New Jersey WIDA ACCESS and WIDA Alternate ACCESS District Test Coordinator Training 2025-2026

Division of Teaching and Learning Services

Office of Assessments

nj.gov/education

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Presentation Purpose and Guidelines

- This presentation's purpose is to:
  - Assist local education agencies (LEAs) and approved private schools for students with disabilities (APSSDs), particularly District Test Coordinators (DTCs) and School Test Coordinators (STCs), in preparing for the upcoming WIDA ACCESS language proficiency (ELP) assessment administration.
  - Communicate basic information about the WIDA ACCESS assessments, including the roles, responsibilities, and requirements of all staff involved in WIDA ACCESS administration.

- Guidelines:
  - Please review this presentation and turnkey the information with all appropriate staff in your district and ensure that all required tasks are completed.
  - For the purposes of this presentation, ACCESS refers to WIDA ACCESS Online, WIDA ACCESS Paper, WIDA ACCESS for Kindergarten, and WIDA Alternate ACCESS unless specifically noted.

Note: The term multilingual learner is synonymous with "English learner" or "English language learner." Sources which are cited from the United States Department of Education may still reference the use of the term English learner or EL. The NJDOE recognizes that multilingual learners may enter New Jersey's schools with a level of proficiency in a world language other than English. The NJDOE will use "Multilingual Learner" and "ML," respectively, to shift to asset-based language and honor a student's primary language.

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WIDA ACCESS Assessments Information

Purpose of the WIDA ACCESS Assessment

- In accordance with the Every Student Succeeds Act (ESSA) and state statute, all LEAs and APSSDs in New Jersey must administer the WIDA ACCESS English language proficiency assessment to all multilingual learners (MLs) in grades K–12. This includes the WIDA Alternate ACCESS which must be administered to MLs with the most significant cognitive disabilities in grades K–12.

- Students identified as MLs must participate in the assessments even if parents/guardians have refused placement for the student into a language instruction educational program (LIEP).

- Results from the WIDA ACCESS test administration are used in the calculation of schools' and districts' performance on the Progress to English Language Proficiency (ELP) indicator for ESSA school accountability.

Purpose and Use of WIDA ACCESS Results

- WIDA ACCESS scores are also used for:

- Making decisions about whether students are ready to exit from multilingual learner status;

- Decision-making for student placement into appropriate classes or groups for instruction, instructional planning; and

- Monitoring the progress that students have made in English language proficiency.

Student Participation Guidelines

WIDA ACCESS	WIDA Alternate ACCESS
All students in grades K–12 currently identified as MLs in accordance with [New Jersey's ML identification process](#) and who are identified as MultilingualLearner "Y" in NJ SLEDS, including students whose parents refused program placement, must participate.	Students in grades K–12 who are identified as MLs with the most significant cognitive disabilities who meet the [New Jersey Dynamic Learning Maps (DLM) participation criteria](#) as reflected in their Individualized Education Programs (IEPs), including students whose parents refused program placement, must participate in the WIDA Alternate ACCESS assessment.

Note: If a new student enters and has been identified as a multilingual learner **two weeks or less** prior to the test window closing, they do not need to be tested. If you have any questions regarding this policy, please contact the NJDOE Office of Assessments at assessment@doe.nj.gov.

2025-2026 WIDA ACCESS and WIDA Alternate ACCESS Key Dates

Dates are subject to change at NJDOE discretion. Continue to review dates on the [NJ WIDA webpage](#) for the most updated information.

Task/Activity	Start Date	End Date
Test Materials Ordering Available in WIDA AMS	11/11/25	12/17/25
WIDA AMS Test Setup Available for Test Sessions	1/2/26	4/3/26
Districts Receive Test Materials	1/27/26	1/27/26
Test Window	2/2/26	3/27/26
Makeup Test Window	3/30/26	4/3/26
Additional Test Material Ordering Window in WIDA AMS	1/27/26	3/27/26
Deadline for Shipping Completed Test Materials to DRC (Postmark date)	4/7/26	4/7/26
Pre-Reporting Data Validation for Districts	5/1/26	5/13/26
Reports and Data Files Available - Online in WIDA AMS	6/18/26	6/18/26
Districts Receive Print Reports	7/7/26	7/7/26

WIDA ACCESS Roles and Responsibilities

WIDA ACCESS District Test Coordinator (DTC) Role and Responsibilities

The WIDA ACCESS District Test Coordinator:

- Is an administrator-level staff member such as a supervisor, principal, etc.; **this role cannot be assigned to teachers, support staff, non-professional staff, etc.**;

- Oversees and assists school test coordinators and test administrators in their roles including conducting annual training, answering questions, creating a district testing security plan, and monitoring all aspects of testing;

- Is the main point of contact for the NJDOE for all matters related to ACCESS, including for security breaches and state monitoring visits;

- Interacts with the District Technology Coordinator and School Test Coordinator(s) to ensure all tasks are completed;

- Completes all requirements and documentation for chain-of-custody of secure materials;

- Reviews WIDA ACCESS District and School Test Coordinator Manual and other required documents such as DRC emails; and

- Creates test administrator and other accounts in the WIDA Secure Portal and WIDA AMS.

Note: Questions about creating test administrator and other accounts should not be directed to NJDOE but to WIDA and DRC directly.

School Test Coordinator (STC) Role and Responsibilities

The WIDA ACCESS School Test Coordinator:

- Is an **administrator-level staff member** such as a supervisor, principal, etc.; **this role cannot be assigned to teachers, support staff, non-professional staff, etc.;**

- Schedules training for teachers and is the direct point of contact for teacher questions;

- Is the school point of contact for relevant test activities;

- Oversees the administration of the assessment at the school level;

- Interacts with District Test Coordinator and Technology Coordinator to ensure all tasks are completed and that the correct students are assessed;

- Utilizes the NJ WIDA website, reviews materials, and disseminates information to staff;

- Reviews the WIDA ACCESS District and School Test Coordinator Manual and other required documents;

- Completes all requirements and documentation for chain-of-custody of secure materials;

- Contacts WIDA and/or DRC help desk for technical support; and

- Relays all questions and information up to the DTC, who may reach out to the NJDOE for further information/clarification.

Technology Coordinator Role and Responsibilities

Technology Coordinators preparing districts/schools for the WIDA ACCESS administration should:

- Oversee computer and other technology device components to ensure district technology readiness and implementation (IT staff);

- Read the *COS-SD Technology User Guide* (found on the WIDA Secure Portal);

- Complete the Technology Readiness Checklist (found on the WIDA Secure Portal); and

- Work with the DTC/STC to ensure completion of all tasks.

