Site Technology Readiness Checklist for Deploying WIDA Online Assessments

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WIDA™

CHECKLIST INTRODUCTION

This document is a guide for sites implementing WIDA online assessments. It is structured to be used by Technology Coordinators and other educators within schools and districts as they prepare to administer ACCESS for ELLs Online and/or WIDA Screener Online using DRC INSIGHT.

The checklist is designed to identify various factors that a site should address to provide a positive student online testing experience.

The checklist is organized by the recommended timeframes and categories of the activities.

Timeframes
- 2-3 Months Before Testing
- 1-2 Months Before Testing
- 2-4 Weeks Before Testing
- 1-2 Weeks Before Testing
- Day of Testing

Categories
- Communication
- Site Planning, Scheduling and Logistics
- Technology – Testing Device Setup
- Technology – Network Configuration
- Technology – COS Service Device Setup
- Training

Coordinators, Technology Coordinators, district assessment coordinators, principals, curriculum directors, and others to work together as a site planning team. This site planning team should start meeting at least three months before the start of testing.

As you use this checklist, remember to update it regularly to ensure that it reflects the current status of the technological resources at your site.

Communication

Tasks in this category are related to communication about the WIDA online assessments, to ensure all staff and personnel have a clear understanding of the testing process and the expectations associated with each team member's assignment.

Site Planning, Scheduling and Logistics

Tasks in this category will help staff members schedule and plan site logistics, which should result in a smoother test administration.

Technology

Tasks in this category fall into three subcategories:
- Central Office Services (COS) Service Device Setup
- Testing Device Setup
- Network Configuration

The activities in this checklist help staff identify eligible devices, determine network capacity, ensure the site has required peripherals and infrastructure to administer the assessment, understand the total number of students the school and districts can serve, and deploy the technology appropriately.

Training

Tasks in this category relate to the training and preparation of everyone involved in delivering and taking the test: students, educators, and technology staff.

Students should have opportunities to use the technologies that will be employed during testing and become comfortable with the technology.

Educators should receive the training and support necessary to effectively and routinely employ the technology used during testing.

Technology staff members needs to understand the technology infrastructure requirements and what is necessary to properly install and configure the environment to facilitate a good student testing experience.

Site Technology Readiness Activities

2-3 Months Before Testing

	Communication
☐	Identify key staff that will be involved in the administration of WIDA online testing.
☐	Meet with staff involved with online testing to create understanding and awareness of the WIDA online assessment. In the meeting, review the roles and responsibilities associated with online assessments, discuss how each will be addressed within the site, and assign roles and responsibilities to the various team members. Consider including the following personnel: • Technology Director • School Technology Support • Other Technical Support Staff • District Test Coordinator • Building Principals • Guidance Counselors • Test Administrators • Department and Teacher Leaders • Clerical Support (facilitate logistics and document planning notes and procedures)
☐	Discuss district and school technology needs with the District Test Coordinator. • Review district and school technology capacity to administer testing online. • Confirm that the hardware required for the school is available and that the available bandwidth for the school is sufficient. • Use the Capacity Estimator, found on WIDA AMS to help determine bandwidth requirements.
☐	Share the testing plan and schedule of testing dates (master schedule) with the district to help them build a master testing schedule. This is important if the district is providing Internet services to the site or hosting the COS Service Device to enable the district to predict and monitor bandwidth use.
	Site Planning, Scheduling and Logistics
☐	Develop an Action Plan that outlines the steps to successfully implement online assessments and use this Action Plan to assign and track specific tasks. Cover the following topics in the Action Plan: • Identifying device options for testing • Verifying that student data is correct in the WIDA AMS • Identifying and preparing data sources for WIDA AMS uploads • Uploading date into the WIDA AMS and the data sources required for these uploads • Verifying students are in appropriate testing sessions • Scheduling rooms, equipment, and space • Installing and configuring the COS Service Device • Performing initial testing device setup for workstation software • Performing daily device setup for updates • Printing test tickets • Performing System Readiness Checks before each major testing cycle • Using Test Demos and Test Practice for each testing domain • Handling student transfers – both in and out of the site • Resetting test sessions access • Submitting incomplete test sessions • Inactivating/reactivating tests • Collecting, tracking, reporting and resolving technical issues
☐	Review the WIDA Secure Portal Technology Coordinator tile and WIDA AMS General Information Documents tab in order to become familiar with the sites and the resource materials available to support testing.

