3. Tasks to Complete During Data Validation
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](https://www.wida.us) 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
Data Validation

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

* Indicates required fields

Administrator
MA ACCESS for ELLs - 20:

District
(All)

School
(All)

Grade
(All)

Show Students
Data Validation
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).
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.
• 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.
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**
• **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.
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
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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