

Administering ACCESS for ELLs

- Test security
- Sample items, demos, and practice tests
- Speaking test
- Writing test
- Student testing tickets
- Test status and monitoring
- Paper-based test administration
- Materials return
- DESE Online forms

Test Security

- Paper tests
 - Test administrators may view test materials up to 24 hours prior to testing, with principal supervision and in a secure location.
 - Store test materials in a secure location when not in use.
 - Do not transfer materials between sites.
- Online tests
 - Seat students so they cannot see other computer screens (distance, barriers, staggered seating).
 - Collect test tickets after student logs in. Securely destroy test tickets after student finishes testing.
- Return secure materials to DRC by February 18. See page 18 of the [ACCESS for ELLs Paper Checklist 2024-2025](#) for more information.

Sample Items, Demos and Practice Tests

- Intended for students to use to become familiar with the test, and for test administrators to review what the test items look like and how they are presented
 - [ACCESS and WIDA Screener Sample Items and Test Demo](#)
 - [ACCESS and WIDA Screener Test Demos](#)
 - [WIDA Alternate ACCESS](#)
 - [Braille](#)
 - [Paper-based ACCESS for ELLs](#)
 - [ACCESS for ELLs Online](#)

Order of Test Administration

Online and Paper test formats:

- Give Listening test first, then Reading, then Writing and Speaking (in either order).

Online format:

- Students' performance on the Listening and Reading tests will determine their tier placement for Writing and Speaking.

Paper-based format:

- Listening and Reading tests are **group-administered**.
 - May administer both together in **one session or as separate sessions**.

Estimated Administration Times

Students work at their own pace – tests are untimed.

- Listening - Approximately 40 minutes
- Reading - Approximately 45 minutes
- Speaking - Approximately 35 minutes
- Writing* - Approximately 65 minutes

These are guidelines for scheduling purposes only and include actual testing time, not preparation or breaks.

*Writing times for Grade 1 Tier A will be approximately 35 minutes. Other writing tests will be approximately 45-65 minutes. Tier B/C tests generally take longer than Tier A tests.

About the Speaking Test

- Online speaking tasks are presented at three proficiency levels: Levels 1, 3, and 5.
 - Tier assignment is based on the results of Listening and Reading tests, which must be completed first.
 - Tier assignment is available almost immediately.
- The length of response time depends on the task, grade-level, and student's proficiency level.
- During scoring, students will not be penalized for running out of time and/or not completing a sentence or thought.
- Student responses should be **clearly delivered** and include **relevant word choices** focused on the question.

Preparing to Administer the Speaking Test

- Set up testing environment with enough space between students to minimize distractions and to allow for privacy when students are speaking.
- WIDA recommends testing up to 3 to 5 students per test administrator. Newcomers and students at lower proficiency levels may need individual testing.
- Test administrator should test new (or shy) students individually and encourage the students to “talk to you” while speaking clearly into the microphone.
- Scratch paper can be used but cannot contain full responses.
- Practice with students before testing using sample test questions
 - Have the student practice responding using progressively longer and more complex sentences.
- Watch the histogram to ensure their voice is being recorded loudly enough.
- Do not hit STOP until you are sure you have finished. **You cannot go back once you hit STOP.**

Sample Speaking Test Items and Scoring Tools

- [Sample items](#) provide opportunity to practice spoken language as they would on the Speaking test.
- [Interpretive Guide for Score Reports](#) provides information about how scores are reported.
- [WIDA Speaking Scoring Scale Grades 1–12](#) - used to score responses to ACCESS for ELLs and WIDA Screener test items.
- [WIDA Speaking Rubric Grades 1–12](#) - used to understand the scores students earn on ACCESS and WIDA Screener, analyze student performance in the classroom, and plan ways to scaffold language learning.

Online Writing Test: Delivery and Response

- Students in grades 4–12 will keyboard their Writing responses. Handwriting booklets should be ordered for students in grades 4–12 who:
 - have it written into their IEP, **or**
 - are first-year EL and unable to take the computer-based writing test
- If a different test format is needed by a student:
 - make changes in WIDA AMS (**before** printing testing tickets) **and**
 - order materials during the Additional Test Material Ordering window (Jan 2 – Feb 7)

Grade Levels and Tiers	Writing Test Format	Writing Response Mode
1–3 All Tiers	Online	Handwriting in a paper response booklet
4–12 All Tiers	Online	<ul style="list-style-type: none"> • Keyboarding is the <u>default</u>. • Handwriting is available as an <u>accommodation</u>, if listed in IEP; or if the student is a first-year EL and unable to take the computer-based test.

