



COLORADO
ACCESS for ELLs Online Checklist
2021-2022



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	Computer-based or Paper-based (LEA decision)
Testing Window	January 10, 2022 – February 11, 2022
WIDA member page	Wida.wisc.edu/memberships/consortium/co
WIDA Online Resources	
Training Courses (login to Secure Portal required) <ul style="list-style-type: none"> • Online ACCESS for ELLs: Administration • Alternate ACCESS for ELLs: Administration and Scoring • Kindergarten ACCESS for ELLs: Administration and Scoring Course Resources: <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 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 	<p>Kindergarten Applies to Kindergarten ACCESS only</p> <p>Alternate Applies to Alternate ACCESS only</p>



Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
X	X	X	Review training requirements based on your role.	<p>District Assessment Coordinators must participate in CDE’s annual ACCESS training.</p> <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>For Kindergarten ACCESS or Alternate ACCESS, Test Administrators must be able to model clear standard pronunciation of the English phonemes that will impact student responses.</p> <p>Alternate ACCESS Administrators must hold a State of Colorado educator license.</p>	
X	X	X	To access WIDA resources 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 the DAC, or upon request to the WIDA Client Services Center from a work issued email account.</p>	



Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
X	X	X*	To access the DRC/WIDA Assessment Management System log in to WIDA AMS and agree to security terms that appear automatically at first login.	New DAC accounts are automatically created by DRC Customer Support upon authorization by the Colorado Department of Education. SAC, TA, and Technology Coordinator accounts are created by their DAC. *Not all TAs will be assigned WIDA AMS permissions.	
X			Watch the Training Overview module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	New DACs are strongly encourage to watch.	
X			Set up WIDA AMS accounts for Technology Coordinators and Test Administrators. Tip: <i>If you need assistance, review the WIDA AMS User Guide.</i>	DACs set up WIDA AMS accounts for new Technology Coordinators, School Assessment Coordinators and Test Administrators (as applicable).	
X			Watch the Ordering Materials module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
X			Order materials in WIDA AMS.	Materials that 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 module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
X	X		Watch the Assigning Accommodations module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
	X	X	Educational Teams for students who have an IEP or 504 plan identify appropriate testing accommodations. 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.		



Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
	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. DACs need to establish a process for who adds and when new students are added. Transfer students should not be added, districts and schools need to wait for the record to be transferred.	
X	X	X	Review student data for accuracy in WIDA AMS. Confirm that all students are listed in WIDA AMS and assigned to test sessions.	Make updates per district policy. Be sure that students who have an IEP or 504 Plan have that indicated in WIDA AMS. Only students who are NEP or LEP participate in ACCESS. For students who are not NEP or LEP and are in a test session; remove the student from the test session. Do this before test tickets are printed.	
X	X		Watch the Test Scheduling module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	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.	
X	X		Create a testing schedule. All Kindergarten and Alternate ACCESS test sessions should be one-on-one. Tip: Allow several days at the end for makeup testing. See the Test Coordinator Manual for help with scheduling.	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. All test administrators need an identified and trained backup.	



Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
	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 module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
X	X		Plan communication for parents/family members about ACCESS for ELLs testing and upcoming testing schedule.	<p>Requirements & District Responsibilities Assessment Information §22-7-1013(7)(a)</p> <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: <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 module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
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 correct amount and type. Report the amount and type of overage to the District Coordinator.	In cases where sites need additional materials, consult your District Assessment Coordinator. For more information regarding Additional Materials Orders and using overage, visit Section 3 of the Test Coordinator Manual .	



Before Testing

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X			Watch the Additional Materials Orders module, located in the <i>Online ACCESS for ELLs: Administration</i> course.	Additional materials are ordered through “_District-Level Additional Orders Only Site – WWW” not at the school site level.	
X	X	X	Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.	Districts need to establish guidelines on who is allowed to edit information in WIDA AMS; this will prevent duplicate records, accommodations, and DNS codes from being marked 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. Check early in the assessment window to make sure you have district school labels.	
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	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.	See State Specific Directions for demographic directions (found on the CDE’s website).	
		X	Watch the Administering the Test module, located in the <i>Online ACCESS for ELLs: Administration</i> course. Kindergarten Complete the <i>Kindergarten ACCESS for ELLs: Administration and Scoring</i> training course. Alternate Complete the <i>Alternate ACCESS for ELLs: Administration and Scoring</i> training course.		
	X	X	Have students view Test Demos and try Test Practice items Kindergarten Test administrators review Listening and Speaking sample items Alternate Test administrators review sample items		



Before Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
X	X		Watch the Monitoring Test Progress module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
		X	Pass required certification quiz(zes). Quizzes are located within the training courses.	Test Administrators are required to recertify annually.	
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.	DACs need to review TA certifications in the WIDA Secure Portal via the Manage Users tool (for individual certifications) or by the Certification Report feature (for school or district wide reports). DACs need to be familiar with Colorado’s Security and Policy Supplement and complete CDE’s Security Agreement.	



During Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
	X	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.	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 Script(s), Test Administrator Manual, test tickets, test roster, Writing Booklets, #2 pencils, clock, etc.		
	X	X	Ensure testing devices are ready and distribute necessary materials to students (e.g., booklets, pencils, headsets).	Make sure mobile testing devices are sufficiently charged.	
		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. Monitor students to ensure test security.		
	X		After students complete the Listening and Reading tests, run a Tier Placement Report in WIDA AMS.		
	X		Report additional material needs to the District Test Coordinator.		
	X		Securely store all testing materials in between test sessions.	Reference Colorado’s Security and Policy Supplement.	
		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	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. Given that accommodation information is not included in the label information, this is the only area of the bubbling that overrides the label.	
X	X	X	Watch the After Testing module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		
X	X		Collect test materials from Test Administrators once testing is completed at each testing site.	Document materials that were returned in WIDA AMS and contact CDE to report missing materials.	
	X		Ensure all accommodations and Do Not Score codes are correctly marked on the booklet or in WIDA AMS. See Test Coordinator Manual and the Student Management section of the WIDA AMS User Guide for guidance on entering Do Not Score codes.	Districts need to establish guidelines on who is allowed to edit information in WIDA AMS; this will prevent duplicate records, accommodations, and DNS codes from being marked erroneously	
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 Section 3 of the Test Coordinator Manual for a full list of secure and non-secure materials. Non-Secure materials including the Test Administrator Manual, Test Coordinator Manual, and Online Test Administrator Script for Grades 4-12 should not be returned to DRC. Used scratch paper needs to be destroyed locally. After all materials are returned, unused Pre-ID labels can be destroyed locally.	
X			Optional: Participate in the SBD.	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 module, located in the <i>Online ACCESS for ELLs: Administration</i> course.		



After Testing

DAC	SAC	TA	Task	State-specific Clarification	✓
X	X		Review and distribute score reports to designated sites/staff.	<p>ISRs (Individual Student Reports) are to be shared with parents/guardians as soon as practicable. 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.</p> <p>More information and resources can be found on the Scores and Reports page of the WIDA website.</p>	
	X	X	Communicate with students' parents/family members about ACCESS for ELLs test results.	<p>ISRs are to be shared with parents/guardians as soon as practicable. 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.</p> <p>For parents who cannot access standard English print, report shells are available in 46 additional languages. In addition, PDF versions of ISRs can be 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.</p>	