

English Language Proficiency (ELP) Annual Assessments Test Administrator Checklist

Test Administrator

Test Administrators (TAs) are responsible for administering the ELP annual assessments to students. TAs work with the School Coordinator (SC), who oversees test administration of assessments at the building level and works with the District Assessment Coordinator (DAC).

Test Administrator Checklist

Timeline	Topic	Responsibilities
November December January	Before Annual Testing	<i>Training</i> ☐ Complete annual required WIDA ACCESS training for users: ☐ OSPI Training: Test Security Best Practices. ☐ OSPI Form: Test Security Staff Assurance Report. ☐ WIDA Secure Portal WIDA ACCESS trainings for each test administering and/or scoring. ☐ Review the following resources: ☐ WIDA ACCESS Test Administrator Manual (TAM). ☐ ELP Assessment Resources on the OSPI ELPA website. <i>Preparation</i> ☐ Log into WIDA AMS and preview the interface. ☐ Review the following resources provided by the SC or DAC: ☐ Plan to provide students with the opportunity to utilize the practice tests and test demos. ☐ Plan to keep test materials secure and maintain test security. ☐ Review the building Test Security and Building Plan. ☐ School testing schedule and plan. ☐ Prepare testing location, to include: ☐ Remove or cover items that may provide aid to students during testing. If in doubt, black it out. ☐ Identify a location to keep non-approved electronics and bags during testing. ☐ Place an Unauthorized Electronic Device Sign (English, Spanish) in the testing location for student reference. ☐ Place a Testing-Do Not Disturb sign (English, Spanish) outside the testing location. ☐ Plan to provide students with a positive test environment.



Timeline	Topic	Responsibilities
		<i>Preparation of Test Administration</i> ☐ Create and edit test sessions. ☐ Print ticket session rosters. ☐ Maintain tracking, security, and return of all test materials. ☐ Ensure each student receives their documented test settings and accessibility features by reviewing the student information for each student in test sessions prior to testing. ☐ Follow the established process for setting up testing devices by opening the secure browser, preparing headsets, adjusting the volume, and verifying that devices are charged. ☐ Know the point of contact for support during testing.
January February March	During Annual Testing	<i>Test Administration</i> ☐ Verify the correct student is taking the correct test before giving the student the test ticket. Verify the test ticket is correct before the student logs in. ☐ Provide all required accessibility features. Students should not be allowed to test without their approved accommodations. ☐ Provide students with assigned testing materials using the district-approved method for tracking materials distributed to students. ☐ Administer the assessment, reading the TA script word for word. Directions must be read exactly as they are written. ☐ Actively monitor students throughout the testing session to ensure they are engaged with the test, working independently, maintaining the security of test content, and not accessing non-approved electronic devices or materials. ☐ Ensure that there is always at least one trained TA in the test location until all students have returned test materials and the test session has been closed. ☐ Maintain test security by keeping all test materials secure and ensuring that students do not have access to unauthorized electronic devices throughout testing.
March April May June	After Annual Testing	☐ Report all potential test security incidents to the SC. ☐ Document any student absences and accessibility features and submit to the SC at the end of each test session. ☐ Collect and inventory test materials for the session being administered at the end of the session and immediately notify the SC of any discrepancies. Return all used and unused test materials to the SC immediately at the end of each test session. ☐ Sign the second page of the Test Security Staff Assurance Form.