This state checklist is a guide for personnel involved in administering WIDA Alternate ACCESS. 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.

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| **State-specific information** |
| **Testing Window** | January 29, 2024 – March 8, 2024 |
| **WIDA member page** | * [WIDA Consortium Information](https://wida.wisc.edu/about/consortium)
* [Kansas Career Standards and Assessment Services (CSAS) Menu](https://www.ksde.org/Agency/Division-of-Learning-Services/Career-Standards-and-Assessment-Services/CSAS-Home/Assessments/Dynamic-Learning-Maps-DLM-Essential-Elements)
* [Kansas ESOL Education Resources](https://www.ksde.org/Agency/Division-of-Learning-Services/Special-Education-and-Title-Services/Title-Services/Title-III-State-ESOL/ESOL-Education-Resources)
 |
| **State Assessment Contact** | Twyla Sprousetsprouse@kdse.org785-296-5674 |
| **Online Resources** |
| **Training Courses and Resources** (login to Secure Portal required)* [Alternate ACCESS: Administration and Scoring](https://portal.wida.us/course/detail/Alternate-ACCESS)
* [Course resources: Alternate ACCESS](https://portal.wida.us/resource/resourcelist;courseId=0d80e81f-80ff-ea11-a2da-0050568beee8;courseName=Alternate%20ACCESS%20for%20ELLs:%20Administration%20and%20Scoring)
 | * Kansas-specific Test Administrator Manual
* [Alternate ACCESS for ELLs Interpretive Guide for Score Reports](https://wida.wisc.edu/resources/alternate-access-ells-interpretive-guide-score-reports)
* [Accessibility and Accommodations Manual](https://wida.wisc.edu/resources/accessibility-and-accommodations-manual)
* [Q&A Webinar Links and Recordings](https://portal.wida.us/webinar/webinarlist) (login to Secure Portal required)
 |
| **Checklist Key** |
|  District Test Coordinator (DTC) task  Building Test Coordinator (BTC) task Test Administrator (TA) task  |

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| **KANSAS STATE TESTING DATES FOR WIDA ALTERNATE ACCESS 2023-2024** |
| **Testing Specifics**  | **Start Date**  | **End Date**  |
| **Pre-Testing**  |  Test Materials Ordering Available in WIDA AMS (LEAs) | Fri 12/1/23  | Fri 12/15/23  |
|  LEAs Import Student Data into WIDA AMS    | Fri 12/1/23  | Fri 12/15/23  |
|  Districts Receive Test Materials   | Mon 1/22/24  | Mon 1/22/24  |
| **During Testing**  |  **Test Window**  | **Mon 1/29/24**  | **Fri 3/8/24**  |
|  Additional Test Material Ordering Window in WIDA AMS  | Mon 1/22/24  | Fri 3/1/24  |
| **Post-Testing**  |  Deadline for Shipping Completed Test Materials to DRC  | Wed 3/20/24  | Wed 3/20/24  |
|  Districts Complete Data Validation in WIDA AMS | Mon 4/22/24  | Fri 4/26/24  |
|  WIDA Alternate ACCESS Reports and Data Files Available - Online in WIDA AMS  | Tue 9/24/24  | Tue 9/24/24  |
|   |  WIDA Alternate ACCESS Reports Available in District - Printed  | Mon 10/14/24  | Mon 10/14/24  |

