**Preparing for the Assessment**

* Read and review following materials:
  + Section 7 of WIDA Test Administration Manual
  + WIDA training for TAs PowerPoint
* Designate a quiet, familiar space to comfortably accommodate the student, yourself, and test materials
  + You can sit across from the student, at a 45-degree angle, or on the same side
  + If student uses assistive technology, have them available in testing location
  + Have one #2 pencil for yourself, and whatever preferred writing instrument for the student
  + Post ‘Do Not Disturb: Testing’ sign on the outside of the testing space on test days
* OPTIONAL: Adapt Materials from the Listening, Reading, and Speaking Test booklet (if necessary)
  + Cut apart booklet to use the graphics in order to provide individualized supports to meet student needs
    - Attach to an eye gaze board
    - Mount on foam core or blocks to add depth
  + Disassembled pieces must be kept in a large manila envelope labeled with the student’s name and bar code from the back of the book

**Test Administration**

* Check to ensure the name of the student you are testing matches the pre-ID label on the Student Response Booklet
* Write/bubble in the date the test was administered on the front cover of the Student Response Booklet
* Complete information on Test Administration Information of the Student Response Booklet
  + Answer questions to the best of your ability
* The Test Administrator’s Script includes all the test to be read aloud to students during administration, as well as directions that should be read silently to help guide the TA.
  + Read aloud all text in **black bold**
  + Regular text should not be read aloud; it is there to help guide the TA through the test session
  + Words may be underlined for emphasis, adjust your intonation accordingly

**After Test Administration**

* Collect all material, both used and unused
* Confirm all necessary labels and student information is correctly filled out
  + If the booklet has a pre-ID label already attached, you only need to fill out the test date information on the front cover
  + If there is no pre-ID label, fill out the student name and test date information on the front cover, as well as the student ID number on the back page.
* Dispose of any scratch paper that was used, do not leave it in the Student Response Booklet.
* Return all test materials to the school coordinator after each test session, or securely store materials until they can be collected.