Writing Tiers for Online Test Administration

- A **Tier Placement Report** must be generated for students who will use a handwriting test booklet for the Writing test.
 - See the [How Do I Export a Tier Placement?](#) Knowledge Article in WIDA AMS.
 - Tier placement is automatically generated for keyboarded sessions.
- After Listening and Reading tests are completed, run the report to identify which tier booklet (A or B/C) the student should receive.
- **Grades 1–3 Writing tests use handwriting booklets.** Grades 1–3 Writing tests must be administered in separate test sessions by grade cluster and tier (e.g., Grade 1 Tier A, Grade 1 Tier B/C, Grades 2–3 Tier A, and Grades 2–3 Tier B/C).

Student Test Tickets

- Include student's name, date of birth, SASID, username, password, registration name and accommodations.
- Are printed by Test Coordinator or Test Administrator for students prior to taking the test.
- Are secure materials.
- **Students should verify that they have their own test ticket prior to logging in to the test.**
- Test tickets should be collected after the student logs in and securely destroyed after testing.

WS ACCESS for ELLs - 2024-2025 Online Test
Ticket Writing Gr 9-12

First Name: Vivian
Last Name: Young
Date of Birth: 06-20-2007

Registration Name: Generic Grade 11
State Student ID: 5422222245
Accommodation(s): MC

Username: vyoung1
Password: 850450

If "Writing HW", the student will write answers in a handwriting booklet. Grades 1–3 will not have test tickets for Writing as writing is completed in a paper student test booklet.

Accommodations are listed here. N/A = none selected. Select MC, RA, and ES **before** logging in.

Print Test Tickets

Test Management

Site criteria

View Registration(s)

Registration window

Filter criteria

Select checkbox(es)

The screenshot shows the 'View Registration(s)' page in the DRC INSIGHT WIDA TEST MANAGEMENT system. The page header includes 'DRC INSIGHT WIDA TEST MANAGEMENT' and 'Drc Use Only - Ott Sample School'. The navigation bar contains 'Registration Windows and Schedules', 'New Student', 'Create Registration', 'View Registration(s)', and 'Registered Students'. The 'View Registration(s)' tab is active. A 'Registration Window' dropdown is set to 'WT ACCESS fo...'. Below the navigation bar are buttons for 'Print All Tickets', 'Update Test Monitoring', and 'Export Details'. On the left, there is a 'Filter criteria' section with a 'Clear All Filters' button and input fields for 'State Student ID' and 'Student Name'. The main content is a table with columns: 'REGISTRATION NAME', 'ASSESSMENTS', 'DOMAIN', 'STATUS', 'PARTICIPANTS', and 'ASSESSMENT WINDOW'. The table contains four rows of registration data.

