

Before Testing (Paper) *updated 11.1.17*

This document is a guide for personnel involved in the Spring 2018 ACCESS for ELLs 2.0 administration in Florida. The checklist highlights all tasks that need to be completed before, during, and after testing within a school or district and shows who typically completes those tasks in Florida. The state-specific clarification column contains guidance that the Florida Department of Education (FDOE) expects you to follow as you prepare for and administer the test. Use this checklist to keep track of completed tasks.

**NOTE:** Role-specific checklists are also provided as separate documents on [Florida’s WIDA webpage \(https://www.wida.us/membership/states/Florida.aspx\)](https://www.wida.us/membership/states/Florida.aspx) under the *Assessment Materials & Training* tab.

- **DTC** District Test Coordinator
- **STC** School Test Coordinator
- **TA** Test Administrator

DTC	STC	TA	Task	State-specific Clarification	✓
			Submit Pre-ID file to DRC.	Materials ordering will be completed via Pre-ID file from the Florida Department of Education in November 2017. DTCs will not upload any quantities via WIDA AMS for the initial shipment of test materials; however, a second Pre-ID File will be uploaded by DTCs in January 2018 to WIDA AMS in order to generate Pre-ID labels for students who have recently enrolled or transferred to a new school	
X	X	X	Review important updates regarding <a href="#">ACCESS for ELLs 2.0 Paper</a> , <a href="#">Kindergarten ACCESS for ELLs</a> , and <a href="#">Alternate ACCESS for ELLs</a> .	The 2017–18 ACCESS for ELLs 2.0 administration is <b>paper-based</b> ONLY.	
X	X		Meet with staff involved with testing to review roles and responsibilities.	A Test Administrator (TA) can be a state-level certified educator, district-level certified educator, school personnel (including temporary certifications for new teachers and certified substitute teachers), or paraprofessional articulate in English. All TAs must complete and score 80% or higher on the appropriate WIDA certification quizzes.	
X	X	X	Log in to your WIDA website account and sign the <a href="#">Non-Disclosure and User Agreement</a> at <a href="http://www.WIDA.us">www.WIDA.us</a> .	DTCs create accounts for new STCs and TAs. New DTCs should contact SEA via email at <a href="mailto:FLACCESS2.0@fldoe.org">FLACCESS2.0@fldoe.org</a> to obtain an account.	

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X	X	X	Download and read the <a href="#">Spring 2018 Florida ACCESS for ELLs 2.0 Test Administration Manual</a> .	The Florida-specific manual is exclusively available under the <i>Assessment Materials &amp; Training</i> tab on Florida’s WIDA webpage.	
X	X	X	Download and read the <a href="#">Florida ACCESS for ELLs 2.0 Accessibility and Accommodations Supplement</a> .	<p><b>Accommodated Formats:</b> ACCESS for ELLs 2.0 Paper and Kindergarten ACCESS for ELLs are available in Large Print.</p> <p>ACCESS for ELLs 2.0 Paper for Tier B only is available in braille (contracted and uncontracted):</p> <ul style="list-style-type: none"> <li>• UEB: Grades 1–5</li> <li>• EBAE: Grades 6–12</li> </ul> <p><b>Note to TA:</b> If you are administering tests to students who require accommodations, discuss with your STC how accommodations will be provided and familiarize yourself with permissible accommodations in the supplement.</p>	
X	X	X	Review State-Specific Directions for an overview of Florida’s policies and procedures.	<a href="https://www.wida.us/membership/states/Florida.aspx">https://www.wida.us/membership/states/Florida.aspx</a>	
X	X		<p>Determine how you will communicate with students’ parents/family members about ACCESS for ELLs 2.0 testing: its purpose, when their child will test, and any tips for helping students do their best.</p> <ul style="list-style-type: none"> <li>• ACCESS for ELLs 2.0 Parent/Guardian Notification Letters (available in English and Spanish)</li> <li>• ACCESS for ELLs 2.0 Parent Handout (available in English and various other languages)</li> <li>• Alternate ACCESS for ELLs Parent Handout (available in English and various other languages)</li> <li>• <a href="#">Getting Students Ready for Testing flyer</a></li> </ul>	Parent resources are available under the <i>Parent Information</i> tab on <a href="#">Florida’s WIDA webpage</a> .	

