

Appendix B – ACCESS 2.0 Test Administrator Training

Timeline	ACCESS 2.0 Test Administrator Training Responsibility	Links
August 2015	<p>Ensure that you have a login for the WIDA website in order to be able to complete the following tasks:</p> <ul style="list-style-type: none"> • Download and Print the W-APT Screener (If your Test Coordinator allows) • Review the Training for administering the W-APT, Scoring the W-APT Speaking section and administering the Kindergarten W-APT (if necessary) <p>If no one from your district has ever attended a live MELL training for the W-APT screener, at least one person needs to. That person can then train others in the district. Training dates can be found in the LEA Guide To ELP Assessments in the W-APT section.</p>	<p>WIDA Website: http://www.wida.us</p>
During the first 30 calendar days from the beginning of the school year	<p>Any new student you think may qualify for ELL services, either based on the home language survey or another reason, should be screened using the W-APT screener within the first 30 calendar days of the school year. Current ELLs are already in the program and do not have to be re-screened.</p>	

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Fall 2015	<p>Review the following documents and ensure that IEP teams have access to them and understand the new accessibility and accommodations structure:</p> <ul style="list-style-type: none"> • ACCESS 2.0 Accessibility and Accommodations Descriptions • ACCESS 2.0 Accessibility and Accommodations Guidelines • Considerations When Choosing Appropriate Accommodations for Alternate ACCESS (Scroll down to Accommodations section) • Guidelines for Accommodations on the Alternate ACCESS for ELLs 	<p>ACCESS 2.0 Accessibility and Accommodations Descriptions: http://wida.us/accommodations/descriptions</p> <p>ACCESS 2.0 Accessibility and Accommodations Guidelines: http://wida.us/accommodations/guidelines</p> <p>Considerations When Choosing Appropriate Accommodations for Alternate ACCESS (Scroll down to Accommodations section): https://www.wida.us/assessment/alternateaccess.aspx#Administration</p> <p>Guidelines for Accommodations on the Alternate ACCESS for ELLs: https://www.wida.us/get.aspx?id=574</p>
9/4/15	<p>WIDA Assessment Management System (WIDA AMS) Available. (Please note: The WIDA AMS should only be accessed using IE 7-9, Firefox 6 or higher or Safari 4 or higher. Using other web browsers may cause issues and conflicts with the site.)</p>	<p>WIDA AMS: https://www.wida-ams.us</p>
After 9/4/15	<p>Review the ACCESS 2.0 sample items instructions and screenshots. This can also be a resource to show parents what test items may look like.</p> <ul style="list-style-type: none"> • Online Sample Items Instructions • Online Sample Items Screenshots 	<p>Online Sample Items Instructions: https://www.wida.us/assessment/ACCESS%202.0/documents/ACCESSforELLs20SIPInstructions.pdf</p> <p>Online Sample Items Screenshots: https://www.wida.us/assessment/ACCESS%202.0/documents/ACCESSforELLs20SIPScreenshots.pdf</p>

