

Before Testing (Paper) *updated 11.1.17*

This document is a guide for **District Test Coordinators** involved in the Spring 2018 ACCESS for ELLs 2.0 administration in Florida. The checklist highlights all tasks that need to be completed before, during, and after testing. The state-specific clarification column contains guidance that the Florida Department of Education (FDOE) expects you to follow as you prepare for and administer the test. Use this checklist to keep track of completed tasks.

NOTE: For a checklist that provides all roles and responsibilities, please visit <https://www.wida.us/membership/checklists/FL-checklist.pdf>.

DTC	Task	State-specific Clarification	✓
	Submit Pre-ID file to DRC.	Materials ordering will be completed via Pre-ID file from the Florida Department of Education in November 2017. DTCs will not upload any quantities via WIDA AMS for the initial shipment of test materials; however, a second Pre-ID File will be uploaded by DTCs in January 2018 to WIDA AMS in order to generate Pre-ID labels for students who have recently enrolled or transferred to a new school	
X	Review important updates regarding ACCESS for ELLs 2.0 Paper , Kindergarten ACCESS for ELLs , and Alternate ACCESS for ELLs .	The 2017–18 ACCESS for ELLs 2.0 administration is paper-based ONLY.	
X	Meet with staff involved with testing to review roles and responsibilities.	A Test Administrator (TA) can be a state-level certified educator, district-level certified educator, school personnel (including temporary certifications for new teachers and certified substitute teachers), or paraprofessional articulate in English. All TAs must complete and score 80% or higher on the appropriate WIDA certification quizzes.	
X	Log in to your WIDA website account and sign the Non-Disclosure and User Agreement at www.WIDA.us .	DTCs create accounts for new STCs and TAs. New DTCs should contact SEA via email at FLACCESS2.0@fldoe.org to obtain an account.	
X	Download and read the Spring 2018 Florida ACCESS for ELLs 2.0 Test Administration Manual .	The Florida-specific manual is exclusively available under the <i>Assessment Materials & Training</i> tab on Florida’s WIDA webpage.	
X	Download and read the Florida ACCESS for ELLs 2.0 Accessibility and Accommodations Supplement .	<p>Accommodated Formats: ACCESS for ELLs 2.0 Paper and Kindergarten ACCESS for ELLs are available in Large Print.</p> <p>ACCESS for ELLs 2.0 Paper for Tier B only is available in braille (contracted and uncontracted):</p> <ul style="list-style-type: none"> • UEB: Grades 1–5 • EBAAE: Grades 6–12 	

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X	Review State-Specific Directions for an overview of Florida’s policies and procedures.	https://www.wida.us/membership/states/Florida.aspx	
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. <ul style="list-style-type: none"> • ACCESS for ELLs 2.0 Parent/Guardian Notification Letters (available in English and Spanish) • ACCESS for ELLs 2.0 Parent Handout (available in English and various other languages) • Alternate ACCESS for ELLs Parent Handout (available in English and various other languages) • Getting Students Ready for Testing flyer 	Parent resources are available under the <i>Parent Information</i> tab on Florida’s WIDA webpage .	
X	Watch the Test Coordinator Overview Webinar	Available under the <i>Professional Learning</i> tab on Florida’s WIDA webpage .	
X	Watch the Test Administrator Overview Webinar	Available under the <i>Professional Learning</i> tab on Florida’s WIDA webpage .	
X	Become familiar with the ACCESS for ELLs 2.0, Kindergarten ACCESS for ELLs and Alternate ACCESS for ELLs Training Courses (login required).		
X	Watch the Training Overview tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Paper Training course.		
X	Monitor STC and TAs’ completion of the applicable Training Courses via Account Management & Training Status tile.	For some educators, one or more quizzes are required.	
X	Watch the Managing Test Materials tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.	New information included for 2017-18. Note: Materials are shipped to the districts and packaged by school.	

