



# **ACCESS for ELLs: Test Coordinator Overview Webinar**

**District of Columbia**

**January 28, 2021**

**Presented by**

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WIDA Consortium at WCER  
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

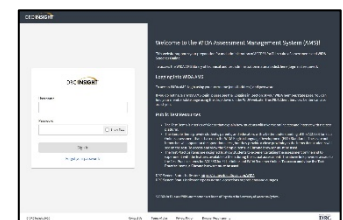
- Check your state specific guidance on your state page.

### 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](mailto: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.drcedirect.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.

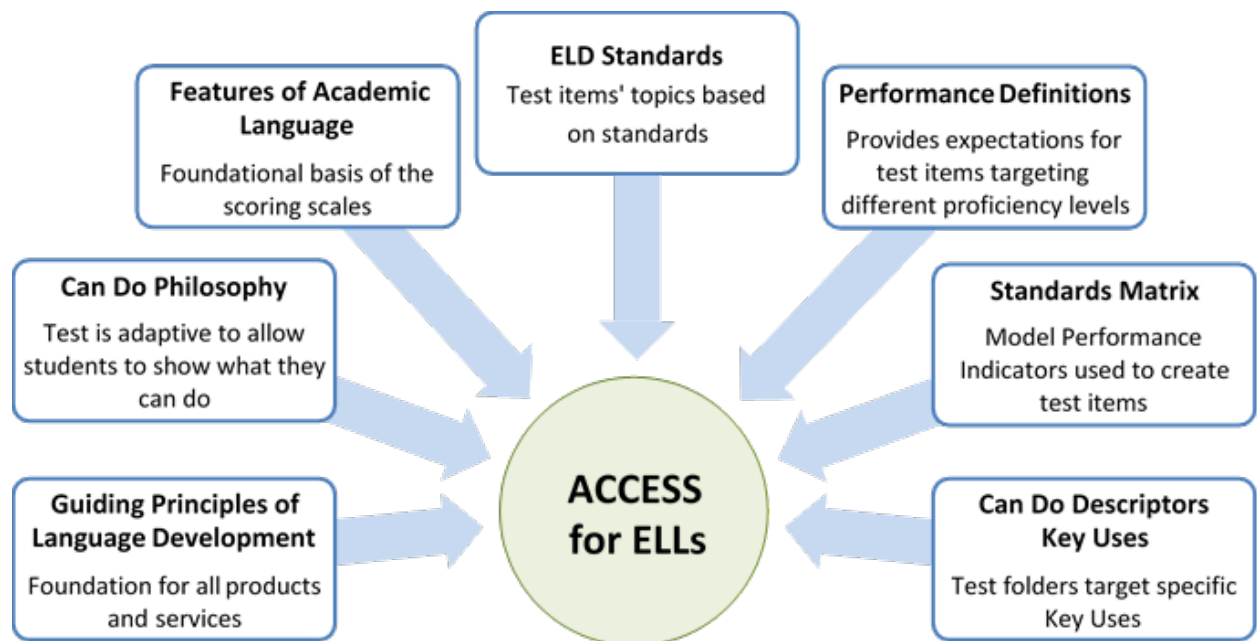
Assessing students' academic language abilities in English include		
Listening		Process, understand, interpret and evaluate spoken language in a variety of situations
Reading		Process, understand, interpret and evaluate written language, symbols and text with understanding and fluency
Writing		Engage 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 <b>communicate</b> for <b>Social</b> and <b>Instructional</b> purposes within the school setting	Social and Instructional language
English Language Development Standard 2	English language learners <b>communicate</b> information, ideas and concepts necessary for academic success in the content area of <b>Language Arts</b>	The language of Language Arts
English Language Development Standard 3	English language learners <b>communicate</b> information, ideas and concepts necessary for academic success in the content area of <b>Mathematics</b>	The language of Mathematics
English Language Development Standard 4	English language learners <b>communicate</b> information, ideas and concepts necessary for academic success in the content area of <b>Science</b>	The language of Science
English Language Development Standard 5	English language learners <b>communicate</b> information, ideas and concepts necessary for academic success in the content area of <b>Social Studies</b>	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.