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		X	Complete and return the <a href="#">Test Administrator Prohibited Activities Agreement</a> to the STC.	This agreement is available under the <i>Assessment Materials &amp; Training</i> tab on <a href="#">Florida’s WIDA webpage</a> .	
X	X		Watch the Test Coordinator Overview Webinar	Available under the <i>Professional Learning</i> tab on <a href="#">Florida’s WIDA webpage</a> .	
X	X	X	Watch the Test Administrator Overview Webinar	Available under the <i>Professional Learning</i> tab on <a href="#">Florida’s WIDA webpage</a> .	
X	X		Become familiar with the <a href="#">ACCESS for ELLs 2.0, Kindergarten ACCESS for ELLs</a> and <a href="#">Alternate ACCESS for ELLs</a> Training Courses (login required).		
X	X	X	Watch the <a href="#">Training Overview tutorial</a> from the <b>Preparing</b> dropdown menu in the ACCESS for ELLs 2.0 Paper Training course.	<b>Note to TA:</b> Only required if administering ACCESS for ELLs 2.0 Paper (Grades 1–12).	
		X	If you are administering <a href="#">Kindergarten ACCESS for ELLs</a> , complete the Kindergarten Training Module and take the Kindergarten Quiz (login required). <ul style="list-style-type: none"> <li>View the <a href="#">Kindergarten Training Video</a>.</li> </ul>	TAs must score <b>80% or higher</b> on the appropriate quiz to become certified to administer the assessment. <b>Note:</b> For the 2017–18 administration, it is a district’s decision whether certified TAs must retake the Kindergarten ACCESS for ELLs quiz.	
		X	If you are administering <a href="#">Alternate ACCESS for ELLs</a> , complete the Alternate ACCESS for ELLs Training Module and take the Alternate ACCESS for ELLs Quiz <ul style="list-style-type: none"> <li>View the <a href="#">Alternate ACCESS for ELLs Test Administration Tutorial</a>.</li> </ul>	TAs must score <b>80% or higher</b> on the appropriate quiz to become certified to administer the assessment. <b>Note:</b> For the 2017–18 administration, it is a district’s decision whether certified TAs must retake the Alternate ACCESS for ELLs quiz.	
		X	If you are administering <a href="#">ACCESS for ELLs 2.0</a> , complete ACCESS for ELLs 2.0 Paper Training Modules and <a href="#">Paper Administration Quiz</a> .	TAs <b>must</b> score <b>80% or higher</b> on the ACCESS for ELLs 2.0 Paper Administration quiz. <b>Note:</b> For the 2017–18 administration, it is a district’s decision whether certified TAs must retake the ACCESS for ELLs 2.0 Paper Administration quiz.	

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		X	If you are administering the Speaking section of ACCESS for ELLs 2.0, complete the <a href="#">Speaking Assessment Scoring Module(s)</a> and <a href="#">pass the appropriate quiz</a> with a score of 80% or higher.	<b>Note:</b> For the 2017–18 administration, it is a district’s decision whether certified TAs must retake ACCESS for ELLs 2.0 Speaking quizzes (Grades 1–5 and/or 6–12).	
X			Monitor STC and TAs’ completion of the applicable Training Courses via Account Management & Training Status tile.	For some educators, one or more quizzes are required.	
X	X		Watch the <a href="#">Managing Test Materials tutorial</a> from the <b>Preparing</b> dropdown menu in the ACCESS for ELLs 2.0 Training course.	New information included for 2017-18. <b>Note:</b> Materials are shipped to the districts and packaged by school.	
X	X	X	Watch the <a href="#">Accessibility Overview tutorial</a> from the <b>Preparing</b> dropdown menu in the ACCESS for ELLs 2.0 Paper Training course.	<b>Note to TA:</b> Only required if administering ACCESS for ELLs 2.0 (Grades 1–12).	
X	X		Watch the <a href="#">Test Scheduling tutorial</a> from the <b>Preparing</b> dropdown menu for guidance on timing and group size for ACCESS for ELLs 2.0 Paper (Grades 1–12)	<b>Note to STC:</b> Only required if the school is administering ACCESS for ELLs 2.0 (Grades 1–12)	
X	X	X	Watch the <a href="#">Administering the Test tutorial</a> from the <b>Testing</b> dropdown menu in the ACCESS for ELLs 2.0 Paper Training course.	New information included for 2017-18. <b>Note to TA:</b> Only required if administering ACCESS for ELLs 2.0 (Grades 1–12)	
X			Log in to <a href="#">WIDA AMS</a> and agree to security terms. (Note: WIDA AMS requires a separate login from the WIDA.us website.)	New DTCs should contact SEA to obtain an account. It is a district’s decision on whether STCs should have certain permissions (i.e., edit student information). TAs <b>do not</b> need access to WIDA AMS for the Spring 2018 ACCESS for ELLs 2.0 administration.	
X	X		Visit <a href="http://wida.us/ams">wida.us/ams</a> for new resources on using WIDA AMS.	View <a href="#">mini-tutorials</a> on key WIDA AMS functions: <ul style="list-style-type: none"> <li>• Video 1: How to Navigate WIDA AMS</li> <li>• Video 2: Search &amp; Edit Users</li> <li>• Video 3: Add User &amp; Assign Permissions</li> </ul>	

