

Before Testing (Paper) *updated 11.2.17*

This document is a guide for Massachusetts personnel involved in the administration of the **paper-based ACCESS for ELLs assessment**. (To view the online checklist, refer to pages 13-25) The checklist below highlights all tasks that need to be completed before, during, and after testing within a school or district and indicates which staff would typically complete those tasks. The state-specific clarification column contains guidance that your state education agency, the Massachusetts Department of Elementary and Secondary Education, expects you to follow as you prepare for and administer the test. Use this checklist to keep track of completed tasks.

For the 2017–2018 school year, schools will have the option to administer the ACCESS for ELLs assessments in grades 1–12 as either a computer- or paper-based assessment, or administer a combination of both. In addition, paper-based editions of ACCESS for ELLs will be available as an accommodation for ELLs with disabilities in schools administering the computer-based tests; and paper-based versions of the Kindergarten and Alternate ACCESS for ELLs tests will continue to be administered to all students. [Additional information](#) and [technology requirements and readiness checklists](#) are available on the WIDA website.

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

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Meet with staff involved with testing to review roles and responsibilities.	Test Administrators (TAs) need to be licensed classroom teachers working in the school. If necessary, other education professionals employed by the district may also be authorized to serve as TAs. Anyone not employed by the district or that has not completed the relevant training is prohibited from administering the test.	
X	X	X	Log in to your WIDA account and agree to the Non-Disclosure and User Agreement (NDUA).	Educators who wish to set up an account may do so by following the instructions posted on the MA ESE website .	
X	X	X	Log in to WIDA AMS and agree to security terms. (WIDA AMS requires a separate login from the WIDA.us website.)	District Test Coordinators (DTCs) can request a WIDA AMS account by sending an e-mail to access@doe.mass.edu . School Test Coordinators (STCs) and TAs can request accounts from their DTC. Refer to the WIDA AMS User Guide for instructions on managing user accounts.	
X	X	X	Watch the Training Overview tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.		

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DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Check key dates on the Massachusetts state page at wida.us	https://www.wida.us/membership/states/Massachusetts.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.	wida.us/ACCESSupdates	
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.		
X	X*	X	Reference the WIDA AMS User Guide as needed to refresh on steps and actions in WIDA AMS.		
X	X		Set up WIDA AMS accounts for Test Administrators. For instructions, refer to page 34 in the WIDA AMS User Guide .		
			Submit Pre-ID file to DRC.	Pre-ID file is submitted by State.	
X	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	X		Order materials in WIDA AMS.	<u>Schools</u> order materials through WIDA AMS. The default response mode for Writing grades 4-5 is keyboarding.	

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DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Watch the Test Scheduling tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.	<p>Suggested Testing Times ACCESS for ELLs 2.0 Paper is an untimed test, but is intended to be completed in 1 session per domain: Listening (about 25–40 mins), Reading (about 35–60 mins), Writing (about 35–65 mins), and Speaking (about 15-35 mins). Listening and Reading tests may be administered either separately, or together in one session of approximately 100 minutes to be completed on the same day, with a break between tests.</p> <p>Kindergarten is individually administered on paper in one session (about 45 mins). Alternate ACCESS for ELLs is individually administered on paper in four sessions (Listening, Reading Writing, and Speaking) each taking approximately 20 minutes. Each test session must be completed by the end of the school day on which it was begun. Refer to the MA Principal’s Pre-Administration Manual for more information.</p>	
	X		Create a testing schedule for the school and finalize student counts. Allow several days at the end of the testing 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.	All ELLs reported as “LEP” in the October Student Information Management System (SIMS) must be tested. Additionally, if they arrived in the school after October SIMS and register in schools prior to January 26, 2018 they must be tested. If they have exited ELL status prior to the first day of testing, they should not be administered the ACCESS.	
X	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.		

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DTC	STC	TA	Task	State-specific Clarification	✓
		X	Create a seating chart for each test session		
		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.		
X	X		Review student data for accuracy in WIDA AMS and add new students to 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 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 flyers (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		Meet with all stakeholders regarding testing needs for students with an IEP or 504 plan. In WIDA AMS, assign accommodations for students.	ELL students with significant cognitive disabilities who are designated for MCAS-Alt, or are in grades 1, 2, 11, or 12 and would be likely to take MCAS-Alt, do not take standard ACCESS tests, but participate instead in the Alternate ACCESS for ELLs . For accommodations guidance, refer to the Principal's Pre-Administration Manual .	

