

During Test Administration

Test Security

Security Considerations:

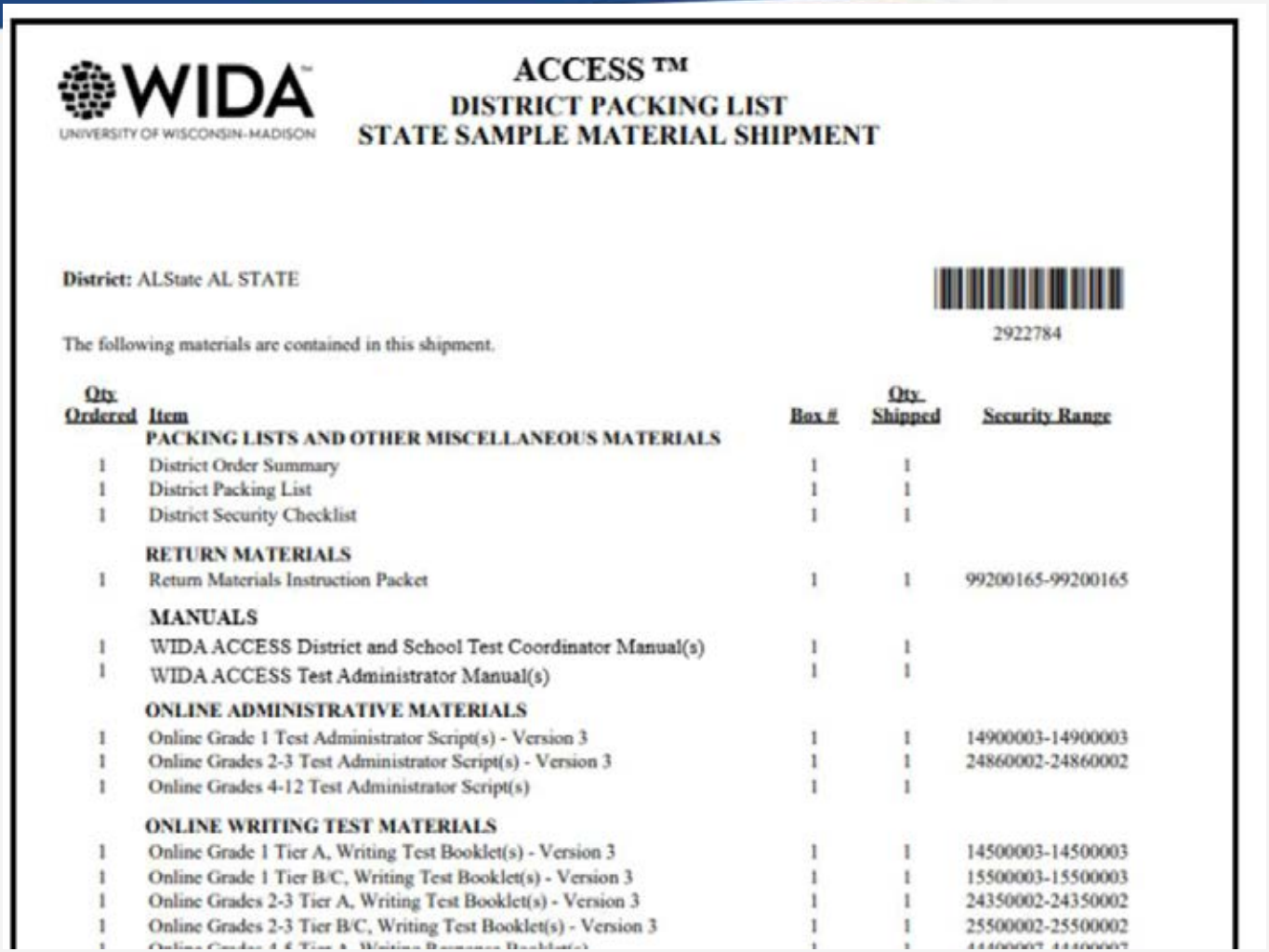
- Strategic seating
- Active monitoring
- Test administrators may view test materials prior to testing, with test coordinator's supervision and in a secure location
- Store test materials in a secure location when not in use
- Do not transfer materials between sites
- Do not leave materials unattended

Secure materials can be returned to DRC when local testing has concluded. The final postmark date is March 2, 2027. DESE recommends shipping back scored materials as soon as testing is complete.

