

2022-2023 ELP Annual Assessments

Information and Reminders

January 9, 2023



OKLAHOMA
Education





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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

Testing Dates

12/14/22-3/24/23

WIDA AMS test setup available for test sessions

1/6/23

Districts receive test materials

1/6/23-3/17/23

Additional test materials ordering window in AMS

1/9/23-3/24/23

Test Window

3/31/23

Deadline for shipping completed test materials to DRC

4/17/23-5/5/23

Pre-reporting data validation - LEAs in AMS

5/23/23

Districts receive reports and data files - Online in WIDA AMS

6/8/23

Districts receive reports - Printed

Determining Who Should Be Annually Assessed

- Review the **Accountability Reporting** application.
- 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 tests 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 responsible only for administering an initial screening assessment.

EL Conflicts in Accountability Reporting Application

- 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 (if applicable) or order materials and assess the student adhering to the ten-day rule previously mentioned.

Misidentification Appeals

- If student is incorrectly generating an EL conflict, review the [EL Misidentification Appeals Process](#) guidance document and supporting webinar and contact our office for further guidance.
- 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 AMS

WIDA Secure Portal

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

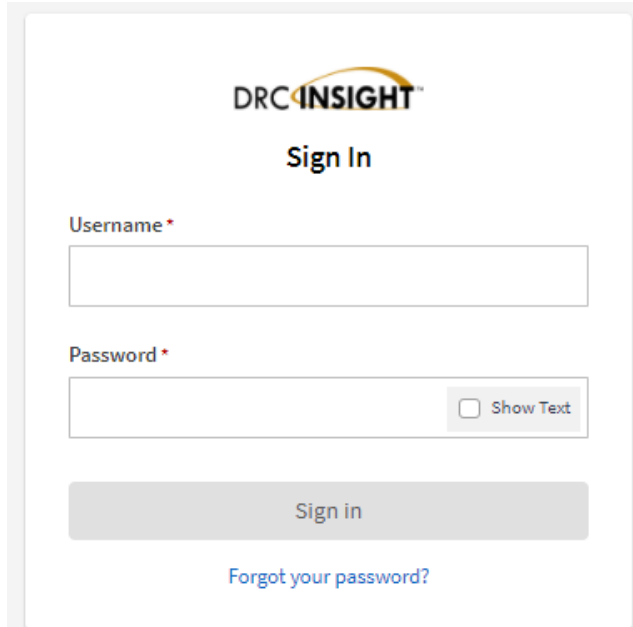
- Contains training for Test Coordinators and Test Administrators
- Offers state-specific guidance on state pages



WIDA AMS

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

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



Test Administrator Certification

- **New Testing Administrators:** must complete the applicable ELP annual assessment training course(s) prior to administering the assessments.
- **Returning Testing Administrators:** annual recertification is not required, provided it has **not** been a full academic year or more since the TA has administered an ELP assessment.
- OELP strongly recommends that test administrators refresh their knowledge with training resources available on the WIDA Secure Portal prior to administering **ANY** of the ELP assessments.

Training & Certifications

- 1) Complete the ELP annual assessment training modules on the WIDA Secure Portal.
- 2) Receive a passing score on the quiz.
- 3) Only certified staff may administer the ACCESS Online, K ACCESS, Paper ACCESS or Alternate ACCESS assessments.**
- 4) 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



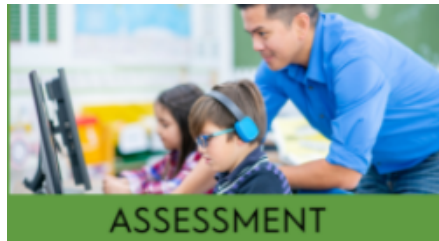
Kindergarten ACCESS for ELLs: Administration and Scoring

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



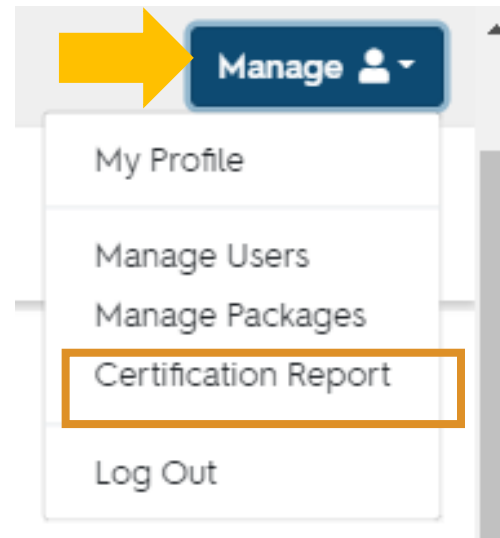
Paper ACCESS for ELLs: Administration

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 that is 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 (K ACCESS, ALT ACCESS, ACCESS Paper testing manuals).
- Districts will receive materials on **January 6, 2023**.

