# WIDA ACCESS Pre-Reporting Data Validation Webinar

March 25, 2026

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# Introductions

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# Logistics for This Session

❑ General questions may be asked at any time using the **Q&A** feature on the Zoom Webinar screen.

❑ Questions about a specific student should be sent by email to access@mass.gov.

❑ Answers will be provided in the Q&A feature.


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# Today's Topics

WIDA ACCESS 2026: Post-Assessment Timeline
- ❑ Participation requirements and upcoming dates

Pre-Reporting Data Validation
- ❑ What and why
- ❑ DESE files to DropBox
- ❑ Steps in the WIDA Assessment Management System (AMS)

Additional Resources and Contact Information
- ❑ WIDA AMS
- ❑ WIDA Secure Portal
- ❑ MA DESE

# Participation Requirements

The following students in grades K-12 are required to participate in WIDA ACCESS:

- ❑ reported as English learners (EL) in October 2025 SIMS
- ❑ arrived after October 2025 SIMS and will be reported as EL in the March 2026 SIMS

Students may be eligible for WIDA Alternate ACCESS if they:

- ❑ meet the above criteria and are found eligible by the IEP team utilizing the Participation Guidelines for WIDA Alternate ACCESS 2025-2026

Students exited from EL status before January 5 or enrolled and identified after February 20 are not required to participate in WIDA ACCESS this year

# Upcoming Dates

3/30/2026 – 4/3/2026: Pre-reporting data validation by districts/schools

Week ending 4/30: WIDA ACCESS files and reports available in WIDA AMS (UPDATE)

5/15/2026 – 5/18/2026: Printed WIDA ACCESS reports arrive to schools

6/9/2026: Updated files and reports available in WIDA AMS

# Pre-Reporting Data Validation

# What and Why?

# What is it?

Pre-reporting data validation is the process of reviewing data to ensure accuracy prior to reporting student results. WIDA ACCESS test coordinators will review and, if necessary, make corrections to student demographic information, accommodations used, duplicate records, and Do Not Score Codes in WIDA AMS. This year, this is the only data validation that schools/districts will be asked to complete in WIDA AMS.

# Why do we validate?

❑ Overall Composite Proficiency Level and Literacy Level, exit criteria

❑ State and district accountability, including participation rates

❑ Planning at the district and school levels for staffing, scheduling, curricula, and other resources.

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# The Instructional Team

❑ Analyzed by service providers and teachers of English learners, alongside multiple other sources of formative and interim data, to help shape a more complete picture of the student's English language acquisition journey over time

❑ Shared with English learners, their parents, and families to support data-driven conversations about their progress in English language proficiency

# During Testing

After October 1 and throughout the WIDA ACCESS administration window, districts and schools can experience a variety of changes such as:

- ❑ Transfers
- ❑ Testing irregularities
- ❑ Updates to student demographic information

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# ACCESSING Student Data to Review

# New Files in Dropbox Central

# New This Year: DESE Files to DropBox

This year MA DESE provides districts/schools with Dropbox files identifying data discrepancies that Test Coordinators should review/correct as part of data validation in WIDA AMS:

- ❑ Duplicate SASIDs
- ❑ Mismatched Student Information
  - ❑ SASID
  - ❑ Name
  - ❑ DOB
  - ❑ Grade

- ❑ Test Accommodations Used
- ❑ Any Do Not Score (DNS) Codes
  - ❑ Absent (ABS), Decline (DEC)
  - ❑ Special Education Deferred (SPD)
  - ❑ Invalid (INV)

# DropBox Central on MA Education Security Portal

# District & School Files

In DropBox will find a file:

All Users: "ACCESS2026_PreRepDV_FileLayout.xlsx"

District Users: "ACCESS2026_PreRepDV_00XX0000.csv"
School Users: "ACCESS2026_PreRepDV_00XX00XX.csv"

All students in WIDA AMS that tested in your school or district will be included.