## ACCESS for ELLs Test Folders

Grades 4–5: Listening, Tier C Sample Item	
<b>Folder Title:</b> All About Mushrooms <b>Standard:</b> Language of Science	<b>Key Use of Academic Language:</b> Explain <b>Topic:</b> Nature <b>Cognitive Function:</b> 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

		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

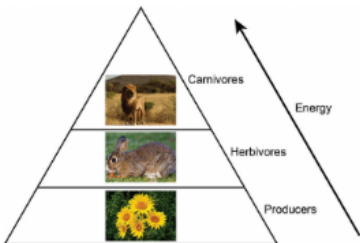
Why do mushrooms need mycelia?

2

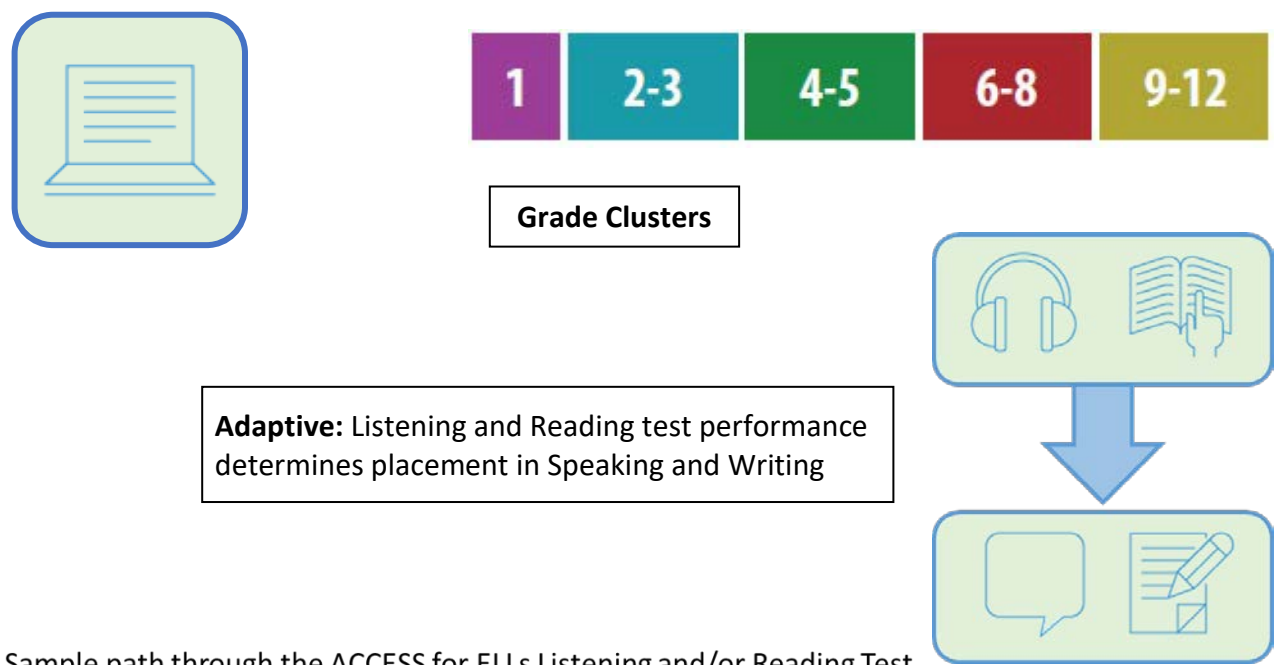
	
Cap	Mycelia
<input type="radio"/> To create spores <input type="radio"/> To produce seeds <input type="radio"/> To get nutrients	