Additional Material Order (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 17, 2023**.
- Materials usually arrive 72 hours after they have been ordered.
- Additional guidance on placing AMOs can be found on [Tips for Placing Your Additional Materials Order](#) on WIDA AMS.

Additional Materials Order in WIDA AMS



Search Additional Materials

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 #

Search

(All)
_District-Level Additional Orders Only Site - WWW

ADA EC CTR - 105

ADA HS - 705

ADA JHS - 610

HAYES ES - 110

WASHINGTON ES - 125

Find Orders

Add Order

Export Orders

Questions



Student & Test Management in WIDA AMS

Student Management in WIDA AMS

- Students that are taking ACCESS Online that were coded EL during the WIDA Precode were automatically uploaded into WIDA AMS by our office.
- New enrolled EL students that take ACCESS online will need to be manually uploaded into WIDA AMS.
- Students that take K ACCESS and ALT ACCESS annual assessments do not need to be uploaded into WIDA AMS.

Editing Students Testing Sessions

Edit Student



















[Instructions](#)

*** Indicates required fields**

Last Name * First Name * Middle Initial State Student ID *

Student Detail | **Accommodations** | **Demographics** | **Do Not Score** | **Test Sessions**

Student Session Detail

District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
DRC Use Only - Sample District	DRC Use Only - EIS Sample School	Generic Grade 3	Listening Gr 23	Not Started			     
DRC Use Only - Sample District	DRC Use Only - EIS Sample School	Generic Grade 3	Reading Gr 23	Not Started			     
DRC Use Only - Sample District	DRC Use Only - EIS Sample School	Generic Grade 3	Speaking Gr 23	Not Started			     

3 Item(s) Displayed

Printing Test Tickets

Sessions **Status Summary**

Instructions

Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - EIS Sample School	6/1 EIS GR 23	Screener Gr 68	Not Started	5/31/2016	6/8/2016	
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - OTT Sample School	manually added 2	Screener Gr 45	Not Started	4/1/2016	12/31/2016	Edit/Print Ticket Status
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	WIDA Screener Test	Screener Gr 45	Not Started	4/1/2016	12/31/2016	
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	EIS Grade 6 Sample	Screener Gr 45	Not Started	4/1/2016	12/31/2016	
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	aaron's session	Screener Gr 45	Not Started	4/1/2016	12/31/2016	
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	session after forms pulled	Screener Gr 45	Not Started	4/1/2016	12/31/2016	
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	TestSession1	Screener Gr 23	Not Started	5/31/2016	6/8/2016	

Writing Tier Report

Click on the
Print Tier
Placement
Action Button

DRC INSIGHT™ WIDA TEST MANAGEMENT ▾

Sessions | Status Summary

[Instructions](#)

