

Grades 4–12



**This version of the script contains Colorado timing policy.
Colorado details, look for the Colorado Department of
Education logo.**

WIDA ACCESSTM

2026–2027

Online Test Administrator Script

4–12

This is **NOT**
secure material.
At the completion
of testing, please
recycle.
Do **NOT** return
to DRC.



This is **NOT** secure testing material.

At the completion of testing, please recycle.

Do **NOT** return to DRC.

© 2026 Board of Regents of the University of Wisconsin System, on behalf of WIDA.
WIDA ACCESS is a secure test as defined in 37 C.F.R. § 202.13(b)(1).
Use according to WIDA test administration instructions only.

With Colorado Specific Policy



WIDA ACCESS Gr 4–12 Online: Colorado Differences

Use with the script (2026–2027). All Colorado changes are about timing. No built-in clock: you keep time.

Time limits

Domain	Colorado limit	WIDA script says
Listening	55 min	No limit
Speaking	55 min	No limit
Reading	75 min	No limit
Writing	75 min (all tiers)	Tier A 50, B/C 65, + 5 extra

- **Start clock:** students select **Begin The Test**.
- **Stop clock:** students return to **Sign In** screen.
- **SWD:** IEP/504 extended time = +15 min.
Some students might get time and a half ([criteria](#)).

Write on the board

Board line	Example	How to get it
DOMAIN	Listening	Today's domain
Start Time	8:00 AM	Begin The Test
1st time check	8:40 AM	End minus 15 min
2nd time check	8:50 AM	End minus 5 min
End Time	8:55 AM	Start + 55 (L, S) or + 75 (R, W)

SAY at 1st check (15 min left): "You have 15 minutes left. Make sure you save enough time for the other parts."

SAY at 2nd check (5 min left): "You have 5 minutes left to finish your test."

SAY at End Time (time is up): "Time is up. Stop working now. Do not answer any more questions. Raise your hand and I will help you." (For students using a test book, "Time is up. Stop working now and close your test book.")

At End Time, say the Time Is Up line. Pause the test, document which students need their test submitted. Tests are submitted in WIDA-AMS "End Incomplete Test" as soon as practicable.

Table of Contents

All Domains.....	4
Before You Begin	4
How to Read the Script	4
How to Launch the Test	4
Welcome	5
Logging In	6
Listening and Reading	7
Starting the Test.....	7
Monitoring and Ending the Test	8
Speaking	9
Starting the Test.....	9
Monitoring and Ending the Test	11
Writing	12
Starting the Test.....	12
Monitoring and Ending the Test	13
Timing of Writing Test.....	14

All Domains

Before You Begin

- Complete all test administration training at wida.wisc.edu (select Login to access the WIDA Secure Portal).
- Set up testing registrations in WIDA AMS (wida-ams.us).
- Verify the DRC INSIGHT icon appears on the desktop of each student's testing device. Contact your school's technology coordinator if you do not see the icon.
- Review and assign accessibility and accommodations options as applicable (see the *Accessibility and Accommodations Manual* at wida.wisc.edu/assess/accessibility).
- Ensure there is one set of working headphones or a headset (as applicable) for each student.
 - If a student is using another device to connect to audio as an accommodation, you may refer to their device by name where the script refers to "headphones" or "headsets." If possible, read through the script before you begin and mark places where you will adapt the scripting to account for the alternative device.
- Print test tickets.
- Check the Writing Response Booklets of any students who will handwrite their Writing test responses, and verify the booklets have either a Pre-ID or School/District label.
- Confirm whether Test Monitoring is enabled, and if so, whether Restricted Access is on or off.
 - If using the Test Monitoring Application, have the monitoring code ready. This code is generated in WIDA AMS.
 - If Restricted Access is enabled, log into WIDA AMS and the Test Monitoring Dashboard prior to administering the test.

How to Read the Script

- **Read aloud the text in bold font.** These are the instructions for the students.
- Do not read the unbolded text aloud. These are directions for you, not for the students.

How to Launch the Test

WIDAACCESS Online can be accessed from the student's device by selecting the DRC INSIGHT icon.



All Domains (continued)

Welcome

Good morning/afternoon . You are going to take a test in English . Some questions might be easy for you and others might be hard . Do your best .

During the test, you can only use your computer, tablet, or Chromebook .

If a student is using a device other than headphones or a headset to connect to audio as an accommodation, you may refer to their device by name instead of saying “headphones” or “headsets.”

You can also use headphones or a headset . You cannot use cell phones, smartwatches, or earbuds . You cannot make calls, send messages, take pictures or videos, use social media, or use the internet .

I will read the test directions . Any time you need help, raise your hand .



