

Before Testing (Paper) *updated 11.1.17*

This document is a guide for **School 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 coordinate 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>.

STC	Task	State-specific Clarification	✓
X	Review important updates regarding <a href="#">ACCESS for ELLs 2.0 Paper</a> , <a href="#">Kindergarten ACCESS for ELLs</a> , and <a href="#">Alternate ACCESS for ELLs</a> .	The 2017–18 ACCESS for ELLs 2.0 administration is <b>paper-based ONLY</b> .	
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 <a href="#">Non-Disclosure and User Agreement</a> at <a href="http://www.WIDA.us">www.WIDA.us</a> .	DTCs create accounts for new STCs and TAs. New DTCs should contact SEA via email at <a href="mailto:FLACCESS2.0@fldoe.org">FLACCESS2.0@fldoe.org</a> to obtain an account.	
X	Download and read the <a href="#">Spring 2018 Florida ACCESS for ELLs 2.0 Test Administration Manual</a> .	The Florida-specific manual is exclusively available under the <i>Assessment Materials &amp; Training</i> tab on Florida’s WIDA webpage.	
X	Download and read the <a href="#">Florida ACCESS for ELLs 2.0 Accessibility and Accommodations Supplement</a> .	<p><b>Accommodated Formats:</b>                      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"> <li>• UEB: Grades 1–5</li> <li>• EBAE: Grades 6–12</li> </ul>	
X	Review State-Specific Directions for an overview of Florida’s policies and procedures.	<a href="https://www.wida.us/membership/states/Florida.aspx">https://www.wida.us/membership/states/Florida.aspx</a>	

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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"> <li>• ACCESS for ELLs 2.0 Parent/Guardian Notification Letters (available in English and Spanish)</li> <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>• <a href="#">Getting Students Ready for Testing flyer</a></li> </ul>	Parent resources are available under the <i>Parent Information</i> tab on <a href="#">Florida’s WIDA webpage</a> .	
X	Watch the Test Coordinator Overview Webinar	Available under the <i>Professional Learning</i> tab on <a href="#">Florida’s WIDA webpage</a> .	
X	Watch the Test Administrator Overview Webinar	Available under the <i>Professional Learning</i> tab on <a href="#">Florida’s WIDA webpage</a> .	
X	Become familiar with the <a href="#">ACCESS for ELLs 2.0, Kindergarten ACCESS for ELLs</a> and <a href="#">Alternate ACCESS for ELLs</a> Training Courses (login required).		
X	Watch the <a href="#">Training Overview tutorial</a> from the <b>Preparing</b> dropdown menu in the ACCESS for ELLs 2.0 Paper Training course.		
X	Watch the <a href="#">Managing Test Materials tutorial</a> from the <b>Preparing</b> dropdown menu in the ACCESS for ELLs 2.0 Training course.	New information included for 2017-18. <b>Note:</b> Materials are shipped to the districts and packaged by school.	
X	Watch the <a href="#">Accessibility Overview tutorial</a> from the <b>Preparing</b> dropdown menu in the ACCESS for ELLs 2.0 Paper Training course.		
X	Watch the <a href="#">Test Scheduling tutorial</a> from the <b>Preparing</b> dropdown menu for guidance on timing and group size for ACCESS for ELLs 2.0 Paper (Grades 1–12)	<b>Note to STC:</b> Only required if the school is administering ACCESS for ELLs 2.0 (Grades 1–12)	
X	Watch the <a href="#">Administering the Test tutorial</a> from the <b>Testing</b> dropdown menu in the ACCESS for ELLs 2.0 Paper Training course.	New information included for 2017-18.	