Test Administrator Role and Responsibilities

Test administrators are the staff in the room throughout the entire assessment. A test administrator **must**:

- Sign the security agreement form after receiving turnkey training from the STC or DTC prior to testing;

- Set a positive tone for the test experience;

- Ensure the testing environment is quiet and free from distraction;

- Actively monitor testing to ensure students do their own work;

- Ensure students do not use any unauthorized electronic devices; and

- Assist test takers.

Proctors must sign the security agreement form after receiving turnkey training from the STC and DTC prior to testing. Proctors **may** monitor the students during testing and assist the test administrator. Proctors **may not** handle secure test materials.

District Communication

- DTCs must share information among staff and ensure that all WIDA ACCESS test administrators are annually trained and prepared for testing.

- DTCs and STCs must provide annual turnkey training to all staff involved in testing.

- Only the DTC and District Technology Coordinators should contact NJDOE Office of Assessments with questions in order to ensure that issues are relayed through the main point of contact to the NJDOE.
  - DTCs should communicate any questions to the NJDOE with complete information regarding the issue, and only after reviewing New Jersey and WIDA/DRC documents.

Required Accounts for WIDA ACCESS: WIDA Secure Portal

- [WIDA Secure Portal](#)

  - Use the WIDA Secure Portal to access test training manuals and resources, as well as Online Professional Learning modules.

  - New District Test Coordinators must contact the Office of Assessments at assessment@doe.nj.gov or (609) 376-3960 prior to contacting WIDA Client Services at help@wida.us or (866) 276-7735 to request an account.

  - DTCs are responsible for creating test administrator and other accounts in the WIDA Secure Portal; account creation questions should be directed to WIDA Client Services.

  - **Note**: District and School Test Coordinator roles in WIDA Secure Portal cannot be assigned to teachers, support staff, non-professional staff, etc. Please review the staff listed with these credentials in both portals and make edits, as necessary.

Required Accounts for WIDA ACCESS: WIDA AMS

- [WIDA Assessment Management System](#) (WIDA AMS)
  - WIDA AMS is managed by Data Recognition Corporation (DRC).
  - Use the WIDA AMS to order ACCESS materials, manage student and test information, access score reports, and find technology resources and testing software via WIDA AMS.
  - New District Test Coordinators must contact the Office of Assessments at assessment@doe.nj.gov or (609) 376-3960 prior to contacting DRC Customer Services at wida@datarecognitioncorp.com or (855) 787-9615 to request an account.
  - DTCs are responsible for creating test administrator and other accounts in the WIDA Secure Portal; account creation questions should be directed to DRC Customer Service.
  - **Note**: District and School Test Coordinator roles in WIDA AMS cannot be assigned to teachers, support staff, non-professional staff, etc. Please review the staff listed with these credentials in both portals and make edits, as necessary.

Student Data Responsibilities for WIDA ACCESS

Data Responsibilities for WIDA ACCESS

- Student data should be reviewed and verified for accuracy, starting with the NJ SLEDS SAR submission information, which NJDOE uses to populate the WIDA AMS system with initial student Pre-ID information.

- Districts must continuously update this information in the WIDA AMS if students move within and between districts.

- Districts must also maintain the accuracy of student data in the WIDA AMS before, during, and after administration of the ACCESS assessments.

- **Important:** The pre-reporting data validation period will be the **only** window in which LEAs and APSSDs can review and clean up ACCESS data, which will be used to generate individual score reports, and for accountability and state reporting purposes.
    - This is to ensure that reports from the administration are reflective of finalized data submitted by districts.
    - All data must be reviewed for accuracy during the pre-reporting data validation window to mitigate student reporting issues (e.g., missing overall score due to split records).

Student Data for WIDA ACCESS

To ensure accurate school accountability calculations, school districts must fill in all data fields in WIDA Assessment Management System (WIDA AMS) if missed during the New Jersey Statewide Longitudinal Education Data System (NJSLEDS) submission. Optional fields are mandatory in New Jersey. **Errors will impact data used for reporting and accountability purposes.**

Important: These fields must be correctly reported for student records populated from the State Assessment Registration Submission (SARS) in NJSLEDS as well as student records entered directly into WIDA AMS.

- **State Assessment Accountable District**:
  - This data field must be completed for all students in the 'District Defined Optional Data' field in WIDA AMS in the following format: 2-Digit County Code + 4-Digit District Code (Example: 01 + 0110 = 010110).

- **State Assessment Accountable School**:
  - This data field must be completed for all students in the 'State Defined Optional Data' field in WIDA AMS in the following format: 3-Digit School Code (Example: 010).

- **District Entry Date**:
  - This data field must be completed for all students in the 'Additional field to be used by state' field in AMS in the following format: YYYYMMDD.

Refer to the *New Jersey State Specific Directions* available on the [New Jersey WIDA webpage](#) under 2025-2026 New Jersey State Specific Resources for more information.

Removing Students from WIDA AMS

- Please note that students cannot be removed from the WIDA AMS after the information has been uploaded into the system.

  - Students are uploaded into the WIDA AMS from data provided by districts in the NJSLEDS data submissions or entered manually by districts for new students.

- For students listed in the WIDA AMS who no longer should be tested by the district, remove the students from test sessions and ensure the student's login information is not used.

  - These students will be removed from the system at the close of the testing window if Do Not Score codes have not been added and students have not logged in. The test coordinator will be able to verify that the student is not listed in the tested file for the district during the pre-reporting data validation period.

  - Please **do not** assign any Do Not Score Codes to these students in WIDA AMS or on paper-test booklets.

Pre-Reporting Data Validation Window

- A *pre-reporting* data validation window is available to school districts from **May 1, 2026, through May 13, 2026.**

- ACCESS District Test Coordinators **must** review their data in WIDA AMS during the pre-reporting data validation window to ensure all required fields are accurate and up to date and any necessary data corrections (e.g., combining split records) have been made. Each LEA and APPSD must ensure that all required fields have been corrected in WIDA AMS during this window.

- Districts **must** ensure that all [DRC procedures for data validation](#) are followed.

- **Important:** The pre-reporting data validation period will be the **only** window in which districts can review and clean up ACCESS data, which will be used for reporting and accountability purposes.
  - This is to ensure that reports from the administration are reflective of finalized data submitted by districts.
  - All data must be reviewed for accuracy during the pre-reporting data validation window; NJDOE will not make corrections to student data that should have been fixed during the data validation.
  - Each LEA and APSSD is responsible for correcting student data during the pre-reporting validation window to mitigate student reporting issues (e.g., missing overall score due to split records).

