

Student Testing Tickets

- Include the student's name, date of birth, SASID, username, password, registration name and accommodations.
- Are printed by Test Coordinator or Test Administrator for students prior to taking the test.
- Are secure materials.
- **Students should verify that they have their own test ticket prior to signing in to the test.**
- Test tickets should be collected after the student logs in and securely destroyed after testing.

ACCESS for ELLs - 2023-2024 Online Test Ticket

Reading Gr 4-5

First Name: Andrea
Last Name: Granso
Date of Birth: 4/4/20XX

Registration Name: Generic Grade 09
State Student ID: 123456789
Accommodation(s): MC

Username: agranso
Password: 248005

If "Writing HW", the student will write answers in a handwriting booklet. Grades 1–3 will not have test tickets for Writing as writing is completed in a paper student test booklet.

Accommodations selected are listed here. If N/A, none are selected. Select MC, RA, and ES before logging in.

Print Test Tickets

Test Management

Site criteria

View Registration(s)

Registration window

Filter criteria

Select checkbox(es)

The screenshot shows the 'View Registration(s)' page in the DRC INSIGHT WIDA TEST MANAGEMENT system. The page header includes 'DRC INSIGHT WIDA TEST MANAGEMENT' and 'Drc Use Only - Ott Sample School'. The navigation bar contains 'Registration Windows and Schedules', 'New Student', 'Create Registration', 'View Registration(s)', and 'Registered Students'. The 'View Registration(s)' tab is active. A 'Registration Window' dropdown is set to 'WT ACCESS fo...'. Below the navigation bar are buttons for 'Print All Tickets', 'Update Test Monitoring', and 'Export Details'. On the left, there is a 'Filter criteria' section with a 'Clear All Filters' button and input fields for 'State Student ID' and 'Student Name'. The main content is a table with columns: 'REGISTRATION NAME', 'ASSESSMENTS', 'DOMAIN', 'STATUS', 'PARTICIPANTS', and 'ASSESSMENT WINDOW'. The table contains five rows of registration data, with checkboxes in the first column for selection.

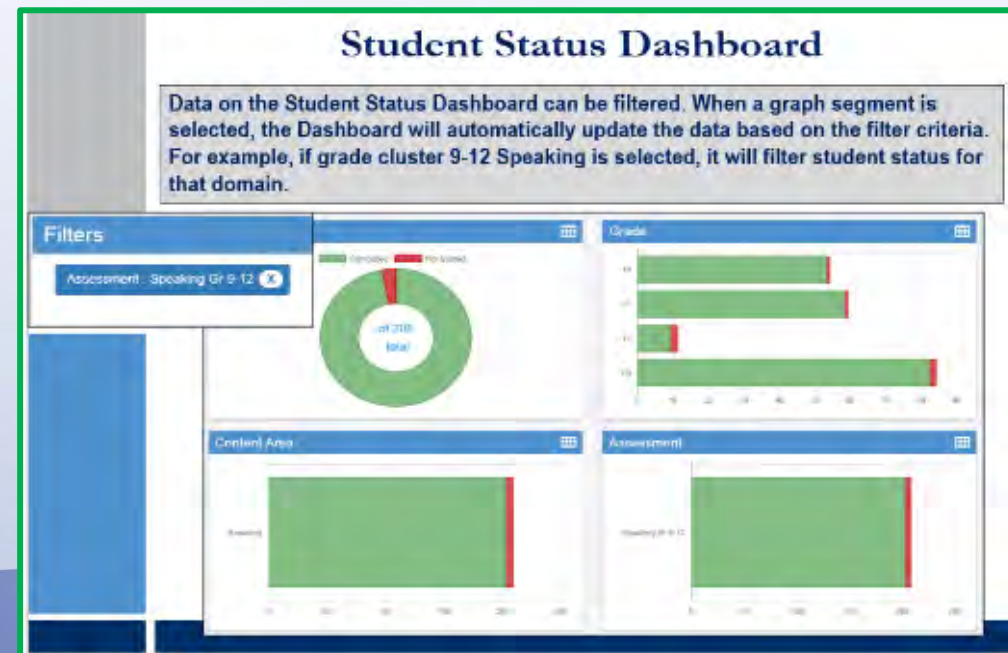
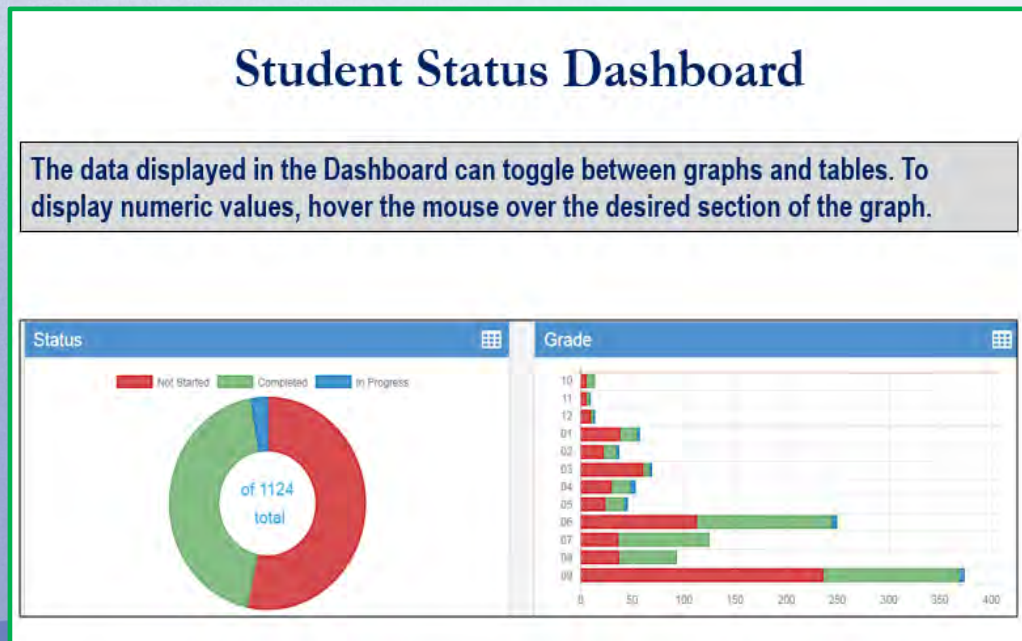
REGISTRATION NAME	ASSESSMENTS	DOMAIN	STATUS	PARTICIPANTS	ASSESSMENT WINDOW
<input checked="" type="checkbox"/> Generic Grade 1	Listening Gr 1	Listening	Completed	1	11-18-2023
<input checked="" type="checkbox"/> Generic Grade 1	Speaking Gr 1	Speaking	Not Started	1	11-18-2023
<input type="checkbox"/> Generic Grade 1	Reading Gr 1	Reading	Completed	1	11-18-2023
<input type="checkbox"/> Generic Grade 2	Listening Gr 2-3	Listening	Not Started	1	11-18-2023