Secure Materials

- Inventory materials received using the packing list and Security Checklist (included in shipment)
- Packing list documents all shipped materials, including the range of security barcodes for each type of material.
- Security Checklist includes the secure barcode for every material shipped

Secure Materials



WIDA
UNIVERSITY OF WISCONSIN-MADISON

ACCESS ™
DISTRICT PACKING LIST
STATE SAMPLE MATERIAL SHIPMENT

District: ALState AL STATE

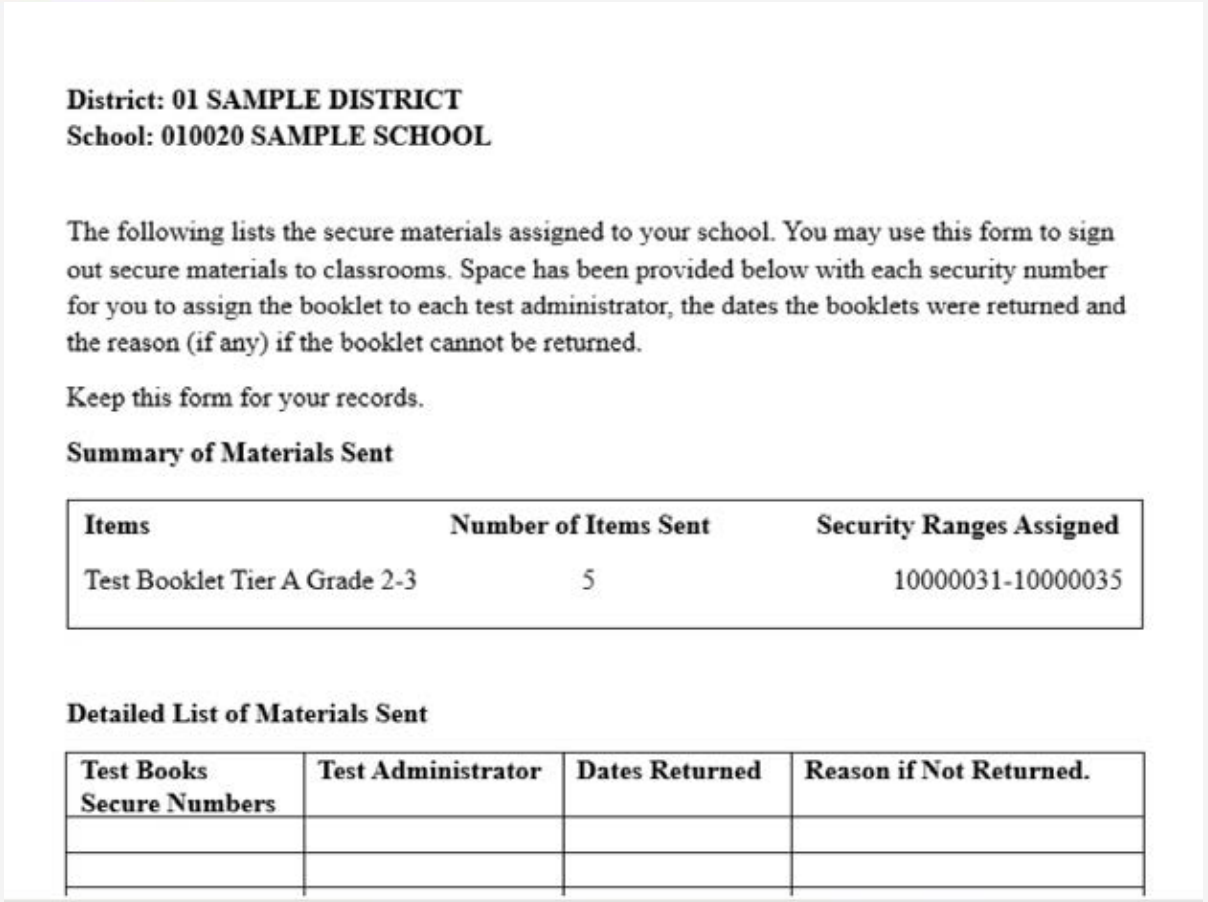
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The following materials are contained in this shipment.