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X	Visit <a href="http://wida.us/ams">wida.us/ams</a> for new resources on using WIDA AMS.	View <a href="#">mini-tutorials</a> on key WIDA AMS functions: <ul style="list-style-type: none"> <li>• Video 1: How to Navigate WIDA AMS</li> <li>• Video 2: Search &amp; Edit Users</li> <li>• Video 3: Add User &amp; Assign Permissions</li> </ul>	
X	If the DTC creates an account for you to access <a href="#">WIDA AMS</a> , log in and agree to the security terms (WIDA AMS requires a separate login from the WIDA.us website).	As directed by the DTC, download and review the following sections of the <a href="#">WIDA AMS User Guide</a> : <ul style="list-style-type: none"> <li><input type="checkbox"/> Introduction: Pages 7–8</li> <li><input type="checkbox"/> Working with WIDA AMS: Pages 12–22</li> <li><input type="checkbox"/> Student Management Menu: Pages 67–72</li> <li><input type="checkbox"/> Report Delivery Menu: Pages 144–149</li> </ul>	
X	Verify or make any needed edits to student information in WIDA AMS beginning on <b>January 2, 2018</b> .	Key Resource: <a href="#">WIDA AMS User Guide</a> Pages 67–72 It is a district’s decision on whether STCs have this capability.	
X	Inventory the contents of boxes within 24 hours of receipt and report any discrepancies to <a href="#">DTC</a> immediately.		
X	Note the amount and type of materials for which you have overage. Report these totals back to the <a href="#">DTC</a> .	This overage must be used first in cases where sites need additional materials. Consult your District Test Coordinator if additional materials are needed. For more information regarding Additional Materials Orders and using overage, please refer to the <a href="#">Spring 2018 Florida ACCESS for ELLs 2.0 Test Administration Manual</a> .	
X	Complete applicable information regarding the receipt of materials and maintaining security on the <a href="#">Test Materials Chain of Custody Form</a> .	This form is provided under the <i>Assessment Materials &amp; Training</i> tab on <a href="#">Florida’s WIDA webpage</a> .	
X	Track and maintain a record of the security numbers of materials on the ACCESS for ELLs 2.0 Security Checklist.	<b>Note to STC:</b> Add the security numbers of materials you receive from the DTC on the ACCESS for ELLs 2.0 School Security Checklist.	
X	Reserve space and all necessary equipment (i.e. CD player) for testing days.		

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STC	Task	State-specific Clarification	✓
X	Meet with all stakeholders regarding testing needs for students with an IEP or 504 plan. If any students require accommodations at your school, discuss with TAs how accommodations will be provided.	Make all the necessary arrangements for test accommodations prior to the test dates. Key Resources: <ul style="list-style-type: none"> <li>• <a href="#">Florida ACCESS for ELLs 2.0 Accessibility and Accommodations Supplement</a></li> <li>• <a href="#">Accessibility Overview</a> tutorial</li> </ul>	
X	Create and maintain a <a href="#">Test Session Master Schedule</a> for ACCESS for ELLs 2.0 Paper (Grades 1–12).	Test Session Master Schedule is available under the <i>Assessment Materials &amp; Training</i> tab on <a href="#">Florida’s WIDA webpage</a> . Key Resource: WIDA Test Session Master Schedule	
X	Create and distribute Test Session Rosters ( <a href="#">Group</a> and/or <a href="#">Individual Administration</a> ) to ACCESS for ELLs 2.0 (Grades 1–12) TAs at least two days prior to testing.	Test Session Rosters are available under the <i>Assessment Materials &amp; Training</i> tab on <a href="#">Florida’s WIDA webpage</a> . Key Resource: WIDA Test Session Rosters – <a href="#">Group/Individual</a>	
X	Ensure that appropriate test settings are available for all test sessions.		
X	Instruct TAs to collect the required administration information, including accommodations used by each student, attendance information, and seating charts (as required by your district).		
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.	
X	Review student Pre-ID Labels to ensure that the data printed is accurate prior to affixing to a student response booklet.	Report any inaccurate information to the Test Coordinator. If needed, the DTC or STC can verify and/or correct student information in WIDA AMS. Key Resource: <a href="#">WIDA AMS User Guide</a> Pages 67–72	
X	Check District/School Labels for accuracy.	Contact DRC WIDA Customer Support at 855-787-9615 if District or School information is incorrect.	
X	Apply verified labels to student response booklets.	Make sure to confirm the tier for grades 1–12 students prior to affixing the label to the student response booklet.	
X	Bubble in demographic information and apply a District/School Labels to test booklets that do not have a Pre-ID label.	Refer to the <a href="#">Spring 2018 Florida ACCESS for ELLs 2.0 Test Administration Manual</a> for information regarding completing demographic information.	

