

Before Testing (Paper) *updated 11.2.17*

This document is a guide for personnel involved in the administration of ACCESS for ELLs 2.0 in Colorado. Guidelines for both online and paper administration are included. Please see pages 1-12 for the paper checklist and 12-23 for the online 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 in 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. Use this checklist to keep track of completed tasks.

Colorado is administering both ACCESS for ELLs 2.0 Online and Paper for the 2017-2018 school year. The mode used to administer ACCESS for ELLs 2.0 is decided on by districts.

- **DAC** District Area Coordinator
- **SAC** School Area Coordinator
- **TA** Test Administrator

DAC	SAC	TA	Task	State-specific Clarification	✓
X	X		Meet with staff involved with testing to review roles and responsibilities.	<p>Test Administrators must be trained annually on all WIDA modules. Test Administrators must be employed by the district. Preferably, test administrators will be:</p> <ul style="list-style-type: none"> Licensed teachers, administrators, instructional support para-professionals, substitute teachers with a teaching certificate, school psychologists, social workers, librarians, counselors, or speech pathologists. <p>School/district employees may administer the assessments at the grade levels of their own children, but they may not administer the test to their own children or relatives, nor be in the testing environment during testing.</p> <p>Kindergarten or Alternate ACCESS Test Administrators must be a proficient English speaker.</p> <p>Alternate ACCESS Administrators must hold a State of Colorado educator license.</p>	

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DAC	SAC	TA	Task	State-specific Clarification	✓
X	X	X	Log in to your WIDA account and agree to the Non-Disclosure and User Agreement (NDUA).	DACs set up WIDA.us accounts for new Test Administrators. For instructions, refer to the Account Creator in the Training Course . CO SEA creates accounts for DACs.	
X	X	X*	Log in to WIDA AMS and agree to security terms. (WIDA AMS requires a separate login from the WIDA.us website.)	DACs set up WIDA AMS accounts for new Test Administrators. For instructions, refer to page 34 in the WIDA AMS User Guide . *TA use of WIDA AMS varies by district.	
X	X	X	Watch the Training Overview tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.		
X	X	X	Check key dates on Colorado's state page at www.wida.us	https://www.wida.us/membership/states/Colorado.aspx	
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	X	Reference the Test Administrator Manual as needed to refresh on test administration policies and procedures.		
X	X		Reference the District and School Test Coordinator Manual as needed to refresh on test coordination policies and procedures.		
X	X	X	Reference the Accessibility and Accommodations Supplement as needed to refresh on accessibility and accommodations policies and procedures.		
X	X	X*	Visit wida.us/ams for new resources on using WIDA AMS.	*TA use of WIDA AMS varies by district.	

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DAC	SAC	TA	Task	State-specific Clarification	✓
X	X	X*	Reference the WIDA AMS User Guide as needed to refresh on steps and actions in WIDA AMS.	*TA use of WIDA AMS varies by district.	
X	X		Set up WIDA AMS accounts for Test Administrators. For instructions, refer to page 34 in the WIDA AMS User Guide .		
X	X		Submit Pre-ID file to DRC.		
X			Watch the Ordering Materials tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.	<i>Information in the tutorial has been updated for 2017-18.</i>	
X			Order materials in WIDA AMS.	DACs order materials in WIDA AMS. Overage will be included in all shipments.	
X	X		Watch the Test Scheduling tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.	The assessment is not timed. For students who traditionally need extra time you may want to test them in a separate environment allowing them the time they need without interruption from students who may finish before them.	
X	X		Modify default Test Sessions to meet district/school needs.	Default Test Sessions are by school/grade/domain. TAs may need to be assigned to Test Sessions/Schools.	
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 .	Students who are NEP or LEP need to participate in ACCESS for ELLs testing. Students who are FEP, FELL or PHLOTE do not participate in ACCESS.	

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DAC	SAC	TA	Task	State-specific Clarification	✓
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	Create a seating chart for each test session		
		X	Try out seating arrangement in testing areas.		
X	X	X*	Review student data for accuracy in WIDA AMS and add new students to WIDA AMS.	The responsibility of adding new students to WIDA AMS varies by district, confirm with you DAC about who this responsibility belongs to. *TA use of WIDA AMS varies by district.	
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 tips for helping students do their best. WIDA resources to consider: <ul style="list-style-type: none"> ACCESS for ELLs 2.0 Parent Handout (available in English and other languages) Alternate ACCESS for ELLs Parent Handout (available in English and other languages) Getting Students Ready for Testing flyer- Paper version 		
X	X	X	Watch the Accessibility Overview tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.		

