



**ACCESS for ELLs:
Online Test Administrator
Overview Webinar**

**District of Columbia
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Presented by

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University of Wisconsin-Madison

ACCESS for ELLs Websites

WIDA: <https://wida.wisc.edu/>



The WIDA Consortium provides valuable secure resources that require an account.

Secure Portal

Use the WIDA Secure Portal to access test training manuals and resources, as well as Online Professional Learning modules.

- Training for test coordinators and test administrators
 - WIDA user accounts provide access to WIDA Secure Portal
 - Test preparation, administration and post-testing resources; training courses; user account management; and SEA resources



<https://portal.wida.us/client/documents/WIDASecurePortalUserGuide.pdf>

State-specific guidance on state pages

- Drop down menu on the top of the webpage
- Map on consortium page
- In the ACCESS training course

<https://wida.wisc.edu/memberships/consortium>



Obtaining a WIDA Account

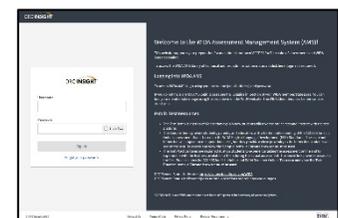
- Check your state specific guidance on your state page.

Forgot Your Username or Password

- Have an account but forgot your password or having trouble logging in? Contact the WIDA Client Services Center at help@wida.us
- Have a WIDA Secure Portal account but forgot your password? Go to our password reset page. <https://portal.wida.us/ResetPasswordRequest.aspx>

WIDA AMS: <https://www.drctdirect.com/all/eca-portal-ui/welcome/WIDA>

Testing system for ACCESS for ELLs and WIDA Screener Online, hosted by DRC. This website supports your preparation for and administration of ACCESS for ELLs suite of assessments and WIDA Screener Online.



Logging into WIDA AMS

To access WIDA AMS, login using your username (email address) and password.

- If you do not have a WIDA AMS login, please check your state checklist or contact WIDA Client Services Center.

Forgot Your Username or Password

- If you do not know your username or password use the “forgot username or password link.”
 - Select “I don’t know my username” and enter your email address to receive an email containing your username.
 - Select “I don’t know my password” and enter your username to receive your password reset link

About ACCESS for ELLs

ACCESS for ELLs is a secure large-scale English language proficiency assessment administered to Kindergarten through 12th grade students who have been identified as English language learners (ELLs). It is given annually in WIDA Consortium member states to monitor students' progress in acquiring academic English. ACCESS for ELLs is only available to Consortium member states.

ACCESS for ELLs is aligned with the WIDA English Language Development Standards and assesses each of the four language domains of Listening, Speaking, Reading, and Writing.

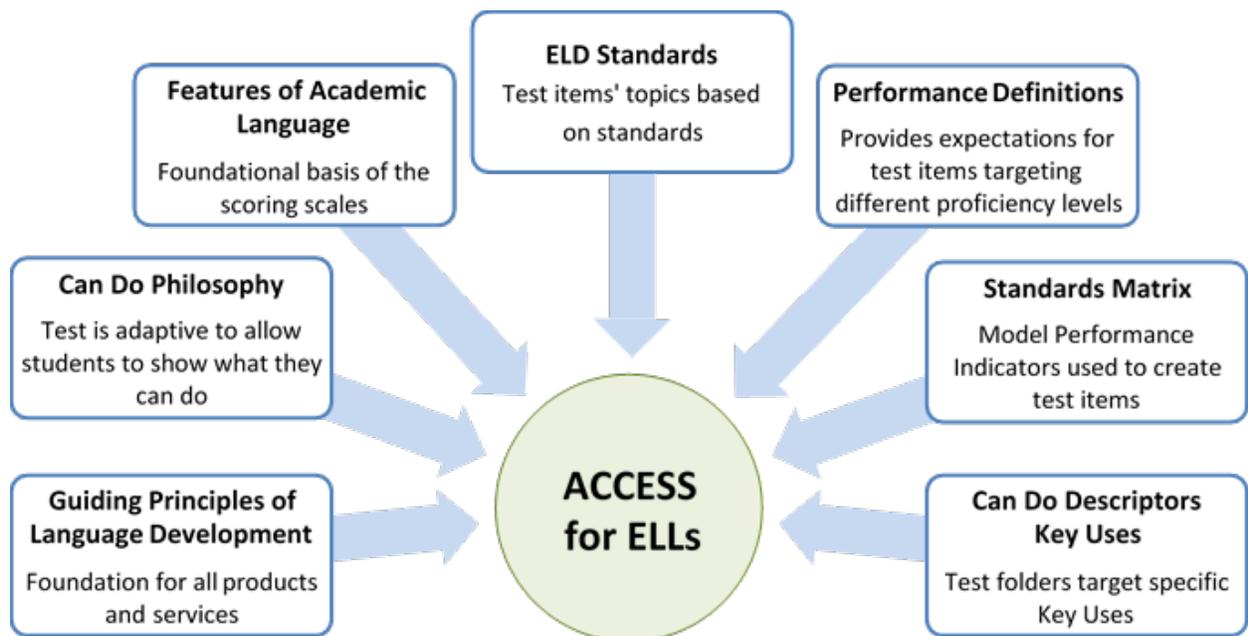
Assessing students' academic language abilities in English include		
Listening		Process, understand, interpret and evaluate spoken language in a variety of situations
Reading		Process, understand, interpret and evaluate written language, symbols and text with understanding and fluency
Writing		Engage in written communication in a variety of situations for a variety of purposes and audiences
Speaking		Engage in oral communication in a variety of situations for a variety of purposes and audiences

Anchored in the WIDA English Language Development Standards which provide educators with a connection between language development and academic content.

