

## Critical Element 2.3 – Test Administration

	Evidence	Notes
<p>The State implements policies and procedures for standardized test administration; specifically, the State:</p> <ul style="list-style-type: none"> <li>Has established and communicates to educators clear, thorough and consistent standardized procedures for the administration of its assessments, including administration with accommodations;</li> <li>Has established procedures to ensure that general and special education teachers, paraprofessionals, teachers of ELs, specialized instructional support personnel, and other appropriate staff receive necessary training to administer assessments and know how to administer assessments, including, as necessary, alternate assessments, and know how to make use of appropriate accommodations during assessments for all students with disabilities;</li> <li>If the State administers technology- based assessments, the State has defined technology and other related requirements, included technology- based test administration in its standardized procedures for test administration, and established contingency plans to address possible technology challenges during test administration.</li> </ul>	<p><b>2.2-16</b> <i>Accessibility and Accommodations Supplement</i></p> <p><b>2.3-1</b> <i>ACCESS for ELLs® 2.0 2016-2017 Test Administrator Manual</i></p> <p><b>2.3-2</b> <i>Screenshots of online training resources</i></p> <p><b>2.3-3</b> <i>ACCESS for ELLs 2.0® Form 403 Online Test Administrator's Script</i></p> <p><b>2.3-4</b> <i>WIDA Wednesday Email</i></p> <p><b>2.3-5</b> <i>Site Technology Readiness Checklist for Deploying WIDA Online Assessments</i></p> <p><b>2.3-6</b> <i>Test Administrator Troubleshooting</i></p> <p><b>2.3-7</b> <i>2018-2019 Test Policy Handbook for State Education Agencies</i></p>	<p><b>ACCESS for ELLs Online, ACCESS for ELLs Paper &amp; Alternate ACCESS for ELLs</b></p> <p>For the guidance WIDA provides on managing the ACCESS for ELLs testing process; receiving, tracking, and returning test materials; and administering the test, including making use of technology, accessibility and accommodations tools, see:</p> <p><i>ACCESS for ELLs® 2.0 2016-2017 Test Administrator Manual [document 2.3-1]</i></p> <ul style="list-style-type: none"> <li>p. 12-14: Overview of the training resources available to test administrators, including required online training videos and state-specific guidance.</li> </ul> <p>ACCESS for ELLs online training, available in a secure portal site, includes scoring practice, sample items, and test demos. For examples, see:</p> <p><i>Screenshots of online training resources [document 2.3-2]</i></p> <p>For additional information on the embedded and universal accessibility tools available to ACCESS for ELLs test takers as well as test accommodations available to students with particular needs, see:</p> <p><i>Accessibility and Accommodations Supplement [document 2.2-16]</i></p> <ul style="list-style-type: none"> <li>p. 31-34: Guidance for transcription and scribing as well as the necessary test security procedures for each accommodation.</li> </ul> <p>To ensure a standard administration of the ACCESS for ELLs assessments, WIDA provides Test</p>

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Administrator scripts for each assessment. These documents include guidance on what test administrators should say to test takers as well as detail on setting up the testing environment, responding to questions, and monitoring test timing. For an example test administrator script, see:

*ACCESS for ELLs 2.0® Form 403 Online Test Administrator's Script* [document 2.3-3]

To ensure test administrators are updated on the resources WIDA offers, WIDA sends weekly emails to state and local education agency representatives to keep them informed about available resources and testing process deadlines. For an example of a recent email, see:

*WIDA Wednesday Email* [document 2.3-4]

#### **ACCESS for ELLs Online**

In addition to a thorough and detailed *Technology User Guide*, WIDA provides easily accessible training resources for test administrators and technology support staff, including a series of Q&A webinars and tip sheets like the following:

*Site Technology Readiness Checklist for Deploying WIDA Online Assessments* [document 2.3-5]

*Test Administrator Troubleshooting* [document 2.3-6]

For details on WIDA's policies regarding communication of technology-related disruptions, including power or hardware failures and any other critical incidents that could interrupt online testing, see:

*2018-2019 Test Policy Handbook for State Education Agencies* [document 2.3-7]