MASSACHUSETTS
ACCESS for ELLs Paper Checklist
2021-2022

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			
Test delivery mode	Online	**Testing Window**	January 6, 2022 – March 4, 2022
WIDA member page	wida.wisc.edu/memberships/consortium/ma		
Online Resources			

Training Courses (login to Secure Portal required)
- Paper ACCESS for ELLs: Administration
- Speaking for Grades 1-5: Scoring ACCESS Paper and WIDA Screener
- Speaking for Grades 6-12: Scoring ACCESS Paper and WIDA Screener
- Alternate ACCESS for ELLs: Administration and Scoring
- Kindergarten ACCESS for ELLs: Administration and Scoring

- ACCESS for ELLs Interpretive Guide for Score Reports
- Alternate ACCESS for ELLs Interpretive Guide for Score Reports
- Accessibility and Accommodations Resources
- Q&A Webinar Links and Recordings
- Massachusetts State-Specific Directions

Course Resources:
- ACCESS Paper, Kindergarten ACCESS, Alternate ACCESS

For more state-specific resources, visit your WIDA member page.

Checklist Key

■ District Test Coordinator (DTC) task

■ School Test Coordinator (STC) task

■ Test Administrator (TA) task

Kindergarten Applies to Kindergarten ACCESS only
Alternate Applies to Alternate ACCESS only

Last Updated: 1.7.2022

Before Testing

DTC	STC	TA	Task	State-specific Clarification	✔
X	X	X	Determine which ACCESS for ELLs assessment(s) you are responsible for administering.		
X	X	X	Review training requirements based on your role.	To the extent possible, Test Administrators should be education professionals employed by the district, such as teachers, administrators, or related service providers. Paraprofessionals may administer the tests provided they are monitored by a test administrator, have completed the online training for the tests they will administer, and have passed the required certification quiz(zes). Individuals *prohibited* from being Test Administrators include individuals not employed by the district and anyone who has not completed the relevant training and certification. Accommodations may be administered by test proctors, provided they receive training prior to test administration and are under the direct supervision of a Test Administrator. The Test Administrator Manual (located in the WIDA Secure Portal) describes the responsibilities of Test Administrators. The Test Coordinator will determine which tests will be administered by each Test Administrator. **All Test Coordinators and Test Administrators** administering ACCESS for the first time must take the online training course(s) and pass the certification quiz(zes) for the tests they will administer. Those who took the training course and passed the certification quiz for ACCESS tests in 2020-2021 (last year) do not need to requalify on the quiz; all others must take the online training and pass the certification quiz for the tests they will administer in 2021-2022. **Training and certification is required every two years for all tests being administered.**	

Before Testing

DTC	STC	TA	Task	State-specific Clarification	✔
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.	New District ACCESS for ELLs Test Coordinators, EL Program Directors, and Principals should contact the WIDA Client Services Center at 866-276-7735 or help@wida.us for assistance in setting up their personal accounts and receiving district level permissions. Educators who wish to set up an account may do so by contacting their District Test Coordinator. Instructions will remain posted on the Department's website as well.	
X	X	X	Log in to WIDA AMS and agree to security terms that appear automatically at first login.	New District ACCESS for ELLs Test Coordinators should contact DRC Customer Service at 855-787-9615 or WIDA@DataRecognitionCorp.com for assistance in setting up their district test coordinator account. Educators who wish to set up an account may do so by contacting their District or School Test Coordinator.	
X	X	X	Watch the **Training Overview** module, located in the *Paper ACCESS for ELLs: Administration* course in the WIDA Secure Portal.		
X	X		Submit Pre-ID file to DRC.	Pre-ID file is uploaded by the State.	
X	X		Watch the **Ordering Materials** module, located in the *Paper ACCESS for ELLs: Administration* course in the WIDA Secure Portal.	Materials will be ordered by the State. Additional materials will be ordered by Test Coordinators as needed.	
X	X		Order materials in WIDA AMS.	Materials will be ordered by the State. Additional materials ordering window is January 4 – February 25, 2022.	
X	X	X	Watch the **Accessibility Overview** module, located in the *Paper ACCESS for ELLs: Administration* course in the WIDA Secure Portal.		