Qty Ordered	Item	Box #	Qty Shipped	Security Range
	PACKING LISTS AND OTHER MISCELLANEOUS MATERIALS			
1	District Order Summary	1	1	
1	District Packing List	1	1	
1	District Security Checklist	1	1	
	RETURN MATERIALS			
1	Return Materials Instruction Packet	1	1	99200165-99200165
	MANUALS			
1	WIDA ACCESS District and School Test Coordinator Manual(s)	1	1	
1	WIDA ACCESS Test Administrator Manual(s)	1	1	
	ONLINE ADMINISTRATIVE MATERIALS			
1	Online Grade 1 Test Administrator Script(s) - Version 3	1	1	14900003-14900003
1	Online Grades 2-3 Test Administrator Script(s) - Version 3	1	1	24860002-24860002
1	Online Grades 4-12 Test Administrator Script(s)	1	1	
	ONLINE WRITING TEST MATERIALS			
1	Online Grade 1 Tier A, Writing Test Booklet(s) - Version 3	1	1	14500003-14500003
1	Online Grade 1 Tier B/C, Writing Test Booklet(s) - Version 3	1	1	15500003-15500003
1	Online Grades 2-3 Tier A, Writing Test Booklet(s) - Version 3	1	1	24350002-24350002
1	Online Grades 2-3 Tier B/C, Writing Test Booklet(s) - Version 3	1	1	25500002-25500002

The Packing List should be reviewed after receiving the materials shipment. School and district test coordinators, whether at the school or district level, should use this list to confirm all items on the packing list are included in the shipment.

Secure Materials



District: 01 SAMPLE DISTRICT
School: 010020 SAMPLE SCHOOL

The following lists the secure materials assigned to your school. You may use this form to sign out secure materials to classrooms. Space has been provided below with each security number for you to assign the booklet to each test administrator, the dates the booklets were returned and the reason (if any) if the booklet cannot be returned.

Keep this form for your records.

Summary of Materials Sent

Items	Number of Items Sent	Security Ranges Assigned
Test Booklet Tier A Grade 2-3	5	10000031-10000035

Detailed List of Materials Sent

Test Books Secure Numbers	Test Administrator	Dates Returned	Reason if Not Returned.

The Security Checklist can be used to sign out and track secure materials to test administrators, including the name of the test administrator and date the material was signed back in.

Order of Test Administration

Online

- Listening and Reading, followed by Writing and Speaking
- Student performance on Listening and Reading determines tier placement for Speaking and Writing.
- Run Tier Placement export in the AMS to view student Speaking and Writing tier
- Speaking is administered in groups of 3-5 students (scored by DRC).

Paper

- Listening and Reading are group-administered, first
- May administer both together in one session or as separate sessions.
- Writing is group-administered
- Speaking is administered individually (scored by test administrator)

Estimated Administration Times

- Tests are untimed – students work at their own pace
  - Listening – approximately 40 minutes
  - Reading – approximately 45 minutes
  - Speaking – approximately 35 minutes
  - Writing – approximately 65 minutes*
- These guidelines are for scheduling purposes only. Younger or less proficient students generally do not take as long as older or more proficient students.
- Allow sufficient time in the day for students to complete the domains they began (cannot continue the following day due to insufficient scheduling time).

*Writing times for Grade 1 Tier A is approximately 35 minutes. Grades 2-12 Tier A writing tests are approximately 45-65 minutes. Tier B/C tests generally take longer than Tier A tests, and for all grades are approximately 60-65 minutes.

Scheduling Considerations

- Determine the number of test administrators needed for each test and test location, including providing accommodations.
- Schedule according to time estimated for each test.
- Plan make-up sessions in case of inclement weather or absence.
- Domains should be completed in a single session and must be completed on a single day.
- Ensure all necessary materials are available (including for accommodations) prior to beginning the test.

Paper-based Tier Selection

There are two tiers for each of the four domains.

- Tier A is appropriate for ELs who
  - are first-year ELs without previous instruction in English
  - receive literacy instruction in their native language ONLY
  - have English literacy proficiency of Level 1 – low Level 3
- Tier B/C is appropriate for ELs who
  - have social language proficiency and some but not extensive, academic language proficiency in English
  - have acquired some literacy in English and may be approaching grade-level literacy
  - have levels of English proficiency of mid Level 3 or higher.

Tier Placement Export

- Sign in to WIDA AMS
- Navigate to My Applications>Test Management
- Select your (school) site from the drawdown menu in the upper right hand corner of the screen
- You can filter by state student ID, name, etc. If exporting an entire group, leave the filters blank
- Select the checkboxes next to the registrations and click Export Details
- The csv file will include columns for Speaking and Writing Tiers

Special note: If a student has an SPD code for Listening or Reading, this code must be entered in before or during data validation. The test administrator must **End Incomplete** the related domain in order for the student to be tiered to Speaking and Writing.

