Before Testing (Online) *updated 10/25/17*

This document is a guide for personnel involved in the administration of ACCESS for ELLs 2.0 in Missouri. Guidelines for both online and paper administration are included. Please see pages 1-10 for the online checklist and 11-18 for the paper checklist. The checklist highlights all tasks that need to be completed before, during, and after testing within a school or district and shows who typically completes those tasks. Districts may alter the list and make their own decisions on who is responsible for each task. The state-specific clarification column contains guidance that your state education agency expects you to follow as you prepare for and administer the test. Use this checklist to keep track of completed tasks.

Missouri state policy requires all public and charter schools with ELLs to administer ACCESS for ELLs 2.0 Online. Schools may opt to administer ACCESS for ELLs 2.0 Paper in cases where a) It is an allowable accommodation for students with disabilities who have it in their IEP/504 plan or b) For students who are new to the country who may not have had access to computers, and the district believes the level of exposure to technology would have an impact on student performance.

District Test Coordinator (DTC)	School Test Coordinator (STC)	Test Administrator (TA)	Task	State-specific Clarification	Complete
X	X	X	Meet with staff involved with testing to review roles and responsibilities.	All ACCESS 2.0 Test Administrators must: • Be district employees • At minimum meet the requirements of a para (60 hours). • Have complete the online training for tests being administered **Recertification Requirements:** Missouri requires ACCESS 2.0 administrators to recertify annually.	
X	X	X	If you haven't done so, log in to your WIDA website account and sign the Non-Disclosure and User Agreement at www.WIDA.us.	District Test Coordinators (DTC) or their selected designees will assign WIDA logins. If a DTC needs a login, contact DESE.	
X	X		Ensure any staff assisting with test administration who haven't agreed to the electronic NDUA when logging in to the training course have signed a paper copy.	Copies can be found at wida.us/ACCESSprep. Do not return this to DRC. Keep for your records.	
X	X	X	If you haven't done so, log in to WIDA AMS and agree to security terms. (WIDA AMS requires a separate login from the WIDA.us website.)	District Test Coordinators (DTC) or their selected designees will assign WIDA AMS logins. DTCs/STCs decide if Test Administrators have WIDA AMS access.	
X	X	X	Watch the Training Overview tutorial.	Located on the WIDA.us site. Choose the Online (Grades 1-12) Training Course>Preparing	
X	X	X	Visit Missouri's page on the WIDA.us website and check key dates.	Missouri's WIDA.us State Page	

Before Testing (Online) *updated 10/25/17*

District Test Coordinator (DTC)	School Test Coordinator (STC)	Test Administrator (TA)	Task	State-specific Clarification	Complete
X	X	X	Review the WIDA Webinar Calendar and determine if you will attend any of the webinars.	All webinars are presented live and then a recorded version will be available on the WIDA Website.	
X	X	X	Review the Updates tab of the ACCESS for ELLs 2.0 webpage for all updates to testing procedures for 2017-2018.	wida.us/ACCESSupdates	
X	X		Determine how you will communicate with students' parents/family members about ACCESS for ELLs 2.0 testing: its purpose, when their child will test, and any tips for helping students do their best.	WIDA resources to consider: • ACCESS for ELLs 2.0 Parent Handout (available in English, Arabic, Chinese, Haitian Creole French, Hmong, Spanish, Somali and Vietnamese) • Alternate ACCESS for ELLs Parent Handout (available in English, Arabic, Chinese, Haitian Creole French, Hmong, Spanish, Somali and Vietnamese) • Getting Students Ready for Testing flyers – Online version	
X	X		Finalize student counts.		
X			Submit Pre-Code file to DESE by November 3.	DESE Data System Management Timelines If you have questions about the pre-code process, please contact DESE Accountability Data: • Phone: 573-526-4886 • E-mail: accountabilitydata@dese.mo.gov	
X	X	X	Download the WIDA AMS User Guide and have it available for easy reference.		
X	X	X	Visit wida.us/ams for new resources on using WIDA AMS.		
X			Watch the Ordering Materials tutorial (online).	Located on the WIDA.us site. Choose the Online (Grades 1-12) Training Course>Preparing.	
X			Order materials in WIDA AMS.	LEAs are responsible for ordering materials in WIDA AMS. The ordering window is from October 2 – November 9.	
X	X		Set up WIDA AMS accounts for Technology Coordinators and, if necessary, Test Administrators. For instructions, refer to page 39 in the WIDA AMS User Guide.	DTCs/STCs decide if Test Administrators have WIDA AMS access.	