How are mushrooms important to the ecosystem

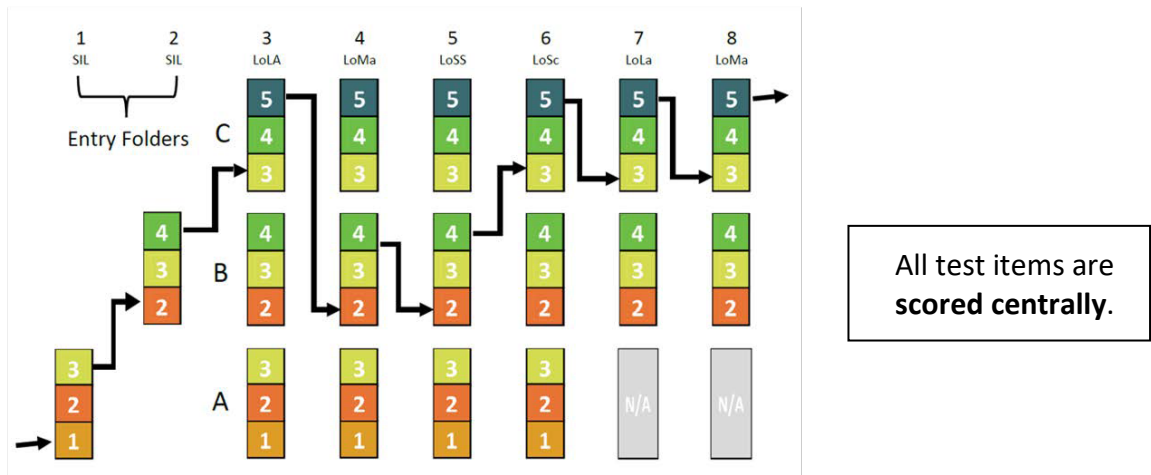
3


<input type="radio"/> They enrich the soil for producers. <input type="radio"/> They provide energy for herbivores. <input type="radio"/> They transfer minerals to carnivores.

# Overview of ACCESS for ELLS Online

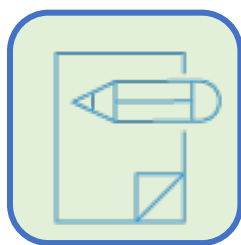


Sample path through the ACCESS for ELLs Listening and/or Reading Test



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

## Overview of ACCESS for ELLS Paper Assessment



### Grade Clusters for Paper Listening, Reading, and Writing Domains

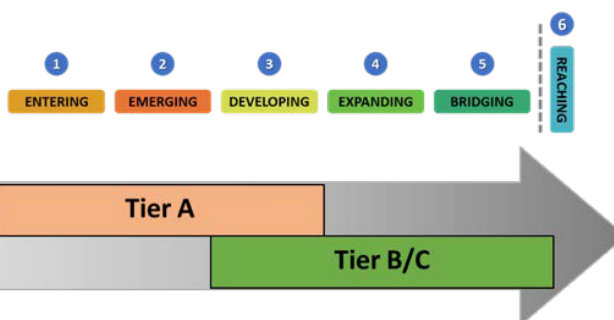


### Grade Clusters for Paper Speaking Domain

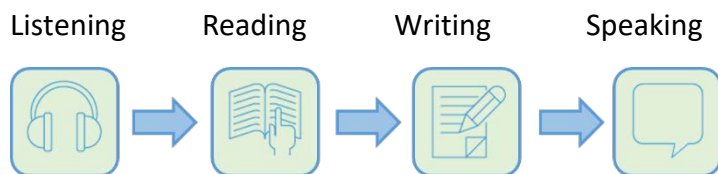


### Adaptive through Tier A, or Tier B/C Selection

- Tier A has test items at Proficiency Levels 1, 2, and 3
- Tier B/C has test items at Proficiency Levels 3, 4, 5, and 6



### Recommended Domain Order of Administration



The domains may be administered in any order, but this is the order that matches the test administrator scripting.

Administration Format	Approximate Administration Time	Recommended Scheduled Testing Time
Group: Listening, Reading, Writing Individual: Speaking	Listening: 20–40 minutes Reading: 50 minutes Writing: <ul style="list-style-type: none"> <li>• Grade 1, Tier A: 25 minutes</li> <li>• Grades 2–12, Tier A: 60 minutes</li> <li>• Grades 1–12, Tier B/C: 65 minutes</li> </ul> Speaking: 15–30 minutes	Listening: 60 minutes Reading: 70 minutes Writing: <ul style="list-style-type: none"> <li>• Grade 1, Tier A: 40 minutes</li> <li>• Grades 2–12, Tier A: 75 minutes</li> <li>• Grades 1–12, Tier B/C: 80 minutes</li> </ul> Speaking: 45 minutes



## Tier Placement

The tier structure of ACCESS for ELLs Paper helps ensure that students see test content that is challenging enough to allow them to fully demonstrate their English language skills but not so difficult as to prevent them from showing any skills at all. Educators determine which tier is most appropriate for each student before test materials are ordered. WIDA recommends basing your choice of test tier on the English language proficiency level score the student earned on previous ACCESS for ELLs or WIDA Screener assessments.

