

DDOE Office of Assessment High Level Timeline for Testing in Off-Site Facilities

The chart below includes:

- Tasks to be completed to make sure off-site facilities are ready for testing.
- High level requirements and goals for **ACCESS 2.0** testing
- Most of the tasks can happen concurrently and will need to be tracked to make sure all are completed.

Requirement	Timeline	What is needed:
1. Identification of Students/Test Administrators	1-2 weeks	<ol style="list-style-type: none"> 1. Students need to be successfully identified based on ELP criteria 2. Students need to be successfully entered into WIDA AMS.
2. Locations and Sites	1 week	<ol style="list-style-type: none"> 1. Do the sites have secure Wi-Fi? 2. Are the sites accessible electronically for the completion of the ACCESS 2.0?
3. Technology	1-2 weeks	<ol style="list-style-type: none"> 1. If the site has secure Wi-Fi enabled, connectivity must be tested. 2. Are computers available to administer ACCESS 2.0? 3. Are headphones available for Speaking/Listening?
4. Training	2-3 weeks	<ol style="list-style-type: none"> 1. All personnel in the facility will need to complete DeSSA Security Training. 2. All personnel must have signed security forms and acknowledgements. 3. All personnel administering ACCESS assessments need to complete ACCESS training, yearly
4. Actual assessment	Until March 11th	<ol style="list-style-type: none"> 1. No testing the last 2 weeks of the window.