

Before Testing (Online) *updated 12.12.17*

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. **The online checklist is available below on pages 1-15. The paper checklist is available below on pages 16-28 for rare instances, where the online is not available, e.g., Kindergarten, Grades 1-3 Writing domain only, and the Alternate ACCESS.** 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 Learners (EL) in grades K-12 be administered the ACCESS for ELL 2.0 summative assessment. As of School Year 2017-18, all HODOE Schools will be administering the Online version of the ACCESS for ELLs 2.0. The ACCESS for ELLs 2.0 online assessment has paper/pencil components to be administered to Grades 1-3 (for the Writing Domain only). The ELs in Kindergarten are tested on the Kindergarten ACCESS for ELLs, which is also pencil/paper.

- **RT** Complex Area EL Resource Teacher
- **STC** School Test Coordinator
- **TA** Test Administrator

Before Testing (Online) *updated 12.12.17*

RT	STC	TA	Task	State-specific Clarification	✓
	x	x	Meet with staff involved with testing to review roles and responsibilities.	<p>Test ALL identified ELs 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 EL (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 EL 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 EL 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>	
x	x	x	Log in to your WIDA account and agree to the Non-Disclosure and User Agreement (NDUA).	<p>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.</p> <p>TAs - contact your School Test Coordinator who will create an account for you at WIDA.us.</p>	

Before Testing (Online) *updated 12.12.17*

RT	STC	TA	Task	State-specific Clarification	✓
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.	
	X	X	Watch the Training Overview tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.	School Test Coordinator, Test Administrator, and Technology Coordinator need to view all training tutorials at www.wida.us that pertain to their roles.	
X	X	X	Check key dates on Hawaii's state page at www.wida.us	https://www.wida.us/membership/states/Hawaii/index.aspx	
X	X	X	Review the Updates tab of the ACCESS for ELLs 2.0 webpage for all updates to testing procedures for 2017-2018.		
	X	X	Reference the Test Administrator Manual as needed to refresh on test administration policies and procedures.		
	X		Reference the District and School Test Coordinator Manual as needed to refresh on test coordination policies and procedures.		
	X	X	Reference the Accessibility and Accommodations Supplement as needed to refresh on accessibility and accommodations policies and procedures.		
X	X	X	Visit wida.us/ams for new resources on using WIDA AMS.		
	X		Reference the WIDA AMS User Guide as needed to refresh on steps and actions in WIDA AMS.		

Before Testing (Online) *updated 12.12.17*

RT	STC	TA	Task	State-specific Clarification	✓
	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.	
X			Watch the Ordering Materials tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.	<i>Information in the tutorial has been updated for 2017-18.</i>	
X			Order materials in WIDA AMS.		
	X		Watch the Test Scheduling tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.	Refer to 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. 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.	
	X		Discuss district and 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.	
	X		Download and Review the Technology Readiness Checklist with the Technology Coordinator.	Download Technology User Guide and Troubleshooting chart found at the WIDA.us website. Test Coordinator meets with Technology Coordinator to review Technology Readiness Checklist.	

Before Testing (Online) *updated 12.12.17*

RT	STC	TA	Task	State-specific Clarification	✓
	X		Organize and implement software installation.		
	X		Modify default test sessions to meet district/school needs.		
	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.		
	X		Reserve space and all necessary equipment (e.g. computers, laptops, tablets, headsets) for testing days.		
		X	Confirm what space and equipment is reserved for your test sessions.	Make sure headsets work properly before Speaking and Listening sessions begin.	
		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.	
	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.	
	X		Add any new students to WIDA AMS and assign them to test sessions.	After the 2 nd upload on January 10, 2018, School Test Coordinators are required to manually input new students and their accommodations.	
	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.	
	X	X	Watch the Test Practice and Test Tickets tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.		

Before Testing (Online) *updated 12.12.17*

RT	STC	TA	Task	State-specific Clarification	✓
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 other languages) • Alternate ACCESS for ELLs Parent Handout (available in English and other languages) • Getting Students Ready for Testing flyer- Online version 		
	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. Online and Paper Sample Items are also available for additional student practice at wida.us/ACCESSstudents .		
	X	X	Watch the Accessibility Overview tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.		
	X		Watch the Assigning Accommodations tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.		

