

Before Testing (Online) *updated 3.13.17*

This document is a guide for personnel involved in the administration of ACCESS for ELLs 2.0 in Hawaii. Guidelines for both online and paper administration are included. **Please see pages 1-11 for the online checklist and 12-22 for the paper checklist.** 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 Hawaii. The state-specific clarification column contains guidance that your state education agency expects you to follow as you prepare for and administer the test. Use this checklist to keep track of completed tasks.

The State of Hawaii requires that all English Language Learner (ELL) students in grades K-12 be administered the ACCESS for ELL 2.0 summative assessment. Schools that have signed up for the early adopter program are to administer the Online version. All other schools are to administer the Paper version.

Item Number	Complex Area ELL Resource Teacher (RT)	School Test Coordinator (STC)	Test Administrator (TA)	Task	State-specific Clarification	Completed
1		X	X	Meet with staff involved with online testing to review roles and responsibilities.	<p>Test ALL identified ELLs who have not been academically exited Action Code (AC) 03 on ACCESS or Alternate ACCESS as federally required. Including:</p> <ol style="list-style-type: none"> Active ELL (J Status) Parent Refusal (L Status) MFEP (<i>These are students in Grades K – 2 who met MFEP status in Kindergarten on the W-APT, and subsequently who have marks indicating they are struggling. This includes students who were brought back into the ELL program through SFT decision, or not.</i>) Note, ideally, students should be brought back prior to the start of the second semester. Reference DOE Memo, August 21, 2014, titled English Language Learner (ELL) Program – Updates to electronic Comprehensive Student Support System (eCSSS). Action Code 50 (AC50), and SPED/504 ELL Students. <p>Test Administrators (TAs) must pass the ACCESS for ELLs 2.0 quizzes applicable to the test they are administering. Recertification is required annually. For additional Test Administrator qualifications, refer to DOE Memo dated November 5, 2015 from the Office of Instruction, Curriculum and Student Support on qualifications for TAs (including the use of PTTs as test administrators). See Attachment B, FAQ #9 and #11.</p>	

Before Testing (Online) *updated 3.13.17*

Item #	RT	STC	TA	Task	State-specific Clarification	Completed
2	X	X	X	Log in to your WIDA website account and sign the Non-Disclosure and User Agreement at WIDA.us .	New School Test Coordinators and Complex Area RTs - contact the Assessment Section at (808) 733-4100 or karen_tohinaka@notes.k12.hi.us to request an account. TAs - contact your School Test Coordinator who will create an account for you at WIDA.us .	
3	X	X		Log in to WIDA AMS and agree to security terms (WIDA AMS requires a separate login from the WIDA.us website).	New School Test Coordinators and Complex Area RTs - contact the Assessment Section at (808) 733-4100 or karen_tohinaka@notes.k12.hi.us to request an account. TAs do not need access to WIDA AMS.	
4		X	X	Watch the Training Overview tutorial.	School Test Coordinator, Test Administrator and Technology Coordinator need to view all training tutorials at www.wida.us that pertain to their roles.	
5		X	X	Visit Hawaii's page on the WIDA.us website and check key dates.	https://www.wida.us/membership/states/Hawaii/index.aspx	
6	X	X		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. WIDA resources to consider: <ul style="list-style-type: none"> • ACCESS for ELLs 2.0 Parent Handout (available in English and various other languages) • Alternate ACCESS for ELLs Parent Handout (available in English and various other languages) • Getting Students Ready for Testing flyers (Paper version, Online version) 		
7		X		Download and read the District and School Test Coordinator Manual .		

Before Testing (Online) *updated 3.13.17*

Item #	RT	STC	TA	Task	State-specific Clarification	Completed
8		X		Download the WIDA AMS User Guide and have it available for easy reference.		
9		X	X	Download Test Administrator Manual and have it available for easy reference.		
10		X		Review Technology Readiness Checklist .	Download Technology User Guide and Troubleshooting chart found at the WIDA.us website. Test Coordinator meets with Technology Coordinator to review Technology Readiness Checklist.	
11		X		Set up WIDA AMS accounts for Technology Coordinators and, if necessary, Test Administrators. For instructions, refer to page 34 in the WIDA AMS User Guide .	School Test Coordinators have school-level access. School Test Coordinators assign rights to Test Administrators and Technology Coordinators. Complex Area Resource Teachers (RTs) may have District Test Coordinator access. Contact the Assessment Section at (808) 733-4100 or karen_tohinaka@notes.k12.hi.us to request an account. State personnel have state SEA access.	
12		X		Discuss school technology needs and capacity to administer the online test with the Technology Coordinator.	Assessment Team members, including the Technology Coordinator and School Test Coordinator, collaborate and identify testing rooms and the number of students who will be administered the online assessments and the devices used for testing. Identify one hardwired Mac, PC, or Linux machine to be used as a TSM.	
13		X	X	Review the information about each domain (Listening, Reading, Speaking, and Writing) from the Domains dropdown menu in the training course.	WIDA.us	
14		X	X	Watch the Accessibility Overview tutorial.	WIDA.us	
15		X	X	Download and read the Accessibility and Accommodations Supplement .	WIDA.us	

