



# RHODE ISLAND ACCESS for ELLs Paper Checklist 2023-2024



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	
<b>Test delivery mode</b>	Online
<b>Testing Window</b>	Mon 1/8/24 - Fri 3/1/24
<b>WIDA member page</b>	<a href="http://wida.wisc.edu/memberships/consortium/ri">wida.wisc.edu/memberships/consortium/ri</a>
Online Resources	
<p><b>Training Courses</b> (login to Secure Portal required)</p> <ul style="list-style-type: none"> <li>• <a href="#">Paper ACCESS for ELLs: Administration</a></li> <li>• <a href="#">Speaking for Grades 1-5: Scoring ACCESS Paper and WIDA Screener</a></li> <li>• <a href="#">Speaking for Grades 6-12: Scoring ACCESS Paper and WIDA Screener</a></li> <li>• <a href="#">WIDA Alternate ACCESS: Administration and Scoring</a></li> <li>• <a href="#">Kindergarten ACCESS for ELLs: Administration and Scoring</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="#">Accessibility and Accommodations Resources</a></li> <li>• <a href="#">Q&amp;A Webinar Links and Recordings</a></li> </ul> <p><b>Course Resources:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">ACCESS Paper</a>, <a href="#">Kindergarten ACCESS</a>, <a href="#">Alternate ACCESS</a></li> </ul> <p>For more state-specific resources, visit your <a href="#">WIDA member page</a>.</p>
Checklist Key	
<ul style="list-style-type: none"> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #0070c0; border: 1px solid black; margin-right: 5px;"></span> District Test Coordinator (DTC) task</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #70ad47; border: 1px solid black; margin-right: 5px;"></span> School Test Coordinator (STC) task</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #ffc000; border: 1px solid black; margin-right: 5px;"></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	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><b>New TAs:</b></p> <ul style="list-style-type: none"> <li>• <b>Grades 1-12 online:</b> Complete <i>Online ACCESS for ELLs: Administration</i> training course and successfully pass the online quiz.</li> <li>• <b>Grades 1-12 paper:</b> Complete <i>Paper ACCESS for ELLs: Administration</i> training course and successfully pass the online quiz.</li> <li>• <b>Kindergarten</b> Complete <i>Kindergarten ACCESS for ELLs: Administration and Scoring</i> training course and successfully pass the online quiz.</li> <li>• <b>Alternate</b> Complete <i>WIDA Alternate ACCESS: Administration and Scoring</i> training course and successfully pass the online quiz.</li> </ul> <p><b>Returning TAs:</b> 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><b>New for 2023-24:</b> All WIDA Alternate ACCESS test administrators are required to certify this year. Certification must be completed <b>after</b> September 1, 2023 to be valid.</p>	



**Before Testing**

DTC	STC	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 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 <a href="#">WIDA AMS</a> and agree to security terms that appear automatically at first login. <ul style="list-style-type: none"> <li><b>New this year:</b> WIDA AMS has new applications for Import, Student and Test Management. Review screencasts in the ACCESS Paper training course for more information</li> </ul>	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 <b>Module 1: Introduction</b> of the Paper ACCESS for ELLs: Administration training course. This module provides background information about ACCESS Paper, 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.	
			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 <b>Module 2: Planning &amp; Logistics</b> in the Paper ACCESS for ELLs: Administration training course. This module focuses on ordering and returning materials, as well as managing, distributing, and securing test materials	This module contains information about Returning Materials that is recommended information for those seeking certification.	
X	X	X	Review <b>“Accessibility”</b> in Module 1: Introduction in the Paper ACCESS for ELLs: Administration training course		
X	X		Complete <b>Module 3: Your School, District, &amp; Students</b> in the Paper 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		



**Before Testing**

DTC	STC	TA	Task	State-specific Clarification	✓
			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		Assign accommodations for students with an IEP or 504 plan in WIDA AMS or bubble in on the Student Test Booklet.		
X	X	X	Review student data for accuracy in WIDA AMS.	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 <b>Module 4: Administering the Test</b> in the Paper ACCESS for ELLs: Administration training course This module focuses on preparing space, materials, and equipment, creating a testing schedule, and how to administer specific domains.	This module contains recommended information needed for those seeking certification.	
X	X		Create a testing schedule. All Speaking tests and all <b>Kindergarten</b> and <b>Alternate</b> ACCESS test sessions are administered one-on-one. <i>Tip: Allow several days at the end for makeup testing. Refer to <a href="#">Test Coordinator Manual</a> for test scheduling resources.</i>		
X	X		Reserve space and all necessary equipment (e.g., CD player) for testing days.		
X	X	X	Plan a seating arrangement for testing areas. Verify that students are adequately spaced. Refer to Test Scheduling in Section 5 of the <a href="#">Test Coordinator Manual</a> .		
X	X	X	Plan <a href="#">communication for parents/family members</a> about ACCESS for ELLs testing and upcoming testing schedule.		
X	X		Review <b>“Managing Secure Materials”</b> in Module 2: Planning & Logistics in the Paper ACCESS for ELLs: Administration training course		



