

2024-2025 WIDA ACCESS Overview

January 6, 2025



OKLAHOMA
Education



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Language Proficiency Assessments

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Topics Addressed in this Webinar:

- Determining Who Should Be Annually Assessed
- Required Training and Certifications
- Materials Ordering
- Student & Test Management
- Accommodations
- Testing Environment and Security
- Materials Management
- Data Verification
- Test Monitoring Application

ELP Annual Assessments (WIDA) Timeline

WIDA AMS Test Setup	12/3/24 - 3/21/25
Districts Receive Test Materials	1/6/25 - 1/7/25
Test Window	1/6/25 - 3/21/25
Additional Test Material Ordering Window	1/6/25 - 3/14/25
Deadline for Shipping Materials	3/28/25
Pre-reporting Data Validation in WIDA AMS	4/9/25 - 5/6/25
Districts Receive Reports in WIDA AMS	5/22/25
Data Verification (DVR) Window	TBA
Districts Receive Printed Reports	6/9/25 - 6/10/25

Determining Whom to Assess

Determining Whom To Assess

- Review the **Accountability Reporting** application annually.
- If a potential EL student with no EL history enrolls within the testing window **prior** to the **final ten instructional** days of the window, the student should be given the initial screening assessment.
- If the student qualifies as EL, they should then be given the appropriate annual ELP assessment prior to the close of the testing window.
- If the student enrolls within the **final ten instructional** days of the window, the district is only responsible for administering an initial screening assessment.

EL Conflicts in Accountability Reporting

- LEAs should continuously check for EL conflicts in the Accountability Reporting application throughout the ELP annual assessment window.
- Generally, conflicts are caused when a district has yet to appropriately assign a newly enrolled student the English Learner (EL) status assigned in a previous district.
- **A student who was previously classified as an English Learner must continue to receive EL-specific services and be annually assessed with the appropriate assessment until demonstrating English language proficiency.**
- If it is determined the student is EL, upload them in WIDA AMS and/or order materials and assess the student.

Misidentification Appeals

- If a student is incorrectly generating an EL conflict review the [EL Misidentification Appeals](#) process.
- If the district has already discussed the current conflict with OELP staff and had the appeal approved, that conflict may be disregarded. Please ensure those students are removed from test sessions in WIDA AMS.
- If the district attempted to resolve the conflict without discussing the situation with OELP staff, please review the appeal's status in the Accountability Reporting application.

Questions



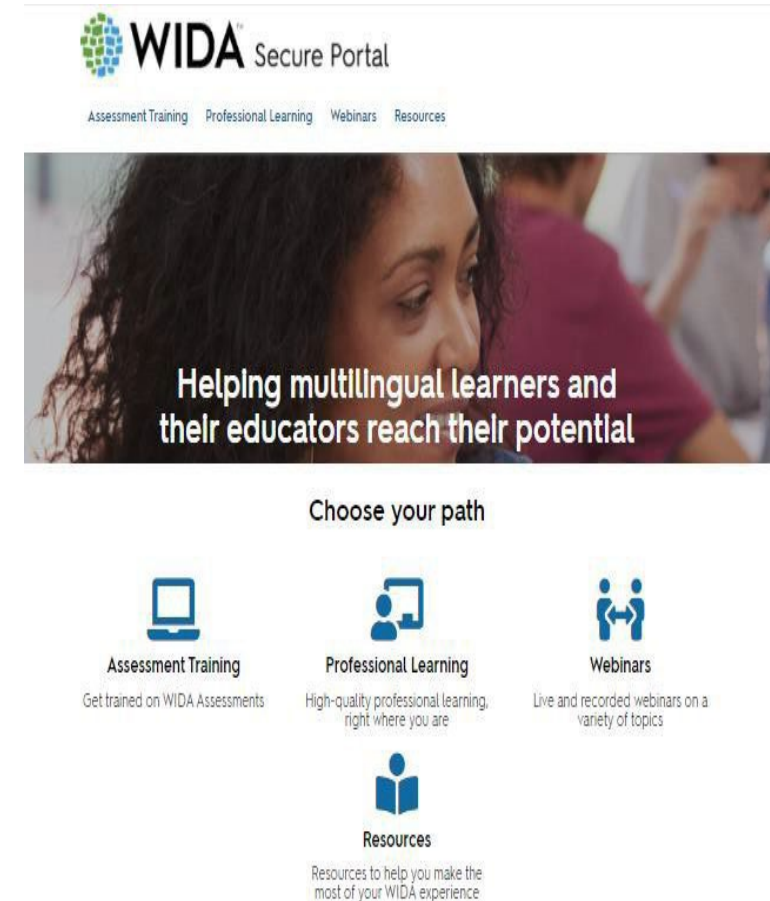
Training and Certifications

WIDA Secure Portal

WIDA Secure Portal

<https://portal.wida.us/>

- Contains training for Test Coordinators and Test Administrators
- Offers state-specific guidance on state pages

