



MISSOURI ACCESS for ELLs Checklist 2018-2019



This state checklist is a guide for personnel involved in administering ACCESS for ELLs, 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. If your LEA allows different permissions, be sure those involved are aware of their additional responsibilities.

State-specific information	
Testing Window	January 7, 2019 – March 1, 2019
WIDA member page	Wida.wisc.edu/memberships/consortium/mo
Online Resources	
<ul style="list-style-type: none"> • District and School Test Coordinator Manual (TCM) <i>Test coordination policies and procedures</i> • Test Administrator Manual (TAM) <i>Test administration policies and procedures</i> • Accessibility and Accommodations Supplement (AAS) <i>Accessibility and accommodations policies and procedures</i> • Missouri AAS Policies <i>Specific state AAS instructions</i> • Webinar Calendar 	<ul style="list-style-type: none"> • WIDA AMS User Guide <i>Outlines the administrative functions of INSIGHT</i> • Missouri LEA Guide To ELP Assessments <i>High-level guide to ACCESS, Kindergarten ACCESS and Alt ACCESS</i> • Technology User Guide <i>Information on configuring, installing, managing and troubleshooting INSIGHT</i> • Technology Readiness Checklist <i>Organized by timeframe and category</i>
Checklist Key	
<ul style="list-style-type: none"> District Testing Coordinator/EL Coordinator (DTC) task School Testing Coordinator (STC) task Test Administrator (TA) task 	<ul style="list-style-type: none"> Online ACCESS task Paper Based ACCESS task Kindergarten ACCESS task Alternate ACCESS task