Proficiency Level				
Level 1 Entering	Level 2 Beginning	Level 3 Developing	Level 4 Expanding	Level 5 Bridging
Tier A				
		Tier B/C		
Tier A is most appropriate for ELLs who <ul style="list-style-type: none"><li>Have arrived in the U.S. or entered school in the U.S. within the current academic school year without previous English instruction</li><li>Currently receive literacy instruction only in a language other than English</li><li>Have recently tested at a beginner level of English language proficiency</li></ul>		Tier B/C is most appropriate for ELLs who <ul style="list-style-type: none"><li>Have social language proficiency and are beginning to approach or have acquired academic language proficiency in English</li><li>Have acquired some literacy in English or are approaching grade level literacy in English</li><li>Will likely meet the state’s exit criteria for support services by the end of the current academic year</li></ul>		

In addition to the guidance above, WIDA recommends educators take into account any of the following circumstances that apply to an individual student:

- **Noteworthy Progress:** Some students who earn low proficiency level scores demonstrate significant growth between initial testing and the time when materials must be ordered for the next round of testing. If you think the Tier B/C test is most appropriate to the student's current English language proficiency level, you can use that test even if the student's previous scores suggest Tier A.
- **Literacy Development:** Students who have emerging English literacy skills can find the Tier B/C Writing test challenging, and younger students, particularly those in Grade 1, can find the Reading test challenging. If you think the Tier A test is most appropriate to the student's current literacy skill level, you can use that test even if the student's previous scores suggest Tier B/C.

As always, refer to your state's page of the WIDA website for any specific guidance from your state or district on tier placement. If you have questions about tier placement for your students, contact your test coordinator.



## Overview of ACCESS for ELLs Kindergarten



- Individually administered
- Not tiered; all students take the same test
- All domains (Speaking, Listening, Reading, Writing) are tested twice, once within the expository section and once within the narrative section
- Speaking and Listening are presented together, alternating between a listening task followed by a speaking task
- All sections are adaptive, meaning items are presented until the student reaches his/her performance "ceiling"
- Scored locally by the Test Administrator

Narrative	<b>Part A</b> Listening & Speaking	A1	A2	A3	A4	A5
	<b>Part B</b> Writing	B1	B2/3/4/5			
	<b>Part C</b> Reading	C1	C2	C3	C4	C5

Expository	<b>Part D</b> Listening & Speaking	D1	D2	D3	D4	D5
	<b>Part E</b> Writing	E1 low start	E2	E3 mid start	E4/5 high start	
	<b>Part F</b> Reading	F1 low start	F2	F3 mid start	F4 high start	F5

Administration Format	Approximate Administration Time	Recommended Scheduled Testing Time
Individual	45 minutes	60 minutes

Due to the adaptive nature of the test, high proficiency students will likely take longer and beginning proficiency students might need significantly less time.

## Alternate ACCESS for ELLs



### Grade Clusters

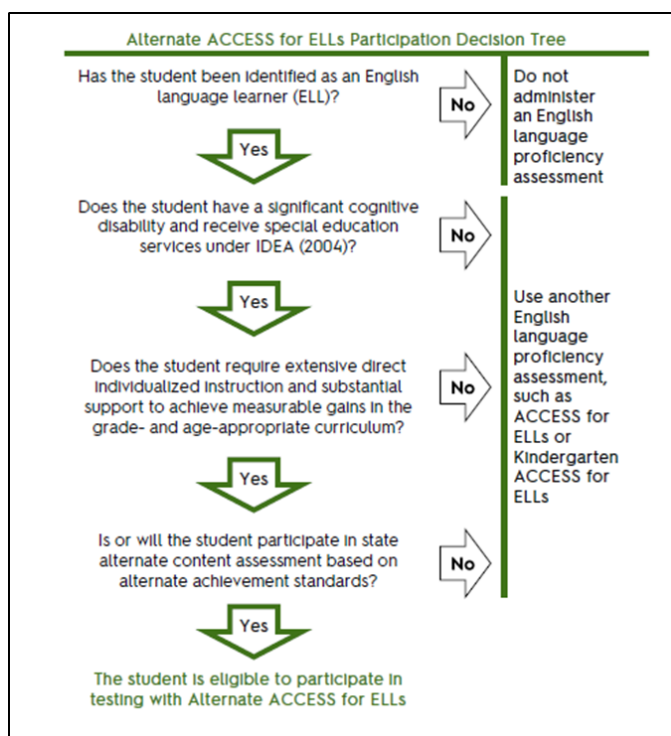
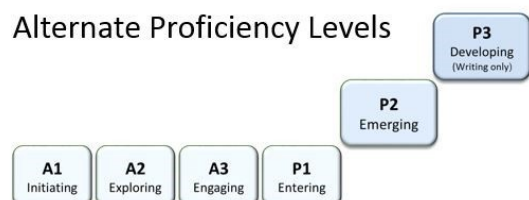
1-2