Before Testing (Online) *updated 12.12.17*

RT	STC	TA	Task	State-specific Clarification	✓
	X		Meet with all stakeholders regarding testing needs for students with an IEP or 504 plan.	Refer to the Accessibility and Accommodations Supplement for more information. STCs-consult with SSC about the need to have accommodations identified in student IEP and 504 Plans in eCSSS. 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.	
	X		In WIDA AMS, assign 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 10, 2018. 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.	
	X		Watch the Managing Test Materials tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.	<i>Updated for 2017-18.</i>	
	X	X	Receive, inventory, and distribute test materials to designated sites/staff.	Test materials will be shipped to schools. Of the overage materials, 7.5% will go to district, 7.5% will be shipped to school. 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.	
	X		Re-inventory materials received. Note the amount and type of materials for which you have overage. Report these totals back to the RT.	This overage must be used first in cases where sites need additional materials. Consult your Complex Area EL RT if any additional materials are needed.	

Before Testing (Online) *updated 12.12.17*

RT	STC	TA	Task	State-specific Clarification	✓
X	X		Watch the Additional Materials Orders tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.	<i>New for 2017-18!</i>	
	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.	
X	X		Check District/School Labels for accuracy. Contact DRC Customer Support if information is incorrect.		
	X		Print Test Tickets and Test Rosters.	Test Coordinators print tickets and rosters for distribution to TAs. It is recommended that each domain be color coded for easy identification.	
		X	Review test tickets for accuracy of demographic information and accommodations.	Note, not all accommodations will be listed on the test ticket. NA will be listed for all accommodations outside of the three online accommodations (Manual Control of item audio [MC]; Repeat item audio [RA]; and Extended Speaking Response time [ES]).	

Before Testing (Online) *updated 12.12.17*

RT	STC	TA	Task	State-specific Clarification	✓
	X		For Kindergarten, apply pre-ID labels to test booklets.	<p>For Kindergarten, bubble in demographic information and apply a school label to test booklets that do not have pre-ID labels.</p> <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>	
	X		For grades 1-3 (Writing), AFTER the tier placement report has been run, apply a school label to test booklets.	<p>You must wait to affix the pre-ID labels until the tier placement report has been run to make sure they are applied to the correct grade 1-3 writing tier booklets.</p> <p>If no labels are present, bubble in demographic information according to State Specific Directions-Goldenrod included in the materials shipment.</p>	
			Bubble in demographic information and apply a District/School Label to test booklets that do not have Pre-ID Labels.		
	X	X	Print any additional materials available online as needed, including: <ul style="list-style-type: none"> - Manuals or sections of manuals needed - State-Specific Directions - NDUAs - Test Administrator’s Scripts for Online Grades 4-12 		

Before Testing (Online) *updated 12.12.17*

RT	STC	TA	Task	State-specific Clarification	✓
	X	X	Watch the Administering the Test tutorial from the Testing dropdown menu in the ACCESS for ELLs 2.0 Training course.	<i>New information included for 2017-18!</i>	
X	X		Watch the Monitoring Test Progress (Online) tutorial from the Testing dropdown menu in the ACCESS for ELLs 2.0 Training course.	<i>New for 2017-18!</i> This tutorial is meant for RTs and STCs who want to keep track of student test progress in AMS.	
	X	X	Review the information about each domain (Listening , Reading , Speaking , and Writing) from the Domains dropdown menu in the ACCESS for ELLs 2.0 Training course.		
	X	X	Take the Online Administration Quiz and pass with a score of 80% or higher.	Recertification is required annually.	
	X		Conduct a final walkthrough with Technology Coordinator to make sure all systems are ready for testing.	The School Test Coordinator works with Technology Coordinator to ensure that: (1) INSIGHT secure browser was loaded on all devices to be used for testing devices communicate with the TSM, and internet connection has sufficient bandwidth and is reliable	
	X		Ensure all staff involved in testing are certified according to the requirements listed at www.wida.us/accessprep .		
	X		Ensure any staff assisting with test administration who haven't agreed to the electronic NDUA when logging in to the training course have signed a paper copy.		

