

ACCESS Frequently Asked Questions & Answers

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1. General Questions

Question	Answer
Can I meet with someone to talk through my questions?	Yes! You can sign up for office hours with me (Carmen Livesay) here .
Is there a video I can watch that overviews general ACCESS information like training, test setup, etc?	Yes! You can watch a video overview here and find a copy of the slides here .
Who can administer ACCESS 2023?	Any licensed teacher who has completed the WIDA training within the last two years may administer ACCESS. Recertification is required every two years. Teachers must complete the appropriate training and recertify if necessary depending on the type of ACCESS assessment they will be administering (ex. Kindergarten, Alternate, Paper, and/or Online). You can find a List of Currently Certified Staff (as of December 30, 2022) here. On the first sheet, you will see the total number of certified staff by school and by type of ACCESS test; the second sheet has a list that includes anyone who certified after February 10, 2021. If someone is not on your list and they will be administering ACCESS this year, they will need to recertify.
How can new test administrators be trained and certified?	Teachers who need certification to administer ACCESS may enroll in the training through the WIDA Secure Portal. To receive a WIDA Secure Portal account, complete this form . Upon completion of the training, please contact your ACCESS School Test Coordinator for WIDA AMS privileges.
Is there any test scheduling guidance available?	Yes! You can review WIDA's ACCESS Scheduling Guidance as well as some sample test schedules here .
What is the FTE (staffing) recommendation for testing?	There is no official BPS "recommended" FTE/staffing to student ratio for testing. However, WIDA recommends that no more than 15 students be grouped together for a testing session. In line with that recommendation, we have created a table (see below) to indicate how you may want to consider staff to student testing ratio:

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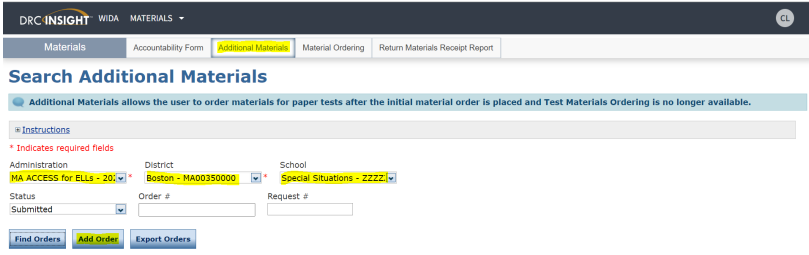
	<table><tr><th>Recommend ed FTE for Online ACCESS</th><th>Number of ELs</th><th>Domain (in order)</th><th>Assumed Testing Time</th><th>Total Testing Time</th></tr><tr><td rowspan="4">1 FTE</td><td>15</td><td>Listening</td><td>1 hour</td><td>1 hour</td></tr><tr><td>15</td><td>Reading</td><td>1 hour</td><td>2 hours</td></tr><tr><td>15</td><td>Writing</td><td>1 hour</td><td>3 hours</td></tr><tr><td>15 (group by 5)</td><td>Speaking</td><td>3 hours (1 hour per group of 5)</td><td>6 hours</td></tr></table> Please note: WIDA, MA-DESE, and BPS do not recommend students test in all four domains in one day. Instead, we recommend no more than one domain per day, if possible. Additionally, 15 is a recommended testing group size.	Recommend ed FTE for Online ACCESS	Number of ELs	Domain (in order)	Assumed Testing Time	Total Testing Time	1 FTE	15	Listening	1 hour	1 hour	15	Reading	1 hour	2 hours	15	Writing	1 hour	3 hours	15 (group by 5)	Speaking	3 hours (1 hour per group of 5)	6 hours
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How do I know which test format was pre-ordered for my students?	Please refer to the table below: <table><tr><th>Test format taken in 2022</th><th>Test format pre-ordered in 2023</th></tr><tr><td>Online ACCESS</td><td>Online ACCESS</td></tr><tr><td>Paper-based ACCESS</td><td>Paper-based ACCESS</td></tr><tr><td>Paper-based Tier A</td><td>Paper-based Tier B/C</td></tr><tr><td>Braille</td><td>Braille — uncontracted Unified English Braille</td></tr><tr><td>Alternate ACCESS</td><td>Alternate ACCESS</td></tr><tr><td>None (first-year EL in 2021)</td><td>Online ACCESS</td></tr></table>	Test format taken in 2022	Test format pre-ordered in 2023	Online ACCESS	Online ACCESS	Paper-based ACCESS	Paper-based ACCESS	Paper-based Tier A	Paper-based Tier B/C	Braille	Braille — uncontracted Unified English Braille	Alternate ACCESS	Alternate ACCESS	None (first-year EL in 2021)	Online ACCESS								
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How can I figure out if my student qualifies for Alternate ACCESS?	If the student qualifies for the Alt ACCESS according to WIDA's Guidance and DESE's Guidance , you can go ahead and test them with Alt ACCESS! You just need to confirm with WIDA and DESE's guidance.																						
A student just enrolled at my school after testing started. Do I need to test them?	All English Learners who arrive on or before February 3, 2023 , need to be tested. Please make sure to order additional materials for the student by the deadline, if applicable.																						

