

Before Testing (Online) *updated 11.14.17*

This document is a guide for personnel involved in the administration of ACCESS for ELLs 2.0 in Washington D.C. Guidelines for both online and paper administration are included. Please see pages 1-10 for the online checklist and 11-19 for the paper checklist. The checklist highlights all tasks that need to be completed before, during, and after testing within a school or district and shows who typically completes those tasks in your state. The state-specific clarification column contains guidance that your state education agency expects you to follow as you prepare for and administer the test. Use this checklist to keep track of completed tasks.

Note: DC will administer ACCESS for ELLs 2.0 Online for the 2017-18 school year. A paper-version of ACCESS for ELLs is only allowed as an accommodation that is documented in the student's IEP or 504 plan.

■ **LTC** LEA Test Coordinator¹

■ **STC** School Test Coordinator

■ **TA** Test Administrator

¹ WIDA often refers to this role as the District Test Coordinator (DTC). In DC, the DTC role is the same as the LEA Test Coordinator (LTC).

LTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Meet with staff involved with testing to review roles and responsibilities.	Test Administrators (TAs) must pass (score of 80%) the ACCESS for ELLs 2.0 quiz(ze)s for the assessment(s) they will administer. Once training has been completed, only the speaking portion of the training and its corresponding quiz must be retaken every year. Training certificates on the WIDA website portal will be updated as a record of completion. Training must be completed by the start of the testing window.	
X	X	X	Log in to your WIDA account and agree to the Non-Disclosure and User Agreement (NDUA).	TAs can contact their LEA Test Coordinator (LTC), OSSE, or the WIDA Client Services Center to request an account. New LTCs contact OSSE to request an account.	
X	X	X	Log in to WIDA AMS and agree to security terms. (WIDA AMS requires a separate login from the WIDA.us website.)	TAs can contact their LEA Test Coordinator (LTC) to request an account. New LTCs complete the request form for login credentials: https://goo.gl/forms/amXKAbwEAzli6oWQ2 .	
X	X	X	Watch the Training Overview tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.		
X	X	X	Check key dates on Washington D.C.'s State page at www.wida.us	https://www.wida.us/membership/states/DC.aspx For state-specific questions, email Michael Craig (Michael.Craig@dc.gov).	

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X	X		Review the Updates tab of the ACCESS for ELLs 2.0 webpage for all updates to testing procedures for 2017-2018.		
X	X	X	Reference the Test Administrator Manual as needed to refresh on test administration policies and procedures.		
X	X		Reference the District and School Test Coordinator Manual as needed to refresh on test coordination policies and procedures.		
X	X	X	Reference the Accessibility and Accommodations Supplement as needed to refresh on accessibility and accommodations policies and procedures.	Contact the Office of the State Superintendent of Education for specific guidance.	
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.		
X			Set up WIDA AMS accounts for Technology Coordinators and, if necessary, Test Administrators. For instructions, refer to page 34 in the WIDA AMS User Guide .		
			Submit Pre-ID file to DRC.	Completed by OSSE. Initial materials are ordered via the Pre-ID file submitted by OSSE. The default response mode for grades 4-5 Writing is keyboarding. Grades 4-12 Writing Response booklets will NOT be ordered or shipped with initial materials order. If needed, LTCs or STCs can order in the Additional Materials ordering window.	
X			Watch the Ordering Materials tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.	<i>Information in the tutorial has been updated for 2017-18.</i>	
X			Order materials in WIDA AMS.		
X	X		Watch the Test Scheduling tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.		

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X	X		Discuss district and school technology needs and capacity to administer the online test with the Technology Coordinator.		
X	X	X	Download and Review the Technology Readiness Checklist with the Technology Coordinator.		
X	X		Organize and implement software installation.		
X	X		Modify default test sessions to meet district/school needs.		
X			Create a testing schedule and finalize student counts. Break testing down into days in the window. Allow several days at the end of the test window for makeup testing.	Under federal law, all LEAs are required to assess the English language proficiency of ELs annually. For guidance on DC's participation policy for ACCESS for ELLs 2.0, read and review the " Delivering Education Services to English Learners: A Guidebook for Administrators, Instructional Leaders and Teachers in the District of Columbia. " Please refer to Step 2: Identification, Step 3: Assessment, and Step 6: Exiting and Reclassification.	
X	X		Reserve space and all necessary equipment (e.g. computers, laptops, tablets, headsets) for testing days.		
		X	Confirm what space and equipment is reserved for your test sessions.		
		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.		
X			Confirm that all students expected to participate in the online test are listed in WIDA AMS and assigned to test sessions.		
X	X		Add any new students to WIDA AMS and assign them to test sessions.		
X	X	X	Review student data for accuracy in WIDA AMS.		

