

## Test Coordinator Checklist

Timeline	Responsibilities
Spring/ Summer 2015	<ul style="list-style-type: none"> <li><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 24<sup>th</sup>, 2015).</li> <li><input type="checkbox"/> Discuss system requirements on the <a href="#">WIDA ACCESS for ELLs 2.0 Technology webpage</a> with the District Technology Coordinator.</li> <li><input type="checkbox"/> Confirm the district or school’s technology capacity to administer ACCESS for ELLs 2.0 online.</li> <li><input type="checkbox"/> Review the ACCESS for ELLs 2.0 <a href="#">Headset Specifications document</a> and develop a plan for acquiring headsets.</li> <li><input type="checkbox"/> Watch the pre-recorded ACCESS for ELLs 2.0 Overview webinar, which will give more detailed information about the test items (available May 2015).</li> <li><input type="checkbox"/> Review the <i>Accessibility and Accommodations Guidelines and Matrix</i> (available May 2015) and ensure that IEP teams understand the new guidelines.</li> <li><input type="checkbox"/> View and try out the interactive ACCESS for ELLs 2.0 Sample Items for the Public (available June 2015).</li> <li><input type="checkbox"/> Review the materials in the updated WIDA Training Course on the <a href="#">WIDA website</a> (available August 2015).</li> <li><input type="checkbox"/> Stay apprised of developments in ACCESS for ELLs 2.0 by periodically reviewing the FAQs and preparation resources on the <a href="#">ACCESS for ELLs 2.0 webpage</a>.</li> <li><input type="checkbox"/> Review the checklists for the Technology Coordinator and Test Administrator</li> </ul>
Fall 2015	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review state-specific information about ACCESS for ELLs 2.0 administration by selecting your state on the <a href="#">WIDA website states’ page</a>. <ul style="list-style-type: none"> <li>o Read the <i>Important ACCESS for ELLs Administration Dates</i> section and any other sections your state agency has included on the webpage.</li> </ul> </li> <li><input type="checkbox"/> Complete the WIDA Training Course on the <a href="#">WIDA website</a> (beginning August 2015). <ul style="list-style-type: none"> <li>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 WIDA AMS) will address: <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>WIDA AMS Account Set Up</i></li> <li><input type="checkbox"/> <i>Test Materials Ordering</i></li> <li><input type="checkbox"/> <i>Additional Material Ordering</i></li> <li><input type="checkbox"/> <i>Pre-ID Upload</i></li> <li><input type="checkbox"/> <i>Documents Download</i></li> <li><input type="checkbox"/> <i>Test Session Creation</i></li> <li><input type="checkbox"/> <i>Manage Students</i></li> <li><input type="checkbox"/> <i>Material Receipt</i></li> <li><input type="checkbox"/> <i>Booklet Labeling and Student Demographic Page Completion</i></li> <li><input type="checkbox"/> <i>Handling Test Materials: Packing and Shipping</i></li> <li><input type="checkbox"/> <i>System Corrections/Data Validation</i></li> <li><input type="checkbox"/> <i>Accessing Score Reports</i></li> </ul> </li> </ul> </li> <li><input type="checkbox"/> Review the <i>WIDA Assessment Management System User Guide</i> (available by September 4<sup>th</sup>, 2015).</li> </ul>