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After 9/4/15	Review the ACCESS 2.0 sample items. This can also be a resource to show parents what test items may look like. <ul style="list-style-type: none"> • Online Sample Items (Please note: The WIDA AMS should only be accessed using IE 7-9, Firefox 6 or higher or Safari 4 or higher. Using other web browsers may cause issues and conflicts with the site.)	Online Sample Items: https://www.wida-ams.us
After 9/4/15	Watch the Overview of ACCESS for ELLs 2.0 Pre-Recorded Webinar to learn about changes to the assessment.	Overview of ACCESS for ELLs 2.0 Pre-Recorded Webinar: https://www.wida.us/assessment/ACCESS%202.0/ACCESS2.0OverviewWebinar052115/presentation.html
After Test Coordinator creates your WIDA AMS account	Complete the WIDA AMS System Documents Download training module. This module provides information on where and how to download resource materials (including software downloads.)	WIDA AMS: https://www.wida-ams.us
After Test Coordinator creates your WIDA AMS account	Download and read the WIDA Assessment Management System User Guide, Part 1 . The guide, provides instruction on the purpose and use of WIDA AMS . PLEASE NOTE: This guide provides instructions on how districts may upload a pre-code file directly to WIDA. Missouri is NOT participating in this process. Missouri submits one file at the state level.	WIDA AMS: https://www.wida-ams.us WIDA AMS User Guide, Part 1: https://www.wida.us/assessment/ACCESS%202.0/documents/WIDAAMSUserGuidePart1.pdf
After Test Coordinator creates your WIDA AMS account	Download and read the Online Test Administration Manual (O-TAM). The manual, available on the WIDA AMS site, provides all procedural information regarding online test administration (including how to order test materials, set up tests and administer the online test.)	WIDA AMS: https://www.wida-ams.us
After Test Coordinator creates your WIDA AMS account	Download and read the Paper Test Administration Manual (TAM). The manual, available on the WIDA AMS site, provides all procedural information regarding paper test administration (including how to order and distribute test materials, how to administer and monitor the test and how to score the Speaking portion.)	WIDA AMS: https://www.wida-ams.us
After Test Coordinator creates your WIDA AMS account	Download and read the WIDA Assessment Management System User Guide, Part 2. The guide, provides information on WIDA AMS tasks associated with test set up and logistics of testing. (Available Sept. 22)	WIDA AMS: https://www.wida-ams.us

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9/30/15 – 10:30 am and 1:00 pm	A live Test Administrator Overview Webinar (to be recorded) will take place providing information about Test Administrator responsibilities and where to access detailed training information. This is an opportunity to ask questions directly to WIDA and DRC.	Registration Link: https://wida.webex.com/mw0401lsp13/mywebex/default.do?siteurl=wida
10/1/15-11/6/15	State Pre-Code Window. Pre-Code any ELL student marked LEP-RCV or LEP-NRC in core data. Participating in the Pre-Code process will ensure will not have to manually add WIDA AMS . Ensure that your Test Coordinator has as complete list as possible of ELLs in your district for Pre-Code purposes.	Pre-Code information: http://dese.mo.gov/data-system-management/core-datamosis/timelines#assesprecode
10/5/15	INSIGHT Test Engine and Testing Site Manager (TSM) Available. They are available on the WIDA AMS site.	WIDA AMS: https://www.wida-ams.us
After 10/5/15	Test Demos (Videos) are available. These videos, available on the WIDA AMS site, will enable students and educators to view a video overview of how students will interact with the test items. (Available after October 5).	WIDA AMS: https://www.wida-ams.us
After 10/5/15	Test Practice Items (Online Test Items) are available. These items, available on the WIDA AMS site, will enable students to practice using the online system to help them become familiar with the online test features. (Available after October 5).	WIDA AMS: https://www.wida-ams.us
After 10/5/15	<p>Training Courses</p> <p>All Test Administrators must take and pass the appropriate Training Course modules and quizzes.</p> <p>Once you have logged into the WIDA site, the training courses for Kindergarten, Alternate ACCESS and ACCESS 2.0 training can be found under the “My Account & Secure Portal” page.</p> <ul style="list-style-type: none"> Take the Kindergarten test administration quiz and pass with a score of 80% or above. 	<p>WIDA Website: http://www.wida.us</p> <p>Kindergarten ACCESS training: https://www.wida.us/ACCESS-ESSTraining/ACCESS-Kinder/</p>

