

New from DRC in 2024-2025

- Assign multiple domain tests in Test Management>New Student
- Transfer Screener students to another school in your district
- Print test tickets for specific students from the Registration Details screen
- Waiting room feature in the Test Monitoring Application
- Watch the [WIDA AMS and DRC Technical Enhancements for 2024-2025](#) recorded webinar, located in the WIDA Secure Portal, to learn about these changes and more.

New from WIDA in 2024-2025

- [Accessibility and Accommodations Manual](#)

- Clarification about the use of electronic devices for medical purposes in the test environment (p. 4)
- Revised guidance on scribing related to the use of augmentative/alternative communication (AAC) devices (p. 24)
- Scribing requirements have been updated and include guidance for students using AAC. Requirements around spelling, punctuation and grammar removed (p. 29).

- [WIDA Screener: Blind/Visually Impaired and Deaf/Hard of Hearing Administration Guidance](#)

- Find this resource in the WIDA Secure Portal when filtering by Accessibility and Accommodations.

Participation Requirements

- Students in grades K–12 must take ACCESS for ELLs if they:
 - were reported as EL in the October 2024 SIMS and have not exited prior to January 6, 2025
 - enrolled and were identified as EL after October 2024 SIMS and on or before February 7, 2025
 - are a foreign exchange student coded as #11 under DOE013 “Reason for Enrollment” in SIMS and are identified as EL
- EL students should be considered for WIDA Alternate ACCESS if they:
 - Meet any of the above criteria **and** all the criteria found in the [“Participation Guidelines for WIDA Alternate ACCESS 2024-2025”](#)
- Students are not required to take ACCESS for ELLs if they are:
 - reported in October 2024 SIMS, but exited EL status before testing begins (i.e., before January 6, 2025). Such students should be marked non-EL in March SIMS.
 - Reported in SIMS as grade “SP”

Students are Tested Online with Few Exceptions

Schools are expected to administer online tests to virtually all EL students, including ELs with disabilities.

- Students in grades 1–3 will use a handwriting booklet for the Writing test
- Handwriting booklets are available for grades 4–12 Writing tests for students with disabilities or for first-year ELs* who are unable to take the computer-based test. Schools must order handwriting booklets for grades 4–12 during the additional test materials ordering window (January 2 – February 7, 2025) if needed.
- The **paper-based test** is available for:
 - ELs with disabilities whose IEP or 504 plan indicates paper-based testing
 - first-year ELs who are unable to take the computer-based test.
- Kindergarten, WIDA Alternate ACCESS, braille and large print tests are paper-based and not available as online tests.

*(first-year ELs = students who were first reported as EL *after* the March 2024 SIMS)

Domain Exemptions

**MUST BUBBLE or ENTER
"SPD" FOR EACH DOMAIN
NOT REQUIRED**

EL students not required to take one or more domains of ACCESS for ELLs are those who:

- meet criteria for the MCAS ELA read-aloud “special access” or text-to-speech accommodation (listed in their IEP/504 plan).
 - Reading is not required, but Listening, Speaking, and Writing are required (**SPD Reading**)
- are reported as “Sensory: Hard of Hearing or Deaf”
 - Listening and Speaking tests are not required if student is unable to listen and/or respond verbally to test items. Reading and Writing are required. (**SPD Listening and/or Speaking**)
- are reported as “Sensory: Vision Impairment or Blind”
 - Students taking the braille version of Listening, Reading and Writing are not required to take the Speaking test, due to complex graphics on that test. *Listening script included in the braille kit.* (**SPD Speaking**)
 - Students who do not read braille may use in-person human reader (*script must be ordered from DRC*) and scribe accommodations for Writing, but are not required to take Listening, Reading and Speaking. (**SPD Listening, Reading, Speaking**)
- are reported as nonverbal (or selectively mute) in the IEP
 - Students who do not use AAC device are not required to take the Speaking test if unable to respond verbally to test items. Listening, Reading, and Writing are required. (**SPD Speaking**)
 - Students who use AAC device will take all domains (the AAC is their voice).
- See page 6 of the [Massachusetts ACCESS for ELLs Administration Manual 2024-2025](#)

Preparing to Administer the ACCESS for ELLs Test

- Preparation before testing for ACCESS Test coordinators
- Training and certification for test administrators
- Pre-ID files, test setup, and ordering additional materials
- Student transfers
- Technology preparations

Preparation Before Testing for ACCESS Test Coordinators

- Review participation, preparation, and test administration requirements.
 - ACCESS for ELLs Online and Paper-Based Checklists ([WIDA MA State Page](#))
 - [Massachusetts ACCESS for ELLs Administration Manual 2024-2025](#) ****NEW****
- Review [WIDA AMS User Guide](#).
- Ensure test administrators are trained and certified prior to administering tests.
- Determine which students require accommodations, including paper tests.
 - Paper tests are allowed for ELs whose IEP or 504 plan indicates a need, and first-year ELs who are unable to take computer-based tests.
 - [WIDA Accessibility and Accommodations Manual 2024-2025](#)
- Determine whether additional materials need to be ordered (check overage first).
- Meet with Technology Director to ensure that systems and devices meet the requirements and are set up properly for computer-based ACCESS testing.