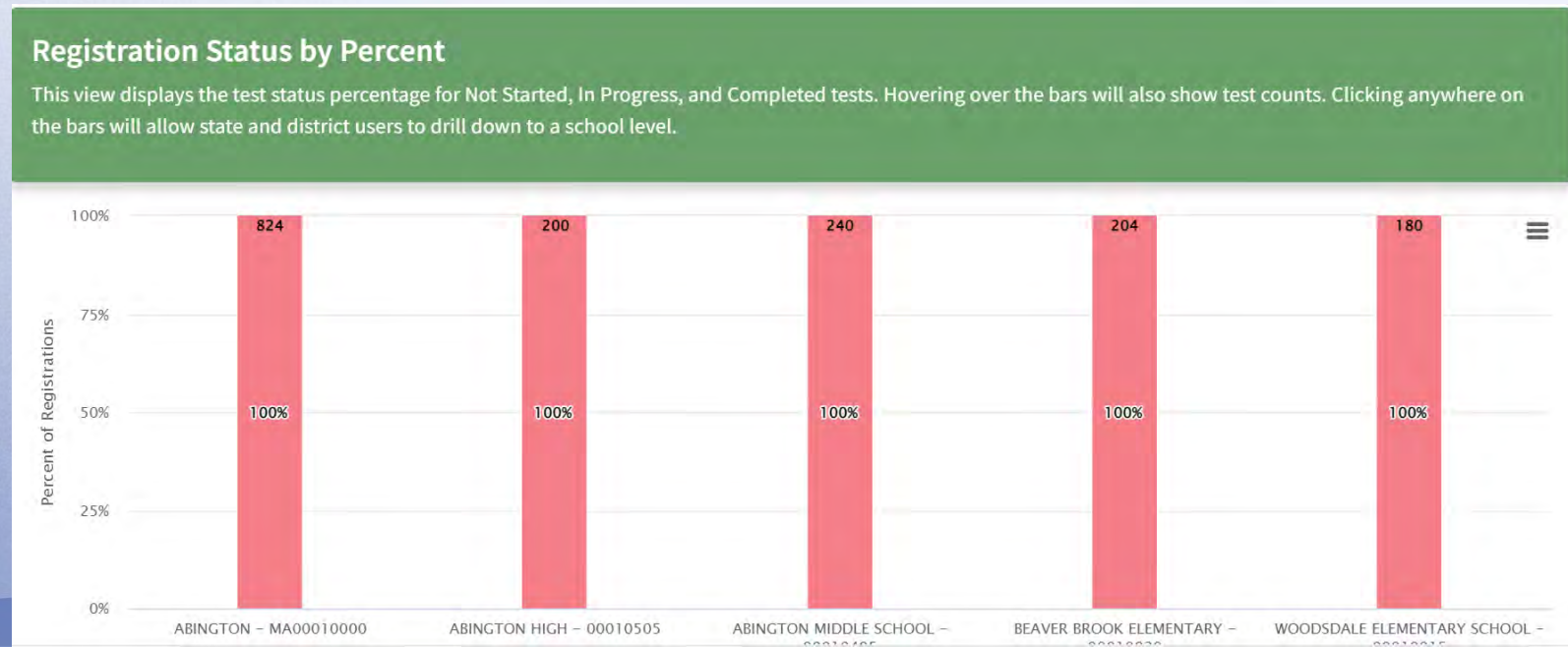
REGISTRATION NAME	ASSESSMENTS	DOMAIN	STATUS	PARTICIPANTS	ASSESSMENT WINDOW
<input checked="" type="checkbox"/> Generic Grade 1	Listening Gr 1	Listening	Completed	1	11-18-2023
<input checked="" type="checkbox"/> Generic Grade 1	Speaking Gr 1	Speaking	Not Started	1	11-18-2023
<input type="checkbox"/> Generic Grade 1	Reading Gr 1	Reading	Completed	1	11-18-2023
<input type="checkbox"/> Generic Grade 2	Listening Gr 2-3	Listening	Not Started	1	11-18-2023

- **My Applications > Test Management**
- Confirm or enter **site criteria** in upper right corner. Click **Save**.
- Confirm your **Registration Window** in the drop-down.
- Select **View Registration(s)**.
- Enter **filter criteria** (SASID, name, domain, etc.) Leave filters blank to print tickets for multiple registrations.
- Select the checkbox next to the registration(s) and click **Print All Tickets**.

See Knowledge Article "How do I print test ticket?..." for help.

WIDA AMS: Test Status Dashboard

- Test Status allows users to view daily and weekly online test status by school.
- Testing data shows number and percent Not Started, In Progress, and Complete and refreshed twice daily.



WIDA AMS: Student Status

- Student Status allows users to view individual online student test status.
- Shows start and end time, number of log-ins. Refreshes every 15 minutes.

Student Status

The Student Status report displays all students in a registration, regardless of whether they have started the test session or not. It shows the test status for each student, including start and submit times, the ticket status, assigned accommodations, and excessive logins.

Date of Birth	Test Status	Do Not Score	Accommodations	Time Span (minutes)	Test Started Date/Time	Test Ended Date/Time	Total Excessive Logins per Student/Domain
4/2018	Not Started						0
4/2018	Not Started						0

Optional Test Monitoring Application

- Must be activated in WIDA AMS by a Test Coordinator for a test registration; students are monitored by Test Administrator
- Students enter a monitoring code after logging in to the test
- Test Monitoring Dashboard shows:
 - whether students have signed in
 - which screen or question a student is working on out of total possible
 - progress toward completion of the test
 - whether student has submitted the test when finished (or just exited the test)
- Test Administrator can pause the test for one or all students
- See Knowledge Article: [What is Test Monitoring? How do I enable...](#)

Optional Test Monitoring Application


If Test Monitoring is activated for a Test Registration, it applies to all students in the Test Registration. Notify all Test Administrators if Test Monitoring is to be used.