3-5

6-8

9-12

### Alternate Proficiency Levels



Administration Format	Approximate Administration Time	Recommended Scheduled Testing Time
Individual	Listening: 20 minutes Reading: 20 minutes Writing: 20 minutes Speaking: 20 minutes	Listening: 30 minutes Reading: 30 minutes Writing: 30 minutes Speaking: 30 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



[Resource Library](#) [Recursos en español](#) [WIDA Store](#) [Members/States](#) [Login](#)

[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 prekindergarten assessments, please refer to the [Office of the State Superintendent of Education \(OSSE\) EL Policies and Procedures](#).

#### Testing Dates

Date	Event
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	+

### 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 flyer](#) 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](mailto: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](mailto:Anika.Harris@dc.gov).

#### Contacts

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

**Michael Craig**  
Assessment Specialist - Special Populations  
(202) 257-5371  
[Michael.Craig@dc.gov](mailto:Michael.Craig@dc.gov)

**Jennifer Norton**  
Manager for English Learner Supports  
(202) 478-5987  
[Jennifer.Norton@dc.gov](mailto:Jennifer.Norton@dc.gov)

**Anika E. Harris**  
Professional Development Specialist  
(202) 478-5993  
[Anika.Harris@dc.gov](mailto: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](mailto: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.

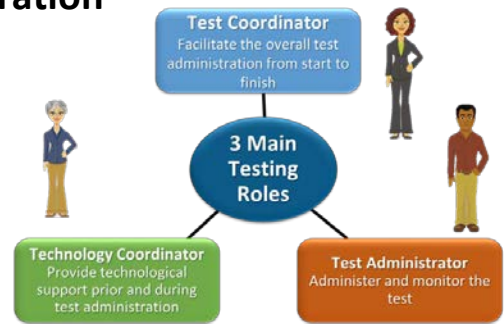
- To obtain a new login, contact [help@wida.us](mailto:help@wida.us), call (866) 276-7735, or contact your LEA Test Coordinator.
- New LEA Test Coordinators should contact Michael Craig at [Michael.Craig@dc.gov](mailto:Michael.Craig@dc.gov) to create an account.
- For assistance with your account, contact the WIDA Client Services Center at [help@wida.us](mailto: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 [wida@datarecognitioncorp.com](mailto:wida@datarecognitioncorp.com), call (855) 787-9615, or contact your LEA Test Coordinator.
- New LEA Test Coordinators should contact Michael Craig at [Michael.Craig@dc.gov](mailto:Michael.Craig@dc.gov) to create an account.
- For assistance accessing your account, contact DRC Customer Service at [wida@datarecognitioncorp.com](mailto:wida@datarecognitioncorp.com) or call (855) 787-9615.

