INDIANA
ACCESS for ELLs Online Checklist
2018-2019

This state checklist is a guide for personnel involved in administering ACCESS for ELLs Online, and includes unique steps related to Kindergarten and Alternate ACCESS assessments. The checklist highlights all tasks that need to be completed **before**, **during**, and **after** testing within a school or district and uses color to indicate who typically completes those tasks in your state. This checklist has been customized for your state. The state-specific clarification column contains guidance that your state education agency expects you to follow as you prepare for and administer the test.

State-specific information			
Test delivery mode	Online	**Testing Window**	January 14, 2019 – March 8, 2019
WIDA member page	wida.wisc.edu/memberships/consortium/in		
Online Resources			

- ACCESS for ELLs Test Administrator Manual (TAM) *Test administration policies and procedures*
- ACCESS for ELLs District and School Test Coordinator Manual (DSCM) *Test coordination policies and procedures*
- ACCESS for ELLs Accessibility and Accommodations Supplement (A&AS) *Accessibility and accommodations policies and procedures*
- Technology Readiness Checklist *For Technology Coordinators*

- Interpretive Guide for Score Reports
- Alternate ACCESS for ELLs Interpretive Guide
- WIDA AMS User Guide
- State-Specific Directions
- Q&A Webinar Calendar

For more state-specific resources, visit your WIDA member page.

Checklist Key

⬛ Corporation Test Coordinator (CTC) task

ⓘ Click for more information

⬛ School Test Coordinator (STC) task

K Kindergarten ACCESS task **A** Alternate ACCESS task

⬛ Test Administrator (TA) task

Opt Optional task

Before Testing

CTC	STC	TA	Task	State-specific Clarification	✔
X	X	X	Determine which ACCESS for ELLs assessment you are responsible for administering: Online, Paper, Kindergarten (**K**), or Alternate (**A**).	All Test Administrators (TAs) must hold a valid IN teaching license, instructional, administrative, or school services license and must have completed the WIDA certification process. Para-educators **are not** permitted to administer WIDA assessments.	
X	X	X	Review training requirements based on your role.	• **All personnel** with access to secure test materials must sign the Indiana Testing Security and Integrity Agreement. • **CTCs** are required to participate in the IDOE WIDA Pretest webinar and provide security training for all staff on an annual basis. • **All CTCs, STCs and TAs** are responsible for reading the appropriate WIDA manual (DSTCM or TAM). **New TAs** will complete the appropriate ACCESS Training Courses found on the WIDA Secure Portal, and pass the appropriate quizzes with a score of 80% accuracy or higher for the assessment(s) to be administered: • ACCESS ONLINE Administration and Quiz • ACCESS Kindergarten Administration and Quiz **K** • Alternate Access for ELLS Administration and Quiz **A** **Returning TAs** must have completed training within two years (24 months) of the date they are administering the test. Returning TAs are not required to but it is recommended that they recertify on the quizzes for the assessments(s) to be administered.	

Before Testing

CTC	STC	TA	Task	State-specific Clarification	✔
X	X	X	Log in to your WIDA account and agree to the Non-Disclosure and User Agreement (NDUA) that pops up automatically upon first login.	• CTCs will contact Tatum Martin at tamartin@doe.in.gov to request a new WIDA account. • CTCs will create WIDA accounts for New STCs and TAs. If you already have an account and have trouble logging in, contact WIDA Client Services Center at help@wida.us • WIDA requires users to agree to the Non-Disclosure and User Agreement annually at the user's first login after July 1. *A paper copy of the WIDA Non-Disclosure and User Agreement should be kept on file by the corporation. This may be completed once for each account holder and does <u>not</u> have to be updated annually.*	
X	X	X	Log in to WIDA AMS and agree to security terms that appear automatically at first login.	• CTCs will contact Tatum Martin at tamartin@doe.in.gov to request a new WIDA AMS account. • CTCs will create WIDA AMS accounts for new STCs, TAs and Technology Coordinators. If you already have an account and have trouble logging in, contact WIDA@datarecognitioncorp.com. • DRC requires users to agree to the security terms at the user's first login.	
X	X	X	Watch the Training Overview tutorial.	• This overview tutorial can be provided during the corporation/school trainings for STCs and TAs.	
X			Set up WIDA AMS accounts for Technology Coordinators and Test Administrators. ⓘ	• CTCs will contact Tatum Martin at tamartin@doe.in.gov to request a new WIDA AMS account. • CTCs will create WIDA AMS accounts for STCs, TAs and Technology Coordinators.	
			Submit Pre-ID file to DRC.	• Corporations/schools submit student data via the WIDA DOE-TL by 10/15/18 and IDOE uploads the Pre-ID file to DRC.	
X			Watch the Ordering Materials tutorial.		

