


Student Transfers During Testing – within Massachusetts Only

- To transfer student to a **different school in the same district**, see “Transferring Students” in the Online Help button  in WIDA AMS Student Management.
- To transfer student **to or from a different district in Massachusetts**, either the sending or receiving district submits a Student Transfer Form in WIDA AMS. See pages 68–71 of the [WIDA AMS User Guide](#).
- See “[Instructions for Student Transfers During Testing](#)” on [DESE’s ACCESS for ELLs web page](#) for more information about transferring a student record.
- **Student records cannot be transferred to or from another state within WIDA AMS.**

Training for ACCESS for ELLs

ACCESS for ELLs


Test	Training Modules/Quizzes Needed for Certification	Resources
ACCESS for ELLs <u>Online</u> (Grades 1–12)	Online ACCESS for ELLs: Administration	ACCESS for ELLs Online Checklist
ACCESS for ELLs <u>Paper</u> (Grades 1–12)	Paper ACCESS for ELLs: Administration Speaking Grades 1–5: Scoring Speaking Grades 6–12: Scoring	ACCESS for ELLs Paper Checklist
Kindergarten ACCESS for ELLs	Kindergarten ACCESS for ELLs: Administration and Scoring	ACCESS for ELLs Paper Checklist
WIDA Alternate ACCESS <i>Everyone who administers the Alternate ACCESS this year must take the training and pass the quizzes.</i>	Alternate ACCESS: Administration and Scoring	ACCESS for ELLs Paper Checklist Participation Guidelines for WIDA Alternate ACCESS Preparing for Alternate ACCESS Testing WIDA Alternate ACCESS Updates

Test Administrator and Test Coordinator Certification

- Each educator must sign in to their **WIDA personal account** to access trainings.
- **Test Coordinators** and **Test Administrators** must complete the ACCESS online training session(s) and be **certified** for the tests they will administer.
 - Recertification is required every two years.
 - Those who were certified to administer ACCESS tests in 2022–2023 (last year) need not recertify; all others must take the trainings and pass the appropriate quiz(zes).
 - ALL those administering the WIDA Alternate ACCESS for grades K-12 in 2024 will need to take the training and certification quiz.

Accessing the Assessment Training Courses

Online trainings are found in the WIDA Secure Portal under Assessment Training.

1. Go to wida.wisc.edu and click the blue Login button .
2. Select **WIDA Secure Portal** from the drop-down to sign in to your personal account.
3. Click on the **Assessment Training** tile.
4. Select which training you want to take, then click the "**Course Details**" link for that training.
5. On the next page, click "**Enroll Now**", then "**Confirm**". You will be able to take the course as soon as you enroll, or you can go back to it later when you are ready.

Confirming Training Course Completion and Certification

To view your own certification reports:

- On the WIDA Secure Portal login page, select **“Manage”**, then **“My Profile”**. Your certifications can be found in the **“Certifications”** drop-down.

District Test Coordinators can view certification reports of staff in their district:

- On the WIDA Secure Portal login page, select **“Manage”**, then **“Certification Report.”**
- Then check **“Filter by Certification Date.”** Enter the dates you want to search (September 1, 2023—today, for example).
- Select a school (optional) and check **“Assessment Training.”**
- Click **“Submit.”**

The screenshot shows the WIDA Secure Portal interface. At the top right, there is a 'Manage' button with a user icon. A dropdown menu is open, showing options: 'My Profile', 'Manage Users', 'Manage Packages', and 'Certification Report'. Red circles highlight 'My Profile' and 'Certification Report'. Red arrows point from the text in the left column to these two options. Below the dropdown is the 'Certification Report' form. It has a title 'Certification Report' and several filters. The 'Filter By Certification Date' checkbox is checked and highlighted in yellow. Below it are two date input fields: 'Certification Begin Date' with the value '10/01/2020' and 'Certification End Date' with the value '11/08/2021'. There is a dropdown for 'State/Territory/Agency (Account)' with the value 'Massachusetts Department of Elementary And Secondary Education'. Below that is a 'District' dropdown. There is a 'Package Assignments' section with a dropdown menu where 'Assessment Training' is selected and highlighted in yellow. Below that is a 'Self-Paced Professional Learning' section with an unchecked checkbox. At the bottom right of the form is a 'Courses' section. At the bottom left of the form is a blue 'Submit' button.