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STC	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"> <li>- <a href="#">Spring 2018 Florida ACCESS for ELLs 2.0 Test Administration Manual</a></li> <li>- <a href="#">Florida ACCESS for ELLs 2.0 Accessibility and Accommodations Supplement</a></li> <li>- State-Specific Directions</li> <li>- Test Security Forms:                             <ul style="list-style-type: none"> <li>o <a href="#">Test Administration and Security Agreement</a></li> <li>o <a href="#">Test Administrator Prohibited Activities Agreement</a></li> <li>o <a href="#">Test Materials Chain of Custody Form</a></li> <li>o <a href="#">Security Log</a></li> <li>o <a href="#">Breaches of Administration Form</a></li> </ul> </li> <li>- ACCESS for ELLs 2.0 Paper (Grades 1–12) Scheduling Forms:                             <ul style="list-style-type: none"> <li>o <a href="#">Test Session Master Schedule</a></li> <li>o <a href="#">Test Session Roster – Individual Administration</a></li> <li>o <a href="#">Test Session Roster – Group Administration</a></li> </ul> </li> <li>- Testing Signs:                             <ul style="list-style-type: none"> <li>o <a href="#">Do Not Disturb</a></li> <li>o <a href="#">No Electronic Devices</a></li> </ul> </li> <li>- <a href="#">Student Planning Sheet</a></li> </ul>	<p>Available under the <i>Assessment Materials &amp; Training</i> tab on <a href="#">Florida’s WIDA webpage</a>.</p>	
X	<p>Review the <a href="#">ACCESS for ELLs 2.0 Frequently Asked Questions for Florida</a> for guidance and answers regarding general questions, test administration, and test materials.</p>	<p>Available under the <i>Frequently Asked Questions</i> tab on <a href="#">Florida’s WIDA webpage</a>.</p>	
X	<p>Ensure staff assisting with test administration who have not agreed to the <a href="#">electronic NDUA</a> through logging in to the training course have signed a paper copy.</p>		

During Testing (Paper) *updated 11.1.17*

STC	Task	State-specific Clarification	✓
X	Maintain a record of all secure materials assigned to each Test Administrator on the ACCESS for ELLs 2.0 Security Checklist.		
X	Provide TAs with additional test materials as necessary from school overage.	If school overage is depleted, please contact the <a href="#">DTC</a> .	
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	Arrange for and supervise make up administrations.		
X	Be on site for first day of testing.		
X	Be available to answer questions from TAs.		
X	Work with the <a href="#">DTC</a> to troubleshoot any issues.		
X	Visit each testing classroom to monitor the administration of the ACCESS for ELLs 2.0 suite of assessments to ensure that security policies and procedures are being followed.		

After Testing (Paper) *updated 11.1.17*

STC	Task	State-specific Clarification	✓
X	Watch the <a href="#">After Testing tutorial</a> from the <b>Afterward</b> dropdown menu in the ACCESS for ELLs 2.0 Paper Training course.		
X	Ensure USED student response booklets are labeled with a Pre-ID label or District/School label. <input type="checkbox"/> If a Pre-ID Label is affixed to a student response booklet, the date of testing <b>must</b> be completed. <input type="checkbox"/> If a District/School Label is affixed to a student response booklet, demographic information <b>must</b> be completed.	<b>Note to STC:</b> If a TA notifies you of any incorrect information on the Pre-ID label, notify your <a href="#">DTC</a> . Key Resource: <a href="#">WIDA AMS User Guide</a> Pages 67–72	
X	Inspect student response booklets for stray marks <b>ONLY</b> on student demographic pages, and, if applicable, remove any stray planning sheets.	<b>Important:</b> USED Planning Sheets must be returned with test materials.	
X	Ensure all accommodations and Do Not Score codes are correctly marked on the student response booklet, if applicable.		
X	Ensure damaged booklets with student responses are transcribed to a replacement booklet <b>within 48 hours</b> of testing and affix a Do Not Process Label on the original booklet. The replacement booklet should have either a Pre-ID Label or District/School Label with applicable information completed.		
X	Verify that all distributed secure materials have been returned by the Test Administrators.	Secure materials should not remain in classrooms or be taken out of the building overnight. If, after a thorough investigation, a secure document is not found, the STC must inform the <a href="#">DTC</a> immediately.	
X	Make copies of all collected required administration information, seating charts, and Security Logs, and file the copies.		
X	Organize test materials and return them to the DTC as indicated in the <a href="#">Spring 2018 Florida ACCESS for ELLs 2.0 Test Administration Manual</a> . <b>Note:</b> All materials (used and unused, manuals, Planning Sheets, and test books) can be placed in any box.	Discuss with your <a href="#">DTC</a> to determine the date secure materials must be returned to the district office. Complete applicable information regarding the return of materials on the Test Materials Chain of Custody Form.	
X	Review the resources available to assist educators with score interpretation on the <a href="#">Scores &amp; Reports page</a> .	Parent resources are available under the <i>Parent Information</i> tab on <a href="#">Florida’s WIDA webpage</a> .	

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X	<p>Determine how you will communicate with students' parents/family members about ACCESS for ELLs 2.0 test results.</p> <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>	<p>Parent resources are available under the <i>Parent Information</i> tab on <a href="#">Florida's WIDA webpage</a>.</p>	
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