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 for administering 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 **LEA 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. OSDE may ask to view and verify the checklists during the OELP Monitoring process.

District Testing Coordinator Checklist

The District Testing Coordinator 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 District Testing Coordinator is responsible for overseeing test administration throughout the school district.

District Testing Coordinator responsibilities:

Completed	Task
☐	Distribute Test Security information to everyone involved in the WIDA ACCESS process.
☐	Ensure all Test Administrators are WIDA certified staff.
☐	Ensure all personnel involved with testing receive training on appropriate test administration, policies, and procedures including accommodations prior to WIDA ACCESS administration.
☐	Review the Checklists with School Testing Coordinators, Test Administrators, Test Proctors, Principals and Superintendents and ensure that each has received a copy.
☐	Implement system and school testing policies and procedures to ensure all students are tested fairly and appropriately.
☐	Immediately report all testing irregularities to the OSDE 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 or unaccounted for at any time.
☐	Ensure that no test materials are removed from the school by anyone other than the District Testing Coordinator or School Testing Coordinator.
☐	Ensure that the school testing schedule is followed exactly as assigned.
☐	Provide an appropriate testing environment that will ensure fair student results.
☐	Promote a positive testing environment.
☐	Ensure that cell phones and other non-allowable electronic devices are not allowed in the testing environment.
☐	Ensure that all instructional materials are removed from classroom walls and student desks prior to testing.
☐	Conduct unannounced walk-through of schools to ensure Test Administrators are actively monitoring students while testing.
☐	Review and ensure that proper accommodations are provided for eligible students.
☐	Ensure that non-eligible students are not provided accommodations.
☐	Collect and maintain required signature sheets from all schools for the previous five years.
☐	Supervise and monitor testing personnel to ensure that all roles and responsibilities are fulfilled.

District Testing Coordinator signature: _____

Last modified: June 2023

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 District Testing Coordinator on policies and procedures for test security and administration.
☐	Provide training on test security and administration to all personnel involved in handling and administering tests, including the principal.
☐	Review the Test Administrator's Checklist with all Test Administrators, ensuring that each 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 District Testing Coordinator.
☐	Inspect classrooms to ensure that all instructional materials have been removed.
☐	Accurately count and distribute test materials before and after each test administration.
☐	Adhere to required test administration schedules.
☐	Review all assigned accommodations.
☐	Ensure all students are tested.
☐	Conduct observations during testing.
☐	Ensure that cell phones and other non-allowable electronic devices are not used during testing.
☐	Ensure that WIDA ACCESS assessments are not reproduced, shared, discussed, or distributed.
☐	Inform Test Administrators and Proctors to immediately report test security breaches or testing irregularities to the School Test Coordinator and the Principal.
☐	Report any testing irregularities to the District Testing Coordinator immediately.
☐	Collect, count, and return test materials to the school's secure storage area immediately after each test administration.
☐	Inventory and return test materials to the District Testing Coordinator immediately after the conclusion of testing.

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 valid teacher or administrator's certificate.
☐	Complete required WIDA training prior to the assessment.
☐	Maintain confidentiality of all information related to the assessment.
☐	Review all testing manuals prior to administering.
☐	Remove all instructional materials displayed on walls and desks.
☐	Follow directions in the ACCESS Test Administrator Script exactly.
☐	Inventory writing test booklets every time they are checked out or in.
☐	Maintain a documented "Chain of Custody" of test materials assigned to you.
☐	Review only the directions for Administration, not the Writing Test Booklet.
☐	Test all eligible students.
☐	Follow the required test administration schedule.
☐	Monitor students at all times during testing. Do not engage in other activities (reading, grading papers, etc.)
☐	Remain in the testing room for the entire time the test is given unless another Test Administrator of Proctor can replace you.
☐	Ensure that the only students in the test environment are those taking the assessment.
☐	Ensure that the student taking the exam is actually the student on the test ticket.
☐	Do not leave test materials unattended.
☐	Do not remove test materials from a school.
☐	Do not read any part of the Reading Test to a student.
☐	Do not change or paraphrase any test directions.
☐	Do not clarify or explain test items.
☐	Do not spell words for students during the test.
☐	Do not provide inappropriate assistance or hints during the test.
☐	Do not allow cell phones or other electronic devices into the testing environment.
☐	Do not erase or alter a student answer.
☐	Follow all procedures when a test irregularity occurs.
☐	Immediately report a testing irregularity to the School Testing Coordinator.
☐	Encourage students to do their best.

Test Administrator signature: _____

Last modified: June 2023

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 25 students in a testing room.

Test Proctor responsibilities:

Completed	Task
☐	Complete required test security training prior to proctoring test.
☐	Maintain confidentiality of all information related to this 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 maintain 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.
☐	Ensure that the student taking the exam is actually the student on the test ticket.
☐	Do not assist students with any answers.
☐	Do not engage in any activities besides monitoring students (reading, phone, etc.)
☐	Do not alter or erase a student's answer to a test question.

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 handled, stored, and administered in keeping with all rules, procedures, and instructions provided with the tests.
☐	Designate on District Testing Coordinator and additional School Test Coordinators for the purpose of delegating the duties necessary to carry out compliance with testing requirements.
☐	Ensure that the District Testing Coordinator attends all standardized test training provided by OSDE/OELP.
☐	Ensure that District Testing Coordinator holds a valid teaching, counseling, or administrator certificate.
☐	Ensure that the District Testing Coordinator 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, failure to account for test materials, or any other deviation from required security procedures shall immediately report that information to the principal and the District Testing Coordinator.
☐	Ensure that no students are reclassified for the sole purpose of exempting the student(s) from ELPA assessments.

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
☐	Ensure that all English Learners are assessed.
☐	Ensure that all Test Administrators are certified.
☐	Ensure that all Test Administrators have completed required training before administering the ACCESS and/or Alt-ACCESS tests.
☐	Ensure that all Test Administrators 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.
☐	Ensure that the school testing schedule as assigned by the District Testing Coordinator is followed precisely.
☐	Ensure that all students are tested in an appropriate testing environment.
☐	Ensure uniform test administration for all students.
☐	Ensure that no cell phones or other electronic devices are used during testing.
☐	Ensure that all instructional materials are removed from classroom walls and student desks prior to test administration.
☐	Review all assigned accommodations and ensure that proper accommodations are provided for eligible students.
☐	Conduct periodic walk-throughs in order to monitor Testing Administrators.
☐	Ensure that no students are reclassified for the sole purpose of exempting the student(s) from ELPA assessments.

Principal signature: _____