## 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

# 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

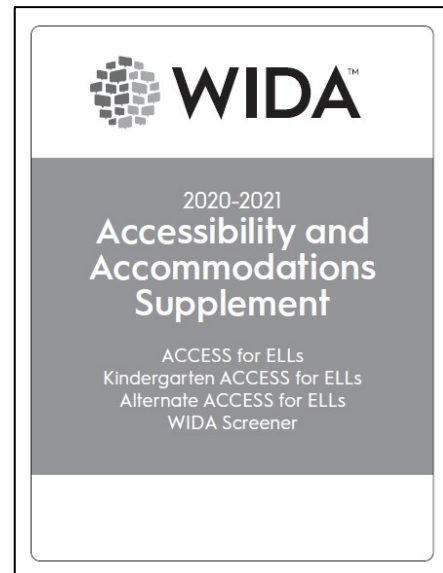
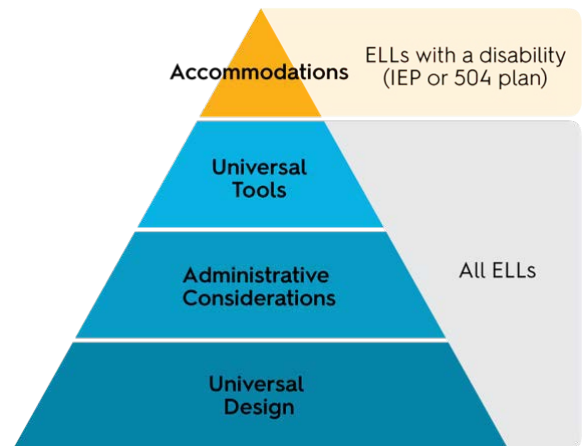
- Embedded in the computer-based test or provided by Test Administrator
- Do not need to be designated in WIDA AMS – all students may use these

## 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>

## Technology Basics

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

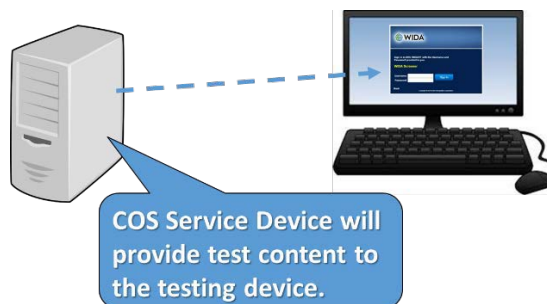
### INSIGHT Test Engine



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.



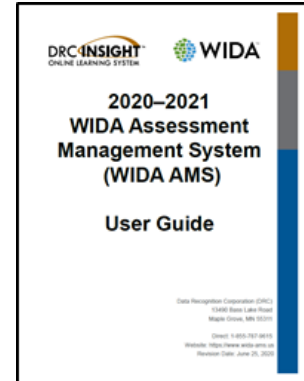
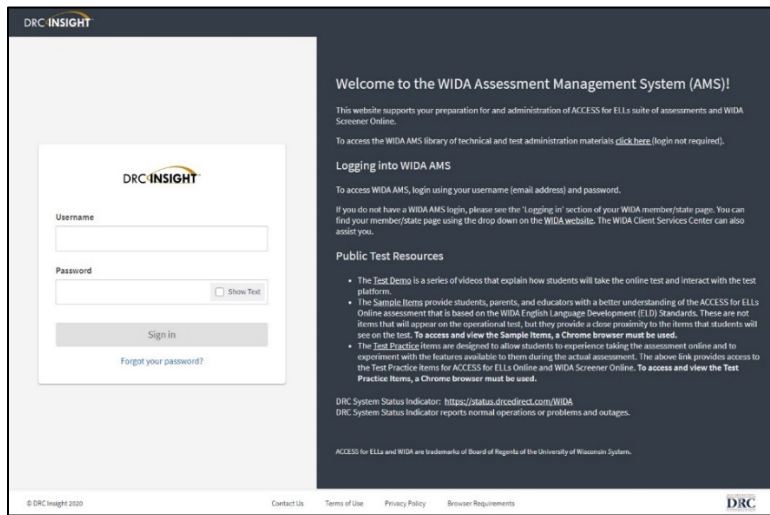
Central Office Services (COS) is a software tool that allows you to install, configure, and manage your online testing environment from a central location. Registering a testing device to a configuration defines which COS Service Device will provide test content to the testing device.