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X			Download the <a href="#">WIDA AMS User Guide</a> and have it available for easy reference.	Review the following sections: <ul style="list-style-type: none"> <li><input type="checkbox"/> Introduction: Pages 7–8</li> <li><input type="checkbox"/> Working with WIDA AMS: Pages 12–22</li> <li><input type="checkbox"/> User Management Menu: Pages 27–48</li> <li><input type="checkbox"/> Materials Menu: Pages 57–65</li> <li><input type="checkbox"/> Student Management Menu: Pages 67–72</li> <li><input type="checkbox"/> Student Transfer Form: Pages 87–89</li> <li><input type="checkbox"/> Report Delivery Menu: Pages 144–149</li> </ul>	
	X		If the DTC creates an account for you to access <a href="#">WIDA AMS</a> , log in and agree to the security terms (WIDA AMS requires a separate login from the WIDA.us website).	As directed by the DTC, download and review the following sections of the <a href="#">WIDA AMS User Guide</a> : <ul style="list-style-type: none"> <li><input type="checkbox"/> Introduction: Pages 7–8</li> <li><input type="checkbox"/> Working with WIDA AMS: Pages 12–22</li> <li><input type="checkbox"/> Student Management Menu: Pages 67–72</li> <li><input type="checkbox"/> Report Delivery Menu: Pages 144–149</li> </ul>	
X	X		Verify or make any needed edits to student information in WIDA AMS beginning on <b>January 2, 2018</b> .	Key Resource: <a href="#">WIDA AMS User Guide</a> Pages 67–72 <b>Note to DTC:</b> It is a district’s decision on whether STCs have this capability.	
X			Receive, inventory, and distribute paper test materials to designated staff at schools. Materials are shipped to districts and packaged by schools. Instruct STCs to inventory the contents of their boxes within 24 hours of receipt and ask them to report any discrepancies to you immediately.	Overage will be shipped to the districts and schools (7.5% and 7.5%). <b>Note:</b> Test Materials and Pre-ID labels are delivered to the district office no later than <b>January 12, 2018</b> .	
	X		Inventory the contents of boxes within 24 hours of receipt and report any discrepancies to <a href="#">DTC</a> immediately.		

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	X		Note the amount and type of materials for which you have overage. Report these totals back to the <a href="#">DTC</a> .	This overage must be used first in cases where sites need additional materials. Consult your District Test Coordinator if additional materials are needed. For more information regarding Additional Materials Orders and using overage, please refer to the <a href="#">Spring 2018 Florida ACCESS for ELLs 2.0 Test Administration Manual</a> .	
X			Watch the <a href="#">Additional Materials Orders tutorial</a> from the <b>Preparing</b> dropdown menu in the ACCESS for ELLs 2.0 Paper Training course.		
	X		Complete applicable information regarding the receipt of materials and maintaining security on the <a href="#">Test Materials Chain of Custody Form</a> .	This form is provided under the <i>Assessment Materials &amp; Training</i> tab on <a href="#">Florida's WIDA webpage</a> .	
X	X		Track and maintain a record of the security numbers of materials on the ACCESS for ELLs 2.0 Security Checklist.	<b>Note to STC:</b> Add the security numbers of materials you receive from the DTC on the ACCESS for ELLs 2.0 School Security Checklist.	
X	X		Reserve space and all necessary equipment (i.e. CD player) for testing days.		
X			Order additional materials via WIDA AMS during <b>January 12–March 16, 2018</b> .	All additional materials orders must be requested by the <a href="#">DTC</a> . Key Resource: <a href="#">WIDA AMS User Guide</a> Pages 58–60	
X			Assist STCs, as needed, to provide additional TAs or test locations for administering tests to students with permissible accommodations.	Make all the necessary arrangements for test accommodations prior to the test dates. Key Resources: <ul style="list-style-type: none"> <li>• <a href="#">Florida ACCESS for ELLs 2.0 Accessibility and Accommodations Supplement</a></li> <li>• <a href="#">Accessibility Overview</a> tutorial</li> </ul>	