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X	X	X	Watch the Test Practice and Test Tickets tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.		
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: <ul style="list-style-type: none"> ACCESS for ELLs 2.0 Parent Handout (available in English and other languages) Alternate ACCESS for ELLs Parent Handout (available in English and other languages) Getting Students Ready for Testing flyer- Online version 		
		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 .		
X	X	X	Watch the Accessibility Overview tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.		
X	X	X	Watch the Assigning Accommodations tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.		
X	X	X	Meet with all stakeholders regarding testing needs for students with an IEP or 504 plan.	Alternate ACCESS for ELLs is for students in grades 1-12 who are classified as English learners and have significant cognitive disabilities that prevent their meaningful participation in ACCESS for ELLs. Please see OSSE website for alternate assessment participation criteria:	

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X	X	X	In WIDA AMS, assign accommodations for students with an IEP or 504 plan.	LTCs, STCs, and TAs can assign accommodations in WIDA AMS. Refer to the guidance, checklist, the SEDS crosswalk posted on OSSE's Testing Accommodations Website .	
X	X		Watch the Managing Test Materials tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.	<i>Updated for 2017-18.</i>	
X	X		Receive, inventory, and distribute test materials to designated sites/staff.	Materials will be shipped to the districts or identified schools by UPS, and the materials will be packaged by schools.	
	X		Re-inventory materials received. Note the amount and type of materials for which you have overage. Report these totals back to the LTC.	This overage must be used first in cases where sites need additional materials. Consult your District Test Coordinator if any additional materials are needed.	
X	X		Watch the Additional Materials Orders tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.	<i>New for 2017-18!</i>	
X	X		Check Pre-ID Labels for accuracy. If necessary, edit information in WIDA AMS.		
X	X		Check District/School Labels for accuracy. Contact DRC Customer Support if information is incorrect.		
X			Print Test Tickets and Test Rosters.	To regenerate test tickets, LTC needs to contact OSSE.	
X	X		Review test tickets for accuracy of demographic information and accommodations.		
X	X		Apply labels to Grades 1-3 Writing Test Booklets.		
X	X		Bubble in demographic information and apply a District/School Label to test booklets that do not have Pre-ID Labels.	Refer to State-Specific Directions (Goldenrod), included in materials shipment, for guidance.	

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X	X	X	Print any additional materials available online as needed, including: <ul style="list-style-type: none"> - Manuals or sections of manuals needed - State-Specific Directions - NDUAs - Test Administrator’s Scripts for Online Grades 4-12 		
X	X	X	Watch the Administering the Test tutorial from the Testing dropdown menu in the ACCESS for ELLs 2.0 Training course.	<i>New information included for 2017-18!</i>	
X	X		Watch the Monitoring Test Progress (Online) tutorial from the Testing dropdown menu in the ACCESS for ELLs 2.0 Training course.	<i>New for 2017-18!</i>	
		X	Review the information about each domain (Listening , Reading , Speaking , and Writing) from the Domains dropdown menu in the ACCESS for ELLs 2.0 Training course.		
		X	Take the Online Administration Quiz and pass with a score of 80% or higher.	TAs must pass (score of 80%) the ACCESS for ELLs 2.0 quiz(zes) for the assessment(s) they will administer. Once the training has been completed, only the speaking portion of the training and its corresponding quiz must be retaken every year. Training certificates on the WIDA website portal will be updated as a record of completion. Training must be completed by the start of the testing window.	
X			Conduct a final walkthrough with Technology Coordinator to make sure all systems are ready for testing.		
X	X		Ensure all staff involved in testing are certified according to the requirements listed at www.wida.us/accessprep .		
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.		

