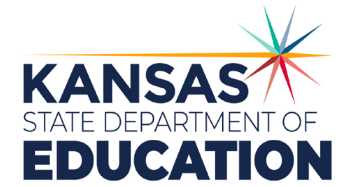




KANSAS WIDA Alternate ACCESS Checklist 2024-2025



This state checklist is a guide for personnel involved in administering WIDA Alternate ACCESS. 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	
Testing Window	February 3, 2025 – March 14, 2025
WIDA member page	<ul style="list-style-type: none"> • WIDA Consortium Information • Kansas Career Standards and Assessment Services (CSAS) Menu • Kansas ESOL Education Resources
State Assessment Contact	Chelsea Pelfrey cpelfrey@ksde.org 785-296-0040
Online Resources	
Training Courses and Resources (login to Secure Portal required)	<ul style="list-style-type: none"> • Kansas-specific Test Administrator Manual • WIDA Alternate ACCESS Interpretive Guide for Score Reports • Accessibility and Accommodations Manual • Q&A Webinar Links and Recordings (login to Secure Portal required)
Checklist Key	
<ul style="list-style-type: none"> District Test Coordinator (DTC) task Building Test Coordinator (BTC) task Test Administrator (TA) task 	

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WIDA ALTERNATE ACCESS 2024-2025			
Testing Specifics		Start Date	End Date
Pre-Testing	SEA Provides Site Changes to DRC	Tue 11/26/24	Tue 11/26/24
	Test Materials Ordering via WIDA AMS – LEAs	Fri 12/13/24	Tue 12/31/24
	LEAs Load Pre-ID/Student Import File into WIDA AMS	Fri 12/13/24	Tue 12/31/24
	Districts Receive Test Materials	Wed 1/29/25	Thu 1/30/25
During Testing	Test Window	Mon 2/3/25	Fri 3/14/25
	Additional Test Material Ordering Window in WIDA AMS	Wed 1/29/25	Fri 3/7/25
Post-Testing	Deadline for Shipping Completed Test Materials to DRC - <i>Postmark date</i>	Wed 3/26/25	Wed 3/26/25
	Pre-Reporting Data Validation – LEAs in WIDA AMS	Mon 4/28/25	Fri 5/2/25
	Alternate ACCESS Data Available to SEA - Posted in WIDA AMS	Tue 5/20/25	Tue 5/20/25
	Districts Receive Reports and Data - Posted in WIDA AMS	Tue 5/20/25	Tue 5/20/25
	Printed Reports Received in Districts	Tue 6/10/25	Wed 6/11/25



Before Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
X	X		Communicate roles, responsibilities, and training requirements to test administrators.		
X	X	X	Review training requirements based on your role.		
X	X	X	Contact Chelsea Pelfrey (cpelfrey@ksde.org) to obtain WIDA Secure Portal and WIDA AMS accounts.	New District Test Coordinators or changes in District Test Coordinator ONLY.	
X	X	X	Log in to your WIDA Secure Portal account and agree to the Non-Disclosure and User Agreement (NDUA) that appears automatically upon first login.		
X	X	X	Log in to WIDA AMS and agree to security terms that appear automatically at first login. New for 2024-25: Learn about this year’s enhancements to WIDA AMS Test Management, Test Monitoring, and Reporting Services by viewing the WIDA AMS and DRC Technical Enhancements for 2024-2025 webinar recording in the WIDA Secure Portal.		
X	X		Review the following sections of the District and School Test Coordinator Manual. <ul style="list-style-type: none"> • Part 1: Testing Overview (Sections 1-3) • Part 2: Assessment-specific guidelines (Section 7 only) • Part 3: Test Scoring and Score Reports 		
X			Submit Pre-ID file to DRC (Data Recognition Corporation).		
X			Order materials in WIDA AMS.	DTCs will order test materials.	



Before Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
X	X	X	Review WIDA Accessibility and Accommodations Manual		
X	X	X	Meet with all stakeholders regarding testing needs for students, reviewing the IEP or 504 plan and completing the Individual Characteristics Questionnaire (ICQ).		
X	X	X	Assign accommodations for students in WIDA AMS or bubble in on the Student Test Booklet.		
X	X	X	Review student data for accuracy in WIDA AMS.	Data must be correct! Use a #2 pencil. Incorrect forms will not be accepted, and no score report will be provided.	
		X	Create a testing schedule. All Alternate ACCESS test sessions are administered one-on-one.	Tests are paper-pencil	
		X	Reserve space and all necessary equipment for testing days.		
X	X	X	Plan communication for parents/family members about WIDA Alternate ACCESS testing and upcoming testing schedule.		
X	X		Receive, inventory, and distribute test materials to designated sites/staff.		
X	X	X	Review materials for correct amount and type. Report the amount and type of overage to the District Coordinator.		
X	X	X	Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.		



Before Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
X			Check District/School Labels for accuracy. Contact DRC Customer Support if information is incorrect.		
X	X		Apply labels to Test Booklets.		
X	X	X	Bubble in demographic information and apply a District/School Label to Test Booklets that do not have Pre-ID Labels.	Data must be correct! Use a #2 pencil. Incorrect forms will not be accepted, and no score report will be provided.	
X	X	X	Complete the Alternate ACCESS: Administration and Scoring training course.		
X	X	X	Review the following sections of the Kansas-specific Test Administrator Manual. <ul style="list-style-type: none"> Part 1: Test Administration Overview (Sections 1-3) Part 2: Assessment-specific guidelines Part 3: Test Scoring and Score Reports Appendix: WIDA Alternate ACCESS Proficiency Level Descriptors 		
		X	Review sample items with students.		
		X	Pass required certification quiz, located at the end of the training course.		
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	BTC	TA	Task	State-specific Clarification	✓
		X	Set up the testing room according to the Test Administrator Manual.		
X	X		Distribute all necessary testing materials to Test Administrators using procedure for secure check-out of test materials.	Data must be correct! Use a #2 pencil. Incorrect forms will not be accepted, and no score report will be provided.	
		X	Distribute necessary materials to students (test booklets, pencils, scratch paper).		
		X	Follow all directions provided in the manuals and scripts. Monitor students to ensure test security.		
	X	X	Report additional material needs to the Test Coordinator.		
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. Contact SEA if additional District/School labels are needed. Refer to the Secure Material Tracking Report in WIDA AMS under My Applications > Scoring and Reporting > Reporting Services. Select “Published Reports” from the menu in the top left of the screen for a full list of all materials sent to your school/district.		
X	X	X	Securely store all testing materials in between test sessions.		
		X	Collect and account for all test materials in between test sessions. Return them to the Test Coordinator.		



After Testing

DTC	BTC	TA	Task	State-specific Clarification	✓
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. See Test Coordinator Manual for guidance on marking Do Not Score codes.	Data must be correct! Use a #2 pencil. Incorrect forms will not be accepted, and no score report will be provided.	
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 the Secure Material Tracking Report in WIDA AMS under My Applications > Scoring and Reporting > Reporting Services. Select “Published Reports” from the menu in the top left of the screen for a full list of all materials sent to your school/district.	Shred unused Pre-ID labels and scratch paper locally. Non-Secure materials including the Test Administrator Manual and Test Coordinator Manual should not be returned to DRC. Refer to Section 3 of the Test Coordinator Manual for a full list of secure and non-secure materials.	
X			Complete data validation process.		
X	X		Review and distribute score reports to designated sites/staff.		
X	X	X	Communicate with students’ parents/family members about WIDA Alternate ACCESS test results.		