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

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review all applicable <i>Test Administration Manuals</i> (available by September 4<sup>th</sup>, 2015).</li> <li><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"> <li><input type="checkbox"/> Note: Your state will provide your contact information to DRC in order for your account to be created.</li> <li><input type="checkbox"/> Become familiar with the features of the WIDA AMS.</li> <li><input type="checkbox"/> Set up accounts for Technology Coordinators and Test Administrators in the WIDA AMS (as needed). <ul style="list-style-type: none"> <li>o Key resource: WIDA AMS Account Setup Module</li> </ul> </li> </ul> </li> <li><input type="checkbox"/> Attend or watch the <i>Test Coordinator Overview Webinar</i>, which will be recorded (September 23<sup>rd</sup>, 2015, 10:30am CST and 1:00pm CST).</li> <li><input type="checkbox"/> Attend or watch the <i>Test Administrator Overview Webinar</i>, which will be recorded (September 30<sup>th</sup>, 2015, 10:30am CST and 1:00pm CST).</li> <li><input type="checkbox"/> Review the Test Demos (videos) and the Test Practice (interactive items), to be available by October 5<sup>th</sup>, 2015.</li> <li><input type="checkbox"/> Ensure that all personnel involved with ACCESS for ELLs 2.0 testing are aware of the trainings and checklists for their roles.</li> <li><input type="checkbox"/> Check the <a href="#">ACCESS for ELLs 2.0 webpage</a> regularly as the FAQs will be updated throughout the preparation and testing period.</li> <li><input type="checkbox"/> Set up WIDA-AMS user accounts for other staff (Technology Coordinators and Test Administrators) and assign permissions as necessary.</li> </ul>
<p>Beginning approximately 3 months before scheduled Test Window</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> According to your state’s timeline, order any needed paper test materials on the WIDA AMS and request pre-ID labels. <ul style="list-style-type: none"> <li>o Key resources: Test Materials Ordering module; Additional Material Ordering module; and Pre-ID Upload module</li> </ul> </li> <li><input type="checkbox"/> Select online testing accommodations for students with an IEP or 504 plan.</li> <li><input type="checkbox"/> Verify or make any needed edits to student information in WIDA AMS. <ul style="list-style-type: none"> <li>o Key resource: Manage Students module</li> </ul> </li> <li><input type="checkbox"/> Ensure that all appropriate staff have completed their trainings and checklists.</li> <li><input type="checkbox"/> Attend any of the monthly ACCESS for ELLs 2.0 Q&amp;A Webinars (first Wednesday of each month at 1:00pm CST, from October 2015–April 2016).</li> </ul>
<p>Within one month of scheduled Test Window</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Check to ensure that all students are in test sessions. Create or edit test sessions and add students to test sessions as needed. <ul style="list-style-type: none"> <li>o Key resource: Test Session Creation module</li> </ul> </li> <li><input type="checkbox"/> Show participating students the Test Demos (on WIDA AMS) and Test Practice (icon will be available on the students’ computer after the Technology Coordinator downloads INSIGHT) prior to testing.</li> <li><input type="checkbox"/> Confirm that all students expected to participate in the online test have been loaded into WIDA AMS. Additional students can be added individually or via the WIDA AMS Multiple Student Upload functionality.</li> <li><input type="checkbox"/> Assign new students that have not been pre-loaded to a test session. <ul style="list-style-type: none"> <li>o Key resource: Test Session Creation Module</li> </ul> </li> <li><input type="checkbox"/> Print the Student Rosters and Test Tickets (as close to the actual testing day as possible due to security considerations).</li> </ul>

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

	<input type="checkbox"/> Coordinate with the Test Administrator(s) to confirm all test tickets display the correct student information. <input type="checkbox"/> Recommended: Conduct a final preparation walkthrough with both the Technology Coordinator(s) and Test Administrator(s) to make sure all systems are ready for testing.
Day of the Test	<input type="checkbox"/> Work with the Technology Coordinator (strongly recommended to be on-site the first day of test administration) and the Test Administrator to troubleshoot any issues. <ul style="list-style-type: none"> <li>○ Contact DRC Customer Support: 855-787-9615 or WIDA@datarecognitioncorp.com for technical assistance.</li> </ul> <input type="checkbox"/> Contact WIDA Client Services Center: 866-276-7735 or <a href="mailto:help@wida.us">help@wida.us</a> with test administration or policy questions.
After the Test	<input type="checkbox"/> Return test materials per instructions in the <i>Test Administration Manuals</i> . <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"> <li><input type="checkbox"/> <i>System Corrections/Data Validation</i></li> <li><input type="checkbox"/> <i>Accessing Score Reports</i></li> </ul>

Last Updated: April 29, 2015