

WIDA ACCESS and Alt-ACCESS Administration Checklists

The following checklists are intended to help reduce the most common causes of test irregularities that result in the invalidation of student results.

There are six distinct checklists, one for each of the roles responsible in the administration of WIDA ACCESS assessments and for guaranteeing the integrity of the assessment process: the **District Testing Coordinator**, the **School Testing Coordinator**, **Test Administrators**, **Test Proctors**, the **District Superintendent**, and **Site Principals**.

It is the responsibility of the District Testing Coordinator to ensure that all personnel involved are given the appropriate checklist and that the checklist is completed. The District Testing Coordinator will collect and store all checklists for five years. OSDE may ask to view and verify the checklists during the ELP assessment and/or Title III monitoring.

EL District Testing Coordinator Checklist

The English Learner District Testing Coordinator (EL DTC) is responsible for training School Test Coordinators, Test Administrators, and district personnel in test security and administration procedures, including the coordination of ordering and distributing test materials. The EL DTC is responsible for overseeing test administration throughout the school district.

EL District Testing Coordinator responsibilities:

Completed	Task
☐	Distribute Test Security information to everyone involved in the WIDA ACCESS process.
☐	Ensure all Test Administrators (TAs) are WIDA certified.
☐	Ensure all personnel involved with testing receive training on appropriate test administration, policies, and procedures including accommodations prior to WIDA ACCESS administration.
☐	Verify all TAs hold a current Oklahoma teaching certificate that remains valid and unexpired throughout the testing window.
☐	Review the Checklists with School Testing Coordinators, TAs, Test Proctors, Principals, and Superintendents and ensure that each person has received a copy.
☐	Confirm all school sites have completed a device/site readiness check.
☐	Implement testing policies and procedures to ensure fair and appropriate testing, including identifying students eligible for WIDA ACCESS or Alternate ACCESS and newly enrolled ELs.
☐	Immediately report all testing irregularities to the OSDE's Office of English Language Proficiency (OELP).
☐	Inventory all assessment materials each time the materials are checked out and checked in. Verify appropriate signatures on supporting documentation.
☐	Maintain a documented chain of custody for all WIDA ACCESS materials at all times.
☐	Ensure that no WIDA ACCESS materials are left unattended, unaccounted for, or removed from the school at any time by anyone other than the EL DTC or School Testing Coordinator.
☐	Ensure that each school site has a testing schedule and that the schedule is followed as assigned.
☐	Ensure that cell phones and other non-allowable electronic devices are not used during Testing following state law HB 1276.
☐	Conduct unannounced walk-throughs of schools to ensure all proper testing procedures and expectations are followed (TAs are actively monitoring students, group sizes, etc.)
☐	Confirm that all instructional materials are removed from walls and student desks in all testing locations prior to testing.
☐	Review and ensure that proper accommodations are provided for eligible students.
☐	Ensure that non-eligible students are not provided with accommodations.
☐	Ensure all English Learners district-wide are assessed. LEAs must document three attempts along with dates for refusing parents or students.
☐	Review Accountability Reporting regularly to address EL student flag conflicts and review expected assessment to ensure all ELs are appropriately tested.
☐	Collect required signature sheets from all schools and maintain them for five years.

District Testing Coordinator signature: _____

School Testing Coordinator Checklist

This checklist is intended to help reduce the most common causes of test irregularities that result in the invalidation of student results. The School Test Coordinator is responsible for managing and securing test materials and overseeing staff who administer tests in a school.

School Testing Coordinator responsibilities:

Completed	Task
☐	Complete required training provided by the EL District Testing Coordinator (DTC) on policies and procedures for test security and administration.
☐	Provide training on test security and administration to all site personnel involved in handling and administering tests, including the principal.
☐	Review the Test Administrator's Checklist with all Test Administrators (TAs), ensuring that each person has received a copy.
☐	Collect required assessment signature forms. Keep a copy for school files (stored for five years) and send the originals to the EL DTC.
☐	Confirm the school site has completed a device/site readiness check.
☐	Confirm that all instructional materials are removed from walls and student desks in all testing locations prior to testing.
☐	Accurately count and distribute test materials before and after each test administration.
☐	Coordinate and confirm the testing schedule with the EL DTC and site administrator, ensuring alignment with school schedules and activities.
☐	Review all assigned accommodations per IEPs/504s.
☐	Conduct walk-throughs of the testing sessions to ensure all proper testing procedures and expectations are followed (TAs are actively monitoring students, group sizes, etc.)
☐	Ensure that cell phones and other non-allowable electronic devices are not used during Testing following state law HB 1276.
☐	Ensure that WIDA ACCESS assessments are not reproduced, shared, discussed, or distributed.
☐	Inform TAs and Proctors to immediately report test security breaches or testing irregularities to the School Test Coordinator.
☐	Report any testing irregularities to the EL DTC immediately.
☐	Distribute all testing materials and verify, prior to testing, that each set of materials is assigned to the correct student and that all information is accurate.
☐	Collect, count, and return test materials to the school's secure storage area immediately after each test administration from the TAs.
☐	Inventory and return test materials to the EL DTC immediately after the conclusion of testing.
☐	Destroy/discard selected materials as outlined in the Test Administrator Manual.
☐	Ensure a positive and appropriate testing environment that supports fair and valid student results.
☐	Ensure all English Learners district-wide are assessed. LEAs must document three attempts along with dates for refusing parents or students.

School Testing Coordinator signature: _____

Test Administrator Checklist

This checklist is intended to help reduce the most common causes of test irregularities that result in the invalidation of student results.