Before Testing (Online) *updated 10/25/17*

District Test Coordinator (DTC)	School Test Coordinator (STC)	Test Administrator (TA)	Task	State-specific Clarification	Complete
X			Ensure your Tech Coordinator has reviewed the information on the WIDA Technology page (www.wida.us/accesstech) including the TSM Decision Guide, Technology Readiness Checklist, System Requirements Document and Technology User Guide.	• TSM Decision Guide • Technology Readiness Checklist • System Requirements Document • WIDA Assessment - DRC Insight Technology User Guide	
X			Discuss district and school technology needs and capacity to administer the online test with the Tech Coordinator.		
X	X		Organize and implement software installation.	Work with District and School IT staff to install TSMs and INSIGHT on client machines. Ensure all ORG Units are properly set up and system readiness checks have been run.	
X	X		Download and read the District and School Test Coordinator Manual.		
X	X	X	Download Test Administrator Manual and have it available for easy reference.		
		X	Review the information about each domain (Listening, Reading, Speaking, and Writing) from the "Domains" dropdown menu in the training course.	Located on the WIDA.us site. Choose the Online (Grades 1-12) Training Course>Domains.	
X	X	X	Watch the Test Scheduling tutorial (online).	Located on the WIDA.us site. Choose the Online (Grades 1-12) Training Course>Preparing.	
X	X	X	Create a testing schedule and finalize student counts. Allow several days at the end of the test window for makeup testing.	Templates for the Test Session Master Schedule and Test Session Roster are available in Appendix A of the District and School Test Coordinator Manual.	
X	X	X	Reserve space and all necessary equipment (e.g. computers, laptops, tablets, headsets) for testing days.		
		X	Confirm what space and equipment is reserved for your test sessions.		
		X	Try out seating arrangement in testing area. Verify that students are not close enough to hear each other while recording during the Speaking Test.		

Before Testing (Online) *updated 10/25/17*

District Test Coordinator (DTC)	School Test Coordinator (STC)	Test Administrator (TA)	Task	State-specific Clarification	Complete
X	X	X	Check with building administration regarding the timing of building bells, alarms, or announcements that may go off during the test session.		
X	X	X	Watch the Test Practice and Test Tickets tutorial.	Located on the WIDA.us site. Choose the Online (Grades 1-12) Training Course>Preparing.	
		X	**Plan time for students to view Test Demos and try out the Test Practice so they are familiar with the testing application before taking the test.**	**Online and Paper Sample Items are also available for additional student practice at wida.us/ACCESSstudents**	
X	X	X	Confirm that all students expected to participate in the online test are listed in WIDA AMS and assigned to test sessions. Review student data for accuracy in WIDA AMS.	Test setup begins 11/13.	
X	X		Modify default Test Sessions to meet district/school needs.		
X	X	X	Add any new students to WIDA AMS and assign them to test sessions.	DTCs and their designees can add new students to WIDA AMS and assign them to test sessions.	
X	X	X	Watch the Accessibility Overview tutorial.	Located on the WIDA.us site. Choose the Online (Grades 1-12) Training Course>Preparing.	
X	X	X	Download and read the Accessibility and Accommodations Supplement.		
X	X	X	Download and read the Missouri specific addendum to the Accessibility and Accommodations Supplement.	Located on the Missouri page on the WIDA.us site.	
X	X	X	Meet with all stakeholders regarding testing needs for students with an IEP or 504 plan.		
X	X	X	Watch the Assigning Accommodations tutorial (online).	Located on the WIDA.us site. Choose the Online (Grades 1-12) Training Course>Preparing.	
X	X	X	Assign accommodations for students with an IEP or 504 plan in WIDA AMS.	DTCs and designees can assign accommodations WIDA AMS.	
		X	**Continue to ensure that students have time practice so they are familiar with the testing application before taking the test.**		

