ALASKA
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	Online	**Testing Window**	February 1, 2024 – March 29, 2024
WIDA member page	Wida.wisc.edu/memberships/consortium/ak		
Online Resources			

Training Courses (login to Secure Portal required)
- Online ACCESS for ELLs: Administration
- Alternate ACCESS: Administration and Scoring
- Kindergarten ACCESS for ELLs: Administration and Scoring

Course Resources:
- ACCESS Online, Kindergarten ACCESS, Alternate ACCESS

- 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

For more state-specific resources, visit your WIDA member page.

Checklist Key

🟦 District Test Coordinator (DTC) task
🟩 School Test Coordinator (STC) task
🟨 Test Administrator (TA) task

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

Last Updated: 9.1.2023

Before Testing

DTC	STC	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.	Test Administrators (TAs) must be district employees and have completed the training courses for the applicable tests. Annual recertification is required. TAs must also sign a Test Security Agreement (TSA) and complete test security training.	
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.	New TAs request accounts from District Test Coordinator (DTC) or WIDA Client Services (help@wida.us). New DTCs should contact Rachel Schweissing (rachel.schweissing@alaska.gov) if they need an account created for them. A printed copy of the NDUA is not required.	
X	X		Log in to WIDA AMS and agree to security terms that appear automatically at first login. • **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.	DTCs and Lead Coordinators have WIDA AMS Accounts. DTCs create accounts for Lead Coordinators and School Coordinators. New DTCs should contact Rachel Schweissing (rachel.schweissing@alaska.gov) if they need a WIDA AMS account created for them.	
X	X	X	Complete **Module 1: Introduction** of the Online ACCESS for ELLs: Administration training course. This module provides background information about ACCESS Online, including the test's purpose, design, and materials, and clarifies your role in testing.	All test administration courses are available through the WIDA Secure Portal.	
X			Set up WIDA AMS accounts for any appropriate district staff. ***Tip:*** *If you need assistance, review the WIDA AMS User Guide.*		

Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Complete **Module 2: Planning & Logistics** in the Online ACCESS for ELLs: Administration training course. This module focuses on ordering and returning materials, as well as managing, distributing, and securing test materials.	All test administration courses are available through the WIDA Secure Portal.	
X			Order materials in WIDA AMS.	Ordering materials is a required steps even if your school or district is administering the online assessment only. DTCs order materials in WIDA AMS. Contact DRC for assistance with materials ordering. Grade 4/5 default response mode for the Writing domain is keyboard. If writing response booklets are needed for grades 4-12, they can be ordered during the additional materials window. Additional guidance on materials ordering can be found in Section 3 of the Test Coordinator Manual.	
X	X		Discuss district and school technology needs and capacity to administer the online test with the Technology Coordinator.		
X	X	X	Complete **Module 3: Preparing Your Students** in the Online ACCESS for ELLs: Administration training course. This module focuses on preparing your students for testing and assigning accommodations.		
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.	Please refer to the ELP Assessment sections of the Participation Guidelines for Alaska Students in State Assessments for guidance on accommodations and Alternate ACCESS participation criteria.	
X	X		In WIDA AMS, assign accommodations for students with an IEP or 504 plan.	District and School Test Coordinators can assign accommodations in WIDA AMS. Although there are many accommodations that can be provided to EL students with disabilities, only three embedded accommodations require selection and activation prior to testing. These are the only accommodations that are required to be entered into WIDA AMS.	

Before Testing				

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				1. Manual control of item audio 2. Repeat item audio 3. Extended time for Speaking test (response time) These accommodations must be documented in the IEP or 504 Plan. Students should have opportunities to practice with these types of accommodations prior to testing. All other accommodations are non-embedded, i.e., provided by the test administrator outside of the test engine.	
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.	Generic registrations are organized by school/grade/domain. **Alaska does not allow the use of the Test Monitoring Application. Enabling Test Monitoring on test registrations is not allowed.**	
X			Finalize student counts. Add any new students to WIDA AMS and assign them to registrations.	A district level user must add individual or multiple students into WIDA AMS if they were not in the original Pre-ID file submitted by DEED. Information related to Student Management can be found in Online Help in WIDA AMS.	
X	X		Review student data for accuracy in WIDA AMS. Confirm that all students are listed in WIDA AMS and assigned to correct registrations.		
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.	Follow WIDA guidance on timing and group size.	

Before Testing

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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.*	In planning the testing schedule, consider the facilities and daily schedules of the school as well as the ability to conduct the assessments in a manner that will encourage and allow for student success. To ensure timely receipt of materials to DRC and to avoid conflicting with other district testing, please plan to test towards the beginning of the ACCESS window, if possible and feasible for your district/school.	
	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	Review "**Pep Talks, Test Demo, and Test Practice**" in Module 3 of the Online ACCESS For ELLs: Administration training course.	All test administration courses are available through the WIDA Secure Portal.	
X	X		Plan [communication for parents/family members](#) about ACCESS for ELLs testing and upcoming testing schedule.		
X	X		Receive, inventory, and distribute test materials to designated sites/staff. • Review "**Managing Secure Materials**" in Module 2 of the Online ACCESS for ELLs: Administration training course	Materials, including overage, are shipped to **districts** via UPS unless the district specified they would like their materials be shipped to **schools**. All test administration courses are available through the WIDA Secure Portal.	
	X		Review materials for correct amount and type. Report the amount and type of overage to the District Coordinator.Report the amount and type of shortage to the District Coordinator.		
X			Review "**Ordering Additional Materials**" in Module 2 of the Online ACCESS for ELLs: Administration training course.	Only DTCs have permission to order additional materials in WIDA AMS. All test administration courses are available through the WIDA Secure Portal. If your district has chosen to provide students in Grades 4-5 the option to write their responses in a test booklet instead of keyboarding for the online Writing test, you will need to order these	

