



RHODE ISLAND 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	Mon 1/8/24 - Fri 3/1/24
WIDA member page	wida.wisc.edu/memberships/consortium/ri
Online Resources	
<p>Training Courses (login to Secure Portal required)</p> <ul style="list-style-type: none"> • Online ACCESS for ELLs: Administration • WIDA Alternate ACCESS: Administration and Scoring • Kindergarten ACCESS for ELLs: Administration and Scoring <p>Course Resources:</p> <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>
Checklist Key	
<ul style="list-style-type: none"> ■ District Test Coordinator (DTC) task ■ School Test Coordinator (STC) task ■ Test Administrator (TA) task 	<p>Kindergarten Applies to Kindergarten ACCESS only</p> <p>Alternate Applies to Alternate ACCESS only</p>



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X			Determine which ACCESS for ELLs assessment(s) you are responsible for administering.	All students in grades 1-12 are expected to take the test on computer unless they have an accommodation that requires paper testing or their school has an approved waiver from RIDE to administer paper tests.	
X	X		Communicate roles, responsibilities, and training requirements to test administrators.		
X	X	X	Review training requirements based on your role.	<p>New TAs:</p> <ul style="list-style-type: none"> • Grades 1-12 online: Complete <i>Online ACCESS for ELLs: Administration</i> training course and successfully pass the online quiz. • Grades 1-12 paper: Complete <i>Paper ACCESS for ELLs: Administration</i> training course and successfully pass the online quiz. • Kindergarten Complete <i>Kindergarten ACCESS for ELLs: Administration and Scoring</i> training course and successfully pass the online quiz. • Alternate Complete <i>Alternate ACCESS for ELLs: Administration and Scoring</i> training course and successfully pass the online quiz. <p>Returning TAs: Any TAs who will be scoring a Speaking domain, must recertify annually (Kindergarten, Paper, Alternate). Recertification is otherwise required every three years or upon adoption of new tool.</p> <p>New for 2023-24: All WIDA Alternate ACCESS test administrators are required to certify this year. Certification must be completed after September 1, 2023 to be valid.</p>	



Before Testing

DTC	STC	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.	TAs and STCs should contact the District Test Coordinator (DTC) or the WIDA Client Services Center to request an account. DTCs should contact RIDE to request an account.	
X	X	X	Log in to WIDA AMS and agree to security terms that appear automatically at first login. <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. 	Depending on the district, some TAs may require a WIDA AMS account. TAs should contact the DTC to request an account. DTCs and Technology Coordinators can contact DRC directly to request an account, and should use their work email accounts to confirm their association with the district.	
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.	This module is strongly recommended for everyone who goes through the Online Training Module.	
X			Set up WIDA AMS accounts for Technology Coordinators and Test Administrators. <i>Tip: If you need assistance, review the WIDA AMS User Guide.</i>		
			Submit Pre-ID file to DRC.	This is done by RIDE. Pre-ID file is generated from data submitted through the MLL Census.	
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.	Please note that initial material orders are completed by RIDE. DTCs should focus on the additional material ordering portion of the training course. This module contains recommended information needed for those seeking certification.	
X			Discuss district and school technology needs and capacity to administer the online test with the Technology Coordinator.		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
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.	This module contains recommended information needed for those seeking certification.	
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.		
X	X		In WIDA AMS, assign accommodations for students with an IEP or 504 plan.		
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.		
X	X		Finalize student counts. Add any new students to WIDA AMS and assign them to registrations.		
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.	Student demographic information is provided by RIDE based on data submitted by districts via the enrollment census. If any demographic information is not accurate, please ensure your enrollment census is updated with the correct information.	
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.	This module contains recommended information needed for those seeking certification.	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Create a testing schedule. All Kindergarten and Alternate ACCESS test sessions are administered one-on-one. <i>Tip: Allow several days at the end for makeup testing. See the Test Coordinator Manual for help with scheduling.</i>		
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	Review “ Pep Talks, Test Demo, and Test Practice ” in Module 3 of the Online ACCESS For ELLs: Administration training course.		
X	X	X	Plan communication for parents/family members about ACCESS for ELLs testing and upcoming testing schedule.		
X	X		Review “ Managing Secure Materials ” in Module 2 of the Online ACCESS for ELLs: Administration training course.		
X	X		Receive, inventory, and distribute test materials to designated sites/staff.	Materials are shipped to districts via UPS and packaged by schools. Only TAs administering the read-aloud accommodation may view materials prior to administration and they must be monitored during review and review must not be more than 48 hours in advance. All secure materials to be distributed and collected daily. No materials are allowed to be stored in classrooms.	
X	X		Review materials for correct amount and type. Report the amount and type of overage to the District Coordinator.		
X	X		Review “ Ordering Additional Materials ” in Module 2 of the Online ACCESS for ELLs: Administration training course.		
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.		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Print test tickets and test rosters. Securely store according to state and local policies. <ul style="list-style-type: none"> Review “Test Tickets & Rosters” in Module 4 of the Online ACCESS for ELLs: Administration training course. 		
X	X	X	Review test tickets for accuracy of demographic information and accommodations.		
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.		
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.		
		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 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		
X	X		Review “Tracking Site Completion Status” in Module 2 of the Online ACCESS for ELLs: Administration training course.		
		X	Pass required certification quiz(zes). Quizzes are located within the training courses.		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	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.	RIDE allows flexibility on timing of when training should take place. TCs must train all teachers prior to administration of test. All teachers must read the Test Administrator Manual prior to administering the test.	



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.	A Do Not Disturb sign must be posted on the door, and no announcements can be made over intercom system while students are testing. Content-related materials on walls, desks, etc. must be removed or covered during testing.	
		X	Gather test administration materials: Test Administrator Script(s), Test Administrator Manual, test tickets, test roster, Writing Booklets, #2 pencils, clock, etc.		
		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.	Extended time (up to 50% additional time) can be given to any student, irrespective of whether they have an IEP or 504 plan.	
X	X	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 		
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.		
	X	X	Report additional material needs to the District Test Coordinator.		



During Testing

DTC	STC	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>	<p>Refer to Section 3 of the Test Coordinator Manual for guidance on additional materials ordering.</p>	
	X	X	<p>Securely store all testing materials in between test sessions.</p>	<p>Central secure (locked) location with access only by Test Coordinator and principal and all materials must be collected for storage between sessions.</p>	
		X	<p>Collect and account for all test materials. Return them to the Test Coordinator.</p>		



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.		
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 <i>Viewing and Editing a Registration</i> in Test Management Online Help in WIDA AMS for guidance on entering Do Not Score codes.		
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.	Scratch paper, unused labels and any test tickets must be destroyed securely. All other secure testing materials must be returned to DRC. Non-secure materials, including the Test Administrator Manual and Test Coordinator Manual, may be shredded or recycled locally. Please do not return non-secure materials to DRC. See Section 3 of the Test Coordinator Manual for a full list of secure and non-secure materials.	
			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.	RIDE will conduct the data validation process.	
			Complete data validation process.	RIDE will conduct the data validation process.	
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. 	Score reports are shipped to the districts.	



After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	<p>Communicate with students' parents/family members about ACCESS for ELLs test results.</p> <ul style="list-style-type: none"> Updated score reporting resources for WIDA Alternate ACCESS will be available in fall 2024. 	<p>A copy of the individual student report (ISR) must be provided to families within 2 months of the LEAs receiving the paper copies.</p>	