Site Technology Readiness Activities

☐	Identify which buildings will be used for online testing, taking into account movement of staff, personnel, and equipment.
☐	Estimate the number of students testing at each testing site. Use these estimates to determine how many students will test each day and spread tests throughout the testing window to reduce the number of concurrent testers. Keep in mind other activities occurring at the site that may affect access to testing device and/or may limit available network bandwidth. Use this information with the testing plan and schedule testing dates to build the site's master schedule.
☐	Identify areas of the building where testing will occur and communicate this information to the Technology Director for approval. Testing locations should be consistent through the testing window.
☐	Test INSIGHT Secure Browser and COS Service Device downloads on sample devices that meet the recommended system requirements.
☐	Upon receipt of WIDA AMS account credentials, log into the WIDA AMS and agree to the security terms.
☐	If there is a system-wide pop-up blocker policy in place that prevents individuals from editing their pop-up preferences, request that WIDA AMS be added as an exception to allow for its pop-ups. WIDA AMS leverages pop-ups for PDF reports that are essential to viewing reports and completing tasks in WIDA AMS.
	Training
☐	Review the *DRC INSIGHT Technology User Guide* and the *Supported System Requirements*.
☐	Go to the Download Library in the WIDA Secure Portal to review the schedule for Webinars/Q & A sessions, and plan to attend the topics relevant to your role.
	Technology – Testing Device Setup
☐	Determine the number of devices available that meet the recommended specifications.
☐	Identify and reserve access to the testing devices.
☐	Verify test sites have the appropriate equipment, including: • Power strips • Power cords • Mice • Headsets with microphones • Keyboards • Other peripherals, etc.
☐	Review the ACCESS for ELLs Headset Specifications to determine if sufficient headsets that meet minimum requirements are available and working. If not, advise District Test Coordinator about acquiring additional headsets.

Site Technology Readiness Activities

1-2 Months Before Testing

	Communication
☐	Update stakeholders at regular intervals about topics like: • Testing windows • Training schedules • Technology setup status
☐	Share the updated testing plan and schedule testing dates (master schedule) with the district.
☐	Verify that the Internet Service Provider (ISP) for the site/district is aware of the testing and that they will see a large amount of traffic going to DRC addresses.

	Technology – COS Service Device Setup
☐	Download and install the COS Service Device software installer from WIDA AMS to a non-student testing device. • A COS Service Device is strongly recommended for WIDA online testing. • A COS Service Device for content hosting and content management can be installed at either the school or district, based on your Wide Area Network (WAN) setup and capacity. • The closer the COS Service Device is on the network to the student, the better. • Verify that the COS Service Device meets the recommended system requirements. • Refer to the *DRC INSIGHT Technology User Guide* for additional guidance. **Note:** Sites that have a COS Service Device installed for other state test administrations delivered by DRC can share the same COS Service Device to host WIDA assessment content.

	Technology – Testing Device Setup
☐	Inventory technology peripheral equipment (headsets, mice, iPad stands, keyboards, etc.) to verify there are enough for the number of students testing at the same time. Plan to have additional equipment on hand at each site as a back-up.
☐	Download, install and configure the DRC INSIGHT Secure Browser for new testing devices and ensure existing devices have the current version of the DRC INSIGHT Secure Browser. • For Windows, macOS and Linux download the software from WIDA AMS. • For iOS go to the App Store. • For ChromeOS go to the Chrome Store. • For Windows 10 S go to the Microsoft Store. See the *DRC INSIGHT Technology User Guide* for additional guidance.
☐	Perform a System Readiness Check on the testing devices to ensure they are configured correctly.
☐	Test the headsets and microphones with the testing software. Confirm that they pass the System Readiness Check, that you can take a Speaking Test Practice, and that you can hear the recording. Adjust microphone volume levels as necessary.
☐	Try out seating arrangement in testing areas. Verify that students will be seated far enough apart so that when they will be taking the Speaking Test that they cannot hear each other while recording.

	Site Planning, Scheduling and Logistics
☐	Start planning testing schedules and finalizing overall testing numbers. Break testing down into days in the window. Allow several days at the end of the test window for makeup testing. Use this information to update the site's master schedule, as needed.
☐	After the COS Service Device and DRC INSIGHT Secure Browser are downloaded, installed and configured, perform an end-to-end test of the system using a test practice for each domain. Perform this test before the environment is available to students for their test practice sessions.

Site Technology Readiness Activities

	Technology – Network Configuration
☐	Confirm with the technical support staff that a network assessment (LAN, WAN and ISP) has been performed and that the capacity is in place to support the number of students testing at one time. Use the Capacity Estimator to help determine bandwidth requirements.
☐	Verify that the firewall and filters on the computer network are configured correctly to allow communication with the online servers and that the correct URLs are whitelisted. (See the *DRC INSIGHT Technology User Guide.*)
☐	Have technical staff use network traffic shaping to give WIDA testing traffic a priority over other network traffic.
☐	Complete a wireless site survey to ensure that there is sufficient wireless coverage in testing areas. Review the DRC's *Online Testing Network Evaluation and Troubleshooting* guide. This survey addresses coverage and helps verify that students can take the test in the same area of the building at one time (device density). The survey accounts for Internet bandwidth and other traffic in the building at the time of testing, including LAN (wireless and wired) traffic and WAN traffic. If you have an open network or available guest network, account for any cell phones and other devices that students, proctors, and teachers have connected (e.g. cell phones, laptops, tablets).

