

Before Testing (Online) *updated 3.24.17*

This document is a guide for personnel involved in the administration of ACCESS for ELLs 2.0 in Tennessee. Guidelines for both online and paper administration are included. Please see pages 1-7 for the online checklist and 8-13 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 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.

**Note: Paper testing is only permitted in the case of a TDOE pre-approved unique accommodation request. District Test Coordinators cannot approve paper use. TDOE permission is required prior to administering the paper-based assessment**

District Test Coordinator	School Test Coordinator	Test Administrator	Task	State-specific Clarification	Complete
X	X	X	Meet with staff involved with online testing to review roles and responsibilities.	Test Administrator (TA) requirements: <input type="checkbox"/> EL certified teacher <input type="checkbox"/> Pass applicable quiz(zes) Recertification is required for all ACCESS assessments for 2016-17.	
X	X	X	Log in to your WIDA website account and sign the Non-Disclosure and User Agreement at <a href="http://www.WIDA.us">www.WIDA.us</a> .	New TAs can contact District Test Coordinator (DTC) to request an account. New DTCs can contact <a href="#">SEA</a> to request an account.	
X	X		Log in to WIDA AMS and agree to security terms. (WIDA AMS requires a separate login from the WIDA.us website.)	New DTCs can contact <a href="#">SEA</a> to request an account.	
X	X	X	Watch the Training Overview tutorial.		
X	X	X	Visit your state's page on the WIDA.us website and check key dates.	Tennessee's WIDA webpage: <a href="https://www.wida.us/membership/states/Tennessee.aspx">https://www.wida.us/membership/states/Tennessee.aspx</a>	
X	X		Download and read the <a href="#">District and School Test Coordinator Manual</a> .		
X	X	X	Download the <a href="#">WIDA AMS User Guide</a> and have it available for easy reference.		
X	X	X	<a href="#">Download Test Administrator Manual</a> and have it available for easy reference.		

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DTC	STC	TA	Task	State-specific Clarification	Complete
X			Review <a href="#">Technology Readiness Checklist</a> .		
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. <a href="#">WIDA resources</a> to consider: <ul style="list-style-type: none"> <li>ACCESS for ELLs 2.0 Parent Handout (available in English and various other languages)</li> <li>Alternate ACCESS for ELLs Parent Handout (available in English and various other languages)</li> <li>Getting Students Ready for Testing flyers (<a href="#">Paper version</a>, <a href="#">Online version</a>)</li> </ul>		
X			Set up WIDA AMS accounts for Technology Coordinators and, if necessary, Test Administrators. For instructions, refer to page 34 in the <a href="#">WIDA AMS User Guide</a> .		
X	X		Discuss district and school technology needs and capacity to administer the online test with the Technology Coordinator.		
		X	Review the information about each domain (Listening, Reading, Speaking, and Writing) from the <b>Domains</b> dropdown menu in the training course.		
X	X	X	Watch the Accessibility Overview tutorial.		
X	X	X	Download and read the <a href="#">Accessibility and Accommodations Supplement</a> .		
X	X		Watch the Test Scheduling tutorial.		

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DTC	STC	TA	Task	State-specific Clarification	Complete
X	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.	Please refer to the <a href="#">TN identification criteria for English Learners</a> . This information is contained in the <a href="#">ESL Program Guide</a> .	
X	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.		
		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		Watch the Assigning Accommodations tutorial.		
X	X		Meet with all stakeholders regarding testing needs for students with an IEP or 504 plan.	Students who participate in the state alternate assessment program are eligible to participate in the Alternate ACCESS. TN follows the WIDA guidelines for accommodations.	
X			In WIDA AMS, assign accommodations for students with an IEP or 504 plan.	DTC or designee can assign accommodations in WIDA AMS for students with an IEP or 504 plan.	
			Submit Pre-ID file to DRC.	SEA submits Pre-ID file. Initial materials order is completed by SEA via Pre-ID file. The default Writing response mode for grades 4-5 is keyboarding. Writing Response Booklets for grades 4-12 will <b>not</b> be ordered or shipped with initial materials order. If needed, LEAs must contact SEA to order these via Additional Materials ordering window.	
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.		