Check for:
- Data Errors
- Duplicate SASIDs

Confirm:
- Participation
- SPD Codes
- INV Codes

# File Layout

- Describes variables included in district and school data files.
- 30 variables
  - 5 Filter Variables
  - 20 WIDA AMS Variables
  - 5 Student Information Management System (SIMs) Variables



ACCESS Pre-Reporting Data Validation Flags File Layout - 2026    03/19/2026

NA in all fields indicates a blank or missing value

| Field | Name | Type | Description | Notes |
|---|---|---|---|---|
| 1 | adminyear | String | Test adiminstration year: 2026 | |
| 2 | DRCrecordID | String | DRC record ID (blank=did not test) | |
| 3 | Data_Error | String | Flags a student as having an error in data. **Invalid sasid**= Indicates that the state ID in DRC does not match a valid sasid, **Name Error** = Indicates that state ID in DRC does not match the student name (first or last) associated with sasid, **DOB Error** = the DOB in AMS for that sasid does not match the DOB in SIMs for that sasid, **Grade Mismatch** = grade in DRC file does not match grade level in SIMs. **NA** = no error easily identified | Use this to filter for erorrs in student IDs, grade, and not registered. |
| 4 | Dup_sasid | String | Student state ID is used for more than one record in WIDA AMS. **Y** = Yes, a student's state ID is listed for more than one Unique DRC record ID. **N** = There is no other student with this state student ID in WIDA AMS. | Use this to filter for duplicate records. Confirm student state IDs and fix duplicate records in WIDA AMS. |
| 5 | Part_Flag | String | Flags a student that is missing at least one domain (DNS code of ABS or DEC; does not flag for SPD codes). **Y** = Yes, a student is missing at least one domain and may receive a participation value of 0 during reporting. **N** = A student completed all four domains or has an SPD or INV code, indicating they are exempt from participating in that domain or have had their data invalidated for that domain. | Use this to filter to review students that may receive a value of 0 for participation in ACCESS. |
| 6 | SPD_Code | String | Flags a student that has at least one DNS code marked in data. **Y** = student has SPD code. **N** = student does not have DNS code. | Use this filter to review students with SPD codes and confirm accuracy. |

# WIDA AMS Variables

| WIDA AMS Columns | Description |
|---|---|
| adminyear | 2026 |
| DRCrecordID | DRC Unique Student ID |
| districtnumber | District Code |
| districtname | District Name |
| schoolnumber | School Code |
| schoolname | School Name |
| sasid | State Student ID |
| lastname | Student Last Name |
| firstname | Student First Name |
| mi | Student Middle Name |

| WIDA AMS Columns | Description |
|---|---|
| dob | Date of Birth |
| grade | Tested Grade |
| accommodations | Accommodations Reported |
| tier | Tier Reported |
| mode | Mode Reported |
| ALT | Alternate ACCESS |
| listening_DNS | DNS Code for Listening |
| speaking_DNS | DNS Code for Speaking |
| reading_DNS | DNS Code for Reading |
| writing_DNS | DNS Code for Writing |

# Filter and SIMs Variables

| Filter Columns | SIMs Columns |
|---|---|
| Data_Error | SIMS_lastname |
| Dup_SASID | SIMS_firstname |
| Part_Flag | SIMS_middlename |
| SPD_Code | SIMS_dob |
| INV_Code | SIMS_grade |

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# Data Errors: Flagged Issues

- Invalid SASID – No match found in SIMS reporting. School/district must find the correct state ID (not local ID).

- DOB Error – DOB in WIDA AMS is mismatched with what we have for SIMS. DESE provides SIMs value so school/district can update in WIDA AMS.

- Grade Mismatch – Grade in SIMs does not match grade tested. DESE provides SIMS grade so school/district can update in WIDA AMS.