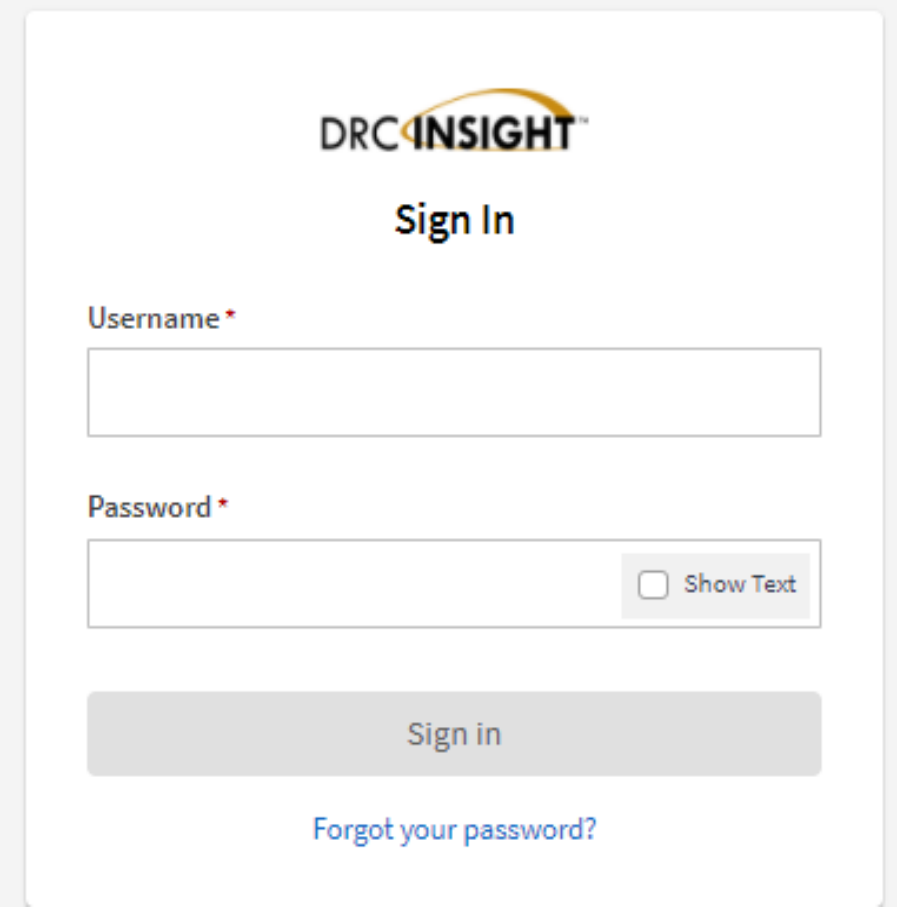


WIDA AMS

WIDA AMS

<https://www.drcedirect.com/>

- Contains materials for Technology Coordinators
- Used for ordering materials, test set-up, and printing test tickets



The screenshot shows the login interface for DRC INSIGHT. At the top is the DRC INSIGHT logo, which consists of the text "DRC" in black and "INSIGHT" in black with a yellow swoosh over the "I". Below the logo is the text "Sign In". There are two input fields: "Username *" and "Password *". The "Password *" field has a "Show Text" checkbox to its right. Below the input fields is a large grey button labeled "Sign in". At the bottom is a link that says "Forgot your password?" in blue text.

DRC INSIGHT™

Sign In

Username *

Password *

☐ Show Text

Sign in

[Forgot your password?](#)

Test Administrator Certification

- **Testing Administrators New and Returning:** In 2023-2024, all district staff administering WIDA Screener for Kindergarten, WIDA Screener, ACCESS for ELLs Online, Kindergarten ACCESS, Paper ACCESS, or Alternate ACCESS were required to recertify.
- WIDA certification is now required every two years unless otherwise notified.

Training & Certifications

- Complete the ELP annual assessment training modules on the WIDA Secure Portal.
- Receive a passing score on the quiz.
- Only certified staff may administer the ACCESS Online, Kindergarten ACCESS, Paper ACCESS or Alternate ACCESS assessments.
- Staff must be employed or contracted by the district.
- Emergency certified teachers may administer the test, but student/apprentice teachers may not.

Training Modules

- **Kindergarten ACCESS**

- One 2-hour module
- Test Overview
- Testing protocol



Kindergarten ACCESS for ELLs: Administration and Scoring

The purpose of this course is to help test administrators successfully prepare for and administer the Kindergarten ACCESS for ELLs assessment.

[Course Details](#) [Course Resources](#) [Enter Course](#)

- **Online ACCESS for ELLs**

- One 2-hour module
- Preparing
- Testing
- Using WIDA AMS



Online ACCESS for ELLs: Administration

The purpose of this course is to help test administrators and coordinators successfully prepare for and administer the ACCESS for ELLs Online assessment.

[Course Details](#) [Course Resources](#) [Enter Course](#)

Training Modules

- **Alternate ACCESS for ELLs**

- One 1-hour module
- Test Preparation
- Test Administration
- Individual Supports



Alternate ACCESS for ELLs: Administration and Scoring

The purpose of this course is to help test administrators successfully prepare for and administer the Alternate ACCESS for ELLs assessment.

[Course Details](#) [Course Resources](#)

- **Paper ACCESS for ELLs**

- One 2-hour Module
- Preparing
- Testing
- Procedures for returning printed materials



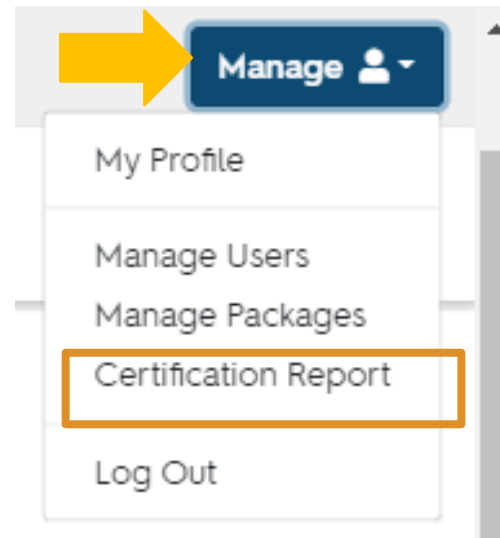
Paper ACCESS for ELLs: Administration

The purpose of this course is to help test administrators and coordinators successfully prepare for and administer the ACCESS for ELLs Paper assessment.