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What additional resources are available to me?	<u>BPS Resources</u> • ACCESS Org Unit School Codes • WIDA Account Request Form <u>DESE Resources</u> • ACCESS principal pre-administration manual • Massachusetts ACCESS for ELLs Transfer Policy • DESE's ACCESS Test Coordinator Training (2022) • Guide to Assigning Scores for Missing Domains on ACCESS for ELLs Tests (for ELs with Disabilities) • Massachusetts State Specific Directions - ACCESS for ELLs Administration • Participation Guidelines: Which Students Should Take the Alternate ACCESS for ELLs? <u>WIDA Resources</u> • ACCESS for ELLs Online Checklist • ACCESS for ELLs Paper Checklist • ACCESS Test Practice and Sample Items • Preparing for ACCESS Testing
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2. WIDA AMS

Question	Answer
I'm getting an error message on a student computer while trying to use DRC. It's asking for the Org Unit ID. Where can I get that?	You can view the list of ACCESS ORG Unit ID School Codes by clicking the link.
I am my school's ACCESS Test Coordinator and I need help making other staff members' WIDA AMS/DRC accounts. What do I need to do?	You can follow the WIDA ACCESS Administration Quick-Start Guide: WIDA AMS Account Creation for step-by-step guidance on how to add Test Administrator roles for staff members and/or create user accounts.
A student left my school but they're in a testing session. What should I do?	Please remove the student from the testing session(s) under Test Management.
I just received a new student during the testing window and I don't know whether or not they already took ACCESS at their previous school. What should I do?	Please reach out to Carmen Livesay at clivesay@bostonpublicschools.org OR access-test-help@bostonpublicschools.org .
I have new students that arrived after my school received materials, and we do not have enough. What are my next steps?	Additional materials may be ordered in WIDA AMS as needed for students enrolled after the October SIMS count was submitted to DESE. The Additional Materials Ordering Window closes on February 3, 2023. Yellow District/School labels were included in your initial materials shipment. Additional District/School labels are not included with the shipment of your Additional Materials order. If additional labels are needed, please email access@mass.gov. Please try to centralize your additional materials ordering so that you're not placing multiple orders during the window.
I'm trying to order Additional Materials in WIDA AMS and it is not working. What do I need to do?	Make sure 1) the Additional Test Materials ordering window has started and 2) that you are trying to order under Test Administration → Materials → Additional Materials and then completing the fields at the top:  After that, you should click Add Order. Another window should

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pop up and allow you to complete Additional Materials ordering:

The screenshot shows a web application interface titled 'Client Entry'. It includes a navigation bar with a link to 'Instructions'. Below this, there are three input fields for 'Administration' (containing 'MA ACCESS for ELLs - 2021-2022'), 'District' (containing 'Boston - MA00350000'), and 'School' (containing 'Special Situations - ZZZZZZZZ'). The main section is titled 'Additional Materials Entry' and contains a table with the following columns: 'Additional Materials Description', 'Request Qty', and 'Shipping Qty'. The table lists ten items, each with a description and input fields for quantity. At the bottom of the form are three buttons: 'Submit', 'Add Items', and 'Cancel'.

