



## FLORIDA ACCESS for ELLs Paper Checklist 2018-2019



This state checklist is a guide for personnel involved in administering ACCESS for ELLs Paper, 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

<b>Test delivery mode</b>	Paper	<b>Testing Window</b>	January 28 – March 22, 2019
<b>WIDA member page</b>	<a href="http://Wida.wisc.edu/membership/consortium/fl">Wida.wisc.edu/membership/consortium/fl</a>		

### Online Resources

<ul style="list-style-type: none"> <li>• Spring 2019 Florida ACCESS for ELLs <a href="#">Test Administration Manual</a> <i>Test administration policies and procedures</i></li> <li>• 2019 Florida <a href="#">Accessibility and Accommodations Supplement</a> <i>Accessibility and accommodations policies and procedures</i></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Interpretive Guide for Score Reports</a></li> <li>• <a href="#">Alternate ACCESS for ELLs Interpretive Guide</a></li> <li>• <a href="#">WIDA AMS User Guide</a></li> <li>• <a href="#">State-Specific Directions</a></li> </ul> <p>For more state-specific resources, visit your WIDA member page.</p>
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### Checklist Key

<ul style="list-style-type: none"> <li><span style="color: blue;">■</span> District Test Coordinator (DTC) task</li> <li><span style="color: green;">■</span> School Test Coordinator (STC) task</li> <li><span style="color: orange;">■</span> Test Administrator (TA) task</li> </ul>	<ul style="list-style-type: none"> <li><span style="color: purple;">K</span> Kindergarten ACCESS task</li> <li><span style="color: red;">A</span> Alternate ACCESS task</li> <li><b>Opt</b> Optional task</li> </ul>
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Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Meet with staff involved to review roles and responsibilities.		
X	X	X	Download and read the following Florida-specific resources: <ul style="list-style-type: none"> <li><a href="#">Spring 2019 Florida ACCESS for ELLs Test Administration Manual</a></li> <li><a href="#">2019 Florida Accessibility and Accommodations Supplement</a></li> <li><a href="#">State-Specific Directions</a></li> </ul>	Florida-specific resources are available in each training course within the WIDA Secure Portal.  <b>Accommodated formats:</b> ACCESS for ELLs Paper and Kindergarten ACCESS for ELLs are available in Large Print.  <b>NEW:</b> ACCESS for ELLs Paper for Tier B/C is available in braille (contracted and uncontracted): <ul style="list-style-type: none"> <li>UEB: Grades 1–8</li> <li>EBAE: Grades 9–12</li> </ul> <b>Note to TA:</b> If you are administering tests to students who require accommodations, discuss with your STC how accommodations will be provided and familiarize yourself with permissible accommodations in the <a href="#">2019 Florida Accessibility and Accommodations Supplement</a> .	
		X	Determine which ACCESS for ELLs assessment you are responsible for administering: Paper, Kindergarten ( <b>K</b> ), or Alternate ( <b>A</b> ).	The 2018-19 ACCESS for ELLs administration is paper-based ONLY.	
X	X		Determine how you will communicate with students' parents/family members about ACCESS for ELLs testing: its purpose, when their child will test, and any tips for helping students do their best.	The following parent resources can be found at <a href="http://fldoe.org/accountability/assessments/k-12-student-assessment/access-for-ells.stml">http://fldoe.org/accountability/assessments/k-12-student-assessment/access-for-ells.stml</a> : <ul style="list-style-type: none"> <li>ACCESS for ELLs Parent Handout (available in English and various other languages)</li> <li>Alternate ACCESS for ELLs Parent Handout (available in English and various other languages)</li> </ul>	



## Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Review training requirements based on your role.	<p>A test administrator (TA) can be a state-level certified educator, district-level certified educator, school personnel (including temporary certifications for new teachers and certified substitute teachers), or paraprofessional articulate in English.</p> <p>All TAs must complete the training modules and score 80% or higher on the appropriate WIDA certification quizzes.</p> <p><b>Returning TAs:</b> Contact your School Test Coordinator to determine whether you have to recertify. <b>NEW:</b> Certificates prior to July 2017 are no longer valid.</p>	
		X	Complete and return the following agreements to the School Test Coordinator: <ul style="list-style-type: none"> <li>• <a href="#">Test Administration and Security Agreement</a></li> <li>• <a href="#">Test Administrator Prohibited Activities Agreement</a></li> </ul>	These agreements can be located under the <i>Assessment Resources</i> tab on <a href="#">Florida's WIDA webpage</a> .	
X	X	X	Log in to your <a href="#">WIDA account</a> and agree to the Non-Disclosure and User Agreement (NDUA) that pops up automatically upon first login.	DTCs create accounts for new STCs and TAs. New DTCS should contact SEA via email at <a href="mailto:Sabrina.Read@fldoe.org">Sabrina.Read@fldoe.org</a> to obtain an account.	
		X	Watch the following Florida webinars: <ul style="list-style-type: none"> <li>• 2019 Test Administrator Overview</li> <li>• Grades 1-12 Paper Test Administrator Scoring Overview (only required if scoring Speaking)</li> <li>• Completing Demographic Information</li> </ul>	Florida webinars can be found within the <a href="#">Download Library</a> tile under State/District Webinars.	
	X		Watch the following Florida webinars: <ul style="list-style-type: none"> <li>• 2019 School Test Coordinator Overview</li> <li>• Completing Demographic Information</li> </ul>	Florida webinars can be found within the <a href="#">Download Library</a> tile under State/District Webinars.	
X			Watch the following Florida webinars: <ul style="list-style-type: none"> <li>• 2019 District Test Coordinator Overview</li> </ul>	Florida webinars can be found within the <a href="#">Download Library</a> tile under State/District Webinars.	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Log in to <a href="#">WIDA AMS</a> and agree to security terms that appear automatically at first login.	<p>New DTCs should contact SEA to obtain an account. It is a district’s decision on whether STCs should have certain permissions (i.e., edit student information). <b>Important:</b> TAs do not need access to WIDA AMS for Spring 2019 ACCESS for ELLs administration.</p> <p><b>Note to STC:</b> If the DTC creates an account for you to access WIDA AMS, log in and agree to the security terms (WIDA AMS requires a separate login from the <a href="#">wida.wisc.edu</a> website).</p>	
X	X		Download the <a href="#">WIDA AMS User Guide</a> and have it available for easy reference.	<p>The following mini-tutorials on key WIDA AMS functions are located in the <a href="#">Download Library</a> (login required):</p> <ul style="list-style-type: none"> <li>• <a href="#">Video 1: How to Navigate to WIDA AMS – Site</a></li> <li>• <a href="#">Video 2: Search &amp; Edit Users – Site</a></li> <li>• <a href="#">Video 3: Add User &amp; Assign Permissions - Site</a></li> </ul>	
X	X	X	Watch the <a href="#">Training Overview tutorial</a> .	<b>Note to TA:</b> Only required if administering ACCESS for ELLs Paper (Grades 1-12).	
X			Submit Pre-ID file to FDOE.	<p><b>Important:</b> Do not add student enrollments to WIDA AMS for ACCESS for ELLs testing.</p> <p><b>1st Wave of Pre-ID Labels</b> Preidentification information and test materials ordering are generated from Survey 2 enrollments. DTCs will not upload any quantities via WIDA AMS for the initial shipment of test materials. The Florida Department of Education will provide the Pre-ID file to DRC on November 21, 2018.</p> <p><b>2nd Wave of Pre-ID Labels</b> On or before January 10, 2019, the District Test Coordinator should upload a Pre-ID File via FDOE ShareFile in order to generate Pre-ID labels for students who enrolled or transferred to a new school after Survey 2.</p>	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
	X	X	Watch the <a href="#">Accessibility Overview tutorial</a> .	<p><b>Important:</b> Students should be provided the Student Planning Sheet instead of Scratch Paper, as indicated on slide 13.</p> <p><b>Key Resources</b></p> <ul style="list-style-type: none"> <li>• <a href="#">2019 Florida Accessibility and Accommodations Supplement</a></li> <li>• <a href="#">State-Specific Directions</a></li> <li>• <a href="#">Student Planning Sheet</a></li> </ul>	
