

3. Tasks to Complete During Data Validation

Pre-Reporting Data Validation: March 25–April 1, 2024

- In WIDA AMS, School Test Coordinators verify and update:
 - student **demographics**: first and last name, district and school, grade, SASID, date of birth
 - **Do Not Score codes** and **accommodations** used during testing. Do not change RA, MC, ES.
- Data Validation ensures that complete and accurate reports (electronic and printed) will be available to your school.
- More information is available in the [WIDA AMS User Guide Supplement for Data Validation](#) in the WIDA Secure Portal Resources section.

Accessing Data Validation in WIDA AMS (DRC Insight) wida-ams.us

Log in to DRC Insight (WIDA AMS) and go to:

- My Applications
- Student Export/Transfers/Validation
- Data Validation

DRC INSIGHT™ WIDA **MY APPLICATIONS** ▾

GENERAL INFORMATION

General Information

TECHNOLOGY

Central Office Services

TEST ADMINISTRATION

User Management

Import Management

Student Management

Student Export/Transfers/Validation

DRC INSIGHT™ WIDA **STUDENT EXPORT/TRANSFERS/VALIDATION** ▾

Student
Export/Transfers/Validation

Student Exports

Student Lookup

Student Transfer Form

Student Status Dashboard

Data Validation

Data Validation

 The Data Validation system allows the user to correct student demographics and reporting values after testing is complete.

* Indicates required fields

Data Validation

Student
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Student Transfer Form

Student Status Dashboard

Data Validation

Data Validation

 The Data Validation system allows the user to correct student demographics and reporting values after testing is completed.

* Indicates required fields

Administration

MA ACCESS for ELLs - 20: ▾ *

District

(All) ▾

School

(All) ▾

Grade

(All) ▾

Show Students

Data Validation

Data Validation

Data Validation is currently locked for selected Administration.

The Data Validation system allows the user to correct student demographics and reporting values after testing is completed.

Indicates required fields

Administration
WI ACCESS for ELLs District
DRC Use Only - Sample School
(All)

Grade
(All)

Show Students

Edit Students Status Report

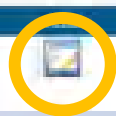
Instructions

Status
(All)