[Course Details](#) [Course Resources](#)

Verifying Test Administrator Certifications

- From the WIDA Secure Portal home page, District Testing Coordinators can view the training status of their TA's by clicking on **Certification Report** under the **Manage** tab located in the top right-hand corner.
- Then select **Assessment Training** and hit submit.



Questions



Material Ordering

Initial Order of Materials

- Test Coordinators are responsible for ordering test materials.
- Students in the WIDA Precode who will participate in the ELP annual assessment are automatically assigned the appropriate test sessions in WIDA AMS.
- Paper/pencil and associated test administration materials for students in the WIDA Precode were automatically ordered (Kindergarten ACCESS, Alternate ACCESS, ACCESS Paper testing manuals).
- Districts will receive materials on **January 6, 2025.**

Additional Material Orders (AMO)

- Additional Materials Orders (AMO) should **NOT** be placed at the site level in WIDA AMS.
- District coordinators should use the **District-level Additional Orders Only** to place their AMOs.
- Additional materials ordering window is **January 6-March 14, 2025**.
- Materials usually arrive 72 hours after they have been ordered.

Additional Materials Order in WIDA AMS

DRC INSIGHT™ WIDA MATERIALS

Materials Accountability Form **Additional Materials** Material Ordering Return Materials Receipt Report

Search Additional Material

Additional Materials allows the user to order materials for paper tests after the initial material order is placed.

[Instructions](#)

* Indicates required fields

Administration: OK ACCESS for ELLs - 202* District: ADA - OK62I019 School: District-Level Additional

Status: Submitted Order #

[Find Orders](#) [Add Order](#) [Export Orders](#)

- (All)
- _District-Level Additional Orders Only Site - WWW**
- ADA EC CTR - 105
- ADA HS - 705
- ADA JHS - 610
- HAYES ES - 110
- WASHINGTON ES - 125

Questions



Student & Test Management in WIDA AMS

Student Management in WIDA AMS

- Students who are taking ACCESS Online that were coded EL during the WIDA Precode were automatically uploaded into WIDA AMS and will be placed in generic test sessions.
- EL students that enrolled after Nov 19, 2024, who take ACCESS online will need to be manually uploaded by the district into WIDA AMS.
- Students who take Kindergarten ACCESS and Alternate ACCESS do not need to be uploaded into WIDA AMS.
- **WIDA AMS Knowledge Articles** (DRC Insight)

Editing Student Testing Sessions

DRC INSIGHT WIDA TEST MANAGEMENT

Drc Use Only - Ott Sample School ? ST

Registration Window: WT ACCESS fo...

Registration Windows and SchedulesNew StudentCreate RegistrationView Registration(s)Registered Students

Showing all available results

Print All TicketsUpdate Test MonitoringExport Details

Clear All Filters

State Student ID

Student Name

REGISTRATION NAME ↑	ASSESSMENTS ↓	DOMAIN ↓	STATUS ↓	PARTICIPANTS ↓	ASSESSMENT WINDOW
☒ Generic Grade 1	Listening Gr 1	Listening	Not Started	1	11-18-2023
☒ Generic Grade 1	Speaking Gr 1	Speaking	Not Started	1	11-18-2023
☐ Generic Grade 1	Reading Gr 1	Reading	Not Started	1	11-18-2023
☐ Generic Grade 2	Listening Gr 2-3	Listening	Not Started	1	11-18-2023

Editing Student Test Sessions

[View Registration\(s\)](#) → Johnson 12.10.2024

Johnson 12.10.2024

Edit Registration

Cancel Registration

Done

District: Drc Use Only - Sample District Ok - OK99999
School: Drc Use Only - Sample School - 99999
Test Monitoring: None
Registration Window: OK ACCESS for ELLs - 2024-2025
Assessment Window: 01-06-2025 - 03-21-2025

Details

Student(s) List



Remove Student(s)

Add Student(s)

Regroup Student(s)

Copy Registration

Filter Panel

Clear

Search

	STUDENT NAME ↑	STATUS ⇅	STATE STUDENT ID ⇅
☐	Johnson, Paige	Not Started	123456

Registration

To view or edit a registration, complete the following steps:

1. Click **Test Management** from the WIDA AMS My Applications menu bar.
2. Confirm or enter your site criteria in the upper right corner. Click **Save**.
3. Confirm or enter your Registration Window in the drop-down menu.
4. Select the **View Registration(s)** tab. Use the State Student ID, Student Name, or other filters to narrow the search results.
5. Click on the **Registration Name** to view the registration details.
6. Select the **Student List** tab to add new students to the registration.
7. An available Student(s) window will appear. Select the students who need to be registered to the existing registration. A user can filter by grade or by student name. Once selected, click **Add**.

Removing Students from Testing Sessions

WIDA

TEST MANAGEMENT

Drc Use Only - Sample School

?

PJ

[View Registration\(s\)](#) → Johnson 12.10.2024

Johnson 12.10.2024

Edit Registration

Cancel Registration

Done

District: Drc Use Only - Sample District Ok - OK99999

School: Drc Use Only - Sample School - 99999

Test Monitoring: None

Registration Window: OK ACCESS for ELLs - 2024-2025

Assessment Window: 01-06-2025 - 03-21-2025

Details

Student(s) List

Remove Student(s)

Add Student(s)

Regroup Student(s)

Copy Registration

Filter Panel

Clear

Search

	STUDENT NAME ↑	STATUS ⇅	STATE STUDENT ID ⇅
☐	Johnson, Paige	Not Started	123456

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Removing Students from Testing Sessions

- To remove Not Started students from a registration, on that same Student List tab, select the currently registered students to be removed and then click **Remove Student(s)**. Only students in a Not Started status can be removed from a registration.
- **Notes:** A registration must have at least one student. If all students should be removed from the registration, click **Cancel Registration** to delete the registration. All students must be in a Not Started status for it to be removed.
- If you do not see the student available to be placed into the registration, this will usually indicate that the student is not added into WIDA AMS or is already enrolled in a registration of the same domain and grade cluster. Search for the student under the Registered Students tab to confirm the student's enrollment in registrations for the given administration.