X	X	X	Watch the <a href="#">Assigning Accommodations tutorial</a> .	<p><b>Note to TA:</b> Grid all accommodations provided to the student on the student response booklet with a #2 pencil.</p> <p><b>Note to DTC or STC:</b> It is advised to not enter accommodations in WIDA AMS since accommodations must be captured/gridded on the student response booklet. As a result, please disregard slides 14-20 of the tutorial.</p> <p><b>Key Resources:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Spring 2019 Florida ACCESS for ELLs Test Administration Manual</a></li> <li>• <a href="#">2019 Florida Accessibility and Accommodations Supplement</a></li> </ul>	
X	X		Meet with all stakeholders regarding testing needs for students with an IEP or 504 plan.	<p>Make all the necessary arrangements for test accommodations prior to the test dates.</p> <p><b>Key Resources:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">2019 Florida Accessibility and Accommodations Supplement</a></li> <li>• <a href="#">Accessibility Overview tutorial</a></li> <li>• <a href="#">Assigning Accommodations tutorial</a> <ul style="list-style-type: none"> <li>○ Disregard slides 14-20 of the tutorial</li> </ul> </li> </ul>	
	X	X	Assign accommodations for students with an IEP or 504 plan by gridding the accommodation on the back of the student response booklet.	<p><b>Key Resources:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">ACCESS for ELLs Accommodation Checklist</a></li> <li>• <a href="#">Kindergarten ACCESS for ELLs Accommodation Checklist</a></li> <li>• <a href="#">Alternate ACCESS for ELLs Accommodation Checklist</a></li> </ul>	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Review student data for accuracy in WIDA AMS.	<p>Verify or make any needed edits to student information in WIDA AMS beginning on <b>December 31, 2018</b>.</p> <p><b>Note to DTC:</b> It is a district’s decision on whether STCs have this capability.</p> <p><b>Key Resource:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">WIDA AMS User Guide Pages 72-73</a></li> </ul>	
X	X		Watch the <a href="#">Test Scheduling tutorial</a> .	<p><b>Note to STC:</b> Only required if the school is administering ACCESS for ELLs (Grades 1-12).</p> <p><b>Key Resources:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Test Session Master Schedule</a></li> <li>• <a href="#">Test Session Roster: Individual Administration</a></li> <li>• <a href="#">Test Session Roster: Group Administration</a></li> </ul>	
	X		<p>Create a testing schedule. All Speaking tests and all Kindergarten <b>K</b> and Alternate ACCESS <b>A</b> test sessions should be one-on-one.</p> <p><i>Tip: Break testing down into days in the window. Allow several days at the end for makeup testing.</i></p>	<p><b>Important:</b> Tiers B and C students can be group administered the Listening, Reading, and Writing tests.</p> <p><b>Key Resources:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Test Session Master Schedule</a></li> <li>• <a href="#">Test Session Roster: Individual Administration</a></li> </ul>	
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		Plan a seating arrangement for testing areas. Verify that students are adequately spaced.	Instruct TAs to collect the required administration information, including accommodations used by each student, attendance information, and seating charts (as required by your district).	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Watch the <a href="#">Managing Test Materials tutorial</a> .	<p>Materials are shipped to the districts and packaged by school. As a result, disregard slide 11 on the tutorial.</p> <p><b>Key Resources:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Spring 2019 Florida ACCESS for ELLs Test Administration Manual</a></li> <li>• Packing list</li> <li>• Security Checklist</li> <li>• School Box Range Sheet</li> </ul>	
X	X		Receive, inventory, and distribute test materials to designated sites/staff. Materials are shipped to districts and packaged by schools.	<p>Test materials and Pre-ID labels are delivered to the district office no later than <b>January 11, 2019</b>. Overage will be shipped to districts and schools (7.5% and 7.5%).</p> <p><b>Note to STC:</b> Complete applicable information regarding the receipt of materials and maintaining security on the <a href="#">Test Materials Chain of Custody Form</a>.</p>	
	X		Review materials for accuracy. Inventory the contents of boxes within 24 hours of receipt and report any discrepancies to the DTC immediately. In addition, report the amount and type of overage to the District Coordinator.	<p>Overage received in the initial shipment must be used first in cases where sites need additional materials. Consult your DTC if additional materials are needed.</p> <p>For more information regarding Additional Materials Orders and using overage, please refer to the <a href="#">Spring 2019 Florida ACCESS for ELLs Test Administration Manual</a></p>	
X			Watch the <a href="#">Additional Materials Orders tutorial</a> .	<p>All additional materials orders <b>must</b> be requested by the DTC and placed for the following school in WIDA AMS: <b><i>District-Level Additional Orders Only Site – WWWW</i></b>. Do <b>not</b> place orders for individual schools.</p> <p><b>Key Resource:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">WIDA AMS User Guide</a> Pages 59-61</li> </ul>	



