, 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	Paper	**Testing Window**	February 15, 2021 – April 9, 2021
WIDA member page	Wida.wisc.edu/memberships/consortium/DC		
Online Resources			
• ACCESS for ELLs Test Administrator Manual (TAM) *Test administration policies and procedures* • ACCESS for ELLs Test Coordinator Manual (TCM) *Test coordination policies and procedures* • ACCESS for ELLs Accessibility and Accommodations Supplement *Accessibility and accommodations policies and procedures*		• ACCESS for ELLs Interpretive Guide for Score Reports • Alternate ACCESS for ELLs Interpretive Guide for Score Reports • WIDA AMS User Guide • Q&A Webinar Calendar For more state-specific resources, visit your WIDA member page.	
Checklist Key			
▪ LEA Test Coordinator (LTC) task ▪ School Test Coordinator (STC) task ▪ Test Administrator (TA) task		**K** Kindergarten ACCESS task **A** Alternate ACCESS task **Opt** Task may be optional depending on school or district procedures.	

Before Testing

LTC	STC	TA	Task	State-specific Clarification	✔
X	X	X	Determine which ACCESS for ELLs assessment you are responsible for administering: Online, Paper, Kindergarten (**K**), or Alternate (**A**).		
X	X	X	Review training requirements based on your role.	Test Administrators (TAs) must pass (receive a score of 80%) the ACCESS for ELLs quiz(zes) for the assessment(s) they will administer. Training certificates on the WIDA website portal will be updated as a record of completion. Training must be completed by the start of the testing window. **Recertification requirements:** Once the training has been completed, only the speaking portion of the training and its corresponding quiz must be retaken every year. Training certificates on the WIDA website portal will be updated as a record of completion. Training must be completed by the start of the testing window.	
X	X	X	Log in to your WIDA account and agree to the Non-Disclosure and User Agreement (NDUA) that pops up automatically upon first login.	TAs can contact their LEA Test Coordinator (LTC), OSSE, or the WIDA Client Services Center to request an account. New LTCs contact OSSE to request an account.	
X	X	X	Log in to WIDA AMS and agree to security terms that appear automatically at first login.	TAs can contact their LEA Test Coordinator (LTC) to request an account.	
X	X	X	Watch the Training Overview tutorial.		
			Submit Pre-ID file to DRC.	SEA will upload the file.	
X			Watch the Ordering Materials tutorial.		

Before Testing

LTC	STC	TA	Task	State-specific Clarification	✔
X			Order materials in WIDA AMS.	The initial materials order is based on the Pre-ID file upload. LEAs are not responsible for ordering materials unless additional materials are needed.	
X	X		Watch the Accessibility Overview tutorial.		
X	X		Watch the Assigning Accommodations tutorial.		
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 Supplement to consider testing needs for students who do not have an IEP or 504 plan.		
X	X		Assign accommodations for students with an IEP or 504 plan in WIDA AMS or bubble in on the Student Test Booklet.		
X	X		Review student data for accuracy in WIDA AMS.		
X	X		Watch the Test Scheduling tutorial.		
X			Create a testing schedule. All Speaking tests and all Kindergarten **K** and Alternate ACCESS **A** test sessions should be one-on-one. *Tip: Break testing down into days in the window. Allow several days at the end for makeup testing.*		
X	X		Reserve space and all necessary equipment (e.g., CD player) for testing days.		
		X	Plan a seating arrangement for testing areas. Verify that students are adequately spaced.	Refer to Test Scheduling in Section 5 of the TCM for guidance on seating arrangements.	