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Meet with staff involved with testing to review roles and responsibilities.	All ACCESS Test Administrators must: <ul style="list-style-type: none"> Be district employees under contract At minimum meet the requirements of a para (60 hours) 	
		X	Determine which ACCESS for ELLs assessment you are responsible for administering: Online (O), Paper (P), Kindergarten (K), or Alternate (A).		
X			If you haven't done so, log in to your WIDA website account and sign the Non-Disclosure and User Agreement at portal.wida.us	DTCs or their selected designees will assign WIDA logins. If you need a WIDA account, please see the WIDA Accounts document for information on who to contact.	
X	X	X	Visit Missouri's page on the WIDA website and check key dates and information.		
X	X	X	Review the WIDA Webinar Calendar and determine if you or your staff will attend any of the webinars.	Live webinars will also have a recorded version available in the WIDA Secure Portal .	
X	X	X	Visit the EL Assessment page on the DESE website for information and resources associated with ACCESS testing.	The DESE EL Assessment page contains links to all the resources needed for Test Coordinators, Test Administrators and district IT staff.	
X	X		Download the District and School Test Coordinator Manual and have it available for easy reference.		
X	X	X	Download the Test Administrator Manual and have it available for easy reference.		
X	X		Download the WIDA AMS User Guide and have it available for easy reference.		
X			If you have not done so, log in to WIDA AMS and agree to security terms. NOTE: The WIDA AMS login is NOT the same as the login for the WIDA website.	DTCs or their selected designees will assign WIDA-AMS logins. If you need a WIDA AMS account, please see the WIDA Accounts document for information on who to contact.	
X			Set up WIDA AMS accounts for Technology Coordinators and Test Administrators.	DTCs/STCs decide if Test Administrators have WIDA AMS access.	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
		X	Review test administration training requirements based on your role.	All TAs need to complete the online training for tests being administered. Recertification Requirements: Missouri requires ACCESS administrators to recertify annually.	
		X	<input type="radio"/> Watch the Training Overview tutorial . <input type="checkbox"/> Watch the Training Overview tutorial .		
		X	Training Sessions <input type="radio"/> Go through the Online training session . <input type="checkbox"/> Go through the Paper training session . <input type="checkbox"/> Go through the Kindergarten training session . <input type="checkbox"/> Go through the Alt Assessment training session .	These can be accessed from the My Account & Secure Portal page under “ACCESS for ELLs Training Courses.”	
		X	Test Administration Quizzes <input type="radio"/> Take the Online Administration Quiz . <input type="checkbox"/> Take the Paper Administration Quiz . <input type="checkbox"/> Take the Kindergarten Quiz . <input type="checkbox"/> Take the Alt ACCESS Quiz .	These can be accessed from the My Account & Secure Portal page under “ACCESS for ELLs Training Courses.” The passing rate for the quizzes is 80%. You may take the quiz more than once if needed.	
		X	<input type="checkbox"/> If you are responsible for administering the Speaking test, complete the Speaking Scoring modules . Take the Speaking Quiz for Grades 1-5 and/or Grades 6-12 and pass with an 80% or higher.		
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.		
X			<input type="radio"/> Watch the Ordering Materials tutorial. <input type="checkbox"/> Watch the Ordering Materials tutorial.		
X			Order materials in WIDA AMS.	Ordering window: 10/1/18 – 11/8/18.	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X			Submit Pre-Code file to DESE by November 2, 2018	Pre-Code window: 10/1/18 – 11/2/18. DESE Data System Management Timelines If you have questions about the pre-code process, please contact Melissa Bardwell: 573-522-3328 or melissa.bardwell@dese.mo.gov	
X	X	X	Determine how you will communicate with students' parents/guardians about ACCESS testing: its purpose, testing dates and any tips for helping students do their best.	WIDA resources to consider: <ul style="list-style-type: none"> • ACCESS Parent Handout/Alt ACCESS Parent Handout (available in English, Arabic, Chinese, Haitian Creole, Hmong, Somali, Spanish, and Vietnamese) • Preparing Students for ACCESS 	
X	X	X	Download and read the Accessibility and Accommodations Supplement .		
X	X	X	Download and read the Missouri specific addendum to the Accessibility and Accommodations Supplement.		
X	X	X	<p>○ Watch the Accessibility Overview tutorial.</p> <p>P Watch the Accessibility Overview tutorial.</p>		
X	X	X	Meet with all stakeholders regarding testing needs for students with an IEP or 504 plan.		
X	X		Ensure your Tech Coordinator has reviewed the information on the WIDA Technology page and the Technology Readiness Checklist, Supported System Requirements Document and Technology User Guide.	<ul style="list-style-type: none"> • Technology Readiness Checklist • Supported System Requirements Document • Technology User Guide 	
X	X		Discuss district and school technology needs and capacity to administer the online test with the Tech Coordinator.		
X	X	X	○ Watch the Test Practice section of the Test Practice and Test Tickets tutorial .		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
		X	<p>O Have students view Test Demos, review the Sample Items and try Test Practice items so they are familiar with the testing application prior to the summative assessment.</p> <p>P Use the sample items found in the QuickStart Guide for Preparing Students for ACCESS Paper.</p> <p>K Test administrators review the writing samples for scoring practice</p> <p>A Test administrators review sample items</p>	<p>O The Test Demo is a series of videos that explain how students will take the online test and interact with the test platform. The Sample Items provide users a close proximity to the items that students will see on the test. Sample items are only accessible through Google Chrome.</p> <p>The Test Practice items allow students to experience taking the assessment online and to experiment with the features available to them during the actual assessment. Practice items are only accessible through Google Chrome.</p>	
X	X		Review student data for accuracy in WIDA AMS.	Pre-coded students will be available in the system on 11/12/18.	
X	X		Confirm that all students are listed in WIDA AMS and assigned to test sessions.	Finalize student counts. Add any new students to WIDA AMS and assign them to test sessions.	
X	X		Modify default test sessions in WIDA AMS to meet district/school needs.		
X	X		<p>O Watch the Assigning Accommodations tutorial.</p> <p>P Watch the Assigning Accommodations tutorial.</p>		
X	X		In WIDA AMS, assign accommodations for students with an IEP or 504 plan.		
X	X		Ensure all Do Not Score codes are up to date in WIDA AMS.	If applicable, fill in the Do Not Score code for the Listening, Reading, Writing or Speaking domain. Refer to the Test Administration Manual for detailed instructions.	
X	X	X	<p>O Watch the Test Scheduling tutorial.</p> <p>P Watch the Test Scheduling tutorial.</p>		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
	X	X	<p>Create a testing schedule.</p> <p>Break testing down into days in the window. Allow several days at the end of the test window for makeup testing.</p>	<p>O Listening, Reading and Writing can be given in a group configuration. Speaking should be given in smaller groups or individually so there is no interference with the recording.</p> <p>P Listening, Reading and Writing can be given in a group configuration. Speaking must be given in a one-on-one setting.</p> <p>K The entire Kindergarten assessment is administered in a one-on-one setting.</p> <p>A The entire Alternate assessment is administered in a one-on-one setting.</p>	
	X	X	Reserve space and all necessary equipment (e.g., computers, laptops, tablets, headsets, CD player for students taking the paper version) for testing days.	Plan a seating arrangement for testing areas. Verify that students are adequately spaced for the Speaking Test.	
	X	X	Check with building administration regarding the timing of building bells, alarms, or announcements that may go off during the test session.		
		X	Continue to ensure that students have time to practice so they are familiar with testing.		
X	X		<p>O Watch the Managing Test Materials tutorial.</p> <p>P Watch the Managing Test Materials tutorial.</p>		
X	X		Receive, inventory, and distribute test materials to designated sites/staff.		
	X		Review materials for accuracy. Report the amount and type of overage to the District Coordinator.		
X	X		<p>O Watch the Additional Materials Orders tutorial.</p> <p>P Watch the Additional Materials Orders tutorial.</p>		
	X	X	Report additional material needs to the District Test Coordinator.		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Keep track of all material requests from schools during testing. Order any additional testing materials in WIDA AMS during your state’s Additional Materials Ordering window. LEAs should ideally place only ONE additional materials order.	The Additional Materials Ordering window is from 12/10/18 through 2/22/19.	
X	X	X	Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.	DTCs and their designees can edit student information in WIDA AMS.	
	X	X	Check District/School Labels for accuracy. Contact DRC Customer Support if information is incorrect.	DTCs should be the one to contact DRC if information is incorrect.	
	X	X	<p>P, K, A Apply labels to test booklets.</p> <p>O Do not apply labels to Writing test booklets until students have completed Listening and Reading domains.</p>		
	X	X	Bubble in demographic and accommodation information and apply a District/School Label to test booklets that do not have Pre-ID Labels.	For students that did not receive a barcode label, all information must be hand-bubbled on the test booklet. You should hand bubble all fields. Language codes can be found at MOSIS ELL Language Codes	
X	X		O Watch the Test Tickets section of the Test Practice and Test Tickets tutorial		
X	X		Print test tickets and test rosters. Securely store until testing time.		
X	X	X	Review test tickets for accuracy of demographic information and accommodations.		
		X	<p>O Watch the Administering the Test tutorial.</p> <p>P Watch the Administering the Test tutorial.</p> <p>K Watch the Kindergarten Training Video Series.</p> <p>A Watch the Alt ACCESS Test Administration Tutorial.</p>	This step is an optional review for TAs preparing to administer the assessment within a week.	
X	X	X	O Watch the Monitoring Test Progress tutorial .		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
	X	X	Conduct a final walkthrough with Tech Coordinator to make sure all systems are ready.		
		X	P Try out the Listening and Speaking CD(s) and CD player prior to the day of testing.		
	X		Distribute test session rosters to Test Administrators.		
	X		Ensure Test Administrators are aware of which accommodations are being used by which students and what those accommodations entail. Test Administrators should also be aware of any students who have a Do Not Score code marked to ensure they do not attempt to administer those sessions.		