**Before Testing**

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Review student Pre-ID Labels to ensure that the data printed is accurate prior to affixing to a student response booklet.	<p>In order to use the Pre-ID Label, the State ID (FLEID), district, and school information <b>must</b> be correct. Do <b>not</b> make any markings on or deface the Pre-ID Label.</p> <p>Report any inaccurate information to the Test Coordinator. If needed, the DTC or STC can verify and/or correct the student’s name, grade level, gender, or birth date in WIDA AMS in order to use the Pre-ID Label.</p> <p><b>Key Resource:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">WIDA AMS User Guide</a> Page 72</li> </ul>	
X	X		Check District/School Labels for accuracy. Contact DRC Customer Support if information is incorrect.	<p>DRC Customer Support can be reached at 855-787-9615.</p> <p><b>Note to DTC:</b> If additional District/School Labels are needed, please complete the <a href="#">District/School Label Request Form</a> and email to <a href="mailto:FLACCESS2.0@fldoe.org">FLACCESS2.0@fldoe.org</a>.</p>	
	X	X	Apply verified labels to student response booklets.	Make sure to confirm the tier (A, B/C) for grades 1–12 students prior to affixing the label to the student response booklet.	
	X	X	Bubble in demographic information and apply a District/School Label to Test Booklets that do not have Pre-ID Labels.	<p>To ensure scoring and reporting is not impacted, confirm the grade level is bubbled correctly for each student with a District/School Label.</p> <p><b>Key Resources:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Spring 2019 Florida ACCESS for ELLs Test Administration Manual</a></li> <li>• Webinar: Completing Demographic Information (available in the <a href="#">Download Library</a>)</li> </ul>	
		X	<p>Watch the <a href="#">Administering the Test tutorial</a>.</p> <p><b>K</b> Watch the <a href="#">Kindergarten Training Video Series</a>.</p> <p><b>A</b> Watch the <a href="#">Alt ACCESS Test Administration Tutorial</a>.</p>	TAs should discuss reviewing test materials prior to testing with the STC.	





## Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
		X	Have students review Listening and Speaking <a href="#">paper sample items</a> . <b>K</b> Test administrators review Listening and Speaking sample items <b>A</b> Test administrators review sample items	Sample items for Kindergarten and Alternate ACCESS are located in the respective training course in the WIDA Secure Portal.	
		X	Take the <a href="#">Paper Administration Quiz</a> and pass with a score of 80% or higher. <b>K</b> Take the <a href="#">Kindergarten Quiz</a> . <b>A</b> Take the <a href="#">Alt ACCESS Quiz</a> .	<b>Returning TAs:</b> Certificates awarded prior to July 2017 are no longer valid. Contact your School Test Coordinator to determine whether you have to recertify.	
		X	If you are responsible for administering the Speaking test, complete the <a href="#">Speaking Scoring modules</a> and the 2018-19 Supplemental Training for the Speaking Assessment.		
		X	Take the <a href="#">Speaking Quiz</a> for Grades 1-5 and/or Grades 6-12 and pass with an 80% or higher.	Only required if administering the Speaking domain to students in grades 1-12.  <b>Returning TAs:</b> Certificates awarded prior to July 2017 are no longer valid. Contact your School Test Coordinator to determine whether you have to recertify.	
X	X		Ensure all staff involved in testing are certified according to state requirements.	A Test Administrator (TA) can be a state-level certified educator, district-level certified educator, school personnel (including temporary certifications for new teachers and certified substitute teachers), or paraprofessional articulate in English.	
X	X		Ensure all staff involved in ACCESS for ELLs testing have completed required training and follow test security and confidentiality procedures.	All TAs must complete and score 80% or higher on the appropriate WIDA certification quizzes. <b>Important:</b> Certificates awarded prior to July 2017 are no longer valid.  <b>Note to DTC:</b> Training status for all school personnel can be viewed within the <i>Account Management and Training Status</i> tile in the WIDA Secure Portal. For some educators, one or more quizzes are required.	



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X			Assist STCs, as needed, to provide additional TAs or test locations for administering tests to students with permissible accommodations.	<p>Make all the necessary arrangements for test accommodations prior to the test dates.</p> <p><b>Key Resources:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">2019 Florida Accessibility and Accommodations Supplement</a></li> <li>• <a href="#">Assigning Accommodations tutorial</a> <ul style="list-style-type: none"> <li>○ <a href="#">Disregard slides 14-20 of the tutorial</a></li> </ul> </li> </ul>	
	X	X	Try out the Listening and Speaking CD(s) and CD player prior to the day of testing.	<p><b>Important:</b> As directed in the Test Administrator’s Script, the Listening and Speaking test sessions require the Test Administrator to pause/play during the Directions and Practice Portion. In addition, the Listening test session includes a Check-in for 45 seconds during Track 13 in order for the TA to confirm students are on the right page and gridding responses correctly.</p>	
	X		Create and distribute Test Session Rosters (Group and/or Individual Administration) to ACCESS for ELLs (Grades 1-12) TAs at least two days prior to testing.	<p><b>Key Resources:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Test Session Master Schedule</a></li> <li>• <a href="#">Test Session Roster: Individual Administration</a></li> <li>• <a href="#">Test Session Roster: Group Administration</a></li> </ul>	
		X	Attend a briefing with the STC on upcoming testing procedures (e.g., materials, policies, procedures, etc.). Follow all test security policies and procedures in the Spring 2019 Florida ACCESS for ELLs Test Administration Manual. Check with building administration regarding the timing of building bells, alarms, or announcements that may go off during the test session.	<p><b>Key Resources:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Spring 2019 Florida ACCESS for ELLs Test Administration Manual</a></li> <li>• <a href="#">State-Specific Directions.</a></li> </ul>	
		X	Post a “Do Not Disturb” sign and a “No Electronic Devices” sign on each testing room door, which are available under the <i>Assessment Resources</i> tab on Florida’s WIDA webpage.	<p><b>Note:</b> Alternate ACCESS for ELLs Test Administrators ONLY have the option to leave material uncovered should covering the print on the walls be considered significantly disruptive for the student.</p>	



**Before Testing**

DTC	STC	TA	Task	State-specific Clarification	✓
	X	X	Set up the testing room according to the Spring 2019 ACCESS for ELLs Test Administration Manual. For group settings, ensure students are seated far enough apart to avoid distractions and discourage cheating.	Ensure that appropriate test settings are available for all test sessions.	