Before Testing (Online) *updated 3.13.17*

Item #	RT	STC	TA	Task	State-specific Clarification	Complete
16		X		Watch the Test Scheduling tutorial.	<p>WIDA.us Refer to 2016 TAM for recommended testing times for various administrations. Test times are suggestions for administration only. Extra time (approximately 15 minutes) should be included for seating students, logging in, and starting the test.</p> <p>Group sizes should be based upon available resources, room size, and reasonable expectations of the Test Administrator. Allow 4-5 feet, or approximately two computers in between students for the speaking sessions.</p>	
17		X		Create a testing schedule and finalize student counts. Break testing down into days in the window. Allow several days at the end of the test window for makeup testing.	District and School Test Coordinator Manual	
18		X		Reserve space and all necessary equipment (e.g. computers, laptops, tablets, headsets) for testing days.	District and School Test Coordinator Manual	
19			X	Confirm what space and equipment is reserved for your test sessions.	Make sure headsets work properly before Speaking and Listening sessions begin.	
20			X	Try out seating arrangement in testing areas. Verify that students are not close enough to hear each other while recording during the Speaking Test.	Verify by using the Insight Secure Browser and students being administered the Speaking practice tests.	
21		X		Watch the Assigning Accommodations tutorial.	WIDA.us	
22		X		Meet with all stakeholders regarding testing needs for students with an IEP or 504 plan.	<p>Refer to the Accessibility and Accommodations Supplement for more information.</p> <p>STCs-consult with SSC about the need to have accommodations identified in student IEP and 504 Plans in eCSSS by 11/23/16. Accommodations are written into the Clarification of Supports and Services section of the IEP and selected in the ELL accommodations section. Refer to the August 3, 2016 DOE Memo FAQ English Language Learners with Disabilities.</p>	

Before Testing (Online) *updated 3.13.17*

Item #	RT	STC	TA	Task	State-specific Clarification	Completed
23		X		In WIDA AMS, verify accommodations for students with an IEP or 504 plan.	School Test Coordinator works with SSC and/or care coordinator to ensure appropriate accommodations have been identified in eCSSS. School Test Coordinators can enter new students in WIDA AMS after the second upload on January 11, 2017. All accommodations must be documented in a student's IEP or 504 plan. Refer to the August 3, 2016 DOE Memo FAQ English Language Learners with Disabilities.	
24		X		Watch the Ordering Materials tutorial.	WIDA.us	
25				Submit pre-ID file to DRC.	This is completed by the Assessment Section.	
26		X		Order materials in WIDA AMS.	Default Writing response mode for grades 4-12 is keyboarding, therefore, NO grades 4-12 Writing Response booklets will be shipped for these grades. If a student is provided the Administration Consideration of a hand written Writing test, the School Test Coordinator may order the Writing Response booklet in the Additional Materials ordering window. Writing Response booklets will automatically be shipped for Kindergarten, Grades 1-3 (Writing domain) and the Alternate ACCESS so there is no need to place an order for these materials.	
27		X	X	Confirm that all students expected to participate in the online test are listed in WIDA AMS and assigned to test sessions.	If the TA is also the students' teacher, School Test Coordinator should consult with TA on roster verification.	
28		X		Add any new students to WIDA AMS and assign them to test sessions.	After the 2 nd upload on January 11, 2017, School Test Coordinators are required to manually input new students and their accommodations.	