Before Testing

DTC	STC	TA	Task	State-specific Clarification	✔
X	X	X	Watch the **Assigning Accommodations** module, located in the *Paper ACCESS for ELLs: Administration* course in the WIDA Secure Portal.		
X	X	X	Meet with all stakeholders regarding testing needs for students with an IEP or 504 plan. 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.	Also see the "Designated Accessibility Features" listed in the *MCAS Accessibility and Accommodations Manual*.	
X	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		Review student data for accuracy in WIDA AMS.	Assigned student accommodations from the 2020-2021 administration will be loaded into WIDA AMS. They should be reviewed for accuracy and updated as needed.	
	X		Watch the **Test Scheduling** module, located in the *Paper ACCESS for ELLs: Administration* course in the WIDA Secure Portal.		
	X	X	Create a testing schedule. All Speaking tests and all **Kindergarten** and **Alternate** ACCESS test sessions should be one-on-one. *Tip: Allow several days at the end for makeup testing. Refer to Test Coordinator Manual for test scheduling resources.*		
	X	X	Reserve space and all necessary equipment (e.g., CD player) for testing days.		
	X	X	Plan a seating arrangement for testing areas. Verify that students are adequately spaced.	Refer to Test Scheduling in Section 5 of the DIstrict and School Test Coordinator Manual for the test being administered regarding guidance on scheduling, preparing for, and monitoring testing.	
X	X	X	Plan communication for parents/family members about ACCESS for ELLs testing and upcoming testing schedule.	Visit the Family Engagement page for parent/family resources.	

Before Testing

DTC	STC	TA	Task	State-specific Clarification	✔
	X		Watch the **Managing Test Materials** module, located in the *Paper ACCESS for ELLs: Administration* course in the WIDA Secure Portal.		
	X		Receive, inventory, and distribute test materials to designated sites/staff.	Materials delivered January 4, 2022	
	X		Review materials for correct amount and type. Report the amount and type of overage to the District Coordinator.	Overage is not required to be reported to the District Test Coordinator in MA.	
	X		Watch the **Additional Materials Orders** module, located in the *Paper ACCESS for ELLs: Administration* course in the WIDA Secure Portal.	Additional test materials may be ordered during the Additional Materials Ordering window between January 4 and February 25, 2022. Contrary to instructions provided in WIDA manuals, additional materials are ordered directly by each **school**, rather than by the district. To the extent possible, each school should combine their additional materials requests into a single order. Ensure there is a sufficient number of District/School Labels to accommodate your additional order. Order District/School labels by emailing access@mass.gov. **Materials should not be transferred between sites.**	
	X		Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.	See MA State-Specific Directions for additional information.	
	X		Check District/School Labels for accuracy. Contact DRC Customer Support 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.	See MA State-Specific Directions for additional information.	

Before Testing

DTC	STC	TA	Task	State-specific Clarification	✔
X	X	X	Watch the **Administering the Test** module, located in the *Paper ACCESS for ELLs: Administration* course in the WIDA Secure Portal. **Kindergarten** Complete the *Kindergarten ACCESS for ELLs: Administration and Scoring* training course in the WIDA Secure Portal. **Alternate** Complete the *Alternate ACCESS for ELLs: Administration and Scoring* training course in the WIDA Secure Portal.	Fill in bubbles completely, using a #2 pencil only. See MA State-Specific Directions for additional information.	
	X	X	Have students review Listening and Speaking paper sample items. **Kindergarten** Test administrators review Listening and Speaking sample items **Alternate** Test administrators review sample items		
		X	Pass required certification quiz(zes). Quizzes are located within the training courses.	Those who took the training and quizzes in 2020-2021 (last year) need not requalify on the quizzes; all others must complete the training courses for tests they will be administering in 2021-2022, which have quizzes embedded. **Training is required every two years for all tests being administered.**	
		X	If you are responsible for administering the Speaking test, complete the applicable training course(s) in the WIDA Secure Portal: • Speaking for Grades 1-5: Scoring ACCESS Paper and WIDA Screener • Speaking for Grades 6-12: Scoring ACCESS Paper and WIDA Screener		