Fixing Spilt Score Records During Data Validation

- When matching test booklets back to students to create composite scores, DRC uses:

  - District

  - School

  - First Name

  - Last Name

  - SSID

  - Grade

- If one of those data points are missing or incorrect by one character, DRC cannot sync the booklet with the online testing records, and they will appear as two separate records (i.e., split scores).

- All data must be reviewed for accuracy during the pre-reporting data validation window; NJDOE will not make corrections to student data that should have been fixed during the data validation.

Test Coordinator Training

Test Coordinator Training Information

- All test coordinators (district and school) must review all manuals for ACCESS administration.

  - The manuals are available on the WIDA Secure Portal, which requires a login.

- Additionally, there are checklists for WIDA ACCESS Online and WIDA ACCESS Paper that highlight all tasks that need to be completed before, during, and after testing within a school or district.

- These checklists are customized for NJ and are available on the [NJ WIDA webpage](#).

- The state-specific clarification column contains guidance that the NJDOE expects all personnel to follow as districts prepare for and administer the test.

Test Coordinator Specific Tutorials

There are [Training Modules](#) available in the WIDA Secure Portal under the Assessment Training menu to guide the DTC and STCs through the various tasks required for ACCESS administration.

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WIDA ACCESS Materials Ordering

WIDA ACCESS Materials Ordering Windows

- District Test Coordinators can order materials for ACCESS testing at two times:
  - Initial Materials Ordering Window
  - Additional Materials Ordering Window
- Review window dates on the NJ WIDA webpage and in the DRC emails sent to district-level staff listed in the WIDA AMS.

Initial Materials Orders (1 of 2)

- Districts administering the ACCESS test must place a materials order in the WIDA AMS regardless of testing mode (online or paper).

- Pre-ID labels are ordered separately and will be included in the initial materials shipment regardless of materials ordered.

  - Pre-ID labels are generated from the NJ State Assessment Registration Submission (SARS) in NJSLEDS.

- All WIDA ACCESS test materials are ordered from DRC using WIDA AMS.

- Test Coordinators will need to follow the test materials ordering procedures outlined in the WIDA Assessment Management (WIDA AMS) User Guide located in WIDA AMS.

- WIDA AMS requires users to enter enrollments for each school rather than at the district level. Likewise, District/School labels are generated at the school level.

Initial Materials Orders (2 of 2)

- District users will enter student counts at each grade level as applicable. Districts need to enter counts at grades for which they have students testing.

  - An overage will be provided based upon the materials that are ordered during the ordering window. Please **do not increase material numbers** for the sake of having extras.

  - All students to be tested must be included in the student counts, even if they are only testing online and do not need paper materials. Counts for online testers should be entered into the Online Order Grid.

  - Counts for paper testers should be entered into the Paper Order Grid. Any paper tests needed **must** have tier information provided or no materials will be provided.

  - There are also grids for WIDA ACCESS for Kindergarten, WIDA ACCESS, WIDA Alternate ACCESS, and customized materials (large print and Braille).

Please Note: ACCESS Paper is only available for situations where a student is unable to test online, for example due to learning support needs outlined in an Individualized Education Plan (IEP) or 504 Plan.

Additional Materials Orders

- Additional materials should only be ordered for students not accounted for during the NJSLEDS SARS (i.e.; new students, transfers, etc.).

- Districts may request only **one** Additional Materials Order.
  - Before ordering additional testing materials, school districts should ensure all current inventories of overages have been exhausted across the school district and consolidate overage materials before placing any additional materials orders.

- District Test Coordinators must use the **District-level Additional Orders Only** site to place their Additional Material Orders.
  - Site-level orders placed **will not be approved** for shipment.

- Unusually high numbers of additional materials orders placed will be flagged for NJDOE staff for approval. and may not be approved for shipment. The District Test Coordinator may be required to provide additional information.

- Orders needed for additional materials must be completed in a timely manner as orders cannot be expedited for shipment.

Test Administrator Requirements and Training/Certification

Certification and Training through WIDA Secure Portal

- In order to get to the WIDA ACCESS and WIDA Screener training courses and quizzes for certification in the portal, please do the following:

  - From the WIDA Secure Portal home page, select **Assessment Training**. From there you can filter to find applicable training courses for a specific assessment or scroll to find the appropriate course. After clicking the **Learn More & Enroll Now**, select **Enroll Now** to access the training course.

- When attempting certification quizzes, users will see how many points they must score correct in order to achieve a passing score of 80%.

District Annual Training for Test Administrators

- District Test Coordinators must share New Jersey-specific information among staff and ensure that all ACCESS test administrators are annually trained and prepared for testing.

- District and School Test Coordinators must provide annual turnkey training to all staff involved in testing.
  - These annual trainings must be documented with sign in sheets.

- DTC/STC may choose to train all Test Administrators as one group by viewing the required training as a group or to assign a time during school hours for Test Administrators to separately view the required training and take the certification quizzes.

- All staff involved must pass all relevant (paper and/or online) ACCESS test administrator training quizzes on the WIDA Secure Portal every school year.

2025-2026 Test Administrator Requirements

To be an ACCESS test administrator, educators must meet the following requirements:

- Are certified New Jersey educators with a long-term district contract (per diem and short-term substitute teachers are not eligible to be test administrators;

- Are annually trained by their District Test Coordinator on ACCESS assessment administration, including test security, New Jersey-specific policies, and WIDA assessment resources (e.g., user and training manuals);

- Have passed relevant WIDA ACCESS test administration certification quizzes for the 2025-2026 school year; and,

- For WIDA Alternate ACCESS, test administrators must also routinely teach the students assigned the assessment.

Note — While the passing rate for certification quizzes remains 80% or higher, test administrators and test coordinators will not see references to a percentage at any point. When attempting certification quizzes in the portal, users will see how many points they must score correct in order to pass.

Test Administrator Certification Requirements

- Certification/recertification is required **every year** for all staff involved in the administration of ACCESS by completing the appropriate course trainings within WIDA Secure Portal and passing the appropriate quizzes for each test that the staff member will administer.

  - For example, staff involved in the administration of WIDA ACCESS Paper must complete and pass the training for WIDA ACCESS Paper: Administration. Please see next slide for a list of WIDA ACCESS assessments and corresponding certification quizzes.

  - This aligns with the test administrator certification requirements for all statewide assessment programs.

- DTC/STCs must maintain evidence that all staff involved in test administration have completed the required certification and/or recertification. Proof of certification can be:

  - Printed individually and submitted to the DTC/STC; or

  - DTCs may access proof of certification directly with the Certification Report tool in the WIDA Secure Portal. Proof of certification can be printed out and submitted to District and School Test Coordinators, or your District Test Coordinator may view proof of certification with the Certification Report tool.