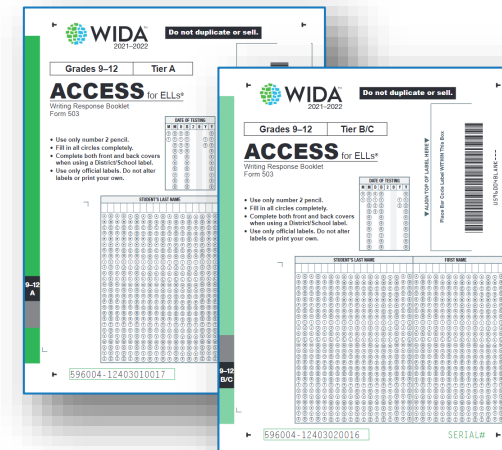
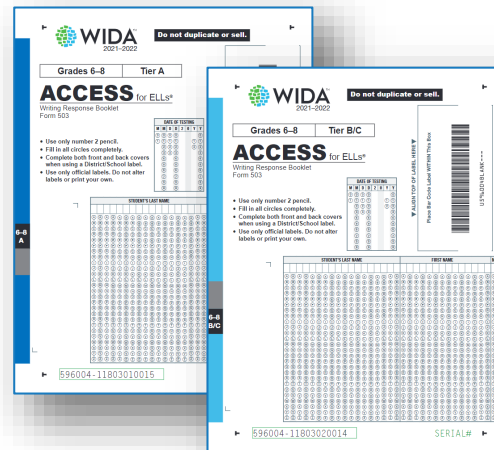
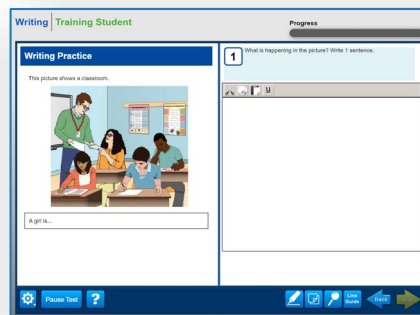
WS ACCESS for ELLs - 2021-2022 Tier Placement Report

Assessment: Speaking Gr 2-3
Test Session: Generic Grade 3

Student ID	Last Name	First Name	District	School	Date of Birth	Grade Cluster	Writing Tier	Speaking Tier
123456789	ALVAREZ	ROCIO	WIDA PL District	PL School 4	12/12/2012	03	B/C	B/C
234567890	DE LOS SANTOS	RIZZA	WIDA PL District	PL School 4	04/30/2013	03	A	A
345678901	GOMEZ	LUIS	WIDA PL District	PL School 4	10/08/2012	03	A	Pre-A
456789012	MARTINEZ	JUAN	WIDA PL District	PL School 4	02/17/2013	03	B/C	B/C
567890123	MIKHAILOV	MARYANA	WIDA PL District	PL School 4	05/21/2013	03	B/C	B/C
678901234	WONG	KEVIN	WIDA PL District	PL School 4	01/01/2013	03	B/C	B/C

Handwriting(HW) Sessions for 4th and 5th 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 90-92 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 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. 71-74 of the [WIDA AMS User Guide](#).

Student Transfer Form

DRC INSIGHT WIDA 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 <input type="text"/>	School <input type="text"/>	District <input type="text"/>	School <input type="text"/>
Completed Domains * <input type="checkbox"/> Listening <input type="checkbox"/> Reading <input type="checkbox"/> Speaking <input type="checkbox"/> Writing	Testing Mode (Select) * Paper Test Book Tier (if applicable) <input type="text"/>	Remaining Domains * <input type="checkbox"/> Listening <input type="checkbox"/> Reading <input type="checkbox"/> Speaking <input type="checkbox"/> Writing	Testing Mode (Select) * <input type="text"/>

Last Name * First Name * Date of Birth *

State Student ID * Grade *

Sender's Phone number *

Accommodations in WIDA AMS

Edit Student

[Instructions](#)

* Indicates required fields

Last Name * First Name * Middle Initial State Student ID *

Student Detail **Accommodations** Demographics Do Not Score Test Sessions

Accommodation	Listening	Speaking	Writing	Reading
Manual control of item audio (MC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Repeat item audio (RA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Extended speaking test response time (ES)		<input type="checkbox"/>		
Large Print (LP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Braille (BR)	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Interpreter signs test directions in ASL (SD)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Human reader for response options (HR)	<input type="checkbox"/>			
Human reader for repeat of response (RR)	<input type="checkbox"/>			

16 Item(s) Displayed

Save Cancel

Do Not Score Codes

Code	Do Not Score Circumstance
ABS	The student was absent and did not take a particular domain test.
INV	A particular domain test was invalid according to state or district policy. For example, this code might be used due to student illness or inappropriate testing practices. Consult your test coordinator before marking this code.
DEC	The student declined to take or complete a particular domain test. ACCESS for ELLs is a required annual assessment, and students cannot opt out. Use this code only after several unsuccessful attempts to engage the student in the assessment.
SPD	The student's IEP or 504 team has determined that the student should not participate in a particular domain test due to the student's special education needs. (If the decision is made after a student begins testing that the student should take Alternate ACCESS for ELLs instead of ACCESS for ELLs, work with your test coordinator to determine next steps before recording any Do Not Score information.)
Always indicate the affected domains when using a Do Not Score Code. L = Listening R = Reading W = Writing S = Speaking	