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DAC	SAC	TA	Task	State-specific Clarification	✓
X	X		Watch the Assigning Accommodations tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.		
	X	X	Meet with all stakeholders regarding testing needs for students with an IEP or 504 plan.		
X	X		In WIDA AMS, assign accommodations for students with an IEP or 504 plan.	District Assessment Coordinators and designees can have permissions to do this. For support with accommodations available to students with an IEP or 504 refer to the State Accommodations Crosswalk .	
X	X		Watch the Managing Test Materials tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.	<i>Updated for 2017-18.</i>	
X			Receive, inventory, and distribute test materials to designated sites/staff.	CO is a ship to district state. Include Test Tickets and Test Rosters if printed centrally. Materials must be stored in a secure location.	
	X		Re-inventory materials received. Note the amount and type of materials for which you have overage. Report these totals back to the DAC.	This overage must be used first in cases where sites need additional materials. Consult your District Assessment Coordinator if additional materials are needed. For more information regarding Additional Materials Orders and using overage visit section 3.7 of the District Coordinator Manual.	
X			Watch the Additional Materials Orders tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.	<i>New for 2017-18!</i>	

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DAC	SAC	TA	Task	State-specific Clarification	✓
X	X	X*	Check Pre-ID labels for accuracy. If necessary, edit information in WIDA AMS.	Test Coordinators can modify student demographics, accommodations, and Do Not Score codes. *TA use of WIDA AMS varies by district.	
X	X		Check District/School Labels for accuracy. Contact DRC Customer Support if information is incorrect.	These labels are used for students with no Pre-ID Label.	
X	X	X	Review test tickets for accuracy of demographic information and accommodations.	Note, not all accommodations are listed on the test ticket.	
X	X	X	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.	
X	X		Bubble in demographic information and apply a District/School label to test booklets that do not have Pre-ID labels.	See Goldenrod, State Specific Directions for bubbling directions.	
X	X	X	Print additional materials available online as needed, including: <ul style="list-style-type: none"> • Manuals or sections of manuals needed • State-Specific Directions • NDUAs 	WIDA will send paper copies of these documents in the materials shipment. Additional copies are available in PDF form from the WIDA website .	
		X	Watch the Administering the Test tutorial from the Testing dropdown menu in the ACCESS for ELLs 2.0 Training course.	<i>New information included for 2017-18!</i>	
		X	Review the information about each domain (Listening , Reading , Speaking , and Writing) from the Domains dropdown menu in the ACCESS for ELLs 2.0 Training course.		

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		X	Take the Paper Administration Quiz and pass with a score of 80% or higher.		
		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.		
		X	Take the Speaking Quiz for Grades 1-5 and/or Grades 6-12 and pass with an 80% or higher.	Test Administrators are required to recertify annually.	
		X	Try out the Listening and Speaking CD(s) and CD player prior to the day of testing.		
X	X		Distribute test session rosters to Test Administrators.		
X	X		Ensure all staff involved in testing are certified according to the requirements listed at www.wida.us/accessprep .	Requirements are listed at http://www.wida.us/accessprep , and you may view test completion in the Account Management and Training Status part of My Account & Secure Portal .	
X	X		Ensure staff assisting with test administration who have not agreed to the electronic NDUA through 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.	

During Testing (Paper) *updated 11.2.17*

DAC	SAC	TA	Task	State-specific Clarification	✓
	X		Be on site for first day of testing.		
	X		Check with building administration regarding the timing of building bells, alarms, or announcements that may go off during the test session.		
		X	Set up the testing room according to the Test Administrator Manual . Ensure students are seated far enough apart to avoid distractions.		
	X		Distribute all necessary testing materials to Test Administrators using a procedure for secure check-out of test materials.		
		X	Distribute necessary materials to students (test booklets, pencils, scratch paper).		
		X	Follow all directions provided in the manuals and scripts.	Cross reference with the State-Specific Directions , Colorado specific policy supersedes consortia guidelines.	
		X	Monitor and supervise students during the testing session.		
		X	Report additional material needs to SAC or DAC.		
		X	If the need for additional test materials arises, first check your school overage inventory, then contact your DAC to see if that district has material in their inventory. Then coordinate with the DAC to plan for an additional materials order if necessary.		