Last Name First Name State Student ID

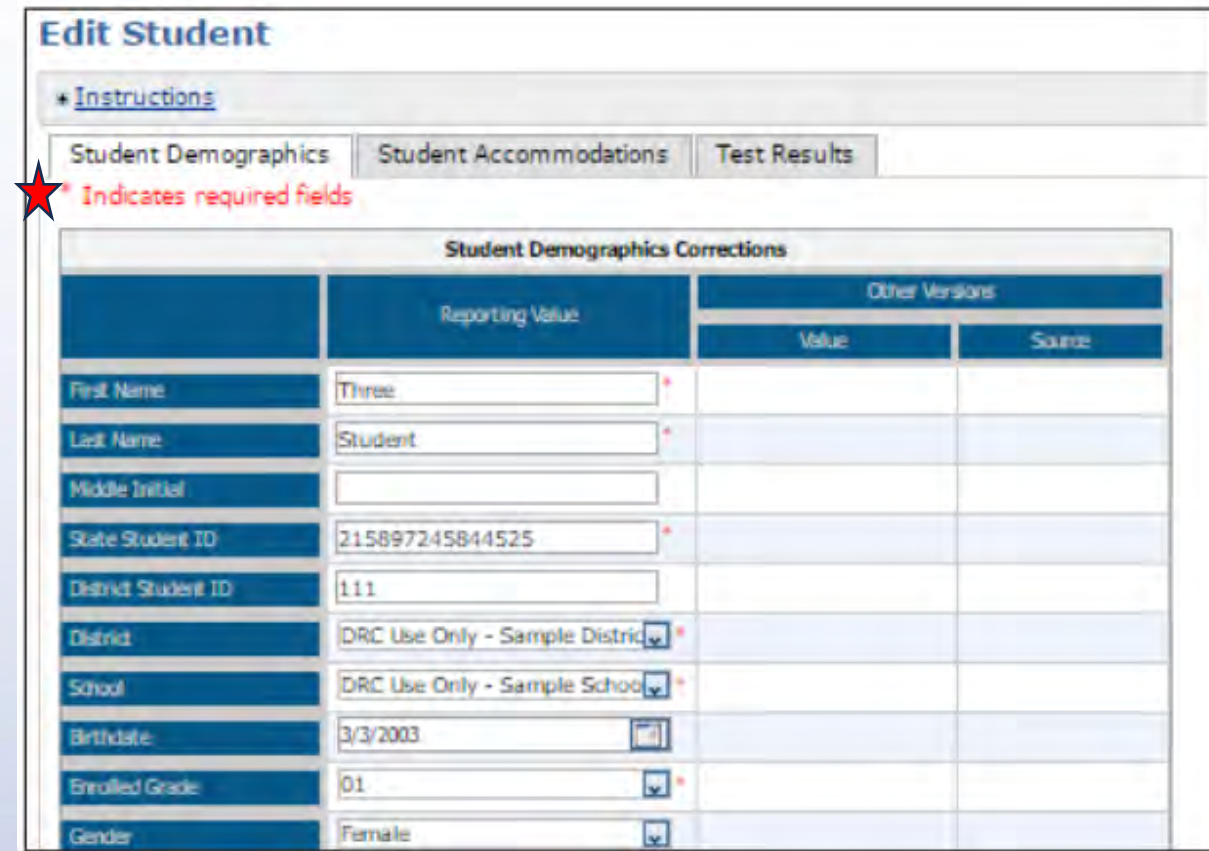
Find
Students

Students							
District	School	School Name	Last Name	First Name	Grade	State Student ID	Status
WI00000	99999	DRC Use Only - Sample School	THAD	EDRAU	00	1023488361	Not Completed



Review/Edit Demographics

- **First and Last Name** – ensure names are not transposed and that spelling, hyphens, and spaces are correct
- **District and School**
- **Grade**
- **SASID** – the SASID is a 10-digit number. It is the state student ID used for SIMS
 - No placeholder numbers
 - No district ID numbers
- **Date of Birth** – if the student has two records and one has a date of birth and the other does not, make sure both records have a matching date of birth (no blanks).



Edit Student

+ [Instructions](#)

Student Demographics | Student Accommodations | Test Results

* Indicates required fields

	Reporting Value	Other Versions	
		Value	Source
First Name	Three *		
Last Name	Student *		
Middle Initial			
State Student ID	215897245844525 *		
District Student ID	111		
District	DRC Use Only - Sample District *		
School	DRC Use Only - Sample School *		
Birthdate	3/3/2003		
Enrolled Grade	01 *		
Gender	Female *		

Data Validation – Multiple Students

- To see records for multiple students, click “Export All to CSV” at the bottom of the page.
- Detailed steps for validating data for multiple students can be found in the Knowledge Article [“If conducting Data Validation in WIDA AMS - 3. How do I export student information and review the data?”](#) in AMS.
- See [Post Testing: Data Validation](#) webinar from DRC at about 42 minutes.

Data Validation

The Data Validation system allows the user to correct student demographics and reporting values after testing is completed.

* Indicates required fields

Administration: WS ACCESS for ELLs - 20, District: WIDA Use Only - Sample, School: (All), Grade: (All), Status: (All)

Find Students

District	School	School Name	Last Name	First Name	Grade	State Student ID	Status	Action
WS99999	99999	WIDA Use Only - Sample School	ACCESS	TEST FOUR	02	1112222	Not Completed	
WS99999	99999	WIDA Use Only - Sample School	ACCESS	TEST FIVE	03	1122222	Not Completed	
WS99999	99999	WIDA Use Only - Sample School	ACCESS	TEST SIX	03	1222222	Not Completed	
WS99999	99999	WIDA Use Only - Sample School	ACCESS	TEST SEVEN	04	2222222	Not Completed	
WS99999	99999	WIDA Use Only - Sample School	ACCESS	TEST THIRTEEN	08	2222223	Not Completed	
WS99999	99999	WIDA Use Only - Sample School	ACCESS	TEST ELEVEN	07	2222333	Not Completed	
WS99999	99999	WIDA Use Only - Sample School	ACCESS	TEST TWELVE	06	2222333	Not Completed	
WS99999	99999	WIDA Use Only - Sample School	ACCESS	TEST TEN	05	2223333	Not Completed	
WS99999	99999	WIDA Use Only - Sample School	ACCESS	TEST NINE	05	2233333	Not Completed	
WS99999	99999	WIDA Use Only - Sample School	ACCESS	TEST EIGHT	04	2333333	Not Completed	

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Export to Excel Export All to CSV

Review/Edit Accommodations

- Only the accommodations that the student used on the test should be checked.
- **MC, RA, and ES** should not be added or removed. If they were selected during testing (correctly or incorrectly) they should remain selected in data validation.