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DTC	STC	TA	Task	State-specific Clarification	✓
X	X		In WIDA AMS, assign accommodations for students with an IEP or 504 plan.		
X	X		Watch the Managing Test Materials tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.	<i>Information in this tutorial has been updated for 2017-18.</i>	
X			Receive, inventory, and distribute test materials to designated sites/staff.	Materials, including overage, are shipped to <u>schools</u> via UPS. Test administrators may view test booklets up to 24 hours before the test is administered, under the principal’s supervision in a secure location. Materials may not be removed from the secure location.	
	X		Re-inventory materials received. Note the amount and type of materials for which you have overage. Report these totals back to the DTC.	This overage must be used first in cases where sites need additional materials.	
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	X	X	Check Pre-ID Labels for accuracy. If necessary, edit information in WIDA AMS.		
	X	X	Check District/School labels for accuracy. Contact DRC Customer Support if information is incorrect.	These labels are used for students with no Pre-ID Label.	
X	X	X	Apply labels to test booklets.		
	X	X	Bubble in demographic information and apply a District/School labels to test booklets that do not have a Pre-ID label.	For guidance, refer to the <u>Massachusetts Supplement to the ACCESS for ELLs Test Administration Manual</u> (state-specific directions/goldenrod) included in the shipment of test materials.	

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DTC	STC	TA	Task	State-specific Clarification	✓
X	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 	WIDA will send paper copies of these documents in the materials shipment. Additional copies are available in PDF form from the WIDA website .	
		X	Watch the Administering the Test tutorial from the Testing dropdown menu in the ACCESS for ELLs 2.0 Training course.	<i>This tutorial has updated information for 2017-18.</i>	
	X	X	Review the information about each domain (Listening , Reading , Speaking , and Writing) from the Domains dropdown menu in the 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.	All Test Coordinators and Test Administrators must pass the Speaking Quiz for the grade-span being administered with a score of 80% or higher.	
	X	X	Take the Speaking Quiz for Grades 1-5 and/or Grades 6-12 and achieve a score of 80% or higher.	Recertification is required annually.	
	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.		

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DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Ensure all staff involved in testing are certified according to the requirements listed at www.wida.us/accessprep .	Requirements are listed at http://www.wida.us/accessprep , and you may view test completion in the Account Management and Training Status part of My Account & Secure Portal	
X	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.	Copies can be found at wida.us/ACCESSprep . Do not return this to DRC. Keep for your records.	

During Testing (Paper) *updated 11.2.17*

DTC	STC	TA	Task	State-specific Clarification	✓
	X		Be available 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.	Testing space should be free from noise and distractions and adequately lit, ventilated, and furnished so that students can work comfortably and without disruption. There should be adequate work space and sufficient separation from other students to support a secure testing environment.	
	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).	See Principal's Pre-Administration Manual for guidance.	
		X	Follow all directions provided in the manuals and scripts.	For guidance, refer to the MA State-specific guidance document (goldenrod TAM insert) included in the shipment of test materials and available on wida.us state page.	

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DTC	STC	TA	Task	State-specific Clarification	✓
		X	Monitor and supervise students during the testing session.	<p>Suggested Testing Times: ACCESS for ELLs 2.0 Paper is an untimed test, but is intended to be completed in 1 session per domain: Listening (about 25–40 mins), Reading (about 35–60 mins), Writing (about 35–65 mins), and Speaking (about 15-35 mins). Listening and Reading tests may be administered either separately, or together in one session of approximately 100 minutes to be completed on the same day, with a break between tests.</p> <p>Kindergarten is individually administered on paper in one session (about 45 mins). Alternate ACCESS for ELLs is individually administered on paper in four sessions (Listening, Reading Writing, and Speaking) each taking approximately 20 minutes. Each test session must be completed by the end of the school day on which it was begun. Refer to the MA Principal’s Pre-Administration Manual for additional information.</p>	
		X	Report any additional material needs to STC or DTC.		
		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 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.	