Standard		Abbreviation
English Language Development Standard 1	English language learners communicate for Social and Instructional purposes within the school setting	Social and Instructional language
English Language Development Standard 2	English language learners communicate information, ideas and concepts necessary for academic success in the content area of Language Arts	The language of Language Arts
English Language Development Standard 3	English language learners communicate information, ideas and concepts necessary for academic success in the content area of Mathematics	The language of Mathematics
English Language Development Standard 4	English language learners communicate information, ideas and concepts necessary for academic success in the content area of Science	The language of Science
English Language Development Standard 5	English language learners communicate information, ideas and concepts necessary for academic success in the content area of Social Studies	The language of Social Studies

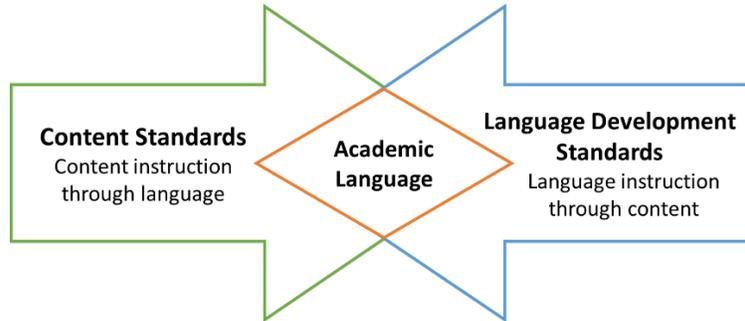
WIDA Standard and Assessment Systems

- The **Guiding Principles** represent WIDA’s core beliefs about language development. They were developed from a synthesis of literature and research related to language development and effective instructional practices for language learners.
- The **Can Do Philosophy** is based on the belief that everyone brings valuable resources to the education community. Linguistically and culturally diverse learners, in particular, bring a unique set of assets that have the potential to enrich the experiences of all learners and educators. Educators can draw on these assets for the benefit of both the learners and the community.
- **Age-appropriate Academic Language** is viewed as a vehicle for communicating and learning within **sociocultural contexts**, the interactions between different people for specific purposes and across different learning environments, which influence how language is used.
- The **Performance Definitions** delineate what the various levels of language proficiency look like, informed by the **Features of Academic Language**.
- The **Can Do Descriptors Key Uses** highlight academic language use for four specific communicative purposes as identified based on reviews of literature and a language analysis of college and career readiness standards.
- The **English Language Development Standards** represent the social, instructional, and academic language that students need to engage with peers, educators, and the curriculum in schools. The **Matrices** help educators envision what language development might look like in elementary and secondary classrooms scaffolded across language proficiency levels and standards.



Accessing Academic Language

Academic language can be difficult to measure because it is both _____ and _____ content knowledge.

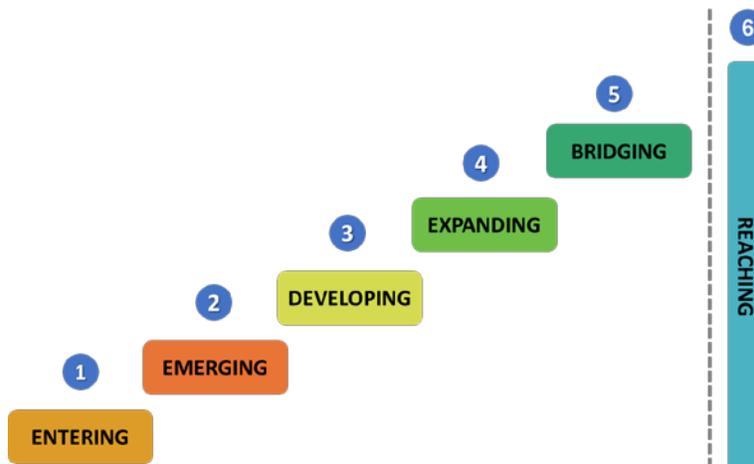


The goal is to measure a student’s ability to speak and write about _____, not to assess whether the content of the response is factually _____.

Academic language is at the intersection of Content Standards and English Language Development Standards. How WIDA determines levels of English Language Proficiency through ACCESS for ELLs is by focusing on prompts that align to specific proficiency levels.

WIDA’s distinguishes between 5 different levels of language proficiency, each defined by specific criteria. Level 6 represents the end of the continuum rather than another level of language proficiency; in other words, level 6 represents language performance that meets all the criteria for level 5.

English Language Proficiency Levels



ACCESS for ELLs Test Folders

Grades 4–5: Listening, Tier C Sample Item	
Folder Title: All About Mushrooms Standard: Language of Science	Key Use of Academic Language: Explain Topic: Nature Cognitive Function: Analyze
Proficiency Level	Model Performance Indicator
3	Compare examples or categories of natural phenomena based on oral descriptions and visual support
4	Interpret information on natural phenomena from oral descriptions supported visually
5	Determine relationships among natural phenomena from oral discourse

Which picture shows where a mushroom would probably grow?

1

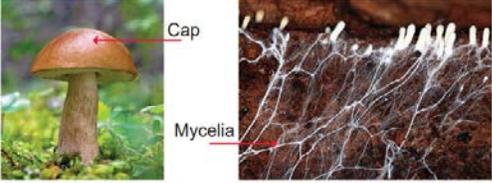






Why do mushrooms need mycelia?

2



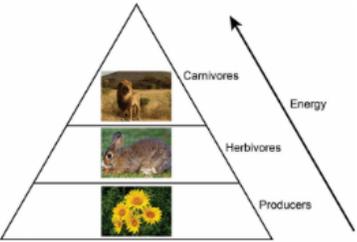
Cap

Mycelia

- To create spores
- To produce seeds
- To get nutrients

How are mushrooms important to the ecosystem

3



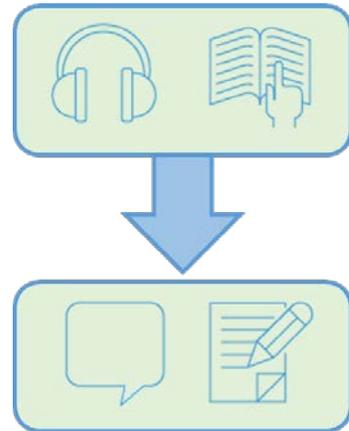
- They enrich the soil for producers.
- They provide energy for herbivores.
- They transfer minerals to carnivores.