Technology Requirements Resources

- DRC Insight Secure Application – Version 14 should be installed on every student testing device prior to testing.
 - Installers for the DRC INSIGHT Secure Application can be found in [WIDA AMS](#) under **My Applications > General Information > Technology Downloads**.
- In WIDA AMS under **My Applications > General Information > Documents**
 - [Supported System Requirements for ACCESS for ELLs and Screener](#)
 - [DRC INSIGHT Technology User Guide](#)
 - [Site Technology Readiness Checklist for Deploying WIDA Online Assessments](#)
 - [ACCESS for ELLs Headset Specifications](#)
 - [Network Evaluation and Troubleshooting](#)
- Email sent to Education Technology Directors on 11/21/2023: “2023–2024 Annual DRC Technology Updates & Enhancements”
- Contact DRC Customer Support: wida@datarecognitioncorp.com or 855-787-9615 with questions.

WIDA Trainings for Technology Coordinators

Recorded and upcoming webinars are available in the [WIDA Secure Portal Webinars](#) tab:

- During Testing: Technology Troubleshooting
- Pre-Testing: Technology Coordinator Support for Test Administrators
- Pre-Testing: Technology Installations Part 2
- Pre-Testing: Technology Installations Part 1
- Pre-Testing: Software Updates & Tech Readiness Checklist
- DRC Technical Enhancements for 2023-2024

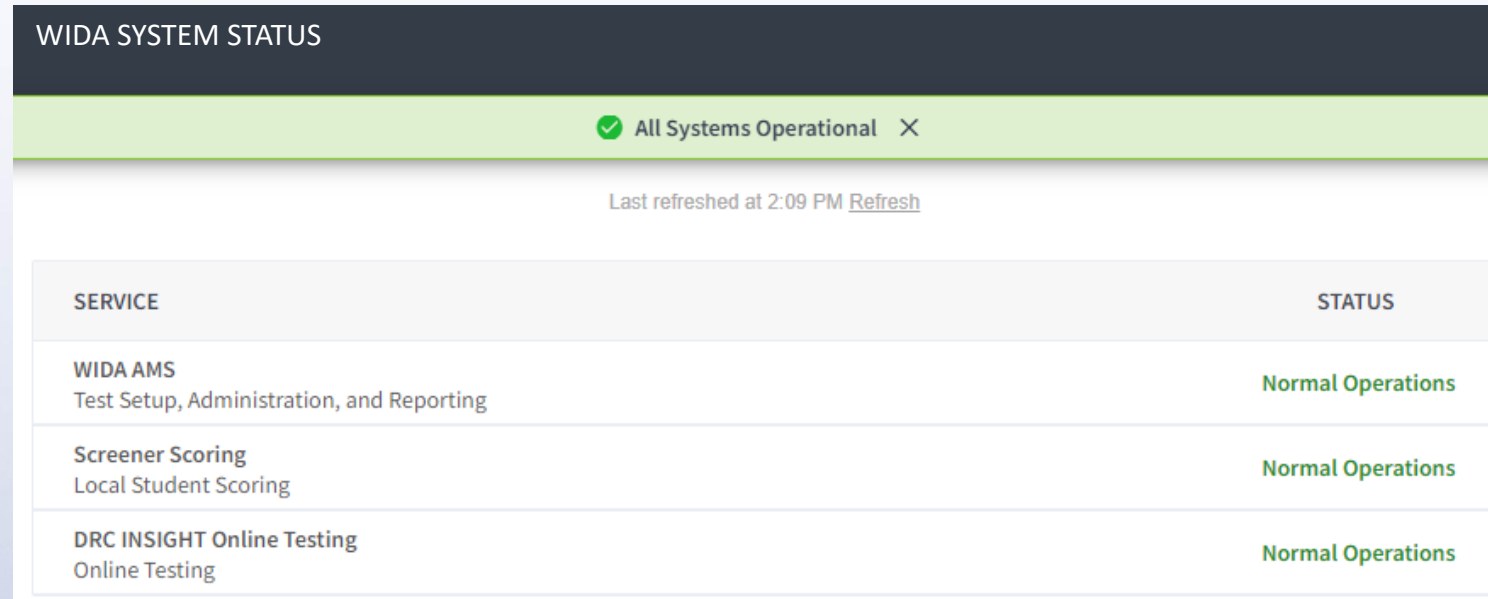
Technology Troubleshooting During Testing

