

3. Tasks to Complete During Data Validation

Pre-Reporting Data Validation: March 24–28, 2025

- 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

The screenshot shows the top navigation bar of the WIDA AMS system. The logo 'DRC INSIGHT WIDA' is on the left. A dropdown menu 'MY APPLICATIONS' is open, showing a list of options: 'GENERAL INFORMATION', 'TECHNOLOGY', and 'Central Office Services'. To the right, another dropdown menu 'TEST ADMINISTRATION' is open, showing options: 'User Management', 'Import Management', 'Student Management', 'Student Export/Transfers/Validation' (highlighted in yellow), and 'Materials'.

The screenshot shows the 'Data Validation' page. The top navigation bar includes 'DRC INSIGHT WIDA' and a dropdown menu 'STUDENT EXPORT/TRANSFERS/VALIDATION'. Below this, a sub-menu 'Student Export/Transfers/Validation' is open, showing options: 'Student Exports', 'Student Lookup', 'Student Transfer Form', 'Student Status Dashboard', and 'Data Validation' (highlighted in yellow). The main content area has the heading 'Data Validation' and a blue banner with the text: 'The Data Validation system allows the user to correct student demographics and reporting values after testing is complete'. Below the banner, a red asterisk indicates '* Indicates required fields'.

Data 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 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)

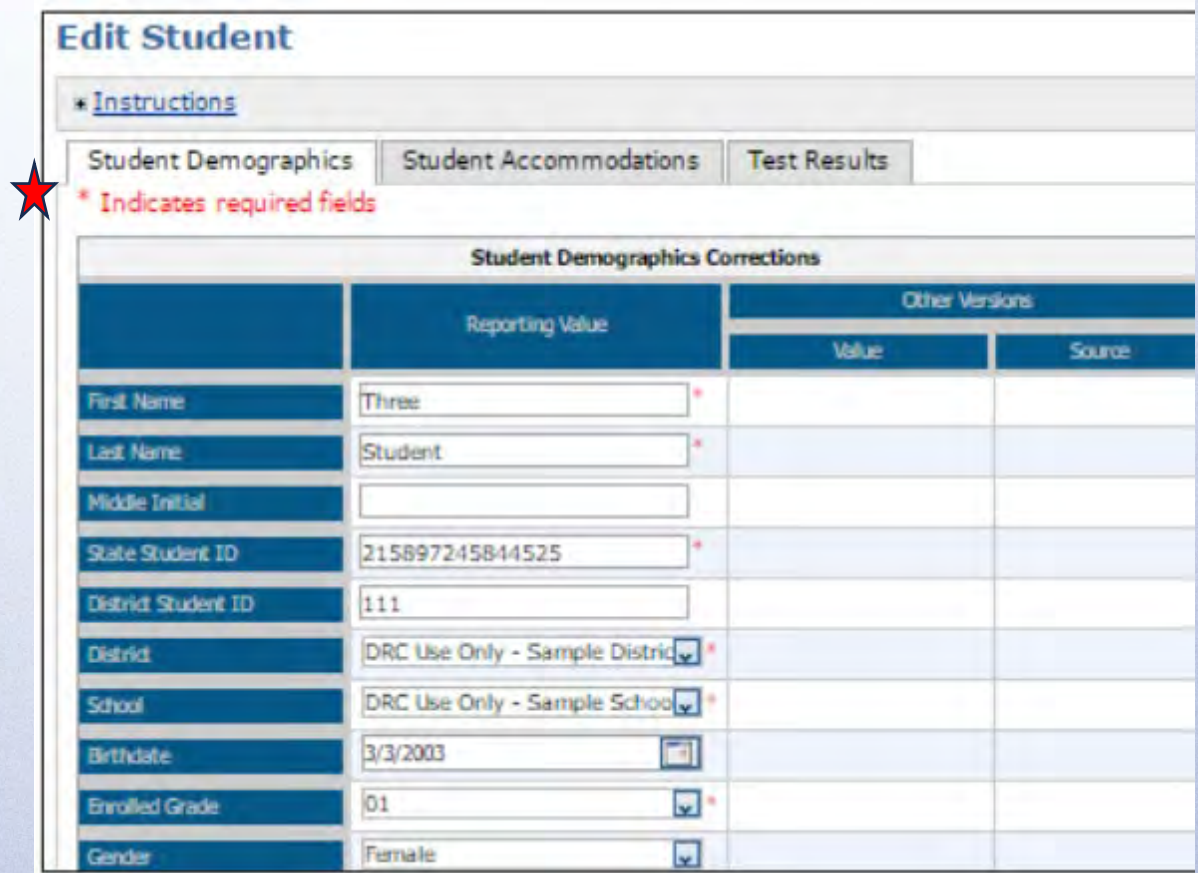
Status: (All)

Last Name: First Name: State Student ID:

Students							
District	School	School Name	Last Name	First Name	Grade	State Student ID	Status
W155555	55555	DRC Use Only - Sample School	THAO	ELISABETH	00	102348361	Not Completed

Review/Edit Demographics

- **First and Last Name** – ensure names are not transposed and that spelling, hyphens, and spaces are correct
- **SASID** – the SASID is a 10-digit number. It is the state student ID used for SIMS
 - No placeholder numbers
 - No district ID numbers
- **District and School**
- **Grade**
- (Optional) **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 [ACCESS Data Validation](#) webinar from DRC.

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 - 2017
District: WIDA Use Only - Sample
School: (All)
Grade: (All)
Status: (All)

Last Name: _____ First Name: _____ State Student ID: _____

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	2222233	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	

Page 1 of 12 (112 items) | 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.

		Student Demographics	Student Accommodations	Test Results	
Accommodations					
Type	Accommodation	Listening	Reading	Writing	Speaking
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 28**
- Paper ISRs will arrive in schools on **May 14**

Edit Student

[+ Instructions](#)

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 8, and p. 6 of the [Massachusetts ACCESS for ELLs Administration Manual 2024-2025](#)):

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

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 (use ABS instead)
- “INV” is only applied by DESE

The screenshot shows the 'Edit Student' interface with a 'Test Results' tab selected. A table lists domains: WRITING, SPEAKING, READING, and LISTENING. Each row has columns for 'Alternate ACCESS', 'Testing Mode', 'Grade Cluster', and 'Do Not Score Code'. The 'Do Not Score Code' column for WRITING is open, showing a dropdown menu with options: Absent (ABS), Invalidate (INV), Declined (DEC), and Deferred Special Education/504 (SPD).

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 14–22, 2025

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
- Tests with Do Not Score codes will **not** have overall results or domain results (an overall score will be imputed by DESE and placed in DropBox and Edwin in August)
- Missing scores could also be a result of missing or unreturned booklets – check your Return Materials Receipt Report for materials not received by DRC
- To report missing scores for paper tests, fill out a test discrepancy form:
 - [Service Now Form: Test Discrepancies - Request a Scoring Appeal or Test Booklet Search](#)
 - Test discrepancy forms must be received by **June 13, 2025**.

Post-Reporting Data Validation: May 14–22, 2025

- Slight differences in student records may also prevent a complete record (e.g., name transposed, SASID incorrect, date of birth doesn't match, etc.)
- Correct errors for the following in WIDA AMS between **May 14–22, 2025**:

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 6, 2025**

4. Resources and Contact Information

Resources

- WIDA Secure Portal
 - [WIDA AMS User Guide Supplement for Data Validation](#)
 - [ACCESS 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](#)

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



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