



Kindergarten

1. Log in to the WIDA secure portal at www.wida.us
2. Click on the Kindergarten icon 
3. Complete the checkboxes through "Prior to Administration of the Test".
4. Must take and pass the Kindergarten Test Quiz with at least 80%.
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.

Alternate ACCESS for ELLs



1. Log in to the WIDA secure portal at www.wida.us
2. Click on the Alternate ACCESS icon 
3. Complete the checkboxes through "Prior to Administration of the Test" ,
4. Must take and pass the Alternate ACCESS for ELLs Quiz with at least 80%.
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.

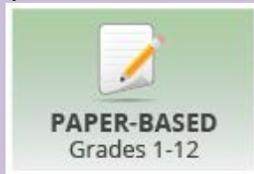
Idaho District Test Administrators (TA)

ACCESS 2.0 Grades 1-12

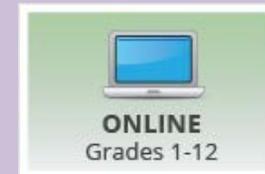
Determine whether you are administering grades 1-12 online, paper, or both.

- **PAPER ONLY:** If you are administering only paper based assessments, where all your district students participate in ALL domains in a paper book, follow the paper administration (left below).
- **ONLINE ONLY:** If you are administering online only follow the online administration (right below).
 - 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 Testing Coordinator 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 you are administering some paper and some online you must follow both.

Paper Administration



Online Administration



(Paper Administrator steps are numbered)

1. Log in to the WIDA secure portal at www.wida.us

(Online Administrator steps are lettered)

- A. Login into the WIDA secure portal at www.wida.us

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2. Click on the Paper Based Grades 1-12 icon
 3. Click on “Test Administrator” icon in the top right corner.
 4. Complete the checkboxes through “One Month Prior to Testing”
 5. Must take and pass the Speaking quiz with at least 80%
 - a. 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.
 6. Your Certification will populate upon completing the above criteria.
 7. The remainder of the checkboxes is informative for the testing process but is not required for certification.

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- B. Click on the Online Grades 1-12 icon
 - C. Click on “Test Administrator” icon in the top right corner.
 - D. Complete the checkboxes through “One Month Prior to Testing”
 - E. Your Certification will populate upon completing the above criteria. **THERE IS NO QUIZ TO PASS FOR ONLINE ADMINISTRATOR/COORDINATOR CERTIFICATION**
 - F. The remainder of the checkboxes is informative for the testing process but is not required for certification.

Test Administrators will need access to the WIDA AMS site (accounts are created by your district testing coordinator) in order to print off test tickets for the students in your testing session(s), unless your district testing coordinator has pre-printed them for you.