Before Testing (Online) *updated 10/25/17*

District Test Coordinator (DTC)	School Test Coordinator (STC)	Test Administrator (TA)	Task	State-specific Clarification	Complete
X	X	X	Watch the Administering the Test tutorial (online).	Located on the WIDA.us site. Choose the Online (Grades 1-12) Training Course>Testing.	
		X	Take the Online Administration Quiz and pass with a score of 80% or higher.	Located on the WIDA.us site. Choose the Online (Grades 1-12) Training Course>Quizzes.	
X	X		Ensure all staff involved in testing are certified according to the requirements listed at www.wida.us/accessprep.		
X	X		Watch the Monitoring Test Progress tutorial (online).	*New for 2017-18!* Located on the WIDA.us site. Choose the Online (Grades 1-12) Training Course>Testing.	
X	X		Watch the Managing Test Materials tutorial (online).	Located on the WIDA.us site. Choose the Online (Grades 1-12) Training Course>Preparing.	
X	X		Receive, inventory, and distribute test materials to designated sites/staff.	Materials will be shipped to districts, packaged by schools. An automatic overage will be shipped to the districts. Test materials should be treated securely, as with any other high stakes statewide exam.	
	X		Re-inventory materials received. Note the amount and type of materials for which you have overage. Report these totals back to the DTC.	This overage must be used first in cases where sites need additional materials. Consult your District Test Coordinator if any additional materials are needed. For more information regarding Additional Materials Orders and using overage visit Section 3 of the District Coordinator Manual.	
X	X		Watch the Additional Materials Ordering tutorial (online).	*New for 2017-18!* Located on the WIDA.us site. Choose the Online (Grades 1-12) Training Course>Preparing.	

Before Testing (Online) *updated 10/25/17*

District Test Coordinator (DTC)	School Test Coordinator (STC)	Test Administrator (TA)	Task	State-specific Clarification	Complete
X			Order any additional testing materials in WIDA AMS during your state's Additional Material ordering window.	Only DTC level permissions allows for ordering Additional Materials in WIDA AMS. The additional materials ordering window is from December 11 through February 23. Reference Section 3 of the District and School Test Coordinator Manual for more info. Appendix B of this manual contains specific information for transfer students as well. Districts are asked to contain additional materials orders to one per district if possible.	
X	X	X	Check labels for accuracy. If necessary, edit information in WIDA AMS.	DTCs and their designee can edit student information in WIDA AMS.	
X	X		Check District/School labels for accuracy.	Contact DRC Customer Support if information is incorrect.	
X	X		Apply labels to test booklets.		
X	X		Bubble in demographic information and apply a District/School labels to test booklets that do not have a Pre-ID label.	For students that did not receive a barcode label, all information must be hand-bubbled on the test booklet. You should hand bubble all fields. Language codes can be found at MOSIS ELL Language Codes	
X	X		Ensure all accommodations and Do Not Score codes are up to date in WIDA AMS.	If applicable, fill in the Do Not Score code for the Listening, Reading, Writing or Speaking domain. Refer to the Test Administration Manual for detailed instructions.	
X	X	X	Print any additional materials available online as needed, including: - Manuals or sections of manuals needed - State-specific Directions - NDUAs - Test Administrator's Scripts for **Online** Grades 4-12	WIDA will send paper copies of these documents in the materials shipment. Additional copies are available in PDF form from the WIDA website.	
X	X	X	Print and distribute test tickets and student rosters	DTCs can regenerate test tickets if needed.	
X	X		Review test tickets and labels for accuracy of demographic information and accommodations.	DTCs and their designee can edit accommodation and demographic information.	

Before Testing (Online) *updated 10/25/17*

District Test Coordinator (DTC)	School Test Coordinator (STC)	Test Administrator (TA)	Task	State-specific Clarification	Complete
X	X	X	Conduct a final walkthrough with Tech Coordinator to make sure all systems are ready.		
		X	Set up the testing room according to the [Test Administrator Manual](#). Ensure students are seated far enough apart to avoid interference or distractions.	Ensure there is nothing on the walls of the testing room that could help or prompt a student.	