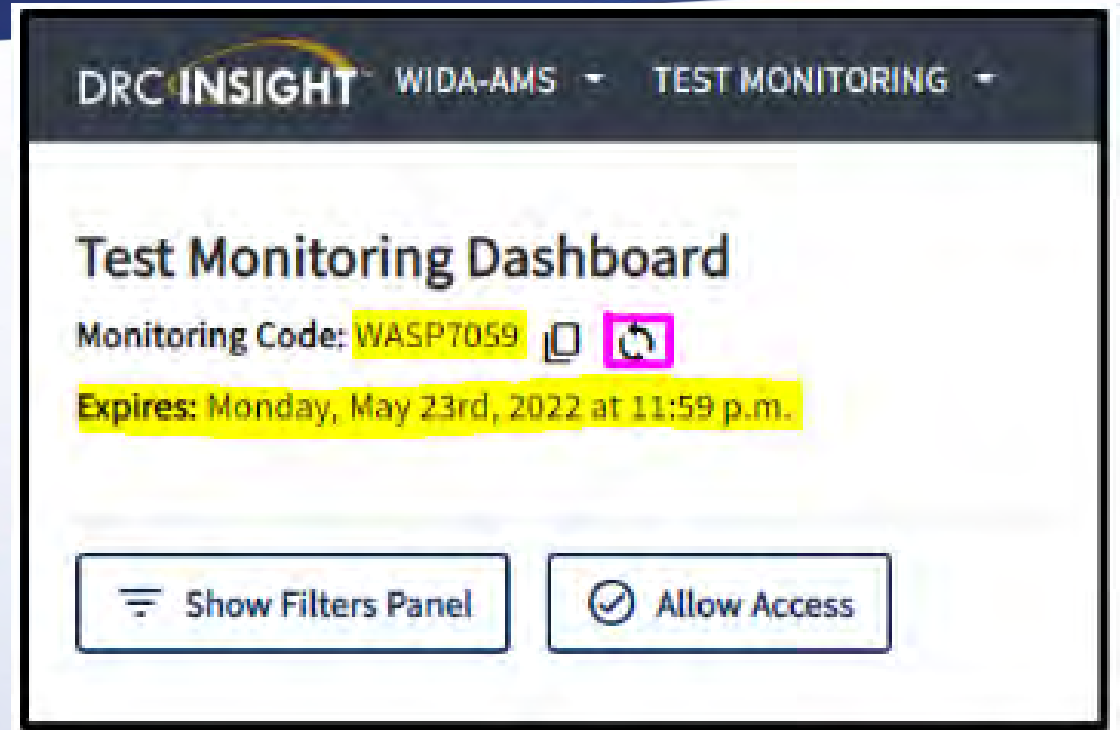
- **My Applications > Test Management**
- Confirm/enter **site criteria**. **Save**.
- Confirm/enter **Registration Window**.
- Select **View Registration(s)** tab.
- Enter search criteria for the registration needed.
- Select the checkbox for the registration to be Test Monitored.
- Then click **Update Test Monitoring**.
- From the **Test Monitoring window**, select None or Required from the drop-down.
- Click **Save**.

The screenshot displays the 'DRC INSIGHT WIDA TEST MANAGEMENT' interface. At the top, there is a navigation bar with 'DRC INSIGHT WIDA TEST MANAGEMENT' on the left and 'Drc Use Only - Ott Sample School' on the right. Below the navigation bar, there are tabs for 'Registration Windows and Schedules', 'New Student', 'Create Registration', 'View Registration(s)', and 'Registered Students'. The 'View Registration(s)' tab is active. A 'Registration Window' dropdown menu is set to 'WT ACCESS fo...'. Below the tabs, there are buttons for 'Print All Tickets', 'Update Test Monitoring', and 'Export Details'. The main content area shows a table of test registrations with columns for 'REGISTRATION NAME', 'ASSESSMENTS', 'DOMAIN', 'STATUS', 'PARTICIPANTS', and 'ASSESSMENT WINDOW'. The table contains four rows of data. A 'Test Monitoring' dialog box is open in the foreground, showing a dropdown menu with 'None' selected and 'Required' as an option. The dialog box also has a 'Test Monitoring' label and a 'None' label.

REGISTRATION NAME	ASSESSMENTS	DOMAIN	STATUS	PARTICIPANTS	ASSESSMENT WINDOW
<input checked="" type="checkbox"/> Generic Grade 1	Listening Gr 1	Listening	Completed	1	11-18-2023
<input checked="" type="checkbox"/> Generic Grade 1	Speaking Gr 1	Speaking	Not Started	1	11-18-2023
<input type="checkbox"/> Generic Grade 1			Completed	1	11-18-2023
<input type="checkbox"/> Generic Grade 1			Not Started	1	11-18-2023

Optional Test Monitoring Application

- To get a code, go to **My Applications > Test Monitoring**. Active codes are displayed along with the expiration date.
- To generate a new code, click the **Generate New Monitor Code** icon  and select an expiration date (up to five days out). Click **Generate**. Existing code will be removed from the dashboard. Students using the old code may continue testing but will not be visible in the dashboard.



