

**Before Testing (Online) updated 3.13.17**

This document is a guide for personnel involved in the administration of ACCESS for ELLs 2.0 in Utah. 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. **Utah state policy requires all public schools to administer ACCESS for ELLs 2.0 Online. Schools may opt to administer ACCESS for ELLs 2.0 Paper ONLY in cases where a student requires this option as an accommodation.**

District Test Coordinator (DTC)	School Test Coordinator (STC)	Test Administrator (TA)	Task	State-specific Clarification	Complete
X	X	X	Meet with staff involved with online testing to review roles and responsibilities.	Test Administrator (TA) must be a district employee and have completed the training course and passed the quiz with 80% or higher for applicable assessments. Annual recertification is recommended.	
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> .	TAs request accounts from the DTC. DTCs request accounts from <a href="#">SEA</a> .	
X	X	X	Log in to WIDA AMS and agree to security terms. (WIDA AMS requires a separate login from the WIDA.us website.)	Any School user or TA that needs an AMS account must talk to the role above them. DTCs request accounts from <a href="#">SEA</a> .	
X	X	X	Watch the Training Overview tutorial.		
X	X	X	Visit Utah's page on the WIDA.us website and check key dates.	<a href="https://www.wida.us/membership/states/Utah.aspx">https://www.wida.us/membership/states/Utah.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.		
X			Review Technology Readiness Checklist.		

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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> .	DTCs set up AMS accounts for School Coordinators.	
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 Accessibility and Accommodations Supplement.		
X	X		Watch the Test Scheduling tutorial.	Follow WIDA guidance on timing and group size.	
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	Confirm what space and equipment is reserved for your test sessions.		

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		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 can take paper as an accommodation if it is part of the IEP or 504 plan.	
X	X		In WIDA AMS, assign accommodations for students with an IEP or 504 plan.	District Test Coordinators and designees can assign accommodations in WIDA AMS.	
X			Watch the Ordering Materials tutorial.		
			Submit Pre-ID file to DRC.	This is completed by Utah State Office of Education.	
X			Order materials in WIDA AMS.	The default Writing response mode for grades 4-5 is keyboarding. Grades 4-12 Writing Response will NOT be ordered or shipped with initial materials order. If needed, DTCs can order in the Additional Materials ordering window.	
X	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.	Contact the District Test Coordinator to add new students to WIDA AMS.	
		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.		

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X	X	X	Watch the Administering the Test tutorial.		
		X	Take the Online Administration Quiz and pass with a score of 80% or higher.		
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	X		Receive, inventory, and distribute paper testing materials to designated sites/staff.	Materials, including 10% overage, will be shipped to districts and charter schools via UPS.	
X	X		Order any additional testing materials in WIDA AMS during your state's Additional Material ordering window.	DTCs and STCs can order additional materials via WIDA AMS.	
X			Print and distribute test tickets and student rosters.	DTCs can request to 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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X	X	X	Be on site for first day of testing at each site.		
		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.	One blank piece of scratch paper is allowed. Prepare room setup including Testing: Do Not Disturb sign, covered posters, etc.	
		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.	DTC can force submit a test if needed. To request to invalidate a test, contact <a href="#">SEA</a> . TAs should attempt to administer the remainder of a disrupted domain as soon as possible.	
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.		

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DTC	STC	TA	Task	State-specific Clarification	Complete
X			Check Pre-ID labels for accuracy. If necessary, edit information in WIDA AMS.	Contact <a href="#">SEA</a> about changes in student demographic information.	
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) for guidance.	
X			Ensure all accommodations and Do Not Score codes are up to date in WIDA AMS.	DTCs and designees can modify 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 3.13.17*

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 can be destroyed. All testing materials delivered to the school should be returned to DRC.	
X			Watch the Data Validation tutorial.		
X			Complete data validation process.	DTCs and STCs complete Pre-reporting data validation in WIDA AMS. DTCs and STCs can only edit accommodations and Do Not Score codes; they cannot edit student demographic information.	
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.	Exit criteria is a composite score of a 5 or higher.	