Test Administrator responsibilities:

Completed	Task
☐	Hold a current Oklahoma teaching certificate that remains valid and unexpired throughout the testing window.
☐	Complete required WIDA training prior to the assessment.
☐	Maintain confidentiality of all information related to the assessment.
☐	Review all testing manuals prior to administering.
☐	Confirm that all instructional materials are removed from walls and student desks in the testing location(s) prior to testing.
☐	Follow directions in the ACCESS Test Administrator Script exactly.
☐	Inventory writing test booklets every time they are checked out or in, if utilized.
☐	Maintain a documented "Chain of Custody" of test materials assigned to you.
☐	Follow the required test administration schedule and ensure all students assigned to you are assessed.
☐	Monitor students at all times during testing. Do not engage in other activities (reading, grading papers, etc.)
☐	Remain in the testing location for the duration of the assessment unless another Test Administrator can replace you.
☐	Ensure that only students taking the assessment are present in the test environment.
☐	Distribute all testing materials to students and verify, prior to starting, that each set of materials is assigned to the correct student and that all information is accurate.
☐	Do not leave test materials unattended.
☐	Do not remove test materials from the school.
☐	Follow the assessment test script exactly, without providing additional and unauthorized assistance such as reading aloud, clarifying, or translating test items, spelling, or altering student's answers. Please refer to the Guidance on WIDA Accessibility and Accommodations
☐	Ensure that cell phones and other non-allowable electronic devices are not used during testing following state law HB 1276.
☐	Immediately report a testing irregularity to the School Testing Coordinator.
☐	Ensure a positive and appropriate testing environment that supports fair and valid student results.

Test Administrator signature: _____

Test Proctor Checklist

This checklist is intended to help reduce the most common causes of test irregularities that result in the invalidation of student results.

Test Proctors monitor testing and help the test administrator maintain a testing environment that safeguards the confidentiality of the test and minimizes distractions and disruptions for students. A proctor should be assigned if there are more than 15 students in a testing room.

Test Proctor responsibilities:

Completed	Task
☐	Complete required WIDA training prior to the assessment.
☐	Maintain confidentiality of all information related to the assessment.
☐	Remain in the testing room for the entire time the test is given unless another Test Administrator or Proctor can replace you.
☐	Assist the Test Administrator in maintaining test security.
☐	Assist the Test Administrator in minimizing distractions during testing.
☐	Assist students in any emergencies (including restroom emergencies) during testing.
☐	Report any testing irregularities to the School Testing Coordinator.
☐	Ensure that the only students in the test environment are those taking the assessment.
☐	Assist in the distribution of testing materials and verify, prior to testing, that each set of materials is assigned to the correct student and that all information is accurate.
☐	Do not assist students with any answers or alter/erase a student's answer to a test question.
☐	Do not engage in any activities besides monitoring students (reading, phone, etc.)
☐	Ensure that cell phones and other non-allowable electronic devices are not used during Testing following state law HB 1276.

Test Proctor signature: _____

Superintendent Checklist

This checklist is intended to help reduce the most common causes of test irregularities that result in the invalidation of student results.

Superintendent responsibilities:

Completed	Task
☐	Ensure that standardized tests are securely handled, stored, and administered in compliance with all test administration rules, procedures, and instructions.
☐	Designate an EL District Testing Coordinator (DTC) and additional School Test Coordinators for the purpose of delegating the duties necessary to carry out compliance with testing requirements.
☐	Ensure that the EL DTC attends all test training provided by OSDE/OELP.
☐	Ensure that EL DTC holds a current Oklahoma teaching, counseling, or administrator certificate that remains valid and unexpired throughout the testing window.
☐	Ensure that the EL DTC conducts assessment training workshops for the School Testing Coordinators and other district and school personnel and that all checklists are distributed to Test Administrators, Proctors, Principals, School Testing Coordinators and District Testing Coordinators.
☐	Require all district staff to report any improper behavior regarding assessments: breach of security, loss of testing materials, or any other deviation from test security procedures.
☐	Coordinate with EL DTC to ensure all English Learners district-wide are assessed. LEAs must document three attempts along with dates for refusing parents or students.

Superintendent signature: _____

Principal Checklist

The School Principal will be trained in test security and certify that all staff have received training/information in test security, including appropriate use of accommodations. Additionally, prior to handling test materials or administering any portion of the WIDA ACCESS, all educators involved with these assessments will have been provided training and information to assist them in their professional responsibility as educators to maintain the security of the test and test materials.

Principal responsibilities:

Completed	Task
☐	Verify all Test Administrators (TAs) hold a current Oklahoma teaching certificate that remains valid and unexpired throughout the testing window.
☐	Ensure that all TAs have completed the required trainings for their assigned assessments before administration.
☐	Ensure that all TAs receive and complete the Test Administrator Checklist.
☐	Provide a locked central storage area for assessment materials that only the School Testing Coordinator and Principal have access to.
☐	Ensure that test materials are never left unattended.
☐	Ensure that test materials are never removed from the school.
☐	Coordinate and confirm the school testing schedule with the EL DTC and/or School Testing Coordinator, ensuring alignment with school schedules and activities, accounting for potential disruptions, and adherence to the assigned schedule.
☐	Ensure that all students are tested in an appropriate and uniform testing environment.
☐	Ensure that cell phones and other non-allowable electronic devices are not used during testing following state law HB 1276.
☐	Confirm that all instructional materials are removed from walls and student desks in all testing locations prior to testing.
☐	Review all assigned accommodations and ensure that proper accommodations are provided for eligible students.
☐	Conduct periodic walk-throughs of testing sessions to ensure all proper testing procedures and expectations are followed (TAs are actively monitoring students, group sizes, etc.).
☐	Ensure a positive and appropriate testing environment that supports fair and valid student results.
☐	Coordinate with EL DTC and/or school testing coordinator to ensure all English Learners site-wide are assessed. LEAs must document three attempts along with dates for refusing parents or students.

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