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After 10/5/15	<p>Training Courses – Alternate ACCESS All Test Administrators must take and pass the appropriate Training Course modules and quizzes.</p> <p>Once you have logged into the WIDA site, the training courses for Kindergarten, Alternate ACCESS and ACCESS 2.0 training can be found under the “My Account & Secure Portal” page.</p> <p>Alternate ACCESS If you are administering the Alternate ACCESS assessment, you must complete the following.</p> <p>Log into the WIDA site and under the “My Account & Secure Portal” page, choose “Alternate ACCESS Grades 1-12” under ACCESS for ELLs Training.</p> <p>Alternate ACCESS training consists of the following:</p> <ul style="list-style-type: none"> • Review the following: <ul style="list-style-type: none"> • Alternate ACCESS for ELLs Test Overview • Alternate ACCESS for ELLs Sample Items • Alternate ACCESS FAQ • Administering Alternate ACCESS for ELLs Power Point • Alternate ACCESS for ELLs Test Administration Tutorial • Administering Alternate ACCESS for ELLs Webinars • Alternate ACCESS for ELLs Writing Scoring Guide • Download and read the Test Administration Manual • Take the Alternate ACCESS for ELLs test administration quiz and pass with a score of 80% or above. 	<p>WIDA Website: http://www.wida.us</p> <p>Alternate ACCESS training: https://www.wida.us/ACCESSTraining/AlternateModule/index.aspx</p>

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After 10/5/15	<p>Training Courses – ACCESS 2.0 All Test Administrators must take and pass the appropriate Training Course modules and quizzes.</p> <p>Once you have logged into the WIDA site, the training courses for Kindergarten, Alternate ACCESS, ACCESS 2.0 Paper-Based and ACCESS 2.0 Online trainings can be found under the “My Account & Secure Portal” page.</p> <p>After you have complete the appropriate training courses, you must take and pass a quiz at a rate of 80% or higher.</p>	<p>WIDA Website: http://www.wida.us</p> <p>Kindergarten Training: https://www.wida.us/ACCESSTraining/ACCESS-Kinder/</p> <p>Alternate ACCESS Training: https://www.wida.us/ACCESSTraining/AlternateModule/index.aspx</p> <p>ACCESS 2.0 Paper-Based Training: https://www.wida.us/ACCESSTraining/paper/</p> <p>ACCESS 2.0 Online Training: https://www.wida.us/ACCESSTraining/online/</p>
10/7/15 at 1:00 pm	A live ACCESS for ELLs 2.0 Q & A webinar (to be recorded) will take place providing Test Coordinators and Test Administrators a chance to ask questions prior to testing. Questions will be documented and posted to the WIDA website. This is an opportunity to ask questions directly to WIDA and DRC.	NOTE: Link to be added once announced.
11/4/15 at 1:00 pm	A live ACCESS for ELLs 2.0 Q & A webinar (to be recorded) will take place providing Test Coordinators and Test Administrators a chance to ask questions prior to testing. Questions will be documented and posted to the WIDA website. This is an opportunity to ask questions directly to WIDA and DRC.	NOTE: Link to be added once announced.
11/14/15 – 1/10/16	<p>Complete the WIDA AMS Test Session Creation training module (if Test Coordinator allows).</p> <p>This will provide information on how to create and revise test sessions (testing groups) and print test tickets for students to use to log-in.</p> <p>PLEASE NOTE: Test Tickets should be printed a day or two prior to testing, but at minimum one week after any accommodations have been chosen.</p>	WIDA AMS: https://www.wida-ams.us