The Test Monitoring Application does not replace the need to walk around the room and actively monitor students.

Test Security - Monitoring

- **Ensure that students do not have access to electronic devices such as cell phones, smart watches, tablets, ear buds, Bluetooth enabled devices, computers or other electronic devices other than the one they are testing on. Use of such devices during testing may result in an item or test invalidation.**
- Monitor use of scratch paper to ensure that complete responses are not written down to be placed into the Speaking or Writing test.
- Active monitoring includes moving around the room where the student is testing to ensure test items are secure and that students are engaged with the test and doing their own work.
- Students should not be tested in common areas such as hallways or offices where distractions may occur.
- Student use of cell phones for monitoring medical conditions is allowed with supervision (see p. 12 of the [Massachusetts ACCESS for ELLs Administration Manual](#)).

Paper-based ACCESS Tests: General Information

- **Grades and grade clusters:**
 - Grades K, 1, 2, 3, 4–5, 6–8, 9–12
 - Alternate K–2, 3–5, 6–8, 9–12
- **Listening and Speaking (Paper)**
 - Test Administrators will play pre-recorded prompts on a CD.
 - Listening and Speaking test audio are on the same CD.
- **Speaking (Paper)**
 - Speaking test is divided into **two tiers** (A and B/C).
 - Individually administered with pre-recorded prompts.
 - Test administrators will score student responses.
 - Must be trained and certified for the grade levels being administered
- Schedule **group-administered** tests by tier and grade cluster.
- Schedule **individual administrations** of Paper-based Speaking, Kindergarten, and Alternate ACCESS tests.

Paper-based ACCESS: Scheduling Considerations

- Determine number of test administrators needed for each test and test location, including providing accommodations.
- Schedule according to time estimated for each test.
- Plan make-up sessions in case of inclement weather.
- Domains must be completed in a single session, on a single day.

Paper-based ACCESS: Tier Selection

There are two tiers for each of the four domains:

- **Tier A** is appropriate for ELs who:
 - are first-year ELs without previous instruction in English
 - receive literacy instruction in their native language **ONLY**
 - have low levels of English literacy (**Level 1–low Level 3**)
- **Tier B/C** is appropriate for ELs who:
 - have social language proficiency and some, but not extensive, academic language proficiency in English
 - have acquired some literacy in English and may be approaching grade-level literacy
 - are at an English proficiency level of approximately **Level 3.5 or higher**.










Paper-based ACCESS: Materials

- Affix the correct label. **Note:** Booklets without a label will not be scored.
 - Pre-ID Label for each student (White)
 - District/School Label (Yellow)
 - “Do Not Process” Label (White with Orange Stripe)
- Complete demographic information in booklet
 - Do not cross out information on labels.
 - Consult the [Massachusetts ACCESS for ELLs Administration Manual 2024-2025](#) regarding which fields to complete.
 - Double-check demographic information before submitting test materials, including Do Not Score codes.
 - **Bubble in all circles completely using #2 pencil ONLY** (no pen or marker, no incomplete marks).
- Return test materials when most testing has been completed so DRC can begin scoring. Send remainder of materials after all students have tested (by February 18).
- Recommended: Use Security Checklist to track paper test booklets, using student name or SASID in one of the columns.

Important Bubbling Information

READING

If No Response or Incorrect on 3 CONSECUTIVE TASKS, stop the testing session.

Task	Key	Correct			Incorrect	No Response	Not Administered
		Cue A	Cue B	Cue C			
1	student "attends"		<input type="radio"/>	<input type="radio"/>	n/a	<input type="radio"/>	
2	ball		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3	can		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4	hat		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5	3		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
6	girl writing		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
7	ground		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
8	food		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
9	10		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Number 2 pencil ONLY
 Completely fill in the bubble
 Dark circles

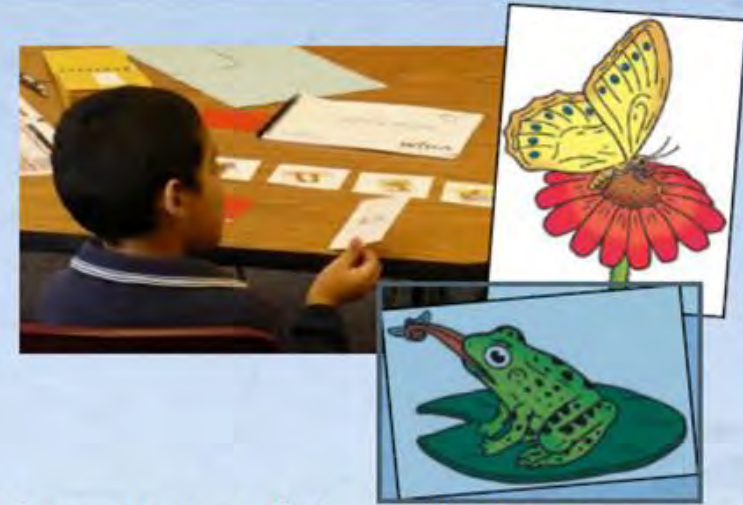
No light pencil
 No pen
 No marks other than complete fill

