

Creating a Positive Testing Experience: WIDA ACCESS for Kindergarten Test Administrator Considerations

This list is intended to support your efforts as a test administrator (TA) to create a positive testing experience when administering WIDA ACCESS for Kindergarten (Kindergarten ACCESS). Depending on your context, you may have additional responsibilities. Please refer to your state-specific checklist to ensure compliance with all state and local testing policies.



Before Testing

☐ Complete the training requirements.

- Complete the WIDA ACCESS for Kindergarten: Administration and Scoring Canvas Training. WIDA recommends completing the training 1–2 weeks prior to your first testing administration to ensure familiarity with the test content.
- Read the Test Administrator Manual and Accessibility and Accommodations Manual. Focus on the guidance that applies specifically to Kindergarten ACCESS.

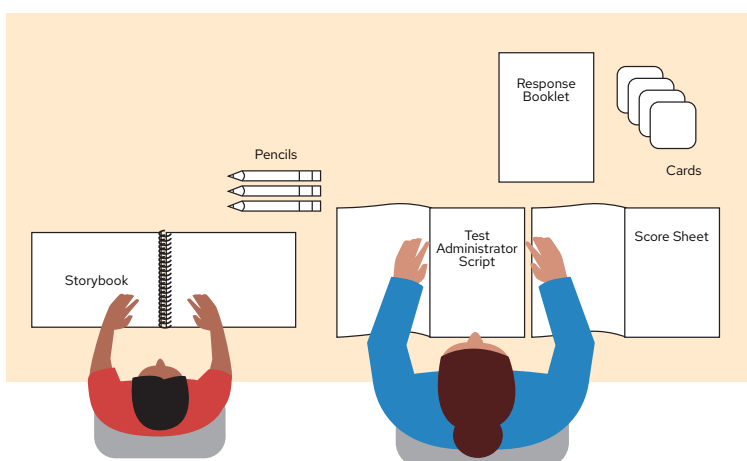
☐ Familiarize yourself with testing materials, administration, and protocols.

- Storybook: Practice reading aloud.
- Test Administrator Script: Practice reading aloud. You must stick to the script to provide a standardized experience.
 - Note the “Moving on” instructions.
 - Review the “If necessary” prompting, and pay close attention to those in the Speaking and Writing questions.
 - Read the “EXPECT” box language.
- Score Sheet
 - Locate the “Break” boxes.
 - Understand the stopping rules for all domains (located in the “Moving on” boxes).
 - Note: The same “EXPECT” boxes included in the Test Administrator Script are located on the Score Sheet.
- Scoring Rubrics and Resources (located within the Score Sheet)
 - Review the Kindergarten Scoring Rubric for Speaking.
 - Internalize the Kindergarten Scoring Rubric for Writing (used to score W3/4/5).
 - Read the Scoring Notes and Glossary for Speaking and Writing.

- ❑ **Consider your students.** A level of familiarity with the students you test is encouraged.
 - Do you know which students you're testing?
 - Do you have a plan for a "get to know you" opportunity?
 - Do you need to plan for any administrative considerations, universal tools, and/or accommodations based on a student's individual needs (including IEP or 504 plans)? Consult the Accessibility and Accommodations Manual to aid in decision-making.

- ❑ **Consider your schedule.** A positive test environment is free from distractions.
 - Do you have a testing schedule in place?
 - Do you have a plan for student absences?
 - Have you consulted with your colleagues and administration to create student testing schedules? Keep in mind regularly scheduled and/or special activities such as lunch, recess, dismissal times, and/or assemblies.

- ❑ **Consider your space.** Kindergarten ACCESS is administered one-on-one.
 - Do you have a quiet space to test?
 - Does the space have adequate furniture for the proper materials set-up? It is recommended you sit next to the student and have easy access to all materials. See the following image as guidance.



- ❑ **Communicate regarding the assessment.** Collaborate with your district or school test coordinator to ensure school staff, students, and their families are informed.
 - How will the staff be informed about the administration window and testing schedule?
 - How will students and families be informed? ([What Is WIDA ACCESS?](#) is a resource available in multiple languages.)

- ❑ **Practice, practice, practice!** This is a new assessment with new language. WIDA guidance and experienced test administrators (field test) recommend practicing as one of the most effective ways to prepare to administer WIDA ACCESS for Kindergarten. To ensure the best test experience for your students, find a colleague to practice with by doing mock administrations until you are comfortable with the new content. Talk with them about how to improve the testing experience for your student.

During Testing

- ☐ **Check materials.** Ensure you have all the materials necessary for each administration: Test items, clock, sharpened pencils, and do not disturb sign.
- ☐ **Provide student breaks.** Remember to offer breaks as needed to support students' full engagement with the test.
- ☐ **Continue to review.** As you administer WIDA ACCESS for Kindergarten, you will become more familiar with the content, scoring, and materials. Make sure to review the content as necessary before each test administration.
- ☐ **Keep your momentum going.** It's important to keep positivity and energy throughout testing to give each student the best testing experience. Be careful of test administrator fatigue; make time between testing sessions to refresh yourself!
- ☐ **Maintain communication with key partners.**
 - Seek support from your school or district test coordinator as needed with materials or scheduling.
 - Send updates to colleagues to remind them of student testing schedules.
 - Check in with students to answer any questions and remind them of testing details.

After Testing

- ☐ **Return materials to your school test coordinator to be returned.**
- ☐ **Celebrate your students' efforts! And yours, too!**
- ☐ **Plan to relay student test results to educators who support them and to their families.** There are many ways to share students' score reports. Consider how you will share your students' results and celebrate their growth.
 - Use the [Understanding Your Child's Scores](#) documents to share key information with your students and their families.