# 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.

MASSACHUSETTS
Department of Elementary
and Secondary Education

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

Log in to DRC Insight (WIDA AMS) and go to:
- My Applications
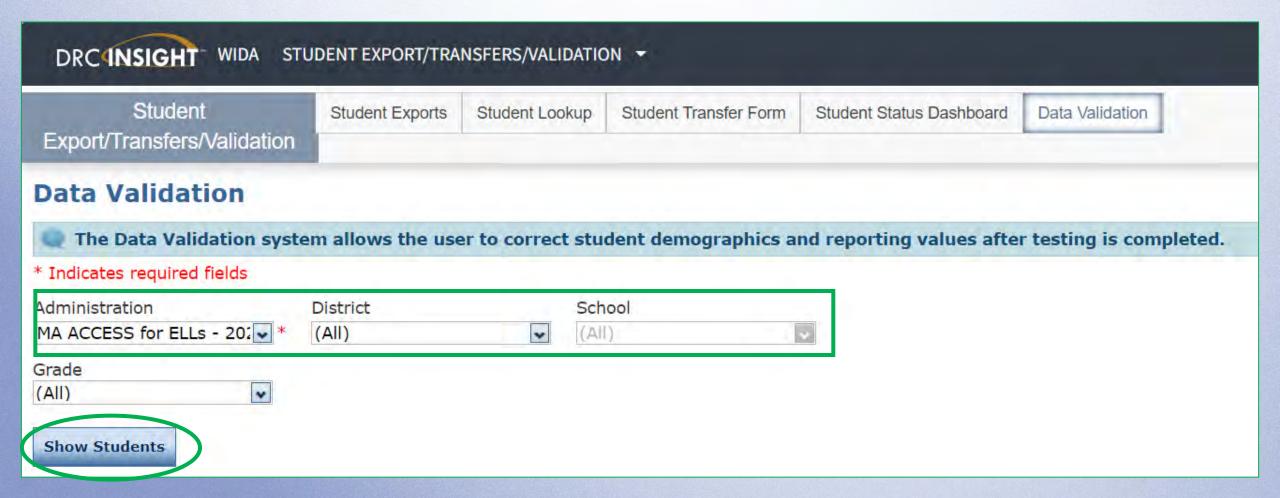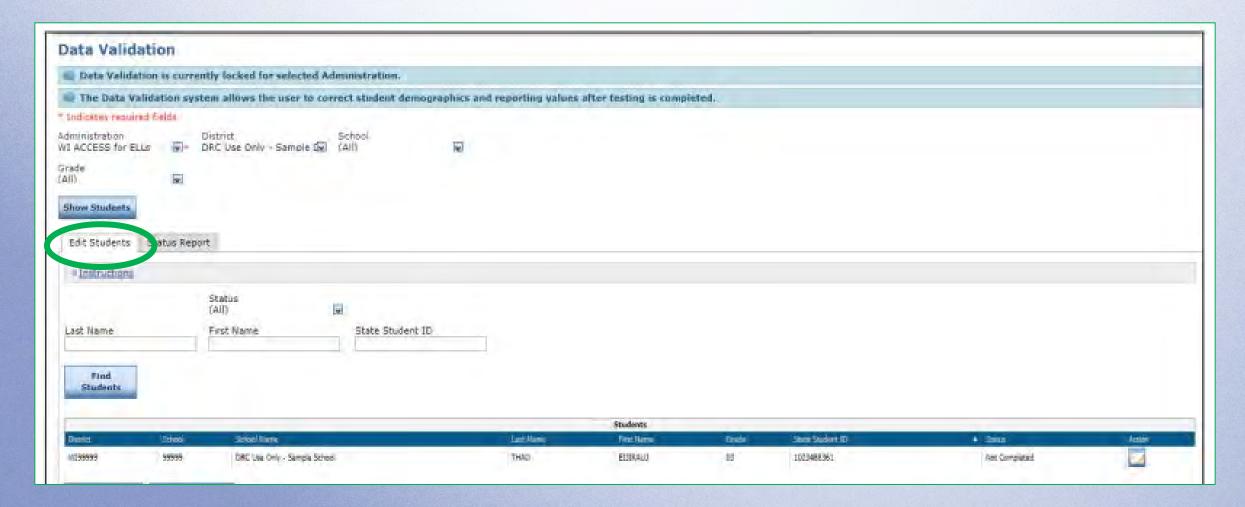- Student Export/Transfers/Validation
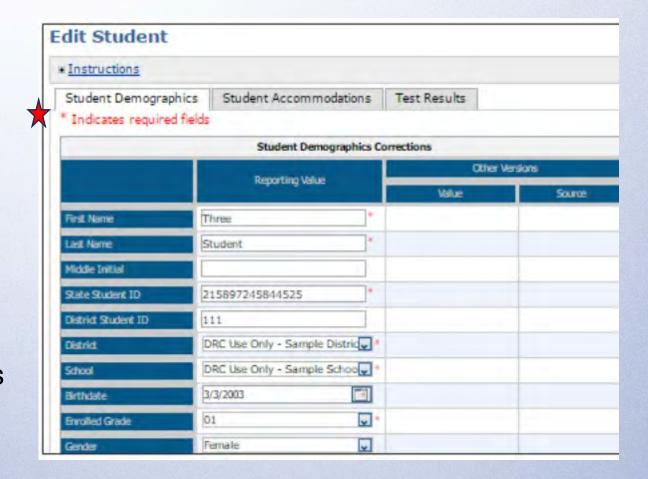- Data Validation