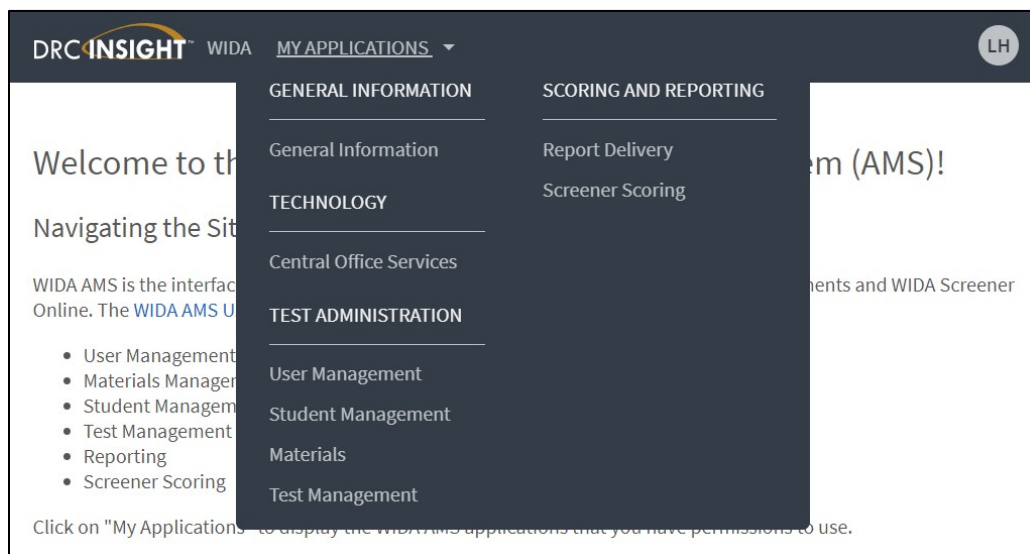
Make sure your technology coordinators have access to the Technology Troubleshooting document, available in the Download Library in the WIDA Secure Portal. This resource can help technology coordinators address most issues test administrators encounter and document any persistent issues that need additional attention from DRC Customer Service.



# WIDA AMS Applications



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





DRC INSIGHT™ WIDA GENERAL INFORMATION ▾
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General Information
Announcements
Documents
Sample Items
Technology Downloads
Test Demo

Please select an item from the menu above.

WIDA AMS Application	Functions in Application	Notes
General Information	<ul style="list-style-type: none"> <li>Announcements</li> <li>Documents</li> <li>Sample Items</li> <li>Technology Downloads</li> <li>Test Demo</li> </ul>	

DRC INSIGHT™ WIDA USER MANAGEMENT ▾
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### User Administration

User Administration allows the user to perform various administrative tasks. You can change permissions for a user(s), reset a user(s) password, add new user(s) to the system or activate/inactivate user(s).

Edit User
Add Single User
Upload Multiple Users

WIDA AMS Application	Functions in Application	Notes
User Management	<ul style="list-style-type: none"> <li>Edit User <ul style="list-style-type: none"> <li>Changing Name</li> <li>Changing Email Address</li> <li>Add or Remove Permissions</li> <li>Assign a User to An Administration</li> <li>Inactivate a User</li> <li>Activate a User</li> </ul> </li> <li>Add Single User</li> <li>Upload Multiple Users</li> </ul>	

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				

#### 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.
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DRC INSIGHT™ WIDA MATERIALS ▾
LH

Materials
Accountability Form
Additional Materials
Material Ordering
Return Materials Receipt Report

Please select an item from the menu above.

WIDA AMS Application	Functions in Application	Notes
Materials	<ul style="list-style-type: none"> <li>Accountability Form</li> <li>Additional Materials</li> <li>Material Ordering</li> <li>Return Materials Receipt Report</li> </ul>	

DRC INSIGHT™ WIDA STUDENT MANAGEMENT ▾
LH

Manage Students
Student Exports
Student Transfer Form
Student Status Dashboard
Data Validation

Please select an item from the menu above.

WIDA AMS Application	Functions in Application	Notes
Student Management	<ul style="list-style-type: none"> <li>Manage Students <ul style="list-style-type: none"> <li>Find Student(S)</li> <li>Add Student(S)</li> <li>Add/Edit Accommodations</li> <li>Add/Edit Demographics</li> <li>Do Not Score</li> <li>Test Session</li> </ul> </li> <li>Upload Multiple Students <ul style="list-style-type: none"> <li>Pre-Id Upload</li> </ul> </li> <li>Students Export</li> <li>Student Transfer Form</li> <li>Student Status Dashboard</li> </ul>	

DRC INSIGHT™ WIDA TEST MANAGEMENT ▾
LH

Test Management
Manage Test Sessions

Please select an item from the menu above.

