

Before Testing (Online) *updated 12.5.17*

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.**

■ **DTC** District Test Coordinator

■ **STC** School Test Coordinator

■ **TA** Test Administrator

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Meet with staff involved with testing to review roles and responsibilities.	Test Administrator 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 account and agree to the Non-Disclosure and User Agreement (NDUA).	TAs request accounts from the DTC. DTCs request accounts from Utah State Board of Education (USBE) .	
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 USBE .	
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 Utah's state page at www.wida.us	https://www.wida.us/membership/states/Utah.aspx	
X	X	X	Review the Updates tab of the ACCESS for ELLs 2.0 webpage for all updates to testing procedures for 2017-2018.		
X	X	X	Reference the Test Administrator Manual as needed to refresh on test administration policies and procedures.		

Before Testing (Online) *updated 12.5.17*

DTC	STC	TA	Task	State-specific Clarification	✓
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 Technology Coordinators and, if necessary, Test Administrators. For instructions, refer to page 34 in the WIDA AMS User Guide .		
X			Watch the Ordering Materials tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.	<i>Information in the tutorial has been updated for 2017-18.</i>	
			Submit Pre-ID file to DRC.	SEA Loads Pre-ID file into WIDA AMS.	
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		Watch the Test Scheduling tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.		
X	X		Discuss district and school technology needs and capacity to administer the online test with the Technology Coordinator.		

Before Testing (Online) *updated 12.5.17*

DTC	STC	TA	Task	State-specific Clarification	✓
X			Download and Review the Technology Readiness Checklist with the Technology Coordinator.		
X	X		Organize and implement software installation.		
X	X		Modify default test sessions to meet district/school needs.		
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.		
		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			Add any new students to WIDA AMS and assign them to test sessions.		
		X	Review student data for accuracy in WIDA AMS.		
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.		

Before Testing (Online) *updated 12.5.17*

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 flyer- Online version 		
		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 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.		

Before Testing (Online) *updated 12.5.17*

DTC	STC	TA	Task	State-specific Clarification	✓
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	X		Receive, inventory, and distribute test materials to designated sites/staff.	Materials, including 10% overage, will be shipped to districts via UPS. For charter schools, materials, including 10% overage, will be shipped to schools. Test Administrators may review test materials prior to test administration in accordance to local test security policy.	
	X	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			Watch the Additional Materials Orders tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.	<i>New for 2017-18!</i>	
X			Check Pre-ID Labels for accuracy. If necessary, edit information in WIDA AMS.		
X	X		Check District/School Labels for accuracy. Contact DRC Customer Support if information is incorrect.		
X			Print Test Tickets and Test Rosters.		
X	X		Review test tickets for accuracy of demographic information and accommodations.	Note, not all accommodations will be listed on the test ticket. NA will be listed for all accommodations outside of the three online accommodations (Manual Control of item audio [MC]; Repeat item audio [RA]; and Extended Speaking Response time [ES]).	
X	X		Apply labels to Grades 1-3 Writing Test Booklets.		

Before Testing (Online) *updated 12.5.17*

DTC	STC	TA	Task	State-specific Clarification	✓
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 located on Utah's state page on the WIDA website.	
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 		
X	X	X	Watch the Administering the Test tutorial from the Testing dropdown menu in the ACCESS for ELLs 2.0 Training course.	<i>New information included for 2017-18!</i>	
X	X		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.		
		X	Take the Online Administration Quiz and pass with a score of 80% or higher.	Recertification is recommended, but not required.	
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 according to the requirements listed at www.wida.us/accessprep .		

Before Testing (Online) *updated 12.5.17*

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.		

During Testing (Online) *updated 12.5.17*

DTC	STC	TA	Task	State-specific Clarification	✓
X	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.	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 to students (e.g., booklets, pencils, 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	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.		

During Testing (Online) *updated 12.5.17*

DTC	STC	TA	Task	State-specific Clarification	✓
	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 Technology Coordinator of issues during the testing session.	DTC can force submit a test if needed. To request to invalidate a test, contact SEA . TAs should attempt to administer the remainder of a disrupted domain as soon as possible.	
X			Ensure all accommodations and Do Not Score in WIDA AMS are current and correct.		
		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 12.5.17*