Overview of ACCESS for ELLS Online

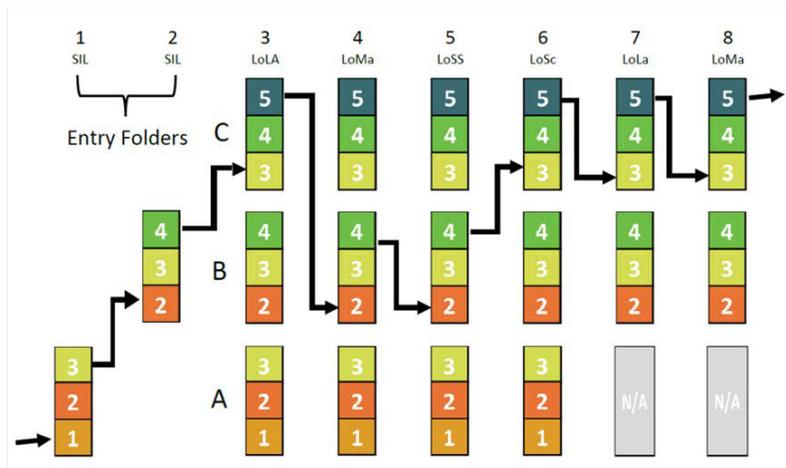


Grade Clusters

Adaptive: Listening and Reading test performance determines placement in Speaking and Writing



Sample path through the ACCESS for ELLs Listening and/or Reading Test



All test items are scored centrally.

Administration Format	Approximate Administration Time	Recommended Scheduled Testing Time
Group	Listening: 35-50 minutes Reading: 45 minutes Writing: 50-75 minutes Speaking: 35 minutes	Listening: 65 minutes Reading: 60 minutes Writing: 70-90 minutes Speaking: 50 minutes

State Specific Guidelines

Your State's ACCESS for ELLs Checklist

WIDA has worked directly with your state education agency to develop the ACCESS for ELLs Checklist. This list highlights all tasks that need to be completed before, during, and after testing within a school or district and outlines which tasks are assigned to test coordinators at the district and school level and test administrators. It also provides additional guidance that your state expects you to follow as you prepare for and administer the ACCESS for ELLs suite of assessments.

Members/States ▼

WIDA Consortium Member States and Territories



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Assess Teach Grow About Memberships and Programs

District of Columbia

[Memberships and Programs](#) < [WIDA Consortium](#) < District of Columbia

Member of the WIDA Consortium since 2004.

Assessments

The District of Columbia uses the Kindergarten W-APT, WIDA MODEL for Kindergarten, and WIDA Screener (for Grades 1-12) to identify English learners (ELs). ACCESS for ELLs is given to all ELs in grades K-12 during the annual statewide testing window, which typically lasts from late February to mid-April. For pre-kindergarten assessments, please refer to the [Office of the State Superintendent of Education \(OSSE\) EL Policies and Procedures](#).

Testing Dates

1/20/21-4/9/21	WIDA AMS test setup available for test sessions
2/8/21	Districts receive test materials
2/8/21-4/2/21	Additional test materials ordering window in AMS
2/15/21-4/9/21	Test Window
4/16/21	Deadline for shipping completed test materials to DRC
5/6/21-5/13/21	Pre-reporting data validation - LEAs in AMS
6/1/21	Districts receive reports - Online
TBD	Districts receive reports - Printed

Requirements and Resources

See below for state-specific information and resources related to the ACCESS for ELLs English language proficiency (ELP) assessment, including your state's ACCESS for ELLs Checklist, where you can find each step in the ACCESS testing process from beginning to end.

ACCESS for ELLs Online Checklist
ACCESS for ELLs Paper Checklist

Identification and Placement Guidance

State Testing Requirements	+
Test Preparation and Training	+
Test Security	+
Additional Contacts	+

Contacts

[D.C. State Board of Education](#)

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Manager for English Learner Supports
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Professional Development Specialist
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Anika.Harris@dc.gov

WIDA Client Services Center
Contact us for questions about training materials, test administration procedures, classroom resources, or for problems with your WIDA Secure Portal account.
help@wida.us
(866) 276-7735

Logging In

WIDA Secure Portal
Use the WIDA Secure Portal to access test training manuals and resources, as well as Online Professional Learning modules.

- To obtain a new login, contact help@wida.us, call (866) 276-7735, or contact your LEA Test Coordinator.
- New LEA Test Coordinators should contact Michael Craig at Michael.Craig@dc.gov to create an account.
- For assistance with your account, contact the WIDA Client Services Center at help@wida.us or call (866) 276-7735.

WIDA Assessment Management System (WIDA AMS)
WIDA AMS is managed by our partner company Data Recognition Corporation (DRC). You can order ACCESS materials, manage your student and test information, and find technology resources and testing software via WIDA AMS.

- To obtain a new login, contact usda@darcognitioncorp.com, call (855) 787-9015, or contact your LEA Test Coordinator.
- New LEA Test Coordinators should contact Michael Craig at Michael.Craig@dc.gov to create an account.
- For assistance accessing your account, contact DRC Customer Service at wida@darcognitioncorp.com or call (855) 787-9015.

Standards and Instructional Support

Information and resources in support of the English Language Development (ELD) standards can be found on this website.

OSSE provides school leaders and teachers guidance around maintaining a language instruction educational program (LIEP) for ELs that is rooted in federal and local regulations. This guidance, including administrative procedures and instruction, is available in the form of publications, professional development, and in-person technical assistance and programmatic support. OSSE's guidance can be found on OSSE's [English Learners website](#).

OSSE's Division of Teaching and Learning's (TAL) Professional Development Team works to deliver responsive systems of professional learning and high-quality technical support to District LEAs and schools. The team supports a wide range of topics and interventions through professional development, direct LEA/school-based support, the facilitation of communities of practice, and through city-wide convenings. View more information on [OSSE's K-12 Professional Development Opportunities page](#).