  Note: Evidence may be requested by the state during monitoring visits.

Test Administrator Certification Quizzes

If you are administering...	Then you must take the following course quiz on the WIDA Secure Portal...
WIDA ACCESS	WIDA ACCESS Online Administration
WIDA ACCESS Paper: Listening, Reading, and Writing WIDA ACCESS Paper: Speaking	WIDA ACCESS Paper: Administration Speaking for Grades 1-5: Scoring WIDA ACCESS Paper Speaking for Grades 6-12: Scoring WIDA ACCESS Paper
WIDA ACCESS for Kindergarten	WIDA ACCESS for Kindergarten: Administration and Scoring
WIDA Alternate ACCESS	WIDA Alternate ACCESS: Administration and Scoring

Additional Administration Considerations for ACCESS

WIDA Paper ACCESS: Estimated Administration Times

- While there are suggested guidelines for timing for each test, WIDA ACCESS is not a timed test. Test Administrators have professional discretion to allow necessary time for each student to work productively.

- Students work at their own pace using the following guidelines:
  - Listening: Approximately 25–40 minutes.
  - Reading: Approximately 35–45 minutes.
  - Speaking: Approximately 15–35 minutes.
  - Writing: Approximately 35–65 minutes.

WIDA ACCESS Online: Estimated Administration Times

- **Order of Administration**: Students' performance on the Entry Tasks for the Listening and Reading tests will determine their placement for Writing and Speaking.

  - **Listening then Reading**: will be administered first. They may be administered together or separately.

  - **Writing and Speaking**: can be administered in either order, after the Listening and Reading tests.

WIDA ACCESS Online: Administration Considerations

- While there are suggested guidelines for timing for each test, WIDA ACCESS is not a timed test. Test Administrators have professional discretion to allow necessary time for each student to work productively.

- Students work at their own pace using the following guidelines:

  - Listening: Approximately 40 minutes.

  - Reading: Approximately 35 minutes.

  - Speaking: Approximately 30 minutes.

  - Writing: Approximately 45–60 minutes (Tier A) and 60–65 minutes (Tier B/C).

WIDA Online ACCESS: Additional Equipment

HEADSET	HEADPHONES
• **Must have a microphone**. • Can be used for all domains. • Necessary for the Speaking domain test to record all responses.	• Can be used for the Listening, Reading, and Writing domain tests. • Used to hear test items on the Listening and Writing domain tests. • Used to hear test directions and practice items.

WIDA Online ACCESS: Writing Domain Considerations

The different test delivery and response modes of the Writing test are designed to meet the needs of all learners:

Grade Level Cluster	Writing Test Format	Writing Response Mode
1–3	Paper	Handwriting in paper booklets
4–5	Online	Keyboarding is the default mode per New Jersey policy
6–12	Online	Keyboarding is the default mode, with the option to change to Handwriting for individual students

Test Assignment Considerations

- Districts are responsible for ensuring the administration of the correct grade-level and tier-level ACCESS assessment to eligible students.
  - All student data and testing materials should be checked prior to administration to ensure the correct test is given based on student grade-level/tier-level.

- DRC provides NJDOE with a list of students who were tested off grade-level, and NJDOE will follow up with District Test Coordinators to investigate why these students were not tested correctly.

- NJDOE may determine corrective action is needed at the district level based on the results of the investigation.

Tier Override Requests

- The WIDA Online ACCESS assessment is semi-adaptive, meaning the test platform tracks student progress in the Listening and Reading tests and presents test items based on students' previous performance.

    - When students finish the Listening and Reading tests, the test platform evaluates their performance to assign them to the appropriate tier of the Speaking and Writing tests.

- Therefore, the tier change process is intended to be used only in the rarest of circumstances, such as when a student with a documented disability is unable to complete a component of the assessment.

    - An example would be when a student with a hearing impairment is unable to complete the listening component of the assessment and requires their tier placement be determined manually so they may continue with the other components of the assessment in an appropriate tier.

- If your student(s) fall under this circumstance, contact the NJDOE Office of Assessments.

    - The Office of Assessments will request additional information regarding the request for a tier override which will be reviewed internally to determine if an override is justified.

Test Security

Test Security (1 of 2)

- Security is a district-wide responsibility.

- Absolutely no reproduction or transmittal by any means of test items, passages, prompts, or other secure items or materials is permitted.

- Security breaches may have financial consequences for the district.

- Inform all district and school personnel of security procedures prior to test administration.

- Districts must have a testing security plan in place.

Test Security (2 of 2)

- Test security, including submitting accurate and authentic student responses, maintaining confidentiality of the test materials, following ACCESS procedures, and properly implementing all NJDOE Office of Assessments policies, are the responsibility of all school and district staff.

- All staff must fulfill their roles and responsibilities, including participating in training and reviewing all applicable test materials, in order to correctly and accurately conduct ACCESS testing.

- Failure to review and or implement the training requirements does not alleviate one the responsibility of maintaining all requirements.

- Improper test administrations can result in professional and financial consequences for school and district staff.

Test Security — Staff

- Anyone that does not have an authorized role in the ACCESS administration may not have access to any secure test materials, may not observe testing, and may not substitute for any test administrator.

- Even those who have authorized roles have restrictions on secure material access, including primary and additional test administrators, proctors, DTCs, STCs, Technology Coordinators (including any supporting technology personnel), Authorized Observers, and support staff needed for safety, behavioral, or medical needs of students.

Required Signatures on NJ ACCESS Test Security Agreements

- All staff members involved with ACCESS to any degree must sign a WIDA ACCESS Test Security Agreement and give it to the District/School Test Coordinator. This includes primary and additional test administrators, proctors, DTCs, STCs, Technology Coordinators (including any supporting technology personnel), Authorized Observers, and support staff needed for safety, behavioral, or medical needs of students.

- Failure to sign an agreement does not prevent the implementation of professional and/or financial consequences in the event of a test breach.

- NJDOE staff may request the signed WIDA ACCESS Test Security Agreement from the DTC/STC during monitoring visits.

- Test security agreements are posted on the NJ WIDA webpage. Everyone must sign their applicable agreement as soon as it is distributed in district, but no later than **January 30, 2026**.

Materials Management

Materials Receipt and Return Chain-of-Custody Form

- Each School Test Coordinator is required to complete applicable information regarding the receipt of secure test materials from the District Test Coordinator, maintaining materials security, and packaging the return of materials back to the DTC on this form.
  - This form may be duplicated for use by individual schools and maintained as an electronic file, but the content of this form may **not** be altered.
  - This form must be retained in district for 3 years.
- The form is available on NJ WIDA Webpage.