Do Not Score Tab

Edit Student

[+ Instructions](#)

* Indicates required fields

Last Name * First Name * Middle Initial State Student ID *

Student Detail | Accommodations | Demographics | **Do Not Score** | Test Sessions

	Listening Gr 6-8	Reading Gr 6-8	Speaking Gr 6-8	Writing Gr 6-8
Do Not Score	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Status Reports

DRC INSIGHT™ 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: OK ACCESS for ELLs - 202 ▾* District: (All) ▾ School: (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

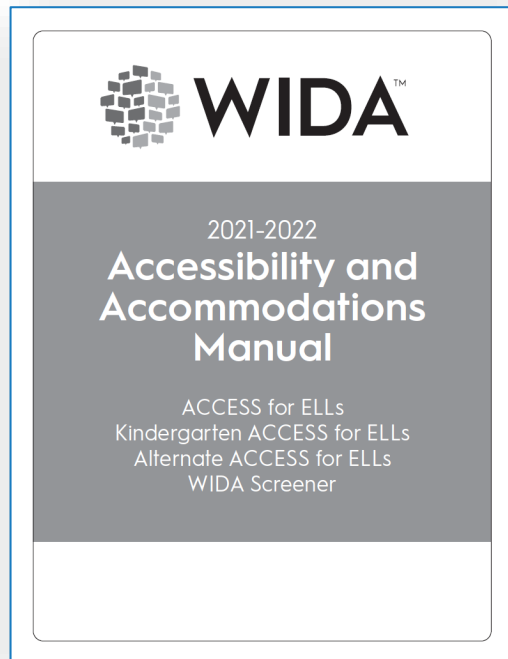


Accessibility and Accommodations

Accommodations on ELP Assessments

- Intended only for students with disabilities as documented in an IEP or 504.
- Does the student use an accommodation in the classroom?
- Does the accommodation address the student's need?
- Is the accommodation appropriate for ELP testing?

Accessibility & Accommodations Manual



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.

- 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



Accommodations that must be ordered

Individual Student Checklist


Accommodations: ACCESS for ELLs Online

Completed by: _____

Student: _____

District/School: _____

Team Members: _____



Date: _____

Student ID: _____

Grade: _____

Accommodation	Listening	Reading	Speaking	Writing
Braille (BR): <i>Not available for the online format.</i>				
Extended Speaking test response time (ES): <i>Pre-select in WIDA AMS.</i>				
Extended testing of a test domain over multiple days (EM): <i>Provide written request and evidence of need to state education agency.</i>				
In-Person Human Reader (IR): <i>Read item text, graphics labels, and answer choices exactly as they appear.</i>				
Repeat In-Person Human Reader (RP): <i>Read item text, graphics labels, and answer choices exactly as they appear and repeat once at student request.</i>				
Interpreter signs test directions in ASL (SD): <i>Sign administration instructions, test directions, and practice items. Do not sign scored items.</i>				
Large Print (LP): <i>Order materials in advance.</i>				
Manual control of item audio (MC): <i>Pre-select in WIDA AMS.</i>				
Repeat item audio (RA): <i>Pre-select in WIDA AMS.</i>				
Scribe (SR): <i>A trained adult records student responses during testing.</i>				
Student responds using a recording device, which is played back and transcribed by the student (RD): <i>Clear device after transcription.</i>				
Test may be administered in a non-school setting (NS): <i>Provide written request and evidence of need to state education agency.</i>				
Word processor or similar keyboarding device to respond to test items (WD): <i>Clear device after verbatim transcription.</i>				

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 accommodation.
- 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 test 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.
- Use the SPD Do No Score Code if student's IEP or 504 team has determined that the student should not participate in a particular domain test due to the student's special education needs.