# Data Validation

# Data Validation

# 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

**Student Demographics Corrections**

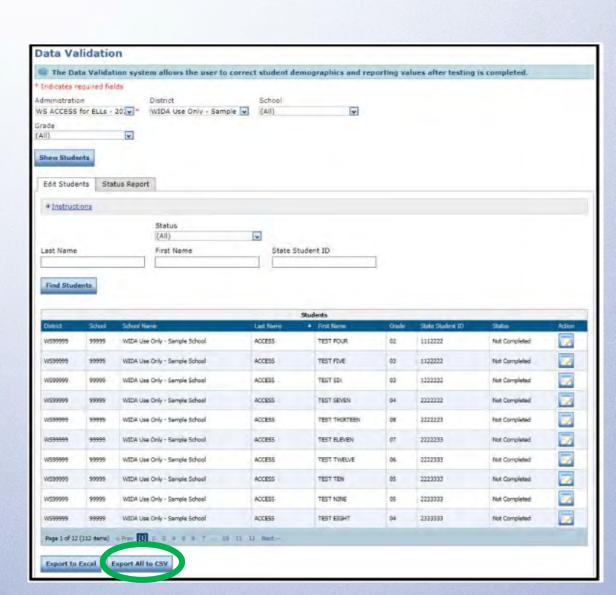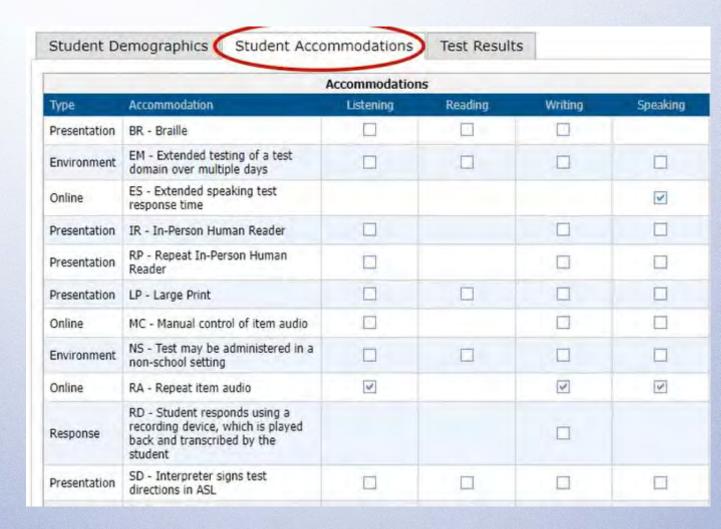| | Reporting Value | Other Versions | |
|---|---|---|---|
| | | Value | Source |
| First Name | Three | | |
| Last Name | Student | | |
| Middle Initial | | | |
| State Student ID | 215897245844525 | | |
| District Student ID | 111 | | |
| District | DRC Use Only - Sample District | | |
| School | DRC 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.

# Review/Edit Accommodations

• Only the accommodations that the student <u>used</u> on the test should be checked.

• **MC, RA, and ES should <u>not</u> be added or removed.** If they were selected during testing (correctly or incorrectly) they should remain selected in data validation.

# 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 <u>not</u> 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 | Declined (DEC) |
| | | | | Deferred Special Education/504 (SPD) |

MASSACHUSETTS
Department of Elementary
and Secondary Education

23

# 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.
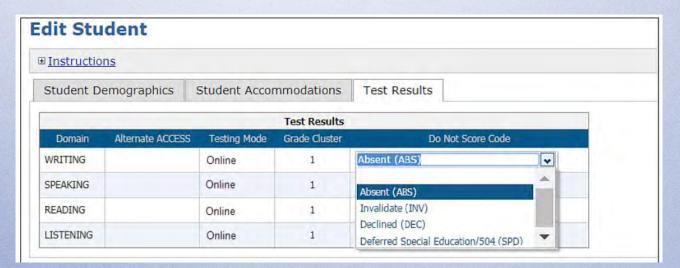- Codes that were accidentally applied can also be removed during **Post-reporting Data Validation**. Errors can only be corrected during the data validation windows.

- **"DEC" is not used in Massachusetts (use ABS instead)**
- **"INV" is only applied by DESE**



**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) |

MASSACHUSETTS
Department of Elementary
and Secondary Education

24

# 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**

MASSACHUSETTS
Department of Elementary
and Secondary Education

# 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 Search](#)

MASSACHUSETTS
Department of Elementary
and Secondary Education

# 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

135 Santilli Highway
Everett, MA 02149