- Name Error – First or last name in SIMs does not match what is in WIDA AMS. DESE provides SIMS name so school/district can update in WIDA AMS. May be due to spelling error, special characters, hyphen, double names, or student ID mismatch.

# Data Errors & Duplicate Records

| Purpose | Column | Explanation |
|---|---|---|
| Filter | Data_Error | Use this column to filter data to focus on students with: Invalid Sasid, DOB error, Grade Mismatch, Name Error |
| Filter | Dup_SASID | Use this column to filter data to focus on students with duplicate records in WIDA AMS. |
| Confirm | Sasid | Student State ID in WIDA AMS. If you need to update State ID, make sure to find the student's 10-digit state ID/sasid (not their local ID/LASID). |
| Confirm | lastname | If there is a name error, match with what is in the SIMS_lastname column. |
| Confirm | firstname | If there is a name error, match with what is in the SIMS_firstname column. |
| Confirm | grade | If there is a grade mismatch, match with what is in the SIMS_grade column. Exception for students with SIMS_grade=="SP" – their tested grade should be 12. |
| Confirm | dob | If there is a DOB mismatch, match with what is the the SIMS_DOB column. |

# DESE Files to DropBox: DNS Codes

Part_Flag
- Y = Absent (ABS) or Declined (DEC) entered for a domain. Confirm that student did not complete domain and adjust DEC to ABS.

SPD_Code
- Y = Special Education Deferred (SPD) entered for a domain. Confirm code(s) is assigned to appropriate domain.

INV_Code
- Y = Invalid (INV) entered for a domain. Confirm INV codes. Submit service now forms for any suspected testing irregularities.

# Dropbox File: Checking DNS Codes

| Column | Explanation |
|---|---|
| Part_Flag | Use this column to filter data to focus on students with ABS or DEC for at least 1 domain. Confirm absences and change DEC codes to ABS codes. |
| SPD_Code | Use this column to filter data to focus on students with SPD for at least 1 domain. Confirm appropriate use of SPD codes. |
| INV_Code | Use this column to filter data to focus on students with INV for at least 1 domain. INV should not be entered for any student. Remove INV code and submit any test irregularities through Service Now form. |
| listening_DNS | DNS code entered for listening domain on DNS. |
| speaking_DNS | DNS code entered for speaking domain on DNS. |
| reading_DNS | DNS code entered for reading domain on DNS. |
| writing_DNS | DNS code entered for writing domain on DNS. |

# Making Corrections via WIDA AMS

# Complete the Steps

# WIDA AMS User Permission

District User Role / Corrections-Primary Window

District test coordinator can also assign to school users

If Data Validation is not an option, you do not yet have the permission. Please connect with your district WIDA ACCESS test coordinator.

# Data Validation Process in WIDA AMS

Students will not appear in validation if:

- ❑ All online registrations were not started and have no DNS codes, <u>and</u>

- ❑ No paper materials returned

# Getting Started - My Applications

Log in to [WIDA AMS](#). Navigate to My Applications > Student Export/Transfers/ Validations.

# Data Validation

Select Data Validation from the Student Export/Transfers/Validations menu. Select the correct administration, district, school (optional), and grade (optional) as applicable.

# Edit Students

Select Show Students. The Edit Students and Status Report tabs will appear. Each student should appear only once!

# Required Fields

☐ First name

☐ Last name

☐ SASID

☐District

☐ School

☐ Grade level

# Duplicate Records

If any of the following don't match, a duplicate test record may have been created for the student.


❑District number

❑School number

❑SASID

❑First name

❑Last name

❑Grade

# Correcting Duplicate Records

Two records in WIDA AMS – you will need to fix both!

❑ Update:

First name, last name, SASID, District, School, **Birthdate**, Grade

Birthdate – no asterisk * but required when resolving duplicates and when verifying SPD codes

# Accommodations

In the Student Accommodations tab, review / update the accommodations <u>used</u> by the student during testing

# Accommodations, continued

Repeat item audio (RA), Manual control of item audio (MC), and Extended Speaking test response time (ES) should not be updated.