During Testing

DTC	STC	TA	Task	State-specific Clarification	✓
	X		Distribute all necessary testing materials to Test Administrators using procedure for secure check-out of test materials.	<p>Maintain a record of all secure materials assigned to each TA on the ACCESS for ELLs Security Checklist. A hardcopy is provided in the last school box of materials delivered on January 11, 2019.</p> <p>Provide TAs with additional test materials as necessary from school overage. If school overage is depleted, please contact the DTC. Add the security numbers of materials you receive from the DTC on the Security Checklist.</p> <p><b>Key Resources:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Spring 2019 Florida ACCESS for ELLs Test Administration Manual</a></li> <li>• <a href="#">Security Log</a></li> <li>• Test Session Roster (<a href="#">Individual</a> or <a href="#">Group Administration</a>)</li> <li>• Sign: <a href="#">No Electronic Devices</a></li> <li>• Sign: <a href="#">Testing Do Not Disturb Sign</a></li> </ul>	
		X	Distribute necessary materials to students (test booklets, #2 pencils, Planning Sheet).	<p>Receive and inventory test materials from the STC each day of testing. Ensure that students have cleared their desks of all non-testing materials. Distribute test materials when students are seated. Make sure pre-identified documents are given to the correct students.</p> <p><b>Key Resources:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Spring 2019 Florida ACCESS for ELLs Test Administration Manual</a></li> <li>• <a href="#">Student Planning Sheet</a></li> </ul>	



During Testing

DTC	STC	TA	Task	State-specific Clarification	✓
		X	Follow all directions provided in the manuals and scripts.	Monitor and supervise students during the testing session by moving around the room. If you are administering tests to students who require accommodations, provide all permissible accommodations and grid the accommodation(s) on the student response booklet.  <b>Key Resources:</b> <ul style="list-style-type: none"> <li>• <a href="#">Spring 2019 Florida ACCESS for ELLs Test Administration Manual</a></li> <li>• <a href="#">2019 Florida Accessibility and Accommodations Supplement</a></li> </ul>	
		X	Administer the test according to the following steps: <ul style="list-style-type: none"> <li>○ Ensure that proctors and anyone who enters your room for the purpose of monitoring the test sign the Security Log for your testing room.</li> <li>○ Provide a Planning Sheet to students for the Writing domain, if needed.</li> <li>○ Read the Test Administrator’s Script verbatim.</li> <li>○ Maintain test security at all times; report security violations or invalidation concerns to the STC.</li> </ul>	<b>Key Resources:</b> <ul style="list-style-type: none"> <li>• <a href="#">Security Log</a></li> <li>• <a href="#">Student Planning Sheet</a></li> </ul>	
X	X	X	Ensure damaged booklets with student responses are transcribed to a replacement booklet within 48 hours of testing and affix a Do Not Process Label on the original booklet. The replacement booklet should have either a Pre-ID Label or District/School Label with applicable information completed.	<b>Key Resource:</b> <ul style="list-style-type: none"> <li>• Webinar: Completing Demographic Information (available in the <a href="#">Download Library</a>)</li> </ul>	
		X	Report additional material needs to the Test Coordinator.		
X			Monitor the administration of the ACCESS for ELLs suite of assessments at each participating school and ensure that security policies and procedures are being followed.		