Before Testing (Online) *updated 3.13.17*

Item #	RT	STC	TA	Task	State-specific Clarification	Complete
29		X		Review student data for accuracy in WIDA AMS.	School Test Coordinators must verify that all manually entered data is accurate and no student has a duplicate record in WIDA AMS.	
30		X	X	Watch the Test Practice and Test Tickets tutorial.	WIDA.us	
31		X	X	Plan a time for students to view Test Demos and try out the Test Practice so they are familiar with the testing application before taking the test.		
32		X	X	Watch the Administering the Test tutorial.	WIDA.us	
33		X	X	Take the Online Administration Quiz and pass with a score of 80% or higher.	WIDA.us	
34		X		Ensure all staff involved in testing are certified according to the requirements listed at www.wida.us/accessprep .	WIDA.us	
35		X		Watch the Managing Test Materials tutorial.	WIDA.us	
36		X	X	Receive, inventory, and distribute paper testing materials to designated staff.	School Test Coordinators may share test materials with TAs prior to the administration of the assessments ensuring that all test security measures are followed. All test materials must be stored securely and chain of custody documented.	
37		X		For Kindergarten and grades 1-3 (Writing), check pre-ID labels for accuracy. If necessary, edit information in WIDA AMS.	School Test Coordinators may update student demographic information in WIDA AMS after the 2 nd preload. If the pre-ID label contains inaccurate information then the Test Coordinator should confirm that the new SIS system (Infinite Campus) contains accurate student information.	
38		X		For Kindergarten and grades 1-3 (Writing), apply pre-ID labels to test booklets.		

Before Testing (Online) *updated 3.13.17*

Item #	RT	STC	TA	Task	State-specific Clarification	Completed
39		X		For Kindergarten and grades 1-3 (Writing), bubble in demographic information and apply a school label to test booklets that do not have pre-ID labels.	<p>Date of Testing: Bubble the date ACCESS for ELLs testing was completed for each student.</p> <p>Pre-ID Labels. If student's pre-ID label is NOT available, incorrect, incomplete, or cannot be used, Test Coordinators must bubble relevant student information fields and use a District/School label. If the label is CORRECT, many field labels on the test booklet DO NOT have to be filled in.</p> <p>See requirements on the State Specific Directions-Goldenrod included in the materials shipment.</p>	
40		X		Order any additional testing materials in WIDA AMS during your state's Additional Material ordering window.	Writing Response booklets will automatically be shipped for Kindergarten, Grades 1-3 (Writing domain) and the Alternate ACCESS so there is no need to place an order for these materials.	
41		X		Print and distribute test tickets and student rosters.	Test Coordinators print tickets and rosters for distribution to TAs. It is recommended that each domain be color coded for easy identification.	
42			X	Review test tickets and labels for accuracy of demographic information and accommodations.		
43		X		Conduct a final walkthrough with Technology Coordinator to make sure all systems are ready for testing.	<p>The School Test Coordinator works with Technology Coordinator to ensure that:</p> <ol style="list-style-type: none"> (1) INSIGHT secure browser was loaded on all devices to be used for testing (2) devices communicate with the TSM, and internet connection has sufficient bandwidth and is reliable 	

During Testing (Online) *updated 3.13.17*

Item #	RT	STC	TA	Task	State-specific Clarification	Completed
1		X		If possible, be on site for first day of testing.	School Test Coordinators monitor administration of the assessments to ensure fidelity.	
2			X	Check with building administration regarding the timing of building bells, alarms, or announcements that may go off during the test session.		
3			X	Set up the testing room according to the Test Administrator Manual . Ensure testing devices are far enough apart to avoid interference or distractions.	TAs are responsible for making sure all materials, study guides and aides are taken down from the testing rooms. Scratch paper is allowed but needs to be handled in a secure manner and securely destroyed after each test session. Refer to the 2016 Test Administrator Manual for guidelines on acceptable materials.	
4			X	Ensure testing devices are ready and distribute necessary materials and equipment (e.g., booklets, scratch paper, headsets).	Scratch paper must be securely destroyed and not returned with test materials. See pages 29, 81, 93, 125 in the Test Administrator Manual for further reference. Make sure headsets work properly before Speaking and Listening sessions begin.	
5			X	Distribute test tickets to students when they are ready to begin the test.		
6			X	Follow all directions provided in the manuals and scripts.		
7			X	Monitor and supervise students during the testing session.	See page 69 in the Test Administrator Manual for test time restrictions.	
8		X		Monitor student progress in WIDA AMS while testing and throughout the testing window.		