Printing Test Tickets

DRC INSIGHT WIDA TEST MANAGEMENT

Drc Use Only - Ott Sample School

?

ST

Registration Window: WT ACCESS fo... ▾

Registration Windows and SchedulesNew StudentCreate RegistrationView Registration(s)Registered Students

Showing all available results

Print All TicketsUpdate Test MonitoringExport Details

Clear All Filters

State Student ID

Student Name

REGISTRATION NAME ↑	ASSESSMENTS ⇅	DOMAIN ⇅	STATUS ⇅	PARTICIPANTS ⇅	ASSE WI
☒ Generic Grade 1	Listening Gr 1	Listening	Completed	1	11-18-2023
☒ Generic Grade 1	Speaking Gr 1	Speaking	Not Started	1	11-18-2023
☐ Generic Grade 1	Reading Gr 1	Reading	Completed	1	11-18-2023
☐ Generic Grade 2	Listening Gr 2-3	Listening	Not Started	1	11-18-2023

Printing Test Tickets (Continued)

To print test tickets for students in a registration, complete the following steps:

1. Click **Test Management** from the WIDA AMS My Applications menu bar.
2. Confirm or enter your site criteria in the upper right corner. Click **Save**.
3. Confirm or enter your Registration Window in the drop-down menu.
4. Select the **View Registrations(s)** tab.
5. Apply one or more filter criteria such as State Student ID, Student Name, Domain, Registration Name, and/or Assessments to refine your search. Or, to print the test tickets for multiple registrations, leave the filters blank.
6. Select the checkbox next to the registration(s) and click **Print All Tickets**.

Tier Placement Report

DRC INSIGHT WIDA TEST MANAGEMENT

Drc Use Only - Ott Sample School

Registration Window: WT ACCESS fo...

Registration Windows and SchedulesNew StudentCreate RegistrationView Registration(s)Registered Students

Showing all available results

Print All TicketsUpdate Test MonitoringExport Details

Clear All Filters

State Student ID

Student Name

REGISTRATION NAME ↑	ASSESSMENTS ↓	DOMAIN ↓	STATUS ↓	PARTICIPANTS ↓	ASSESSMENT WINDOW
☒ Generic Grade 1	Listening Gr 1	Listening	Completed	1	11-18-2023
☒ Generic Grade 1	Speaking Gr 1	Speaking	Not Started	1	11-18-2023
☐ Generic Grade 1	Reading Gr 1	Reading	Completed	1	11-18-2023
☐ Generic Grade 2	Listening Gr 2-3	Listening	Not Started	1	11-18-2023

F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
Registration Name	Domain	Assessment Name	Begin Date	End Date	Student Last Name	Student First Name	DOB	State Student Id	Grade	User Name	Password	Writing Tier	Speaking Tier	Status
Generic Grade 4-5	Listening	Listening Gr 4-5	6/1/2023	6/27/2024	Sample	Student		123456789	4	ssample1	796153	A	Pre-A	Completed
Generic Grade 4-5	Reading	Reading Gr 4-5	6/1/2023	6/27/2024	Sample	Student		123456789	4	ssample1	796153	A	Pre-A	Completed
Generic Grade 4-5	Speaking	Speaking Gr 4-5	6/1/2023	6/27/2024	Sample	Student		123456789	4	ssample1	796153	A	Pre-A	Not Started
Generic Grade 4-5	Writing	Writing Gr 4-5	6/1/2023	6/27/2024	Sample	Student		123456789	4	ssample1	796153	A	Pre-A	Not Started

Tier Placement Report

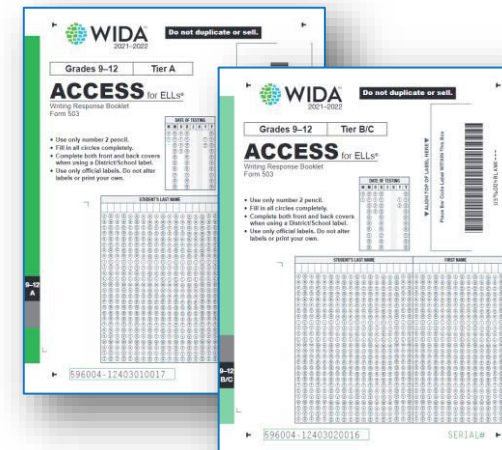
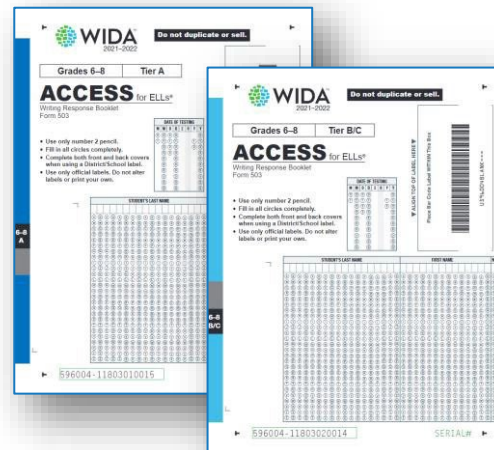
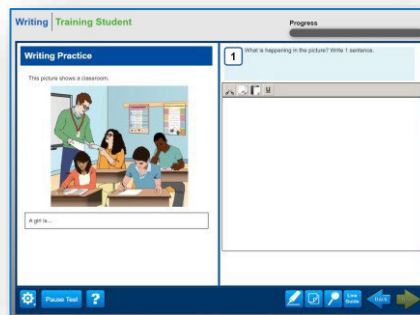
To generate a tier placement, complete the following steps:

