WIDA ACCESS Homebound Test Administration Procedures

Updated November 2025

Students receiving homebound instruction may be tested using computer-based or paper-based assessments. The mode of testing should be based on individual student need. Computer-based assessments must be administered using a district supplied portable electronic device and mobile hotspot.

Test Administration Window

Students on homebound instruction must test during the prescribed testing window established by their district. Please refer to the [Statewide Assessments Testing Schedule for 2025-26](#).

Test Administration Policy and Procedures

The following test administration procedures must always be adhered to:

1. Homebound test administration must follow all security protocols, test administration policiesand procedures, and testing accommodation and accessibility features as specified in the TestCoordinator Manual, Test Administrator Manual, and the Accessibility and Accommodations Manual.
2. During homebound test administration, the NJ Daily Chain-of-Custody Form must be completed for any secure materials. All materials must be returned to a secure location immediately after testing has concluded.
3. The administration of homebound testing should occur during the hours the student typicallyreceives instruction.
   a. Exception: If homebound instruction occurs after regular school hours and after-hours testing is required, districts can administer testing Monday—Friday until **6 p.m. ET**.
4. Homebound Test Administrators must be afforded the same level of test administration and technology support as Test Administrators administering the test in a school setting. The DistrictTechnology Coordinator and District Test Coordinator must be accessible during homebound testing.
5. Districts electing to offer homebound computer-based testing must establish secure internetconnectivity via the use of a cellular broadband hotspot to ensure test security and maintain control of all internet usage. **The use of internet connectivity and testing devices other than those issued by the school district are not permitted.**

Technology Requirements

For homebound computer-based testing, districts must complete the following in advance oftesting:

1. Confirm that all district-issued testing devices meet the system requirements needed to administer computer-based testing. The technology coordinator will need to set up a separate configuration from their school district and school set up. They can name this configuration "Homebound" and then complete an "All In One" configuration. Please refer to technology documentation in [WIDA AMS](#) for DRC INSIGHT Technology User Guide and Tech Bulletins regarding "All In One" configuration for more information.
2. Confirm that headphones are available for the student taking the listening section or for usein relation to accommodations/accessibility features purposes only.
3. Check that the devices are correctly configured and prepared for homebound testing to verify functionality of thetesting device and hotspot.
4. Confirm that correct grade-level/content-area test forms are assigned and that accessibilityfeatures and/or testing accommodations are assigned (if applicable).
5. Confirm that session preparation activities are complete.
6. Print student testing tickets, if applicable.