During Testing (Online) *updated 3.13.17*

Item #	RT	STC	TA	Task	State-specific Clarification	Completed
9		X	X	Notify School Test Coordinator and Technology Coordinator of any issues during the testing session. Collaborate to resolve them.	<p>Test in all four domains. Students should be encouraged to complete the assessment.</p> <p>Note Student Frustration: A student should not be required to continue a domain of the assessment if it is evident he or she is unable to continue. See page 79 in the Test Administrator Manual or ask yourself these questions:</p> <ul style="list-style-type: none"> • Are students working productively? • Will extending the testing session over the recommended 45 minutes benefit students? • Is the amount of extra time reasonable? • Is extra time for testing permissible in my state and/or district policies? <p>If a testing incident occurs (e.g., student accesses cell phone during testing) or to invalidate a test, contact the Assessment Section at (808) 733-4100 or karen_tohinaka@notes.k12.hi.us for further guidance.</p> <p>If there is a reason to use a “Do Not Score” code, contact the Assessment Section at (808) 733-4100 or karen_tohinaka@notes.k12.hi.us for further guidance.</p>	
10		X		After students in grades 1-3 have completed the Listening and Reading domains, run a Tier Placement Report in WIDA AMS. Use the report to identify student placement for Writing and student placement for Speaking Tier Pre-A.	<p>Only students in grades 1-3 and those who will be administered the paper version of the Writing domain need to be given the appropriate Tier response booklet for Writing. All students being administered the online Writing domain (during which students use a keyboard to enter responses) do not need to have their Tier level identified.</p> <p>After completing the Listening and Reading domains, students in grades 4-12 will automatically be assigned the appropriate Tier for Writing and may immediately be administered the online Writing domain.</p>	

During Testing (Online) *updated 3.13.17*

Item #	RT	STC	TA	Task	State-specific Clarification	Completed
11		X		Ensure all accommodations and Do Not Score codes are up to date in WIDA AMS.	School Test Coordinator can modify accommodations and Do Not Score codes in WIDA AMS after the 2 nd pre ID load.	
12		X	X	Collect and account for all test tickets and Writing test booklets. Return them to the School Test Coordinator.	School Test Coordinator must make sure all test tickets and scratch paper are securely destroyed.	
13		X	X	Securely store all testing materials in between test sessions.	Refer to page 16 in the TAM. In addition, ensure all test materials are secured and locked.	
14		X		Student transfers and the secure transfer of test documents.	Contact the Assessment Section at (808) 733-4100 or karen_tohinaka@notes.k12.hi.us for further guidance.	

After Testing (Online) *updated 3.13.17*

Item #	RT	STC	TA	Task	State-specific Clarification	Completed
1		X		Watch the After Testing tutorial.	WIDA.us	
2		X		Collect paper test materials from Test Administrators once testing is completed.		
3		X		Prepare test materials for return according to the instructions in Section 5 of the District and School Test Coordinator Manual .	See page 30 in the Accessibility and Accommodations Supplement for information about transcribing.	
4		X		Return test materials to DRC.	All materials must be returned with the exception of scratch paper and test tickets, which must be securely destroyed, i.e. shredded.	
5	X	X		Complete data validation process.	SEA via data file with support from Complex Areas and Schools as necessary.	
6	X	X	X	Review the resources available to assist educators with score interpretation on the Scores & Reports page .		
7	X	X		Determine how you will communicate with students' parents/family members about ACCESS for ELLs 2.0 test results. WIDA resources to consider: <ul style="list-style-type: none"> Parent Guide for ACCESS for ELLs 2.0 Score Reports Parent Guide for Alternate ACCESS for ELLs Score Reports 		
8	X	X	X	Visit the 2017 Score Changes page to learn about the standard setting process and the impact it may have on students' scores.		
9	X	X		Watch the Accessing Score Reports tutorial.	WIDA.us	
10	X	X		Receive and distribute score reports to designated sites/staff.	RTs will follow up with schools regarding score report distribution and follow up on eCSSS.	

Before Testing (Paper) *updated 3.13.17*

This document is a guide for personnel involved in the administration of ACCESS for ELLs 2.0 in Hawaii. Guidelines for both online and paper administration are included. **Please see pages 1-11 for the online checklist and 12-22 for the paper checklist.** 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 Hawaii. The state-specific clarification column contains guidance that your state education agency expects you to follow as you prepare for and administer the test. Use this checklist to keep track of completed tasks.

The State of Hawaii requires that all English Language Learner (ELL) students in grades K-12 be administered the ACCESS for ELL 2.0 summative assessment. Schools that have signed up for the early adopter program are to administer the Online version. All other schools are to administer the Paper version.