During Testing (Online) *updated 12.12.17*

RT	STC	TA	Task	State-specific Clarification	✓
	X		Be on site for first day of testing.	School Test Coordinators monitor administration of the assessments to ensure fidelity.	
		X	Check with building administration regarding the timing of building bells, alarms, or announcements that may go off during the test session.		
		X	Set up the testing room according to the Test Administrator Manual . Ensure students are seated far enough apart to avoid 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 2017 Test Administrator Manual for guidelines on acceptable materials.	
		X	Ensure testing devices are ready and distribute necessary materials to students (e.g., booklets, pencils, headsets).	Make sure headsets work properly before Speaking and Listening sessions begin.	
		X	Distribute test tickets to students when they are ready to begin the test.		
		X	Follow all directions provided in the manuals and scripts.		
		X	Monitor and supervise students during the testing session.	See page 99 in the Test Administrator Manual for test time restrictions.	

During Testing (Online) *updated 12.12.17*

RT	STC	TA	Task	State-specific Clarification	✓
	X		After students have completed the Listening and Reading tests, run a Tier Placement Report in WIDA AMS. Use the report to identify students placed in Speaking Tier Pre-A and the Writing tier for students who will be handwriting their response.	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. 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.	
		X	Report additional material needs to the STC.		
	X		If the need for additional test materials arises, first check your school overage inventory, then contact your RT to see if that district has material in their inventory. Then coordinate with the RT to plan for an additional materials order if necessary.		
X			Keep track of all material requests from schools during testing and place one additional materials order prior to the end of the testing window with all requested materials.	Reference Section 3 of the District and School Test Coordinator Manual for more info. Appendix B of the manual contains specific information for transfer students as well.	
	X		Monitor student progress in WIDA AMS while testing and throughout the testing window.		

During Testing (Online) *updated 12.12.17*

RT	STC	TA	Task	State-specific Clarification	✓
	X	X	Notify Test Coordinator and Technology Coordinator of issues during the testing session.	<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 100 in the Test Administration 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 time 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>	
	X		Ensure all accommodations and Do Not Score in WIDA AMS are current and correct.	School Test Coordinator can modify accommodations and Do Not Score codes in WIDA AMS after the 2 nd pre ID load.	
	X	X	Collect and account for all test materials. Return them to the Test Coordinator.	School Test Coordinator must make sure all test tickets and scratch paper are securely destroyed.	
	X	X	Securely store all testing materials in between test sessions.	Refer to page 18 in the TAM. In addition, ensure all test materials are secured and locked.	
	X		Student transfers and the secure transfer of test documents.	Use the Student Transfer Form Contact the Assessment Section at (808) 733-4100 or karen_tohinaka@notes.k12.hi.us for further guidance.	

After Testing (Online) *updated 12.12.17*

RT	STC	TA	Task	State-specific Clarification	✓
	X		Watch the After Testing tutorial from the Afterward dropdown menu in the ACCESS for ELLs 2.0 Training course.		
	X		Collect test materials from Test Administrators once testing is completed at each testing site.		
	X		Prepare test materials for return according to the instructions in Section 5 of the District and School Test Coordinator Manual .	See Appendix C (p. 31) in the Accessibility and Accommodations Supplement for information about transcribing.	
	X		Return test materials to DRC.	All materials must be returned with the exception of unused PreID and District/School labels, scratch paper, and test tickets, which must be securely destroyed, i.e. shredded.	
X	X	X	The initial data validation window will occur during spring break. As such please make sure your school administrators know where to find ACCESS documentation if needed.	The HDOE OCIS, OITS, and Assessment offices handle most of the data validation efforts, but in rare instances schools need to be contacted to resolve issues, e.g., if a school has made a bubbling error (common mistake).	
X	X	X	Review the resources available to assist educators with score interpretation on the Scores & Reports page .		
X	X		Watch the Accessing Score Reports tutorial from the Afterward dropdown menu in the ACCESS for ELLs 2.0 Training course.		
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 		

After Testing (Online) *updated 12.12.17*

RT	STC	TA	Task	State-specific Clarification	✓
X	X		Receive and distribute score reports to designated sites/staff.		