Additional Materials Description	Request Qty	Shipping Qty
Alternate ACCESS for ELLs Grades 1-2 Listening, Reading, and Speaking Test(s)		
Alternate ACCESS for ELLs Grades 1-2 Student Response Booklet(s)		
Alternate ACCESS for ELLs Grades 1-2 Test Administrator Script(s)		
Alternate ACCESS for ELLs Grades 3-5 Listening, Reading, and Speaking Test(s)		
Alternate ACCESS for ELLs Grades 3-5 Student Response Booklet(s)		
Alternate ACCESS for ELLs Grades 3-5 Test Administrator Script(s)		
Alternate ACCESS for ELLs Grades 6-8 Listening, Reading, and Speaking Test(s)		
Alternate ACCESS for ELLs Grades 6-8 Student Response Booklet(s)		
Alternate ACCESS for ELLs Grades 6-8 Test Administrator Script(s)		
Alternate ACCESS for ELLs Grades 9-12 Listening, Reading, and Speaking Test(s)		

Please note that the system only allows ordering through Additional Materials once the Test Window has started.

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3. ACCESS Accommodations

Question	Answer
Is there an overview of ACCESS accommodations available for me to watch?	Yes! You can watch the ACCESS 2023 Accommodations Session from LAT-F Meeting 3 here and view the slides here .
How do I add accommodations for students?	You can add accommodations for students by logging in to WIDA AMS and going to Student Management. You should search for the student whose accommodations you are trying to enter– once you have located them, you should click the Edit icon. Accommodations should be on the second tab of the Student's Profile. Remember to hit save when you're done adding accommodations!
If my student isn't taking a domain due to a lack of appropriate accommodations, what do I need to do?	Please reach out to Carmen Livesay at clivesay@bostonpublicschools.org OR access-test-help@bostonpublicschools.org .
When is it appropriate to use an SPD Do Not Score code for a particular domain?	"If a student will not take one or more sections because the special access read-aloud or text-to-speech accommodation for the Reading assessment was listed in the IEP or 504 plan, but was unavailable for ACCESS; or the student was Deaf/Hard of hearing and cannot participate in the Listening and Speaking test sections; or the student is nonverbal/selectively mute and does not use alternate and augmentative communication (AAC) devices and could not participate in the Speaking test section; or required an alternate assessment in kindergarten." (Massachusetts State-Specific Directions ACCESS for ELLs Administration 2022-2023)
I received a list of ACCESS accommodations but I think some students are missing. Why would I have students missing?	The list that was shared includes only ACCESS specific accommodations that were pulled from the assessment accommodations section of the IEP; it would not necessarily include things like small group / one-on-one testing, supervised breaks, text-to-speech for ELA, etc which are still valid and should be taken into consideration, but are not ACCESS specific. If a student has ACCESS accommodations listed in the PLEP B section of the IEP (other educational needs) as a custom accommodation, those accommodations are still valid but would not have been pulled in the report because it was pulled from the assessment accommodations section. Additionally, the list was pulled on December 5th, 2022, so it only represents accommodations agreed upon before then.
If a student has an accommodation in their	No, you do not need to add the accommodation to the

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IEP but it wasn't on the list I was sent, do I need to add the accommodation for it to be valid?	spreadsheet that was sent to you for it to be valid. IEPs are legally binding documents, so as long as it is written in the IEP and the IEP has been signed by the parent(s)/guardian(s), you can and should still implement the accommodation.
I didn't receive my list of ACCESS accommodations. Help!	Please email clivesay@bostonpublicschools.org so that I can make sure the accommodations are shared with you! Please note that you might not have received a list if none of your students had ACCESS accommodations listed in their assessment accommodations section of their IEP.