Item Number	Complex Area ELL Resource Teacher (RT)	School Test Coordinator (STC)	Test Administrator (TA)	Task	State-specific Clarification	Completed
1	X	X	X	Meet with staff involved with testing to review roles and responsibilities.	<p>Test ALL identified ELLs who have not been academically exited Action Code (AC) 03 on ACCESS or Alternate ACCESS as federally required. Including:</p> <ol style="list-style-type: none"> Active ELL (J Status) Parent Refusal (L Status) MFEP (<i>These are students in Grades K – 2 who met MFEP status in Kindergarten on the W-APT, and subsequently who have marks indicating they are struggling. This includes students who were brought back into the ELL program through SFT decision, or not.</i>) Note, ideally, students should be brought back prior to the start of the second semester. Reference DOE Memo, August 21, 2014, titled English Language Learner (ELL) Program – Updates to electronic Comprehensive Student Support System (eCSSS). Action Code 50 (AC50), and SPED/504 ELL Students. <p>Test Administrators (TAs) must pass the ACCESS for ELLs 2.0 quizzes applicable to the test they are administering. Recertification is required annually. For additional Test Administrator qualifications, refer to DOE Memo dated November 5, 2015 from the Office of Instruction, Curriculum and Student Support on qualifications for TAs (including the use of PTTs as test administrators). See Attachment B, FAQ #9 and #11.</p>	

Before Testing (Paper) *updated 3.13.17*

Item #	RT	STC	TA	Task	State-specific Clarification	Completed
2	X	X	X	Log in to your WIDA website account and sign the Non-Disclosure and User Agreement	www.wida.us TAs and School Coordinators Contact your complex area ELL resource teacher to request a WIDA account.	
3	X	X		Log in to WIDA AMS and agree to security terms.	www.wida-ams.us WIDA AMS requires a separate login from the WIDA.us website. In order to obtain a WIDA AMS account, the new School Coordinator must contact their Complex Area ELL RT via phone or email, with cc: to principal, to request access to WIDA AMS. Note – Paper/pencil schools will generally need access to AMS in May to download applicable score reports. In the event that testing materials are not returned, schools will also have to document in WIDA AMS (see also After Testing Item 3). Be sure to write down your WIDA AMS username and password and store in a secure place.	
4	X	X	X	Watch the ACCESS 2.0 Paper-Based Training Overview tutorial.	www.wida.us	
5	X	X		Visit Hawaii’s page on the WIDA.us website and check key dates.	https://www.wida.us/membership/states/Hawaii/index.aspx	
6	X	X		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. WIDA resources to consider: <ul style="list-style-type: none"> • ACCESS for ELLs 2.0 Parent Handout (available in English and various other languages) • Alternate ACCESS for ELLs Parent Handout (available in English and various other languages) • Getting Students Ready for Testing flyers (Paper version, Online version) 		

Before Testing (Paper) *updated 3.13.17*

Item #	RT	STC	TA	Task	State-specific Clarification	Completed
7	X	X		Download and read the District and School Test Coordinator Manual .	www.wida.us	
8	X	X		Download the WIDA AMS User Guide and have it available for easy reference.	www.wida-ams.us	
9	X	X	X	Download Test Administrator Manual and have it available for easy reference.	www.wida.us	
10	X			Set up WIDA AMS accounts for Test Administrators.	www.wida-ams.us For instructions, refer to page 34 in the WIDA AMS User Guide . School Coordinators should have school-wide access. Complex Area ELL Resource Teachers (RT) should have District Test Coordinator access. State personnel should have state SEA access.	
11	X	X	X	Review the information about each domain (Listening, Reading, Speaking, and Writing) from the Domains dropdown menu in the training course.	www.wida.us	
12	X	X	X	If you are responsible for administering the Speaking test, complete the Speaking Scoring modules located in the Paper-Based Grades 1-12 training course under the Domains menu.	www.wida.us School Coordinator and School Test Administrator will need to complete the Speaking Scoring Module and take the Speaking Certification Quiz.	
13	X	X	X	Take the Speaking Quiz for Grades 1-5 and/or Grades 6-12 and pass with an 80% or higher.	www.wida.us School Coordinators are responsible for training their school Test Administrators to ensure calibration and interrater reliability beyond the modules.	
14	X	X	X	Watch the Accessibility Overview tutorial.	www.wida.us	
15	X	X	X	Download and read the Accessibility and Accommodations Supplement.	www.wida.us	
16	X	X		Watch the Test Scheduling tutorial.	www.wida.us 2016 Test Administrator Manual - Page 69 Guidance on Timing and Group Size: Do not administer all domains for an individual student in one day.	