If you receive a system error message, try the following before calling the Help Desk:

- Are multiple students experiencing the same issue?
 - Check the system status page for any system outage information.
 - Check with the technology support team from the site to see if there are any issues.
- If the issue is isolated to only a few students, try:
 - Rebooting the machine. Does the error still occur?
 - Moving the student to a different computer. Does the error still occur?
- See [Technology Troubleshooting and Issue Report Form](#) in **WIDA AMS > My Applications > General Information > Documents**
 - If problem is still not resolved, fill out page 2 of the “Technology Troubleshooting and Issue Report Form” and call DRC Customer Service (855-787-9615) with the information.

WIDA System Status Page

- Displays the current status of the DRC Portal/WIDA AMS, DRC INSIGHT, and Screener Scoring.
- If you suspect a technical problem is due to a system outage, follow the link at <https://wida-status.drcedirect.com> to confirm whether all test systems are working as expected.



WIDA SYSTEM STATUS

✓ All Systems Operational ✕

Last refreshed at 2:09 PM [Refresh](#)

SERVICE	STATUS
WIDA AMS Test Setup, Administration, and Reporting	Normal Operations
Screener Scoring Local Student Scoring	Normal Operations
DRC INSIGHT Online Testing Online Testing	Normal Operations

Administering ACCESS for ELLs

- Test security
- Sample items, demos, and practice tests
- Speaking test tips
- Writing test tips
- Student testing tickets
- Test monitoring
- Paper-based test administration
- Kindergarten ACCESS for ELLs

Test Security

Paper tests

- **Test administrators may view test booklets up to 24 hours before the test is administered** under Principal's supervision, in a secure location.
- Store paper materials in a secure location when not in use.
- Do not transfer materials between testing sites.

Online tests

- Seat students at least 3 feet apart so they cannot see adjacent screens. You may seat students:
 - with barriers between computers
 - staggered face-to-face, an appropriate distance apart
 - at least every other seat
- Collect test tickets after the student logs in. Securely destroy test tickets after students have finished testing.

Return secure materials to DRC. See slide 64 for a list of what to return and what to keep or securely destroy.

Test Security - Monitoring

- **Ensure that students do not have access to electronic devices such as cell phones, smart watches, tablets, ear buds, Bluetooth enabled devices, computers or other electronic devices other than the one they are testing on. Use of such devices during testing may result in an item or test invalidation.**
- Monitor use of scratch paper to ensure that complete responses are not written down to be spoken into the microphone during the Speaking test.
- Active monitoring includes moving around the room where the student is testing to ensure test items are secure and that students are engaged with the test.
- Students should not be tested in common areas such as hallways or offices where distractions may occur.

Sample Items, Demos and Practice Tests

- Intended for students to use to become familiar with the test, and for test administrators to review what the test items look like and how they are presented
 - [ACCESS, WIDA Screener, and Samples](#)
 - [ACCESS and WIDA Screener Test Demos](#)
 - [WIDA Alternate ACCESS](#)
 - [Braille](#)
 - [Paper-based ACCESS for ELLs](#)

Order of Test Administration

Online and Paper test formats:

- Give Listening test first, then Reading, then Writing and Speaking (in either order).