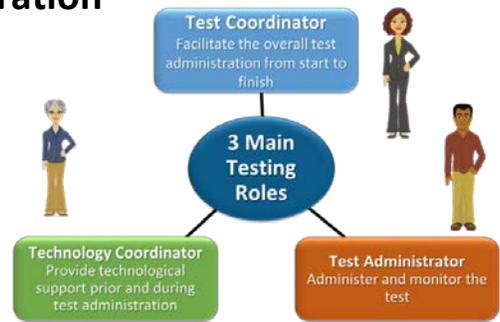
Professional Learning

Starting Sept 1, 2019, educators in Washington DC have access to WIDA's self-paced eWorkshops. View the [eWorkshops Dive](#) for full descriptions and intended audiences. All eWorkshops are free and available in the eLearning Center in the WIDA Secure Portal.

If you are interested in WIDA's self-paced eWorkshops, contact your state's representatives and you will receive further instructions on how to access the eWorkshops. Your state representative for Dual Language Programs is Santiago Sanchez, Multilingual Specialist, who can be contacted at Santiago.Sanchez@dc.gov. Your state representative for English Learner Programs is Anika Harris, English Learner Professional Development Specialist, who can be contacted at Anika.Harris@dc.gov.

Roles and Responsibilities for ACCESS Administration

There are 3 main roles for ACCESS for ELLs: Test coordinator, test administrator, and technology coordinator. Although it is imperative that all three roles are in close communication with one another to ensure effective online test administration, each role has its own set of responsibilities, outlined below.



Test Coordinator:

Facilitates the overall test administration from start to finish



- Communicate with DRC
- Facilitate overall test administration
- Coordinate assignments and communication
- Ensure test security
- Answer questions about your accounts on WIDA.us and WIDA AMS
- Order & distribute test materials
- Coordinate and schedule test sessions
- Ensure everyone completes training
- Account for and return materials
- Administer and monitor the test
- Verify student data
- Ensure test security
- Ensure students have reviewed the online test demos and test practices before testing
- Provide and document appropriate accommodations for students

Test Administrator:

Administer and monitor the test



Technology Coordinator:

Provide technological support prior to and during test administration



- Provide technological support
- Download software to testing computers
- Verify that the firewalls and filters are configured correctly
- Ensure that devices meet minimum system requirements and are configured to support testing
- Troubleshoot infrastructure issues
- Support test administrators during testing days

Training Preparation for Access for ELLs

Test Administrators: Complete all relevant training, including tutorials, web-based modules, and quizzes. Review applicable manuals prior to administering the test to students.

- Complete State Specific ACCESS Checklist
<https://wida.wisc.edu/memberships/consortium>



- Complete ACCESS for ELLs Training Course
<https://wida.wisc.edu/login>

Quizzes

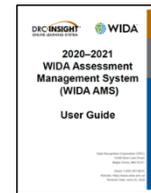


Tutorials

ACCESS for ELLs Training Courses



- Become familiar with the WIDA Assessment Management System (WIDA AMS) User Guide
<https://portal.wida.us/ACCESSTraining/Online/index.aspx>



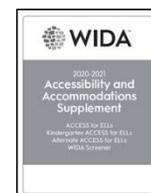
- Read the 2020-2021 ACCESS for ELLs Test Administrator Essentials
<https://portal.wida.us/ACCESSTraining/Online/index.aspx>



- Read the 2020-2021 Test Administrator Manual
<https://portal.wida.us/ACCESSTraining/Online/index.aspx>



- Read Accessibility & Accommodations Supplement
<https://wida.wisc.edu/sites/default/files/resource/ACCESS-Accessibility-Accommodations-Supplement.pdf>



- Preparing Students for ACCESS for ELLs Online
<https://wida.wisc.edu/sites/default/files/resource/Preparing-Students-ACCESS-ELLs-Online.pdf>



Technology Basics

Headset vs. Headphones	
Headset 	Headphones 
<ul style="list-style-type: none"> • Must have a microphone • Can be used for all domains • Necessary for the Speaking domain to record student responses 	<ul style="list-style-type: none"> • Can be used for Listening, Reading, and Writing tests • To hear test directions and practice items • To hear test items on the Listening & Writing tests
* Check your ability to connect headset and headphone with testing device	

INSIGHT Test Engine



INSIGHT is the secure web browser testing interface installed on each testing device. This software communicates with the DRC INSIGHT server to provide test practice and test questions to the test taker and to send responses to the DRC INSIGHT server, which stores them securely.

Central Office Services (COS)

INSIGHT works with the Central Office Services (COS) to help manage network traffic, maintain connectivity, and handle bandwidth issues.



Central Office Services (COS) is a software tool that allows you to install, configure, and manage your online testing environment from a central location. Registering a testing device to a configuration defines which COS Service Device will provide test content to the testing device.

Technology Troubleshooting

When issues arise, there are a few steps you can take before you contact your technology coordinator.

Error or Issue	Troubleshooting Steps
Invalid Username and Password message	Close the DRC INSIGHT browser. Re-launch the browser and verify the student is logging in to the correct test location. Re-enter the username and password.
Test Unavailable	Have the student complete the Listening and Reading tests before logging in to the Writing or Speaking test.
No audio	<ul style="list-style-type: none"> • Verify that neither the test device nor the headphones or the headset is muted. • Increase the volume level on the testing device. • Verify the headphones or the headset is connected correctly. • Close the DRC INSIGHT browser. Re-launch the browser and sign back in.
No image	Click the Pause Test button. Return to the test.
Inactive Next button	The student must respond to the item or task.
Inactive Record button	A response has been recorded. The student must continue to the next screen.
Student cannot type a Writing response	<ul style="list-style-type: none"> • Wait for the audio to finish playing. Students cannot type in the response area until the audio has stopped. • Check the student's test ticket and verify the Domain is Writing and not Writing HW. Students assigned to handwrite Writing responses cannot type responses into the online test platform. Give the student a booklet in which to write responses.

If the above steps do not resolve the issue, reboot the affected testing device and sign into the test again. If issues persist and only a few students are affected, close the DRC INSIGHT browser and have the students resume testing on different devices. If many students are affected, or if you've moved students away from devices that aren't functioning as expected, contact your technology coordinator.