Before Testing

CTC	STC	TA	Task	State-specific Clarification	✔
X			Order materials in WIDA AMS.	• Additional test materials ordering window in AMS is **Friday, 12/14/18– Monday, 2/25/19.** • **Grades 1 – 5** Writing is administered in a paper-based format. WIDA AMS will automatically calculate the number of test booklets needed for grades 1-5, based on the number of online students. For grades 1-3, all questions and answers are in book; for grades 4-5, questions are on screen. • **Grades 6 – 12** Writing is administered online. • Kindergarten paper test kits and Alternate Access paper materials will automatically ship based on the students indicated to be taking these assessments.	
X	X		Discuss district and school technology needs and capacity to administer the online test with the Technology Coordinator. **Opt**	• Work with Corporation and School IT staff to prepare for online testing.	
		X	Watch the Accessibility Overview tutorial.		
X	X		Watch the Assigning Accommodations tutorial.		
	X		Meet with all stakeholders regarding testing needs for students with an IEP or 504 plan.	• Accommodations must be listed in the student's IEP or 504 Plan. The approved list of accommodations for students taking a WIDA assessment can be found in the Accessibility and Accommodations Manual. • Participation in Alternate ACCESS is determined by the student's IEP team and is documented on the IEP.	

Before Testing

CTC	STC	TA	Task	State-specific Clarification	✔
X	X		In WIDA AMS, assign accommodations for students with an IEP or 504 plan.	• CTCs or STCs must verify/add individual accommodations in WIDA AMS. This is done in Student Management. • Only accommodations that are available online will appear on the test ticket and test roster. NA will be listed for all accommodations outside of the three online accommodations: Manual Control of item audio [MC]; Repeat item audio [RA]; and Extended Speaking Response time [ES]. • TAs should be informed of all accommodations to be provided per the IEP or 504 Plan.	
	X		Modify default test sessions in WIDA AMS to meet district/school needs. **Opt**	• Test sessions are automatically generated by school, domain, and grade. • New students may be added to existing test sessions or new test sessions may be created as needed.	
	X		Finalize student counts. Add any new students to WIDA AMS and assign them to test sessions.		
X	X		Review student data for accuracy in WIDA AMS.	• If student demographic information is incorrect, changes may be made in WIDA AMS. • If the Pre-ID label is not available for use, or was not obtained for the student, a District/School Label will be applied to the student booklet and the student demographic information will be hand-coded.	
	X		Confirm that all students are listed in WIDA AMS and assigned to test sessions.		
	X	X	Watch the Test Scheduling tutorial.		

Before Testing

CTC	STC	TA	Task	State-specific Clarification	✓
	X	X	Create a testing schedule. All Kindergarten **K** and Alternate ACCESS **A** test sessions should be one-on-one. *Tip: Break testing down into days in the window. Allow several days at the end for makeup testing.*	• STCs and TAs should work together to develop a testing schedule. • For Online administration only, students taking the same domain may be combined across grade level and/or tier. • Listening and Reading must be completed prior to Speaking and Writing. • Kindergarten (**K**) and Alternate ACCESS (**A**) are individual administrations.	
	X	X	Plan a seating arrangement for testing areas. Verify that students are adequately spaced for the Speaking Test. **Opt**	• For the Speaking domain it is strongly recommended that test administration groups be limited to 5 students. • Guidance on seating arrangements can be found in section 6.2 of the TAM.	
X	X	X	Watch the Test Practice and Test Tickets tutorial.		
X	X	X	Plan communication for parents/family members about ACCESS for ELLs testing and upcoming testing schedule.		
X	X		Watch the Managing Test Materials tutorial.		
X	X		Receive, inventory, and distribute test materials to designated sites/staff.	• **Friday, 12/14/2018** Corporations receive test materials. • All personnel with access to secure testing materials must have a signed Indiana Testing Security and Integrity Agreement on file.	
	X		Review materials for accuracy. Report the amount and type of overage to the District Coordinator.	• STCs should report overages to CTC prior to the opening of the test window on **January 14, 2019**.	
X			Watch the Additional Materials Orders tutorial.		