- **My Applications > Test Management**
- Confirm or enter **site criteria** in upper right corner. Click **Save**.
- Confirm your **Registration Window** in the drop-down.
- Select **View Registration(s)**.
- Enter **filter criteria** (SASID, name, domain, etc.) Leave filters blank to print tickets for multiple registrations.
- Select the checkbox next to the registration(s) and click **Print All Tickets**.

See Knowledge Article "How do I print test ticket?..." for help.

WIDA AMS: Student Status Dashboard

- The Student Status Dashboard allows users to display student testing status by school and test administration.
- Testing data can be filtered by testing status, grade, domain, and assessment (or combination) and is displayed in real time.



Optional Test Monitoring Application

- Must be activated in WIDA AMS by a Test Coordinator for a test registration; students are monitored by Test Administrator
- Students enter a monitoring code after logging in to the test
- Test Monitoring Dashboard shows:
 - whether students have signed in
 - which screen or question a student is working on out of total possible
 - progress toward completion of the test
 - whether student has submitted the test when finished (or just exited the test)
- Test Administrator can pause the test for one or all students
- See these resources for further information:
 - [WIDA AMS User Guide](#) page 82
 - Knowledge article: [What is Test Monitoring? How do I enable...](#)

Optional Test Monitoring Application


If Test Monitoring is activated for a Test Registration, it applies to all students in the Test Registration. Notify all Test Administrators if Test Monitoring is to be used.