# Do Not Score Codes

There are four Do Not Score Codes.

District and school test coordinators utilize two of these codes:

ABS – Absent

SPD – Special Education Deferred

# Absent Code

The DNS>ABS code is applied to any testing domain in which the student is required to participate but did not. This is most typically due to extended absence throughout the administration window.

# Special Education Deferred Code

The DNS>SPD code is applied to any domain/s from which the student was exempt.

Students may have up to two SPD codes and receive an Overall Composite Proficiency Level and score report.

# Participation Exemptions

Sensory Hard of Hearing or Deaf: Listening and/or Speaking domains are not required.

Sensory Vision Impairment or Blind: Speaking not required when participating via Braille form. Listening, Speaking and Reading not required if not participating via Braille form.

Nonverbal or selectively mute (does not use AAC device): Speaking not required.

Students who receive the special access read-aloud accommodation on MCAS ELA (SA1.1 and SA1.2 on IEP): Reading not required.

# Not Used by Test Coordinators

DEC – Not used in MA. These students are marked ABS and non-participants.

INV – applied by DESE only, as part of post-reporting data validation.

# Pre-Reporting by Districts/Schools

The work completed by districts and schools during pre-reporting data validation will allow students with Less Than Four Domains (LT4D) to receive Individual Score Reports and imputed Overall Composite Proficiency Levels, both provided by DRC.

Providing reference files with potential data errors is intended to support test coordinators, EL Directors, and other local staff to complete this work.