Before Testing

CTC	STC	TA	Task	State-specific Clarification	✔
	X		Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.	• If student demographic information is incorrect, changes should be made in WIDA AMS. • If the Pre-ID label is not available for use, or was not obtained for the student, a District/School Label will be applied to the student booklet and the student demographic information will be hand-coded.	
	X		Check District/School Labels for accuracy. Contact DRC Customer Support if information is incorrect.	• STCs should contact DRC if the DISTRICT/SCHOOL LABEL is incorrect prior to the opening of the test window on **1/14/19**.	
	X		Print test tickets and test rosters. Securely store according to state and local policies.	• Listening and Reading test tickets are to be printed first. • After running Tier Placement Report, Speaking and Writing Test tickets are printed. • Test Rosters and Test Tickets are secure testing materials, and should be stored securely until immediately prior to test administration. • Test Rosters and Test Tickets must be securely destroyed by the test coordinator.	
	X		Review test tickets for accuracy of demographic information and accommodations.	• Only the accommodations provided online will appear on the Test Ticket. Test Administrator must be made aware of additional accommodations to be provided according to the IEP or 504 plan.	
	X		**K** , **A only** – Apply labels to test booklets. Bubble in demographic information and apply a District/School Label to test booklets that do not have Pre-ID Labels.	• Demographic information in WIDA AMS and on the Pre-ID label/or hand-coded should match. • If student demographic information is incorrect, changes should be made in WIDA AMS. • If the Pre-ID label is not available for use, or was not obtained for the student, a District/School Label will be applied to the student booklet and the student demographic information will be hand-coded.	

Before Testing

CTC	STC	TA	Task	State-specific Clarification	✔
X	X	X	Watch the Administering the Test tutorial. **K** Watch the Kindergarten Training Video Series. **A** Watch the Alt ACCESS Test Administration Tutorial.		
	X	X	Have students view Test Demos and try Test Practice items **K** Test administrators review Listening and Speaking sample items **A** Test administrators review sample items	• Students should have ample instruction on the online testing procedures, utilizing the Test Demos. • Practice of test procedures and the use of the Universal Tools should be provided, utilizing the Test Practice items. • Students with documented accommodations should have instruction and practice in the use of online accommodations. Usernames and Passwords to access test practice with accommodations can be found on p. 112 of the TAM.	
	X	X	Watch the Monitoring Test Progress tutorial (applies to online testing only).		
		X	Take the Online Administration Quiz and pass with a score of 80% or higher. **K** Take the Kindergarten Quiz. **A** Take the Alt ACCESS Quiz.	**New TAs** will complete the appropriate ACCESS Training Courses found on the WIDA Secure Portal, and pass the appropriate quizzes with a score of 80% accuracy or higher for the assessment(s) to be administered: • ACCESS ONLINE Administration and Quiz • ACCESS Kindergarten Administration and Quiz **K** • Alternate Access for ELLS Administration and Quiz **A** **Returning TAs** must have completed training within two years (24 months) of the date they are administering the test. Returning TAs are not required to but it is recommended that they recertify on the quizzes for the assessments(s) to be administered.	
X	X		Ensure all staff involved in testing are certified according to state requirements, have completed required training, and understand how to follow test security and confidentiality procedures.	• All required training and certification quizzes must be completed prior to the administration of the test.	