Before Testing (Paper) *updated 3.13.17*

This document is a guide for personnel involved in the administration of ACCESS for ELLs 2.0 in Utah. 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. **Utah state policy requires all public schools to administer ACCESS for ELLs 2.0 Online. Schools may opt to administer ACCESS for ELLs 2.0 Paper ONLY in cases where a student requires this option as an accommodation.**

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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> .	TAs request accounts from the DTC. DTCs request accounts from <a href="#">SEA</a> .	
X	X	X	Log in to WIDA AMS and agree to security terms. (WIDA AMS requires a separate login from the WIDA.us website.)	Any School user or TA that needs an AMS account must talk to the role above them. DTCs request accounts from <a href="#">SEA</a> .	
X	X	X	Watch the Training Overview tutorial.		
X	X	X	Visit Utah's page on the WIDA.us website and check key dates.	<a href="https://www.wida.us/membership/states/Utah.aspx">https://www.wida.us/membership/states/Utah.aspx</a>	
X	X		Download and read the <a href="#">District and School Test Coordinator Manual</a> .		
X	X	X	Download the WIDA AMS User Guide 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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X			Set up WIDA AMS accounts for Test Administrators. For instructions, refer to page 34 in the <a href="#">WIDA AMS User Guide</a> .	DTCs set up AMS accounts for School Coordinators.	
		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.	TAs must participate in the paper training, including Speaking, and recertify yearly.	
		X	Take the Speaking Quiz for Grades 1-5 and/or Grades 6-12 and pass with an 80% or higher.		
X	X	X	Watch the Accessibility Overview tutorial.		
X	X	X	Download and read the Accessibility and Accommodations Supplement.		
X	X		Watch the Test Scheduling tutorial.	Follow WIDA guidance on timing and group size.	
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 <a href="#">District and School Test Coordinator Manual</a> .		

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DTC	STC	TA	Task	State-specific Clarification	Complete
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.	Student who participate in Alternate ACCESS are EL students with significant cognitive disabilities that prevent their meaningful participation in the ACCESS test.	
X			Assign accommodations for students with an IEP or 504 plan in WIDA AMS.	DTCs and designees can assign accommodations in WIDA AMS.	
X			Watch the Ordering Materials tutorial.		
			Submit Pre-ID file to DRC.	This is completed by Utah State Office of Education.	
X			Order materials in WIDA AMS.	DTCs order materials in WIDA AMS.	
X	X	X	Watch the Administering the Test tutorial.		
		X	Take the Paper Administration Quiz and pass with a score of 80% or higher.		
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	X		Receive, inventory, and distribute test materials to designated sites/staff.	Materials, including 10% overage, will be shipped to districts and charter schools via UPS.	

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DTC	STC	TA	Task	State-specific Clarification	Complete
X			Order any additional testing materials in WIDA AMS during your state's Additional Material ordering window.	DTCs order additional materials via WIDA AMS (please note that this is for Paper only. Online ordering permits STCs to order as well).	
X			Check Pre-ID labels for accuracy. If necessary, edit information in WIDA AMS.	Contact <a href="#">SEA</a> about changes in student demographic information.	
X	X		Check District/School labels for accuracy. Contact DRC Customer Support if information is incorrect.		
X	X		Apply labels to test booklets.		
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) 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.		

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X	X	X	Be on site for first day of testing at each site.		
		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 students are seated far enough apart to avoid distractions.	Prepare room setup including Testing: Do Not Disturb sign, covered posters, etc.	
		X	Distribute necessary materials to students (test booklets, pencils, scratch paper).	One blank piece of scratch paper is allowed.	
		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.	DTC can force submit a test if needed. To request to invalidate a test, contact <a href="#">SEA</a> . TAs should attempt to administer the remainder of a disrupted domain as soon as possible.	
		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.		

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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		Ensure all accommodations and Do Not Score codes are correctly marked on the booklet or in WIDA AMS.		
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 can be destroyed. All testing materials delivered to the school should be returned to DRC.	
X			Watch the Data Validation tutorial.		
X			Complete data validation process.	DTCs and STCs complete Pre-reporting data validation in WIDA AMS. DTCs and STCs can only edit accommodations and Do Not Score codes; they cannot edit student demographic information.	
X	X	X	Review the resources available to assist educators with score interpretation on the <a href="#">Scores &amp; Reports page</a> .		
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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.		
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