Daily Testing Chain-of-Custody Form

- Each School Test Coordinator and Test Administrator must complete this form each day in which testing takes place, and materials are moved between the secure storage area and classrooms.

  - This form may be duplicated for use by grade level and/or maintained as an electronic file, but the content of this form may not be altered.

  - This form must be retained in district for 3 years.

- The form is available on [NJ WIDA Webpage](#).

Storage of Secure Test Materials (1 of 2)

All testing materials must be stored in a **secure locked area**.

- The School Test Coordinator (STC) will distribute test materials to Test Administrators (TAs) and collect the materials at the end of each test administration day.

- STC will document the distribution and return of test materials to the TA each test administration day.

- STC will keep track of **all** secure testing materials though a Daily Chain-of-Custody Form, which includes:

    - Student Response Booklets by grade;

    - All Paper Test Administrator Scripts;

    - Online Grades 1 and 2–3 Test Administrator Scripts;

    - Speaking Test Booklets;

    - Listening and Speaking Tests CDs;

    - All used and unused large print and Braille test materials;

    - WIDA Alternate ACCESS Listening/Reading/Speaking Test Booklets; and

    - Kindergarten ACCESS ancillary materials.

Storage of Secure Test Materials (2 of 2)

All testing materials must be stored in a **secure locked area**.

- STC will distribute test materials to the TA approximately 15 minutes prior to testing.

- TA must return test materials to the STC within 15 minutes after testing ends.

- The STC must securely destroy the following test materials immediately after all testing is complete:

  - Any unused labels;

  - District and Test Coordinator Manuals;

  - Test Administrator Manual;

  - School box range sheet; and

  - Online Grades 4–12 Test Administrator Scripts.

- If any secure test materials have been shredded, the STC must notify the DTC, who should document the action on WIDA AMS on the Materials Accountability Form.

Missing Test Materials

- If at any time it is discovered that test materials are missing, the following procedures must be followed:

  - STCs must notify the DTC immediately, and testing should be halted.

    - STCs must also notify the building principal.

    - Schools must investigate any report of missing materials. If, after a thorough investigation, a secure document is not found, the school assessment coordinator must inform the district test coordinator.

- DTCs must notify the NJDOE Office of Assessments immediately and complete a Security Breach report with all pertinent information.

  - DTCs must also notify their County Education Specialist and district personnel (i.e., Chief School Administrator, Assistant Superintendent, etc.).

  - The DTC must complete the Materials Accountability Form in WIDA AMS (My Applications > Materials > Accountability Form).

  - Information regarding Security Breaches and required forms are in another section of this presentation.

Materials Return

Preparing Test Materials for Return to DRC (1 of 2)

- **Important –** Any booklet that contains student response information must have either a Pre-ID Label or a District/School Label with bubbled student information completed using a number 2 pencil.

- Failure to affix a label to a booklet with student test information will result in booklets being processed as unused and no score will be assigned.

- Remove staples, paper clips, and sticky notes from test booklets and securely destroy scratch paper. Any student responses written on scratch paper must be transcribed into an appropriately labeled student response booklet.

- Detailed information regarding preparing test materials for return can be found in the District and School Test Coordinator Manual and the Test Administrator Manual, accessed via WIDA Secure Portal.

- The Returning Materials guide serves as a quick reference regarding how to prepare boxes for return and where to affix DRC return shipping labels and UPS labels A concise table listing which materials to return, keep, or securely destroy can be found in the District and School Test Coordinator Manual.

Preparing Test Materials for Return to DRC (2 of 2)

Large print and Braille test booklets

Verify that student responses have been transcribed into a standard test booklet. Affix a student Pre-ID Label or District/School Label to the standard test booklet and verify that student demographic information has been bubbled with a number 2 pencil if a District/School Label was used. Large print test booklets may be folded and shipped with other materials in a standard sized box. Review guidance in the District and School Test Coordinator Manual and the Test Administrator Manual available within WIDA Secure Portal.

WIDA Alternate ACCESS materials that were physically modified to fit the needs of the student

Place all pieces of the test materials together in a large envelope labeled with the student's name. Cut out the bar code from the back cover of the student response booklet and securely affix it to the outside of the envelope. The bar code is critical in ensuring the booklet is accounted for. Review guidance in the District and School Test Coordinator Manual.

Common Errors and Unique Situations when Preparing Materials for Return (1 of 3)

Issue	Solution
No student label on booklet	Booklets without labels will not be processed. If the booklet contains student responses, place a District/School Label on the front of the student test booklet and bubble in student demographic information using a number 2 pencil. Blank, unused booklets should be returned without a label affixed.
Modified or misplaced labels	Only booklets with DRC labels appropriately affixed will be processed. Do not write on or edit labels. If a booklet containing student responses has a label that has been modified or edited, place a District/School Label over it and complete the student demographic information on the booklet using a number 2 pencil. If a booklet that should not be scored has a Pre-ID or District/School label on it, place a Do Not Process label over the incorrect label.
Demographic information not bubbled	Booklets with a Pre-ID Label affixed do not need to be bubbled. If the Pre-ID Label is incorrect, changes to student demographic information should be made in WIDA AMS. If the booklet has a District/School Label affixed, the demographic information should be bubbled on the front and back of the test booklet using a number 2 pencil. You must fill in this information accurately; errors may result in incorrect, late, or missing scores for the affected students.
Damaged booklet	Transcribe the student's responses into a new test booklet. Transcription guidelines can be found in the Accessibility and Accommodations Manual. Apply a District/School Label to the new test booklet and complete student demographic information using a number 2 pencil. Place a Do Not Process Label on the damaged booklet and return both the damaged booklet and the transcribed booklet. If in doubt about the extent of the damage and whether a new booklet is needed, contact DRC Customer Service at 855-787-9615 or WIDA@datarecognitioncorp.com.