WHEN ADMINISTERING LISTENING AND SPEAKING, SAY You will have 55 minutes to complete the test.

WHEN ADMINISTERING READING AND WRITING, SAY You will have 75 minutes to complete the test.

There is no built in clock the TA must manually keep track of time.

SWD (Students with Disabilities) with appropriate documentation for extended time in their IEP or 504 may be scheduled for an additional 15 minutes. A small number of students may have time and a half, [see guidance](#).

(WHEN ADMINISTERING THE LISTENING, READING, OR WRITING TEST, SAY) **Is everyone ready to listen?**

(WHEN ADMINISTERING THE SPEAKING TEST, SAY) **Is everyone ready to listen and record your voice?**

Pause for response. Point to one student’s headphones or headset as an example. Do a visual check to ensure all students have headphones or a headset, or another audio device.

O.K., good . I will tell you when to begin .

Make sure desks are clear of everything but headphones or a headset, a computer mouse, and a keyboard.

All materials not related to testing, including electronic devices like phones or smartwatches, should be put away where students cannot access them during the test.

Make sure that students are not chewing gum or eating.

All Domains (continued)

Logging In

If you will log in the students yourself, skip this section and go to the “Starting the Test” section for the domain you are administering.

Now I will pass out your test tickets .

Give each student the test ticket with their name on it.

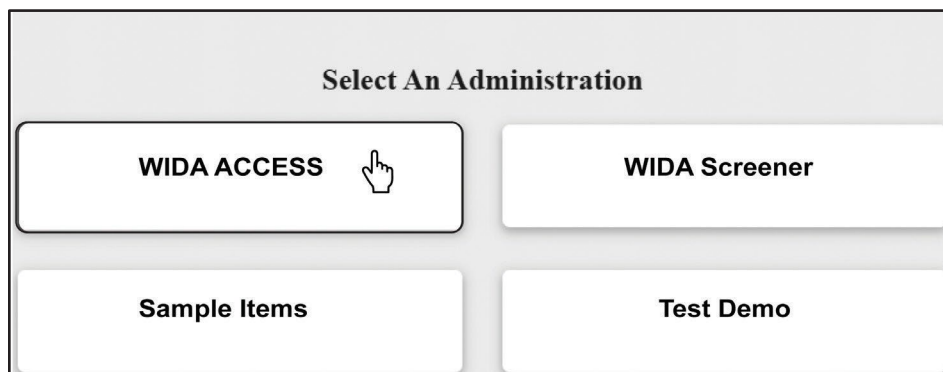
Does everyone have a test ticket with your name on it?

Pause for response.

Find the Select An Administration menu on the screen . Select WIDA ACCESS . Then, select WIDA ACCESS Test Sign In .

Make sure all students select WIDA ACCESS, followed by Test Sign In, and can find where to enter their usernames and passwords. If necessary, select the correct choices for students.

Step 1



Select An Administration

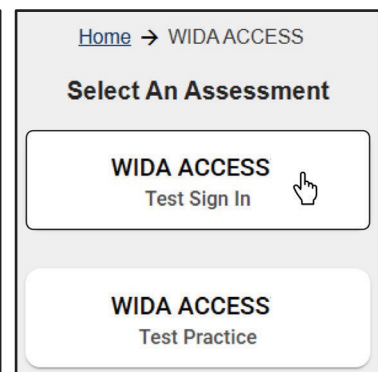
WIDA ACCESS

WIDA Screener

Sample Items

Test Demo

Step 2



[Home](#) → WIDAACCESS

Select An Assessment

WIDA ACCESS
Test Sign In

WIDA ACCESS
Test Practice

On your test ticket, find the username and password.

Use one student's ticket or an extra as an example to point to the username and password.

Type your username in the first box.

Point to the first box on a screen. If necessary, assist students in entering their usernames.

Type your password in the second box.

Point to the second box on a screen. If necessary, assist students in entering their passwords.

Now select the Sign In button .

Go to the “Starting the Test” section for the domain you are administering.



Keeping Students on Track

WHEN STUDENTS HAVE 15 MINUTES LEFT, SAY **You have 15 minutes left, Make sure you save enough time for the other parts.**

WHEN STUDENTS HAVE 5 MINUTES LEFT, SAY **You have 5 minutes left to finish your test.**

WHEN TIME IS UP, SAY **Time is up. Stop working now. Do not answer any more questions. Raise your hand and I will help you.**

Listening **55 minutes*** and Reading **75 minutes***

***make adjustments in cases of SWD who receive extra time**

Starting the Test

Is your name on the screen?