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DAC	SAC	TA	Task	State-specific Clarification	✓
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.	Communicate with schools that additional materials orders will not be placed immediately and that you will wait and place one order weekly. (i.e. additional materials orders will only be placed on Wednesday) Reference Section 3 of the District and School Test Coordinator Manual for more info. Appendix B of the manual contains specific information for transfer students as well.	
		X	Notify Test Coordinator of issues that arise during testing.		
		X	Collect and account for all test materials. Return them to the Test Coordinator.		
X	X	X	Securely store all testing materials in between test sessions.		

After Testing (Paper) *updated 11.2.17*

DAC	SAC	TA	Task	State-specific Clarification	✓
X			Watch the After Testing tutorial from the Afterward dropdown menu in the ACCESS for ELLs 2.0 Training course.		
X	X		Collect test materials from Test Administrators once testing is completed at each testing site.	Document materials that have not been returned in WIDA AMS. The DAC needs to contact CDE with this information.	
X	X		Prepare test materials for return according to the instructions in Section 5 of the District and School Test Coordinator Manual .		
X	X		Ensure all accommodations and Do Not Score codes are correctly marked on the booklet or in WIDA AMS.		
X			Return test materials to DRC.		
X			Complete data validation process.	The validation process is done through Colorado's SBD process. In most districts, the Data Correspondent usually completes SBD.	
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: <ul style="list-style-type: none"> • Parent Guide for ACCESS for ELLs 2.0 Score Reports • Parent Guide for Alternate ACCESS for ELLs Score Reports 		

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DAC	SAC	TA	Task	State-specific Clarification	✓
X			Watch the Accessing Score Reports tutorial from the Afterward dropdown menu in the ACCESS for ELLs 2.0 Training course.		
X			Receive and distribute score reports to designated sites/staff.		

Before Testing (Online) *updated 11.2.17*

This document is a guide for personnel involved in the administration of ACCESS for ELLs 2.0 in Colorado. Guidelines for both online and paper administration are included. Please see pages 1-11 for the paper checklist and 12-23 for the online 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 in 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. Use this checklist to keep track of completed tasks.

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- **DAC** District Area Coordinator
- **SAC** School Area Coordinator
- **TA** Test Administrator

DAC	SAC	TA	Task	State-specific Clarification	✓
X	X		Meet with staff involved with testing to review roles and responsibilities.	<p>Test Administrators must be trained annually on all WIDA modules. Test Administrators must be employed by the district. Preferably, test administrators will be:</p> <ul style="list-style-type: none"> Licensed teachers, administrators, instructional support para-professionals, substitute teachers with a teaching certificate, school psychologists, social workers, librarians, counselors, or speech pathologists. <p>School/district employees may administer the assessments at the grade levels of their own children, but they may not administer the test to their own children or relatives, nor be in the testing environment during testing.</p> <p>Kindergarten or Alternate ACCESS Test Administrators must be a proficient English speaker.</p> <p>Alternate ACCESS Administrators must hold a State of Colorado educator license.</p>	

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DAC	SAC	TA	Task	State-specific Clarification	✓
X	X	X	Log in to your WIDA account and agree to the Non-Disclosure and User Agreement (NDUA).	DACs set up WIDA.us accounts for new Test Administrators. For instructions, refer to the Account Creator in the Training Course . CO SEA creates accounts for DACs.	
X	X	X*	Log in to WIDA AMS and agree to security terms. (WIDA AMS requires a separate login from the WIDA.us website.)	DACs set up WIDA AMS accounts for new Test Administrators. For instructions, refer to page 34 in the WIDA AMS User Guide . *TA use of WIDA AMS varies by district.	
X	X	X	Watch the Training Overview tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.		
X	X	X	Check key dates on Colorado's state page at www.wida.us	https://www.wida.us/membership/states/Colorado.aspx	
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	X	Reference the Test Administrator Manual as needed to refresh on test administration policies and procedures.		
X	X		Reference the District and School Test Coordinator Manual as needed to refresh on test coordination policies and procedures.		
X	X	X	Reference the Accessibility and Accommodations Supplement as needed to refresh on accessibility and accommodations policies and procedures.		
X	X	X*	Visit wida.us/ams for new resources on using WIDA AMS.	*TA use of WIDA AMS varies by district.	