Training for ACCESS for ELLs


Test	Training Modules/Quizzes Needed for Certification	Resources
ACCESS for ELLs <u>Online</u> (Grades 1–12)	<u>Online ACCESS for ELLs: Administration</u>	<u>ACCESS for ELLs Online Checklist</u>
ACCESS for ELLs <u>Paper</u> (Grades 1–12)	<u>Paper ACCESS for ELLs: Administration</u> <u>Speaking Grades 1–5: Scoring</u> <u>Speaking Grades 6–12: Scoring</u>	<u>ACCESS for ELLs Paper Checklist</u>
Kindergarten ACCESS for ELLs	<u>Kindergarten ACCESS for ELLs: Administration and Scoring</u>	<u>ACCESS for ELLs Paper Checklist</u>
WIDA Alternate ACCESS	<u>Alternate ACCESS: Administration and Scoring</u>	<u>ACCESS for ELLs Paper Checklist</u> <u>Participation Guidelines for WIDA Alternate ACCESS</u> <u>Preparing for Alternate ACCESS Testing</u> <u>WIDA Alternate ACCESS Updates</u>

Test Administrator and Test Coordinator Certification

- Each educator must sign in to their **WIDA personal account** to access trainings.
- **Test Coordinators** and **Test Administrators** must complete the ACCESS online training session(s) and be **certified** for the tests they will administer.
 - Recertification is required every two years.
 - Those who were certified to administer ACCESS tests in 2023–2024 (last year) do not need to recertify; all others must take the trainings and pass the appropriate quiz(zes).

Accessing the Assessment Training Courses

Online trainings are found in the WIDA Secure Portal under Assessment Training.

1. Go to wida.wisc.edu and click the blue Login button .
2. Select **WIDA Secure Portal** from the drop-down to sign in to your personal account.
3. Click on the **Assessment Training** tile.
4. Select which training you want to take, then click the “**Course Details**” link for that training.
5. On the next page, click “**Enroll Now**”, then “**Confirm**”. You will be able to take the course as soon as you enroll, or you can go back to it later when you are ready.

Confirming Training Course Completion and Certification

To view your own certification reports:

- On the WIDA Secure Portal login page, select **“Manage”**, then **“My Profile”**. Your certifications can be found in the **“Certifications”** drop-down.

District Test Coordinators can view certification reports of staff in their district:

- On the WIDA Secure Portal login page, select **“Manage”**, then **“Certification Report.”**
- Then check **“Filter by Certification Date.”** Enter the dates you want to search (September 1, 2023–today, for example).
- Select a school (optional) and check **“Assessment Training.”**
- Click **“Submit.”**

The screenshot shows the WIDA Secure Portal interface. At the top right, there is a 'Manage' dropdown menu with a user icon. The menu items are: 'My Profile' (circled in red), 'Manage Users', 'Manage Packages', and 'Certification Report' (circled in red). Below the menu is the 'Certification Report' form. The form has a title 'Certification Report' and a 'Submit' button at the bottom. The form includes several filters and input fields: 'Filter By Enrollment Date' (unchecked), 'Filter By Certification Date' (checked and highlighted in yellow), 'Certification Begin Date*' (10/01/2020), 'Certification End Date' (11/08/2021), 'State/Territory/Agency (Account)' (Massachusetts Department of Elementary And Secondary Education), 'District' (empty), 'Package Assignments' (Assessment Training checked and highlighted in yellow, Self-Paced Professional Learning unchecked), and 'Courses' (empty).

DESE Ordered Materials for 2025

Materials were ordered by DESE using October SIMS, and 2024 test format and student accommodations.

- **Paper-based** tests and accommodated forms were ordered for:
 - Kindergarten ELs
 - ELs with IEPs who took paper-based tests last year.
 - Tier B/C was ordered if Tier A was taken last year.
 - If no tier was listed for last year, Tier A was ordered.
 - ELs who took WIDA Alternate ACCESS last year
 - ELs who took large print or braille last year
- **Online** tests were ordered for:
 - ELs without IEPs who took paper-based tests last year
 - All other ELs

Student “Pre-ID” File

DESE uploaded Pre-ID files for each school in WIDA AMS on November 22.

