WLA Coordinator Checklist

At least a Month before assessment:

- ☐ Complete and submit Building Plan by **September 15**
- ☐ Ensure staff (world language teachers, counselors, success coordinators, ML teachers, etc) are aware that communications will be sent out from CRC on 9/1.
  - • Check in with staff to emphasize student registration for those proficient in all subject areas (reading, writing, listening and speaking).
- ☐ 2023-24 Registration window:
  - • September 6 – October 31
  - • No late registrations accepted
- ☐ Post flyer and communicate opportunity with students
- ☐ Confirm testing rooms have been reserved
- ☐ Talk to field tech or Chromebook support to reserve some back up devices for each date and a computer for your proctor to use.
- ☐ Final testing roster will be sent to office managers/treasurers from A&R to confirm all students have been included.
- ☐ If you plan to have students set up keyboards for the following languages in advance, make plans with your field tech early: Amharic, Arabic, Armenian, Cantonese, Chinese (Mandarin) Simplified & Traditional, Hebrew, Hindi, Japanese, Korean, Marathi, Russian, Tamil, Telugu, Vietnamese, and Urdu

Week before assessment:

- ☐ Attend required proctor training: **November 8 @ 3:30pm**
- ☐ Download test roster from Docushare
- ☐ Reach out to your field tech to confirm the devices, when tech should arrive at the testing location and any other information. Your field tech will have attended a separate training.
- ☐ Send out BlackBoard communication to students that will be testing with the following information:
  - • Where they will be testing
  - • What time they need to be there
  - • What they will need to bring (snack, water)
  - • Link to district practice page
- ☐ Remind staff not to use Class Policy/GoGuardian on the test dates.

Before students arrive on test date:

- ☐ Ensure back up devices are available
- ☐ Provide materials to proctor team and supervise start of testing.

During assessment:

- ☐ Do your best to monitor that proctors are following procedure. Administrators/coordinators should be checking with proctors.
- ☐ Work with proctors to document incidents properly
- ☐ Notify Assessment about incidents ASAP
- ☐ Troubleshoot technology issues with your field tech
- ☐ Provide breaks and coverage to proctors as needed

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After assessment:

- ☐ Within 24 hours, scan and email ALTA paper exams to papertest@altalang.com
  - • Copy [Annalise Schiessl](#) when sending exams
- ☐ Return all headsets and paper exams to A&R department
- ☐ Return the completed ALTA test takers speaking interview schedule within 2 days of receipt of the tester list from A&R
  - • All phone interviews must be completed no later than: **December 15**
  - • Use student schedules to inform when you arrange testing.
  - • Students that do not test at the scheduled time will incur the $60 test fee
- ☐ Receive score reports and letters.
  - • Ensure file copy is filed by date on memo.
  - • Notify Registrars that proficiency can be entered and ensure it is done by the date on the memo.
  - • Ensure family copies of the score report and transcript letter are returned to students promptly.