

Before Testing (Online) *updated 10.31.17*

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 1-8 for the online checklist and 9-15 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.

■ **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 Administrator (TA) requirements: ✓ EL certified teacher ✓ Pass applicable quiz(zes) Recertification is required for all assessments that TAs are responsible for administering.	
X	X	X	Log in to your WIDA account and agree to the Non-Disclosure and User Agreement (NDUA).	WIDA Help Desk can create wida.us user accounts with ACCESS permissions only. All other permissions are granted to TAs by DTCs. New DTCs must be verified with Lori.Morris@tn.gov before accounts are created.	
X	X	X	Log in to WIDA AMS and agree to security terms. (WIDA AMS requires a separate login from the WIDA.us website.)	Only DTCs assign user accounts and permissions, not DRC. New DTC accounts must be verified with Lori.Morris@TN.gov before accounts are created.	
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 Tennessee's state page at www.wida.us	https://www.wida.us/membership/states/Tennessee.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.		

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DTC	STC	TA	Task	State-specific Clarification	✓
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.		
			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.	SEA submits Pre-ID file. Initial materials order is completed by SEA via Pre-ID file.	
X	X		Watch the Test Scheduling tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.	The assessment is not timed. For students who traditionally need extra time you may want to test them in a separate environment allowing them the time they need without interruption from students who may finish before them.	
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		Review student data for accuracy in WIDA AMS.		
X			Watch the Ordering Materials tutorial .	Initial material orders are based on the student upload. Any additional material order request must be approved by Lori.Morris@tn.gov	
X	X		Order materials in WIDA AMS.	Districts are not permitted to order any materials without SEA approval. Writing response booklets will NOT be ordered or shipped with initial materials order. If approved, LEAs can order these in the	

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DTC	STC	TA	Task	State-specific Clarification	✓
				Additional Materials ordering window. The default response mode for Writing Grades 4-5 and 6-12 is keyboarding.	
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	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	X		Reserve space and all necessary equipment (e.g. computers, laptops, tablets, headsets) for testing days.		
	X	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		Confirm that all students expected to participate in the online test are listed in WIDA AMS and assigned to test sessions.		
X	X		Add any new students to WIDA AMS and assign them to test sessions.		
X	X	X	Watch the Test Practice and Test Tickets tutorial from the Preparing 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 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) 		

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DTC	STC	TA	Task	State-specific Clarification	✓
			<ul style="list-style-type: none"> Getting Students Ready for Testing flyer- Online 		
X	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	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.	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	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.	
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>	
		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			Receive, inventory, and distribute test materials to designated sites/staff.	Materials, including overage, will be shipped to districts via UPS and packaged by schools.	
	X		Re-inventory materials received. Note the amount and type of materials for which you have overage. Report these totals back to the STC.	This overage must be used first in cases where sites need additional materials. Consult your DTC if any additional materials are needed. For more information regarding Additional Materials Orders and using overage visit Section 3 of the District Coordinator Manual.	

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DTC	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> Districts must have SEA approval before ordering additional materials.	
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	Print Test Tickets and Test Rosters.		
X	X	X	Review test tickets for accuracy of demographic information and accommodations.	Note, not all accommodations are listed on the test ticket.	
X	X	X	Apply labels to test booklets (Writing 1-3 or Handwriting Response).	Make sure correct label is on correct booklet (grade cluster, tier, domain, etc.)	
X	X		Bubble in demographic information and apply a District/School label to (Writing 1-3 or Handwriting Response) test booklets that do not have Pre-ID labels.	DTCs or designee can update student information in WIDA AMS.	
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>New information 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	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.		

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DTC	STC	TA	Task	State-specific Clarification	✓
		X	Take the Online Administration Quiz and pass with a score of 80% or higher.	Annual recertification is required for all assessments TA is administering.	
X			Conduct a final walkthrough with Technology Coordinator to make sure all systems are ready for testing.		
X	X		Ensure all staff involved in testing are certified.	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 (Online) *updated 10.23.17*

DTC	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.	Students should be spaced far enough apart so as not to see neighbor's test. Use of partitions is encouraged. A seating chart must be completed and kept on file until the next administration.	
		X	Ensure testing devices are ready and distribute necessary materials to students (e.g., booklets, pencils, headsets).		
		X	Distribute test tickets to students when they are ready to begin the test.	If needed, DTC can regenerate test tickets.	
		X	Follow all directions provided in the manuals and scripts.		
		X	Monitor and supervise students during the testing session.	Guidance on timing can be found in the Test Administrator Manual .	
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	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 DTC to see if that district has material in their inventory.	DTCs must contact SEA for permission to order via Additional Materials on WIDA AMS.	
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	X		Monitor student progress in WIDA AMS while testing and throughout the testing window.		
X	X	X	Notify Test Coordinator and Technology Coordinator of any issues during the testing session.	To request approval to invalidate or force submit a test contact SEA . 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	X		Ensure all accommodations and Do Not Score in WIDA AMS are current and correct.	DTC or designee can update accommodations and Do Not Score codes in WIDA AMS.	
		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 (Online) *updated 10.23.17*

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	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	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	X		Watch the Data Validation tutorial from the Afterward dropdown menu in the ACCESS for ELLs 2.0 Training course.		
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 Scores & Reports page .		
X	X		Watch the Accessing Score Reports tutorial .		
	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			Receive and distribute score reports to designated sites/staff.	Please refer to the ESL Program Guide for information regarding exit criteria.	