**Before Testing**

DTC	STC	TA	Task	State-specific Clarification	✓
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 <b>“Ordering Additional Materials”</b> in Module 2: Planning & Logistics in the Paper 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	X	Check District/School Labels for accuracy. Contact <a href="#">DRC Customer Support</a> 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	<b>Kindergarten</b> Complete the <i>Kindergarten ACCESS for ELLs: Administration and Scoring</i> training course. <b>Alternate</b> Complete the <i>Alternate ACCESS: Administration and Scoring</i> training course.		
		X	Have students review Listening and Speaking <a href="#">paper sample items</a> . <b>Kindergarten</b> Test administrators review Listening and Speaking sample items <b>Alternate</b> Test administrators review sample items		



**Before Testing**

DTC	STC	TA	Task	State-specific Clarification	✓
		X	Pass required certification quiz(zes). Quizzes are located within the training courses.	<b>New for 23-24: All WIDA Alternate ACCESS test administrators are required to certify this year. Certification must be completed <u>after</u> September 1, 2023 to be valid. Certifications from prior years are based on the previous version of the test and are no longer valid.</b>	
		X	If you are responsible for administering the Speaking test, complete the applicable training course(s): <ul style="list-style-type: none"> <li>• Speaking for Grades 1-5: Scoring ACCESS Paper and WIDA Screener</li> <li>• Speaking for Grades 6-12: Scoring ACCESS Paper and WIDA Screener</li> </ul>		
		X	Pass the required certification quiz(zes) for Speaking scoring training. Quizzes are located within the training courses.	Any TAs who will be scoring a Speaking domain must recertify annually.	
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. <b>All teachers must read the <a href="#">Test Administrator Manual</a> prior to administering the test.</b>	
	X	X	Try out the Listening and Speaking CD(s) and CD player prior to the day of testing.		
X	X		Distribute test session rosters to Test Administrators.		



During Testing

DTC	STC	TA	Task	State-specific Clarification	✓
		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.	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		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.	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	Report additional material needs to the Test Coordinator.		
X			<p>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. Contact SEA if additional District/School labels are needed.</p> <ul style="list-style-type: none"> <li>Review <b>“Ordering Additional Materials”</b> in Module 2 of the Paper ACCESS for ELLs: Administration training course.</li> </ul> <p>Refer to the <b>Secure Materials Tracking Report</b> in WIDA AMS under Reporting Services &gt; Published Reports for a full list of all materials sent to your school/district.</p>	Refer to Section 3 of the <a href="#">Test Coordinator Manual</a> for guidance on additional materials ordering.	
	X	X	Securely store all testing materials in between test sessions.	Central secure (locked) location with access only by Test Coordinator and principal and all materials must be collected for storage between sessions.	
		X	Collect and account for all test materials in between test sessions. Return them to the Test Coordinator.		



After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Review “ <b>Returning Materials</b> ” in Module 2: Planning & Logistics of the Paper 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. See <a href="#">Test Coordinator Manual</a> for guidance on marking 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 <b>Secure Materials Tracking Report</b> in WIDA AMS under Reporting Services > Published Reports for a full list of all materials sent to your school/district and returned to DRC.	Shred unused Pre-ID labels and scratch paper 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 Test Coordinator Manual for a full list of secure and non-secure materials.	
			Complete <b>Module 5: Test Scores</b> in the Paper ACCESS for ELLs: Administrating 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 <a href="#">score reports</a> to designated sites/staff. <ul style="list-style-type: none"> <li>Reminder: WIDA Alternate ACCESS score reports will be released in fall 2024 due to standard setting. For more information, please see <a href="#">WIDA Alternate ACCESS Updates</a>.</li> </ul>	Score reports are shipped to the districts.	





After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	<p><a href="#">Communicate with students' parents/family members</a> about ACCESS for ELLs test results.</p> <ul style="list-style-type: none"> <li>Updated score reporting resources for WIDA Alternate ACCESS will be available in fall 2024.</li> </ul>	<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>	