During Testing

DTC	STC	TA	Task	State-specific Clarification	✓
	X		Visit each testing classroom to monitor the administration of the ACCESS for ELLs suite of assessments to ensure that security policies and procedures are being followed. Arrange for and supervise make up administrations. Be available to answer questions from TA and work with the DTC to troubleshoot any issue	Immediately report any testing irregularities to your DTC.  <b>Key Resources:</b> <ul style="list-style-type: none"> <li>• <a href="#">Spring 2019 Florida ACCESS for ELLs Test Administration Manual</a></li> <li>• <a href="#">Breaches of Administration Form</a>.</li> </ul>	
X			Complete the Materials Accountability Form via WIDA AMS for schools that cannot return one or more secure materials that have a security number. In addition, a detailed report must be submitted to the Bureau of K–12 Student Assessment within 30 calendar days of the initiation of the investigation.	The Materials Accountability Form is available throughout the testing window via WIDA AMS ( <b>All Applications &gt; Materials &gt; Accountability Form</b> ).  <b>Key Resources:</b> <ul style="list-style-type: none"> <li>• <a href="#">WIDA AMS User Guide</a> Pages 62-64</li> <li>• <a href="#">Spring 2019 Florida ACCESS for ELLs Test Administration Manual</a></li> </ul>	
X			Complete the Student Transfer Form in WIDA AMS, if applicable.	<b>Key Resources:</b> <ul style="list-style-type: none"> <li>• <a href="#">WIDA AMS User Guide</a> Page 90-92</li> <li>• <a href="#">Spring 2019 Florida ACCESS for ELLs Test Administration Manual</a></li> </ul>	
X			Keep track of all material requests from schools during testing and place up to three additional materials order prior to March 15, 2019.	Provide the STC with additional test materials as necessary. If district overage is depleted, order additional test materials in WIDA AMS.  <b>Important:</b> All additional materials orders <b>must</b> be requested by the DTC and placed for the following school in WIDA AMS: <b><i>District-Level Additional Orders Only Site – WWW</i></b> . Do <b>not</b> place orders for individual schools.  <b>Key Resources:</b> <ul style="list-style-type: none"> <li>• <a href="#">WIDA AMS User Guide</a> Pages 58-61</li> <li>• <a href="#">Spring 2019 Florida ACCESS for ELLs Test Administration Manual</a></li> </ul>	



**During Testing**

DTC	STC	TA	Task	State-specific Clarification	✓
	X		Securely store all testing materials in between test sessions.	No more than three persons should have access to the locked storage room.	



After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
		X	If a large-print or braille accommodated format has student responses, the Test Administrator must transcribe the student’s exact responses into a standard version test booklet within 48 hours of testing. Affix assigned Pre-ID label or District/School Label and grid the accommodation on the standard version test booklet.	<p><b>Key Resource:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">2019 Florida Accessibility and Accommodations Supplement</a></li> </ul>	
		X	Collect and account for all test materials in between test sessions. Return them to the Test Coordinator.	<p>Verify that you have collected all required administration information, including accommodations used by each student, attendance information, and seating charts (as required by your district). If applicable, ensure all accommodations and Do Not Score codes are correctly marked on the student response booklet.</p> <p>Secure materials <b>must</b> be returned immediately to the School Test Coordinator and placed in locked storage. Secure materials should not remain in classrooms or be taken out of the building overnight. Notify the STC immediately if any secure test materials are missing.</p> <p><b>Key Resources:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Spring 2019 Florida ACCESS for ELLs Test Administration Manual</a></li> <li>• Webinar: Completing Demographic Information (available in the <a href="#">Download Library</a>)</li> </ul>	
X	X	X	Watch the <a href="#">After Testing tutorial</a> .	<b>Note to TA:</b> Only required if administering ACCESS for ELLs Paper (Grades 1-12).	
	X		Collect test materials from Test Administrators once testing is completed at each testing site.	<p>Verify that all distributed secure materials have been returned by the Test Administrators.</p> <ul style="list-style-type: none"> <li>• Ensure USED student response booklets are labeled with a Pre-ID label or District/School label.                             <ul style="list-style-type: none"> <li>○ If a Pre-ID Label is affixed to a student response booklet, the date of testing <b>must</b> be completed.</li> </ul> </li> </ul>	