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	X		Meet with all stakeholders regarding testing needs for students with an IEP or 504 plan. If any students require accommodations at your school, discuss with TAs how accommodations will be provided.	Make all the necessary arrangements for test accommodations prior to the test dates. Key Resources: <ul style="list-style-type: none"> <li>• <a href="#">Florida ACCESS for ELLs 2.0 Accessibility and Accommodations Supplement</a></li> <li>• <a href="#">Accessibility Overview</a> tutorial</li> </ul>	
	X		Create and maintain a <a href="#">Test Session Master Schedule</a> for ACCESS for ELLs 2.0 Paper (Grades 1–12).	Test Session Master Schedule is available under the <i>Assessment Materials &amp; Training</i> tab on <a href="#">Florida’s WIDA webpage</a> . Key Resource: WIDA Test Session Master Schedule	
	X		Create and distribute Test Session Rosters ( <a href="#">Group</a> and/or <a href="#">Individual Administration</a> ) to ACCESS for ELLs 2.0 (Grades 1–12) TAs at least two days prior to testing.	Test Session Rosters are available under the <i>Assessment Materials &amp; Training</i> tab on <a href="#">Florida’s WIDA webpage</a> . Key Resource: WIDA Test Session Rosters – <a href="#">Group/Individual</a>	
	X		Ensure that appropriate test settings are available for all test sessions.		
		X	Attend a briefing with the STC on upcoming testing procedures (e.g., materials, policies, procedures. etc.).	Refer to the State-Specific Directions for an overview of Florida’s policies and procedures.	
		X	Receive Test Session Rosters from the STC at least two days prior to testing.		
		X	Confirm what space and equipment is reserved for your test sessions.		
		X	Prepare a <a href="#">Security Log</a> to be used in your testing room.	The log is available under the <i>Assessment Materials &amp; Training</i> tab on <a href="#">Florida’s WIDA webpage</a> .	
	X		Instruct TAs to collect the required administration information, including accommodations used by each student, attendance information, and seating charts (as required by your district).		
X	X		Ensure all staff involved in testing are certified to administer the applicable assessment.	Training statuses can be viewed by the DTC within the Account Management and Training Status tile in the WIDA Secure Portal.	

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		X	Review and familiarize yourself with applicable information in Part 3 of the <a href="#">Spring 2018 Florida ACCESS for ELLs 2.0 Test Administration Manual</a> , the Test Administrator’s Script, student test booklets, Speaking test booklets, and Listening and Speaking CDs.	TAs should discuss reviewing test materials prior to testing with the STC.	
	X	X	Review student Pre-ID Labels to ensure that the data printed is accurate prior to affixing to a student response booklet.	Report any inaccurate information to the Test Coordinator. If needed, the DTC or STC can verify and/or correct student information in WIDA AMS. Key Resource: <a href="#">WIDA AMS User Guide</a> Pages 67–72	
	X		Check District/School Labels for accuracy.	Contact DRC WIDA Customer Support at 855-787-9615 if District or School information is incorrect.	
	X	X	Apply verified labels to student response booklets.	Make sure to confirm the tier for grades 1–12 students prior to affixing the label to the student response booklet.	
	X	X	Bubble in demographic information and apply a District/School Labels to test booklets that do not have a Pre-ID label.	Refer to the <a href="#">Spring 2018 Florida ACCESS for ELLs 2.0 Test Administration Manual</a> for information regarding completing demographic information.	