Before Testing (Paper) *updated 12.12.17*

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. **The online checklist is available on pages 1-15. The paper checklist is available below on pages 16-28 for rare instances, where the online is not available, e.g., Kindergarten, Grades 1-3 Writing domain only, and the Alternate ACCESS.** 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 Learners (ELs) in grades K-12 be administered the ACCESS for ELL 2.0 summative assessment. As of school year 2017-18, all HIDOE Schools will be administering the online version of the ACCESS for ELLs 2.0. The ACCESS for ELLs 2.0 Online assessment has paper/pencil components to be administered to Grades 1-3 (for the Writing Domain only). The ELs in Kindergarten are tested on the Kindergarten ACCESS for ELLs, which is not online.

- **RT** Complex Area EL Resource Teacher
- **STC** School Test Coordinator
- **TA** Test Administrator

Before Testing (Paper) *updated 12.12.17*

RT	STC	TA	Task	State-specific Clarification	✓
X	X	X	Meet with staff involved with testing to review roles and responsibilities.	<p>Test ALL identified ELs 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 EL (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 EL 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 EL 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>	
X	X	X	Log in to your WIDA account and agree to the Non-Disclosure and User Agreement (NDUA).	TAs and School Coordinators Contact your complex area EL resource teacher to request a WIDA account.	

Before Testing (Paper) *updated 12.12.17*

RT	STC	TA	Task	State-specific Clarification	✓
X	X		Log in to WIDA AMS and agree to security terms. (WIDA AMS requires a separate login from the WIDA.us website.)	<p>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 EL RT via phone or email, with cc: to principal, to request access to WIDA AMS.</p> <p>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.</p>	
X	X	X	Watch the Training Overview tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.		
X	X	X	Check key dates on Hawaii’s state page at www.wida.us	https://www.wida.us/membership/states/Hawaii/index.aspx	
X	X	X	Review the Updates tab of the ACCESS for ELLs 2.0 webpage for all updates to testing procedures for 2017-2018.		
X	X	X	Reference the Test Administrator Manual as needed to refresh on test administration policies and procedures.		
X	X		Reference the District and School Test Coordinator Manual as needed to refresh on test coordination policies and procedures.		
X	X	X	Reference the Accessibility and Accommodations Supplement as needed to refresh on accessibility and accommodations policies and procedures.		
X	X	X	Visit wida.us/ams for new resources on using WIDA AMS.		

Before Testing (Paper) *updated 12.12.17*

RT	STC	TA	Task	State-specific Clarification	✓
X	X		Reference the WIDA AMS User Guide as needed to refresh on steps and actions in WIDA AMS.		
	X		Set up WIDA AMS accounts for Test Administrators. For instructions, refer to page 34 in the WIDA AMS User Guide .		
X			Watch the Ordering Materials tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.	<i>Information in the tutorial has been updated for 2017-18.</i>	
X			Order materials in WIDA AMS.		
X	X		Watch the Test Scheduling tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.	2017 Test Administrator Manual - Page 72 Guidance on Timing and Group Size: Do not administer all domains for an individual student in one day.	
	X		Create a testing schedule and finalize student counts. Allow several days at the end of the test window for makeup testing. Templates for the Test Session Master Schedule and Test Session Roster are available in Appendix A of the District and School Test Coordinator Manual .	2017 Test Administrator Manual - Page 72-73 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.	
	X		Reserve space and all necessary equipment (e.g. CD player) for testing days.		
	X	X	Confirm what space and equipment is reserved for your test sessions.		
		X	Create a seating chart for each test session		