- A copy of the Pre-ID file is in the ACCESS_2025 folder in the DESE Security Portal DropBox.
- Students were placed into generic test registrations in WIDA AMS.
- Schools should update and revise test registrations as needed (i.e., add or remove students from registrations, update accommodations, edit test registrations) during Test Setup (November 27 – February 14, 2025). Test window closes on February 14.
- Changes must be made in AMS to take effect.
- Pre-ID labels were generated for students in the Pre-ID file and will be shipped to schools with paper test materials, on January 2.
- Labels that are **not** used should be securely destroyed.

Test Setup – Edit a Registration or Accommodations

Edit Registrations or Accommodations

- Log in to WIDA AMS/DRC Insight
- Click the **Manage Registrations** tile
- Filter by district and school from the **site selector** (upper right) click Save
- Select *ACCESS for ELLs – 2024-2025 Registration Window*
- A list of registrations will display on the **View Registration(s)** tab
- Further refine your search by using filter options on the left side
- Edit accommodations by selecting the **registration**. Then click the **ellipses** in the Action column next to the student name. Select Accommodations and check or uncheck accordingly. Save.

Manage Test Sessions / Registrations

DRC INSIGHT WIDA TEST MANAGEMENT

Select a Site ...

Registration Window: ...

New Student Create Registration View Registration(s) Registered Students

Showing all available results

Clear All Filters

State Student ID

Student Name

Domain

Select

Registration Name

Assessments

Please select a Site to see results

Accommodations

- BR - Braille
- EM - Extended testing of a test domain over multiple days
- IR - In-Person Human Reader
- RP - Repeat In-Person Human Reader
- SD - Interpreter signs test directions in ASL
- LP - Large Print

Print All Tickets


STUDENT NAME	ACTION	DOMAIN
[REDACTED]	⋮	Listening
[REDACTED]	⋮	Listening

MC, RA, WD

Additional Test Materials Ordering

- **Initial test materials order will arrive in schools on or about January 2, 2025.**
 - Verify that the number of materials and accommodated forms meets your needs.
 - An overage of paper materials is included in the initial shipment. Check the overage before placing an additional materials order.
- **Additional** test materials may be ordered between **January 2–February 7, 2025.**
 - Grades 4-12 Online Test Administrator Script – download from WIDA Secure Portal.
 - Human Reader Script (paper ACCESS) – call DRC at 855-787-9615.
 - UPS and DRC return shipping labels – order in Additional Materials tab in WIDA AMS.
 - District/School labels – email access@mass.gov (tests are not processed without labels).
 - If possible, place additional materials orders for each school into **one order**.
- Materials may not be transferred between test sites.

Student Transfers During Testing (within Massachusetts Only)

- To transfer student to a **different school in the same district**, see “Transferring Students” in the Online Help button  in WIDA AMS Student Management (“Manage Students” tile).
- To transfer student **to or from a different district in Massachusetts**, either the sending or receiving district submits a Student Transfer Form in WIDA AMS. See Knowledge Article “[How do I complete a Student Transfer Form for ACCESS testing?](#)”.
- See “[Instructions for Student Transfers During Testing](#)” on [DESE’s ACCESS for ELLs web page](#) for more information about transferring a student record.
- **Student records cannot be transferred to or from another state within WIDA AMS.**

Technology Requirements Resources

- DRC Insight Secure Application – Version 15 should be installed on every student testing device prior to testing.
 - Installers for the DRC INSIGHT Secure Application can be found in [WIDA AMS](#) under **My Applications > General Information > Technology Downloads**.
- In WIDA AMS under **My Applications > General Information > Documents**
 - Supported System Requirements for ACCESS for ELLs and Screener
 - DRC INSIGHT Technology User Guide
 - Site Technology Readiness Checklist for Deploying WIDA Online Assessments
 - ACCESS for ELLs Headset Specifications
 - Network Evaluation and Troubleshooting
- Email sent to Education Technology Directors on 11/4/2024: “2024–25 DRC Enhancements and Annual Technology Updates”
- Contact DRC Customer Support: wida@datarecognitioncorp.com or 855-787-9615 with questions.