Common Errors and Unique Situations when Preparing Materials for Return (2 of 3)

Issue	Solution
Booklet soiled by bodily fluids (e.g., blood, vomit)	Transcribe student responses to a new test booklet. Transcription guidelines can be found in the Accessibility and Accommodations Manual. Soiled booklets should not be returned to DRC. Apply a District/School Label to the new test booklet and complete student demographic information on the new test booklet using a number 2 pencil. Document the security barcode of the soiled booklet in the Materials Accountability Form in WIDA AMS, and securely destroy the soiled booklet.
Student mistakenly completes domains in multiple booklets	Transcribe responses as necessary to create a single test booklet for the student. (See the Accessibility and Accommodations Manual for guidelines on transcription.) This booklet should be labeled with a Pre-ID Label or District/ School Label. If a District/School Label is affixed, complete all student demographic information using a number 2 pencil. The incorrect or damaged booklet(s) should have a Do Not Process Label applied prior to returning to DRC. Document the issue and resolution and keep a copy for your records.
Multiple students mistakenly respond in a single test booklet	Contact DRC Customer Service at 855-787-9615 or WIDA@datarecognitioncorp.com for direction.
Student mistakenly completes domains using another student's test ticket (online administration only)	Contact DRC Customer Service at 855-787-9615 or WIDA@datarecognitioncorp.com and complete an Irregularity Report to submit to NJDOE Office of Assessments.

Common Errors and Unique Situations when Preparing Materials for Return (3 of 3)

Issue	Solution
Materials that cannot be returned (for example, soiled)	Paper materials that could not be returned must be accounted for using the Accountability Form in WIDA AMS. This functionality allows you to document the quantity of materials returned or not returned, as well as any reasons for materials not being returned. If secure materials containing a security barcode cannot be returned, complete the Accountability Form in WIDA AMS. See page 53 of the WIDA AMS User Guide for more information.
Student mistakenly completes domains in multiple booklets	Transcribe responses as necessary to create a single test booklet for the student. (See the Accessibility and Accommodations Manual for guidelines on transcription.) This booklet should be labeled with a Pre-ID Label or District/ School Label. If a District/School Label is affixed, complete all student demographic information using a number 2 pencil. The incorrect or damaged booklet(s) should have a Do Not Process Label applied prior to returning to DRC. Document the issue and resolution and keep a copy for your records.

Security Breaches

Prevention of Security Breaches

- All security breaches are preventable when all staff are annually trained and implement all required procedures.

- DTC/STCs should ensure that all staff understand the need and requirement for proper test procedures.

- The following slides indicate some but not all issues resulting in a security breach.

Types of ACCESS Security Breaches (1 of 3)

- Testing outside the NJDOE scheduled window.

- Students using or having cell phones, or other non-testing related technology, during testing.

- Prompting the student.

- Helping the student answer the questions.

- Removing/reducing answer choices.

- Submitting answers that the student did not provide.

- Changing a student's answer.

Types of ACCESS Security Breaches (2 of 3)

- Signaling the student through words, inflection of voice, through use of manipulatives, etc.

- Asking the test question again after the student already responded.

- Completing tests for the student, with or without their presence (not the same as scribing a student's answers).

- Viewing the test, teaching to the contents, then testing the students.

- Leaving computer/tablet unattended with test open.

- Plagiarized student responses.

Types of ACCESS Security Breaches (3 of 3)

- Allowing staff members who are not the test administrator to see the test questions, directions, etc..

- Allowing a staff member to be a test administrator when they do not meet the NJDOE requirements.

- Retaining, in any form, secure test materials including test items.

- Any loss of secure test materials.

- Any action that provides inauthentic student work/test responses.

- Any other action that violates the test security agreements, regardless of whether it was signed.

Security Breach Reporting (1 of 2)

- Contact assessment@doe.nj.gov immediately if a security breach is suspected or has occurred.

- Include the words "ACCESS Test Security Breach" in your email subject line.

- Provide your CDS code, district, school, and contact name, and include the suspected/known nature of the test breach.

  - **Do not** provide any student personally identifiable information (PII) in the email, including the student's full State Identification Number (SID). Provide **only** the last 4 digits of the SID if necessary.

  - **Do not** provide the full test administrator Staff Member Identifier (SMID). Provide **only** the last 4 digits of the SMID if necessary.

  - If additional information is required (e.g., full SID, full SMID, etc.), the state assessment coordinator will arrange for communicating such information via secure methods.

Security Breach Reporting (2 of 2)

- All security breaches must be formally documented by submitting the completed NJ WIDA ACCESS Security Breach and Irregularity Report Form to assessment@doe.nj.gov.

- The form is found on the NJ WIDA webpage under NJ State Specific Resources.

- Please keep the following in mind when completing the form:
  - **Do not** include the full student SID or test administrator SMID. Include the **last 4 digits only**.
  - In the Detailed Description section, provide a detailed description of the incident, investigation steps taken, and actions taken by staff to resolve the incident.
  - Use the following naming convention when saving your completed form:
    - DistrictName_SchoolName_ACCESS_Date
    - **Example**: District_AnySchool_ACCESS_040426

Document Retention

Document Retention/Storage

Retain the following documents **for three years**:

- Materials Packing Lists;

- Security Checklists;

- Test Security Agreements;

- ACCESS Test Administrator Certification Certificates;

- Training Sign In Sheets;

- Materials Receipt and Return Chain of Custody Form(s);

- Daily Testing Chain of Custody Form(s);

- Copies of Security Breach and Irregularity Reports; and

- In a secure file, all documentation related to non-participation of students for ACCESS.

  - This includes records of student absenteeism for the entire test window, students not receiving instruction due to illness, parent refusal, etc.

WIDA ACCESS Resources

WIDA ACCESS Resources

Resources for WIDA ACCESS test administration are available within WIDA Secure Portal and WIDA AMS. Below are examples of resources available.

WIDA Secure Portal

- Test Administration Manuals

- Accessibility and Accommodation Information

- Report Guides

- WIDA AMS User Guide

WIDA AMS

- Technology Manuals

- Knowledge Articles

Preparation Resources: Manuals

District and School Test Coordinator Manual

Explains all coordination responsibilities and tasks related to the implementation of all the assessments in the WIDA ACCESS suite.

Test Administrator Manual

- One document that includes Kindergarten, Paper, Online, and WIDA Alternate ACCESS.

- Focuses on all tasks and responsibilities Test Administrators oversee immediately before, during, and immediately after testing for all assessments in the WIDA ACCESS suite of assessments.

Note

These manuals require a WIDA Secure Portal login to view.

Preparation Resources: Accessibility and Accommodations Manual

- The [WIDA Accessibility and Accommodations Manual](#) supports Test Administrators' awareness and selection of test administrative considerations, universal tools, and accommodations for individual MLs, in order to produce valid assessment results.

- The supplement is intended for district and school-level personnel as well as decision-making teams, including Individualized Education Program (IEP) teams and 504 Plan teams, as they prepare for and implement WIDA ACCESS.

- The information provided in the supplement applies to all MLs who take WIDA ACCESS (Paper or Online), Kindergarten ACCESS, and WIDA Alternate ACCESS.

