



## Kindergarten

If you are not personally administering this assessment to students, you don't have to do anything here. If you are administering this assessment to students see the Test Administrator chart for steps to become certified.

\*Note – the first checkbox within this checklist outlines ordering that might be beneficial to those TCs who are new to the ordering process.

## Alternate ACCESS for ELLs



If you are not personally administering this assessment to students, you don't have to do anything here. If you are administering this assessment to students see the Test Administrator chart for steps to become certified.

\*Note – the first checkbox within this checklist outlines ordering that might be beneficial to those TCs who are new to the ordering process.

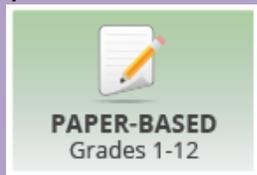
## Idaho District Test Coordinators (TC)

### ACCESS 2.0 Grades 1-12

Determine whether your district is administering grades 1-12 online, paper, or both.

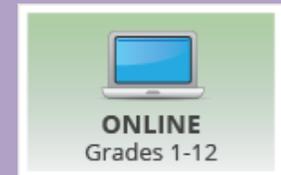
- **PAPER ONLY:** If your district is administering only paper based assessments, where all district students participate in ALL domains in a paper book, follow the paper administration (left below).
- **ONLINE ONLY:** If your district is administering online only follow the online administration (below right).
  - All 1-3 graders will take writing paper pencil – this is assumed under online administration. **You do not need to become paper administration certified for this!**
  - Any 4-12 grade student can participate in only the writing domain on paper if appropriate, as long as they participate in all other domains (listening, reading, speaking) online. Grades 4-12 default to all domains online, therefore this option must be turned on by the TC on the WIDA AMS site for students whom this is deemed appropriate. **You do not need to become paper administration certified this!**
- **BOTH PAPER & ONLINE:** If your district is administering some paper and some online you must follow both.

#### Paper Administration



By completing the Testing Coordinator Checklist under the WIDA secure portal for online and/or paper you will become certified as BOTH a Coordinator and Administrator – meaning you can also administer the assessment and do not have to complete the administrator's checklist separately (this is only for grades 1-12 paper and/or online administration – does not include Kindergarten and Alternate administrator certification)

#### Online Administration



(Paper Coordinator/Administrator steps are numbered)

1. Log in to the WIDA secure portal at [www.wida.us](http://www.wida.us)
2. Click on the Paper Based Grades 1-12 icon 
3. Complete the checkboxes through "One Month Prior to Testing"
4. Must take and pass the Speaking quiz with at least 80%

(Online Coordinator/Administrator steps are lettered)

- A. Login into the WIDA secure portal at [www.wida.us](http://www.wida.us)
- B. Click on the Online Grades 1-12 
- C. Complete the checkboxes through "One Month Prior to Testing"
- D. Your Certification will populate upon completing the above criteria. **THERE**

- There is a separate quiz for grades 1-5 and 6-12. If you are administering to all grade levels then you must pass BOTH Speaking quizzes with 80%. If you are only administering at the elementary school (grades 1-5) or only at the secondary schools (grades 6-12) you only need to pass the corresponding Speaking Quiz.

5. Your Certification will populate upon completing the above criteria.
6. The remainder of the checkboxes is informative for the testing process but is not required for certification.

**IS NO QUIZ TO PASS FOR ONLINE ADMINISTRATOR/COORDINATOR CERTIFICATION**

- E. The remainder of the checkboxes is informative for the testing process but is not required for certification.

Test Coordinators are responsible for:

- Creating Testing Administrator (proctor) accounts in the WIDA secure portal. This is the training module and assessment certification site.
- Creating Testing Administrator (proctor) accounts in the WIDA AMS. This is the assessment session proctoring site.