



DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

ACCESS Test Security/Administration Checklists

LEA ACCESS Coordinator Checklist	
	Attend Test Security Training at OSSE
	Attend trainings at OSSE that will support your effectiveness as an LEA ACCESS Coordinator
	Create LEA-level policies and procedures for ACCESS administration
	Provide test security training to School ACCESS Coordinators
	Provide Test Security Notification Statement to School ACCESS Coordinators
	Confirm WIDA AMS accounts have been setup for School ACCESS Coordinators
	Confirm student registration by Jan. 12, 2018
	Obtain school test security plans from School ACCESS Coordinators, review the plans, and submit them to OSSE for approval 15 business days prior to the first day of testing at the school
	Obtain nonpublic test security plans from School ACCESS Coordinators, review the plans, and submit them to OSSE for approval 15 business days prior to the first day of testing at the school
	Observe testing to ensure compliance with state and LEA test security policies
	Submit reports to OSSE if incidents or irregularities in testing arise
	Submit school and LEA Test Security Affidavits to OSSE



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School ACCESS Coordinator Checklist	
	Attend Test Security Training presented by your LEA ACCESS Coordinator
	Attend trainings as OSSE that will support your effectiveness as a School ACCESS Coordinator
	Create a 2018 ACCESS school test security file and maintain it for four years
	Confirm WIDA AMS accounts have been setup for Test Administrators
	Create policies for the equitable assignment of ACCESS accommodations and accessibility features
	Verify pre-ID file to ensure accommodations and accessibility features have been accurately entered
	Submit a school test security plan to your LEA ACCESS Coordinator
	Provide test security training to Test Administrators
	Provide Test Security Notification Statement to Test Administrators
	Ensure Test Administrators have completed WIDA AMS quizzes and are prepared to administer the ACCESS assessment
	Send Assessment Notification Statement to families
	Observe testing to ensure compliance with state, LEA, and school test security policies
	Submit reports to LEA ACCESS Coordinator and/or OSSE if incidents or irregularities in testing arise
	Destroy testing tickets and student scratch paper in accordance with ACCESS policies
	Return test booklets to WIDA in accordance with ACCESS policies
	Submit school Test Security Affidavits to LEA ACCESS Coordinator



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ACCESS Technology Coordinator Checklist	
	Attend Test Security Training presented by your LEA ACCESS Coordinator
	Confirm school technology meets the requirements of the ACCESS assessment
	Provide technical support to School Test Coordinators during ACCESS Testing

ACCESS Special Education Coordinator Checklist	
	Attend Test Security Training presented by your LEA ACCESS Coordinator
	Attend Assigning Accommodations and Accessibility Features for Districtwide Assessments (recommended)
	Create policies for the equitable assignment of ACCESS accommodations and accessibility features
	Verify ACCESS pre-ID file to ensure accommodations and accessibility features have been accurately entered
	Train Test Administrators who are administering accommodations and accessibility features
	Support Test Administrators and the School Test Coordinator during testing