The student's name should appear at the top of the screen. If any students do not find their names, help them exit the test and go back through the sign-in process. Confirm that they correctly enter their usernames and passwords before selecting the Sign In button.

If using the Test Monitoring Application, give students the monitoring code. Say: **Type this code in the box. Then select Save.** As needed, help students enter the monitoring code.

First, you will practice .

(FOR THE LISTENING TEST, SAY) **Then you will take a Listening test .**

(FOR THE READING TEST, SAY) **Then, you will take a Reading test .**

On the test, some screens have audio . To start the audio, you must select the Play button . Listen carefully . You will hear each part one time . After you select the Next button, you cannot go back and change your answer . Do you have any questions?

Answer questions.

Now select Continue .

Pause while students advance to the next screen. If necessary, point to the Continue button and assist students in selecting it.

Next, select Listening . (OR SAY) Next, select Reading .

If using the Test Monitoring Application *with* the Restricted Access feature enabled, select Allow Access on the Test Monitoring Dashboard to move students out of the waiting room. Then, say: **Select Continue.**

Pause while students advance to the next screen. Ensure that students are on the "Begin The Test" screen.

Raise your hand if you need help . At the end of the test, raise your hand . Now get ready to listen . If you have headphones, put them on .

Make sure all students have connected to audio with headphones or another audio device.

Select the Begin The Test button .   Time starts once students select the Begin The Test button.

Make sure all students have selected the correct button and are viewing the directions. During the Reading test, students may take off their headphones after the test directions and practice are complete.

Listening and Reading (continued)

Monitoring and Ending the Test

Monitor students' work to make sure they are progressing through the directions and practice. If you are using the Test Monitoring Application in WIDA AMS, it does not replace active monitoring of students. You must still monitor students in the physical space of the room to ensure they are working independently and not using cell phones or other devices.

If at any point a student becomes confused or is not sure what to do to continue, prompt the student by saying:

Remember, select the Next button to go on.

Students should only select the Pause button when instructed by you. If you notice a student selecting Pause, say:

Please do not select Pause unless I tell you to.

As students complete the test and raise their hands, instruct them to select the Exit button. After they do this, the test will return to the "Sign In" screen. Instruct students to sit quietly until they can be dismissed from the testing session.



Time stops when students return to the Sign In screen.

SAY at 1st check (15 min left): "You have 15 minutes left. Make sure you save enough time for the other parts."

SAY at 2nd check (5 min left): "You have 5 minutes left to finish your test."

SAY at End Time (time is up): "Time is up. Stop working now. Do not answer any more questions. Raise your hand and I will help you." (For students using a test book, "Time is up. Stop working now and close your test book.")

Speaking 55 minutes*

***make adjustments in cases of SWD who receive extra time**

Starting the Test

Is your name on the screen?

The student's name should appear at the top of the screen. If any students do not find their names, help them exit the test and go back through the sign-in process. Confirm that they correctly enter their usernames and passwords before selecting the Sign In button.

If using the Test Monitoring Application, give students the monitoring code. Say: **Type this code in the box. Then select Save.** As needed, help students enter the monitoring code.

First, you will practice . Then, you will take a Speaking test .

There is audio on the Speaking test . To start the audio, you must select the Play button . Listen carefully . You will hear each part one time . When it's your turn, speak into the microphone .

Point to the microphone.

Do your best . Speak loudly . Don't whisper .

Do you have any questions?

Answer questions.

Raise your hand if you need help . At the end of the test, raise your hand . Now select Continue .

Pause while students advance to the next screen. If necessary, point to the Continue button and assist students in selecting it.

Next, select Speaking .

Pause while students advance to the next screen. If necessary, point to the Speaking link and assist students in selecting it.

If using the Test Monitoring Application *with* the Restricted Access feature enabled, select Allow Access on the Test Monitoring Dashboard to move students out of the waiting room. Then, say: **Select Continue.**

Now get ready to listen and record your voice . If you have a headset, put it on . Make sure the microphone is close to your mouth .

Assist students in putting on their headsets or other recording devices. Make sure headset microphones are positioned one to two inches from students' lips.

Speaking (continued)

Starting the Test (continued)

Listen first. I will tell you to select Record and count. If you are talking loudly enough, the stars will fill. Every time a star fills, there is a sound. Now select Record and count. Fill all three stars .

Students have the option of previewing the tone by selecting the Play button. As needed, assist students in previewing the tone, selecting the Record button, recording, and speaking into the microphone. Students will hear a tone when they are speaking loudly enough. The bar becomes blue and progresses to the right to show the time completed in the microphone check.

Select Play Recording . Did you hear your voice?