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DTC	STC	TA	Task	State-specific Clarification	Complete
		X	Review student data for accuracy in WIDA AMS.		
X	X	X	Watch the Test Practice and Test Tickets tutorial.		
		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.		
X	X	X	Watch the Administering the Test tutorial.		
		X	Take the Online Administration Quiz and pass with a score of 80% or higher.	Recertification is required for 2016-17.	
X			Ensure all staff involved in testing are certified according to the requirements listed at <a href="http://www.wida.us/accessprep">www.wida.us/accessprep</a> .		
X	X		Watch the Managing Test Materials tutorial.		
		X	Participate in the district required test security training for all state tests.	All test administrators are required to participate in the district/school test security assessment training on an annual basis.	
X	X		Receive, inventory, and distribute paper testing materials to designated sites/staff.	Materials, including overage, will be shipped to districts via UPS and packaged by schools.	
X	X		Order any additional testing materials in WIDA AMS during your state's Additional Material ordering window.	LEAs must contact SEA for permission to order via Additional Materials on WIDA AMS.	
X			Print and distribute test tickets and student rosters.	If needed, DTC can regenerate test tickets.	
X	X		Review test tickets and labels for accuracy of demographic information and accommodations.		
X			Conduct a final walkthrough with Technology Coordinator to make sure all systems are ready for testing.		

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DTC	STC	TA	Task	State-specific Clarification	Complete
X	X	X	Be on site for the 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 <a href="#">Test Administrator Manual</a> . Ensure testing devices are far enough apart to avoid interference or distractions.		
		X	Ensure testing devices are ready and distribute necessary materials and equipment (e.g., booklets, scratch paper, headsets).		
		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.		
X	X		Monitor student progress in WIDA AMS while testing and throughout the testing window.		
		X	Notify Test Coordinator and Technology Coordinator of any issues during the testing session. Collaborate to resolve them.	To request approval to invalidate or force submit a test contact <a href="#">SEA</a> . Please follow the Report of Irregularities process on EdTools for any RI situations which may need to be reported. Please contact the District Test Coordinator for information concerning the EdTools RI process.	

During Testing (Online) *updated 3.24.17*

DTC	STC	TA	Task	State-specific Clarification	Complete
X	X	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.		
X			Check Pre-ID labels for accuracy. If necessary, edit information in WIDA AMS.	DTCs or designee can update student information in WIDA AMS.	
X	X		Check District/School labels for accuracy. Contact DRC Customer Support if information is incorrect.		
X	X		Apply labels to test booklets.		
X	X		Bubble in demographic information and apply a District/School label to test booklets that do not have Pre-ID labels.	Refer to State-Specific Directions (Goldenrod), included in materials shipment, for guidance.	
X			Ensure all accommodations and Do Not Score codes are up to date in WIDA AMS.	DTC or designee can update accommodations and Do Not Score codes in WIDA AMS.	
		X	Collect and account for all test tickets and Writing test booklets. Return them to the Test Coordinator.		
X	X		Securely store all testing materials in between test sessions.		