Before Testing

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				booklets during the Additional Materials Ordering Window. For instructions, refer to the Materials Management Menu section of the WIDA AMS User Guide.	
X	X		Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.	If pre-ID labels are incorrect, edit student information in WIDA AMS. The incorrect pre-ID label can still be used.	
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. Only apply district/school labels to booklets you know will be used.	
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.		
	X	X	Review test tickets for accuracy of demographic information and accommodations.	Note: not all accommodations will be listed on the test ticket. NA will be list for all accommodations outside of the three embedded online accommodations (manual control of item audio [MC], repeat item audio [RA], extended speaking response time [ES]).	
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.	Please refer to the additional guidance – Bubbling in Demographic Information for Alaska Students	
X	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.	Only apply district/school labels to booklets you know will be used.	
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.	All test administration courses are available through the WIDA Secure Portal.	

Before Testing

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	X	X	Have students view Test Demos and try Test Practice items • Review **"Preparing Your Students"** in Module 3 of the Online ACCESS for ELLs: Administration training course. • **New for 2023-24:** DRC INSIGHT hs 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	All test administration courses are available through the WIDA Secure Portal.	
X	X		Review **"Tracking Site Completion Status"** in Module 2 of the Online ACCESS for ELLs: Administration training course.	All test administration courses are available through the WIDA Secure Portal.	
		X	Pass required certification quiz(zes). Quizzes are located within the training courses.	Annual recertification is required. All test administration courses are available through the WIDA Secure Portal. **New for 23-24:** Due to changes to the assessment, certification for the Alternate ACCESS must be completed **after** September 1, 2023 to be valid.	

Before Testing

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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.	State requirements are listed on the Alaska member page, under Requirements and Resources and you may view course completion through the Certification Report tool, located in the WIDA Secure Portal. There are new *2023-2024 Test Security Agreements* (TSA) and *TSA Guidance* available on the DEED Forms Webpage. This form is used by the state for all secure assessments. TSAs must be signed by any and all district staff that handle paper test materials or have access to the online test. Please have all test administrators complete the appropriate form, based on their testing role. Contact Rachel Schweissing at DEED (rachel.schweissing@alaska.gov or 907-465-8433) if you have any questions regarding these agreements.	

During Testing

DTC	STC	TA	Task	State-specific Clarification	✔
		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.	Follow WIDA guidance for room setup. Each school test center must be free of disruptions, have an established seating arrangement, and be well-lighted. 4 AAC 06.761(b)	
	X	X	Gather test administration materials: Test Administrator Script(s), Test Administrator Manual, test tickets, test roster, Writing Booklets, #2 pencils, clock, etc.	Follow WIDA guidance for allowable tools.	
	X	X	Ensure testing devices are ready and distribute necessary materials to students (e.g., booklets, pencils, headsets).		
		X	Distribute test tickets to students and verify information on ticket matches student's test plan.		
		X	Follow all directions provided in the manuals and scripts. Monitor students to ensure test security.		
X	X	X	After students have completed the Listening and Reading tests, determine students' tier placement information in WIDA AMS. • 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		
	X	X	Report additional material needs to the District Test Coordinator.		

During Testing

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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. Contact SEA if additional District/School Labels are needed. • Review **"Ordering Additional Materials"** in Module 2 of the Online ACCESS for ELLs: Administration training course. 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.	Reference Section 3 of the Test Coordinator Manual for more info.	
X	X		Securely store all testing materials in between test sessions.	Please see 4 AAC 06.765 Test security.	
	X	X	Collect and account for all test materials. Return them to the Test Coordinator.		

After Testing

DTC	STC	TA	Task	State-specific Clarification	✔
X	X		Review **"Returning Materials"** in Module 2 of the Online ACCESS for ELLs: Administration training course.	All test administration courses are available through the WIDA Secure Portal.	
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. See Test Coordinator Manual and *Viewing and Editing a Registration* in Test Management Online Help in WIDA AMS for guidance on entering Do Not Score codes.	DTCs can update accommodations and Do Not Score codes in WIDA AMS. All accommodations and Do Not Score codes should be recorded in WIDA AMS and on student test booklets. Changes made in WIDA AMS will trump any changes made by bubbling if the changes are not identical.	
X	X		Prepare test materials for return. Refer to Returning Test Materials in Section 3 of the Test Coordinator Manual.		
X	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.	Only return materials outlined by DRC – all other materials should be destroyed or recycled. Unused Pre-ID labels and used scratch paper may be destroyed locally. Refer to Section 3 of the Test Coordinator Manual for a full list of secure and non-secure materials.	
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.	All test administration courses are available through the WIDA Secure Portal.	
X			Review and distribute score reports to designated sites/staff. • 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	X	Communicate with students' parents/family members about ACCESS for ELLs test results. • Updated score reporting resources for WIDA Alternate ACCESS will be available in fall 2024.	For more resources and information about communicating to parents, please visit DEED's English Learner Education & Title III-A webpage.	