During Testing

DTC	STC	TA	Task	State-specific Clarification	✓
	X		Distribute all necessary testing materials to Test Administrators using procedure for secure check-out of test materials.		
		X	Gather test administration materials: Test Administrator’s Script(s), Test Administrator Manual, test tickets, test roster, Writing Test Booklets, #2 pencils, scratch paper, etc.		
		X	Set up the testing room according to the Test Administration Manual . For group settings, ensure students are seated far enough apart to avoid interference or distractions.	Ensure there is nothing on the walls of the testing room that could help or prompt a student.	
		X	Ensure testing devices are ready and distribute necessary materials to students (e.g., booklets, pencils, headsets).		
		X	<input type="radio"/> Distribute test tickets to students and verify information on ticket matches student’s test plan.		
		X	Refer to manuals and scripts for test administration procedures. Follow all directions provided in the manuals and scripts.		
		X	Monitor and supervise students during the testing sessions.		
		X	<input type="radio"/> Monitor student progress in WIDA AMS while testing and throughout the testing window.		
	X	X	Notify Test Coordinator and/or Tech Coordinator of any issues that arise during testing.		
	X	X	<input type="radio"/> After students have completed the Listening and Reading tests, run a Tier Placement Report in WIDA AMS. Use the report to identify students placed in Speaking Tier Pre-A and the Writing tier for students in grades 1-3, who will be handwriting their response.		
	X	X	<input type="radio"/> 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.		



During Testing

DTC	STC	TA	Task	State-specific Clarification	✓
	X		Securely store all testing materials in between test sessions.		
		X	Collect and account for all test materials. Return them to the Test Coordinator.	Scratch paper must be securely destroyed after testing is complete.	



After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		<p>O Watch the After Testing tutorial.</p> <p>P Watch the After Testing tutorial.</p>		
	X		Collect test materials from Test Administrators once testing is completed at each testing site.		
X	X		If it has not already been done, securely destroy all scratch paper.		
X	X		Ensure all accommodations and Do Not Score codes are correctly marked on the booklet or in WIDA AMS.		
X	X		Prepare test materials for return according to the instructions in the District and School Test Coordinator Manual .	Any transcription must occur prior to shipping. DTC determine who may do the transcription.	
X			Return test materials to DRC.	Materials should be returned as soon as possible. The deadline to return materials is 3/15/19.	
X	X		Watch the Data Validation tutorial .		
X	X		Complete pre-reporting data validation process.	The Pre-Reporting Data validation window is 4/1/19 – 4/8/19.	
X	X		Watch the Accessing Score Reports tutorial .		
X	X		<p>O P K Review the resources available on the Scores & Reports page.</p> <p>A Review the resources available on the Scores & Reports page.</p>		
	X	X	Review and distribute score reports to designated sites/staff.	Do not distribute reports for students whose information you will be cleaning during the post-reporting data validation window.	
X	X		Complete post-reporting data validation process.	The Post-Reporting Data Validation window is 5/14/19 – 5/20/19. This is the last chance to make corrections.	



After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Receive updated data file and ability to print any adjusted ISRs.	Updated Data available in WIDA-AMS on 6/4/19.	
X	X	X	Communicate with students' parents/family members about ACCESS for ELLs test results. Distribute ISRs/Inform parents ISRs are available.	WIDA resources to consider: O P K Parent Guide for ACCESS for ELLs Score Reports A Parent Guide for Alternate ACCESS for ELLs Score Reports Districts have 15 days to inform parents that ISRs are available.	