Before Testing

LTC	STC	TA	Task	State-specific Clarification	✔
X	X		Plan communication for parents/family members about ACCESS for ELLs testing and upcoming testing schedule.	Visit the Family Engagement page for parent/family resources.	
X			Watch the Managing Test Materials tutorial.		
X	X		Receive, inventory, and distribute test materials to designated sites/staff.		
	X		Review materials for accuracy. Report the amount and type of overage to the District Coordinator.		
X	X		Watch the Additional Materials Orders tutorial.		
X	X		Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.		
X	X		Check District/School Labels for accuracy. Contact DRC Customer Support if information is incorrect.		
X	X		Apply labels to Test Booklets.		
X	X		Bubble in demographic information and apply a District/School Label to Test Booklets that do not have Pre-ID Labels.		
X	X	X	Watch the Administering the Test tutorial. **K** Watch the Kindergarten Training Video Series. **A** Watch the Alt ACCESS Test Administration Tutorial.		
	X	X	Have students review Listening and Speaking paper sample items. **K** Test administrators review Listening and Speaking sample items **A** Test administrators review sample items		

Before Testing

LTC	STC	TA	Task	State-specific Clarification	✔
		X	Take the Paper Administration Quiz and pass with a score of 80% or higher. **K** Take the Kindergarten Quiz. **A** Take the Alt ACCESS Quiz.	TAs must pass (score of 80%) the ACCESS for ELLs quiz(zes) for the assessment(s) they will administer. Once the training has been completed, only the speaking portion of the training and its corresponding quiz must be retaken every year. Training certificates on the WIDA website portal will be updated as a record of completion. Training must be completed by the start of the testing window.	
		X	If you are responsible for administering the Speaking test, complete the Speaking Scoring modules.		
		X	Take the Speaking Quiz for Grades 1-5 and/or Grades 6-12 and pass with an 80% or higher.	TAs must pass (score of 80%) the ACCESS for ELLs quiz(zes) for the assessment(s) they will administer. Once the training has been completed, only the speaking portion of the training and its corresponding quiz must be retaken every year. Training certificates on the WIDA website portal will be updated as a record of completion. Training must be completed by the start of the testing window.	
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.		
		X	Try out the Listening and Speaking CD(s) and CD player prior to the day of testing.		
	X		Distribute test session rosters to Test Administrators.		

During Testing

LTC	STC	TA	Task	State-specific Clarification	✓
		X	Set up the testing room according to the TAM. For group settings, ensure students are seated far enough apart to avoid distractions.		
	X		Distribute all necessary testing materials to Test Administrators using procedure for secure check-out of test materials.		
		X	Distribute necessary materials to students (test booklets, pencils, scratch paper).		
		X	Follow all directions provided in the manuals and scripts. Monitor students to ensure test security.	Directions **may not** be translated in the students native language.	
		X	Report additional material needs to the Test Coordinator.		
X			Keep track of all material requests from schools during testing and place **one** additional materials order prior to the end of the testing window.	Reference Section 3 of the Test Coordinator Manual for more info.	
X	X		Securely store all testing materials in between test sessions.		
		X	Collect and account for all test materials in between test sessions. Return them to the Test Coordinator.		

After Testing

LTC	STC	TA	Task	State-specific Clarification	✔
X	X	X	Watch the After Testing tutorial.		
X	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.		
X	X		Prepare test materials for return.	If a student's response needs to be transcribed for any reason, the TA or STC can transcribe, following the transcription guidance in the Accessibility and Accommodations Supplement.	
X	X		Return test materials to DRC.	Scratch paper and unused pre-id labels should be destroyed locally. Non-Secure materials including the Test Administrator Manual and Test Coordinator Manual should not be returned to DRC. Refer to Section 3 of the TCM for a full list of secure and non-secure materials.	
X			Watch the Data Validation tutorial.		
X			Complete data validation process.	LTCs complete Pre-reporting validation in WIDA AMS. Follow the guidance released by WIDA/DRC.	
X			Watch the Accessing Score Reports tutorial.		
X	X	X	Review and distribute score reports to designated sites/staff.	More information and resources can be found on the Scores and Reports page of the WIDA website.	
X	X		Communicate with students' parents/family members about ACCESS for ELLs test results.	Score reports are shipped to districts. Please see Step 6 for Exiting and Reclassification guidance in OSSE's EL policies and procedures.	