Administration Tips

- Follow test administrator scripts exactly
- “Before you begin” and “How to Read the Script”
- TAs should have the opportunity to review prior to administration with students
- TA Scripts and student test tickets are considered secure

More Tips

- Make sure systems and software versions are updated
- Make sure your school has bandwidth to test multiple students at once
- Listening takes a lot of bandwidth. To avoid crashes and delayed item presentation:
  - Stagger log-ins
  - Do not test too many students at the same time
  - Do not test too many students on the same day

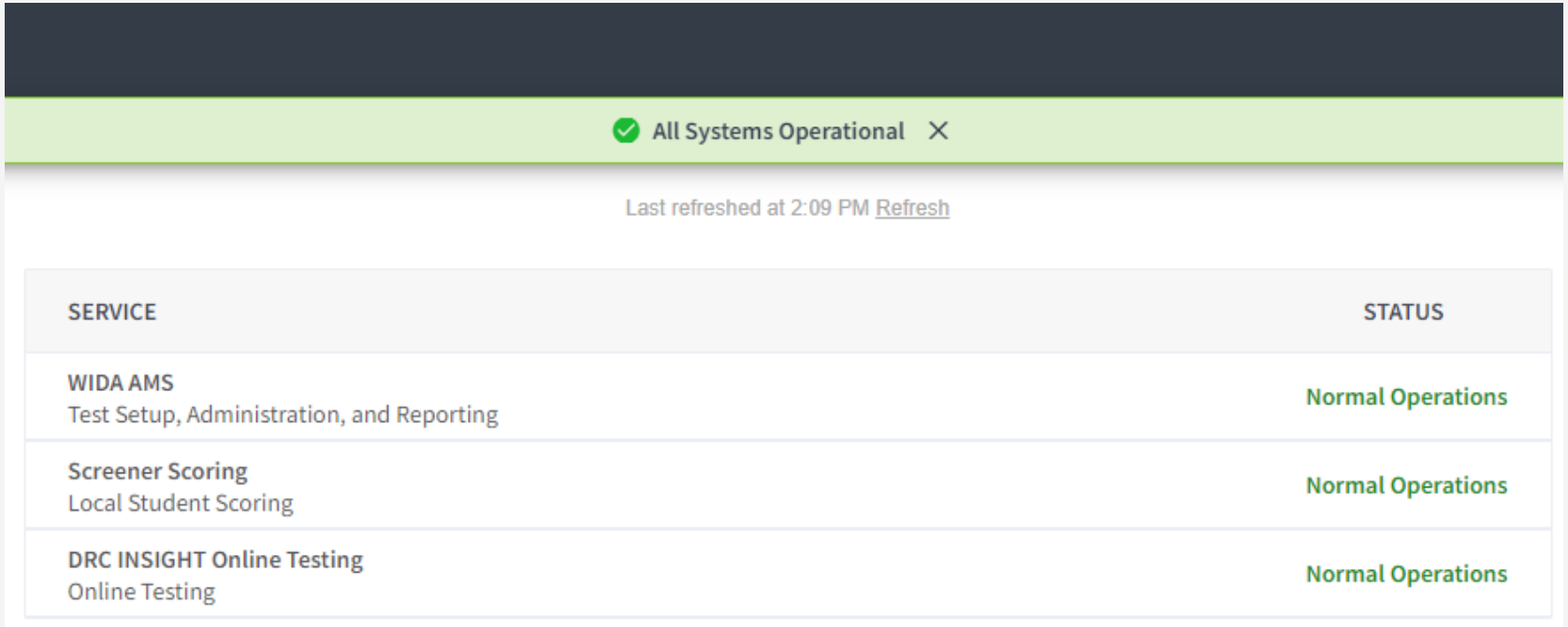
Technology Troubleshooting During Testing

If you receive a system error message:

- Are multiple students experiencing the same issue?
  - Check the system status page for any system outage information (next slide).
  - 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:
  - Pause the test and reboot the machine. Does the error still occur?
  - Pause the test and move 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
- Knowledge Article: What steps can a Test Administrator take to resolve technology issues?
- If issues do not resolve after multiple attempts or affect multiple students (a school or grade), email access@mass.gov or call 781-338-3625.

