Prior to Testing Checklist for ACCESS for ELLs and Alternate ACCESS for ELLs

☐ Check wida.wisc.edu to view your Test Administrators’ scores.

☐ Print the excel file of scores or have your Test Administrators give you a copy of their certificates. **If monitored, you will be asked to provide proof of online training.**

☐ Add any new Test Administrators to wida.wisc.edu so they can begin online training.

☐ Add any new Test Administrators to www.wida-ams.us and assign permissions.

☐ Have schools check to see that all students enrolled are in a test session in WIDA AMS. If not, students must be manually added.

☐ Have schools check to make sure the information in WIDA AMS for each student is correct. Check name, grade, and DOB. **THIS IS MOST IMPORTANT!**

☐ Begin preparing for training. Use the webinars for the WIDA District and School Test Coordinator Manual and the ALERTS for STCs to train your Building Test Coordinators.

☐ Building Test Coordinators or yourself will bring Test Administrators together to review the training modules at wida.wisc.edu and go over the ALERTS for Test Administrators. (Remember: Annual retraining is not required, but an annual review of the training materials is required). Training must be documented on the LEA Report of Training.

☐ All Test Administrators must be trained on test security and sign the four required test security documents. Training must be documented on the LEA Report of Training.

☐ **Materials will arrive on January 8, 2019.** Make sure someone is looking for this delivery and knows to contact you as soon as it arrives.

☐ Inventory materials immediately. If you find that you need additional materials, you will place **one collective order the week of February 11-15, 2019.**

☐ Remember: You must have trained Hall Monitors in the hallways to ensure students are provided a quiet testing environment. Alarms, drills, and intercom messages should be held until testing is over.