WIDA Trainings for Technology Coordinators

Recorded and upcoming webinars are available in the [WIDA Secure Portal Webinars](#) tab:

- ACCESS Technology Installations Part 1
- ACCESS Technology Installations Part 2
- ACCESS Software Updates and Tech Readiness Checklist
- ACCESS Technology Troubleshooting
- ACCESS Technology Support and Online Preparedness

Technology Troubleshooting During Testing

If you receive a system error message, try the following before calling the Help Desk:

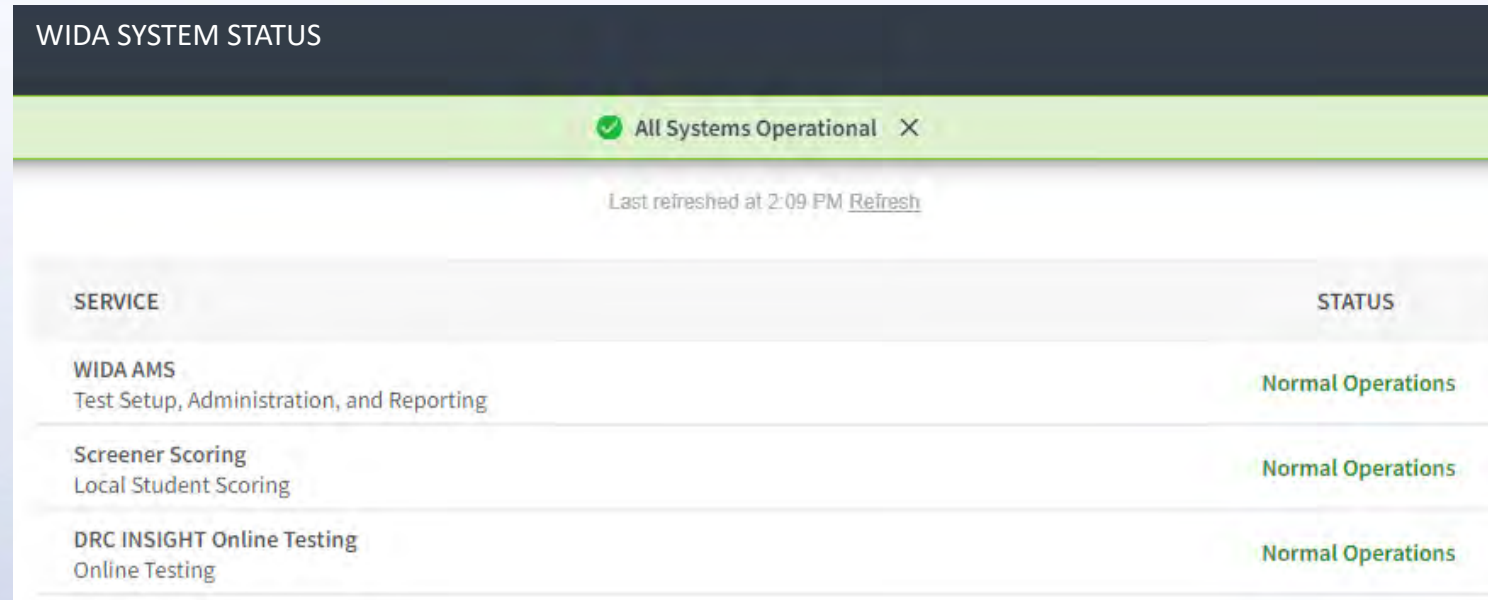
- Are multiple students experiencing the same issue?
 - Check the system status page for any system outage information.
 - Check with the technology support team from the site to see if there are any issues.
- If the issue is isolated to only a few students, try:
 - Rebooting the machine. Does the error still occur?
 - Moving the student to a different computer. Does the error still occur?
- See [Technology Troubleshooting and Issue Report Form](#) in **WIDA AMS > My Applications > General Information > Documents**
 - If problem is still not resolved, fill out page 2 of the “Technology Troubleshooting and Issue Report Form” and call DRC Customer Service (855-787-9615) with the information.

Reminders about Online Testing

- Make sure your systems are updated, you are running the latest version of the software, and your school has the bandwidth to test multiple students at once
- Listening test takes a lot of bandwidth.
- Some tips for avoiding computer crashes and delayed item presentation:
 - Stagger log-ins
 - Don't test too many students at the same time
 - Don't test too many students on the same day

WIDA System Status Page

- Displays the current status of the DRC Portal/WIDA AMS, DRC INSIGHT, and Screener Scoring.
- If you suspect a technical problem is due to a system outage, follow the link at <https://wida-status.drccdirect.com> to confirm whether all test systems are working as expected.



The screenshot shows the WIDA System Status page. At the top, there is a dark header with the text "WIDA SYSTEM STATUS". Below this is a green banner with a checkmark icon and the text "All Systems Operational" followed by a close button (X). Underneath the banner, it says "Last refreshed at 2:09 PM" with a "Refresh" link. The main content is a table with two columns: "SERVICE" and "STATUS".

SERVICE	STATUS
WIDA AMS Test Setup, Administration, and Reporting	Normal Operations
Screener Scoring Local Student Scoring	Normal Operations
DRC INSIGHT Online Testing Online Testing	Normal Operations