Incorrect bubbling can and does result in missing scores and tests

Kindergarten ACCESS for ELLs

- Individually administered
- Approximately 45 minutes per student
- Adaptive format
- Includes manipulatives
- All components scored by the Test Administrator during test administration
- May be administered in two sessions (A-C, and D-F)
- **Student and Administrator must use a #2 pencil. Bubbles must be dark and filled completely.**

- Manipulatives
 - Cards
 - Student Activity Board
- Thematic
 - Test questions center around two themes.
 - All four domains are tested in each theme
- Writing Experience
 - Interactive writing, where the student has an opportunity to produce whatever he/she is able



WIDA Alternate ACCESS

Participation Criteria:

- [Participation Guidelines for WIDA Alternate ACCESS 2024-2025](#)
- Must be listed in student's IEP; otherwise, give standard ACCESS test
- Accommodations must be in the IEP

About the test:

- Grade clusters: K–2, 3–5, 6–8, 9–12
- Accompanied by an Individual Characteristics Questionnaire
- Untimed, but takes about 20 minutes per domain
- Individual (1:1) test administration
- No tiers
- Font size is considered “large print”
- Scripted tasks read by Test Administrator, with repetition, cues, and task modeling
- All domains are scored by Test Administrator
- **Use a #2 pencil only (dark, complete bubbles)**

Resources

- [QuickStart Guide](#)
- [Preparing for Alternate ACCESS Testing](#)
- [WIDA Alternate ACCESS Updates](#)
- [Test Administrator Manual](#)
- [WIDA Accessibility and Accommodations Manual](#)

Materials Return: February 18, 2025

Return	Keep	Discard/Destroy
All test booklets (collected in plastic bags)	Packing List	District and School Test Coordinator Manual (this document)
All ACCESS Paper Test Administrator Scripts	Security Checklist	Test Administrator Manual
ACCESS Online Test Administrator Scripts for grade 1 and grades 2-3 (English versions)		Grades 4-12 Online Test Administrator Script
Listening and Speaking Test CDs		School box range sheet
All large print, braille, Kindergarten ACCESS, and Alternate ACCESS test materials		Unused booklet labels*

*Unused Pre-ID labels are secure test materials and should be securely destroyed

Scratch paper should be securely destroyed.

See [ACCESS for ELLs District and School Test Coordinator Manual](#), page 30.

Secure Material Tracking Report

- Tracks all ACCESS for ELLs materials with security bar codes sent to school
- Updated daily beginning January 2 until after last late returns have been processed by DRC
- Updates any student information associated with a student test or response booklet
- In WIDA AMS: **My applications>Reporting Services>Published Reports**. Apply filters then click “**Display Reports**”. Type Secure Materials Tracking Report in the Report Type secondary search field or check the box next to the report.
- If you track which materials are returned for which student using the Secure Materials Checklist that was provided in your initial shipment, you can verify receipt when the SMTR is available.
- Knowledge Article in WIDA AMS: [What is the Secure Material Tracking Report?...](#)
- The reports contain student information and are considered secure materials.

DESE Online Forms

Online forms are used to report an irregularity in testing and to make requests in the following situations.

- [Tier Override Request](#) (for students with disabilities testing online and SPD code in Listening or Reading)
 - [Test Regeneration Request](#)
 - [Request Permission to Test a Student in an Alternate Setting \(ACCESS for ELLs\)](#)
 - [ACCESS for ELLs Irregularity Reporting](#)
 - [Test Discrepancies — Request a Scoring Appeal or Test Booklet Search](#)
- Fill in the required information and any other information in the description that might help clarify the concern or request.
 - Multiple students can be included in a single ticket if the issues are the same for all students. Include all demographic information for all students affected (may upload an attachment).
 - Excel, Word, or .pdf files can be uploaded to most forms, if needed.