1. Click **Test Management** from the WIDA AMS My Applications menu bar.
2. Confirm or enter your site criteria in the upper right corner. Click **Save**.
3. Confirm or enter your Registration Window in the drop-down menu.
4. Select the **View Registration(s)** tab.
5. Apply one or more filter criteria such as State Student ID, Student Name, Domain, Registration Name, and/or Assessments to refine your search. Or, to view the tier placement of multiple registrations, leave the filters blank.
6. Select the checkboxes next to the registration(s) and click **Export Details**. The resulting .csv file will contain columns for Writing Tier and Speaking Tier, providing you with the necessary tier placement details for one or more registrations.

Notes: If a .csv file does not appear, confirm the file is not in a downloads folder on your local device.

Handwriting Sessions for 4th-12th Grade

- Students who will handwrite their Writing response rather than using a keyboard need to be placed in Handwriting Response (HW) test session in WIDA AMS.
- Please refer to page 51 of the **WIDA AMS User Guide** for specific instructions on moving students to a Handwriting Response test session.



School-to-School Transfers (same district)

- **If student has not started ACCESS Online:**
 - Remove the student from any test sessions at their former site.
 - Manually add the student to their new site like a new student.
 - Add the student to test sessions at their new site.
- **If student has started but not completed all domains:**
 - Add the student to their new site like a new student.
 - Add the student to test sessions for any domain(s) not completed.
- **If student has completed ACCESS:**
 - A completed ACCESS assessment is non-transferrable.

District-to-District Transfers

- **If student has not started ACCESS Online:**
 - The student should complete ACCESS in the receiving district.
 - Incoming district will need to add student in WIDA AMS and/or order materials if applicable.
- **If student has completed at least one ACCESS Online domain:**
 - The outgoing district will need to complete the student transfer form.
 - DRC will transfer the student record. The receiving district must put the student into test sessions.
- Refer to pg.68 of the **[WIDA AMS User Guide](#)**.

Student Transfer Form

DRCINSIGHTWIDA STUDENT MANAGEMENT

Student Management

Manage Students

Student Exports

Student Transfer Form

Student Status Dashboard

Data Validation

Student Transfer Form

DRC Customer Service will transfer the student record within 48 business hours of submission of the transfer form.

Instructions

* Indicates required fields

Administration

(Select)

*

Student Moved FROM (Sending Site):

Student Moved TO (Receiving Site):

District

School

Completed Domains *

Listening

Reading

Speaking

Writing

Testing Mode

(Select)

*

Paper Test Book Tier (if applicable)

District

School

Remaining Domains *

Listening

Reading

Speaking

Writing

Testing Mode

(Select)

*

Last Name

First Name

Date of Birth

State Student ID

Grade

Sender's Phone number

Submit Request

Print

Clear

Accommodations in WIDA AMS

DRCINSIGHT

WIDA

STUDENT MANAGEMENT

Customer Service School

?

ST

Student Management

Academic Session: 2023 - 2024

Create Student

Update Accommodations

Transfer Students

Export Students

Filters

Reset

Testing Program *

ACCESS for ELLs

Name or State Student ID

Grade(s)

	Student Name ↑	State Student ID ↕	Date of Birth ↕	Grade ↕
☒	Sample Student	1111111111		04
☒	Sample Student	2222222222		05
☐	Sample Student	3333333333		04

<

>

1

of 1 page(s)

Items per page: 25

Total 3 items

Accommodations in WIDA AMS

Update Accommodations

Update Action

☒ Assign Accommodations

☐ Remove Accommodations

Search Accommodations

×

Q

1 Students selected.

Accommodations	ACCESS - Listening	ACCESS - Reading	ACCESS - Speaking	ACCESS - Writing
BR - Braille	☐	☐	N/A	☐
ES - Extended speaking test response time	N/A	N/A	☐	N/A
EM - Extended testing of a test domain over multiple days	☐	☐	☐	☐
IR - In-Person Human Reader	☐	N/A	☐	☐
RP - Repeat In-Person Human Reader	☐	N/A	☐	☐
SD - Student Directed Accommodations	☐	☐	☐	☐

Cancel

Update

Status Reports

DRCINSIGHT™ WIDA REPORT DELIVERY ▾

Report Delivery

On-Demand Reports

Online Testing Statistics

Screener Data Export

Status Reports

Test Results

Status Reports

Status Reports display various reports that track testing activity for a test administration and particular district and/or school.

* Indicates required fields

Administration

District

School

OK ACCESS for ELLs - 2022 * (All) (All)

Reports		
Title	Description	Action
Daily Cumulative Student Status Report	Displays all students in a test session, regardless of whether they have started the test session or not. Shows the test status for each student, including start and submit times, the ticket status, assigned accommodations and has a comment field.	
Daily Student Status Report	Displays each student that logs into a test. Shows the test start and submit times, test ticket status and has a comment field. This report does not contain any cumulative test activity for the student.	
Daily Excessive Logins Report	Displays information about students with unusual login activity. Shows the number of times the student logged in, as well the cumulative result of all attempted logins by the student.	
Daily State Summary of Test Times Report	Displays the duration in which students completed the test. This report shows district-wide data for each grade and content area.	
Weekly District Report	Displays the number of tests started and ended at a district level for each week of testing.	
Daily District Report of Testing Status by School	Displays the number of tests started and ended for a district and school, or a grade and subject level.	