WIDA System Status

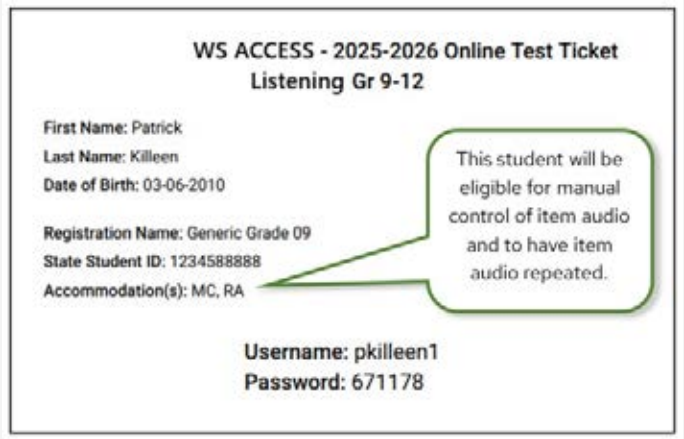
- Displays the current status of the DRC Portal/WIDA AMS, DRC INSIGHT, and Screener Scoring. If you suspect a technical problem is due to a system outage, go to https://wida-status.drcedirect.com.



Student Test Tickets

- Show student's name, DOB, registration name, SASID, accommodations, username and password
- Printed by Test Coordinator or Test Administrator prior to testing
- Are collected after the student logs in and securely destroyed after testing
- Students should verify that they have their own test ticket prior to logging in to the test.

If a handwriting booklet is needed, the test registration shown will be "Writing HW". Prompts will appear on the screen, student will write responses in a booklet.



Speaking Domain

- Online speaking tasks are presented at proficiency levels 1, 3 and 5.
- The length of response time depends on the task, grade level, 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 task.
- See WIDA Speaking Scoring Rubric Grades 1-12 for response characteristics at each score point.
- ACCESS Paper Speaking domain is hand-scored and 1:1

Writing Domain

- Students in Grades 4-12 will keyboard their Writing responses. Handwriting booklets may be ordered for students who:
  - have a need for handwriting booklet written in their IEP
  - are first-year EL and unable to keyboard Writing responses
- If a handwriting booklet is needed:
  - Order necessary materials during the Additional Test Materials Ordering window in AMS (January 4-February 19)
  - Remove student from Online Writing registration, place in Handwriting Writing registration *before* printing test ticket

Grade Levels and Tiers	Writing Test Format	Writing Response Mode
Grades 1-3 All Tiers	Online	Paper response booklet.
Grades 4-12 All Tiers	Online	• Keyboarding is the default • Handwriting booklet/registration available as accommodation if in IEP or first-year EL unable to take keyboarded writing test.

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.
- Student use of cell phones for monitoring medical conditions is allowed with supervision
- Active monitoring includes moving around the room
- Students should not be tested in common areas such as hallways or offices where distractions may occur.

Optional Monitoring Tool

- Open WIDA AMS and navigate to My Applications>Test Monitoring
- Step by step instructions available via WIDA Knowledge Article *"What is Test Monitoring?"* (login required)
- Allows test administrator to track student test status

  Active, Inactive, Paused, Exited, Completed
- Allows test administrator to see the number of answers the student has submitted out of the expected number of answers for that domain (Listening and Speaking will be a percentage)
- Does not replace active monitoring

Student Transfers

Different school within district

- See “Transferring Students” in the Online Help button via WIDA AMS Student Management (“Manage Students” tile) or Knowledge Article “How do I complete a school-to-school transfer?”

