## Before Testing (updated 9.21.2017)

This checklist highlights all tasks that need to be completed before, during, and after ACCESS for ELLs 2.0 testing within a school or district. In the left columns you will find suggested assigned tasks for each role, which can be customized for your district. The state-specific clarification column contains guidance that Wisconsin Department of Public Instruction (DPI) expects you to follow as you prepare for and administer the test. You may also use this checklist to keep track of completed tasks.

Please note, **bold** font indicates the dates when certain tasks must absolutely be completed by. These critical dates must be met for testing to occur successfully. Wisconsin DPI recommends also adhering to the non-critical dates, but you may customize these (non-bold) dates to suit the needs of your district.

Wisconsin state policy requires public schools to administer ACCESS for ELLs 2.0 **Online**.
- Schools may administer ACCESS for ELLs 2.0 Paper when an IEP indicates that a student requires an accommodation that cannot be provided on the Online assessment.
- Should a public school need to offer ACCESS for ELLs 2.0 Paper outside of this situation, approval must be granted by DPI prior to ordering the Paper tests.
- Non-public schools administering ACCESS for ELLs may opt to administer the paper version.

| DTC | STC | TA | Task | Guidance and State-Specific Information | Start Date | End Date | √ |
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| X | X |  | Meet with staff involved with testing to review roles and responsibilities. | **Returning TAs**: Any TAs who will be scoring a Speaking domain, must recertify (Kindergarten, Paper, Alternate). All others, recertification is *recommended*, but not required.<br>**New TAs must certify and meet the following criteria:**<br>**Kindergarten:** EL staff with passing scores on WIDA training quiz;<br>**Grades 1-12 Online**: District Employees with passing score on WIDA Online Administration Quiz.<br>**Grades 1-12 Paper**:  Trained EL staff with passing scores on WIDA Paper Administration quiz AND applicable Speaking quizzes (Grades 1-5 and/or Grades 6-12).<br>**Alternate:** EL or Special Education staff with passing scores on WIDA Alternate Access for Ells quiz. | 10/1 | 10/30 |  |

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| X | X | X | Log in to your WIDA account and agree to the Non-Disclosure and User Agreement (NDUA). | DTCs set up WIDA.us accounts for new Test Administrators. For instructions, refer to the Account Creator in the Training Course. New District Test Coordinators should contact Jesse Roberts at DPI to obtain an account. | **10/1** | **10/30** | |
| X | X | X | Log in to WIDA AMS and agree to security terms. (WIDA AMS requires a separate login from the WIDA.us website.) | DTCs set up WIDA AMS accounts for new Test Administrators. For instructions, refer to page 34 in the WIDA AMS User Guide. DRC set up DTC accounts and sent an e-mail containing login information in late September. New District Test Coordinators should contact Jesse Roberts at DPI to obtain an account. | **10/1** | **10/30** | |
| X | X | X | Watch the Training Overview tutorial. | Required for new-to-testing educators only. Recommended to review as needed for returning educators. | | | |
| X | X | X | Visit the Wisconsin page on WIDA.us to double-check key dates. | | 10/1 | 10/30 | |
| X | X | X | Review memo: "What's New with ACCESS for ELLs 2.0 for 2017-18" for all updates to testing procedures | wida.us/ACCESSupdates | | | |
| X | X | X | Reference the Test Administrator Manual as needed to refresh on test administration policies and procedures. | | 10/1 | 10/30 | |
| X | X | | Reference the District and School Test Coordinator Manual as needed to refresh on test coordination policies and procedures. | | 10/1 | 10/30 | |
| X | X | X | Reference the Accessibility and Accommodations Supplement as needed to refresh on accessibility and accommodations policies and procedures. | | 10/31 | 11/30 | |
| 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. | | 10/1 | 10/30 | |
| X | X | | Watch the Test Scheduling tutorial. | Required for new-to-testing educators only. Recommended to review as needed for returning educators. DPI recommends that districts schedule no more than 1-2 domains per day for each student. Consider interruptions to testing such as | 11/14 | 11/30 | |