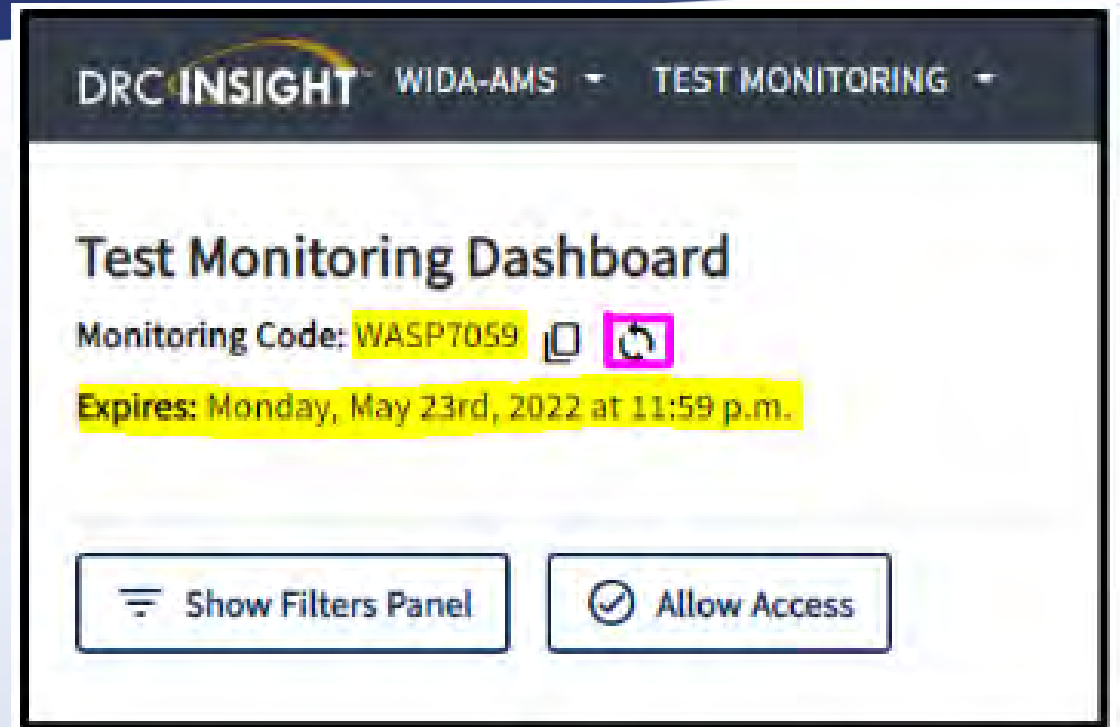
- **My Applications > Test Management**
- Confirm or enter **site criteria**.
- Confirm or enter **Registration Window**.
- Select **View Registration(s)** tab.
- Enter search criteria for the registration needed.
- Select the checkbox for the registration to be Test Monitored.
- Then click **Update Test Monitoring**.
- From the **Test Monitoring window**, select None or Required from the drop-down.
- Click **Save**.

The screenshot displays the 'DRC INSIGHT WIDA TEST MANAGEMENT' interface. At the top, there is a navigation bar with 'DRC INSIGHT WIDA TEST MANAGEMENT' on the left and 'Drc Use Only - Ott Sample School' on the right. Below the navigation bar, there are tabs for 'Registration Windows and Schedules', 'New Student', 'Create Registration', 'View Registration(s)', and 'Registered Students'. The 'View Registration(s)' tab is active. A 'Registration Window' dropdown menu is set to 'WT ACCESS fo...'. Below the tabs, there are buttons for 'Print All Tickets', 'Update Test Monitoring', and 'Export Details'. The main content area shows a table of test registrations with columns for 'REGISTRATION NAME', 'ASSESSMENTS', 'DOMAIN', 'STATUS', 'PARTICIPANTS', and 'ASSESSMENT WINDOW'. The table contains four rows of data. A 'Test Monitoring' dialog box is open in the foreground, showing a dropdown menu with 'None' and 'Required' options. The dialog box also has a 'Test Monitoring' label and a 'Test Monitoring' dropdown menu.

REGISTRATION NAME	ASSESSMENTS	DOMAIN	STATUS	PARTICIPANTS	ASSESSMENT WINDOW
<input checked="" type="checkbox"/> Generic Grade 1	Listening Gr 1	Listening	Completed	1	11-18-2023
<input checked="" type="checkbox"/> Generic Grade 1	Speaking Gr 1	Speaking	Not Started	1	11-18-2023
<input type="checkbox"/> Generic Grade 1			Completed	1	11-18-2023
<input type="checkbox"/> Generic Grade 1			Not Started	1	11-18-2023

Optional Test Monitoring Application

- To get a code, go to **My Applications > Test Monitoring**. Active codes are displayed along with the expiration date.
- To generate a new code, click the **Generate New Monitor Code** icon  and select an expiration date (up to five days out). Click **Generate**. Existing code will be removed from the dashboard. Students using the old code may continue testing but will not be visible in the dashboard.



The Test Monitoring Application does not replace the need to walk around the room and actively monitor students.

