

Test Administrator Checklist

Timeline	Responsibilities
Spring/ Summer 2015	<ul style="list-style-type: none"> <input type="checkbox"/> Attend or watch the <i>ACCESS for ELLs 2.0 Overview and Question and Answer Webinar</i>, which will be recorded (April 24th, 2015). <input type="checkbox"/> Watch the pre-recorded <i>ACCESS for ELLs 2.0 Overview</i> webinar, which will give more detailed information about the test items (available May 2015). <input type="checkbox"/> Review the <i>Accessibility and Accommodations Guidelines and Matrix</i> (available May 2015). <input type="checkbox"/> View and try out the interactive <i>ACCESS for ELLs 2.0 Sample Items for the Public</i> (available June 2015). <input type="checkbox"/> Review the materials in the updated WIDA Training Course on the WIDA website (available in August 2015). <input type="checkbox"/> Stay apprised of developments in <i>ACCESS for ELLs 2.0</i> by periodically reviewing the FAQs and preparation resources on the ACCESS for ELLs 2.0 webpage.
Fall 2015	<ul style="list-style-type: none"> <input type="checkbox"/> Review state-specific information about <i>ACCESS for ELLs 2.0</i> administration by selecting your state on the WIDA website states' page. <ul style="list-style-type: none"> <input type="checkbox"/> Read the <i>Important ACCESS for ELLs Administration Dates</i> section and any other sections your state agency has included on the webpage. <input type="checkbox"/> Complete the WIDA Training Course on the WIDA website (beginning August 2015). <ul style="list-style-type: none"> <input type="checkbox"/> 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: <ul style="list-style-type: none"> <input type="checkbox"/> <i>WIDA AMS Account Set Up</i> <input type="checkbox"/> <i>Documents Download</i> <input type="checkbox"/> <i>Test Session Creation</i> <input type="checkbox"/> <i>Manage Students</i> <input type="checkbox"/> <i>Booklet Labeling and Student Demographic Page Completion</i> <input type="checkbox"/> <i>System Corrections/Data Validation</i> <input type="checkbox"/> <i>Accessing Score Reports</i> <input type="checkbox"/> Review the <i>WIDA Assessment Management System User Guide</i> (available by September 4th, 2015). <input type="checkbox"/> Review all applicable <i>Test Administration Manuals</i> (available by September 4th, 2015). <input type="checkbox"/> Upon receipt of your WIDA AMS account credentials, log into the WIDA AMS and agree to the security terms. <ul style="list-style-type: none"> <input type="checkbox"/> Note: You will receive your account credential via an automated email once the District Test Coordinator has set up your account. <input type="checkbox"/> Become familiar with the features of the WIDA AMS. <input type="checkbox"/> Coordinate tasks with the Test Coordinator and confirm availability of headsets. <input type="checkbox"/> Attend or watch the <i>Test Administrator Overview Webinar</i>, which will be recorded (September 30th, 2015; 10:30am CST and 1:00pm CST). <input type="checkbox"/> Review the Test Demos (videos) and the Test Practice (interactive items), to be available by October 5th, 2015.

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

	<ul style="list-style-type: none"> <input type="checkbox"/> Attend any of the monthly ACCESS for ELLs 2.0 Q&A Webinars (first Wednesday of each month at 1:00pm CST, from October 2015–April 2016). <input type="checkbox"/> Check the ACCESS for ELLs 2.0 webpage regularly as the FAQs will be updated throughout the preparation and testing period.
Within one month of scheduled Test Administration	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that students have an opportunity to familiarize themselves with the Test Demos and Test Practice before testing. <ul style="list-style-type: none"> ○ 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. <input type="checkbox"/> Manage all student data details (if applicable). <ul style="list-style-type: none"> ○ Key resource: Manage Students module <input type="checkbox"/> Receive Student Roster and Test Tickets from the Test Coordinator (as close to the actual testing day as possible due to security considerations). <input type="checkbox"/> Coordinate with the Test Coordinator to confirm all Test Tickets display the correct student information. <input type="checkbox"/> 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	<ul style="list-style-type: none"> <input type="checkbox"/> Confirm that all Test Tickets correctly display each student’s requirements. <input type="checkbox"/> Complete any domain-specific preparation steps. <ul style="list-style-type: none"> <input type="checkbox"/> 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. <input type="checkbox"/> Administer the online test according to the following steps: <ul style="list-style-type: none"> <input type="checkbox"/> Distribute Test Tickets to students when students are seated at the appropriate computer and ready to begin the test. <input type="checkbox"/> Reference the directions and scripts in the appropriate <i>Test Administration Manual</i>. <input type="checkbox"/> Monitor and supervise students during the testing session. <input type="checkbox"/> Notify the Test Coordinator and Technology Coordinator of any technical or infrastructure issues during the online administration. <input type="checkbox"/> 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	<ul style="list-style-type: none"> <input type="checkbox"/> Review the WIDA AMS training modules associated with data validation and accessing score reports. These modules (available February 2016) will address: <ul style="list-style-type: none"> <input type="checkbox"/> <i>System Corrections/Data Validation</i> <input type="checkbox"/> <i>Accessing Score Reports</i>

Last updated: April 29, 2015

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