

Before Testing (Paper) *updated 11.1.17*

This document is a guide for **Test Administrators** 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>.

TA	Task	State-specific Clarification	✓
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	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 • EBAE: Grades 6–12 <p>Note to TA: If you are administering tests to students who require accommodations, discuss with your STC how accommodations will be provided and familiarize yourself with permissible accommodations in the supplement.</p>	
X	Review State-Specific Directions for an overview of Florida’s policies and procedures.	https://www.wida.us/membership/states/Florida.aspx	
X	Complete and return the Test Administrator Prohibited Activities Agreement to the STC.	This agreement is available under the <i>Assessment Materials & Training</i> tab on Florida’s WIDA webpage .	

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TA	Task	State-specific Clarification	✓
X	Watch the Test Administrator Overview Webinar	Available under the <i>Professional Learning</i> tab on Florida's WIDA webpage .	
X	Watch the Training Overview tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Paper Training course.	Note to TA: Only required if administering ACCESS for ELLs 2.0 Paper (Grades 1–12).	
X	If you are administering Kindergarten ACCESS for ELLs , complete the Kindergarten Training Module and take the Kindergarten Quiz (login required). <ul style="list-style-type: none"> View the Kindergarten Training Video. 	TAs must score 80% or higher on the appropriate quiz to become certified to administer the assessment. Note: For the 2017–18 administration, it is a district's decision whether certified TAs must retake the Kindergarten ACCESS for ELLs quiz.	
X	If you are administering Alternate ACCESS for ELLs , complete the Alternate ACCESS for ELLs Training Module and take the Alternate ACCESS for ELLs Quiz <ul style="list-style-type: none"> View the Alternate ACCESS for ELLs Test Administration Tutorial. 	TAs must score 80% or higher on the appropriate quiz to become certified to administer the assessment. Note: For the 2017–18 administration, it is a district's decision whether certified TAs must retake the Alternate ACCESS for ELLs quiz.	
X	If you are administering ACCESS for ELLs 2.0 , complete ACCESS for ELLs 2.0 Paper Training Modules and Paper Administration Quiz .	TAs must score 80% or higher on the ACCESS for ELLs 2.0 Paper Administration quiz. Note: For the 2017–18 administration, it is a district's decision whether certified TAs must retake the ACCESS for ELLs 2.0 Paper Administration quiz.	
X	If you are administering the Speaking section of ACCESS for ELLs 2.0, complete the Speaking Assessment Scoring Module(s) and pass the appropriate quiz with a score of 80% or higher.	Note: For the 2017–18 administration, it is a district's decision whether certified TAs must retake ACCESS for ELLs 2.0 Speaking quizzes (Grades 1–5 and/or 6–12).	
X	Watch the Accessibility Overview tutorial from the Preparing 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	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. Note to TA: Only required if administering ACCESS for ELLs 2.0 (Grades 1–12)	
X	Attend a briefing with the STC on upcoming testing procedures (e.g., materials, policies, procedures. etc.).	Refer to the State-Specific Directions for an overview of Florida's policies and procedures.	

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TA	Task	State-specific Clarification	✓
X	Receive Test Session Rosters from the STC at least two days prior to testing.		
X	Confirm what space and equipment is reserved for your test sessions.		
X	Prepare a Security Log to be used in your testing room.	The log is available under the <i>Assessment Materials & Training</i> tab on Florida's WIDA webpage .	
X	Review and familiarize yourself with applicable information in Part 3 of the Spring 2018 Florida ACCESS for ELLs 2.0 Test Administration Manual , the Test Administrator's Script, student test booklets, Speaking test booklets, and Listening and Speaking CDs.	TAs should discuss reviewing test materials prior to testing with the STC.	
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: WIDA AMS User Guide Pages 67–72	
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 Spring 2018 Florida ACCESS for ELLs 2.0 Test Administration Manual for information regarding completing demographic information.	

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TA	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>Prepare the testing room and any media-delivered materials according to the directions in the Spring 2018 ACCESS for ELLs 2.0 Test Administrator Manual.</p>	<p>Try out media-delivered materials (i.e., CDs) for Listening and Speaking tests in the testing room.</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>	

During Testing (Paper) *updated 11.1.17*

TA	Task	State-specific Clarification	✓
X	Receive and inventory test materials from the STC each day of testing.		
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	Follow all test security policies and procedures in the Spring 2018 Florida ACCESS for ELLs 2.0 Test Administration Manual .	This manual is exclusively available under the <i>Assessment Materials & Training</i> tab on Florida's WIDA webpage .	
X	Check with building administration regarding the timing of building bells, alarms, or announcements that may go off during the test session.		
X	Arrange the room so students have an adequate workspace for testing.		
X	Remove or cover all visual aids in the room that provide clues or answers.	Note: Alternate ACCESS for ELLs Test Administrators ONLY have the option to leave material uncovered should covering the print on the walls be considered significantly disruptive for the student.	
X	Post a “ Do Not Disturb ” sign and a “ No Electronic Devices ” sign on each testing room door.	Signs are available under the <i>Assessment Materials & Training</i> tab on Florida's WIDA webpage .	
X	Students must use a No. 2 pencil to fill out information and record their responses.	Provide sharpened No. 2 pencils for students who do not have them.	
X	Be on site for first day of testing.		
X	Ensure that proctors and anyone who enters your room for the purpose of monitoring the test sign the Security Log for your testing room.	This log is available under the <i>Assessment Materials & Training</i> tab on Florida's WIDA webpage .	

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TA	Task	State-specific Clarification	✓
X	Administer the test according to the following steps: <ul style="list-style-type: none"> <input type="checkbox"/> Ensure that students have cleared their desks of all non-testing materials. <input type="checkbox"/> Distribute test materials when students are seated. Make sure pre-identified documents are given to the correct students. <input type="checkbox"/> Provide a Planning Sheet to students for the Writing domain, if needed. <input type="checkbox"/> Read the Test Administrator’s Script verbatim. <input type="checkbox"/> Maintain test security at all times; report security violations or concerns to the STC. 	A blank Planning sheet is available under the <i>Assessment Materials & Training</i> tab on Florida’s WIDA webpage .	
X	Monitor and supervise students during the testing session by moving around the room.		
X	If you are administering tests to students who require accommodations, provide all permissible accommodations and grid the accommodation(s) on the student response booklet.		
X	Discuss any invalidation concerns with the STC.	Refer to the Spring 2018 Florida ACCESS for ELLs 2.0 Test Administration Manual to review test invalidation policies and procedures.	

After Testing (Paper) *updated 11.1.17*

TA	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	If a large-print or braille accommodated format has student responses, the Test Administrator must transcribe the student’s exact responses into a standard version test booklet within 48 hours of testing . Affix assigned Pre-ID label or District/School Label and grid the accommodation on the standard version test booklet.		
X	Verify that you have collected all required administration information, including accommodations used by each student, attendance information, and seating charts (as required by your district).		
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 must be completed. <input type="checkbox"/> If a District/School Label is affixed to a student response booklet, demographic information must be completed.	Note to TA: Notify the STC if any information is incorrect on the Pre-ID label.	
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 within 48 hours 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 the Security Log has been completed correctly; make copies for your files.	Anyone who enters a testing room for the purpose of monitoring a test is required to sign the log.	
X	Collect, account for, and return all test materials (including USED Planning Sheets) to the STC.	Notify the STC immediately if any secure test materials are missing.	
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 .	