During Testing

CTC	STC	TA	Task	State-specific Clarification	✔
		X	Set up the testing room according to the TAM. For group settings, ensure students are seated far enough apart to avoid distractions.		
	X	X	Gather test administration materials: Test Administrator's Script(s), Test Administrator Manual, test tickets, test roster, Writing Test Booklets, #2 pencils, clock, etc.	• Administer Listening and Reading domains first.	
		X	Ensure testing devices are ready and distribute necessary materials to students (e.g., booklets, pencils, headsets).		
		X	Distribute test tickets to students and verify information on ticket matches student's test plan.		
	X	X	Securely store all testing materials in between test sessions.		
		X	Refer to manuals and scripts for test administration procedures.	• It is expected that the time guides provided in the TAM be respected. • In the domains of Reading and Listening, students move at their own pace, however the design of these domains is such that they should be completed in the *approximate* time frame indicated (Listening 30 – 40 minutes, Reading 35 minutes.) • The Writing Timing guides in the TAM (p. 128-129) provide the Test Administrator with the *allowable* times by Tier and Grade Level. • The Speaking test is self-paced with set response times. • Students with documented disabilities that have an IEP or 504 plan may receive additional time based on the decision of the IEP or 504 team, and as documented in their IEP or 504 Plan and WIDA AMS.	
	X		After students have completed the Listening and Reading tests, run a Tier Placement Report in WIDA AMS.	• Adjust schedule to accommodate groups by tier and grade-level if needed. • Print test tickets for Speaking and Writing	

				During Testing	

CTC	STC	TA	Task	State-specific Clarification	✓
	X	X	Apply labels to Grades 1-3 Writing Test Booklets. Bubble in demographic information and apply a District/School Label to test booklets that do not have Pre-ID Labels.	• Make sure correct Pre-ID label is applied to correct booklet (grade cluster, domain, and tier.) • Demograpic information in WIDA AMS and on the label should match. • If student demographic information is incorrect, changes should be made in WIDA AMS. • If the Pre-ID label is not available for use, or was not obtained for the student, a District/School Label will be applied to the student booklet and the student demographic information will be hand-coded.	
	X		Report additional material needs to the District Test Coordinator.		
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.	• Additional Materials Order window in AMS: 12/14/18 – 2/25/19 • *Additional test material orders should be placed using the _**District-Level Ordering Site Only** from the School selection in WIDA AMS.* • Overage from initial materials order will be split - 7.5% to the schools, 7.5% to the district. Utilize overage materials prior to requesting an additional materials order. • Refer to section 3.7 of the DCSM for guidance on placing Additional Materials Orders.	
		X	Collect and account for all test materials. Return them to the Test Coordinator.	• See TAM p. 31-34	

After Testing

CTC	STC	TA	Task	State-specific Clarification	✔
X	X		Watch the After Testing tutorial.		
	X	X	Collect test materials from Test Administrators once testing is completed at each testing site.		
	X	X	Ensure all accommodations and Do Not Score codes are correctly marked on the booklet or in WIDA AMS.	• Accommodations should be included in WIDA AMS and coded appropriately on any student test documents. • SEE p. 46 DSTCM for guidance relating to DO NOT SCORE.	
X	X		Prepare test materials for return.	• SEE section 5: Returning Materials (After Testing) in the DSTCM. • If you choose to ship completed materials before the end of testing, retain some of the unused overage, in the event that new students arrive prior to the end of the testing window.	
X	X		Return test materials to DRC.	• All secure materials must be postmarked by **March 18, 2019**. **Note: Late student test books will not be scored**. Only student test books shipped by 3/18/19 will be scored. • Unused PRE-ID Labels, DISTRICT/SCHOOL labels and scratch paper must be securely destroyed locally. • SEE p. 46 DSTCM for guidance relating to DO NOT SCORE	
X	X		Watch the Data Validation tutorial.		
X	X		Complete data validation process.	• Data validation will be completed utilizing WIDA AMS. • Pre-reporting data validation: **3/25/19 – 3/29/19** • Post-reporting data validation is completed by IDOE. If you have any errors please submit to inassessments@doe.in.gov	
X	X		Watch the Accessing Score Reports tutorial.		
X	X		Review and distribute score reports to designated sites/staff. ⓘ		

After Testing

CTC	STC	TA	Task	State-specific Clarification	✔
	X	X	Communicate with students' parents/family members about ACCESS for ELLs test results.	• The Parent Guide for ACCESS for ELLs Score Reports is available in a wide variety of languages and can be found in the Resource Library on the WIDA website. • Additional score reports can be generated locally, and in a variety of languages in WIDA AMS.	