Questions



Accessibility and Accommodations

Accommodations on ELP Assessments

- Intended only for students with disabilities as documented in an IEP or 504 Plan.
- Does the student use an accommodation in the classroom?
- Does the accommodation address the student's need?
- Is the accommodation appropriate for ELP testing?
- We do not want to provide an accommodation that the student does not use on a regular basis in the classroom.

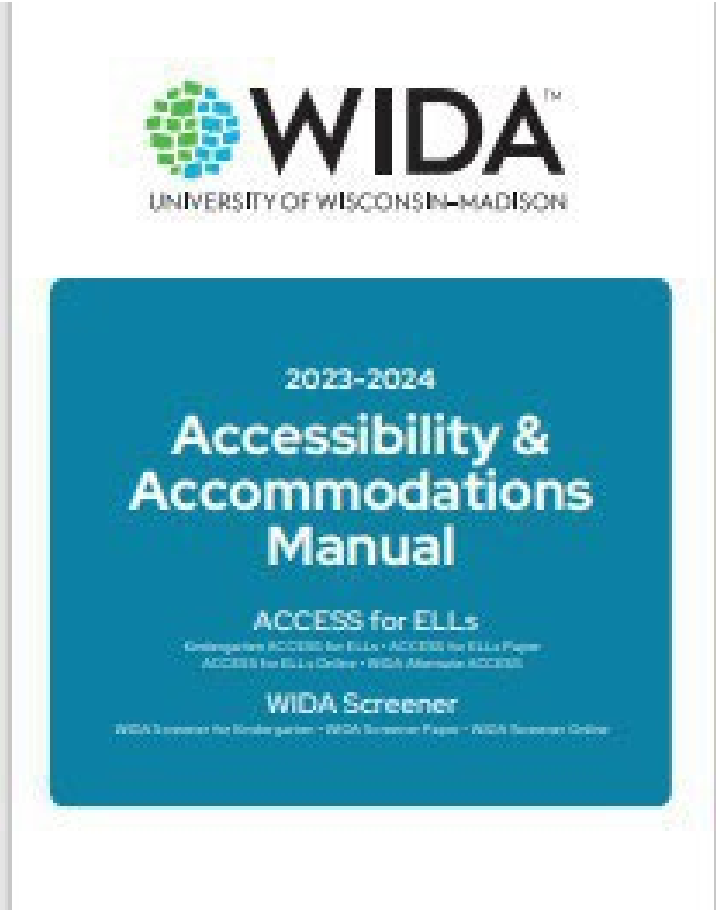
Alternate ACCESS, Braille, and Large Print Additional Materials Orders

- Alternate ACCESS, Braille, and Large Print accommodations are determined by the student's IEP/504 Plan team, and therefore the OELP needs to verify that the student is eligible to participate.
- If Alternate ACCESS, Braille, and Large Print needs to be ordered through an Additional Materials Order, the district will submit the **AMO** and create a **Student School Accommodation DVR** in **Accountability Reporting** on Single Sign On.
- In the DVR, the district will add a comment that an Additional Materials Order has been submitted for the requested assessment and upload the student's IEP/504 Plan highlighting the relevant assessment accommodations.

Alternate ACCESS, Braille, and Large Print Additional Materials Orders

- The OELP will review these DVRs prior to approving the Additional Materials Order.
- Please note that if these accommodations were noted correctly in EdPlan prior to the WIDA Pre-code in November, the materials will be automatically ordered, and an Additional Materials Order will not be required.

Accessibility & Accommodations Manual



Appropriate



Braille (BR)



Materials must be ordered

Unified English Braille (UEB) is available on tests for grades 1-5. Both UEB with Nemeth and UEB Technical (UEB Math/Science), are available on tests for grades 6-12. Specify UEB with Nemeth or UEB Technical, as well as contracted or uncontracted braille, when you order materials. Confirm students are proficient in the braille code selected prior to assigning this accommodation. WIDA recommends that the results of the braille assessment be used with caution since braille proficiency may confound the assessment of English language proficiency.



Accommodations that must be ordered

- ☒ Kindergarten ACCESS for ELLs
- ☒ ACCESS for ELLs Paper
- ☒ ACCESS for ELLs Online
- ☒ Alternate ACCESS for ELLs
- ☒ WIDA Screener for Kindergarten
- ☒ WIDA Screener Paper
- ☒ WIDA Screener Online

- ☒ Listening
- ☒ Reading
- ☒ Speaking
- ☒ Writing

Individual Student Checklist

Accommodations: ACCESS for ELLs Online



Completed by: _____

Date: _____

Student: _____

ID number: _____

District/School: _____

Grade: _____

Team Members: _____

Accommodations:

1. Extended Speaking test response time (ES). Pre-select in WIDA AMS.

Listening (not applicable)

Speaking ☐

Reading (not applicable)

Writing (not applicable)

2. Extended testing of a test domain over multiple days (EM). Provide written request and evidence of need to state education agency.

Listening ☐

Speaking ☐

Reading ☐

Writing ☐

3. In-person human reader (IR). Read item text, graphics labels, and answer choices exactly as they appear.

Listening ☐

Speaking ☐

Reading (not applicable)

Writing ☐

4. Repeat in-person human reader (RP). Read item text, graphics labels, and answer choices exactly as they appear and repeat once at student request.