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Watch the After Testing tutorial from the Afterward dropdown menu in the ACCESS for ELLs 2.0 Training course.		
X	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 can be destroyed. All testing materials delivered to the school should be returned to DRC.	
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.	DTCs and STCs complete Pre-reporting data validation in WIDA AMS. DTCs and STCs can edit student demographics, accommodations and Do Not Score codes.	
X	X	X	Review the resources available to assist educators with score interpretation on the Scores & Reports page .		
X			Watch the Accessing Score Reports tutorial from the Afterward dropdown menu in the ACCESS for ELLs 2.0 Training course.		
X	X		Determine how you will communicate with students' parents/family members about ACCESS for ELLs 2.0 test results. WIDA resources to consider: <ul style="list-style-type: none"> • Parent Guide for ACCESS for ELLs 2.0 Score Reports • Parent Guide for Alternate ACCESS for ELLs Score Reports 		

After Testing (Online) *updated 12.5.17*

DTC	STC	TA	Task	State-specific Clarification	✓
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 12.5.17*

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.**

■ DTC District Area Coordinator

■ STC School Area Coordinator

■ TA Test Administrator

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Meet with staff involved with testing to review roles and responsibilities.		
X	X	X	Log in to your WIDA account and agree to the Non-Disclosure and User Agreement (NDUA).		
X	X	X	Log in to WIDA AMS and agree to security terms. (WIDA AMS requires a separate login from the WIDA.us website.)		
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 Utah's state page at www.wida.us	https://www.wida.us/membership/states/Utah.aspx	
X	X	X	Review the Updates tab of the ACCESS for ELLs 2.0 webpage for all updates to testing procedures for 2017-2018.		
X	X	X	Reference the Test Administrator Manual as needed to refresh on test administration policies and procedures.		

Before Testing (Paper) *updated 12.5.17*

DTC	STC	TA	Task	State-specific Clarification	✓
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.		
X			Watch the Ordering Materials tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.	<i>Information in the tutorial has been updated for 2017-18.</i>	
X			Order materials in WIDA AMS.		
X	X		Watch the Test Scheduling tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.		
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 .		

Before Testing (Paper) *updated 12.5.17*

DTC	STC	TA	Task	State-specific Clarification	✓
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		Create a seating chart for each test session		
		X	Try out seating arrangement in testing areas.		
		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 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		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.		

Before Testing (Paper) *updated 12.5.17*

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>Updated for 2017-18.</i>	
X	X		Receive, inventory, and distribute test materials to designated sites/staff.		
	X	X	Re-inventory materials received. Note the amount and type of materials for which you have overage. Report these totals back to the DTC.	Materials, including 10% overage, will be shipped to districts via UPS. For charter schools, materials, including 10% overage, will be shipped to schools.	
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		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.		
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.		
X	X	X	Print additional materials available online as needed, including: <ul style="list-style-type: none"> • Manuals or sections of manuals needed • State-Specific Directions • NDUAs 		

Before Testing (Paper) *updated 12.5.17*

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Watch the Administering the Test tutorial from the Testing dropdown menu in the ACCESS for ELLs 2.0 Training course.	<i>New information included for 2017-18!</i>	
X	X	X	Review the information about each domain (Listening , Reading , Speaking , and Writing) from the Domains dropdown menu in the ACCESS for ELLs 2.0 Training course.		
		X	Take the Paper Administration Quiz and pass with a score of 80% or higher.		
		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.		
X	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 according to the requirements listed at www.wida.us/accessprep .		
X	X		Ensure staff assisting with test administration who have not agreed to the electronic NDUA through logging in to the training course have signed a paper copy.		

During Testing (Paper) *updated 12.5.17*

DTC	STC	TA	Task	State-specific Clarification	✓
X	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.	One blank piece of scratch paper is allowed. Prepare room setup including Testing: Do Not Disturb sign, covered posters, etc.	
		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).		
		X	Follow all directions provided in the manuals and scripts.		
		X	Monitor and supervise students during the testing session.		
		X	Report 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.	
		X	Notify Test Coordinator of issues that arise during testing.		

During Testing (Paper) *updated 12.5.17*

DTC	STC	TA	Task	State-specific Clarification	✓
X			Ensure all accommodations and Do Not Score codes in WIDA AMS are current and correct.		
		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 12.5.17*

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Watch the After Testing tutorial from the Afterward dropdown menu in the ACCESS for ELLs 2.0 Training course.		
X	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 can be destroyed. All testing materials delivered to the school should be returned to DRC.	
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.	DTCs and STCs complete Pre-reporting data validation in WIDA AMS. DTCs and STCs can edit student demographics, accommodations and Do Not Score codes.	
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.	Exit criteria is a composite score of a 5 or higher.	