- If a multilingual learner with a disability requires an accommodation that is not listed in the WIDA Accessibility and Accommodations Manual, the school may request approval from the Department for the use of a unique accommodation.

  - Districts may request approval for use of a unique accommodation through a Unique Accommodations Request Form to be submitted to NJDOE Office of Assessments at least two weeks prior to the administration. The form is available on the [NJ WIDA webpage](#).

ACCESS Accommodations Checklists

Checklists are available to track the accommodations a student receives on ACCESS and Screener assessments. They are available for the following:

- WIDA Online ACCESS Accommodations Checklist

- WIDA Paper ACCESS Accommodations Checklist

- WIDA Alternate ACCESS Accommodations Checklist

- WIDA Kindergarten ACCESS Accommodations Checklist

- WIDA Screener for Kindergarten Accommodations Checklist

- WIDA Screener Online Accommodations Checklist

- WIDA Screener Paper Accommodations Checklist

They may be accessed within WIDA Secure Portal under **Resources > Accommodations Checklists > View Resource**.

Preparation Resource: Test Administrator Essentials

- The Test Administrator Essentials contains tips to help students and test administrators prepare for ACCESS testing and provides critical information to have at your fingertips on test day. The document is available within [WIDA Secure Portal](#).

- It condenses information from the Test Administrator Manual but **does not replace it**.

Additional New Jersey Specific Resources (1 of 2)

- The [Office of Supplemental Educational Programs](#) supports federally funded programs under the Elementary and Secondary Education ACT (ESEA), as amended by the *Every Student Succeeds ACT (ESSA)*, which includes [Title III, Part A Language Instruction for English Learners and Immigrant Students](#).

- Additional information and resources regarding guidance for the identification and exit process of multilingual learners is available on the following webpages:

  - [New Jersey Department of Education Identification of Multilingual Learners (ML) and Exiting Students from ML Status](#)

  - [New Jersey English Learner Identification and Placement Guidance Document for 2025-2026](#)

Additional New Jersey Specific Resources (2 of 2)

- The Office of Assessments supports the administration of statewide assessments, including WIDA ACCESS suite of assessments.

- New Jersey WIDA webpage provides state-specific information and resources related to the WIDA ACCESS assessment, including:

  - WIDA Online ACCESS Checklist
  - WIDA Paper ACCESS Checklist
  - New Jersey State Specific Directions
  - NJ WIDA ACCESS Test Security Agreement
  - NJ WIDA ACCESS Security Breach and Irregularity Report Form
  - New Jersey Sample District Testing Security Plan
  - NJ WIDA ACCESS Materials Receipt and Return Chain-of-Custody Form
  - NJ WIDA ACCESS Daily Chain-of-Custody Form

  - NJ WIDA ACCESS Initial Inventory of Materials and Final Return of Materials Form
  - NJ WIDA ACCESS Unique Accommodations Request Form
  - NJ WIDA ACCESS Homebound Test Administration Procedures

Additional Information

Exit Eligibility

- LEAs may not exit an ML from ML status unless the student has demonstrated proficiency on a valid and reliable assessment (i.e., WIDA ACCESS Online, WIDA ACCESS Paper, WIDA Kindergarten ACCESS, or WIDA Alternate ACCESS) that includes the four domains of listening, speaking, reading, and writing.

- There is an exception, in rare cases, for an ML with a disability whose disability makes it impossible to be assessed in a particular domain because there are no appropriate accommodations for assessing the student in that domain.

- Additional information about exit eligibility, including use of MODEL for mid-year exit decisions, is available on the Office of Supplemental Educational Programs webpage for [Exiting a Student from Multilingual Learner Status](#).

Domain Exemptions for MLs with Disabilities

- In accordance with federal guidelines, students must be assessed in the four domains of Listening, Reading, Writing, and Speaking in WIDA ACCESS or WIDA Alternate ACCESS.

- However, when all appropriate accommodations have been offered and no additional appropriate accommodations are available that would enable the student to access the particular language domain, the student may be exempted from that individual domain.

- When making decisions regarding a student's eligibility for a domain exemption, please refer to WIDA's Domain Exemption Decision Tree which is available in the following locations:

  - Is the Multilingual Learner Eligible for an Alternate Composite Score? section of the Exiting a Student from Multilingual Learner Status webpage.

  - WIDA Accessibility and Accommodations Manual.

Alternate Composite Score Eligibility for Students with Domain Exemptions

- For a student to be eligible for an alternate composite score, the following must be true:

  - A disability is documented in the student's IEP or 504 plan.

  - An accommodation documented in the student's IEP or 504 plan states the disability prevents the student from taking the specific domain(s).

  - The appropriate do not score code reason (SPD) has been applied to the impacted domain(s) in WIDA AMS.

  - The student has completed at least two of the four domains.

- Please visit the [Exiting a Student from Multilingual Learner Status](#) webpage under the dropdown "Is the Multilingual Learner Eligible for an Alternate Composite Score?" for additional information and next steps once student results have been received.

Do Not Score Codes (Online and Paper)

Do Not Score Code	When To Apply
Absent (ABS)	Student was absent for one or more sections of the test (including illness, other medical condition, or for any other reason) and did not participate in make-up testing prior to the end of the testing window.
Invalidate (INV)	Student's results should not be reported because of a testing irregularity. Do not fill in an INV box if a student's booklet should be marked as void because it was assigned to a different student by mistake; instead, affix a Do Not Process label. If an INV code is needed, fill out a NJ WIDA ACCESS Security Breach and Irregularity Report to request use of an INV code from the Office of Assessments.
Declined (DEC)	Student refused to participate in one or more domains.
Deferred Special Education/504 (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.

Third-Party Providers and Clinics

- Third party providers and clinics will not receive individual organization designations within the WIDA/DRC vendor portals.

- The districts with whom third-party providers/clinics contract services are responsible for testing their students, and these providers must work with the respective ACCESS District Test Coordinators to determine how testing should move forward for the students served by the third-party providers/clinics.

Nonpublic ML Students and Testing

- Information for these students can be found on the Services for [Multilingual Learners in Nonpublic Schools (Chapter 192)](#) webpage provided by the [Office of Nonpublic School Services](#).

- Any private/nonpublic schools who are looking for further information about ordering English Language Proficiency tests should directly contact:
    - NJDOE Office of Nonpublic School Services: Nonpublic@doe.nj.gov
    - WIDA Client Services Center: help@wida.us

WIDA Secure Portal and WIDA AMS

WIDA Secure Portal includes access test training manuals and resources, as well as Online Professional Learning modules.