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X	X	X	<p>Print additional materials available on Florida’s WIDA webpage as needed, including:</p> <ul style="list-style-type: none"> <li>- <a href="#">Spring 2018 Florida ACCESS for ELLs 2.0 Test Administration Manual</a></li> <li>- <a href="#">Florida ACCESS for ELLs 2.0 Accessibility and Accommodations Supplement</a></li> <li>- State-Specific Directions</li> <li>- Test Security Forms:                             <ul style="list-style-type: none"> <li>o <a href="#">Test Administration and Security Agreement</a></li> <li>o <a href="#">Test Administrator Prohibited Activities Agreement</a></li> <li>o <a href="#">Test Materials Chain of Custody Form</a></li> <li>o <a href="#">Security Log</a></li> <li>o <a href="#">Breaches of Administration Form</a></li> </ul> </li> <li>- ACCESS for ELLs 2.0 Paper (Grades 1–12) Scheduling Forms:                             <ul style="list-style-type: none"> <li>o <a href="#">Test Session Master Schedule</a></li> <li>o <a href="#">Test Session Roster – Individual Administration</a></li> <li>o <a href="#">Test Session Roster – Group Administration</a></li> </ul> </li> <li>- Testing Signs:                             <ul style="list-style-type: none"> <li>o <a href="#">Do Not Disturb</a></li> <li>o <a href="#">No Electronic Devices</a></li> </ul> </li> <li>- <a href="#">Student Planning Sheet</a></li> </ul>	<p>Available under the <i>Assessment Materials &amp; Training</i> tab on <a href="#">Florida’s WIDA webpage</a>.</p>	
		X	<p>Prepare the testing room and any media-delivered materials according to the directions in the <a href="#">Spring 2018 ACCESS for ELLs 2.0 Test Administrator Manual</a>.</p>	<p>Try out media-delivered materials (i.e., CDs) for Listening and Speaking tests in the testing room.</p>	

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X	X	X	Review the <a href="#">ACCESS for ELLs 2.0 Frequently Asked Questions for Florida</a> for guidance and answers regarding general questions, test administration, and test materials.	Available under the <i>Frequently Asked Questions</i> tab on <a href="#">Florida's WIDA webpage</a> .	
X	X		Ensure staff assisting with test administration who have not agreed to the <a href="#">electronic NDUA</a> through logging in to the training course have signed a paper copy.		

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DTC	STC	TA	Task	State-specific Clarification	✓
X			Work with the STC(s) to troubleshoot any issues.		
X			Provide the STC with additional test materials as necessary.	If district overage is depleted, order additional test materials in <a href="#">WIDA AMS</a> . Key Resource: <a href="#">WIDA AMS User Guide</a> Pages 58–60	
	X		Maintain a record of all secure materials assigned to each Test Administrator on the ACCESS for ELLs 2.0 Security Checklist.		
		X	Receive and inventory test materials from the STC each day of testing.		
	X		Provide TAs with additional test materials as necessary from school overage.	If school overage is depleted, please contact the <a href="#">DTC</a> .	
	X	X	If the need for additional test materials arises, first check your school overage inventory, then contact your DTC to see if that district has material in their inventory. Then coordinate with the DTC to plan for an additional materials order if necessary.		
X			Keep track of all material requests from schools during testing and place <b>up to three</b> additional materials order prior to the end of the testing window with all requested materials.	Refer to the <a href="#">Spring 2018 Florida ACCESS for ELLs 2.0 Test Administration Manual</a> for information regarding tracking and ordering additional materials. This manual also contains specific guidance for transfer students.	
	X		Arrange for and supervise make up administrations.		
		X	Follow all test security policies and procedures in the <a href="#">Spring 2018 Florida ACCESS for ELLs 2.0 Test Administration Manual</a> .	This manual is exclusively available under the <i>Assessment Materials &amp; Training</i> tab on <a href="#">Florida’s WIDA webpage</a> .	
		X	Check with building administration regarding the timing of building bells, alarms, or announcements that may go off during the test session.		