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# Additional Pre-Reporting Data Validation Resources
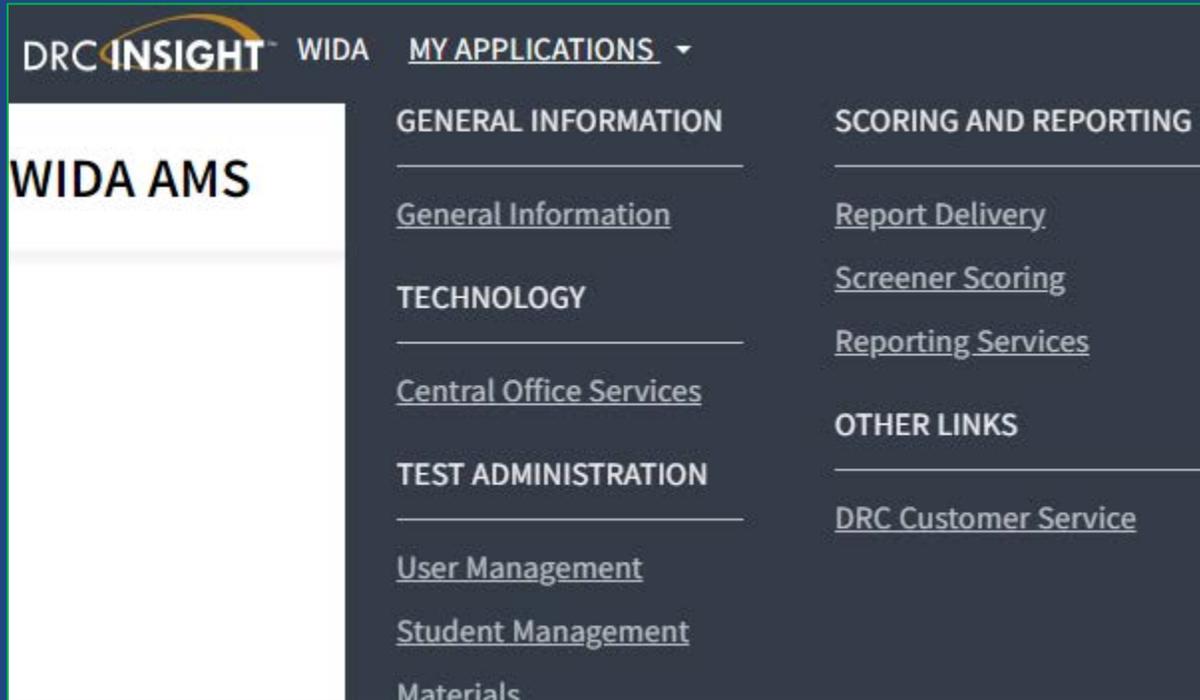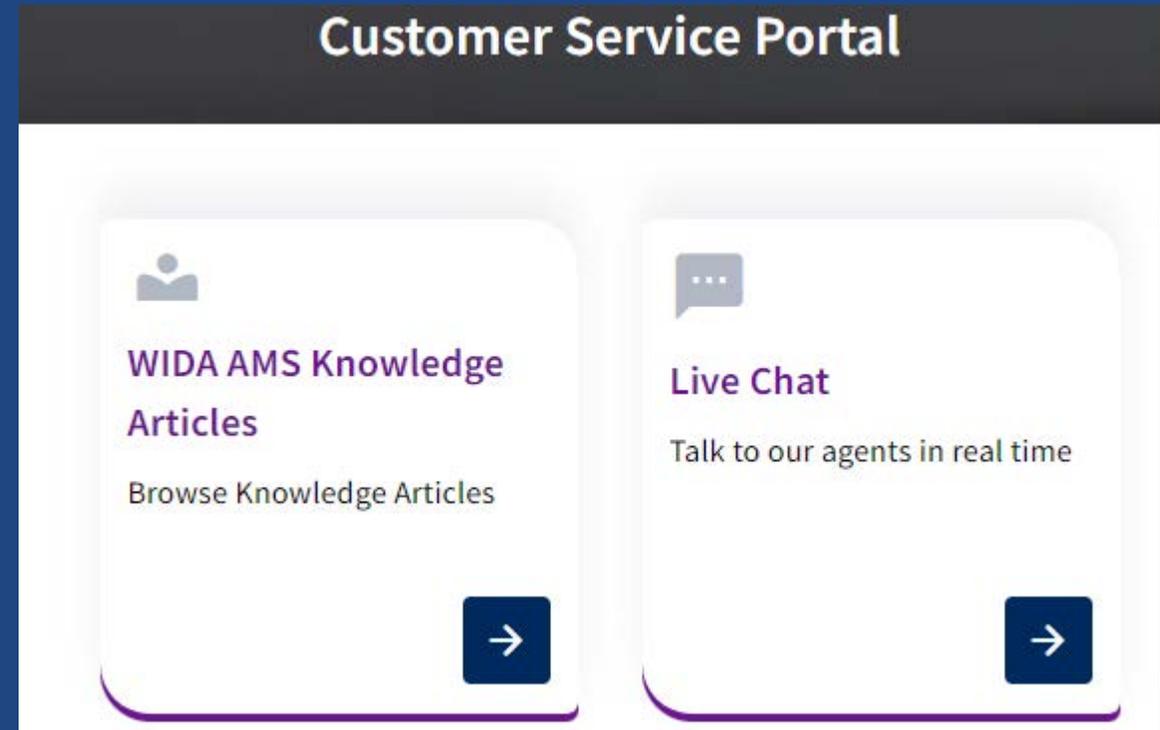
# WIDA AMS

# Knowledge Articles

Please note that the AMS contains four Knowledge Articles on the topic of Pre-Reporting Data Validation, which include step-by-step instructions and images.