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X	Watch the Accessibility Overview tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Paper Training course.		
X	Watch the Test Scheduling tutorial from the Preparing dropdown menu for guidance on timing and group size for ACCESS for ELLs 2.0 Paper (Grades 1–12)		
X	Watch the Administering the Test tutorial from the Testing dropdown menu in the ACCESS for ELLs 2.0 Paper Training course.	New information included for 2017-18.	
X	Log in to WIDA AMS and agree to security terms. (Note: WIDA AMS requires a separate login from the WIDA.us website.)	New DTCs should contact SEA to obtain an account. It is a district’s decision on whether STCs should have certain permissions (i.e., edit student information). TAs do not need access to WIDA AMS for the Spring 2018 ACCESS for ELLs 2.0 administration.	
X	Visit wida.us/ams for new resources on using WIDA AMS.	View mini-tutorials on key WIDA AMS functions: <ul style="list-style-type: none"> • Video 1: How to Navigate WIDA AMS • Video 2: Search & Edit Users • Video 3: Add User & Assign Permissions 	
X	Download the WIDA AMS User Guide and have it available for easy reference.	Review the following sections: <ul style="list-style-type: none"> <input type="checkbox"/> Introduction: Pages 7–8 <input type="checkbox"/> Working with WIDA AMS: Pages 12–22 <input type="checkbox"/> User Management Menu: Pages 27–48 <input type="checkbox"/> Materials Menu: Pages 57–65 <input type="checkbox"/> Student Management Menu: Pages 67–72 <input type="checkbox"/> Student Transfer Form: Pages 87–89 <input type="checkbox"/> Report Delivery Menu: Pages 144–149 	
X	Verify or make any needed edits to student information in WIDA AMS beginning on January 2, 2018.	Key Resource: WIDA AMS User Guide Pages 67–72 Note to DTC: It is a district’s decision on whether STCs have this capability.	

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X	Receive, inventory, and distribute paper test materials to designated staff at schools. Materials are shipped to districts and packaged by schools. Instruct STCs to inventory the contents of their boxes within 24 hours of receipt and ask them to report any discrepancies to you immediately.	Overage will be shipped to the districts and schools (7.5% and 7.5%). Note: Test Materials and Pre-ID labels are delivered to the district office no later than January 12, 2018 .	
X	Watch the Additional Materials Orders tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Paper Training course.		
X	Track and maintain a record of the security numbers of materials on the ACCESS for ELLs 2.0 Security Checklist.		
X	Reserve space and all necessary equipment (i.e. CD player) for testing days.		
X	Order additional materials via WIDA AMS during January 12–March 16, 2018 .	All additional materials orders must be requested by the DTC . Key Resource: WIDA AMS User Guide Pages 58–60	
X	Assist STCs, as needed, to provide additional TAs or test locations for administering tests to students with permissible accommodations.	Make all the necessary arrangements for test accommodations prior to the test dates. Key Resources: <ul style="list-style-type: none"> • Florida ACCESS for ELLs 2.0 Accessibility and Accommodations Supplement • Accessibility Overview tutorial 	
X	Ensure all staff involved in testing are certified to administer the applicable assessment.	Training statuses can be viewed by the DTC within the Account Management and Training Status tile in the WIDA Secure Portal.	

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DTC	Task	State-specific Clarification	✓
X	<p>Print additional materials available on Florida’s WIDA webpage as needed, including:</p> <ul style="list-style-type: none"> - Spring 2018 Florida ACCESS for ELLs 2.0 Test Administration Manual - Florida ACCESS for ELLs 2.0 Accessibility and Accommodations Supplement - State-Specific Directions - Test Security Forms: <ul style="list-style-type: none"> o Test Administration and Security Agreement o Test Administrator Prohibited Activities Agreement o Test Materials Chain of Custody Form o Security Log o Breaches of Administration Form - ACCESS for ELLs 2.0 Paper (Grades 1–12) Scheduling Forms: <ul style="list-style-type: none"> o Test Session Master Schedule o Test Session Roster – Individual Administration o Test Session Roster – Group Administration - Testing Signs: <ul style="list-style-type: none"> o Do Not Disturb o No Electronic Devices - Student Planning Sheet 	<p>Available under the <i>Assessment Materials & Training</i> tab on Florida’s WIDA webpage.</p>	
X	<p>Review the ACCESS for ELLs 2.0 Frequently Asked Questions for Florida for guidance and answers regarding general questions, test administration, and test materials.</p>	<p>Available under the <i>Frequently Asked Questions</i> tab on Florida’s WIDA webpage.</p>	
X	<p>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.</p>		