ACCESS for ELLs Online Test Domains: Listening

Listening Test Notes:



While monitoring student progress through the Listening test, please keep the following in mind:

- Test directions demonstrate to the students what they will hear and see on the screen during the test and instruct them how to select their responses during the test.
- Please note that practice items are the same as the test practice that students see before the test administration session; however this time, the test will start immediately after the students complete them
- Students cannot go back and review or change their answers. When a student selects a response and clicks the Next button to move on, his or her answer has been submitted and cannot be changed.
- The audio will automatically play once the student navigates to the page and will only play one time. Note, students taking the Listening test with accommodations can manually play and/or repeat the audio (for more details, see the Accessibility and Accommodations supplement).
- If a student pauses for a long time (one or two minutes) during the Listening test, and it is clear that the student is NOT just listening to the test audio, the test administrator should prompt the student to select a response and move on.

ACCESS for ELLs Online Test Domains: Reading

Reading Test Notes:



While monitoring student progress through the Reading test, please keep the following in mind:

- Students cannot go back and review or change their answers. When a student selects a response and clicks the Next button to move on, their answer has been submitted and cannot be changed.
- If a student pauses for a long time (one or two minutes) during the Reading test, you should prompt the student to select a response and move on.
- After students have completed the test directions, there will be no additional audio during the Reading test.
- Headphones are only required during the Reading test directions. After the students have listened to the test directions, you may direct the students to take the headphones off, as there will be no more audio for the remainder of the Reading test.
- Please note that practice items are the same as the test practice that students see before the test administration session; however this time, the test will start immediately after the students complete them.

ACCESS for ELLs Online Test Domains: Writing

Writing Test Notes:



Keep the following information in mind as you administer and monitor the Writing test.

- Follow the Test Administrator's Script exactly.
- Make sure that students begin the Writing test on the appropriate page. You may need to assist students in locating the beginning of the test.
- The sample writing contained in certain Writing tasks presents students with an example they can follow to complete the task. Instructions on guiding students through the sample writing are scripted in the Test Administrator's Script. The time it will take you to guide students through the sample writing is not included in the time allocated for each task.
- To ensure that students do not skip any parts, and that they progress appropriately (see information on check-ins below), test administrators and test coordinators may plan to have an additional adult helping to proctor or monitor the group-administered tests (for instance, one adult for every 10–12 students). In addition to test administrators, any additional adult assisting with the test administration must also have taken the training course for ACCESS for ELLs 2.0 Online.

ACCESS for ELLs Online Test Domains: Speaking

Speaking Test Notes:



While monitoring student progress through the Speaking test, please keep the following in mind:

- You can remind to students to think about their responses before clicking Record. However, you should only intervene during the test administration if students have issues or questions. Otherwise, allow students to work through the test independently.
- The audio will play once the student navigates to the page and will only play one time. Note, students taking the Speaking test with accommodations can manually play/or repeat the audio (for more details about accommodations, see Section 6 of this manual). Students cannot go back to review and listen or change their answers. Once a student has clicked on the Stop button their response has been submitted and cannot be changed.
- Once a student hits the Record button, he or she will have a set amount of time to record a response. The Progress Indicator circle shows the student when there ten or fewer seconds remaining. The student only has one chance to record. If the record button is grayed out, that means the student has already selected the button, and the student didn't respond verbally in time.
- When a student records response, it is not possible to re-record response to that task. The only exception is cases when the system has not been able to record the response, and the student is prompted to re-record.
- You should emphasize to students that they should not feel obligated to fill up the whole amount of time given for the recording. If they are finished with their response, they may click the Stop button and move on.

The WIDA Accessibility and Accommodations Framework

Accommodations

- Students with IEP or 504 plans
- Changes to presentation, student response, timing of the test, or test environment

Universal Tools

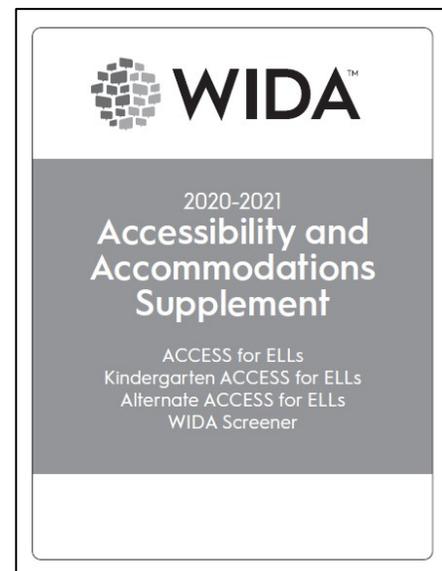
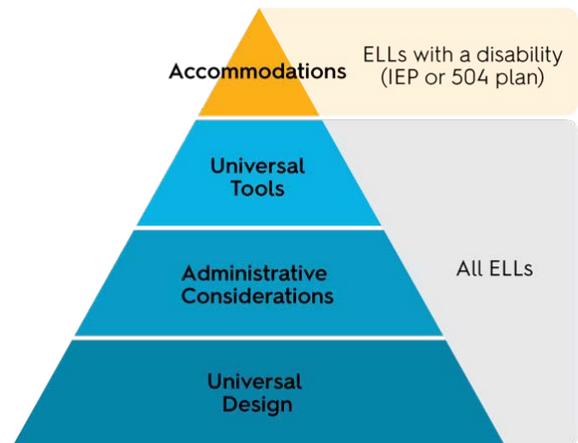
- Embedded in the computer-based test or provided by Test Administrator
- Do not need to be designated in WIDA AMS – all students may use these

Administrative Considerations

- Presentation and Clarification of Test Directions*
- Presentation of Test Content*
- Alternate Response mode*
- Interaction with TA (e.g., reinforcement or redirection for following directions)
- Test Setting (e.g., small group, with familiar and trained personnel, separate room)
- Test Timing (e.g., breaks or smaller segments)

Universal Design

- Graphic-supported items
- Audio-supported directions (by computer or TA)
- Narrated and guided introduction by a human voice for each domain test (script for TA)
- Thematic folders pertaining to a unified theme
- Practice items
- Modeled responses for the Speaking domain
- Accessibility Supports and Targeted Accommodations



*See state policy for specific guidance

Accessibility and Accommodations Supplement

This document supplements the Test Administration Manual. In addition to guiding accommodation use during ACCESS for ELLs, this resource may provide year-long support to multi-disciplinary teams in their work with ELL students.

