



NORTH CAROLINA
ACCESS for ELLs Online Checklist
2018-2019



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	Required Online Administration
Testing Window	January 28, 2019 – March 8, 2019
WIDA member page	Wida.wisc.edu/memberships/consortium/nc
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 (A&AS) <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 Test Coordinator (DTC) task ■ School Test Coordinator (STC) task ■ Test Administrator (TA) task 	<ul style="list-style-type: none"> i Click for more information K Kindergarten ACCESS task A Alternate ACCESS task Opt Optional task



Before Testing

DTC	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).	<p>All students identified as English Learners (ELs) must be assessed annually during the state-designated testing window by using the ACCESS for ELLs assessments, administered to satisfy federal ESEA requirements.</p> <p>ACCESS for ELLs tests must be administered online. The only exceptions to this requirement are:</p> <ul style="list-style-type: none"> Local education agencies (LEAs) or charter schools that do not have the technology capability to support administering the online ACCESS for ELLs and Students with disabilities who have documented accommodations that dictate a paper/pencil test format is necessary for accessibility (e.g., <i>Student Marks Answers in Test Book, Braille Edition</i>). 	
X	X	X	Review training requirements based on your role.	<p>New and Returning TAs: Test Administrators must be employees of the school and must complete the necessary training modules (online) to administer ACCESS assessments (Kindergarten, ACCESS for ELLs, or Alternate ACCESS for ELLs).</p> <p>Certification is valid for a 2 year period (e.g., A teacher who completed the online ACCESS for ELLs certification in 2017–18 may administer ACCESS assessments in 2018–19 without completing certification training again.)</p>	
	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>DTCs should contact their Regional Accountability Coordinator (RAC) to request a new WIDA account and to learn how to set up accounts for STCs and TAs.</p> <p>STCs/TAs should contact their DTC to request a new WIDA account.</p>	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
	X	X	Log in to WIDA AMS and agree to security terms that appear automatically at first login.	DTCs should contact their RAC to request a new WIDA AMS account and to learn how to set up accounts for STCs and TAs. STCs/TAs should contact their DTC to request a new WIDA AMS account. Technology Coordinators should contact their DTC to request an account.	
X	X	X	Watch the Training Overview tutorial .	It is helpful for all individuals supporting and administering the ACCESS for ELLs to complete the training overview tutorial.	
X			Set up WIDA AMS accounts for Technology Coordinators and Test Administrators. ⓘ		
X			Submit Pre-ID file to NCDPI.	The Pre-ID file information is submitted through the 2019/ELP folder on the secure SSH. The file name will be published in a TNN message to all DTCs. This file is used to report ACCESS and Alt ACCESS calculated enrollment numbers. If your site does not have a file upload, this indicates there is not information for a calculated enrollment for paper materials.	
X	X		Watch the Ordering Materials tutorial.		
X	X		Order materials in WIDA AMS.	North Carolina’s Grade 4/5 writing mode is keyboarding (online). All students in Grades 1–3 will handwrite their writing responses in a paper booklet for the writing domain.	
X	X		Discuss district and school technology needs and capacity to administer the online test with the Technology Coordinator. Opt		
X	X	X	Watch the Accessibility Overview tutorial .		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Watch the Assigning Accommodations tutorial .		
	X	X	Meet with all stakeholders regarding testing needs for students with an IEP or 504 plan.		
X	X	X	In WIDA AMS, assign accommodations for students with an IEP or 504 plan.	Depending on school site, accommodations may be assigned at any level DTC, STC, and/or TA.	
X	X	X	Modify default test sessions in WIDA AMS to meet district/school needs. Opt		
X	X	X	Finalize student counts. Add any new students to WIDA AMS and assign them to test sessions.		
X	X	X	Review student data for accuracy in WIDA AMS.	Depending on how roles are assigned within your LEA/charter school, each role may be involved in this process.	
X	X	X	Confirm that all students are listed in WIDA AMS and assigned to test sessions.		
X	X		Watch the Test Scheduling tutorial .		
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.		
X	X	X	Plan a seating arrangement for testing areas. Verify that students are adequately spaced for the Speaking Test. Opt	Refer to section 6.2 of the TAM for guidance on seating arrangements.	
X	X	X	Watch the Test Practice and Test Tickets tutorial .		
X	X	X	Plan communication for parents/family members about ACCESS for ELLs testing and upcoming testing schedule.		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Watch the Managing Test Materials tutorial .		
X	X		Receive, inventory, and distribute test materials to designated sites/staff.		
	X	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	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 DRC Customer Support if information is incorrect.		
X	X	X	Print test tickets and test rosters. Securely store according to state and local policies.		
X	X	X	Review test tickets for accuracy of demographic information and accommodations.		
	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.		
	X	X	Watch the Administering the Test tutorial . K Watch the Kindergarten Training Video Series . A Watch the Alt ACCESS Test Administration Tutorial .		
		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		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Watch the Monitoring Test Progress tutorial (applies to online testing only).		
	X	X	Take the Online Administration Quiz and pass with a score of 80% or higher. K Take the Kindergarten Quiz . A Take the Alt ACCESS Quiz .		
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.		



During Testing

DTC	STC	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.		
	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	X	X	Distribute test tickets to students and verify information on ticket matches student’s test plan.		
X	X	X	Securely store all testing materials in between test sessions.		
X	X	X	Refer to manuals and scripts for test administration procedures.	Additional state guidance is provided in the <i>WIDA ACCESS for ELLs 2.0 North Carolina Policy and Procedure Guidance for Annual Testing 2018–19</i>	
	X	X	After students have completed the Listening and Reading tests, run a Tier Placement Report 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.	Depending on how each school site is organized, DTCs, STCs, and TAs may be involved in this process.	
	X	X	Report additional material needs to the District Test Coordinator.		
X	X	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.	Schools needing additional materials during the testing window should place one additional materials order. The need for materials should be communicated efficiently by TAs (for newly identified enrollments during the testing window, students who may need a paper/pencil form due to accessibility purposes). Refer to section 3.7 of the DCSM for more information about additional materials ordering.	



During Testing

DTC	STC	TA	Task	State-specific Clarification	✓
		X	Collect and account for all test materials. Return them to the Test Coordinator.	Refer to the <i>WIDA ACCESS for ELLs 2.0 North Carolina Policy and Procedure Guidance for Annual Testing 2018–19</i>	



After Testing

DTC	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	X	Ensure all accommodations and Do Not Score codes are correctly marked on the booklet or in WIDA AMS.		
X	X	X	Prepare test materials for return.	Refer to section 5 in the DCSM .	
X	X	X	Return test materials to DRC.	Pre-ID labels and scratch paper may be destroyed locally at the conclusion of the testing window.	
X	X		Watch the Data Validation tutorial .		
X	X		Complete data validation process.	NCDPI will provide specific directions for data validation to TCs and DTCs at the conclusion of the testing window.	
X	X	X	Watch the Accessing Score Reports tutorial .		
X	X		Review and distribute score reports to designated sites/staff. (i)		
X	X	X	Communicate with students' parents/family members about ACCESS for ELLs test results.	North Carolina's criteria for students to exit EL status is: Reaching an overall composite score of 4.8 or above, with at least a 4.0 on the reading domain and at least a 4.0 on the writing domain for kindergarten and tiers B and C in grades 1–12.	