Paper-based ACCESS Tests: General Information

- **Grades and grade clusters:**
 - Grades K, 1, 2, 3, 4–5, 6–8, 9–12
 - Alternate K–2, 3–5, 6–8, 9–12
- **Listening and Speaking (Paper)**
 - Test Administrators will play pre-recorded prompts on a CD.
 - Listening and Speaking test audio are on the same CD.
- **Speaking (Paper)**
 - Speaking test is divided into **two tiers** (A and B/C).
 - Individually administered with pre-recorded prompts.
 - Test administrators will score student responses.
 - Must be trained and certified for the grade levels being administered
- Schedule **group-administered** tests by tier and grade cluster.
- Schedule **individual administrations** of Paper-based Speaking, Kindergarten, and Alternate ACCESS tests.

Paper-based ACCESS: Scheduling Considerations

- Determine 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.
- Domains must be completed in a single session, on a single day.

Paper-based ACCESS: 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 low levels of English literacy (**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
 - are at an English proficiency level of approximately **Level 3.5 or higher**.










Paper-based ACCESS: Materials

- Affix the correct label. **Note:** Booklets without a label will not be scored.
 - Pre-ID Label for each student (White)
 - District/School Label (Yellow)
 - “Do Not Process” Label (White with Orange Stripe)
- Complete demographic information in booklet
 - Do not cross out information on labels.
 - Consult the [State-Specific Directions](#) (on MA State page of the WIDA website) regarding which fields to complete.
 - Double-check demographic information before submitting test materials, including **Do Not Score** codes.
 - **Bubble in all circles completely using #2 pencil ONLY** (no pen or marker, no incomplete marks).
- Return test materials when most testing has been completed so DRC can begin scoring. Send remainder of materials after all students have tested (by February 20).
- Recommended: Use Security Checklist to track paper test booklets, using student name or SASID in one of the columns.

Important Bubbling Information

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"		<input type="radio"/>	<input type="radio"/>	n/a	<input type="radio"/>	
2	ball		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3	can		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4	hat		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	3		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	girl writing		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
7	ground		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
8	food		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	10		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

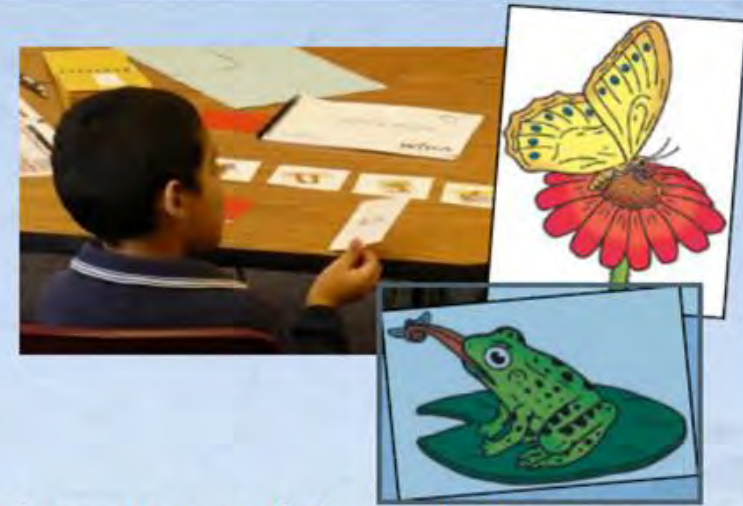
- ✓ **Number 2 pencil ONLY**
- ✓ **Completely fill in the bubble**
- ✓ **Dark circles**

- ✗ No light pencil
- ✗ No pen
- ✗ No marks other than complete fill

Kindergarten ACCESS for ELLs

- Individually administered
- Approximately 45 minutes per student
- Adaptive format
- Includes manipulatives
- All components scored by the Test Administrator during test administration
- May be administered in two sessions (A-C, and D-F)
- **Student and Administrator must use a #2 pencil. Bubbles must be completely filled and darkened.**

- Manipulatives
 - Cards
 - Student Activity Board
- Thematic
 - Test questions center around two themes.
 - All four domains are tested in each theme
- Writing Experience
 - Interactive writing, where the student has an opportunity to produce whatever he/she is able



Tools, Test Administration Considerations, and Accommodations

ACCESS for ELLs, Kindergarten ACCESS for ELLs, and WIDA Alternate ACCESS incorporate the use of:

Universal tools

- Available to *all* students
- Embedded in online tests or provided by test administrator during testing

Test administration considerations

- Available to *all* students
- At the discretion of the principal (or designee)

Accommodations

- Available *only* to ELs with disabilities
- As indicated in the student's written and signed IEP or 504 Plan
- Available for grades K-12

See the [***Accessibility and Accommodations Manual***](#).