Includes:

- Participation guidance
- Framework
- Types of supports and use in each domain
- Alternate ACCESS for ELLs criteria
- Keyboard shortcuts
- Transcription guidance
- Scribe guidance
- Accommodation checklists

<https://wida.wisc.edu/assess/accessibility>

How to Read Accommodations Charts

Two-letter data code

Accommodation Code: RA		
Accommodation:	Repeat item audio	
Administration type:	Online	Student manually starts the audio embedded in the online platform and is able to replay the audio one additional time.
	Paper	The test administrator asks the student if he/ she is ready to listen, and then plays and/ or replays the audio delivered via CD.
Language Domain:	Listening	Yes Repeat item audio one time.
	Reading	No
	Speaking	Yes May repeat item multiple times.
	Writing	Yes online. May repeat item multiple times. N/A for paper.
Description and Guidelines:	<p>This accommodation may be used to support students who need repetition based on language processing needs or attention/focus needs due to a documented disability.</p> <p>Online test administration:</p>  <p>This accommodation allows the play button to be enabled and activated by the student. After the initial audio play, a repeat button becomes available. Once initiated, the audio cannot be paused or stopped.</p> <p>For online testing, this accommodation must be selected in WIDA AMS prior to the student beginning testing.</p> <p>Paper test administration:</p> <p>The first play, the test administrator asks if the student is ready to listen and then plays the pre-recorded audio files.</p> <p>At the end of the recording, the test administrator will pause the audio file. The test administrator will then ask "would you like to hear that again?" If the student indicates yes, the test administrator will then ask if the student is ready to listen. The item audio file will then be played a second time. The test administrator will need to pause and re-start the audio files items; thus the test administrator must be familiar with the software that will be used to play the files.</p> <p>Administration of this accommodation must not disturb or interfere with other test takers.</p>	

Domains in which accommodations are allowed

Accommodation is the same or different for Online and Paper administrations

Administration descriptions and guidelines to help with assignment decisions

It is important that teams for ELLs with disabilities are multidisciplinary and collaborative in nature and include persons with expertise in second language acquisition and other professionals who understand how to differentiate between limited English proficiency and a disability.

As a reminder, refer to your state specific policy for information on allowable accommodations for language proficiency assessments.

Monitoring Student Progress - Test Items DOs and DON'Ts

While monitoring student progress through the test, please keep the following in mind:

- Students cannot go back and review or change their answers. When a student selects a response and clicks the Next button to move on, his or her answer has been submitted and cannot be changed. The exception is the Writing test, which has a back button that allows the test administrator to have the student go back to their response.
- The audio will automatically play once the student navigates to the page and will only play one time. Note, students taking the test with accommodations can manually play and/or repeat the audio (for more details about accommodations, see the Accessibility and Accommodations Supplement).
- If a student pauses for a long time (one or two minutes) during the test, and it is clear that the student is NOT just listening to the test audio, the test administrator should prompt the student to provide a response and move on.
- If a student raises his or her hand for a nonemergency issue during test administration, the test administrator should attend to him or her quietly without disturbing other students who are taking the test.
- The test administrator should encourage students to ask questions before the beginning of the test. Detailed instructions about answering student questions during directions and practice and during the administration of actual test items are presented in the following domain administration sections.

Test Item DOs	Test Item DON'Ts
<ul style="list-style-type: none"> ✓ Answer student procedural questions. ✓ Monitor student progress and be proactive in helping students if they are having difficulty progressing. ✓ Rephrase, explain in English, or, if specifically requested, translate the directions into the student's native language. ✓ Assist with adjusting the volume for students if the audio is not loud enough (applicable for Listening and Speaking domains). ✓ Assist students with turning the page (during the Speaking test, especially at the younger grades). 	<ul style="list-style-type: none"> X Answer student content, vocabulary or grammar questions. Instead, remind students to try their best. X Confirm correct/incorrect responses. X Provide, select, or change an answer for students (applicable for all domains). X Translate test items into a student's native language. X Rephrase, explain, or read aloud the test item prompts X Interrupt students who are working independently.

Managing ACCESS for ELLs Testing Materials

Test Security

All materials in the ACCESS for ELLs suite of assessments are considered secure test materials. Therefore it is important to take the appropriate measures to maintain security and confidentiality of all test materials. WIDA recommends that you do not allow students to take any internet-connected devices, such as cell phones, smartwatches, or Bluetooth headsets, into the testing room.

Administrators must adhere to the following:

Prior to administration

- Review labels and/or bubbled information to ensure all student information is accurate.
- Complete labeling or bubbling if needed.

During administration

- Distribute the test booklets, as applicable, to the correct students.
- Verify that students have been given their assigned booklet.

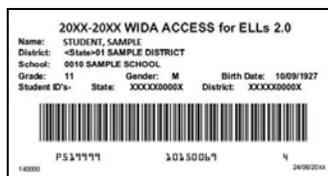
Immediately following administration

- Collect all materials from all students.
- Review student test booklets once more for any errors or discrepancies in student information.
- Confirm all necessary fields are completed and all necessary labels are correctly adhered to student test booklets.
- Ensure all booklets are in proper condition to be returned, with no loose or damaged pages.
- Return test materials to a Test Coordinator, or store the booklets in a secure area until they can be handed over to a Test Coordinator.