Before Testing (Paper) *updated 3.13.17*

Item #	RT	STC	TA	Task	State-specific Clarification	Completed
17		X		Create a testing schedule and finalize student counts.	<p>2016 Test Administrator Manual - Page 68-69 Remember to account for make-up testing sessions before the end of the testing window. Templates for the Test Session Master Schedule and Test Session Roster are available in Appendix A of the District and School Test Coordinator Manual. Check with the building administration regarding the timing of building bells, alarms, drills, lawn mowing, field trips, assemblies, other testing, announcements, etc. that may possibly disrupt the test session.</p>	
18		X		Reserve space and all necessary equipment (e.g. CD player) for testing days.		
19		X	X	Confirm what space and equipment is reserved for your test sessions.	Suggested Guidance: 2016 Test Administrator Manual - Page 70-71 Follow your school's room reservations procedures as applicable.	
20	X	X		Watch the Assigning Accommodations tutorial.	www.wida.us	
21	X	X		Meet with all stakeholders regarding testing needs for students with an IEP or 504 plan.	<p>2016 Test Administrator Manual - Page 15, 24, 27, 65 Refer to August 3, 2016 DOE Memo FAQ English Language Learners with Disabilities, and ACCESS for ELLs 2.0 Accessibility and Accommodations Supplement</p>	

Before Testing (Paper) *updated 3.13.17*

Item #	RT	STC	TA	Task	State-specific Clarification	Completed
22	X	X		Assign accommodations for students with an IEP or 504 plan in eCSSS.	<p>2016 Test Administrator Manual - Page 15, 24, 27, 65 Refer to August 3, 2016 DOE Memo: <i>FAQ English Language Learners with Disabilities</i> Update & document accommodations* in eCSSS SSC and SPED Care Coordinators must ensure accommodations for ACCESS 2.0 or Alternate ACCESS are listed in the <i>Clarification of Supports and Services</i> section of the IEP. ELL Coordinators shall follow the ACCESS for ELLs 2.0 Accommodations 10/27/15 Navigation Guide in eCSSS ELL Resources link to enter the accommodations into the ELL worksheet.</p> <ul style="list-style-type: none"> • Check off the Alternate ACCESS box, if taking the Alternate test in the ELL worksheet, IDEA/504 Tab • An Alternate test booklet will be ordered, if checked off before the test ordering date <p>*All accommodations must be documented in the student's IEP or 504 plan & whether ACCESS 2.0 or Alternate ACCESS will be administered.</p>	
23	X			Watch the Ordering Materials tutorial.	www.wida.us Complex and State only order through DRC.	
24				Submit pre-ID file to DRC.	Special Note to School ELL Coordinators: Ensure that all data is up to date in eCSSS by November 23, 2016.	
25				Order materials in WIDA AMS.	This is completed by the Assessment Section. Test Coordinators do not need to order test materials. Schools will not receive Pre-ID labels and test materials for students arriving after November 23, 2016, but will receive overage materials. See also Item 30.	
26	X	X	X	Watch the Administering the Test tutorial.	www.wida.us 2016 Test Administrator Manual Pages 72-93	

Before Testing (Paper) *updated 3.13.17*

Item #	RT	STC	TA	Task	State-specific Clarification	Completed
27	X	X	X	Take the Paper Administration Quiz and pass with a score of 80% or higher.	www.wida.us	
28	X	X		Ensure all staff involved in testing are certified according to the requirements listed	www.wida.us/accessprep	
29	X	X		Watch the Managing Test Materials tutorial.	www.wida.us	
30	X	X	X	Receive, inventory, and distribute test materials to designated sites/staff.	<p>www.wida.us Materials, including overage, will be shipped to schools via UPS. 5% overage is sent to districts. 5% overage is sent to schools. Test Coordinators are to use the white Security Checklist to assign test booklets to specific students. Suggestion: Change the title of the column labeled “Test Administrator Name” to “Student Name” (This will provide a one-to-one accountability between the serial numbered test booklets and the ELL students the school is required to assess (J, L, returned to the program MFEPs). School Test Administrators are permitted to view test materials prior to administration, assuming that all test security measures are followed. Additional security policies were taken from the Smarter Balanced Assessment.</p>	
31	X			Order any additional testing materials in WIDA AMS during your state’s Additional Material ordering window.	School Test Coordinators shall order additional test materials through their Complex Area ELL Resource Teachers if their overage is not sufficient. Submit HIDOE Additional Materials Order Form to your Complex Area ELL RT by February 17, 2017 .	
32	X			Check Pre-ID labels for accuracy.	2016 Test Administrator Manual Page 17-19, 21-22, 26-27, 28-31, 124, 130 In the event an error is found (e.g., grade level) submit the Pre-ID Label Correction Form to your ELL RT..	