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| | | | | bells, field trips, and other activities with room-level or building-level disruption potential. | | | |
| X | X | | Review student data for accuracy in WIDA AMS. | | 11/20 | **12/4** | |
| X | X | | Modify default Test Sessions to meet district/school needs. | Default Test Sessions are by school/grade/domain. TAs may need to be assigned to Test Sessions/Schools. | | | |
| 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. | 10/1 | **10/30** | |
| X | X | X | Watch the Test Practice and Test Tickets tutorial. | Required for new-to-testing educators only. Recommended to review as needed for returning educators. | 10/31 | 11/30 | |
| X | 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:<br>• ACCESS for ELLs 2.0 Parent Handout (available in English and other languages)<br>• Alternate ACCESS for ELLs Parent Handout (available in English and other languages)<br>• Getting Students Ready for Testing flyers (Paper version, Online version) | 10/1 | 10/30 | |
| X | X | 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 | List unique policies regarding administration of test practice (can directions be translated for students?). | 10/31 | 11/30 | |
| X | X | | Download and Review Technology Readiness Checklist with Technology Coordinator. | | 10/1 | 10/30 | |
| X | X | | Organize and implement software installation. | Work with District and School IT staff to install TSMs and Insight on client machines. Ensure all ORG Units are properly set up and system readiness checks have been run. | 10/31 | 11/30 | |
| X | X | X | Watch the Accessibility Overview tutorial. | Required for new-to-testing educators only. Recommended to review as needed for returning educators. | 10/31 | 11/30 | |
| X | X | | Watch the Assigning Accommodations tutorial. | Required for new-to-testing educators only. Recommended to review as needed for returning educators. | 10/31 | 11/30 | |

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| X | X | | Meet with all stakeholders regarding testing needs for students with an IEP or 504 plan. | | 10/31 | 11/30 | |
| X | X | | Assign accommodations for students with an IEP or 504 plan in WIDA AMS. | | 11/20 | 12/4 | |
| X | X | | Watch the Managing Test Materials tutorial. | Required for new-to-testing educators only. Recommended to review as needed for returning educators. | 10/31 | 11/30 | |
| X | | | Receive, inventory, and distribute test materials to designated sites/staff. | Wisconsin shipments are sent to districts. Districts should include Test Tickets and Test Rosters if printed centrally when distributing to schools. Materials must be stored in a secure location. | **11/29** | **12/4** | |
| | X | | Re-inventory materials received. Note the amount and type of materials for which you have overage. Report these totals back to the DTC. | This overage must be used first in cases where sites need additional materials. Consult your District Test Coordinator if any additional materials are needed. For more information regarding Additional Materials Orders and using overage visit section 3.7 of the District Coordinator Manual. | | | |
| X | X | | Watch the Additional Materials Orders tutorial. | *New for 2017-18!* | | | |
| X | X | X | Check Pre-ID Labels for accuracy. | If name, WISEid, birthday, grade, or school/district are incorrect, update the WIDA AMS to the correct information. If these or other demographics are incorrect, ensure that your SIS has the correct information. Final demographics will come from WISEdata, which is updated from your SIS. If Pre-ID Label information is incorrect, it will still be matched to the student in the WIDA AMS based on the barcode. | **11/29** | **12/4** | |
| X | X | X | Check District/School Labels for accuracy. | These labels are used for students with no Pre-ID Label. | **11/29** | **12/4** | |
| X | X | X | Print Test Tickets and Test Rosters. | Determine ahead of time who is responsible for printing these materials. Keep them in a secure location until test-day. | 11/20 | 12/4 | |
| X | X | X | Review test tickets for accuracy of demographic information and accommodations. | | 11/20 | 12/4 | |
| X | X | X | Apply labels to test booklets. | Bubble in demographic information and apply a District/School Label to test booklets that do not have Pre-ID Labels. At minimum name, birthdate, grade, and WISEid must be filled in. | 11/30 | 2/2 | |