After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
				<ul style="list-style-type: none"> <li>○ If a District/School Label is affixed to a student response booklet, demographic information <b>must</b> be completed on the front and back of the student response booklet</li> <li>● Ensure all accommodations and Do Not Score codes are correctly marked on the student response booklet, if applicable.</li> <li>● Inspect student response booklets for stray marks <b>ONLY</b> on student demographic pages, and, if applicable, remove any stray planning sheets.                             <ul style="list-style-type: none"> <li>○ USED Planning Sheets <b>must</b> be returned with test materials.</li> </ul> </li> <li>● Make copies of all collected required administration information, seating charts, and Security Logs, and file the copies.</li> </ul> <p>If, after a thorough investigation, a secure document is not found, the STC must inform the DTC immediately.</p> <p><b>Key Resource:</b></p> <ul style="list-style-type: none"> <li>● Webinar: Completing Demographic Information (available in the <a href="#">Download Library</a>)</li> </ul>	
X			Identify a date that school test materials must be returned to the district office. All test materials must be returned to DRC by <b>March 29, 2019</b> .	Inform STCs whether non-secure materials are returned to the district office, retained at the school, or destroyed in a secure manner.	
	X		Organize test materials and return them to the DTC as indicated in the Spring 2019 Florida ACCESS for ELLs Test Administration Manual. <b>Note:</b> All materials (used and unused, manuals, Planning Sheets, and test books) can be placed in any box.	Discuss with your DTC to determine the date secure materials must be returned to the district office. In addition, complete applicable information regarding the return of materials on the <a href="#">Test Materials Chain of Custody Form</a> . <p><b>Key Resources:</b></p> <ul style="list-style-type: none"> <li>● <a href="#">Spring 2019 Florida ACCESS for ELLs Test Administration Manual</a></li> <li>● <a href="#">Test Materials Chain of Custody Form</a></li> </ul>	



After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X			Collect test materials from STC(s) once testing is completed at each testing site. Return test materials to DRC by <b>March 29, 2019</b> .	<p>If there is a discrepancy in the number of boxes, contact the STC to reconcile the count before scheduling a materials pick-up through UPS or King Solutions.</p> <p><b>Note:</b> Districts returning materials via UPS must have a DRC Return Shipping Label and UPS Return Shipping label affixed to each box. If returning via King Solutions, only the DRC Return Shipping Label should be affixed to each box.</p> <p><b>Key Resources:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Spring 2019 Florida ACCESS for ELLs Test Administration Manual</a></li> <li>• Return Materials Kit</li> </ul>	
X			Complete the Materials Accountability Form via WIDA AMS for schools that cannot return one or more secure materials that have a security number.	<p>The Materials Accountability form is available throughout the testing window. Please note that a detailed report must be submitted to the Bureau of K–12 Student Assessment within 30 calendar days of the initiation of the investigation.</p> <p><b>Key Resources:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">WIDA AMS User Guide</a> Pages 62-64</li> <li>• <a href="#">Spring 2019 Florida ACCESS for ELLs Test Administration Manual</a></li> </ul>	
X			Complete data validation process.	<p><b>Key Resource:</b></p> <ul style="list-style-type: none"> <li>• Webinar: Pre-Reporting Data Validation (available in the <a href="#">Download Library</a>)</li> </ul>	
X	X		Watch the <a href="#">Accessing Score Reports tutorial</a> .	<p><b>Note to DTC:</b> It is a district’s decision on whether STCs have the capability to view/download score reports from WIDA AMS.</p> <p><b>Key Resource:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">WIDA AMS User Guide</a> Pages 150-155</li> </ul>	



After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Review the resources available to assist educators with score interpretation.	<b>Key Resources:</b> <ul style="list-style-type: none"> <li>• <a href="#">Interpretive Guide for ACCESS for ELLs Score Reports</a></li> <li>• <a href="#">Interpretive Guide for Alternate ACCESS for ELLs Score Reports</a></li> </ul>	
X			Review and distribute score reports to designated sites/staff.	Score reporting takes place after materials have been returned. Notification will be provided to DTCs when score reports are available for the Spring 2019 ACCESS for ELLs administration.	
X	X		Communicate with students' parents/family members about ACCESS for ELLs test results.	A parent guide for score reports can be found in the <a href="#">Resource Library</a> .  State Board of Education Rules for the Annual English Language Proficiency Assessment for ELLs can be found under the <i>Florida Assessment Results and Rules</i> tab on <a href="#">Florida's WIDA webpage</a> .	