Before Testing

DTC	STC	TA	Task	State-specific Clarification	✔
		X	Pass the required certification quiz(zes) for Speaking scoring training. Quizzes are located within the training courses.	Those who took the training and quizzes in 2020-2021 (last year) do not need to requalify on the quizzes; all others must complete the training courses and pass the quizzes for tests they will administer in 2021-2022. **Training and certification is required every two years for all tests being administered.**	
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.	Staff will be certified when they take the training course(s) located in the WIDA Secure Portal, and pass the required quizzes for all tests being administered.	
	X	X	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.		

During Testing

DTC	STC	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.	Ensure that students do not have access to computers, tablets, iPads, chromebooks, cell phones, smart watches or other electronic devices.	
	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	X	Follow all directions provided in the manuals and scripts. Monitor students to ensure test security.	• **ACCESS for ELLs tests are untimed for all students**. The following suggested testing times apply only to the time that students are working on the test and do not include set-up time, reading directions, or giving breaks to students between tests. Each ACCESS for ELLs test section for grades 1–12 is designed to be completed in group-administered sessions in the following time frames: **Listening** (40 minutes), **Reading** (60 minutes), **Writing** (65 minutes), and **Speaking** (35 minutes). • Listening and Reading tests may be administered either separately, or together in one session of approximately 100 minutes to be completed on the same day, with a break between tests. • Plan for extended time, especially for ELs with disabilities, up to the end of the school day, as needed. • Students in different grade clusters or testing tiers may not be tested together. • Student use of cell phones, smart watches, computers, or other electronic devices is prohibited during the administration of the ACCESS for ELLs tests.	

During Testing

DTC	STC	TA	Task	State-specific Clarification	✔
		X	Report additional material needs to the Test Coordinator.	Additional materials are ordered by and shipped to schools in MA. This contradicts instructions in the WIDA manuals. **Materials should not be transferred between test sites**.	
	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.	Additional materials orders do not include District/School Labels. Order District/School Labels by emailing access@mass.gov.	
	X		Securely store all testing materials in between test sessions.		
	X	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	Watch the **After Testing** module, located in the *Paper ACCESS for ELLs: Administration* course in the WIDA Secure Portal.		
	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 Test Coordinator Manual for guidance on marking Do Not Score codes.	Fill in bubbles completely, using a #2 pencil only. See MA State-Specific Directions for more detailed instructions.	
	X	X	Prepare test materials for return.	Refer to Returning Test Materials in Section 3 of the District and School Test Coordinator Manual.	
	X		Return test materials to DRC.	Unused Pre-ID labels and scratch paper should be securely destroyed. Materials including the Test Administrator Manual and Test Coordinator Manual should be securely destroyed (not returned to DRC). Refer to Section 3 of the District and School Test Coordinator Manual for a full list of materials to be returned to DRC (secure materials), materials to keep, and materials to be securely destroyed (non-secure materials).	
X	X		Watch the **Data Validation** module, located in the *Paper ACCESS for ELLs: Administration* course in the WIDA Secure Portal.		

After Testing

DTC	STC	TA	Task	State-specific Clarification	✔
X	X		Complete data validation process.	Pre-reporting data validation from April 11 – April 19, 2022: Review demographics, accommodations and Do Not Score codes for accuracy Post-reporting data validation from May 24 – June 1, 2022: After results are released, for students who are missing results or have demographic errors, districts have an opportunity to correct demographics, accommodations and Do Not Score codes for accuracy.	
X	X	X	Watch the **Accessing Score Reports** module, located in the *Paper ACCESS for ELLs: Administration* course in the WIDA Secure Portal.		
X	X	X	Review and distribute score reports to designated sites/staff.	Reports will be available online in WIDA AMS on May 19, 2022. Printed reports will be available in schools on May 24, 2022. More information and resources can be found on the Scores and Reports page of the WIDA website.	
X	X	X	Communicate with students' parents/family members about ACCESS for ELLs test results.	Visit the Family Engagement page for parent/family resources.	