Test Booklet Labels

Three types of labels may be affixed onto a student test booklet:

Pre-ID
(White)



District/School
(Yellow)

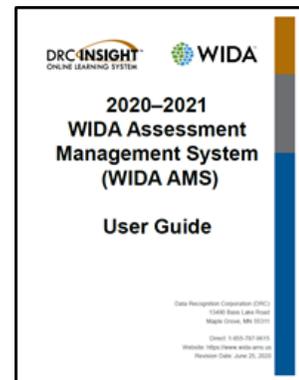
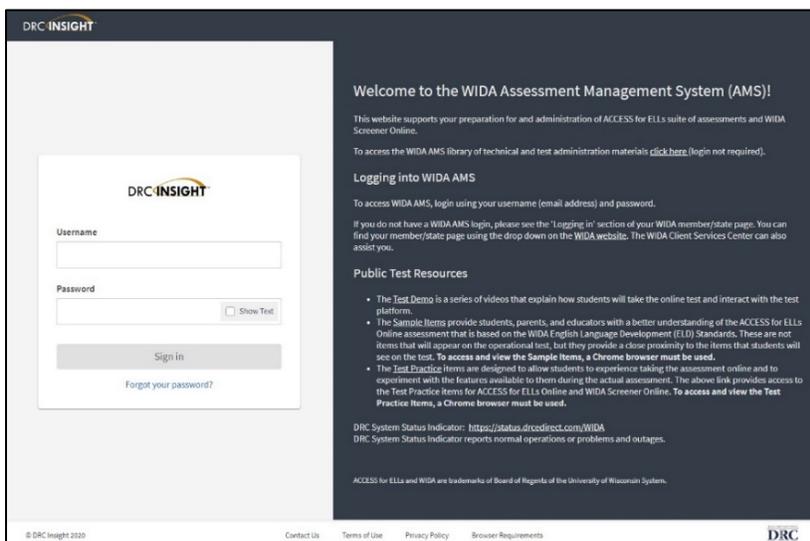


Do Not Process
(White with Orange Stripe)

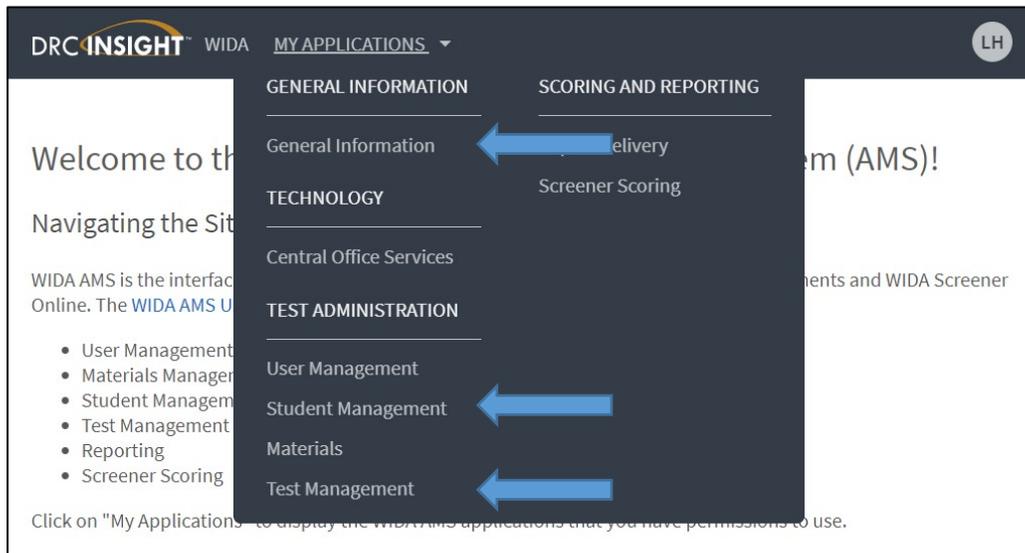


WIDA AMS Applications

WIDA AMS Application	Functions in Application	Notes
Accessing WIDA AMS	<ul style="list-style-type: none"> • Login • Managing Your Account <ul style="list-style-type: none"> – Changing Username – Changing Email Address – Changing Name – Changing Password • Recovering a Forgotten Username or Password 	



Test Administrator Role in WIDA AMS



WIDA AMS Test Administrator Permissions

Within WIDA AMS, each role is assigned a Permission Set. Each permission within the set is associated with the specific testing function typically performed by the WIDA AMS user to handle the responsibilities associated with the role. The test administrator's role is for administering the online ACCESS for ELLs assessment include:

Permission Name in WIDA AMS	Allows User To . . .
Documents – View	<ul style="list-style-type: none"> View documents
Test Setup – Primary Window	<ul style="list-style-type: none"> Access the Student Management menu and Test Management menu functionality during the Test Setup and Testing Window
Students – Search/View	<ul style="list-style-type: none"> Search/view student data
Test Session – Search/View	<ul style="list-style-type: none"> Search/view test sessions
Test Sessions - Tier Placement Report	<ul style="list-style-type: none"> View and download the Tier Placement Report
Test Tickets – View/Print	<ul style="list-style-type: none"> View and print student test tickets

Main Category	Subcategory	Permission Name in WIDA AMS	Allows User To . . .	District Testing Coordinator ①	District Technology Coordinator ②	School Testing Coordinator ③	School Technology Coordinator ④	Test Administrator ⑤
General Information	Documents	Documents–View	View documents	Yes	Yes	Yes	Yes	Yes
	Technology Downloads	Online Testing–Secured Resources	View secured online testing downloads and tutorials	Yes	Yes	Yes	Yes	
User Management	None	Administrator	Add/edit user accounts and profiles	Yes	Yes	Yes		
Materials	Additional Materials	Materials–Additional–View Edit	View/edit additional materials during the primary window	Yes				
		Materials–Additional–Primary Window	Access the Additional Materials menu during the Test Setup and Testing Window	Yes				
	Materials	Materials–Accountability–User Information	Download and fill out the accountability form	Yes		Yes		
		Manage Shipments	Confirm shipping address during the material order window	Yes		Yes		
		Materials–Primary Window	Access the Materials menu	Yes		Yes		
	Materials Ordering	Enrollment–Primary Window	Access Materials Ordering during the primary window	Yes		Yes		
	Return Materials Receipt Report	Materials–Return Materials Receipt	Access reports showing a summary/detailed view of secure materials received by DRC	Yes		Yes		