During Testing (Online) *updated 10/25/17*

District Test Coordinator (DTC)	School Test Coordinator (STC)	Test Administrator (TA)	Task	State-specific Clarification	Complete
		X	Ensure testing devices are ready and distribute necessary materials and equipment (e.g. booklets, scratch paper, headsets).		
		X	Distribute test tickets to students when they are ready to begin the test.		
		X	Follow all directions provided in the manuals and scripts.		
		X	Monitor and supervise students during the testing session.		
X	X		Monitor student progress in WIDA AMS while testing and throughout the testing window.		
		X	Notify Test Coordinator and/or Tech Coordinator of any issues that arise during testing.		
		X	Report any additional material needs to the STC.		
	X		If the need for additional test materials arises, first check your school overage inventory, then contact your DTC to see if that district has material in their inventory. Then coordinate with the DTC to plan for an additional materials order if necessary.		
X			Keep track of all material requests from schools during testing and place **one** additional materials order prior to the end of the testing window with all requested materials.	Only DTC level permissions allows for ordering Additional Materials in WIDA AMS. The additional materials ordering window is from December 11 through February 23. Reference Section 3 of the District and School Test Coordinator Manual for more info. Appendix B of this manual contains specific information for transfer students as well. Districts are asked to contain additional materials orders to one per district if possible.	
X	X	X	After students have completed the Listening and Reading tests, run a Tier Placement Report in WIDA AMS. Use the report to identify students placed in Speaking Tier Pre-A and the Writing tier for students in grades 1-3, who will be handwriting their response.		

During Testing (Online) *updated 10/25/17*

District Test Coordinator (DTC)	School Test Coordinator (STC)	Test Administrator (TA)	Task	State-specific Clarification	Complete
		X	Collect and account for all test materials. Return them to the Test Coordinator.	Scratch paper must be securely destroyed after testing is complete.	
X	X	X	Securely store all testing materials in between test sessions.		
		X	Return testing materials to the Test Coordinator.		

After Testing (Online) *updated 10/25/17*

District Test Coordinator (DTC)	School Test Coordinator (STC)	Test Administrator (TA)	Task	State-specific Clarification	Complete
X	X	X	Watch the After Testing tutorial (online).	Located on the WIDA.us site. Choose the Online (Grades 1-12) Training Course>Afterward	
X	X		Collect test materials from Test Administrators once testing is completed at each testing site.		
X	X		Prepare test materials for return according to the instructions in Section 5 of the District and School Test Coordinator Manual.	Any transcription must occur prior to shipping. DTC determine who may do the transcription.	
X	X		Return test materials to DRC.	Scratch paper must be securely destroyed after testing is complete. Everything else should be returned to DRC.	
X			Watch the Data Validation tutorial.	Located on the WIDA.us site. Choose the Online (Grades 1-12) Training Course>Afterward	
X			Complete pre-data validation process.	The Pre-Data Validation window is April 2 – April 9.	
X	X	X	Review the resources available to assist educators with score interpretation on the Scores & Reports page.		
X	X		Determine how you will communicate with students' parents/family members about ACCESS for ELLs 2.0 test results.	WIDA resources to consider: • Parent Guide for ACCESS for ELLs 2.0 Score Reports • Parent Guide for Alternate ACCESS for ELLs Score Reports	
X			Watch the Accessing Score Reports tutorial.	Located on the WIDA.us site. Choose the Online (Grades 1-12) Training Course>Afterward	
X			Receive and distribute score reports to designated sites/staff.	Score reports will be delivered to districts on May 9.	
X			Complete post-data validation process.	The Post-Data Validation window is May 9 – May 15.This is the last chance to make corrections.	
X			Receive updated data file and ability to print any adjusted ISRs.	Updated Data available in WIDA-AMS on May 24.	
X	X		Distribute ISRs/Inform parents ISRs are available.	Districts have 15 days to inform parents that ISRs are available.	

Before Testing (Paper) *updated 10/25/17*

This document is a guide for personnel involved in the administration of ACCESS for ELLs 2.0 in Missouri. The checklist highlights all tasks that need to be completed before, during, and after testing within a school or district and shows who typically completes those tasks. Districts may alter the list and make their own decisions on who is responsible for each task. The state-specific clarification column contains guidance that your state education agency expects you to follow as you prepare for and administer the test. Use this checklist to keep track of completed tasks.

Missouri state policy requires all public and charter schools with ELLs to administer ACCESS for ELLs 2.0 Online. Schools may opt to administer ACCESS for ELLs 2.0 Paper in cases where a) It is an allowable accommodation for students with disabilities who have it in their IEP/504 plan or b) For students who are new to the country who may not have had access to computers, and the district believes the level of exposure to technology would have an impact on student performance.