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	X	X	Be on site for first day of testing.		
		X	Check with building administration regarding the timing of building bells, alarms, or announcements that may go off during the test session.		
		X	Set up the testing room according to the Test Administrator Manual . Ensure students are seated far enough apart to avoid distractions.		
		X	Ensure testing devices are ready and distribute necessary materials to students (e.g., booklets, pencils, headsets).		
		X	Distribute test tickets to students when they are ready to begin the test.		
		X	Follow all directions provided in the manuals and scripts.		
		X	Monitor and supervise students during the testing session.		
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 the Writing tier for students who will be handwriting their response.		
		X	Report additional material needs to the STC.		
	X		If the need for additional test materials arises, first check your school overage inventory, then contact your LTC to see if that district has material in their inventory. Then coordinate with the LTC to plan for an additional materials order if necessary.		

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LTC	STC	TA	Task	State-specific Clarification	✓
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 the manual contains specific information for transfer students as well.	
X	X		Monitor student progress in WIDA AMS while testing and throughout the testing window.		
		X	Notify Test Coordinator and Technology Coordinator of issues during the testing session.	If necessary, LTCs can request an assessment be force submitted from OSSE. To invalidate a test, contact OSSE for approval.	
X	X		Ensure all accommodations and Do Not Score in WIDA AMS are current and correct.	LEAs can modify accommodations and Do Not Score Codes. LTCs and School TCs modify in WIDA AMS.	
		X	Collect and account for all test materials. Return them to the Test Coordinator.		
X	X		Securely store all testing materials in between test sessions.		

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LTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Watch the After Testing tutorial from the Afterward dropdown menu in the ACCESS for ELLs 2.0 Training course.		
X	X		Collect test materials from Test Administrators once testing is completed at each testing site.		
X	X		Prepare test materials for return according to the instructions in Section 5 of the District and School Test Coordinator Manual .	If a student's response needs to be transcribed for any reason, the TA or STC can transcribe, following the transcription guidance in the Accessibility and Accommodations Supplement .	
X	X		Return test materials to DRC.	Scratch paper and test tickets should be securely destroyed.	
X			Watch the Data Validation tutorial from the Afterward dropdown menu in the ACCESS for ELLs 2.0 Training course.		
X			Complete data validation process.	LEAs complete Pre-reporting validation in WIDA AMS.	
X	X	X	Review the resources available to assist educators with score interpretation on the Scores & Reports page .		
X			Watch the Accessing Score Reports tutorial from the Afterward dropdown menu in the ACCESS for ELLs 2.0 Training course.		
X	X		Determine how you will communicate with students' parents/family members about ACCESS for ELLs 2.0 test results. WIDA resources to consider: <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 		

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LTC	STC	TA	Task	State-specific Clarification	✓
X			Receive and distribute score reports to designated sites/staff.	Score reports are shipped to districts. Please see Step 6 for Exiting and Reclassification guidance in OSSE's EL Guidebook: http://learndc.org/page/classrooms/our-students/english-learners/delivering-education-services-english-learners .	

Before Testing (Paper) *updated 10.31.17*

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Note: DC will administer ACCESS for ELLs 2.0 Online for the 2017-18 school year. A paper-version of ACCESS for ELLs is only allowed as an accommodation that is documented in the student's IEP or 504 plan.

■ **LTC** LEA Test Coordinator¹

■ **STC** School Test Coordinator

■ **TA** Test Administrator

¹ WIDA often refers to this role as the District Test Coordinator (DTC). In DC, the DTC role is the same as the LEA Test Coordinator (LTC).

LTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Meet with staff involved with testing to review roles and responsibilities.	Test Administrators (TAs) must pass (receive a score of 80%) the ACCESS for ELLs 2.0 quiz(ze)s for the assessment(s) they will administer. Once the training has been completed, only the speaking portion of the training and its corresponding quiz must be retaken every year. Training certificates on the WIDA website portal will be updated as a record of completion. Training must be completed by the start of the testing window.	
X	X	X	Log in to your WIDA account and agree to the Non-Disclosure and User Agreement (NDUA).	TAs can contact their LEA Test Coordinator (LTC), OSSE, or the WIDA Client Services Center to request an account. New LTCs contact OSSE to request an account.	
X	X	X	Log in to WIDA AMS and agree to security terms. (WIDA AMS requires a separate login from the WIDA.us website.)	TAs can contact their LEA Test Coordinator (LTC) to request an account. New LTCs complete the request form for login credentials: https://goo.gl/forms/amXKAbwEAzli6oWQ2 .	
X	X	X	Watch the Training Overview tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.		