Before Testing (Paper) *updated 12.12.17*

RT	STC	TA	Task	State-specific Clarification	✓
		X	Try out seating arrangement in testing areas.		
	X		Review student data for accuracy in WIDA AMS and add new students to WIDA AMS.	School Test Coordinators must verify that all manually entered data is accurate and no student has a duplicate record in WIDA AMS.	
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 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 other languages) • Alternate ACCESS for ELLs Parent Handout (available in English and other languages) • Getting Students Ready for Testing flyer- Paper version 		
X	X	X	Watch the Accessibility Overview tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.		
X	X		Watch the Assigning Accommodations tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.		
X	X		Meet with all stakeholders regarding testing needs for students with an IEP or 504 plan.	2017 Test Administrator Manual - Page 17, 26, 29, 67 Refer to August 3, 2016 DOE Memo FAQ English Language Learners with Disabilities, and ACCESS for ELLs 2.0 Accessibility and Accommodations Supplement	

Before Testing (Paper) *updated 12.12.17*

RT	STC	TA	Task	State-specific Clarification	✓
X	X		In WIDA AMS, assign accommodations for students with an IEP or 504 plan.	2017 Test Administrator Manual - Page 17, 26, 29, 67 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. EL 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. <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 *All accommodations must be documented in the student’s IEP or 504 plan & whether ACCESS 2.0 or Alternate ACCESS will be administered.	
X	X		Watch the Managing Test Materials tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.	<i>Updated for 2017-18.</i>	

Before Testing (Paper) *updated 12.12.17*

RT	STC	TA	Task	State-specific Clarification	✓
	X	X	Receive, inventory, and distribute test materials to designated sites/staff.	<p>Materials, including overage, will be shipped to schools via UPS. 5% overage is sent to districts. 5% overage is sent to schools.</p> <p>Test Coordinators are to use the white Security Checklist to assign test booklets to specific students.</p> <p>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 EL students the school is required to assess (J, L, returned to the program MFEPs).</p> <p>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>	
	X		Re-inventory materials received. Note the amount and type of materials for which you have overage. Report these totals back to the DAC.	This overage must be used first in cases where sites need additional materials. Consult your RT if any additional materials are needed.	
X	X		Watch the Additional Materials Orders tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.	<i>New for 2017-18!</i>	
X			Check Pre-ID labels for accuracy. If necessary, edit information in WIDA AMS.	<p>2017 Test Administrator Manual Page 19-21, 23-24, 28-29, 30-34, 130, 136-137</p> <p>In the event an error is found (e.g., grade level) submit the Pre-ID Label Correction Form to your EL RT.</p>	
X	X		Check District/School Labels for accuracy. Contact DRC Customer Support if information is incorrect.	Contact Data Recognition Corp (DRC) Customer Support at 855-787-9615 or by e-mail to WIDA@datarecognitioncorp.com if the information is incorrect.	
	X		Apply labels to test booklets.	2017 Test Administrator Manual Page 23	

Before Testing (Paper) *updated 12.12.17*

RT	STC	TA	Task	State-specific Clarification	✓
	X		Bubble in demographic information and apply a District/School label to test booklets that do not have Pre-ID labels.	<p>2017 Test Administrator Manual Page 19-21, 23-24, 28-29, 30-34, 130, 136-137</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"> ○ Affix the yellow District/School label on the appropriate test booklet. ○ 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. ○ Inform your Complex Area EL RT of the incorrect information. ○ Complex Area EL 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>	✓
	X	X	Print additional materials available online as needed, including: <ul style="list-style-type: none"> • Manuals or sections of manuals needed • State-Specific Directions • NDUAs 		

Before Testing (Paper) *updated 12.12.17*

RT	STC	TA	Task	State-specific Clarification	✓
X	X	X	Watch the Administering the Test tutorial from the Testing dropdown menu in the ACCESS for ELLs 2.0 Training course.	<i>New information included for 2017-18!</i>	
X	X	X	Review the information about each domain (Listening , Reading , Speaking , and Writing) from the Domains dropdown menu in the ACCESS for ELLs 2.0 Training course.		
	X	X	Take the Paper Administration Quiz and pass with a score of 80% or higher.	Recertification is required annually.	
	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.	School Coordinator and School Test Administrator will need to complete the Speaking Scoring Module and take the Speaking Certification Quiz. Recertification is required annually.	
	X	X	Take the Speaking Quiz for Grades 1-5 and/or Grades 6-12 and pass with an 80% or higher.	School Coordinators are responsible for training their school Test Administrators to ensure calibration and interrater reliability beyond the modules.	
	X	X	Try out the Listening and Speaking CD(s) and CD player prior to the day of testing.		
	X		Distribute test session rosters to Test Administrators.		
	X		Ensure all staff involved in testing are certified according to the requirements listed at www.wida.us/accessprep .		
	X		Ensure staff assisting with test administration who have not agreed to the electronic NDUA through logging in to the training course have signed a paper copy.		

