



COLORADO
ACCESS for ELLs Online Checklist
2019-2020



WIDA™



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	LEA decision: Computer-based or Paper-based
Testing Window	January 13, 2020 – February 14, 2020
WIDA member page	Wida.wisc.edu/memberships/consortium/co
Online Resources	
<ul style="list-style-type: none"> • ACCESS for ELLs Test Administrator Manual (TAM) <i>Test administration policies and procedures</i> • ACCESS for ELLs District and School Test Coordinator Manual (DSCM) <i>Test coordination policies and procedures</i> • ACCESS for ELLs Accessibility and Accommodations Supplement <i>Accessibility and accommodations policies and procedures</i> • Technology Readiness Checklist For Technology Coordinators 	<ul style="list-style-type: none"> • Interpretive Guide for Score Reports • Alternate ACCESS for ELLs Interpretive Guide • WIDA AMS User Guide • State-Specific Directions • Q&A Webinar Calendar <p>For more state-specific resources, visit your WIDA member page.</p>
Checklist Key	
<ul style="list-style-type: none"> ■ District Assessment Coordinator (DAC) task ■ School Assessment Coordinator (SAC) task ■ Test Administrator (TA) task 	<ul style="list-style-type: none"> K Kindergarten ACCESS task A Alternate ACCESS task Opt Task may be optional depending on school or district procedures.



Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
X	X	X	Review training requirements based on your role.	<p>Test Administrators must be trained annually on applicable WIDA assessments. Test Administrators must be employed by the district. Preferably, Test Administrators will be:</p> <ul style="list-style-type: none"> Licensed teachers, administrators, instructional support paraprofessionals, substitute teachers with a teaching certificate, school psychologists, social workers, librarians, counselors, or speech pathologists. <p>School/district employees may administer the assessments at the grade levels of their own children but they may not administer the test to their own children or relatives, nor be in the testing environment during testing.</p> <p>Kindergarten or Alternate ACCESS Test Administrators must be proficient English speakers.</p> <p>Alternate ACCESS Administrators must hold a State of Colorado educator license.</p>	
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.	<p>New DAC accounts are automatically created by the WIDA Client Services Center upon authorization by the Colorado Department of Education.</p> <p>SAC and TA accounts are created by their DAC.</p>	
X	X	X*	Log in to WIDA AMS and agree to security terms that appear automatically at first login.	<p>New DAC accounts are automatically created by DRC Customer Support upon authorization by the Colorado Department of Education.</p> <p>SAC, TA, and Technology Coordinator accounts are created by their DAC.</p> <p>*Not all TAs will be assigned WIDA AMS permissions.</p>	



Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
X			Watch the Training Overview tutorial .	This may be helpful to new DACs or DACs who are new to ACCESS.	
X			Set up WIDA AMS accounts for Technology Coordinators and Test Administrators. Tip: <i>If you need assistance, review the WIDA AMS resources available on the Secure Portal.</i>	DACs set up WIDA AMS accounts for new Technology Coordinators, Schools Assessment Coordinators and Test Administrators (as applicable).	
X			Watch the Ordering Materials tutorial.		
X			Order materials in WIDA AMS.	Materials that may need to be ordered are 1-12 paper-based testing materials, accommodated materials (large print/braille), or hand writing response books grades 4-12.	
X	X		Discuss district and school technology needs with the Technology Coordinator.		
	X	X	Watch the Accessibility Overview tutorial .		
X	X		Watch the Assigning Accommodations tutorial .		
	X	X	Educational Teams for students who have an IEP or 504 plan identify appropriate testing accommodations.		
	X	X	In WIDA AMS, assign accommodations for students with an IEP or 504 plan.	District Assessment Coordinators and designees have permissions to do this. For support with accommodations available to students with an IEP or 504 Plan refer to the State Accommodations Crosswalk .	
X	X		Modify default test sessions in WIDA AMS to meet district/school needs.	Default Test Sessions are by school/grade/domain. TAs may need to be assigned to Test Sessions/Schools.	
X	X		Finalize student counts. Add any new students to WIDA AMS and assign them to test sessions..	The responsibility of adding new students to WIDA AMS varies by district. Remove students who move or are no longer ELs (NEP/LEP) from test sessions. Confirm with your DAC about who this responsibility belongs to.	



Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
X	X	X	Review student data for accuracy in WIDA AMS.	Make updates per district policy. Be sure that students who have an IEP or 504 Plan have that indicated in WIDA AMS.	
X	X	X	Confirm that all students are listed in WIDA AMS and assigned to test sessions.	Only students who are NEP or LEP participate in ACCESS students who are not NEP or LEP are in a test session; remove the student from the test session; it is BEST to do this before test tickets are printed.	
X	X		Watch the Test Scheduling tutorial .	The assessment is not timed. For students who traditionally need extra time, you may want to test them in a separate environment allowing them the time they need without interruption from students who may finish before them.	
X	X		Create a testing schedule. 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. Templates for the Test Session Master Schedule and Test Session Roster are available in Appendix A of the District and Test Coordinator Manual .	Students who are NEP or LEP need to participate in ACCESS for ELLs testing. Students who are FEP, FELL or PHLOTE do not participate in ACCESS.	
	X	X	Plan a seating arrangement for testing areas. Verify that students are adequately spaced for the Speaking Test.	Seating charts are required. If a testing issue is brought to the state, a seating chart will be requested.	
X	X	X	Watch the Test Practice and Test Tickets tutorial .		
X	X		Plan communication for parents/family members about ACCESS for ELLs testing and upcoming testing schedule.	Requirements & District Responsibilities Assessment Information §22-7-1013(7)(a) <ul style="list-style-type: none"> LEP (Local Education Provider) will annually distribute to parents and post on its website, as early in the school year as possible, written information regarding its assessments, including: 	



Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
				<ul style="list-style-type: none"> The state and local assessments that the LEP will administer Identify whether it is required by federal law, required by state law or selected by the LEP Assessment calendar: <ul style="list-style-type: none"> Estimated hours of testing each testing day for specific classes/grades for each assessment Identify whether the assessment is required by state law, federal law or locally selected The purposes of the assessments The manner in which assessment results will be used 	
X	X		Watch the Managing Test Materials tutorial .		
X	X		Receive, inventory, and distribute test materials to designated sites/staff.	Colorado is a ship to district state. Materials must be stored in a secure location.	
X	X		Review materials for accuracy. Report the amount and type of overage to the District Coordinator.	This overage must be used first in cases where sites need additional materials. Consult your District Assessment Coordinator if additional materials are needed. For more information regarding Additional Materials Orders and using overage, visit Section 3.7 of the District Coordinator Manual .	
X			Watch the Additional Materials Orders tutorial .		
X	X	X	Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.	Districts should set guidelines on who is allowed to edit information in WIDA AMS; this effort can help prevent duplicate records, and prevent accommodations and DNS codes from being marked	



Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
				erroneously.	
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. If you are an online school without grades K-3; you may not have automatically received these. If you order paper materials for an accommodation for a school that does not by default have paper materials – check early in the assessment window to make sure you have a district school label.	
X	X		Print test tickets and test rosters. Securely store according to state and local policies.	Determine ahead of time who is responsible for printing these materials. Keep them in a secure location until test day.	
X	X	X	Review test tickets for accuracy of demographic information and accommodations.	Check the test ticket closely before providing it to the student. Confirm name and grade. Note, not all accommodations are listed on the test ticket.	
X	X	X	K , A 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.	See State Specific Directions for demographic directions (found on the Colorado WIDA Member Page).	
		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 view Test Demos and try Test Practice items K Test administrators review Listening and Speaking sample items A Test administrators review sample items		
X	X		Watch the Monitoring Test Progress tutorial . <i>Tip: This tutorial references tools in WIDA AMS that require coordinator level permissions.</i>		
		X	Take the Online Administration Quiz and pass with a score of 80% or higher.	Test Administrators are required to recertify annually.	



Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
			<p>K Take the Kindergarten Quiz.</p> <p>A Take the Alt ACCESS Quiz.</p>		
X			<p>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.</p>	<p>You can view certifications and test completion in the WIDA User Account Management & Training Status Lookup part of the My Account & Secure Portal.</p>	



During Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
	X	X	Set up the testing room according to the TAM . For group settings, ensure students are seated far enough apart to avoid distractions.	Seating charts are required. If a testing issue is brought to the state, a seating chart will be requested.	
	X	X	Gather test administration materials: Test Administrator’s Script(s), Test Administrator Manual, test tickets, test roster, Writing Test Booklets, #2 pencils, clock, etc.		
	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.	Double check ticket distribution by checking student name and grade.	
	X	X	Follow all directions provided in the manuals and scripts.		
	X		After students have completed the Listening and Reading tests, run a Tier Placement Report in WIDA AMS.		
	X	X	Apply labels to Grades 1-3 Writing Test Booklets. Bubble in demographic information and information to WIDA AMS and apply a District/School Label to test booklets that do not have Pre-ID Labels.	Check that there are no stray (student applied) marks in the accommodations section. This is the only are of the bubbling that overrides the labe, since accommodation are not in the label information.	
	X		Report additional material needs to the District Test Coordinator.		
	X		Securely store all testing materials in between test sessions.	Materials should be secured behind a two key system (i.e. in a locked cabinet in a locked room).	
		X	Collect and account for all test materials. Return them to the Test Coordinator.		



After Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
X	X	X	Watch the After Testing tutorial .		
	X		Collect test materials from Test Administrators once testing is completed at each testing site.	Document materials that have not been returned in WIDA AMS and the DAC needs to contact CDE with this information.	
	X		Ensure accommodations and Do Not Score codes are correctly marked in WIDA AMS.	Districts should set guidelines on who is allowed to update accommodations and Do Not Score (DNS) codes; in an effort to ensure accommodations and DNS codes are not inadvertently marked.	
X	X		Prepare test materials for return. Refer to section 5 in the DSCM .		
X			Return test materials to DRC.	Unused Pre-ID labels and used scratch paper can be destroyed locally	
X			Participate in the SBD. Opt	The data validation process is done through Colorado's SBD process. In most districts, the Data Correspondent usually completes SBD.	
X	X		Watch the Accessing Score Reports tutorial .		
X	X		Review and distribute score reports to designated sites/staff.	ISRs (Individual Student Reports) are to be shared with parents/guardians <u>as soon as practicable</u> . Please keep in mind, the reports are confidential and distribution of both electronic and/or hard copy reports must be in accordance with state and federal privacy laws, and local school board policy. More information and resources on ACCESS for ELLs score reports can be found on the WIDA website .	
	X	X	Communicate with students' parents/family members about ACCESS for ELLs test results.	ISRs are to be shared with parents/guardians <u>as soon as practicable</u> . Please keep in mind, the reports are confidential and distribution of both electronic and/or hard copy reports must be in accordance with state and federal privacy laws, and local school board policy. For parents who cannot access standard English print, report shells are available in 46 additional languages. In addition, PDF versions of ISRs can be	



After Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
				<p>used should a parent/guardian need or require a large print version of the ISRs. Importantly, consistent with state law, each local education provider should ensure appropriate personnel within each school district and each institute charter school share with and explain student assessment results to the parent(s) or legal guardian(s) of each student.</p> <p>To assist parents/guardians and educators in interpreting various data on the reports, WIDA developed resources are available in the WIDA Resource Library https://wida.wisc.edu/resources?keys=&field_category_target_id%5B238%5D=238&page=0 .</p>	