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LTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Check key dates on Washington D.C.'s State page at www.wida.us	DC's WIDA webpage: https://www.wida.us/membership/states/DC.aspx For state-specific questions, email Michael Craig (Michael.Craig@dc.gov).	
X	X	X	Review the Updates tab of the ACCESS for ELLs 2.0 webpage for all updates to testing procedures for 2017-2018.		
X	X	X	Reference the Test Administrator Manual as needed to refresh on test administration policies and procedures.		
X	X		Reference the District and School Test Coordinator Manual as needed to refresh on test coordination policies and procedures.		
X	X	X	Reference the Accessibility and Accommodations Supplement as needed to refresh on accessibility and accommodations policies and procedures.	Refer to the guidance and selection checklist and the SEDS crosswalk posted on OSSE's Testing Accommodations Website .	
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.		
X			Set up WIDA AMS accounts for Test Administrators. For instructions, refer to page 34 in the WIDA AMS User Guide .		
			Submit Pre-ID file to DRC.	Completed by OSSE. Initial materials are ordered via the Pre-ID file submitted by OSSE.	
X			Watch the Ordering Materials tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.	<i>Information in the tutorial has been updated for 2017-18.</i>	
X			Order materials in WIDA AMS.		

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LTC	STC	TA	Task	State-specific Clarification	✓
X	X		Watch the Test Scheduling tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.		
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 .	Under federal law, all LEAs are required to assess the English language proficiency of ELs annually. For guidance on DC's participation policy for ACCESS for ELLs 2.0, read and review the " Delivering Education Services to English Learners: A Guidebook for Administrators, Instructional Leaders and Teachers in the District of Columbia ." Please refer to Step 2: Identification, Step 3: Assessment, and Step 6: Exiting and Reclassification.	
X	X		Reserve space and all necessary equipment (e.g. CD player) for testing days.		
		X	Confirm what space and equipment is reserved for your test sessions.		
		X	Create a seating chart for each test session		
		X	Try out seating arrangement in testing areas.		
X	X	X	Review student data for accuracy in WIDA AMS and add new students to WIDA AMS.		

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LTC	STC	TA	Task	State-specific Clarification	✓
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 tips for helping students do their best. WIDA resources to consider: <ul style="list-style-type: none"> ACCESS for ELLs 2.0 Parent Handout (available in English and other languages) Alternate ACCESS for ELLs Parent Handout (available in English and other languages) Getting Students Ready for Testing flyer- Paper version 		
X	X	X	Watch the Accessibility Overview tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.		
X	X	X	Watch the Assigning Accommodations tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.	Refer to the guidance and selection checklist and the SEDS crosswalk posted on OSSE's Testing Accommodations Website .	
X	X	X	Meet with all stakeholders regarding testing needs for students with an IEP or 504 plan.	Alternate ACCESS for ELLs is for students in grades 1-12 who are classified as English learners and have significant cognitive disabilities that prevent their meaningful participation in ACCESS for ELLs. Please see OSSE website for alternate assessment participation criteria: http://osse.dc.gov/alternate D.C. follows the WIDA Accommodations Guidelines. For any questions about this, contact OSSE.	
X	X	X	In WIDA AMS, assign accommodations for students with an IEP or 504 plan.	LTCs, STCs, and TAs can assign accommodations in WIDA AMS.	
X	X		Watch the Managing Test Materials tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.	<i>Updated for 2017-18.</i>	

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LTC	STC	TA	Task	State-specific Clarification	✓
X	X		Receive, inventory, and distribute test materials to designated sites/staff.	Materials, including overage, will be shipped to the LEAs by UPS, and the materials will be packaged by schools.	
	X		Re-inventory materials received. Note the amount and type of materials for which you have overage. Report these totals back to the DAC.	This overage must be used first in cases where sites need additional materials. Consult your District Test Coordinator if any additional materials are needed.	
X	X		Watch the Additional Materials Orders Tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.	<i>New for 2017-18!</i>	
X	X		Check Pre-ID labels for accuracy. If necessary, edit information in WIDA AMS.		
X	X		Check District/School Labels for accuracy. Contact DRC Customer Support if information is incorrect.		
X	X		Apply labels to test booklets.		
X	X		Bubble in demographic information and apply a District/School label to test booklets that do not have Pre-ID labels.	Refer to State-Specific Directions (Goldenrod), included in materials shipment, for guidance.	
X	X	X	Print additional materials available online as needed, including: <ul style="list-style-type: none"> • Manuals or sections of manuals needed • State-Specific Directions • NDUAs 		
X	X	X	Watch the Administering the Test tutorial from the Testing dropdown menu in the ACCESS for ELLs 2.0 Training course.	<i>New information included for 2017-18!</i>	
		X	Review the information about each domain (Listening , Reading , Speaking , and Writing) from the Domains dropdown menu in the ACCESS for ELLs 2.0 Training course.		