Transfer to or from a **different district** in Massachusetts

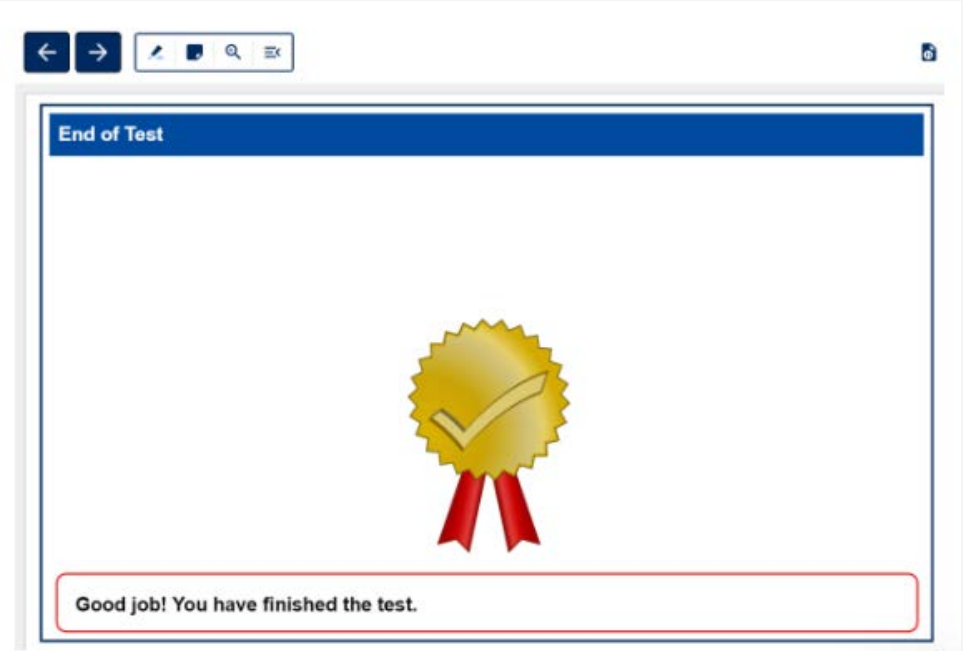
- *“How do I complete a Student Transfer Form for WIDA ACCESS testing?”*
- Students cannot be transferred to or from another state in WIDA AMS.
- Test Coordinator accounts are required for transfers. District TC can add permissions or other users if appropriate.
- “In progress” tests cannot be transferred.

Submit the Domains!