| **DTC** | **BTC** | **TA** | **Task** | **State-specific Clarification** | **** |
| --- | --- | --- | --- | --- | --- |
| **X** | **X** |  | Communicate roles, responsibilities, and training requirements to test administrators. |  |  |
| **X** | **X** | **X** | Review training requirements based on your role. |  |  |
| **X** | **X** | **X** | Contact Twyla Sprouse (tsprouse@ksde.org) to obtain WIDA Secure Portal and WIDA AMS accounts. | New District Test Coordinators or changes in District Test Coordinator ONLY. |  |
| **X** | **X** | **X** | Log in to your [WIDA Secure Portal account](https://portal.wida.us) and agree to the Non-Disclosure and User Agreement (NDUA) that appears automatically upon first login.  |  |  |
| **X** | **X** | **X** | Log in to [WIDA AMS](https://www.drcedirect.com/all/eca-portal-v2-ui/#/login/WIDA) and agree to security terms that appear automatically at first login.  |  |  |
| **X** | **X** |  | Review the following sections of the District and School Test Coordinator Manual.* Part 1: Testing Overview (Sections 1-3)
* Part 2: Assessment-specific guidelines (Section 7 only)
* Part 3: Test Scoring and Score Reports
 |  |  |
| **X** |  |  | Submit Pre-ID file to DRC (Data Recognition Corportation). |  |  |
| **X** |  |  | Order materials in WIDA AMS.  | DTCs will order test materials. |  |
| **X** | **X** | **X** | Review WIDA [Accessibility and Accommodations Manual](https://wida.wisc.edu/resources/accessibility-and-accommodations-manual) |  |  |
| **X** | **X** | **X** | Meet with all stakeholders regarding testing needs for students, reviewing the IEP or 504 plan and completing the Individual Characteristics Questionnaire (ICQ).  |  |  |
| **X** | **X** | **X** | Assign accommodations for students in WIDA AMS or bubble in on the Student Test Booklet. |  |  |
| **X** | **X** | **X** | Review student data for accuracy in WIDA AMS. | **Data must be correct! Use a #2 pencil. Incorrect forms will not be accepted, and no score report will be provided.** |  |
|  |  | **X** | Create a testing schedule. All **Alternate ACCESS** test sessions are administered one-on-one.  | Tests are paper-pencil |  |
|  |  | **X** | Reserve space and all necessary equipment for testing days. |  |  |
| **X** | **X** | **X** | Plan [communication for parents/family members](https://wida.wisc.edu/teach/learners/engagement) about WIDA Alternate ACCESS testing and upcoming testing schedule.  |  |  |
| **X** | **X** |  | Receive, inventory, and distribute test materials to designated sites/staff. |  |  |
| **X** | **X** | **X** | Review materials for correct amount and type. Report the amount and type of overage to the District Coordinator. |  |  |
| **X** | **X** | **X** | Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.  |  |  |
| **X** |  |  | Check District/School Labels for accuracy. Contact DRC Customer Support if information is incorrect. |  |  |
| **X** | **X** |  | Apply labels to Test Booklets. |  |  |
| **X** | **X** | **X** | Bubble in demographic information and apply a District/School Label to Test Booklets that do not have Pre-ID Labels.  | **Data must be correct! Use a #2 pencil. Incorrect forms will not be accepted, and no score report will be provided.** |  |
| **X** | **X** | **X** | Complete the **Alternate ACCESS: Administration and Scoring** training course.  |  |  |
| **X** | **X** | **X** | Review the following sections of the Kansas-specific Test Administrator Manual.* Part 1: Test Administration Overview (Sections 1-3)
* Part 2: Assessment-specific guidelines
* Part 3: Test Scoring and Score Reports
* Appendix: WIDA Alternate ACCESS Proficiency Level Descriptors
 |  |  |
|  |  | **X** | Review sample items with students. |  |  |
|  |  | **X** | Pass required certification quiz, located at the end of the training course. |  |  |
| **X** | **X** |  | Ensure all staff involved in testing are certified according to state requirements, have completed required training, and understand how to follow test security and confidentiality procedures. |  |  |

| **DTC** | **BTC** | **TA** | **Task** | **State-specific Clarification** | **** |
| --- | --- | --- | --- | --- | --- |
|  |  | **X** | Set up the testing room according to the Test Administrator Manual.  |   |   |
| **X** | **X** |  | Distribute all necessary testing materials to Test Administrators using procedure for secure check-out of test materials. | **Data must be correct! Use a #2 pencil. Incorrect forms will not be accepted, and no score report will be provided.** |  |
|  |  | **X** | Distribute necessary materials to students (test booklets, pencils, scratch paper). |  |  |
|  |  | **X** | Follow all directions provided in the manuals and scripts. Monitor students to ensure test security. |  |  |
|  | **X** | **X** | Report additional material needs to the Test Coordinator. |  |  |
| **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. Contact SEA if additional District/School labels are needed.Refer to the **Secure Materials Tracking Report** in WIDA AMS under Reporting Services > Published Reports for a full list of all materials sent to your school/district. |  |  |
| **X** | **X** | **X** | Securely store all testing materials in between test sessions. |  |  |
|  |  | **X** | Collect and account for all test materials in between test sessions. Return them to the Test Coordinator. |  |  |

| **DTC** | **BTC** | **TA** | **Task** | **State-specific Clarification** | **** |
| --- | --- | --- | --- | --- | --- |
| **X**  | **X** |  | Collect test materials from Test Administrators once testing is completed at each testing site. |  |  |
| **X** | **X** | **X** | Ensure all accommodations and Do Not Score codes are correctly marked on the booklet. See [Test Coordinator Manual](https://portal.wida.us/resource/detail/7e3f94f0-2076-eb11-a2dd-0050568beee8) for guidance on marking Do Not Score codes. | **Data must be correct! Use a #2 pencil. Incorrect forms will not be accepted, and no score report will be provided.** |  |
| **X** |  |  | Prepare test materials for return. Refer to Returning Test Materials in Section 3 of the Test Coordinator Manual. |  |  |
| **X** |  |  | Return test materials to DRC. Refer to the **Secure Materials Tracking Report** in WIDA AMS under Reporting Services > Published Reports for a full list of all materials sent to your school/district and returned to DRC. | Shred unused Pre-ID labels and scratch paper locally. Non-Secure materials including the Test Administrator Manual and Test Coordinator Manual should not be returned to DRC. Refer to Section 3 of the Test Coordinator Manual for a full list of secure and non-secure materials. |  |
| **X** |  |  | Complete data validation process. |  |  |
| **X** | **X** |  | Review and distribute [score reports](https://wida.wisc.edu/assess/access/scores-reports) to designated sites/staff. * Reminder: WIDA Alternate ACCESS score reports will be released in fall 2024 due to standard setting. For more information, please see [WIDA Alternate ACCESS Updates](https://wida.wisc.edu/altaccessupdates).
 |  |  |
| **X** | **X** | **X** | [Communicate with students’ parents/family members](https://wida.wisc.edu/teach/learners/engagement) about WIDA Alternate ACCESS test results. * Updated score reporting resources for WIDA Alternate ACCESS will be available in fall 2024.
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