Before Testing (Paper) *updated 10.31.17*

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 1-8 for the online checklist and 9-15 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. Tennessee Department of Education permission is required prior to administering the paper-based assessment.

■ **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 Administrator (TA) requirements: ✓ EL certified teacher ✓ Pass applicable quiz(zes) Recertification is required for all assessments that TAs are responsible for administering.	
X	X	X	Log in to your WIDA account and agree to the Non-Disclosure and User Agreement (NDUA).	WIDA Help Desk can create wida.us user accounts with ACCESS permissions only. All other permissions are granted to TAs by DTCs. New DTCs must be verified with Lori.Morris@tn.gov before accounts are created.	
X	X	X	Log in to WIDA AMS and agree to security terms. (WIDA AMS requires a separate login from the WIDA.us website.)	Only DTCs assign user accounts and permissions, not DRC. New DTC accounts must be verified with Lori.Morris@TN.gov before accounts are created.	
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 Tennessee's state page at www.wida.us	https://www.wida.us/membership/states/Tennessee.aspx	

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DTC	STC	TA	Task	State-specific Clarification	✓
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.		
X	X	X	Reference the WIDA AMS User Guide as needed to refresh on steps and actions in WIDA AMS.		
			Submit Pre-ID file to DRC.	SEA submits Pre-ID file. Initial materials order is completed by SEA via Pre-ID file.	
X			Watch the Ordering Materials tutorial .	<i>Please review the online checklist for information.</i>	
X	X		Order materials in WIDA AMS.	<i>Please review the online checklist for information.</i>	
X	X		Watch the Test Scheduling tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training Course.	The assessment is not timed. For students who traditionally need extra time you may want to test them in a separate environment allowing them the time they need without interruption from students who may finish before them.	

Before Testing (Paper) *updated 10.31.17*

DTC	STC	TA	Task	State-specific Clarification	✓
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 TN identification criteria for English Learners . This information is contained in the ESL Program Guide located in the TDOE resources in ePlan.	
X	X	X	Reserve space and all necessary equipment (e.g. CD player) for testing days and confirm what space and equipment is reserved for your test sessions.		
X	X		Create a seating chart for each test session.		
		X	Try out seating arrangement in testing areas.		
X	X	X	Review student data for accuracy 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 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- Paper version 		
X	X	X	Watch the Accessibility Overview tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0		
X	X		Watch the Assigning Accommodations tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0		

Before Testing (Paper) *updated 10.31.17*

DTC	STC	TA	Task	State-specific Clarification	✓
	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	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.	
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>	
		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 test materials to designated sites/staff.		
	X		Re-inventory materials received. Note the amount and type of materials for which you have overage. Report these totals back to the DTC.	<i>Please review the online checklist for information</i>	
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! Please review the online checklist for information</i>	
X	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	X	Check District/School Labels for accuracy. Contact DRC Customer Support if information is incorrect.		
X	X	X	Apply labels to test booklets.	Bubble in demographic information and apply a District/School Label to test booklets that do not have Pre-ID Labels.	

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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 	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	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	Take the Paper Administration Quiz and pass with a score of 80% or higher.		
		X	If you are responsible for administering the paper-based Speaking test , complete the Speaking Scoring modules located in the Paper-Based Grades 1-12 training course under the Domains menu .	Recertification is required for all assessments that TAs are responsible for administering.	
		X	Take the Speaking Quiz for Grades 1-5 and/or Grades 6-12 and pass with an 80% or higher.	Recertification is required for all assessments that TAs are responsible for administering.	
		X	Try out the Listening and Speaking CD(s) and CD player prior to the day of testing.		
X	X		Distribute test session rosters to Test Administrators.		
X	X		Ensure all staff involved in testing are certified.	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 .	

Before Testing (Paper) *updated 10.31.17*

DTC	STC	TA	Task	State-specific Clarification	✓
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 10.31.17*

DTC	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 and ALSDE guidance. 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.	Guidance on timing can be found in the test administration	
		X	Report any additional material needs to STC first and then contact DTC.		
		X	If the need for additional test materials arises, first check your school overage inventory, then contact your STC to see if that district has material in their inventory.	If additional materials are needed, LEAs must contact SEA for permission to order. <i>Please review the online checklist for information</i>	
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 STC of any issues that arise during testing.		
		X	Collect and account for all test materials. Return them to the STC.		
X	X	X	Securely store all testing materials in between test sessions.		

After Testing (Paper) *updated 10.31.17*

DTC	STC	TA	Task	State-specific Clarification	✓
X			Watch After Testing tutorial from the Afterward dropdown menu in the ACCESS for ELLs 2.0 Training course.		
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	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			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 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			Watch the Accessing Score Reports tutorial from the Afterward dropdown menu in the ACCESS for ELLs 2.0 Training course.		
X			Receive and distribute score reports to designated sites/staff.	Please refer to the ESL Program Guide for information regarding exit criteria.	