Before Testing (Paper) *updated 3.13.17*

Item #	RT	STC	TA	Task	State-specific Clarification	Completed
33	X	X		Check District/School labels for accuracy. Contact DRC Customer Support if information is incorrect.	Contact Data Recognition Corp (DRC) 855-787-9615 Customer Support if the information is incorrect. WIDA@datarecognitioncorp.com	
34		X		Apply labels to test booklets.	2016 Test Administrator Manual Page 21 Page 21	
35		X		Bubble in demographic information and apply a District/School labels to test booklets that do not have a Pre-ID label OR if pre-ID label is incorrect.	<p>2016 Test Administrator Manual Page 17-19, 21-22, 26-27, 28-31, 124, 130</p> <p>If a student's Pre-ID label is NOT available, incorrect, incomplete, or cannot be used, Test Coordinators must bubble relevant student information fields and use a District/School label.</p> <p>If information on the pre-ID label is <u>incorrect</u>, then:</p> <ul style="list-style-type: none"> o Affix the yellow District/School label on the appropriate test booklet. o Bubble in all required fields on the demographics page on the test booklet. <ul style="list-style-type: none"> ▪ In the event students are allowed to fill in information on the test booklets, student demographic information on test booklet MUST be checked for accuracy. o Inform your Complex Area ELL RT of the incorrect information. o Complex Area ELL RTs will work with you and eCSSS to address Incorrect demographic information may result in delayed return of students and/or schools' scores, or possibly no scores. <p>If the label is CORRECT, many field labels on the test booklet DO NOT have to be filled in. See requirements on the State Specific Directions (goldenrod sheet) included in the materials shipment.</p>	
36		X		Distribute test session rosters to Test Administrators.	2016 Test Administrator Manual Page 68, 70	
37		X	X	Try out the Listening and Speaking CD(s) and CD player prior to the day of testing.		

During Testing (Paper) *updated 3.13.17*

Item #	RT	STC	TA	Task	State-specific Clarification	Completed
1		X	X	Be on site for first day of testing at each site.		
2		X	X	Set up the testing room according to the Test Administrator Manual . Ensure students are seated far enough apart to avoid distractions.	Cover up all bulletin boards with any information that can assist students during the test.	
3		X	X	Distribute necessary materials to students (test booklets, pencils, scratch paper).	Suggestion – Specifically ask students to check they have received the correct test booklet (i.e. – Check that their name is on the pre-ID label or bubbled in on the demographics page.) Scratch paper must be securely destroyed and not returned with test materials. See Pages 29, 81, 93, 125 in the 2016 Test Administrator Manual for further reference.	
4		X	X	Follow all directions provided in the manuals and scripts.		
5		X	X	Monitor and supervise students during the testing session.	2016 Test Administrator Manual: Page 69 Test time restrictions. Suggestion: Adhere to all test security measures/guidance provided in the Test Administrator Manual, the State Assessment section, and your school.	
6		X	X	Notify Test Coordinator of any issues that arise during testing.	Students must be encouraged to complete all four domains of the assessment. See Pages 72-73 in the Test Administrator Manual for what to do under unusual circumstances and unique situations. Document such incidents or circumstances in the eCSSS yearly testing notes (including the examples below) Student Frustration: If it is evident a student is unable to continue, move on to the next domain. Testing Incidents: If there is a testing incident (e.g., student accesses cell phone during testing) you must contact your ELL RT. Do Not Score Codes: If there is a reason to use a “Do Not Score” code (ABS, INV, DEC, SPD), you must log this using the Do Not Score Form . See also 2016 Test Administrator Manual Page 26-27.	