Testing Irregularities

Report any of the following to the Department as soon as possible:

- Use of cell phone or other unauthorized device during test administration.
- Use of English-language dictionary, bilingual dictionary, or thesaurus.
- Interruption during the test that does not permit the student to resume testing on the same day.
- Student took the test using another student's ticket. Report immediately and do not continue testing either student in any domain until DESE responds.
- Student took the test with incorrect accommodations or without accommodations listed in their IEP/504 plan.
- Student took the wrong test mode (i.e., paper or online).
- Other...if you are unsure, first call 781-338-3625

Accessibility and Accommodations

- Universal tools – accessibility for all
- Administrative considerations – principal's discretion for any
- Accommodations – students with disabilities only
- Do Not Score codes
- What's new

Universal Tools, Test Administration Considerations, and Accommodations

Universal tools

- Available to *all* students
- Embedded in online tests or provided by test administrator during testing

Test administration considerations

- Available to *all* students
- At the discretion of the principal (or designee)

Accommodations

- Available *only* to students with disabilities as indicated in the signed IEP or 504 Plan
- Available for grades K-12

See [***WIDA Accessibility and Accommodations Manual.***](#)

Universal Tools: Available to *All* Students

- Audio aids
- Color contrast/alternative background and font color (online)
- Color preference (online), colored plastic overlay (online, paper)
- Highlighter (online, paper), colored pencils, or crayons (paper)*
- Keyboard navigation (online)
- Line guide (online) or tracking tool (paper)
- Low-vision aids or magnification devices
- Notepad tool (online)
- Scratch paper (online, paper)

***responses must be with a number 2 pencil only**

Administrative Considerations: Available to Any Student

At the Principal's (or Designee's) discretion:

- Frequent or additional supervised breaks
- Test in short segments
- Extended testing time (a domain must be completed on the same day as started)
- Adaptive or specialized equipment or furniture
- Alternative microphone
- Familiar test administrator
- Individual, small group, or alternative test setting
- Specific seating
- Read test aloud to self
- Verbal praise for on-task or appropriate behavior
- Verbally redirect student's attention to the test (English or Native Language)
- Monitor placement of responses in the test booklet or onscreen

ACCESS Accommodations: ELs with Disabilities

- Manual control of item audio (MC)
- Repeat item audio (RA)
- Extended Speaking test response time (ES)

**Must be selected in WIDA AMS
before printing test tickets.**

- In-person human reader (IR)
- Repeat in-person human reader (RP)

**Script required for Paper ACCESS –
order from DRC Customer Service**

- Large print version of test (LP)
- Braille (BR) UEB – grades 1–5; UEB with Nemeth and UEB Math/Science – grades 1–6 Contracted or uncontracted.
- Scribe (SR)
- Word processor or similar keyboarding device used to respond to test items (WD)
- Student responds using a recording device, then played back and transcribed by student (RD)
- Test administered by school personnel in non-school (alternate) test setting (NS)
- Interpreter signs test directions in ASL (SD)

ACCESS and WIDA Alternate ACCESS Accommodations Policies

- Available in grades K–12.
- Must be listed in the student’s IEP or 504 plan.
- The following are **NOT allowed**:
 - **Reading aloud** test items on the Reading test.
 - **Translating** test items, passages, and/or responses into a language other than English (although directions may be translated if native language speaker is available)
 - **Signing** test items, passages, and/or responses (although directions may be signed)
 - Use of **bilingual word-to-word dictionaries**
 - **Responding** to test questions in a language **other than English**
- See the [**WIDA Accessibility and Accommodations Manual**](#) for a full list.

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: INV is only applied by the State 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 requirement. DEC is not used in MA; use ABS instead 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 instead of ACCESS for ELLs, work with your test coordinator to determine next steps before recording any Do Not Score information.) See pp. 4-5 of the MA ACCESS for ELLs Administration Manual 2024-2025
Always indicate the affected domains when using a Do Not Score Code. L = Listening R = Reading W = Writing S = Speaking	

- Do Not Score codes must be reviewed during the **Pre-Reporting Data Validation** process so results are not accidentally suppressed.
- Final opportunity to correct Do Not Score codes is during the **Post-reporting Data Validation** window.
- Codes must be corrected during the windows.