After Testing (Online) *updated 3.24.17*

DTC	STC	TA	Task	State-specific Clarification	Complete
X	X	X	Watch the After Testing tutorial.		
X	X		Collect paper 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 <a href="#">District and School Test Coordinator Manual</a> .		
X	X		Return test materials to DRC.	Scratch paper and student test tickets do not need to be returned to DRC. These materials should be securely destroyed locally.	
X			Watch the Data Validation tutorial.		
X			Complete data validation process.	LEAs complete Pre-reporting validation in WIDA AMS.	
X	X	X	Review the resources available to assist educators with score interpretation on the <a href="#">Scores &amp; Reports page</a> .		
X	X		Determine how you will communicate with students' parents/family members about ACCESS for ELLs 2.0 test results. <a href="#">WIDA resources</a> to consider: <ul style="list-style-type: none"> <li>• Parent Guide for ACCESS for ELLs 2.0 Score Reports</li> <li>• Parent Guide for Alternate ACCESS for ELLs Score Reports</li> </ul>		
X	X	X	Visit the <a href="#">2017 Score Changes page</a> to learn about the standard setting process and the impact it may have on students' scores.		
X			Watch the Accessing Score Reports tutorial.		
X			Receive and distribute score reports to designated sites/staff.	Please refer to the <a href="#">ESL Program Guide</a> for information regarding exit criteria.	

Before Testing (Paper) *updated 3.24.17*

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X	X	X	Meet with staff involved with testing to review roles and responsibilities.	Test Administrator (TA) requirements: <input type="checkbox"/> EL certified teacher <input type="checkbox"/> Pass applicable quiz(zes) Recertification is required for all ACCESS assessments for 2016-17.	
X	X	X	Log in to your WIDA website account and sign the Non-Disclosure and User Agreement at <a href="http://www.WIDA.us">www.WIDA.us</a> .	New TAs can contact District Test Coordinator (DTC) to request an account. New DTCs can contact <a href="#">SEA</a> to request an account.	
X	X		Log in to WIDA AMS and agree to security terms. (WIDA AMS requires a separate login from the WIDA.us website.)	New DTCs can contact <a href="#">SEA</a> to request an account. DTC and/or STC will provide a TA with an account if appropriate.	
X	X	X	Watch the Training Overview tutorial.		
X	X	X	Visit your state's page on the WIDA.us website and check key dates.	Tennessee's WIDA webpage: <a href="https://www.wida.us/membership/states/Tennessee.aspx">https://www.wida.us/membership/states/Tennessee.aspx</a>	
X	X		Download and read the <a href="#">District and School Test Coordinator Manual</a> .		
X	X	X	Download the <a href="#">WIDA AMS User Guide</a> and have it available for easy reference.		
X	X	X	Download <a href="#">Test Administrator Manual</a> and have it available for easy reference.		



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DTC	STC	TA	Task	State-specific Clarification	Complete
X	X		<p>Determine how you will communicate with students' parents/family members about ACCESS for ELLs 2.0 testing: its purpose, when their child will test, and any tips for helping students do their best. <a href="#">WIDA resources</a> to consider:</p> <ul style="list-style-type: none"> <li>ACCESS for ELLs 2.0 Parent Handout (available in English and various other languages)</li> <li>Alternate ACCESS for ELLs Parent Handout (available in English and various other languages)</li> <li>Getting Students Ready for Testing flyers (<a href="#">Paper version</a>, <a href="#">Online version</a>)</li> </ul>		
X			Set up WIDA AMS accounts for Test Administrators. For instructions, refer to page 34 in the WIDA AMS User Guide.		
		X	Review the information about each domain (Listening, Reading, Speaking, and Writing) from the <b>Domains</b> dropdown menu in the training course.		
		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.		
		X	Take the Speaking Quiz for Grades 1-5 and/or Grades 6-12 and pass with an 80% or higher.	Speaking recertification is required for 2016-2017.	
X	X	X	Watch the Accessibility Overview tutorial.		
X	X	X	Download and read the <a href="#">Accessibility and Accommodations Supplement</a> .		
X	X		Watch the Test Scheduling tutorial.		

