## Test Administrator Checklist

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Responsibilities</th>
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<td>Spring/Summer 2015</td>
<td>- Attend or watch the ACCESS for ELLs 2.0 Overview and Question and Answer Webinar, which will be recorded (April 24th, 2015).&lt;br&gt;- Watch the pre-recorded ACCESS for ELLs 2.0 Overview webinar, which will give more detailed information about the test items (available May 2015).&lt;br&gt;- Review the Accessibility and Accommodations Guidelines and Matrix (available May 2015).&lt;br&gt;- View and try out the interactive ACCESS for ELLs 2.0 Sample Items for the Public (available June 2015).&lt;br&gt;- Review the materials in the updated WIDA Training Course on the WIDA website (available in August 2015).&lt;br&gt;- Stay apprised of developments in ACCESS for ELLs 2.0 by periodically reviewing the FAQs and preparation resources on the ACCESS for ELLs 2.0 webpage.</td>
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<td>Fall 2015</td>
<td>- Review state-specific information about ACCESS for ELLs 2.0 administration by selecting your state on the WIDA website states’ page.&lt;br&gt;  o Read the Important ACCESS for ELLs Administration Dates section and any other sections your state agency has included on the webpage.&lt;br&gt;- Complete the WIDA Training Course on the WIDA website (beginning August 2015).&lt;br&gt;  o Watch all modules about the WIDA Assessment Management System (WIDA AMS), the new online administrative portal. The modules (available beginning in early September 2015 on the WIDA website and the WIDA AMS) will address:&lt;br&gt;    - WIDA AMS Account Set Up&lt;br&gt;    - Documents Download&lt;br&gt;    - Test Session Creation&lt;br&gt;    - Manage Students&lt;br&gt;    - Booklet Labeling and Student Demographic Page Completion&lt;br&gt;    - System Corrections/Data Validation&lt;br&gt;    - Accessing Score Reports&lt;br&gt;- Review the WIDA Assessment Management System User Guide (available by September 4th, 2015).&lt;br&gt;- Review all applicable Test Administration Manuals (available by September 4th, 2015).&lt;br&gt;- Upon receipt of your WIDA AMS account credentials, log into the WIDA AMS and agree to the security terms.&lt;br&gt;  o Note: You will receive your account credential via an automated email once the District Test Coordinator has set up your account.&lt;br&gt;- Become familiar with the features of the WIDA AMS.&lt;br&gt;- Coordinate tasks with the Test Coordinator and confirm availability of headsets.&lt;br&gt;- Attend or watch the Test Administrator Overview Webinar, which will be recorded (September 30th, 2015; 10:30am CST and 1:00pm CST).&lt;br&gt;- Review the Test Demos (videos) and the Test Practice (interactive items), to be available by October 5th, 2015.</td>
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Note: This document will be updated with new information (such as weblinks) as they become available.
| Within one month of scheduled Test Administration | Ensure that students have an opportunity to familiarize themselves with the Test Demos and Test Practice before testing.  
- The Test Demos can be shown on one main computer or an administrator’s computer and may be accessed without a password on WIDA AMS.  
- The Test Practice may be accessed via desktop icon once the Technology Coordinator has completed the TSM and INSIGHT downloads.  
Manage all student data details (if applicable).  
- Key resource: Manage Students module  
Receive Student Roster and Test Tickets from the Test Coordinator (as close to the actual testing day as possible due to security considerations).  
Coordinate with the Test Coordinator to confirm all Test Tickets display the correct student information.  
Recommended: Conduct a final preparation walk through with both Technology Coordinator and Test Administrator to make sure all systems are ready for testing. |
|---|---|
| Day of the Test | Confirm that all Test Tickets correctly display each student’s requirements.  
Complete any domain-specific preparation steps.  
- For Writing Grades 1–3, after students have completed the Reading and Listening domains, check the WIDA AMS Grades 1-3 Writing Tier Report to determine which Writing test booklet must be distributed to each students. These booklets will be shipped in advance automatically, but confirm inventory soon after the Reading and Listening test to ensure you have sufficient Grades 1–3 Writing test booklets for each tier. If additional test booklets are needed, contact your Test Coordinator immediately.  
Administer the online test according to the following steps:  
- Distribute Test Tickets to students when students are seated at the appropriate computer and ready to begin the test.  
- Reference the directions and scripts in the appropriate Test Administration Manual.  
- Monitor and supervise students during the testing session.  
- Notify the Test Coordinator and Technology Coordinator of any technical or infrastructure issues during the online administration.  
- Collect, account for, and return all Test Session Tickets to the Test Coordinator. Also return all Grades 1–3 Writing test booklets to the Test Coordinator. |
| After the Test | Review the WIDA AMS training modules associated with data validation and accessing score reports. These modules (available February 2016) will address:  
- System Corrections/Data Validation  
- Accessing Score Reports |

Last updated: April 29, 2015

Note: This document will be updated with new information (such as weblinks) as they become available.