Accommodations			Listening	Reading	Writing	Speaking
Type	Accommodation					
Presentation	BR - Braille		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environment	EM - Extended testing of a test domain over multiple days		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	ES - Extended speaking test response time					<input checked="" type="checkbox"/>
Presentation	IR - In-Person Human Reader		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Presentation	RP - Repeat In-Person Human Reader		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Presentation	LP - Large Print		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	MC - Manual control of item audio		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Environment	NS - Test may be administered in a non-school setting		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	RA - Repeat item audio		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Response	RD - Student responds using a recording device, which is played back and transcribed by the student				<input type="checkbox"/>	
Presentation	SD - Interpreter signs test directions in ASL		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Review/Edit Do Not Score Codes

Do Not Score codes are in the “Test Results” tab

- Test scores will be reported in AMS on **April 26**
- Paper ISRs will arrive in schools on **May 15**

Edit Student

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Student Demographics | Student Accommodations | **Test Results**

Test Results				
Domain	Alternate ACCESS	Testing Mode	Grade Cluster	Do Not Score Code
WRITING		Online	1	Absent (ABS)
SPEAKING		Online	1	Absent (ABS)
READING		Online	1	Invalidate (INV)
LISTENING		Online	1	Declined (DEC)
				Deferred Special Education/504 (SPD)

Do Not Score Code - SPD

- **Do Not Score Code “SPD”** should be selected in cases where a student did not complete a domain(s) because of an unavailable accommodation or specific disability (see slide 7, and p. 5 of the [Principal’s Pre-Administration Manual for ACCESS for ELLs: Tasks to be Completed in 2023-2024](#)):

If Do Not Score code SPD is not selected and the domain is not administered, the test will count as absent.

Edit Student

⊕ [Instructions](#)

Student Demographics | Student Accommodations | Test Results

Domain	Alternate ACCESS	Testing Mode	Grade Cluster	Do Not Score Code
WRITING		Online	1	Absent (ABS)
SPEAKING		Online	1	Absent (ABS)
READING		Online	1	Invalidate (INV)
LISTENING		Online	1	Deferred Special Education/504 (SPD)

Other Do Not Score Codes

- Do Not Score codes must be reviewed during the **Pre-Reporting Data Validation** window to ensure results are not accidentally suppressed.
- **Absent (ABS)** should be selected for a domain if the student was absent for that domain during the entire testing window or was present but did not attempt the domain and does not meet the criteria for SPD. Do not use ABS for students who transferred within Massachusetts.
- Codes that were accidentally applied can also be removed during **Post-reporting Data Validation**. Errors can only be corrected during the data validation windows.

- “DEC” is not used in Massachusetts
- “INV” is approved & applied by DESE

Edit Student

[Instructions](#)

Student Demographics | Student Accommodations | **Test Results**

Domain	Alternate ACCESS	Testing Mode	Grade Cluster	Do Not Score Code
WRITING		Online	1	Absent (ABS)
SPEAKING		Online	1	Absent (ABS)
READING		Online	1	Invalidate (INV)
LISTENING		Online	1	Declined (DEC)
				Deferred Special Education/504 (SPD)

Post-Reporting Data Validation: May 15–23, 2024

- Last chance to unite students' records and correct demographic information
- A complete record contains all domain test results for tests without Do Not Score codes in a single report
- Slight differences in student records may prevent a complete record (e.g., name transposed, SASID incorrect, date of birth doesn't match, etc.)
- Missing scores could also be a result of missing or unreturned booklets – check your Return Materials Receipt Report for materials not received by DRC
- Correct errors for the following in WIDA AMS between **May 15–23, 2024**:
 - First name, last name Date of Birth SASID
 - District, school Do Not Score codes
 - Grade Accommodations (those selected were used)
- **Updated results will be available in WIDA AMS on June 7, 2024**
- [Service Now Form: Test Discrepancies - Request a Scoring Appeal or Test Booklet Search](#) must be received by **June 14, 2024**.

4. Resources and Contact Information

Resources

- WIDA Secure Portal
 - [WIDA AMS User Guide Supplement for Data Validation](#)
 - [Post Testing: Data Validation DRC webinar](#)
- AMS Knowledge Articles
 - [What is Data Validation and who is responsible for it?](#)
 - [If conducting Data Validation in WIDA AMS – 1. How do I review Student Demographics, Accommodations and Do Not Score Codes?](#)
 - [If conducting Data Validation in WIDA AMS – 2. How do I identify duplicate students and how do I correct them?](#)
 - [If conducting Data Validation in WIDA AMS – 3. How do I export student information and review the data?](#)
- DESE ACCESS web page
 - [Service Now Form: Test Discrepancies – Request a Scoring Appeal or Test Booklet Search](#)

Email, Phone and Chat Support

- **Department of Elementary and Secondary Education**
 - 781-338-3625
 - access@mass.gov
- **Data Recognition Corp (DRC) Help Desk**
 - 855-787-9615
 - WIDA@datarecognitioncorp.com
 - Live chat in WIDA AMS
 - 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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