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DAC	SAC	TA	Task	State-specific Clarification	✓
X	X	X*	Reference the WIDA AMS User Guide as needed to refresh on steps and actions in WIDA AMS.	*TA use of WIDA AMS varies by district.	
X	X		Set up WIDA AMS accounts for Technology Coordinators and, if necessary, Test Administrators. For instructions, refer to page 34 in the WIDA AMS User Guide .		
X	X		Submit Pre-ID file to DRC.		
X			Watch the Ordering Materials tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.	<i>Information in the tutorial has been updated for 2017-18.</i>	
X	X		Order materials in WIDA AMS.	Test material shipments will be calculated from the Pre-ID information uploaded by SEA to WIDA AMS. Overage will be included in all shipments.	
X	X		Watch the Test Scheduling tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.	The assessment is not timed. For students who traditionally need extra time you may want to test them in a separate environment allowing them the time they need without interruption from students who may finish before them.	
X	X		Discuss district and school technology needs and capacity to administer the online test with the Technology Coordinator.		
X	X		Download and Review Technology Readiness Checklist with Technology Coordinator.		

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DAC	SAC	TA	Task	State-specific Clarification	✓
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		Modify default Test Sessions to meet district/school needs.	Default Test Sessions are by school/grade/domain. TAs may need to be assigned to Test Sessions/Schools.	
X	X		Create a testing schedule and finalize student counts. Break testing down into days in the window. Allow several days at the end of the test window for makeup testing.	Students who are NEP or LEP need to participate in ACCESS for ELLs testing. Students who are FEP, FELL or PHLOTE do not participate in ACCESS.	
X	X		Reserve space and all necessary equipment (e.g. computers, laptops, tablets, headsets) for testing days.		
	X	X	Confirm what space and equipment is reserved for your test sessions.		
		X	Try out seating arrangement in testing areas. Verify that students are not close enough to hear each other while recording during the Speaking Test.		
X	X		Confirm that all students expected to participate in the online test are listed in WIDA AMS and assigned to test sessions.		
X	X	X	Add new students to WIDA AMS and assign them to test sessions.	The responsibility of adding new students to WIDA AMS varies by district, confirm with you DAC about who this responsibility belongs to.	

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DAC	SAC	TA	Task	State-specific Clarification	✓
X	X	X*	Review student data for accuracy in WIDA AMS.	*TA use of WIDA AMS varies by district.	
X	X	X	Watch the Test Practice and Test Tickets tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.		
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 tips for helping students do their best. WIDA resources to consider: <ul style="list-style-type: none"> ACCESS for ELLs 2.0 Parent Handout (available in English and other languages) Alternate ACCESS for ELLs Parent Handout (available in English and other languages) Getting Students Ready for Testing flyer- Online 		
X	X	X	Plan a 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	Watch the Accessibility Overview tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.		
X	X		Watch the Assigning Accommodations tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.		
	X	X	Meet with all stakeholders regarding testing needs for students with an IEP or 504 plan.		

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DAC	SAC	TA	Task	State-specific Clarification	✓
X	X		In WIDA AMS, assign accommodations for students with an IEP or 504 plan.	District Assessment Coordinators and designees can have permissions to do this. For support with accommodations available to students with an IEP or 504 refer to the State Accommodations Crosswalk .	
X	X		Watch the Managing Test Materials tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.	<i>Updated for 2017-18.</i>	
X			Receive, inventory, and distribute test materials to designated sites/staff.	CO is a ship to district state. Materials must be stored in a secure location.	
	X		Re-inventory materials received. Note the amount and type of materials for which you have overage. Report these totals back to the DAC.	This overage must be used first in cases where sites need additional materials. Consult your District Test Coordinator if additional materials are needed. For more information regarding Additional Materials Orders and using overage visit section X of the District Coordinator Manual.	
X			Watch the Additional Materials Orders tutorial from the Preparing dropdown menu in the ACCESS for ELLs 2.0 Training course.	<i>New for 2017-18!</i>	
X	X	X*	Check Pre-ID labels for accuracy. If necessary, edit information in WIDA AMS.	Test Coordinators can modify student demographics, accommodations, and Do Not Score codes. *TA use of WIDA AMS varies by district.	
X	X		Check District/School labels for accuracy. Contact DRC Customer Support if information is incorrect.	These labels are used for students with no Pre-ID Label.	