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| X | X | X | Print any additional materials available online as needed, including:<br>- Manuals or sections of manuals needed<br>- State-Specific Directions<br>- NDUAs<br>- Test Administrator's Scripts for **Online** Grades 4-12 | WIDA will send paper copies of these documents in the materials shipment. Additional copies are available in PDF form from the WIDA website. | 11/20 | 12/4 | |
| | | X | Watch the Administering the Test tutorial. | Required for new-to-testing educators only. Recommended to review as needed for returning educators. *New information included for 2017-18!* | 10/31 | 11/30 | |
| X | X | | Watch the Monitoring Test Progress (Online) tutorial. | *New for 2017-18!* | | | |
| | | X | Review the information about each domain (Listening, Reading, Speaking, and Writing) from the Domains dropdown menu in the training course. | | 10/31 | 11/30 | |
| | | X | Pass the quizzes required for the grades and tests you will administer. | Paper Speaking Scoring quizzes are separate from the overall Paper Test quiz. Only take these quizzes if you will be scoring Speaking for the grades listed. | 10/31 | 11/30 | |
| | X | X | Confirm what space and equipment are reserved for your test sessions. | Compare against Test Rosters to ensure that all students will have the needed space and equipment. | 11/29 | 12/4 | |
| | | 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. | | 10/31 | 11/30 | |
| | | X | If administering a Paper test, try out the Listening and Speaking CD(s) and CD player prior to the day of testing. | | 11/30 | 2/1 | |
| X | X | | Run final system readiness checks, ensure software is up-to-date. | Work with District and School IT staff to ensure that everything is ready to go for testing. Repeat this one week prior to testing if testing later in the window. | 11/29 | 12/4 | |
| X | X | | Ensure all staff involved in testing are certified. | Requirements are listed at http://www.wida.us/accessprep, and you may view test completion in the Account Management and Training Status part of My Account & Secure Portal. | 11/30 | 2/2 | |

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| 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. | Paper copies can be found at wida.us/ACCESSprep. Do not return this to DRC. Keep for your records. | X | |

During Testing (updated 9.21.2017)

| DTC | STC | TA | Task | Guidance and State-Specific Information | Start Date | End Date | √ |
|---|---|---|---|---|---|---|---|
| | | | **ACCESS for ELLs Test Window Opens in Wisconsin** | | **12/4** | | |
| X | X | | Be on site for first day of testing. | | 12/2 | 2/2 | |
| | | X | Check with building administration regarding the timing of building bells, alarms, or announcements that may go off during the test session. | Determine if any of these disruptions can be minimized or rescheduled. | 12/9 | 2/2 | |
| | | X | Set up the testing room according to the Test Administrator Manual. Ensure students are seated far enough apart to avoid distractions. | | 12/9 | 2/2 | |
| | | X | Ensure you have contact information for your DTC and IT staff in case problems arise. | | 12/9 | 2/2 | |
| | | X | Distribute necessary materials to students (test booklets, pencils, scratch paper). | Students may use scratch paper for any domain. No pre-filled/printed aids may be used (writing organizers, e.g.). Students may highlight and take notes as needed, and may create their own graphic organizers if they desire. | 12/9 | 2/2 | |
| | | X | Follow all directions provided in the manuals and scripts. | Is your state providing unique instructions in the State-Specific (Goldenrod) document regarding:<br>o  Translating test direction in student's native language<br>We can note those instructions or refer LEAs to the State-Specific (Goldenrod) document that will be posted on your WIDA state page | 12/9 | 2/2 | |
| | | X | Monitor and supervise students during the testing session. | This test is untimed. Students should have as much time as needed to show what they Can Do, but if a student is over the time allotted and not being productive, you may end the test session. | 12/9 | 2/2 | |
| 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 | | 12/9 | 2/2 | |