# DRC Validation Webinar
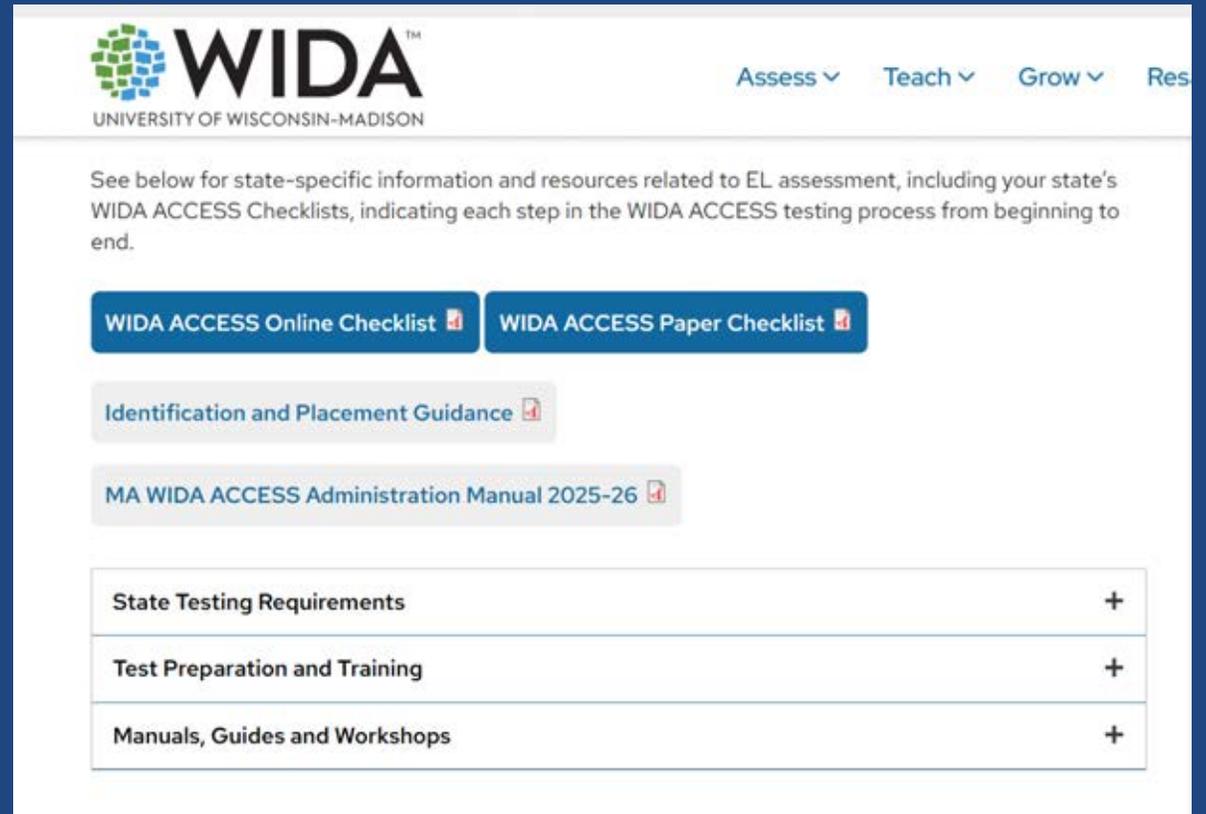
# WIDA Secure Portal

# Today's Slides are Available

WIDA/Massachusetts state page:
- Click on the "+" in the Manuals, Guides and Workshops section

Emailed to registrants 3/24

Send us an email!

## Open Office Hours

Monday, March 30
2:00 p.m. – 3:00 p.m.

Friday, April 3
10:00 a.m. – 11:00 a.m.

**Questions after the training?**

**The team is holding drop in Office Hours on both Monday and Friday of next week. The purpose is to have a virtual space for WIDA ACCESS test coordinators completing local pre-reporting data validation to receive support and have questions answered in real time.**

**Register for Monday, 3/30/2026:**
**ACCESS Data Validation Office Hour**

**Register for Friday, 4/3/2026:**
**ACCESS Data Validation Office Hour**

# THANK YOU

## We are here to support!

781-338-3625

access@mass.gov

www.doe.mass.edu/mcas/access

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