Listening ☐

Speaking ☐

Reading (not applicable)

Writing ☐

5. Interpreter signs directions in ASL (SD). Sign administration instructions, test directions, and practice items. Do not sign scored items.

Listening ☐

Speaking ☐

Reading ☐

Writing ☐

6. Manual control of item audio (MC). Pre-select in WIDA AMS.

Listening ☐

Speaking ☐

Reading (not applicable)

Writing ☐

7. Repeat item audio (RA). Pre-select in WIDA AMS.

Listening ☐

Speaking ☐

Reading (not applicable)

Writing ☐

Deafness or Hard of Hearing

- Students who are deaf or hard of hearing, including those who primarily use American Sign Language (ASL) for communication, may participate in Reading and Writing tests with few or no accommodations.
- In-Person Human Reader accommodation might be appropriate during the Listening test for students who use speech reading as part of their communication system.
- Students who are deaf or hard of hearing are not required to take the paper format, but WIDA recommends it.

Blindness or Visual Impairment

- ELs with low vision can often participate fully in online testing using a large display and the magnification tool built into the test platform.
- If the IEP team determines the paper-format test is a better option for the student, assistive technologies such as a CCTV or document camera can enlarge the test content beyond the standard size booklet.
- Large print format is also available.
- Students proficient in Braille can participate in the Listening, Reading, and Writing test in Braille format.
- WIDA does not offer a Braille Speaking tests and does not recommend administering this language domain at this time.

Domain-Specific Testing Exemptions

- When all appropriate accommodations have been offered and the student's disability remains a barrier to assessing a particular language domain, the student may be exempted from that individual domain test.
- Please see the Domain Exemption Decision Tree on p. 25 in [WIDA's Accessibility & Accommodations Manual](#).

Domain-Specific Testing Exemptions

- If a student's IEP team has determined that the student cannot participate in a particular domain with all appropriate accommodations due to the student's special education needs, this must be approved by OSDE **prior** to the assessment.
- Please create a Student Assessment ELP DVR in Accountability Reporting, upload the IEP highlighting the domain exemption, and add the comment, "Please exempt student from _____ domain".
- LEAs should review the status of the DVR for approval or denial.
- If approved, the LEA should use the SPD code for the domain exemption.

Accommodations Not Allowed

- Bilingual word-to-word dictionaries
- A test administrator reading aloud any part of the Reading test
- Providing test items in a language other than English
- Allowing responses in a language other than English
- Translating **test items** into a language other than English
- Student responds to test questions in a language other than English

Attemptedness Criteria

Test and Domain	Minimum Attemptedness Criteria
Kindergarten ACCESS for ELLs: all domains	A student response is recorded for one scored item. Score reports reflect the scores marked in test booklets. No student responses are evaluated by DRC.
ACCESS for ELLs Paper: Listening and Reading	A student response is recorded for one scored item.
ACCESS for ELLs Paper: Speaking	One task has been scored on the score sheet.
ACCESS for ELLs Paper: Writing	A mark is made in the response space in the booklet.
ACCESS for ELLs Online: Listening and Reading	A student response is recorded for one scored item.
ACCESS for ELLs Online: Speaking	The Record button was clicked for one task.
ACCESS for ELLs Online: Writing (keyboarded)	A visible keystroke (not a space or a line return) was captured.
ACCESS for ELLs Online: Writing (handwritten)	A mark is made in the response space in the booklet.
WIDA Alternate ACCESS: all domains	A student response or non-response is recorded for one scored item. Score reports reflect the scores marked in test booklets. No student responses are evaluated by DRC.

Unique Circumstances

- Short-term barrier
- Broken Arm
- Recovering from illness or injury
- **ELP Assessment Unique Accommodation Request Form**

Emergency Medical Exemption Request

- A request for an Annual ELP Assessment Emergency Medical Exemption must be submitted through Accountability Reporting.
- Create a DVR under Student Assessment ELP.
- Medical documentation must be uploaded or the request will be denied.
- Requests are submitted during the WIDA ACCESS Window.
- Please send an email to paige.johnson@sde.ok.gov, so I can approve or deny the request and notify you.

Emergency Medical Exemption Request

- This status covers situations where an unforeseen medical emergency absolutely prevents the student from being available for testing during the state testing window. It requires a letter (submitted through AR on SSO) from the District Test Coordinator explaining the circumstances of the emergency, as well as required documentation of the cause for the exemption. Please refer to the Oklahoma Administrative Code (OAC 210:10-13-23): [OAC 210-10-13-23 Medical Exemptions](#)
- [Please email me at paige.johnson@sde.ok.gov](mailto:paige.johnson@sde.ok.gov) so that the request can be reviewed.

Questions



Test Environment & Security

Testing Irregularity Report

- To standardize the collection of Annual ELP testing irregularities, our office requires that districts report any assessment issues using the [Testing Irregularity Form](#).
- Submit if any of the following situations occur:
 - Technology outages or network errors
 - Unexpected interruptions (e.g., fire alarm, student sickness, etc.)
 - Issues that require a new testing ticket to be generated
 - Student was wrongly tested
 - Issues that require a new paper assessment
 - Instances of cheating
 - Student cellphone usage
 - Any other event that would call into question the validity of student, site, and/or district-level ELP assessment data

Tips For Avoiding Test Irregularities

- Ensure that a student participating in the Alternate ACCESS assessment has been removed from any automatically assigned test sessions.
- Prior to testing, ensure students have access to and are using eyeglasses, contacts, hearing aids, or any other assistive device they may need to perform their best on the ELP annual assessment.
- Ensure computers are configured correctly and that students can hear the sample Listening test items before they begin the scored items.
- Check all student demographic information, including their first, last, and middle names, on their test tickets and/or Pre-ID labels for paper-based testing.
- If the student is participating in ACCESS Online, check both their test tickets and the identifying demographic information listed on the screen after the student has logged in before they begin testing.