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		X	Arrange the room so students have an adequate workspace for testing.		
		X	Remove or cover all visual aids in the room that provide clues or answers.	<b>Note:</b> Alternate ACCESS for ELLs Test Administrators ONLY have the option to leave material uncovered should covering the print on the walls be considered significantly disruptive for the student.	
		X	Post a “ <a href="#">Do Not Disturb</a> ” sign and a “ <a href="#">No Electronic Devices</a> ” sign on each testing room door.	Signs are available under the <i>Assessment Materials &amp; Training</i> tab on <a href="#">Florida’s WIDA webpage</a> .	
		X	Students must use a No. 2 pencil to fill out information and record their responses.	Provide sharpened No. 2 pencils for students who do not have them.	
	X	X	Be on site for first day of testing.		
		X	Ensure that proctors and anyone who enters your room for the purpose of monitoring the test sign the <a href="#">Security Log</a> for your testing room.	This log is available under the <i>Assessment Materials &amp; Training</i> tab on <a href="#">Florida’s WIDA webpage</a> .	
		X	Administer the test according to the following steps: <input type="checkbox"/> Ensure that students have cleared their desks of all non-testing materials. <input type="checkbox"/> Distribute test materials when students are seated. Make sure pre-identified documents are given to the correct students. <input type="checkbox"/> Provide a <a href="#">Planning Sheet</a> to students for the Writing domain, if needed. <input type="checkbox"/> Read the Test Administrator’s Script verbatim. <input type="checkbox"/> Maintain test security at all times; report security violations or concerns to the STC.	A blank Planning sheet is available under the <i>Assessment Materials &amp; Training</i> tab on <a href="#">Florida’s WIDA webpage</a> .	
		X	Monitor and supervise students during the testing session by moving around the room.		

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		X	If you are administering tests to students who require accommodations, provide all permissible accommodations and grid the accommodation(s) on the student response booklet.		
		X	Discuss any invalidation concerns with the STC.	Refer to the <a href="#">Spring 2018 Florida ACCESS for ELLs 2.0 Test Administration Manual</a> to review test invalidation policies and procedures.	
	X		Be available to answer questions from TAs.		
	X		Work with the <a href="#">DTC</a> to troubleshoot any issues.		
X			Monitor the administration of the ACCESS for ELLs 2.0 suite of assessments at each participating school and ensure that security policies and procedures are being followed.		
X			Complete the Student Transfer Form, if applicable.	Refer to the Spring 2018 Florida ACCESS for ELLs 2.0 Test Administration for specific guidance regarding student transfers. Key Resource: <a href="#">WIDA AMS User Guide</a> Pages 87–89	
X			Complete the Materials Accountability Form via <a href="#">WIDA AMS</a> for schools that cannot return one or more secure materials that have a security number. In addition, a detailed report must be submitted to the Bureau of K–12 Student Assessment within 30 calendar days of the initiation of the investigation.	The Materials Accountability Form is available throughout the testing window. Key Resource: <a href="#">WIDA AMS User Guide</a> Pages 61–63	
	X		Visit each testing classroom to monitor the administration of the ACCESS for ELLs 2.0 suite of assessments to ensure that security policies and procedures are being followed.		

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X	X	X	Watch the <a href="#">After Testing tutorial</a> from the <b>Afterward</b> dropdown menu in the ACCESS for ELLs 2.0 Paper Training course.	<b>Note to TA:</b> Only required if administering ACCESS for ELLs 2.0 (Grades 1–12).	
		X	If a large-print or braille accommodated format has student responses, the Test Administrator <b>must</b> transcribe the student’s exact responses into a standard version test booklet within <b>48 hours of testing</b> . Affix assigned Pre-ID label or District/School Label and grid the accommodation on the standard version test booklet.		
		X	Verify that you have collected all required administration information, including accommodations used by each student, attendance information, and seating charts (as required by your district).		
	X	X	Ensure USED student response booklets are labeled with a Pre-ID label or District/School label. <input type="checkbox"/> If a Pre-ID Label is affixed to a student response booklet, the date of testing <b>must</b> be completed. <input type="checkbox"/> If a District/School Label is affixed to a student response booklet, demographic information <b>must</b> be completed.	<b>Note to TA:</b> Notify the STC if any information is incorrect on the Pre-ID label. <b>Note to STC:</b> If a TA notifies you of any incorrect information on the Pre-ID label, notify your <a href="#">DTC</a> . Key Resource: <a href="#">WIDA AMS User Guide</a> Pages 67–72	
	X		Inspect student response booklets for stray marks <b>ONLY</b> on student demographic pages, and, if applicable, remove any stray planning sheets.	<b>Important:</b> USED Planning Sheets must be returned with test materials.	
	X	X	Ensure all accommodations and Do Not Score codes are correctly marked on the student response booklet, if applicable.		