- To obtain a new login, contact your District Test Coordinator.

- New District Test Coordinators must contact NJ Office of Assessments prior to contacting WIDA Client Services to request an account.

- For assistance with your account, contact WIDA Client Services Center at help@wida.us or call (866) 276-7735.

WIDA AMS is managed by Data Recognition Corporation (DRC) and includes access for ordering ACCESS materials, managing your student and test information, and technology resources and testing software.

- To obtain a new login, contact your District Test Coordinator.

- New District Test Coordinators must contact NJ Office of Assessments prior to contacting DRC Customer Service to request an account.

- For assistance accessing your account, contact DRC Customer Service at wida@datarecognitioncorp.com or call (855) 787-9615.

Please note, it is essential that you are able to receive emails from WIDA Secure Portal and WIDA AMS. Examples of issues that may prevent an email from being received include but are not limited to incorrect email address on file, WIDA email addresses are blocked or unsubscribed from, district email server is down, etc.

Updates for the 2025-2026 ACCESS and WIDA Alternate ACCESS Administration

Updates (1 of 4)

WIDA updated the [Accessibility and Accommodations Manual](#) for the new school year. Here are some key additions to the manual this year:

- An updated description of the Braille (BR) accommodation for ACCESS Paper, which now includes the Speaking domain
- The new Low Vision Script (LV) accommodation for WIDA ACCESS for Kindergarten (Kindergarten ACCESS)

All Screener and ACCESS assessments have their own accommodations checklist to help IEP teams determine which accommodations best support a multilingual learner. Find all the accommodations checklists in [Resources/Recursos](#).

Updates (2 of 4)

ACCESS Braille Speaking Test

- For the first time, the ACCESS Paper Braille accommodation includes the Speaking domain. Here are some of the new resources for test administrators:
  - This year's speaking scoring training courses for Screener and ACCESS Braille have callout boxes that give details on administering the ACCESS Braille Speaking Test.
  - There's a downloadable document in the Speaking scoring training courses for Screener and ACCESS Braille (WIDA Secure Portal login required) that helps guide Individualized Education Program (IEP) teams in using the ACCESS Braille Speaking Test.
  - An embossed Speaking test booklet and other related materials will now be included in the ACCESS Braille kits.

ACCESS Name Change

- WIDA has removed the outdated "for ELLs" from the name. Here are the new assessment names:
  - WIDA ACCESS
    - WIDA ACCESS Online /WIDA ACCESS Paper
  - WIDA ACCESS for Kindergarten
  - WIDA Alternate ACCESS

Updates (3 of 4)

ACCESS Braille Speaking Test

For the first time, the ACCESS Paper Braille accommodation includes the Speaking domain! Here are some of the new resources for test administrators:

- This year's speaking scoring training courses for Screener and ACCESS Braille have callout boxes that give details on administering the ACCESS Braille Speaking Test.

- There's a [downloadable document in the Speaking scoring training courses](#) for Screener and ACCESS Braille (WIDA Secure Portal login required) that helps guide Individualized Education Program (IEP) teams in using the ACCESS Braille Speaking Test.

- An embossed Speaking test booklet and other related materials will now be included in the ACCESS Braille kits.

ACCESS Webpage Changes

WIDA refreshed and combined the content on our three WIDA ACCESS webpages (Online, Paper, and Kindergarten) into one [WIDA ACCESS](#) webpage. We also consolidated the WIDA Alternate ACCESS Scores and Reports webpage into the [WIDA Alternate ACCESS](#) webpage. Both webpages include new Resources to Share With Families sections.

Updates (4 of 4)

Kindergarten ACCESS

- Before administering Kindergarten ACCESS this school year, all test administrators must complete the redesigned WIDA ACCESS for Kindergarten: Administration and Scoring training course in the WIDA Secure Portal and pass the certification quiz.

If you're familiar with Kindergarten ACCESS, you'll notice these changes on the redesigned assessment:

- Fewer test materials to manage (no more activity board and fewer cards!)
- All four domains connect to a single new storyline
- Each language domain is administered once, with no starting or skipping rules
- New Writing task types that reflect everyday classroom practices
- A separate score sheet to mark student scores for Listening and Speaking, Writing and Reading
- Revised scoring protocols and rubrics for Speaking and Writing tasks

Learn more about what's new with Kindergarten ACCESS on the WIDA ACCESS in 2025-2026 webpage.

Pro Tip: Review the Welcome Back: What's New in 2025-2026? webinar. Find more info on this webinar and all other assessment webinars in the WIDA Secure Portal on the Webinars page.

Additional information and updates available here: What to know: WIDA assessments in the 2025-2026 school year

Contact Information

# Key Contact Information

Contact	Contact Information	Contact for Questions Regarding
WIDA Client Services Center	Email: help@wida.wisc.edu Phone: (866) 276-7335	• WIDA Secure Portal user accounts • Training and certification • Test administration preparation and procedures • Content of score reports
DRC Customer Service	Email: WIDA@datarecognitioncorp.com Phone: (855) 787-9615	• Materials receipt, inventory, and return • Labeling of test booklets • Processing paper test materials • Data validation and correction issues
NJDOE Office of Assessments	Email: assessment@doe.nj.gov Phone: (609)376-3960	• ACCESS and Alternate ACCESS assessment administration policy and procedures • ACCESS student participation guidance
NJDOE Office of Supplemental Educational Programs, Title III Unit	Email: ML@doe.nj.gov Phone: (609) 376-9080	• Technical/policy and program assistance • Student entrance and exit requirements

Thank You

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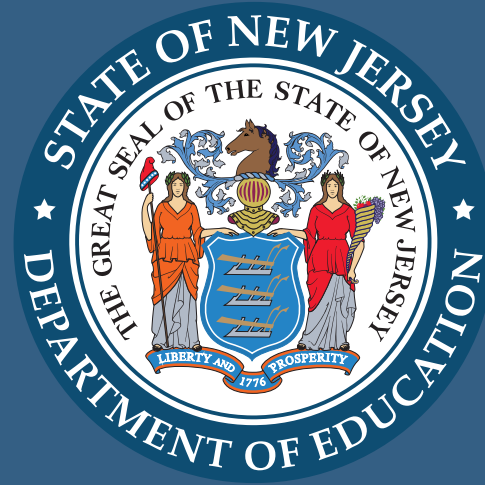Office of Assessment**
assessment@doe.nj.gov
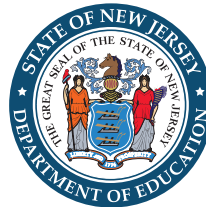
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