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

Assessment	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	A student response is recorded for one scored item.
	Reading	A student response is recorded for one scored item.
	Speaking	One task has been scored on the score sheet
	Writing	A mark is made in the response space in the booklet
ACCESS for ELLs Online	Listening	A student response is recorded for one scored item.
	Reading	A student response is recorded for one scored item.
	Speaking	The Record button was clicked, and audio captured for one task.
	Writing	A visible keystroke (not a space or a line return) was captured. or a mark is made in the response space in the booklet.
Alternate ACCESS for ELLs	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](#)

Guidelines for NMAR Status

1. The LEA must constitute a student academic team consisting of the student's IEP team and appropriate EL instructional staff.
2. To classify the student as NMAR, the student's academic team must unanimously agree that the student meets all five of the NMAR criteria.
3. NMAR forms must be uploaded during the Data Verification Window on the Accountability Reporting Application.

Refer to pg. 53 in the [EL FAQ](#) for additional guidance.

Emergency Medical Exemption Request

- A request for an Annual ELP Assessment Emergency Medical Exemptions must be submitted through the Testing Status Application in Single Sign On.
- Medical documentation must be uploaded or the request will be denied.
- Request are submitted during the Annual ELP Assessment Window.



Testing Status Application

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 for ELLs 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.

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 date of testing and begin testing
- **District School Label** is used because of 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. At the top left is the WIDA logo with the text 'WIDA 2021-2022'. To the right of the logo is a black box with white text that says 'Do not duplicate or sell.' Below the logo, there are two boxes: 'Grades 6-8' and 'Tier A'. The main title is 'ACCESS for ELLs®' followed by 'Listening, Reading, and Writing Form 503 Test Booklet'. A green arrow points to the 'DATE OF TESTING' section, which has a grid of bubbles for the date. Below this is a list of instructions: 'Use only numbers', 'Fill in all circles completely.', 'Complete both front and back covers when using a District/School label.', and 'Use only official labels. Do not alter labels or print your own.' A yellow 'Do Not Process' label is placed over the 'DATE OF TESTING' section. The label has a barcode and the text 'DO NOT PROCESS' and 'DXXXXXXNOTSCORE'. Below the instructions is a section for 'STUDENT'S LAST NAME' with a grid of bubbles. At the bottom left, there is a box with the number '596004-11825010019' and the label 'SERIAL#'. At the bottom right, there is a box with the text '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 pages of the WIDA ACCESS for ELLs test booklet. The top page 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 barcode and a 'Do not duplicate or sell.' warning. The bottom page is the back cover, which contains a detailed student information form. This form includes fields for District Name, School Name, Native Language, State Name Abbreviation, Grade Level, Length of Time in LEVELL Program, Gender, IEP Status, Title I Status, Migrant, and SDA Plan. It also has sections for 'RACIAL/ETHNIC GROUP' (with sub-sections for Part 1 and Part 2), 'STATE STUDENT ID NUMBER', 'STATE DEFINED OPTIONAL DATA', 'DISTRICT STUDENT ID NUMBER', and 'DISTRICT DEFINED OPTIONAL DATA'. A 'SCHOOL USE ONLY' section contains 'LEP CLASSIFICATION' options and 'ACCOMMODATIONS' checkboxes. At the bottom, there is a 'SERIAL#' field and a note: 'Do Not Score This Section For This Student (See Test Administrator Manual for additional instructions)'. The student ID number '596004-11825010563' is visible at the bottom of the form.

Returning Materials

- All secure test materials must be returned by the deadline.
- 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. 24 of the District and 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 for ELs 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 EL annual assessment information and provides the opportunity to correct any identified errors prior to final reporting.
- 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

ELP Annual Assessments (WIDA) Timeline

Testing Dates

12/14/22-3/24/23	WIDA AMS test setup available for test sessions
1/6/23	Districts receive test materials
1/6/23-3/17/23	Additional test materials ordering window in AMS
1/9/23-3/24/23	Test Window
3/31/23	Deadline for shipping completed test materials to DRC
4/17/23-5/5/23	Pre-reporting data validation – LEAs in AMS
5/23/23	Districts receive reports and data files – Online in WIDA AMS
6/8/23	Districts receive reports – Printed

Areas for Review

- Demographics
- Accommodations
- Do Not Score Codes
- Checking for Duplicates
- You can remove student from testing sessions, but do not 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 “Configure a Test Session for Test Monitoring” on page 107 of the [WIDA AMS User Guide](#) for more information.
- You can also watch the recording of the [Welcome Back: What’s New in 2022? Q&A webinar](#) for an in-depth overview of the TMA.
- 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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Thank you for serving and supporting Oklahoma's English Learners!

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