During Testing (Paper) *updated 12.12.17*

RT	STC	TA	Task	State-specific Clarification	✓
	X		Be on site for first day of testing.		
		X	Check with building administration regarding the timing of building bells, alarms, or announcements that may go off during the test session.		
		X	Set up the testing room according to the Test Administrator Manual . Ensure students are seated far enough apart to avoid distractions.		
	X		Distribute all necessary testing materials to Test Administrators using a procedure for secure check-out of test materials.		
		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 31, 85, and 97 in the 2017 Test Administrator Manual for further reference.	
		X	Follow all directions provided in the manuals and scripts.		
		X	Monitor and supervise students during the testing session.	2017 Test Administrator Manual: Page 72-73 Test time restrictions. Suggestion: Adhere to all test security measures/guidance provided in the Test Administrator Manual, the State Assessment section, and your school.	
		X	Report additional material needs to STC or RT.		

During Testing (Paper) *updated 12.12.17*

RT	STC	TA	Task	State-specific Clarification	✓
	X		If the need for additional test materials arises, first check your school overage inventory, then contact your RT to see if that district has material in their inventory. Then coordinate with the RT to plan for an additional materials order if necessary.		
X			Keep track of all material requests from schools during testing and place one additional materials order prior to the end of the testing window with all requested materials.	Reference Section 3 of the District and School Test Coordinator Manual for more info. Appendix B of the manual contains specific information for transfer students as well.	
		X	Notify Test Coordinator of issues that arise during testing.	Students must be encouraged to complete all four domains of the assessment. See Pages 77-78 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 EL 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 2017 Test Administrator Manual Page 28-29 .	
		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).	
	X		Securely store all testing materials in between test sessions.	2017 Test Administrator Manual Page 18 Make sure all test materials are securely locked.	
X	X		Student transfers during testing window	2017 Test Administrator Manual Page 30-31 Contact your Complex Area EL Resource Teacher See and complete the HDOE Student Transfer Form .	

After Testing (Online) *updated 12.12.17*

RT	STC	TA	Task	State-specific Clarification	✓
X	X	X	Watch the After Testing tutorial from the Afterward dropdown menu in the ACCESS for ELLs 2.0 Training course.		
	X		Collect test materials from Test Administrators once testing is completed at each testing site.		
X	X		Prepare test materials for return according to the instructions in Section 5 of the District and School Test Coordinator Manual .	2017 Test Administrator Manual Page 67-77 Complete the HDOE Materials Not Returned Form if applicable. Unused Pre ID, District/School, and Do Not Score labels, as well as test tickets and scratch paper can be securely destroyed on site.	
	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). 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).	
	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. 23-24.	
X	X	X	Ensure all test booklets have no stray marks, post it notes, paper clips, etc.		
X	X		Ensure all accommodations and Do Not Score codes are correctly marked on the booklet or in WIDA AMS.	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. Schools must complete ALL test domains.	

After Testing (Online) *updated 12.12.17*

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 2, 2018. Note, you may have to wait a day or two for pick-up, so call before March 2. 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.	
X	X	X	The initial data validation window will occur during spring break. As such please make sure your school administrators know where to find ACCESS documentation if needed.	The HODOE OCISS, OITS, and Assessment offices handle most of the data validation efforts, but in rare instances schools need to be contacted to resolve issues, e.g., if a school has made a bubbling error (common mistake).	
X	X	X	Review the resources available to assist educators with score interpretation on the Scores & Reports page .		
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 		
X	X		Watch the Accessing Score Reports tutorial from the Afterward dropdown menu in the ACCESS for ELLs 2.0 Training course.		
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.	