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DTC	STC	TA	Task	State-specific Clarification	✓
		X	Notify Test Coordinator of any issues that arise during testing.	TCs and TAs should attempt to administer the untested portion of a disrupted test session, as needed. Test irregularities should be reported the Department’s Student Assessment office which may initiate an investigation to determine whether a test should be invalidated due to test security or test administration violations. TCs or TAs can contact Student Assessment Services at 781 338-3625 with questions.	
		X	Collect and account for all test materials. Return them to the Test Coordinator.		
	X		Securely store all testing materials in between test sessions.	Keep ACCESS test materials in locked central storage when tests are not being administered. Monitor the receipt and return of all test materials.	

After Testing (Paper) *updated 11.2.17*

DTC	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 .	TCs or TAs should transcribe responses, if necessary.	
	X		Ensure all accommodations and Do Not Score codes are correctly marked on the booklet or in WIDA AMS.		
	X		Return test materials to DRC.	Follow instructions in the District & School Test Coordinator Manual regarding the return of materials. Securely destroy used scratch paper.	
X	X		Watch the Data Validation tutorial from the Afterward dropdown menu in the ACCESS for ELLs 2.0 Training course.	Data Validation is performed to review demographic information and do not score codes to insure accuracy of student data	
X	X		Complete data validation process.	LEAs complete Pre-reporting data validation in WIDA AMS during the data validation window.	
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 		

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DTC	STC	TA	Task	State-specific Clarification	✓
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.	Refer to ACCESS for ELLs 2.0 Scores and Reports resources .	

Before Testing (Online) *updated 11.2.17*

This document is a guide for personnel involved in the administration of the **computer-based ACCESS for ELLs 2.0 assessment** in Massachusetts. 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 your state. 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.

Schools will have the option in 2017–2018 to administer the ACCESS for ELLs assessments to students in grades 1–12 either as a computer-based or paper-based assessment, or to give a combination of both. Paper-based versions of ACCESS for ELLs will be available as an accommodation in schools administering the computer-based tests; and paper-based versions of the Kindergarten and Alternate ACCESS for ELLs tests will continue to be administered to all students. [Additional information](#), as well as [technology requirements and readiness checklists](#), are available on the WIDA website.

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

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Meet with staff involved with online testing to review roles and responsibilities.	Individuals that are not employed by the district or have not completed relevant training are prohibited from administering (proctoring) the test. Proctors may administer accommodations provided they receive training prior to administration and are under the direct supervision of a Test Administrator (TA).	
X	X	X	Log in to your WIDA account and agree to the Non-Disclosure and User Agreement (NDUA).	Educators who wish to set up an account may do so by following the instructions posted on the MA ESE website .	
X	X	X	Log in to WIDA AMS and agree to security terms. (WIDA AMS requires a separate login from the WIDA.us website.)	District Test Coordinators (DTCs) can request a WIDA AMS account by sending an e-mail to access@doe.mass.edu . School Test Coordinators (STCs) and TAs can request accounts from their DTC. Refer to the WIDA AMS User Guide for instructions on managing user accounts.	
X	X	X	Watch the Training Overview tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.		

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DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Check key dates on the Massachusetts state page at wida.us	Massachusetts' WIDA web page: https://www.wida.us/membership/states/Massachusetts.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.	wida.us/ACCESSupdates	
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.		
X	X *	X	Reference the WIDA AMS User Guide as needed to refresh on steps and actions in WIDA AMS.	* Reference the Set up WIDA AMS accounts for TAs. For instructions, refer to page 34.	
X	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 .		
			Submit Pre-ID file to DRC.	Pre-ID file is submitted by State.	
X	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>	