District Test Coordinator (DTC)	School Test Coordinator (STC)	Test Administrator (TA)	Task	State-specific Clarification	Complete
X	X	X	Meet with staff involved with testing to review roles and responsibilities.	All ACCESS 2.0 Test Administrators must: • Be district employees • At minimum meet the requirements of a para (60 hours). • Have complete the online training for tests being administered **Recertification Requirements:** Missouri requires ACCESS 2.0 administrators to recertify annually.	
X	X	X	If you haven't done so, log in to your WIDA website account and sign the Non-Disclosure and User Agreement at www.WIDA.us.	District Test Coordinators (DTC) or their selected designees will assign WIDA logins. If a DTC needs a login, contact DESE.	
X	X		Ensure any staff assisting with test administration who haven't agreed to the electronic NDUA when logging in to the training course have signed a paper copy.	Copies can be found at wida.us/ACCESSprep. Do not return this to DRC. Keep for your records.	
X	X	X	If you haven't done so, log in to WIDA AMS and agree to security terms. (WIDA AMS requires a separate login from the WIDA.us website.)	District Test Coordinators (DTC) or their selected designees will assign WIDA AMS logins. DTCs/STCs decide if Test Administrators have WIDA AMS access.	
X	X	X	Watch the Training Overview tutorial.	Located on the WIDA.us site. Choose the Paper-Based (Grades 1-12) Training Course>Preparing	
X	X	X	Visit Missouri's page on the WIDA.us website and check key dates.	Missouri's WIDA.us State Page	

Before Testing (Paper) *updated 10/25/17*

District Test Coordinator (DTC)	School Test Coordinator (STC)	Test Administrator (TA)	Task	State-specific Clarification	Complete
X	X	X	Review the WIDA Webinar Calendar and determine if you will attend any of the webinars.	All webinars are presented live and then a recorded version will be available on the WIDA Website.	
X	X	X	Review the Updates tab of the ACCESS for ELLs 2.0 webpage for all updates to testing procedures for 2017-2018.	wida.us/ACCESSupdates	
X	X		Determine how you will communicate with students' parents/family members about ACCESS for ELLs 2.0 testing: its purpose, when their child will test, and any tips for helping students do their best.	WIDA resources to consider: • ACCESS for ELLs 2.0 Parent Handout (available in English, Arabic, Chinese, Haitian Creole French, Hmong, Spanish, Somali and Vietnamese) • Alternate ACCESS for ELLs Parent Handout (available in English, Arabic, Chinese, Haitian Creole French, Hmong, Spanish, Somali and Vietnamese) • Getting Students Ready for Testing flyers – Paper version	
X	X		Finalize student counts.		
X			Submit Pre-Code file to DESE by November 3.	DESE Data System Management Timelines If you have questions about the pre-code process, please contact DESE Accountability Data: • Phone: 573-526-4886 • E-mail: accountabilitydata@dese.mo.gov	
X	X	X	Download the WIDA AMS User Guide and have it available for easy reference.		
X	X	X	Visit wida.us/ams for new resources on using WIDA AMS.		
X			Watch the Ordering Materials tutorial.	Located on the WIDA.us site. Choose the Paper-Based (Grades 1-12) Training Course>Preparing	
X			Order materials in WIDA AMS.	LEAs are responsible for ordering materials in WIDA AMS. The ordering window is from October 2 – November 9.	
X	X		Set up WIDA AMS accounts for Technology Coordinators and, if necessary, Test Administrators. For instructions, refer to page 39 in the WIDA AMS User Guide.	DTCs/STCs decide if Test Administrators have WIDA AMS access.	

Before Testing (Paper) *updated 10/25/17*

District Test Coordinator (DTC)	School Test Coordinator (STC)	Test Administrator (TA)	Task	State-specific Clarification	Complete
X			Ensure your Tech Coordinator has reviewed the information on the WIDA Technology page - www.wida.us/accesstech - including the Technology User Guide.	WIDA Assessment - DRC Insight Technology User Guide	
X	X		Download and read the District and School Test Coordinator Manual.		
X	X	X	Download Test Administrator Manual and have it available for easy reference.		
		X	Review the information about each domain (Listening, Reading, Speaking, and Writing) from the "Domains" dropdown menu in the training course.	Located on the WIDA.us site. Choose the Paper-Based (Grades 1-12) Training Course>Domains.	
X	X	X	Watch the Test Scheduling tutorial.	Located on the WIDA.us site. Choose the Paper-Based (Grades 1-12) Training Course>Preparing.	
X	X	X	Create a testing schedule and finalize student counts. Allow several days at the end of the test window for makeup testing.	Templates for the Test Session Master Schedule and Test Session Roster are available in Appendix A of the District and School Test Coordinator Manual.	
X	X	X	Reserve space and all necessary equipment (e.g. CD player) for testing days.		
		X	Confirm what space and equipment is reserved for your test sessions.		
		X	Try out seating arrangement in testing area.		
X	X	X	Check with building administration regarding the timing of building bells, alarms, or announcements that may go off during the test session.		
		X	**Plan time for students to Practice so they are familiar with testing before taking the ACCESS assessment.**	**Online and Paper Sample Items are also available for additional student practice at wida.us/ACCESSstudents**	
X	X	X	Watch the Accessibility Overview tutorial.	Located on the WIDA.us site. Choose the Paper-Based (Grades 1-12) Training Course>Preparing.	
X	X	X	Download and read the Accessibility and Accommodations Supplement.		