Main Category	Subcategory	Permission Name in WIDA AMS	Allows User To . . .	District Testing Coordinator ①	District Technology Coordinator ②	School Testing Coordinator ③	School Technology Coordinator ④	Test Administrator ⑤
Student Management	None (time driven)	Test Setup–Primary Window	Access the Student Management menu and Test Management menu functionality during the Test Setup and Testing Window	Yes		Yes		Yes
	Manage Students	Students–Search/View	Search/view student data Note: This permission is required for all other Students permissions, Download Students, and so forth.	Yes		Yes		Yes
		Students–Add/Edit	Add/edit students and student data for online testing	Yes		Yes		
		Students–Download Students	Download a list of student information for all students in a school	Yes		Yes		
		Students–Upload	Upload a list of students and student data for online testing	Yes		Yes		
	Student Exports	Export Students	Export student data for sites for which the user has access	Yes				
	Student Transfer Form	Student Transfer Form	Submit request for district-to-district transfer of student records for students who moved during testing	Yes				
	Student Status Dashboard	Test Setup–View Student Status	View test status by student	Yes		Yes		
	Data Validation	Corrections–Primary Window	Validate student records after testing	Yes				

Main Category	Subcategory	Permission Name in WIDA AMS	Allows User To . . .	District Testing Coordinator ①	District Technology Coordinator ②	School Testing Coordinator ③	School Technology Coordinator ④	Test Administrator ⑤
Test Management	Manage Test Sessions	Test Session–Search/View	Search/view test sessions	Yes		Yes		Yes
		Test Session–Add/Edit	Add/edit test sessions	Yes		Yes		
		Test Session–Delete Pre-Created	Delete pre-created generic not-started test sessions.	Yes		Yes		
		Test Session–Status Summary	View testing status summary information	Yes		Yes		
		Test Session–Tier Placement Report	View and download the Tier Placement Report	Yes		Yes		Yes
		Test Session–Upload	Voluntarily upload custom made test sessions for testing	Yes		Yes		
		Test Tickets–View/Print	View and print student test tickets	Yes		Yes		Yes
Central Office Services	None	Test Setup–Central Office Services	Access Central Office Services	Yes	Yes	Yes	Yes	

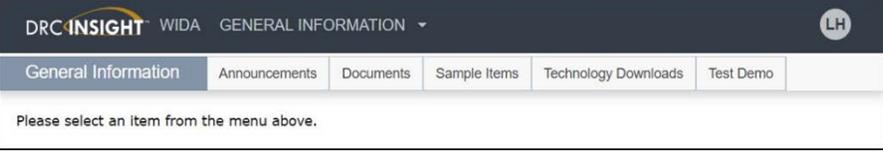
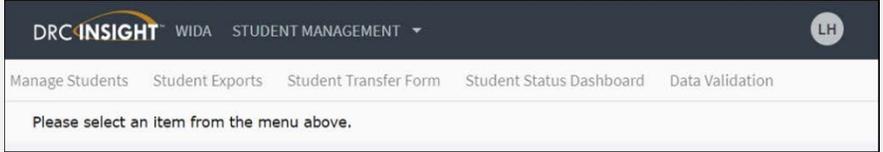
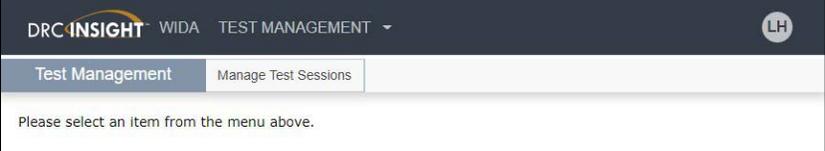
WIDA AMS Permissions Matrix

- ① This permission set is designed for Test Coordinators who should have access to WIDA AMS data for every school within the district.
- ② This permission set is designed for District Technology Coordinators who should be able to set up School Technology Coordinators in WIDA AMS. School Technology Coordinators can help download testing software at the schools.
- ③ This permission set is designed for Test Coordinators who should have access to WIDA AMS data for a specific school.
- ④ This permission set is designed for Technology Coordinators at a school. These Technology Coordinators can help download testing software at the schools.
- ⑤ This permission set is designed for Test Administrators who are administering the online assessment.

Main Category	Subcategory	Permission Name in WIDA AMS	Allows User To . . .	District Testing Coordinator ①	District Technology Coordinator ②	School Testing Coordinator ③	School Technology Coordinator ④	Test Administrator ⑤
Report Delivery	Online Testing Statistics	Online Testing Statistics	Track online testing activity	Yes				
	Status Reports	Status Reports– District Reports	Access reports that display various district- and school-level testing activity	Yes				
	Test Results	Reports–View District Files	View district reports	Yes				
		Reports–View School Files	View school reports	Yes		Yes		
		View Reports–Download– District/School	Download all reports for a district, or school, for an administration	Yes		Yes		
	On-Demand Reports	View Dynamic Reports	Generate translated ACCESS for ELLs student reports and WIDA Screener Online student reports	Yes		Yes		
Screener Scoring	Screener Scoring	Educator Scoring	Access Educator Scoring for WIDA Screener Online	Yes				

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 <p>DRC INSIGHT WIDA GENERAL INFORMATION ▾</p> <p>General Information Announcements Documents Sample Items Technology Downloads Test Demo</p> <p>Please select an item from the menu above.</p>		
WIDA AMS Application	Functions in Application	Notes
General Information	<ul style="list-style-type: none"> • Announcements • Documents • Sample Items • Technology Downloads • Test Demo 	
 <p>DRC INSIGHT WIDA STUDENT MANAGEMENT ▾</p> <p>Manage Students Student Exports Student Transfer Form Student Status Dashboard Data Validation</p> <p>Please select an item from the menu above.</p>		
WIDA AMS Application	Functions in Application	Notes
Student Management	<ul style="list-style-type: none"> • Manage Students <ul style="list-style-type: none"> – Find Student(S) – View Accommodations – View Demographics – View Do Not Score – View Test Session 	
 <p>DRC INSIGHT WIDA TEST MANAGEMENT ▾</p> <p>Test Management Manage Test Sessions</p> <p>Please select an item from the menu above.</p>		
WIDA AMS Application	Functions in Application	Notes
Test Management	<ul style="list-style-type: none"> • Manage Test Session • Show Test Sessions • Add Test Sessions • View/Edit Test Sessions <ul style="list-style-type: none"> – Find Students • Print All Test tickets • Print/View Tier Placement Reports 	