Before Testing (Online) *updated 11.2.17*

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Order materials in WIDA AMS.	Schools order materials in WIDA AMS. The default Writing response mode for grades 4-5 is keyboarding. Grades 4-12 Writing hand-written response booklets will not be shipped with initial materials order.	
X	X		Watch the Test Scheduling tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.	Suggested Testing Times: ACCESS for ELLs 2.0 Online is an untimed test, but is intended to be completed in 1 session per domain: Listening (about 40 minutes), Reading (about 50 minutes online), Writing (about 65 minutes, depending on the student’s level of English proficiency), and Speaking (about 30 minutes).	
X	X		Discuss district and school technology needs and capacity to administer the online test with the Technology Coordinator		
X	X		Download and Review Technology Readiness Checklist with Technology Coordinator.		
X	X		Organize and implement software installation.	Work with District and School IT staff to install TSMs and Insight on client machines. Ensure all ORG Units are properly set up and system readiness checks have been run.	
X	X		Modify default Test Sessions to meet district/school needs.	Default Test Sessions are by school/grade/domain. TAs may need to be assigned to Test Sessions/Schools.	
	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.	All ELLs reported as “LEP” in the October Student Information Management System (SIMS) must be tested. Additionally, if a student arrived in the school after October SIMS, but was registered in the school prior to January 26, 2018, they must be tested. If they have exited ELL status prior to the first day of testing, they should not be tested.	

Before Testing (Online) *updated 11.2.17*

DTC	STC	TA	Task	State-specific Clarification	✓
	X		Reserve testing spaces and all necessary equipment (e.g., computers, laptops, tablets, headsets) on testing days.		
	X	X	Confirm what space and equipment is reserved for your test sessions.		
	X	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.		
	X		Confirm that all students expected to participate in the online test are listed in WIDA AMS and assigned to test sessions.		
	X		Add any new students to WIDA AMS and assign them to test sessions.		
X	X		Review student data for accuracy 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 11.2.17*

DTC	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 flyers (Online)		
	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	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.		
	X		Meet with all stakeholders regarding testing needs for students with an IEP or 504 plan. In WIDA AMS, assign accommodations for students.	ELL students with significant cognitive disabilities who are designated for MCAS-Alt, or are in grades 1, 2, 11, or 12 and would be likely to take MCAS-Alt, do not take standard ACCESS tests, but participate instead in the Alternate ACCESS for ELLs . For accommodations guidance, refer to the Principal's Pre-Administration Manual .	

Before Testing (Online) *updated 11.2.17*

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		In WIDA AMS, assign accommodations for students with an IEP or 504 plan.		
	X		Watch the Managing Test Materials tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.	<i>Information in this tutorial has been updated for 2017-18.</i>	
	X		Receive, inventory, and distribute paper testing materials to designated sites/staff.	Materials are shipped to schools via UPS. Keep ACCESS test materials in locked central storage when tests are not being administered. Monitor the receipt and return of all test materials. Test administrators may view test booklets up to 24 hours before the test is administered in a secure location under the principal’s supervision. Materials may not be removed from the secure location.	
	X		Re-inventory materials received. Note the amount and type of materials for which you have overage. Report these totals back to the DTC.		
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	X	X	Check Pre-ID Labels for accuracy. If necessary, edit information in WIDA AMS.		
	X	X	Check District/School labels for accuracy. Contact DRC Customer Support if information is incorrect.	These labels are used for students with no Pre-ID Label.	
	X		Print and distribute test tickets and student rosters.	Test tickets are generated in WIDA AMS for each student and include information to log into the test.	
	X	X	Review test tickets and labels 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 11.2.17*

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Apply labels to test booklets.		
	X	X	Bubble in demographic information and apply a District/School labels to test booklets that do not have a Pre-ID label.	For guidance, refer to the Massachusetts Supplement to the ACCESS for ELLs Test Administration Manual (state-specific directions/goldenrod) included in the shipment of test materials.	
X	X	X	Print any additional materials available online as needed, including: -Manuals or sections of manuals needed -State-Specific Directions -NDUAs -Test Administrator Scripts for Online Grades 4-12	WIDA will send paper copies of these documents in the materials shipment. Additional copies are available in PDF form from the WIDA website .	
		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>	
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 Online Administration Quiz and pass with a score of 80% or higher.	Test Administrator recertification is required for all TAs who will administer the computer-based tests.	
X			Conduct a final walkthrough with Technology Coordinator to make sure all systems are ready for testing.		