Before Testing (Paper) *updated 10/25/17*

District Test Coordinator (DTC)	School Test Coordinator (STC)	Test Administrator (TA)	Task	State-specific Clarification	Complete
X	X	X	Download and read the Missouri specific addendum to the Accessibility and Accommodations Supplement.	Located on the Missouri page on the WIDA.us site.	
X	X	X	Watch the Assigning Accommodations tutorial.	Located on the WIDA.us site. Choose the Paper-Based (Grades 1-12) Training Course>Preparing.	
X	X	X	Meet with all stakeholders regarding testing needs for students with an IEP or 504 plan.	Missouri follows the WIDA Accommodations Guidelines.	
X	X	X	Assign accommodations for students with an IEP or 504 plan in WIDA AMS.	DTCs and designees can assign accommodations WIDA AMS.	
		X	**Continue to allow time for students to Practice so they are familiar with testing before taking the ACCESS assessment.**		
X	X	X	Watch the Administering the Test tutorial.	Located on the WIDA.us site. Choose the Paper-Based (Grades 1-12) Training Course>Testing.	
		X	Take the Paper Administration Quiz and pass with a score of 80% or higher.	Located on the WIDA.us site. Choose the Paper-Based (Grades 1-12) Training Course>Quizzes.	
		X	If you are responsible for administering the Speaking test, complete the Speaking Scoring modules located in the Paper-Based Grades 1-12 training course under the Domains menu.	Located on the WIDA.us site. Choose the Paper-Based (Grades 1-12) Training Course>Domains.	
X	X	X	Take the Speaking Quiz for Grades 1-5 and/or Quiz for Grades 6-12 and pass with an 80% or higher.	Located on the WIDA.us site. Choose the Paper-Based (Grades 1-12) Training Course>Quizzes.	
X	X		Ensure all staff involved in testing are certified according to the requirements listed at www.wida.us/accessprep.		
X	X		Watch the Managing Test Materials tutorial.	Located on the WIDA.us site. Choose the Paper-Based (Grades 1-12) Training Course>Preparing.	
X	X		Receive, inventory, and distribute test materials to designated sites/staff.	Materials will be shipped to districts, packaged by schools. An automatic overage will be shipped to the districts. Test materials should be treated securely, as with any other high stakes statewide exam.	

Before Testing (Paper) *updated 10/25/17*

District Test Coordinator (DTC)	School Test Coordinator (STC)	Test Administrator (TA)	Task	State-specific Clarification	Complete
	X		Re-inventory materials received. Note the amount and type of materials for which you have overage. Report these totals back to the DTC.	This overage must be used first in cases where sites need additional materials. Consult your District Test Coordinator if any additional materials are needed. For more information regarding Additional Materials Orders and using overage visit Section 3 of the District Coordinator Manual.	
X	X		Watch the Additional Materials Ordering tutorial (online).	*New for 2017-18!* Located on the WIDA.us site. Choose the Online (Grades 1-12) Training Course>Preparing.	
X			Order any additional testing materials in WIDA AMS during your state's Additional Material ordering window.	Only DTC level permissions allows for ordering Additional Materials in WIDA AMS. The additional materials ordering window is from December 11 through February 23. Reference Section 3 of the District and School Test Coordinator Manual for more info. Appendix B of this manual contains specific information for transfer students as well. Districts are asked to contain additional materials orders to one per district if possible.	
X			Check Pre-ID labels for accuracy. If necessary, edit information in WIDA AMS.	DTCs can modify student demographics, accommodations and DNS codes for pre-ID labels. If any information on the label is incorrect, do not use the label. Securely destroy the label and hand bubble the information.	
X	X		Check District/School labels for accuracy.	Contact DRC Customer Support if information is incorrect.	
X	X		Apply labels to test booklets.		
X	X		Bubble in demographic information and apply a District/School labels to test booklets that do not have a Pre-ID label.	Refer to the State Specific Directions - Goldenrod included in materials shipment for guidance. For students that did not receive a barcode label, all information must be hand-bubbled on the test booklet. You should hand bubble all fields. Language codes can be found at MOSIS ELL Language Codes.	