WIDA AMS: “Do Not Score” Codes

- In WIDA AMS, go to **All Applications > Test Management**
- Confirm or enter your site criteria. **Save.**
- Confirm or enter the **Registration Window.**
- Select the **Registered Students** tab and search for the student.
- Click the vertical ellipses in the Action column for the student test you need
- Select **Do Not Score**, then ABS or SPD as appropriate
- Click **Save**

DRC INSIGHT WIDA TEST MANAGEMENT

Registration Window: WT ACCESS fo... ▾

Registration Windows and Schedules New Student Create Registration View Registration(s) Registered Students

Sample 🔍

Search by student name or State Student ID

<input type="checkbox"/>	STUDENT NAME ↑	ACTION	STATE STUDENT ID ↓	ASSESSMENTS ↓	ASSESSMENT NAME ↓	ACCOMMODATIONS ↓	STATUS ↓
<input type="checkbox"/>	Sample, Student	⋮	123456789	Listening Gr 4-5	Listening		Processing
<input type="checkbox"/>	Sample, Student			Reading Gr 4-5	Reading		Processing
<input type="checkbox"/>	Sample, Student			Speaking Gr 4-5	Speaking		Processing

1 ▾ of 1 page(s)

Do Not Score

Do Not Score

Select ▾

- Absent (ABS)
- Invalidate (INV)
- Declined (DEC)
- Deferred Special Education/504 (SPD)

New for 2025

ACCESS for ELLs Online test administrator script to be used with students who need test directions translated - now available in 16 languages in the WIDA Secure Portal.

- [Scripts for grades 4-12](#) contain translated directions for all four domains.
- [Scripts for grades 1-3](#) contain translated directions for Listening, Reading and Speaking only.

Overall scores for students with disabilities who cannot take up to two domains of the test due to unavailable accommodations (SPD code entered)

- will be imputed for ACCESS and WIDA Alternate ACCESS again this year.
- DESE will use WIDA's method of imputing scores - just as accurate, less time consuming.
- [DESE ACCESS Score Imputations](#) (replaces Guide to Assigning Scores for Missing Domains...)

[Massachusetts ACCESS for ELLs Administration Manual 2024-2025](#)

- replaces **Principal's Pre-Administration Manual** and **Massachusetts State-Specific Directions**.
- [ACCESS for ELLs Online and Paper Checklists](#) now contain information previously found in the Massachusetts State-Specific Directions.

Resources and Support

- Upcoming webinars
- Available resources: Web pages, guides, manuals
- What's new for next year
- Contact information

Available Resources

Resource	Location Online
Massachusetts ACCESS for ELLs Administration Manual	DESE ACCESS web page
ACCESS for ELLs Online and Paper checklists	MA state page of the WIDA website
WIDA Accessibility and Accommodations Manual 2024–25	Accessibility and Accommodations Manual WIDA (wisc.edu)
Knowledge Article: “What is end incomplete? How do I end incomplete a test?”	WIDA AMS Knowledge Articles
<ul style="list-style-type: none"> • District and School Test Coordinator Manual • Test Administrator Manual • WIDA AMS User Guide • Technology Troubleshooting and Issue Report Form • Site Technology Readiness Checklist for Deploying WIDA Online Assessments • COS-SD Installation • Supported System Requirements for ACCESS for ELLs and Screener 	WIDA Secure Portal <ul style="list-style-type: none"> • Log in and select “Resources”

Upcoming webinars

From DESE – dates and registration links announced in [EL Assessment Updates](#)

- Office Hours
- Reporting and Benchmarks
- Data Validation

DESE webinar slides posted on the [MA state page of the WIDA website](#) under Manuals, Guides and Workshops

From WIDA and DRC

- Log in to the [WIDA Secure Portal](#) and check the Webinars tab for recorded and upcoming webinars from WIDA and DRC.

Coming in 2025-2026

- WIDA Alternate Screener
 - For students with the [most significant cognitive disabilities](#)
 - [WIDA Alternate Screener is Coming in 2025-26](#)
- ACCESS for ELLs Online, Paper, Kindergarten
 - [Revised ACCESS for ELLs is Coming in 2025-26](#)
 - [Redesigned Kindergarten ACCESS Is Coming in 2025-26](#)
 - Tests will be aligned to the [WIDA ELD Standards Framework, 2020 Edition](#)

Email and Phone Support

MA Department of Elementary and Secondary Education (DESE)

781-338-3625 or access@mass.gov

- Policies and program management
- Preparation for test administration

WIDA Help Desk

1-866-276-7735 or help@wida.us

- Personal accounts
- Standards
- Training materials and certification

DRC Help Desk

1-855-787-9615 or WIDA@datarecognitioncorp.com or **Live Chat Feature in WIDA AMS**

- WIDA AMS user accounts, session management, ordering additional materials
- Technology issues
- Test materials
- Reporting and results
- To access live chat, sign in to WIDA AMS, go to **My Applications > DRC Customer Service > Live Chat**

THANK YOU

The Office of Student Assessment Services



781-338-3625



access@mass.gov



www.doe.mass.edu/mcas/access



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