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DAC	SAC	TA	Task	State-specific Clarification	✓
X	X	X*	Print Test Tickets and Test Rosters.	Determine ahead of time who is responsible for printing these materials. Keep them in a secure location until test day. *TA use of WIDA AMS varies by district.	
X	X	X	Review test tickets for accuracy of demographic information and accommodations.	Note, not all accommodations are listed on the test ticket.	
X	X	X	Apply labels to test booklets (Writing 1-3 or Handwriting Response).	Bubble in demographic information and apply a District/School Label to test booklets that do not have Pre-ID Labels.	
X	X		Bubble in demographic information and apply a District/School Label to test booklets that do not have Pre-ID Labels.	See Goldenrod, State Specific Directions for bubbling directions.	
X	X	X	Print additional materials available online as needed: <ul style="list-style-type: none"> • 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	Watch the Administering the Test tutorial from the Testing dropdown menu in the ACCESS for ELLs 2.0 Training course.	<i>New information included for 2017-18!</i>	
X	X		Watch the Monitoring Test Progress (Online) tutorial from the Testing dropdown menu in the ACCESS for ELLs 2.0 Training course.	<i>New for 2017-18!</i>	
		X	Review the information about each domain (Listening , Reading , Speaking , and Writing) from the Domains		

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			dropdown menu in the ACCESS for ELLs 2.0 Training course.		
		X	Take the Online Administration Quiz and pass with a score of 80% or higher.	Test Administrators are required to recertify annually.	
X			Conduct a final walkthrough with Technology Coordinator to make sure all systems are ready for testing.		
X	X		Ensure all staff involved in testing are certified according to the requirements listed at www.wida.us/accessprep .	Requirements are listed at http://www.wida.us/accessprep , and you may view test completion in the Account Management and Training Status part of My Account & Secure Portal .	
X	X		Ensure staff assisting with test administration who have not agreed to the electronic NDUA through 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.	

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DAC	SAC	TA	Task	State-specific Clarification	✓
	X	X	Be on site for first day of testing.		
		X	Check with building administration regarding the timing of building bells, alarms, or announcements that may go off during the test session.		
		X	Set up the testing room according to the Test Administrator Manual . Ensure students are seated far enough apart to avoid distractions.		
		X	Ensure testing devices are ready and distribute necessary materials to students (e.g., booklets, pencils, 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.	Cross reference with the Goldenrod sheet, Colorado specific policy supersedes consortia guidelines.	
		X	Monitor and supervise students during the testing session.		
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 who will be handwriting their response.	* TA use of WIDA AMS varies by district.	
		X	Report additional material needs to the SAC.		

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	X		If the need for additional test materials arises, first check your school overage inventory, then contact your DAC to see if that district has material in their inventory. Then coordinate with the DAC 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.	Communicate with schools that additional materials orders will not be placed immediately and that you will wait and place one order weekly. (i.e. additional materials orders will only be placed on Wednesday) 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.	
X	X		Monitor student progress in WIDA AMS while testing and throughout the testing window.		
X	X	X	Notify Test Coordinator and Technology Coordinator of issues during the testing session.		
X	X		Ensure all accommodations and Do Not Score in WIDA AMS are current and correct.	Test Coordinators can modify student demographics, accommodations, and Do Not Score codes.	
		X	Collect and account for all test materials. Return them to the Test Coordinator.		
X	X		Securely store all testing materials in between test sessions.		

After Testing (Online) *updated 11.2.17*

DAC	SAC	TA	Task	State-specific Clarification	✓
X			Watch the After Testing tutorial from the Afterward dropdown menu in the ACCESS for ELLs 2.0 Training course.		
X	X		Collect test materials from Test Administrators once testing is completed at each testing site.	Document materials that have not been returned in WIDA AMS, and the DAC needs to contact CDE with this information.	
X	X		Prepare test materials for return according to the instructions in Section 5 of the District and School Test Coordinator Manual .	What should be returned and what can be destroyed (e.g., scratch paper, Pre-ID Labels)? Pay careful attention to what materials should be returned and what materials are considered non-secure and can be destroyed on site.	
X	X		Return test materials to DRC.		
X			Complete data validation process.	The validation process is done through Colorado's SBD process. In most districts, the Data Correspondent usually completes SBD.	
X	X	X	Review the resources available to assist educators with score interpretation on the Scores & Reports page .		
X	X		Watch the Accessing Score Reports tutorial from the Afterward dropdown menu in the ACCESS for ELLs 2.0 Training course.		
	X	X	Determine how you will communicate with students' parents/family members about ACCESS for ELLs 2.0 test results. WIDA resources to consider: <ul style="list-style-type: none"> Parent Guide for ACCESS for ELLs 2.0 Score Reports Parent Guide for Alternate ACCESS for ELLs Score Reports 		
X			Receive and distribute score reports to designated sites/staff.		