Site Technology Readiness Activities

2-4 Weeks Before Testing

Communication	
☐	Work with district technology staff, District Test Coordinators, and School Test Coordinators to develop a support plan to handle testing issues.
Technology – Testing Device Setup	
☐	Confirm with the District Test Coordinator that all installations have been completed (COS Service Device and DRC INSIGHT Secure Browser) and run a System Readiness Check.
☐	Test the devices used for the Speaking Test. Verify that the headset and microphone work and are configured currently. Test speaking by starting a Speaking Test Practice and record and play back a speaking response.
Technology – Network Configuration	
☐	After test dates have been selected, check to see if other activities are scheduled in the building at the same time that will also require network bandwidth, especially in areas where the same wireless access points will be used for testing.
Training	
☐	Allow students time to practice taking the tests so they are familiar with the testing application before they take the test.
☐	Allow students time to practice and ensure they are comfortable speaking in to headsets before they take the Speaking Test.

1-2 Weeks Before Testing

Communication	
☐	Reconfirm the final testing plans/schedule with the District Test Coordinator.
☐	Send a reminder email to staff to avoid using the network for bandwidth intensive projects during the testing dates.
Site Planning, Scheduling and Logistics	
☐	Conduct a final technology walkthrough before the first day of testing.
Training	
☐	Ensure that testing staff have the school's Org UNIT ID(s) and know how to register devices, if prompted.
☐	Ensure that Test Administrators and District Test Coordinators are familiar with the technical troubleshooting information provided on WIDA AMS under **General Information>Documents**.
Technology – Testing Device Setup	
☐	Perform a System Readiness Check on all testing devices.
☐	Log into a Test Practice on each student computer.
☐	Verify that volume and microphone levels are set correctly before the test. Students **cannot** adjust the volume on their computer after they launch the DRC INSIGHT Secure Browser. Headsets with no inline volume control must be checked for volume level before launching the DRC INSIGHT Secure Browser.

Site Technology Readiness Activities

Day of Testing

	Communication
☐	Send a reminder email to staff to avoid using network (LAN, WAN, and Internet) bandwidth intensive projects during testing.

	Site Planning, Scheduling and Logistics
☐	Speaking Test interruptions – Check with building administration regarding the timing of building bells, alarms or announcement that may go off during the test session.
☐	Speaking Test quality – Reduce the background noise in the room as much as possible to limit interference during students' responses.

	Technology – COS Service Device Setup
☐	Ensure that the COS Service Device status is shown as "Up to Date" (green).
☐	Verify that all COS Service Device content status is shown as "Up to Date".

	Technology – Testing Device Setup
☐	Test each device at the beginning of the day (including charging equipment as applicable).
☐	Perform a System Readiness Check on at least one student testing device.
☐	Verify there are no background processes running on testing devices during testing.
☐	If a testing device is set to accept operating system updates automatically, verify that it has the most current version of the operating system before the test session starts. You want to avoid this update from occurring during the test.
☐	Ensure that testing devices are far enough apart to avoid interference or distractions, especially for the Speaking Test.
☐	Chromebooks launch very quickly. If students are using a Chrome device for testing, wait for the device to successful connect to the network before launching the DRC INSIGHT Secure Browser. If DRC INSIGHT Secure Browser is launched before the device connects to the network, the student will receive an Internet Connection Error (ICE). If this occurs, once the connection is established, relaunch DRC INSIGHT Secure Browser.
☐	If a portable device will be used while on battery power, verify the charge will last for the duration of the test. **Note:** It is recommended that all devices be plugged in for power during the test.

	Technology – Network Configuration
☐	Technology staff should verify that the wireless access point is fully operational.
☐	Require anyone in the testing room(s) and anyone sharing the testing room's wireless access point to turn off any wireless devices not used for testing.
☐	Stagger the logins to the testing system. For example, have 10 to 15 students per room log in to the system over one minute intervals.
☐	If a room is having difficulties testing, verify the connection speed from a device in the testing rooms, ideally when the other devices are using the Internet. Run a Speed Test using http://www.speedtest.net/ to a server in Minnetonka, MN (this is close to where DRC servers are located). Results showing less than 3 Mbps download and 3 Mbps upload speeds indicate there may be insufficient available bandwidth.