Test Security

- A key responsibility of all testing staff is to ensure students are actively monitored during testing and doing their own work. To help ensure this is the case, 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. Copied or plagiarized responses can result in a student's score being invalidated.
- **Have students leave personal devices, including headsets and earbuds, outside the testing room. The use of unapproved devices during testing or the submission of copied or plagiarized responses can result in student scores being invalidated.**

Questions



Materials Management

Receiving Materials

- All materials are shipped securely and must be signed for upon delivery.
- Save your boxes and the enclosed shipping labels.
- Use the boxes to return materials when you finish testing. If a box is damaged or if your used materials don't fit into the original boxes, use boxes of similar size.
- All materials in the suite of WIDA assessments are considered secure test materials.
- It is important to take the appropriate measures to maintain security and confidentiality of all test materials for both initial and annual assessments.
- Test materials should be in a secure and locked location.

Labeling Test Booklets

- **Pre-ID Label:** apply label to box marked A and bubble the the date of testing and begin testing
- **District School Label:** used if No Pre-ID label. Apply District/School label (yellow) to the box marked A and complete all demographic information
- **Do Not Process:** book will not be scored and will be put in warehouse. Label goes on box marked A

The image shows a WIDA ACCESS for ELLs Form 503 Test Booklet. The booklet is for Grades 6-8, Tier A. It includes a 'Do not duplicate or sell.' warning. A green arrow points to the 'DATE OF TESTING' section, which is marked with a green 'A'. A yellow label with the text 'DO NOT PROCESS' and a barcode is placed over the 'DATE OF TESTING' section. The label also includes the text '20XX-20XX WIDA ACCESS for ELLs' and 'DXXXXXXNOTSCORE'. The booklet has a large grid of bubbles for student information. At the bottom, there is a box for the ID number '596004-11825010019' and a box for the 'SERIAL#'.

Bubbling in Student Information

- No Pre ID-Label
- Front and back covers
- #2 pencil
- Affix a School/District Information Label
- Accommodations *must* be documented manually without the Pre-ID label.
- **Incorrect or missing student information on a test booklet can result in late or missing student scores!**

The image displays two WIDA ACCESS for ELLs test booklets. The top booklet is the front cover, labeled 'Grades 6-8 Tier A' and 'ACCESS for ELLs® Listening, Reading, and Writing Form 503 Test Booklet'. It includes a date of testing section, a barcode, and a large grid of bubbles for student information. The bottom booklet is the back cover, featuring a 'SCHOOL USE ONLY' section with fields for district and school names, native language, state name abbreviation, grade level, length of time in U.S. school, gender, and ethnicity. It also includes a 'RACIAL/ETHNIC GROUP' section with checkboxes for various groups, a 'STATE STUDENT ID NUMBER' section, and a 'DISTRICT STUDENT ID NUMBER' section. Both booklets have a 'Do not duplicate or sell.' warning at the top.

Marking Test Booklets

- Please see the [**WIDA's Test Administrator Manual**](#) p. 10-19 for instructions on marking test booklets.

Returning Materials

- All secure test materials must be returned by the deadline (**3/28/25**).
- Return grades 1-3 Writing Test Booklets as early as possible.
- LEAs do not have to wait until the end of the test window to return paper materials to DRC.
- If materials are returned late, you will not receive reports or data files during our reporting date.
- Late materials will not have a data validation window.
- Reports for late materials will not be issued until the Late Returns Report date after testing.
- Refer to pg. 26 of the District/School Test Coordinator Manual.

Materials to Return, Keep and Destroy

Return

- All test booklets (collected in plastic bags)
- All ACCESS for ELLs Paper Test Administrator Scripts
- ACCESS for ELLs Online Test Administrator Scripts for grade 1 and grades 2–3
- Listening and Speaking Test CDs
- All large print, braille, Kindergarten ACCESS for ELLs, and Alternate ACCESS test materials

Keep

- Packing List
- Security Checklist

Discard/Destroy

- District and School Test Coordinator Manual
- Test Administrator Manual
- Grades 4–12 Online Test Administrator Script
- School box range sheet
- Securely destroy unused booklet labels
- Any pre-id labels that were not used

Questions



Data Verification

Data Validation in WIDA AMS

- This window allows LEAs to review student ELP annual assessment information and provides the opportunity to correct any identified errors prior to final reporting.

4/9/25 - 5/6/25 Pre-Reporting Data Validation – LEAs in WIDA AMS

- WIDA AMS collects numerous pieces of student demographic information. The following points are considered to be critical information:
 - First Name
 - Last Name
 - State Student ID (State Testing Number - STN)*
 - District
 - School
 - Birthdate
 - Grade
 - Ethnicity
 - Race
 - IEP Status
 - 504 Plan

Areas for Review

- Demographics
- Accommodations
- Checking for Duplicates
- You can remove student from testing sessions, but you cannot delete them

Test Monitoring Application (TMA)

Test Monitoring Application (TMA)

- The TMA in WIDA AMS allows Test Monitors to monitor student testing activity throughout the duration of a test using a secure dashboard.
- You can reference Test Monitoring on page 82 of the [WIDA AMS User Guide](#) for more information.
- Use of the TMA is **optional**, and is set to “None” by default, so the district or school test coordinator must change the setting to “Required” for the test session to enable it. This is done in WIDA AMS under Test Management > Manage Test Sessions.

Questions



Contact Information

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serving and supporting
English learners and their
educators.*

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