Before Testing (Online) *updated 11.2.17*

DTC	STC	TA	Task	State-specific Clarification	✓
	X		Ensure all staff involved in testing are certified according to the requirements listed at www.wida.us/accessprep and in the MA Principal's Pre-Administration Manual .	Requirements are listed at http://www.wida.us/accessprep , and you may view test completion in the Account Management and Training Status part of My Account & Secure Portal	
X	X		Ensure any staff assisting with test administration who haven't agreed to the electronic NDA when logging in to the training course have signed a paper copy.	Copies can be found at wida.us/ACCESSprep . Do not return this to DRC. Keep for your records.	

During Testing (Online) *updated 11.2.17*

DTC	STC	TA	Task	State-specific Clarification	✓
	X	X	Be available 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 testing devices are far enough apart to avoid interference or distractions.	Testing space should be free from noise and distractions and adequately lit, ventilated, and furnished so that students can work comfortably and without disruption. There should be adequate work space and sufficient separation from other students to support a secure testing environment.	
		X	Ensure testing devices are ready and distribute necessary materials and equipment (e.g., booklets, scratch paper, headsets).	For accommodations guidance, refer to the Principal's Pre-Administration Manual . Scratch paper is allowed for all students.	
		X	Distribute test tickets to students when they are ready to begin the test.		
		X	Follow all directions provided in the manuals and scripts.	For guidance, refer to the MA state-specific guidance (goldenrod TAM insert) included in the shipment of test materials and available on the wida.us state page.	
		X	Monitor and supervise students during the testing session.	Suggested Testing Times: ACCESS for ELLs 2.0 Online is an untimed test, but is intended to be completed in 1 session per domain: Listening (about 40 minutes), Reading (about 50 minutes online), Writing (about 65 minutes, depending on the student's level of English proficiency), and Speaking (about 30 minutes).	
X	X		Monitor student progress in WIDA AMS while testing and throughout the testing window.		

During Testing (Online) *updated 11.2.17*

DTC	STC	TA	Task	State-specific Clarification	✓
	X	X	After students have completed the Listening and Reading tests, generate a Tier Placement Report in WIDA AMS for administering Speaking and Writing tests. Use the report to identify students placed in Speaking Tier Pre-A since those students have to be tested individually; and the Writing tier for students who will be hand-writing their response.		
		X	Report any additional material needs to STC.		
		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 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	X		Monitor student progress in WIDA AMS while testing and throughout the testing window.		
		X	Notify Test Coordinator and/or Technology Coordinator of issues that arise during the testing session and attempt to resolve these before contacting DRC, the testing contractor.	TCs and TAs should attempt to administer the remainder of a disrupted test session, depending on the progress of student. District and School TCs will have permission to end and “force submit” a test session. Contact the DRC Help Desk at 1-855-787-9615; or Student Assessment Services at 781-338-3625 with questions.	
X	X		Ensure all accommodations and Do Not Score in WIDA AMS are current and correct.		

During Testing (Online) *updated 11.2.17*

DTC	STC	TA	Task	State-specific Clarification	✓
		X	Collect and account for all test tickets and Writing test booklets. Return them to the Test Coordinator.		
	X		Securely store all testing materials between test sessions.	Keep ACCESS test materials in locked central storage when ACCESS tests are not being administered. Monitor the receipt and return of all test materials.	

After Testing (Online) *updated 11.2.17*

DTC	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 paper test materials from Test Administrators once testing is completed.		
	X		Prepare test materials for return according to the instructions in Section 5 of the District and School Test Coordinator Manual .	TCs or TAs should transcribe student responses, if necessary.	
	X		Return test materials to DRC.	Follow instructions in the District and School Test Coordinator Manual regarding the return of materials. Securely destroy test tickets and scratch paper after testing is completed.	
X	X		Watch the Data Validation tutorial from the Afterward dropdown menu in the ACCESS for ELLs 2.0 Training course.		
X	X		Complete data validation process.	LEAs complete Pre-reporting data validation in WIDA AMS during the data validation window.	
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 11.2.17*

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Receive and distribute score reports to designated sites/staff.	Refer to ACCESS for ELLs 2.0 Scores and Reports resources .	