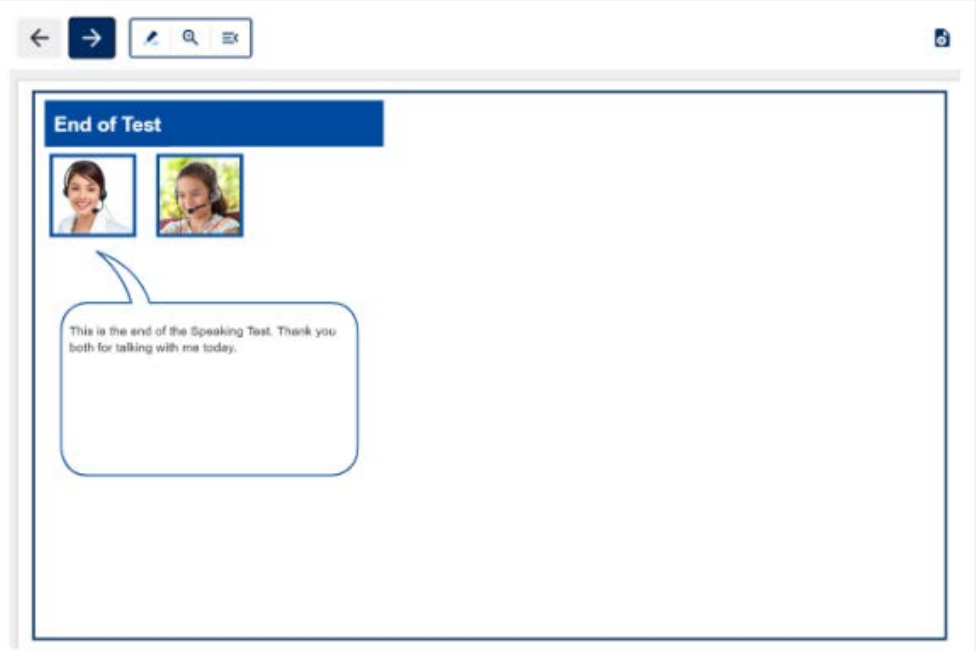
Listening and Reading domains

Including Speaking and Writing



Writing domain

Next



Speaking domain

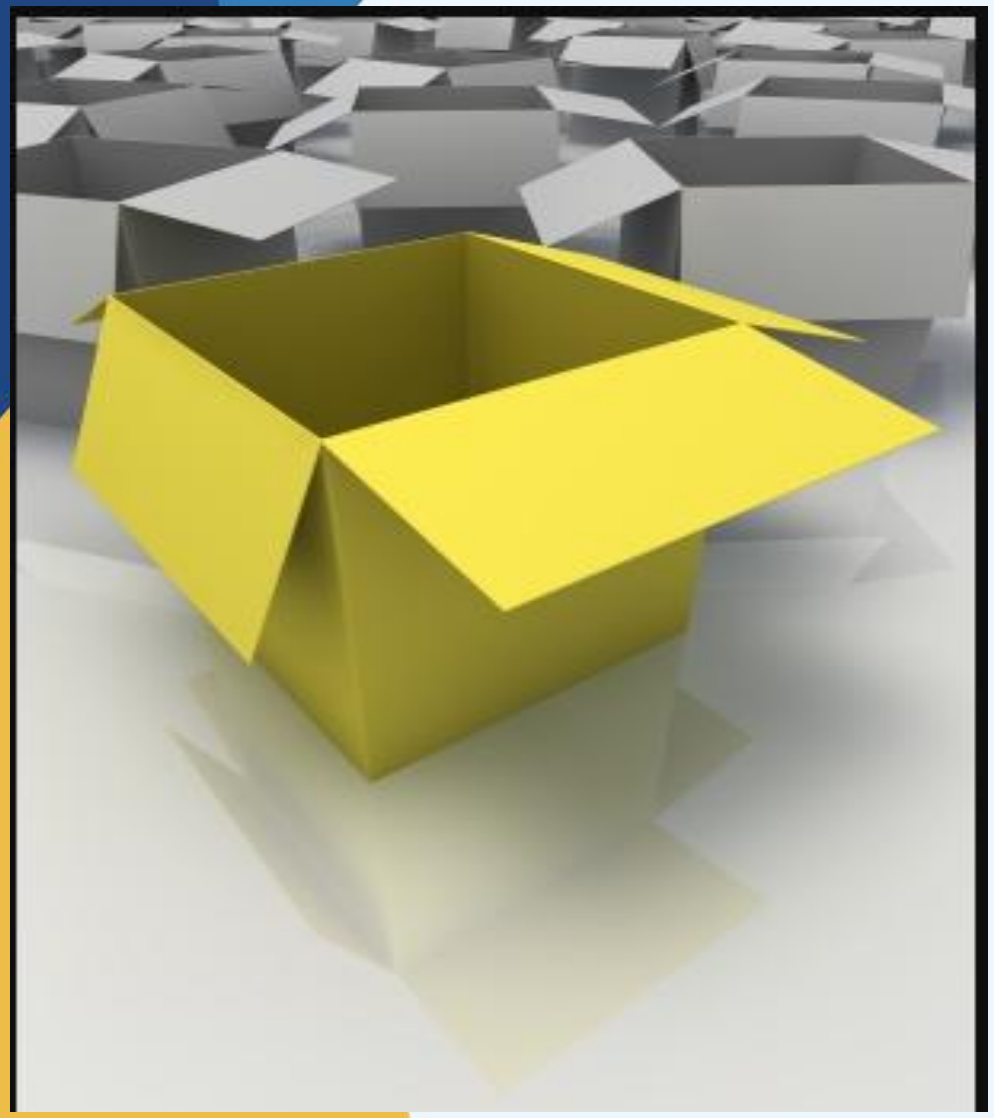
Next

ACCESS Testing Irregularities

- Report irregularities as soon as possible.
  - Examples include:
    - Cell phone or other unauthorized device used during test administration.
    - Use of English language dictionary, bilingual dictionary, or thesaurus.
    - Interruption during the test that does not permit the student to complete testing on the same day.
    - Student took the test using another student's ticket. Pause the test(s), report immediately, and do not continue testing either student in any domain until DESE responds. Provide both student's complete demographic information in the form.
    - Student took the test with incorrect accommodations or without accommodations listed in the IEP/504 plan.
    - Student took the wrong test mode (i.e., took paper instead of online).
    - Other…if you are unsure, contact DESE at 781-338-3625.

DESE's Online Request and Report Forms

- Used to report an irregularity in testing or to make requests:
  - Tier Override
  - Test Regeneration
  - Test Irregularity
  - Test Discrepancy (scoring appeal or booklet search) (completed after testing window closes)
- Fill in the required information and any clarifying details in the description.
- Multiple students can be included in a single ticket if the issues are the same for all students. Include all demographic information for all students affected.
- Excel, Word, or .pdf files can be uploaded to most forms if needed.