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|  |  |  | the Writing tier for students who will be handwriting their response. |  |  |  |  |
| X | X |  | Monitor student progress in WIDA AMS while testing and throughout the testing window. |  | 12/9 | 2/2 |  |
|  |  | X | Report any additional material needs to the STC. |  |  |  |  |
|  | 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 this manual contains specific information for transfer students as well. |  |  |  |
|  |  | X | Notify Test Coordinator of any issues that arise during testing. |  | 12/9 | 2/2 |  |
|  |  | X | Collect and account for all test materials when testing is complete. Return them to the Test Coordinator. | Used scratch paper should be collected and shredded, INSIGHT should be logged out of, and unused materials separated from used materials. If a student has completed testing, shred their Test Ticket. | 12/9 | 2/2 |  |
| X | X |  | Securely store all testing materials in between test sessions. | Identify where materials will be stored prior to testing. | 12/9 | 2/2 |  |
|  |  |  | **ACCESS for ELLs Test Window Closes in Wisconsin** |  | **2/2** |  |  |

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After Testing (updated 9.21.2017)

| DTC | STC | TA | Task | Guidance and State-Specific Information | Start Date | End Date | √ |
|-----|-----|----|------|----------------------------------------|------------|----------|---|
| X | X | X | Watch After Testing tutorial. | | 12/9 | 2/2 | |
| X | X | | Collect test materials from Test Administrators once testing is completed at each testing site. | TAMs and other unsecure materials may be recycled. | 12/9 | **2/2** | |
| X | X | | Prepare test materials for return according to the instructions in Section 5 of the District and School Test Coordinator Manual. | Who can transcribe (if needed)? Guidelines on timeline for transcription?  What should be returned and what can be destroyed (e.g., scratch paper, Pre-ID Labels)? Scratch paper should be removed and shredded. Pay careful attention to what materials should be returned and what materials are considered non-secure and can be destroyed on site. | 12/9 | **2/2** | |
| X | X | | Ensure all accommodations and Do Not Score codes are correctly marked on the booklet or in WIDA AMS. | DNS codes for tests given in error, student refusal, testing irregularities, significant medical emergencies, etc. | 12/9 | **2/2** | |
| X | X | | Ensure any new students added to the WIDA AMS or any demographic changes made to existing students have been mirrored in your SIS. | ACCESS test scores will be matched with WISEdata demographics for reporting. Ensure your SIS/WISEdata has correct demographics, school & district, etc. | 12/9 | **2/2** | |
| X | X | | Return test materials to DRC. | Check booklets for scratch paper. This should be removed and shredded before booklets are packed for shipment. DRC must receive all materials by 2/17 or they will not get scored. | 12/9 | **2/9** | |
| x | x | | Watch the Data Validation tutorial. | | TBD | TBD | |
| X | | | Complete data validation process. | Demographic information will be taken from WISEdata, and not from the WIDA AMS. Please ensure that your SIS is up to date, and contains accurate information. Ensure that student name, WISEid, grade, and birthday are correct. Double-check demographics in your SIS to ensure that they are correct. | TBD | **TBD** | |
| X | X | X | Review the resources available to assist educators with score interpretation on the Scores & Reports page. | | TBD | TBD | |

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| X | X | X | View the Accessing Score Reports Tutorial. | | TBD | TBD | |
| | X | X | Determine how you will communicate with students' parents/family members about ACCESS for ELLs 2.0 test results. WIDA resources to consider:<br>• Parent Guide for ACCESS for ELLs 2.0 Score Reports<br>• Parent Guide for Alternate ACCESS for ELLs Score Reports | | TBD | TBD | |
| X | | | Receive and distribute score reports to designated sites/staff. | | TBD | TBD | |
| X | X | | Complete any necessary Post-Reporting data validation in WIDA AMS. | Validation only required if reports show incorrect information. | **TBD** | **TBD** | |