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DTC	Task	State-specific Clarification	✓
X	Work with the STC(s) to troubleshoot any issues.		
X	Provide the STC with additional test materials as necessary.	If district coverage is depleted, order additional test materials in WIDA AMS . Key Resource: WIDA AMS User Guide Pages 58–60	
X	Keep track of all material requests from schools during testing and place up to three additional materials order prior to the end of the testing window with all requested materials.	Refer to the Spring 2018 Florida ACCESS for ELLs 2.0 Test Administration Manual for information regarding tracking and ordering additional materials. This manual also contains specific guidance for transfer students.	
X	Monitor the administration of the ACCESS for ELLs 2.0 suite of assessments at each participating school and ensure that security policies and procedures are being followed.		
X	Complete the Student Transfer Form, if applicable.	Refer to the Spring 2018 Florida ACCESS for ELLs 2.0 Test Administration for specific guidance regarding student transfers. Key Resource: WIDA AMS User Guide Pages 87–89	
X	Complete the Materials Accountability Form via WIDA AMS for schools that cannot return one or more secure materials that have a security number. In addition, a detailed report must be submitted to the Bureau of K–12 Student Assessment within 30 calendar days of the initiation of the investigation.	The Materials Accountability Form is available throughout the testing window. Key Resource: WIDA AMS User Guide Pages 61–63	

After Testing (Paper) *updated 11.1.17*

DTC	Task	State-specific Clarification	✓
X	Watch the After Testing tutorial from the Afterward dropdown menu in the ACCESS for ELLs 2.0 Paper Training course.	Note to TA: Only required if administering ACCESS for ELLs 2.0 (Grades 1–12).	
X	Complete the Materials Accountability Form via WIDA AMS for schools that cannot return one or more secure materials that have a security number.	The Materials Accountability Form is available throughout the testing window. Key Resource: WIDA AMS User Guide Pages 61-63	
X	Identify a date that school test materials must be returned to the district office. All test materials must be returned to DRC by March 30, 2018 .	Refer to the Spring 2018 Florida ACCESS for ELLs 2.0 Test Administration Manual for additional instructions for returning test materials to DRC via UPS or King Solutions on Florida’s WIDA webpage .	
X	Inform STCs whether non-secure materials are returned to the district office, retained at the school, or destroyed in a secure manner.	Refer to the Spring 2018 Florida ACCESS for ELLs 2.0 Test Administration Manual for additional information regarding non-secure materials on Florida’s WIDA webpage .	
X	Collect test materials from STC(s) once testing is completed at each testing site.	If there is a discrepancy in the number of boxes, contact the STC to reconcile the count before scheduling a materials pick-up through UPS or King Solutions. Note: Districts returning materials via UPS must have a DRC Return Shipping Label and UPS Return Shipping label affixed to each box. If returning via King Solutions, only the DRC Return Shipping Label should be affixed to each box.	
X	Return test materials to DRC by March 30, 2018 .	Refer to the Spring 2018 Florida ACCESS for ELLs 2.0 Test Administration Manual for returning test materials to DRC via UPS or King Solutions on Florida’s WIDA webpage .	
X	Review the resources available to assist educators with score interpretation on the Scores & Reports page .	Parent resources are available under the <i>Parent Information</i> tab on Florida’s WIDA webpage .	
X	Determine how you will communicate with students’ parents/family members about ACCESS for ELLs 2.0 test results. <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 	Parent resources are available under the <i>Parent Information</i> tab on Florida’s WIDA webpage .	
X	Watch the Accessing Score Reports tutorial from the Afterward dropdown menu in the ACCESS for ELLs 2.0 Paper Training course.		
X	Receive and distribute score reports to designated sites/staff.	Score reporting takes place after materials have been returned. Notification will be provided to DTCs when score reports are available for the Spring 2018 ACCESS for ELLs 2.0 administration.	