Pause for confirmation. Ensure that all students select Play Recording and are able to hear the audio playback. If necessary, say: ***Raise your hand if you did not hear your voice.*** Do not move on until you have confirmed that all students were able to successfully record their voices and hear the audio playback. If any students cannot hear the recording, assist the students in selecting Try Again and recording their voices.

Now select I heard my recording .

Pause while students advance to the next screen. If necessary, point to the “I heard my recording” button and assist students in moving forward.

When you are ready, select the Begin The Test button .   **Time starts once students select the Begin The Test button.**

Remember, you must respond to the questions in English.

Speaking (continued)

Monitoring and Ending the Test

Monitor students' work to make sure they are progressing through the directions and practice.

If you are using the Test Monitoring Application in WIDA AMS, it does not replace active monitoring of students. You must still monitor students in the physical space of the room to ensure they are working independently and not using cell phones or other devices.

If at any point a student becomes confused or is not sure what to do to continue, prompt the student by saying:

Remember, select the Next button to go on.

Students should only select the Pause button when instructed by you. If you see a student selecting Pause, say:

Please do not select Pause unless I tell you to.

If students are having difficulty responding to a Speaking practice item, assist the students in understanding how to record their response. For example, you may say:

Remember, when there is a Record button, that means it's your turn to answer. Think about what you will say. When you're ready, select the Record button, and then say your answer.

Remember, select the Record button before you say your answer.

Remember, after you are done talking, select the Stop button. Then, select the Next button to go on.

Assist students to ensure they can successfully record their responses.

If a student is talking too quietly, say: **Remember to speak loudly enough for the computer to record your answer.**

If a student has moved the microphone or is covering it with a hand, say: **Remember to put the microphone in front of your mouth so the computer can record your answer.**

If a student asks for help answering a test question, say: **Do your best to answer the question. Think about what you will say. When you're ready, select Record and then say your answer.**

Encourage students to do their best by saying: **Remember, when it's your turn, say as much as you can.**

Do not disrupt students while they are responding.

If a student pauses for more than a few minutes at one part of the test, ask: **Do you need help?**

If a student does not ask for help and continues to pause at part of the test, say: **You should move on now. Do your best. If you don't know how to answer a question, it's O.K. to say, "I don't know."**

As students complete the test and raise their hands, instruct them to select the Next button. After they do this, the test will return to the "Sign In" screen. Instruct students to sit quietly until they can be dismissed from the testing session.



Keeping Students on Track

WHEN STUDENTS HAVE 15 MINUTES LEFT, SAY **You have 15 minutes left, Make sure you save enough time for the other parts.**

WHEN STUDENTS HAVE 5 MINUTES LEFT, SAY **You have 5 minutes left to finish your test.**

WHEN TIME IS UP, SAY **Time is up. Stop working now. Do not answer any more questions. Raise your hand and I will help you.**

Time stops when students return to the Sign In screen.

Writing 75 minutes*

***make adjustments in cases of SWD who receive extra time**

Starting the Test

(IF SCRATCH PAPER IS ALLOWED BY YOUR STATE, SAY) **Now I will pass out scratch paper and pencils . You can use scratch paper to plan or write ideas . It is not graded .**

Pass out blank scratch paper and pencils.

(IF ANY STUDENTS ARE HANDWRITING THEIR RESPONSES, SAY) **Now I will pass out your test booklet . Keep your booklet closed until I tell you to open it .**

Pass out writing response booklets and ensure each student has a pencil.

(IF ANY STUDENTS ARE HANDWRITING THEIR RESPONSES, SAY) **Is your name on the front cover of your test booklet?**

Pause for response. Use one student's writing response booklet or an extra as an example to point to where the students should find their names.

Is your name on the screen?

Each student's name should appear at the top of the screen. If any students do not find their names, help them exit the test and go back through the sign-in process. Confirm that they correctly enter their usernames and passwords before selecting the Sign In button.

If using the Test Monitoring Application, give students the monitoring code. Say: **Type this code in the box. Then select Save.** As needed, help students enter the monitoring code.

First you will practice . Then, you will take a Writing test .

There is audio on the Writing test . To start the audio, you must select the Play button . Listen carefully . You will hear each part one time .

(IF ANY STUDENTS ARE HANDWRITING THEIR RESPONSES, SAY) **If you have a test booklet, open your test booklet to page 3 . It says “Writing Practice” at the top of the page .**

Check to make sure that all students with writing response booklets are on the correct page.

Do you have any questions?

Answer questions.

Now select Continue .

Pause while students advance to the next screen. If necessary, point to the Continue button and assist students in selecting it.