After Test Administration

Materials Return: March 2, 2027

Return to DRC

- All test booklets (used and unused, placed in plastic bags)
- All ACCESS paper test administrator scripts
- Kindergarten Low Vision Script
- ACCESS Online test administrator scripts for Grades 1 and 2-3
- Listening and Speaking test CDs
- All large print, Kindergarten, braille, and Alternate ACCESS test materials

Keep

- Packing list
- Security Checklist with student names/SASID written next to the security bar code for the booklet that student used. Keep in a secure place until scores are final, then securely destroy.

Securely Destroy

- District/School Test Coordinator Manual
- Test Administrator Manual
- Grades 4-12 Online Test Administrator Script
- School Box Range Sheet
- Unused booklet labels (Pre-ID and District/School)
- Scratch paper

Secure Materials Tracking Report

- WIDA AMS My Applications>Reporting Services>Published Reports. Apply filters and click “Display Reports”. Type “Secure Materials Tracking Report” in the Report Type secondary search field or check the box next to the report.
- If you associated which materials were returned for which student using the Secure Materials Checklist, you can verify receipt in SMTR
- See Knowledge Article *“What is the Secure Materials Tracking Report?”*
- The reports contain student information and are considered secure materials.

Paper-based Materials Return

- Affix the correct label. Booklets without a label will not be scored.
  - Pre-ID label (white)
  - District/School label (yellow)
  - “Do Not Process” label (white with orange stripe)
- Complete demographic information in booklet
  - Do not write or erase information on labels
  - See the MA ACCESS Test Administration Manual 2026-2027 for which fields to complete
  - Ensure demographic information and Do Not Score codes are correct
  - **Bubble in circles completely with a #2 pencil ONLY**
- Return test materials when most students have completed testing so DRC can begin scoring (return remainder on or before March 3)

Important Bubbling Information

Number 2 pencil ONLY
Completely fill in the bubble
Dark circles

Incorrect bubbling can and does result in missing scores and tests



READING							
If No Response or Incorrect on 3 CONSECUTIVE TASKS, stop the testing session.							
Task	Key	Correct			Incorrect	No Response	Not Administered
		Cue A	Cue B	Cue C			
1	student "attends"				n/a		n/a
2	ball						n/a
3	can						
4	hat						
5	3						
6	girl writing						
7	ground						
8	food						
9	10						

dese
MASSACHUSETTS
Department of Elementary and Secondary Education

Data Validation

- Pre-reporting data validation is March 29–April 2, 2027
- DESE will place a file in DESE Security Portal DropBox with potential errors for you to review and update in AMS
- Student demographic information, accommodations, Do Not Score Codes

Students with up to two SPD codes will have reweighted overall scores on the ISR.

- Scores are available in WIDA AMS on April 30
- If there is a split record or incorrect SPD code, reweighted scores will not be correct

DESE will complete post-reporting data validation in late May

- Updated results will be available in WIDA AMS on June 10, 2027

Opportunities to Connect

- Office hours the 2nd Wednesday of the month December-February, 12-1:00p.m. Find office hour registrations here
- Virtual technical assistance available by request (ACCESS inbox)
- Materials arrive January 4-6. Plan to begin with online testing
- Order additional materials only once, if necessary. Contact DESE with large requests.

Email and Phone Support

Department of Elementary and Secondary Education (DESE)

781-338-3625 or access@mass.gov

- Policies and program management, preparation for test administration, potential irregularities

WIDA Help Desk

1-866-276-7735 or help@wida.wisc.edu

- Personal accounts, standards, training courses and certification

DRC Help Desk

1-855-787-9615 or WIDA@datarecognitioncorp.com or Live Chat Feature in WIDA AMS

- WIDA AMS user accounts, session management, ordering additional materials
- Technology issues, test materials, reports

Questions?



Thank you!



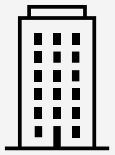
781-338-3625



www.doe.mass.edu/mcas/access



access@mass.gov



135 Santilli Highway, Everett, MA 02149



Resources

Helpful Websites

Accessibility information: Accessibility and Accommodations

State page of the WIDA website: Massachusetts | WIDA

WIDA Secure Portal login: Sign In - Secure Portal

WIDA Assessment Management System login: Sign-In – DRC INSIGHT

Helpful Documents

WIDA ACCESS Checklist

State-specific document that highlights all tasks needing to be completed before, during, and after testing within the district and school.

MA ACCESS Test Administration Manual 2026-2027

State-specific timeline, policy, and guidance

Configuring Online Assistive Technologies for WIDA ACCESS and WIDA Screener

Supplemental guidance on the use of assistive technology during ACCESS administration