During Testing (Paper) *updated 3.13.17*

Item #	RT	STC	TA	Task	State-specific Clarification	Completed
7		X	X	Notify Test Coordinator of any issues that arise during testing.	<p>Students must be encouraged to complete all four domains of the assessment. See Pages 72-73 in the Test Administrator Manual for what to do under unusual circumstances and unique situations.</p> <p>Document such incidents or circumstances in the eCSSS yearly testing notes (including the examples below)</p> <p>Student Frustration: If it is evident a student is unable to continue, move on to the next domain.</p> <p>Testing Incidents: If there is a testing incident (e.g., student accesses cell phone during testing) you must contact your ELL RT.</p> <p>Do Not Score Codes: If there is a reason to use a “Do Not Score” code (ABS, INV, DEC, SPD), you must log this using the Do Not Score Form. See also 2016 Test Administrator Manual Page 26-27.</p>	
8		X	X	Collect and account for all test materials. Return them to the Test Coordinator.	Refer to your security checklist continuously throughout the testing period (Consider requiring staff to sign in and out materials).	
9	X	X		Securely store all testing materials in between test sessions.	<p>2016 Test Administrator Manual Page 16</p> <p>Make sure all test materials are securely locked.</p>	
10	X	X		Student transfers during testing window	<p>2016 Test Administrator Manual Page 28</p> <p>Contact your Complex Area ELL Resource Teacher</p> <p>See and complete the HIDOE Student Transfer Form.</p>	
11		X	X	Transcribing Guidelines	Accommodations and Accessibility Supplement Manual Page 30-32	

After Testing (Paper) *updated 3.13.17*

Item #	RT	STC	TA	Task	State-specific Clarification	Completed
1	X	X	X	Watch the After Testing tutorial.	https://www.wida.us/ACCESSTraining/online/modules/AfterTesting/presentation.html	
2		X	X	Collect test materials from Test Administrators once testing is completed at each testing site.		
3	X	X		Prepare test materials for return according to the instructions in Section 5 of the District and School Test Coordinator Manual .	2016 Test Administrator Manual Page 65-72 Complete the HDOE Materials Not Returned Form if applicable.	
4		X	X	Review that the correct label is affixed in Field Number 1 on the front cover of the student test booklet.	Check to ensure: 1) Pre-ID label (white). All student information is correct for a student who was tested. 2) District/School Label (yellow). All student demographic information is bubbled in per State Specific Directions (goldenrod sheet). 3) Do Not Process Label (white with orange stripe). Should be used when a label was affixed and a student was not tested (i.e. chronically absent, incorrect book assignment) or the booklet could not be processed (damaged or soiled).	
5		X	X	Assure a date of Testing is bubbled on the front cover of EVERY student test booklet.	The date used should be the day the student completed the last domain. See also Test Administrator Manual P. 21-22.	
6	X	X	X	Ensure all test booklets have no stray marks, post it notes, paper clips, etc.		
7	X	X		Ensure all accommodations and Do Not Score codes are correctly marked on the booklet.	Test Coordinators should especially review the absent (ABS) bubble on the Do Not Score section to ensure its accuracy. Scores will not be reported in test domains with absent (ABS) bubbled.	

After Testing (Paper) *updated 3.13.17*

Item #	RT	STC	TA	Task	State-specific Clarification	Completed
8	X	X		Return test materials to DRC.	All test materials must be returned, with the exception of scratch paper which should be securely destroyed. Be sure to call UPS to pick up your boxes by March 3, 2017. Note, you may have to wait a day or two for pick-up, so call before March 3. Be sure to let UPS know what time your school office closes. Inform your office staff of the UPS pick up arrangements. The boxes should not be left unsecured in the office before pick up. Test Coordinators should confirm with office staff that UPS picked up the boxes.	
9	X	X		Complete data validation process.	The State will validate the data file, with support of the Complex Area ELL RTs and School Test Coordinators as necessary. For test validation purposes, school test documentation should be accessible to administration or their designee in the event the test coordinator is unavailable (e.g., spring break or summer).	
10	X	X	X	Review the resources available to assist educators with score interpretation on the Scores & Reports page .		
11	X	X		Determine how you will communicate with students' parents/family members about ACCESS for ELLs 2.0 test results. WIDA resources to consider: <ul style="list-style-type: none"> Parent Guide for ACCESS for ELLs 2.0 Score Reports Parent Guide for Alternate ACCESS for ELLs Score Reports 		
12	X	X	X	Visit the 2017 Score Changes page to learn about the standard setting process and the impact it may have on students' scores.		
13	X	X		Watch the Accessing Score Reports tutorial.		
14	X	X		Receive and distribute score reports to designated sites/staff.	RTs will follow up with schools regarding score report distribution and follow up on eCSSS.	