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LTC	STC	TA	Task	State-specific Clarification	✓
		X	Take the Paper Administration Quiz and pass with a score of 80% or higher.	TAs must pass (score of 80%) the ACCESS for ELLs 2.0 quiz(zes) for the assessment(s) they will administer. Once the training has been completed, only the speaking portion of the training and its corresponding quiz must be retaken every year. Training certificates on the WIDA website portal will be updated as a record of completion. Training must be completed by the start of the testing window.	
		X	If you are responsible for administering the Speaking test, complete the Speaking Scoring modules located in the Paper-Based Grades 1-12 training course under the Domains menu.		
		X	Take the Speaking Quiz for Grades 1-5 and/or Grades 6-12 and pass with an 80% or higher.	TAs must pass the Speaking quiz annually if they will be administering ACCESS 2.0 on paper.	
		X	Try out the Listening and Speaking CD(s) and CD player prior to the day of testing.		
X			Distribute test session rosters to Test Administrators.		
X	X		Ensure all staff involved in testing are certified according to the requirements listed at www.wida.us/accessprep .		
X	X		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.		

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LTC	STC	TA	Task	State-specific Clarification	✓
	X	X	Be on site for first day of testing.		
		X	Check with building administration regarding the timing of building bells, alarms, or announcements that may go off during the test session.		
		X	Set up the testing room according to the Test Administrator Manual . Ensure students are seated far enough apart to avoid distractions.		
		X	Distribute all necessary testing materials to Test Administrators using a procedure for secure check-out of test materials.	Refer to the accommodations guidance and selection checklist and the SEDS crosswalk posted on OSSE's Testing Accommodations Website .	
		X	Distribute necessary materials to students (test booklets, pencils, scratch paper).		
		X	Follow all directions provided in the manuals and scripts.		
		X	Monitor and supervise students during the testing session.		
		X	Report additional material needs to LTC or STC.		
	X	X	If the need for additional test materials arises, first check your school overage inventory, then contact your LTC to see if that district has material in their inventory. Then coordinate with the LTC 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 the manual contains specific information for transfer students as well.	

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		X	Notify Test Coordinator of issues that arise during testing.	If necessary, LTCs can request that an assessment be force submitted from OSSE. To invalidate a test, contact OSSE for approval.	
		X	Collect and account for all test materials. Return them to the Test Coordinator.		
X	X		Securely store all testing materials in between test sessions.		

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X	X	X	Watch the After Testing tutorial from the Afterward dropdown menu in the ACCESS for ELLs 2.0 Training course.		
X	X		Collect test materials from Test Administrators once testing is completed at each testing site.		
X	X		Prepare test materials for return according to the instructions in Section 5 of the District and School Test Coordinator Manual .	If a student's response needs to be transcribed for any reason, the TA or STC can transcribe, following the transcription guidance in the Accessibility and Accommodations Supplement .	
X	X		Ensure all accommodations and Do Not Score codes are correctly marked on the booklet or in WIDA AMS.		
X	X		Return test materials to DRC.	Scratch paper should be destroyed locally.	
X			Watch the Data Validation tutorial from the Afterward dropdown menu in the ACCESS for ELLs 2.0 Training course.		
X			Complete data validation process.	LTCs complete Pre-reporting validation in WIDA AMS.	
X	X	X	Review the resources available to assist educators with score interpretation on the Scores & Reports page .		
X	X		Determine how you will communicate with students' parents/family members about ACCESS for ELLs 2.0 test results. WIDA resources to consider: <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 		
X			Watch the Accessing Score Reports tutorial from the Afterward dropdown in the ACCESS for ELLs Training course.		
X			Receive and distribute score reports to designated sites/staff.	Score reports are shipped to districts. Please see Step 6 for Exiting and Reclassification guidance in OSSE's EL Guidebook: http://learndc.org/page/classrooms/our-students/english-learners/delivering-education-services-english-learners	