Before Testing (Paper) *updated 3.24.17*

DTC	STC	TA	Task	State-specific Clarification	Complete
X	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.	Please refer to the <a href="#">TN identification criteria for English Learners</a> . This information is contained in the <a href="#">ESL Program Guide</a> .	
X	X		Reserve space and all necessary equipment (e.g. CD player) for testing days.		
		X	Confirm what space and equipment is reserved for your test sessions.		
X	X		Watch the Assigning Accommodations tutorial.		
X	X		Meet with all stakeholders regarding testing needs for students with an IEP or 504 plan.	Students who participate in the state alternate assessment program are eligible to participate in the Alternate ACCESS. TN follows the WIDA guidelines for accommodations.	
X			Assign accommodations for students with an IEP or 504 plan in WIDA AMS.	DTC or designee can assign accommodations in WIDA AMS for students with an IEP or 504 plan.	
			Submit Pre-ID file to DRC.	SEA submits Pre-ID file. Initial materials order is completed by SEA via Pre-ID file.	
X	X	X	Watch the Administering the Test tutorial.		
		X	Take the Paper Administration Quiz and pass with a score of 80% or higher.	Recertification is required for 2016-17.	
X	X		Ensure all staff involved in testing are certified according to the requirements listed at <a href="http://www.wida.us/accessprep">www.wida.us/accessprep</a> .		
X	X		Watch the Managing Test Materials tutorial.		
		X	Participate in the district required test security training for all state tests.		
X	X		Receive, inventory, and distribute test materials to designated sites/staff.	Materials, including overage, are shipped to districts via UPS and packaged by schools.	

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DTC	STC	TA	Task	State-specific Clarification	Complete
X	X		Order any additional testing materials in WIDA AMS during your state's Additional Material ordering window.	If additional materials are needed, LEAs must contact <a href="#">SEA</a> for permission to order.	
X			Check Pre-ID labels for accuracy. If necessary, edit information in WIDA AMS.	TAs or STCs should contact the DTC for any Pre-ID inaccuracy.	
X	X		Check District/School labels for accuracy. Contact DRC Customer Support if information is incorrect.		
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.	Refer to State-Specific Directions (Goldenrod), included in materials shipment, for guidance.	
X			Distribute test session rosters to Test Administrators.		
		X	Try out the Listening and Speaking CD(s) and CD player prior to the day of testing.		

During Testing (Paper) *updated 3.24.17*

DTC	STC	TA	Task	State-specific Clarification	Complete
X	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 necessary materials to students (test booklets, pencils, scratch paper).		
		X	Follow all directions provided in the manuals and scripts.		
		X	Monitor and supervise students during the testing session.		
		X	Notify Test Coordinator of any issues that arise during testing.	Please follow the Report of Irregularities process on EdTools for any RI situations which may need to be reported. Please contact the District Test Coordinator for information concerning the EdTools RI process.	
		X	Collect and account for all test materials. Return them to the Test Coordinator.		
X	X		Securely store all testing materials in between test sessions.		

After Testing (Paper) *updated 3.24.17*

DTC	STC	TA	Task	State-specific Clarification	Complete
X	X	X	Watch the After Testing tutorial.		
X	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.		
X			Ensure all accommodations and Do Not Score codes are correctly marked on the booklet or in WIDA AMS.	DTC or designee can update accommodations and Do Not Score Codes.	
X	X		Return test materials to DRC.	Scratch paper does not need to be returned to DRC. It should be destroyed locally.	
X			Watch the Data Validation tutorial.		
X			Complete data validation process.	LEAs complete Pre-reporting validation in WIDA AMS.	
X	X	X	Review the resources available to assist educators with score interpretation on the <a href="#">Scores &amp; Reports page</a> .		
X	X		Determine how you will communicate with students' parents/family members about ACCESS for ELLs 2.0 test results. <a href="#">WIDA resources</a> to consider: <ul style="list-style-type: none"> <li>Parent Guide for ACCESS for ELLs 2.0 Score Reports</li> <li>Parent Guide for Alternate ACCESS for ELLs Score Reports</li> </ul>		
X	X	X	Visit the <a href="#">2017 Score Changes page</a> to learn about the standard setting process and the impact it may have on students' scores.		
X			Watch the Accessing Score Reports tutorial.		
X			Receive and distribute score reports to designated sites/staff.	Please refer to the <a href="#">ESL Program Guide</a> for information regarding exit criteria.	