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11/14/15 – 1/10/16	<p>Complete the WIDA AMS System Manage Students training module (if Test Coordinator allows). This will provide information on how to add additional students to WIDA AMS and how to add or revise accommodations.</p> <p>PLEASE NOTE: Accommodations should be chosen in the system at least one week prior to test administration.</p>	<p>WIDA AMS: https://www.wida-ams.us</p>
12/2/15 at 1:00 pm	<p>A live ACCESS for ELLs 2.0 Q & A webinar (to be recorded) will take place providing Test Coordinators and Test Administrators a chance to ask questions prior to testing. Questions will be documented and posted to the WIDA website. This is an opportunity to ask questions directly to WIDA and DRC.</p>	<p>NOTE: Link to be added once announced.</p>
12/14/15-3/4/16	<p>Online Test Setup (if Test Coordinator allows). Use the WIDA AMS to complete tasks such as adding students that entered the district after the Pre-Code submission, setting up testing sessions, adding or revising accommodations and more.</p>	<p>WIDA AMS: https://www.wida-ams.us</p>
12/11/15	<p>Districts Receive Test Material Districts should receive any paper based, large print or braille assessments ordered. An overage is automatically provided. This is a high-stakes assessment and therefore testing materials should be securely stored before and after testing.</p>	
12/12/15 – 1/10/16	<p>Complete the WIDA AMS Booklet Labeling and Student Demographic Page Completion training module. This will provide step-by-step instructions for filling in the test booklet demographic page and selecting and applying the appropriate label.</p>	<p>WIDA AMS: https://www.wida-ams.us</p>
12/15/15 – 2/26/16	<p>Additional Test Material Window During this window, districts can order any additional paper based, large print or braille assessments needed. These can be ordered through WIDA AMS. Be sure to inform the Test Coordinator if additional materials are needed.</p>	<p>WIDA AMS: https://www.wida-ams.us</p>
1/6/16 at 1:00 pm	<p>A live ACCESS for ELLs 2.0 Q & A webinar (to be recorded) will take place providing Test Coordinators and Test Administrators a chance to ask questions prior to testing. Questions will be documented and posted to the WIDA website. This is an opportunity to ask questions directly to WIDA and DRC.</p>	<p>NOTE: Link to be added once announced.</p>
1/11/16-3/4/16	<p>Test Window All students must be tested during this window, regardless of the testing method.</p>	

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On Test Day(s)	Test Day(s) <ul style="list-style-type: none"> • Confirm all test tickets correctly display each student’s requirements. • For those taking paper/pencil or Kindergarten, ensure that you have all the correct materials and that the information on the student label is correct. If any information on the label is incorrect, you must hand bubble. • Follow instructions in the Test Administration Manual. • 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. 	
1/12/16 – 3/10/16	Complete the WIDA AMS Handling Test Materials: Packing and Shipping training module. This will provide step-by-step instructions for inventorying, packing, applying return labels, and scheduling pick-up of return materials.	WIDA AMS: https://www.wida-ams.us
After testing is complete	Return any physical testing materials to the Test Coordinator as soon as the assessment has been completed.	
1/13/16 – 3/11/16	Districts Pack Completed Test Material Once testing is completed, districts should pack physical testing material as soon as possible.	
1/13/16 – 3/11/16	Districts Ship Completed Test Material to DRC Once testing is completed, and packing has been completed, districts should return testing material to DRC as soon as possible.	
2/3/16 at 1:00 pm	A live ACCESS for ELLs 2.0 Q & A webinar (to be recorded) will take place providing Test Coordinators and Test Administrators a chance to ask questions prior to testing. Questions will be documented and posted to the WIDA website. This is an opportunity to ask questions directly to WIDA and DRC.	NOTE: Link to be added once announced.
3/2/16 at 1:00 pm	A live ACCESS for ELLs 2.0 Q & A webinar (to be recorded) will take place providing Test Coordinators and Test Administrators a chance to ask questions prior to testing. Questions will be documented and posted to the WIDA website. This is an opportunity to ask questions directly to WIDA and DRC.	NOTE: Link to be added once announced.
3/5/16 – 4/28/16	Download and read the WIDA Assessment Management System User Guide, Part 3. The guide provides instructions accessing score reports.	WIDA AMS: https://www.wida-ams.us

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3/5/16 – 4/28/16	Complete the WIDA AMS Accessing Score Reports training module (if Test Coordinator allows). This will provide information on how to locate, download and print student reports.	WIDA AMS: https://www.wida-ams.us
4/29/16	Districts receive Reports (Printed and Online).	