Keeping Students on Track

WHEN STUDENTS HAVE 15 MINUTES LEFT, SAY **You have 15 minutes left, Make sure you save enough time for the other parts.**

WHEN STUDENTS HAVE 5 MINUTES LEFT, SAY **You have 5 minutes left to finish your test.**

WHEN TIME IS UP, SAY **Time is up. Stop working now. Do not answer any more questions. If you have a test book, close it. Raise your hand and I will help you.**

Writing (continued)

Starting the Test (continued)

Next, select Writing .

If using the Test Monitoring Application *with* the Restricted Access feature enabled, select Allow Access on the Test Monitoring Dashboard to move students out of the waiting room. Then, say: **Select Continue.**

Pause while students advance to the next screen. Ensure that students are on the “Begin The Test” screen.

Remember, you must respond to the questions in English . Raise your hand if you need help . At the end of the test, raise your hand .

Now get ready to listen and write . If you have headphones, put them on .

Make sure all students have connected to audio with headphones or other audio devices.

Select the Begin The Test button .  **Time starts once students select the Begin The Test button.**

Make sure all students have selected the correct button and are viewing the directions.

Monitoring and Ending the Test

Monitor students’ work to make sure they are progressing through the directions and practice.

If you are using the Test Monitoring Application in WIDA AMS, it does not replace active monitoring of students. You must still monitor students in the physical space of the room to ensure they are working independently and not using cell phones or other devices.

If students are not navigating through the practice tasks, point to the Next button and say: **Remember, select Next to go on.**

As students complete the practice tasks, ensure that students have been able to respond. If students are writing in a booklet, instruct them to turn the page in their writing response booklets as needed. The title on each page of their booklets must match the title on their screens.

Monitor the amount of time students spend on each question. Students taking the Tier A test should spend 5 to 10 minutes on each question. Students taking the Tier B/C test should spend about 20 minutes on each question. If any students are working on one question for more than the recommended time, gently prompt them by saying: **Make sure you save enough time for the other parts.**

If any students are still working when there are 5 minutes left for their test, say to each student individually: **You have 5 minutes to finish writing.**

If any students are still working productively at the end of the allotted time frame, allow them about 5 minutes to complete their writing and then say: **Please finish what you are writing now and select the Next button. If you are writing in a booklet, close your booklet now.**

As students complete the test and raise their hands, instruct students to select the Next button. After students do this, the test will return to the “Sign In” screen.

Collect all scratch paper and writing response booklets before dismissing students from the testing session.

Writing (continued)

Timing of Writing Test

Tier	Time per question	Extra time	Total ~~recommended~~ allowable* time
A	5–10 minutes	~~An additional 5 minutes to finish writing may be given to the students at the end of the test.~~	~~50~~ 75 minutes
B/C	20 minutes		~~65~~ 75 minutes

If you are monitoring students who are writing in a booklet, the Test Monitoring Application in WIDA AMS can still be used:

- The Progress column will show 0/1 until the student selects “I am finished writing” on the “End of Test” screen.
- Monitor these students’ progress through using the Navigation column, along with visual observation of their progress through the writing response booklet.



Time stops when students return to the Sign In screen. Make sure students return to the Sign in Screen

***make adjustments in cases of SWD who receive extra time**



WIDA ACCESS Gr 4–12 Online: Colorado Differences

Use with the script (2026–2027). All Colorado changes are about timing. No built-in clock: you keep time.

Time limits

Domain	Colorado limit	WIDA script says
Listening	55 min	No limit
Speaking	55 min	No limit
Reading	75 min	No limit
Writing	75 min (all tiers)	Tier A 50, B/C 65, + 5 extra

- **Start clock:** students select **Begin The Test**.
- **Stop clock:** students return to **Sign In** screen.
- **SWD:** IEP/504 extended time = +15 min.
Some students might get time and a half ([criteria](#)).

Write on the board

Board line	Example	How to get it
DOMAIN	Listening	Today's domain
Start Time	8:00 AM	Begin The Test
1st time check	8:40 AM	End minus 15 min
2nd time check	8:50 AM	End minus 5 min
End Time	8:55 AM	Start + 55 (L, S) or + 75 (R, W)

SAY at 1st check (15 min left): "You have 15 minutes left. Make sure you save enough time for the other parts."

SAY at 2nd check (5 min left): "You have 5 minutes left to finish your test."

SAY at End Time (time is up): "Time is up. Stop working now. Do not answer any more questions. Raise your hand and I will help you." (For students using a test book, "Time is up. Stop working now and close your test book.")

At End Time, say the Time Is Up line. Pause the test, document which students need their test submitted. Tests are submitted in WIDA-AMS "End Incomplete Test" as soon as practicable.

End of Script