Before Testing (Paper) *updated 10/25/17*

District Test Coordinator (DTC)	School Test Coordinator (STC)	Test Administrator (TA)	Task	State-specific Clarification	Complete
X	X	X	Print any additional materials available online as needed, including: - Manuals or sections of manuals needed - State-specific Directions - NDUAs - Test Administrator's Scripts for **Online** Grades 4-12	WIDA will send paper copies of these documents in the materials shipment. Additional copies are available in PDF form from the WIDA website.	
X	X		Distribute test session rosters to Test Administrators.		
		X	Try out the Listening and Speaking CD(s) and CD player prior to the day of testing.		

During Testing (Paper) *updated 10/25/17*

District Test Coordinator (DTC)	School Test Coordinator (STC)	Test Administrator (TA)	Task	State-specific Clarification	Complete
		X	Distribute necessary materials to students (test booklets, pencils, scratch paper).	Scratch paper must be securely destroyed after testing is complete.	
		X	Follow all directions provided in the manuals and scripts.		
		X	Monitor and supervise students during the testing session.		
		X	Notify Test Coordinator of any issues that arise during testing.		
		X	Report any additional material needs to the STC.		
	X		If the need for additional test materials arises, first check your school overage inventory, then contact your DTC to see if that district has material in their inventory. Then coordinate with the DTC to plan for an additional materials order if necessary.		
X			Keep track of all material requests from schools during testing and place **one** additional materials order prior to the end of the testing window with all requested materials.	Only DTC level permissions allows for ordering Additional Materials in WIDA AMS. The additional materials ordering window is from December 11 through February 23. Reference Section 3 of the District and School Test Coordinator Manual for more info. Appendix B of this manual contains specific information for transfer students as well. Districts are asked to contain additional materials orders to one per district if possible.	
		X	Collect and account for all test materials.		
X	X	X	Securely store all testing materials in between test sessions.		
		X	Return testing materials to the Test Coordinator.		

After Testing (Paper) *updated 10/25/17*

District Test Coordinator (DTC)	School Test Coordinator (STC)	Test Administrator (TA)	Task	State-specific Clarification	Complete
X	X	X	Watch the After Testing tutorial.	Located on the WIDA.us site. Choose the Paper-Based (Grades 1-12) Training Course>Afterward.	
X	X		Collect test materials from Test Administrators once testing is completed at each testing site.		
X	X		Prepare test materials for return according to the instructions in Section 5 of the District and School Test Coordinator Manual.	Any transcription must occur prior to shipping. DTC determine who may do the transcription.	
X	X		Return test materials to DRC.	Scratch paper must be securely destroyed after testing is complete. Everything else should be returned to DRC.	
X			Watch the Data Validation tutorial.	Located on the WIDA.us site. Choose the Paper-Based (Grades 1-12) Training Course>Afterward.	
X			Complete pre-data validation process.	The Data Validation window is April 2 – April 9.	
X	X	X	Review the resources available to assist educators with score interpretation on the Scores & Reports page.		
X	X		Determine how you will communicate with students' parents/family members about ACCESS for ELLs 2.0 test results.	WIDA resources to consider: • Parent Guide for ACCESS for ELLs 2.0 Score Reports • Parent Guide for Alternate ACCESS for ELLs Score Reports	
X			Watch the Accessing Score Reports tutorial.	Located on the WIDA.us site. Choose the Paper-Based (Grades 1-12) Training Course>Afterward.	
X			Receive and distribute score reports to designated sites/staff.	Score reports will be delivered to districts on May 9.	
X			Complete post-data validation process.	The Post-Data Validation window is May 9 – May 15.This is the last chance to make corrections.	
X			Receive updated data file and ability to print any adjusted ISRs.	Updated Data available in WIDA-AMS on May 24.	
X	X		Distribute ISRs/Inform parents ISRs are available.	Districts have 15 days to inform parents that ISRs are available.	