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	X	X	Ensure damaged booklets with student responses are transcribed to a replacement booklet <b>within 48 hours</b> of testing and affix a Do Not Process Label on the original booklet. The replacement booklet should have either a Pre-ID Label or District/School Label with applicable information completed.		
		X	Verify that the Security Log has been completed correctly; make copies for your files.	Anyone who enters a testing room for the purpose of monitoring a test is required to sign the log.	
		X	Collect, account for, and return all test materials (including USED Planning Sheets) to the STC.	Notify the STC immediately if any secure test materials are missing.	
	X		Verify that all distributed secure materials have been returned by the Test Administrators.	Secure materials should not remain in classrooms or be taken out of the building overnight. If, after a thorough investigation, a secure document is not found, the STC must inform the <a href="#">DTC</a> immediately.	
X			Complete the Materials Accountability Form via <a href="#">WIDA AMS</a> for schools that cannot return one or more secure materials that have a security number.	The Materials Accountability Form is available throughout the testing window. Key Resource: <a href="#">WIDA AMS User Guide</a> Pages 61-63	
X			Identify a date that school test materials must be returned to the district office. All test materials must be returned to DRC by <b>March 30, 2018</b> .	Refer to the <a href="#">Spring 2018 Florida ACCESS for ELLs 2.0 Test Administration Manual</a> for additional instructions for returning test materials to DRC via UPS or King Solutions on <a href="#">Florida's WIDA webpage</a> .	
X			Inform STCs whether non-secure materials are returned to the district office, retained at the school, or destroyed in a secure manner.	Refer to the <a href="#">Spring 2018 Florida ACCESS for ELLs 2.0 Test Administration Manual</a> for additional information regarding non-secure materials on <a href="#">Florida's WIDA webpage</a> .	
	X		Make copies of all collected required administration information, seating charts, and Security Logs, and file the copies.		

After Testing (Paper) *updated 11.1.17*

DTC	STC	TA	Task	State-specific Clarification	✓
	X		Organize test materials and return them to the DTC as indicated in the <a href="#">Spring 2018 Florida ACCESS for ELLs 2.0 Test Administration Manual</a> . <b>Note:</b> All materials (used and unused, manuals, Planning Sheets, and test books) can be placed in any box.	<input type="checkbox"/> Discuss with your <a href="#">DTC</a> to determine the date secure materials must be returned to the district office. <input type="checkbox"/> Complete applicable information regarding the return of materials on the Test Materials Chain of Custody Form.	
X			Collect test materials from STC(s) once testing is completed at each testing site.	If there is a discrepancy in the number of boxes, contact the STC to reconcile the count before scheduling a materials pick-up through UPS or King Solutions. <b>Note:</b> Districts returning materials via UPS must have a DRC Return Shipping Label and UPS Return Shipping label affixed to each box. If returning via King Solutions, only the DRC Return Shipping Label should be affixed to each box.	
X			Return test materials to DRC by <b>March 30, 2018</b> .	Refer to the <a href="#">Spring 2018 Florida ACCESS for ELLs 2.0 Test Administration Manual</a> for returning test materials to DRC via UPS or King Solutions on <a href="#">Florida's WIDA webpage</a> .	
X	X	X	Review the resources available to assist educators with score interpretation on the <a href="#">Scores &amp; Reports page</a> .	Parent resources are available under the <i>Parent Information</i> tab on <a href="#">Florida's WIDA webpage</a> .	
X	X		Determine how you will communicate with students' parents/family members about ACCESS for ELLs 2.0 test results. <ul style="list-style-type: none"> <li>• Parent Guide for ACCESS for ELLs 2.0 Score Reports</li> <li>• Parent Guide for Alternate ACCESS for ELLs Score Reports</li> </ul>	Parent resources are available under the <i>Parent Information</i> tab on <a href="#">Florida's WIDA webpage</a> .	
X			Watch the <a href="#">Accessing Score Reports tutorial</a> from the <b>Afterward</b> dropdown menu in the ACCESS for ELLs 2.0 Paper Training course.		
X			Receive and distribute score reports to designated sites/staff.	Score reporting takes place after materials have been returned. Notification will be provided to DTCs when score reports are available for the Spring 2018 ACCESS for ELLs 2.0 administration.	