Online format:

- Students' performance on the Listening and Reading tests will determine their tier placement for Writing and Speaking.

Paper-based format:

- Listening and Reading tests are **group-administered**.
 - May administer both together in **one session or as separate sessions**.
- Writing and Speaking Tests may be administered in either order, after Listening and Reading tests are given.

Estimated Administration Times

Students work at their own pace – tests are untimed.

- Listening - Approximately 40 minutes
- Reading - Approximately 45 minutes
- Speaking - Approximately 35 minutes
- Writing* - Approximately 65 minutes

These are guidelines/suggestions for scheduling purposes only and include actual testing time, not preparation or breaks.

*Writing times for Grade 1 Tier A will be approximately 35 minutes. Other writing tests will be approximately 45-65 minutes. Tier B/C tests generally take longer than Tier A tests.

About ACCESS for ELLs Speaking Test

- Online speaking tasks are presented at three proficiency levels: Levels 1, 3, and 5.
 - Tier assignment is based on the results of Listening and Reading tests, which must be administered first.
 - Tier assignment is available almost immediately.
- The length of response time depends on the task, grade-level test, and student's proficiency level.
- During scoring, students will not be penalized for running out of time and/or not completing a sentence or thought.
- Student responses should be **clearly delivered** and include **relevant word choices** focused on the question.

Preparing to Administer ACCESS Speaking Test

- Set up testing environment with enough space between students to minimize distractions and to allow for privacy when students are speaking.
- WIDA recommends testing up to 3 to 5 students per test administrator. Newcomers and students at lower proficiency levels may need individual testing.
- Test administrator should test new (or shy) students individually and encourage the students to “talk to you” while speaking clearly into the microphone.
- Scratch paper can be used but cannot contain full responses.
- Practice with students before testing using sample test questions
 - Have the student practice responding using progressively longer and more complex sentences.
 - Watch the histogram to ensure their voice is being recorded loudly enough.
- Do not hit STOP until you are sure you have finished. **You cannot go back once you hit STOP.**

Sample Speaking Test Items and Scoring Tools

- [Sample items](#) provide opportunity to practice spoken language as they would on the Speaking test.
- [Interpretive Guide for Score Reports](#)
- [WIDA Speaking Scoring Scale Grades 1–12](#) - used to score responses to ACCESS for ELLs and WIDA Screener test items.
- [WIDA Speaking Rubric Grades 1–12](#) - used to understand the scores students earn on ACCESS and WIDA Screener, analyze student performance in the classroom, and plan ways to scaffold language learning.

Online Writing Test: Delivery and Response

- Students in grades 4–12 will keyboard their Writing responses. Handwriting booklets should be ordered for students in grades 4–12 who:
 - have it written into their IEP, **or**
 - are first-year EL and unable to take the computer-based writing test
- If a different test format is needed by a student:
 - make changes in WIDA AMS (**before** printing testing tickets) **and**
 - order materials during the Additional Test Material Ordering window

Grade Levels and Tiers	Writing Test Format	Writing Response Mode
1–3 All Tiers	Paper	Handwriting
4–12 All Tiers	Online	<ul style="list-style-type: none">• Keyboarding is the <u>default</u>.• Handwriting is available as an <u>accommodation</u>, if listed in IEP; or if the student is a first-year EL and unable to take the computer-based test.

Writing Tiers for Online Test Administration

- A **Tier Placement Report** must be generated for students who will use a handwriting test booklet for the Writing test.
 - See the [How Do I Export a Tier Placement?](#) Knowledge Article in WIDA AMS.
 - Tier placement is automatically generated for keyboarded sessions.
- After Listening and Reading tests are completed, run the report to identify which tier booklet (A or B/C) the student should receive.
- **Grades 1–3 Writing tests use handwriting booklets.** Grades 1–3 Writing tests must be administered in separate test sessions by grade cluster and tier (e.g., Grade 1 Tier A, Grade 1 Tier B/C, Grades 2–3 Tier A, and Grades 2–3 Tier B/C).