

Appendix A – ACCESS 2.0 Test Coordinator Training

Timeline	ACCESS 2.0 Test Coordinator 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"> • Create/Update/Deactivate WIDA accounts for any test administrators • Download and Print the W-APT Screener • 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>	WIDA Website: http://www.wida.us
August 2015	Ensure that the contact information for Assessment is correct on screen 3 of Core Data .	DESE Core Data: https://apps.dese.mo.gov/webLogin/login.aspx
During the first 30 calendar days from the beginning of the school year	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.	
Fall 2015	If you district does not have headsets with microphones, review the Headset Specifications Document (under Assessment Materials & Training) and develop a plan for acquiring headsets. It is acceptable for students to bring their own, however they need to be tested using the practice items prior to use on the assessment.	Headset Specifications Document: https://www.wida.us/assessment/ACCESS%202.0/documents/Headset-specifications.pdf

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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 • ACCESS 2.0 Accessibility and Accommodations FAQ • 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>ACCESS 2.0 Accessibility and Accommodations FAQ: https://www.wida.us/assessment/FAQs_ACCESS2%2000_Accommodations.pdf</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>

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After 9/4/15	Review and ensure test administrators 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. <ul style="list-style-type: none"> • Online Sample Items Instructions • Online Sample Items Screenshots 	Online Sample Items Instructions: https://www.wida.us/assessment/ACCESS%202.0/documents/ACCESSforELLs20SIPInstructions.pdf Online Sample Items Screenshots: https://www.wida.us/assessment/ACCESS%202.0/documents/ACCESSforELLs20SIPScreenshots.pdf
After 9/4/15	Review and ensure test administrators 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
9/15/15 – 9/30/15	Test Coordinators should receive via email their login information for the WIDA AMS site.	WIDA AMS: https://www.wida-ams.us
After receiving WIDA AMS login	Complete the WIDA AMS Account Setup training module. This module provides information on how to set up and update WIDA AMS accounts for various users.	WIDA AMS: https://www.wida-ams.us
After completing the Account Setup training	Create WIDA AMS user accounts for Test Coordinators and Technology Coordinators. Set user permissions for Test Coordinators and Technology Coordinators. PLEASE NOTE: As the Test Coordinator, it will be up to you to decide how much or how little access Test Administrators have in the WIDA AMS system.	WIDA AMS: https://www.wida-ams.us
After receiving WIDA AMS login	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

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After receiving WIDA AMS login	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. Districts submit a pre-code file to DESE. 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 receiving WIDA AMS login	Complete the WIDA AMS Test Materials Ordering training module. This module provides step by step directions for ordering paper based materials including Kindergarten, Large Print, Braille and Alternate ACCESS.	WIDA AMS: https://www.wida-ams.us
After receiving WIDA AMS login	Complete the WIDA AMS Additional Material Ordering training module. This module provides step by step directions for ordering additional paper based materials including Kindergarten, Large Print, Braille and Alternate ACCESS after the initial order.	WIDA AMS: https://www.wida-ams.us
After receiving WIDA AMS login	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 receiving WIDA AMS login	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 receiving WIDA AMS login	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
9/23/15 and 9/24/15 – 10:30 am and 1:00 pm	A live Test Coordinator Overview Webinar (to be recorded) will take place providing information about Test Coordinator 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/mw0401sp13/mywebex/default.do?siteurl=wida
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/mw0401sp13/mywebex/default.do?siteurl=wida

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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 .	Pre-Code Directions and Calendar: http://dese.mo.gov/data-system-management/core-datamosis/timelines#assesprecode WIDA AMS: https://www.wida-ams.us
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
10/5/15	Ensure the District IT Coordinator knows the Technology User Guide and the instructions for downloading and configuring the TSM and INSIGHT software are available.	
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	Ensure all Test Administrators take and pass the appropriate Training Course modules and quizzes. 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.	WIDA Website: http://www.wida.us Kindergarten ACCESS training: https://www.wida.us/ACCESSTraining/ACCESS-Kinder/ Alternate ACCESS training: https://www.wida.us/ACCESSTraining/AlternateModule/index.aspx ACCESS 2.0 training: https://www.wida.us/ACCESSTraining/
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.

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10/19/15 – 11/13/15	Test Materials Ordering All ordering of physical test materials is done via WIDA AMS .	WIDA AMS: https://www.wida-ams.us
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	Complete the WIDA AMS Test Session Creation training module. 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. 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.	WIDA AMS: https://www.wida-ams.us
11/14/15 – 1/10/16	Complete the WIDA AMS System Mangle Students training module. This will provide information on how to add additional students to WIDA AMS and how to add or revise accommodations. PLEASE NOTE: Accommodations should be chosen in the system at least one week prior to test administration.	WIDA AMS: https://www.wida-ams.us
11/14/15 – 12/11/15	Complete the WIDA AMS Material Receipt training module. This will provide step-by-step instructions for inventorying and sorting paper materials upon receipt.	WIDA AMS: https://www.wida-ams.us
12/2/15 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.
12/14/15- 3/4/16	Online Test Setup 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.	WIDA AMS: https://www.wida-ams.us
12/11/15	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.	
12/12/15 – 1/10/16	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.	WIDA AMS: https://www.wida-ams.us

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12/15/15 – 2/26/16	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 .	WIDA AMS: https://www.wida-ams.us
1/6/16 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.
1/11/16-3/4/16	Test Window All students must be tested during this window, regardless of the testing method.	
On Test Day(s)	Test Day(s) <ul style="list-style-type: none"> • Confirm all test tickets correctly display each student’s requirements. • Ensure that Test Administrators 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. 	
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
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.

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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
3/5/16 – 4/15/16	Complete the WIDA AMS System Corrections/Data Validation training module.	WIDA AMS: https://www.wida-ams.us
3/5/16 – 4/28/16	Complete the WIDA AMS Accessing Score Reports training module. This will provide information on how to locate, download and print student reports.	WIDA AMS: https://www.wida-ams.us
3/30/16 – 4/12/16	Data Validation Window Districts will be able to use the WIDA AMS site to correct any issues prior to student reports being generated.	WIDA AMS: https://www.wida-ams.us
4/29/16	Districts receive Reports (Printed and Online).	