WIDA AMS Application	Functions in Application	Notes
Test Management	<ul style="list-style-type: none"> <li>• Manage Test Session</li> <li>• Show Test Sessions</li> <li>• Add Test Sessions</li> <li>• View/Edit Test Sessions <ul style="list-style-type: none"> <li>– Find Students</li> <li>– Add Students</li> </ul> </li> <li>• Testing Status <ul style="list-style-type: none"> <li>– Submit Incomplete Test</li> </ul> </li> <li>• Print All Test tickets</li> <li>• Print/View Tier Placement Reports</li> <li>• Delete Test Session</li> <li>• Upload Multiple Test Sessions</li> </ul>	

DRC INSIGHT™ WIDA REPORT DELIVERY ▾
LH

Report Delivery
On-Demand Reports
Online Testing Statistics
Screener Data Export
Status Reports
Test Results

Please select an item from the menu above.

WIDA AMS Application	Functions in Application	Notes
Report Delivery	<ul style="list-style-type: none"> <li>• On-Demand Reports</li> <li>• Online Testing Statistics <ul style="list-style-type: none"> <li>– Cumulative</li> <li>– Yesterday</li> </ul> </li> <li>• Status Reports</li> <li>• Test Results</li> </ul>	



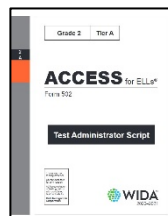
## Online & Paper Scheduling Support

### Online ACCESS for ELLs



- Each domain is a separate test session
- Able to combine grade level clusters and Tiers in a session
- Except for Writing Grades 1-3, which is separated by grade cluster & domain
- TA needs to be able to monitor all students comfortably
- Need smaller groups for Writing & Speaking domains
- Listening and Reading must be administered before Writing & Speaking
- Need to run Tier Report before scheduling Writing Grades 1-3 test sessions
- Run Tier Report and check to see if any of your students are Tier Pre A for the Speaking domain
- Not a timed test: recommended times do not include set up and logistics
- Speaking domain, 4-6 feet in between computers

### Paper Based Form ACCESS for ELLs



- Each domain is a separate test session
- Separate testing sessions by domain, grade level cluster, and Tier
- Recommended that there are not more than 15 students in sessions
- TA needs to be able to monitor all students comfortably
- Speaking is individual administration
- You may administer the domains in any order.
- Not a timed test: recommended times do not include set up and logistics

## Sample Paper Test Session Roster

School: \_\_\_\_\_

Test coordinator: \_\_\_\_\_

Test Administrator: \_\_\_\_\_ Test location: \_\_\_\_\_

Test date: \_\_\_\_\_ Test time: \_\_\_\_\_

Domain (circle one):

Grade-level cluster:

Tier (circle one):

Listening    Reading    Writing

\_\_\_\_\_

Tier A

Tier B/C

Session	Student ID	Last Name	First Name	Grade	Student location (teacher/room)	Completed test?
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						

Sample Paper Test Session Master Schedule

School: \_\_\_\_\_

Test coordinator: \_\_\_\_\_

Week of: \_\_\_\_\_

			Listening/Reading Sessions			Writing Sessions		
Session	Grade(s)	Day/Time	Tier A Students	Tier B/C Students	Total Students	Tier A Students	Tier B/C Students	Total Students

# 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)

20XX-20XX WIDA ACCESS for ELLs 2.0  
Name: STUDENT, SAMPLE  
District: <State>01 SAMPLE DISTRICT  
School: 9910 SAMPLE SCHOOL  
Grade: 11 Gender: M Birth Date: 10/09/1927  
Student ID's: State: XXXXX0000X District: XXXXX0000X  
DO NOT PROCESS

District/School  
(Yellow)

20XX-20XX WIDA ACCESS for ELLs 2.0  
District/School Label  
DISTRICT: <State>99 SAMPLE DISTRICT  
SCHOOL: 9999 SAMPLE SCHOOL  
DO NOT PROCESS

Do Not Process  
(White with Orange Stripe)

20XX-20XX WIDA ACCESS for ELLs 2.0  
DO NOT PROCESS