Universal Tools: Available to *All* Students

- Audio aids
- Color contrast/alternative background and font color (online)
- Color preference (online), colored plastic overlay (online, paper)
- Highlighter (online, paper), colored pencils, or crayons (paper)*
- Keyboard navigation (online)
- Line guide (online) or tracking tool (paper)
- Low-vision aids or magnification devices
- Notepad tool (online)
- Scratch paper (online, paper)

*responses must be with a number 2 pencil only

Administrative Considerations: Available to Any Student

At the Principal's (or Designee's) discretion:

- Frequent or additional supervised breaks
- Test in short segments
- Extended testing time (a domain must be completed on the same day as started)
- Adaptive or specialized equipment or furniture
- Alternative microphone
- Familiar test administrator
- Individual, small group, or alternative test setting
- Specific seating
- Read test aloud to self
- Verbal praise for on-task or appropriate behavior
- Verbally redirect student's attention to the test (English or Native Language)
- Monitor placement of responses in the test booklet or onscreen

ACCESS Accommodations: ELs with Disabilities

- Manual control of item audio (MC)
- Repeat item audio (RA)
- Extended Speaking test response time (ES)

Must be selected in WIDA AMS before testing begins.

- In-person human reader (IR)
- Repeat in-person human reader (RP)

Script for Paper ACCESS - must order by calling DRC at 855-787-9615

- Large print version of test (LP)
- Braille (BR) (UEB – grades 1–5; UEB with Nemeth and UEB Math/Science – grades 1–6) Contracted or uncontracted.
- Scribe (SR)
- Word processor or similar keyboarding device used to respond to test items (WD)
- Student responds using a recording device, then played back and transcribed by student (RD)
- Test administered by school personnel in non-school (alternate) test setting (NS)
- Interpreter signs test directions in ASL (SD)

ACCESS and Alternate ACCESS: Accommodations Policies

- Accommodations for ACCESS tests are available in grades K–12.
- Accommodations must be listed in the student’s IEP or 504 plan.
- The following accommodations are **NOT allowed**:
 - **Reading aloud** test items on the Reading test.
 - **Translating** test items into a language other than English (although directions may be translated if native language speaker is available)
 - **Signing** test items, passages, and/or responses (although directions may be signed)
 - Use of **bilingual word-to-word dictionaries**
 - **Responding** to test questions in a language **other than English**
- See the [**Accessibility and Accommodations Manual**](#) for a full list of available accommodations on ACCESS tests.

New: WIDA Alternate ACCESS (including Kindergarten)

- Participation Criteria:

- ▶ [Participation Guidelines for WIDA Alternate ACCESS 2023-2024](#)

- Alternate ACCESS must be listed in student's IEP; otherwise, standard ACCESS test should be given
 - Accommodations must be listed in the IEP

- About the test:

- Grade clusters: K–2, 3–5, 6–8, 9–12
 - Accompanied by an **Individual Characteristics Questionnaire**
 - Untimed, but takes about 20 minutes to administer each domain
 - Individual (1:1) test administration
 - No tiers
 - Font size is considered “large print”
 - Scripted tasks read by Test Administrator, with repetition, cues, and task modeling
 - All domains are scored by Test Administrator
 - Use a #2 pencil only; completely filled, dark bubbles
 - **DRC processes the scored tests for reporting (September 2024)**

Resources

- [QuickStart Guide](#)
- [Preparing for Alternate ACCESS Testing](#)
- [WIDA Alternate ACCESS Updates](#)
- [ACCESS for ELLs Test Administrator Manual](#)
- [Accessibility and Accommodations Manual](#)

All test administrators must be trained and certified this year.

Important Information After Testing is Complete

- Do Not Score codes
- Service Now forms
- Materials return
- Secure Material Tracking Report

Do Not Score Codes

Code	Do Not Score Circumstance
ABS	The student was absent and did not take a particular domain test.
INV	A particular domain test was invalid according to state or district policy. For example, this INV is only applied by the State practices. Consult your test coordinator before marking this code.
DEC	The student declined to take or complete a particular domain test. ACCESS for ELLs is a requirement. DEC is not used in MA; use ABS instead Use this code only after several unsuccessful attempts to engage the student in the assessment.
SPD	The student's IEP or 504 team has determined that the student should not participate in a particular domain test due to the student's special education needs. (If the decision is made after a student begins testing that the student should take Alternate ACCESS instead of ACCESS for ELLs, work with your test coordinator to determine next steps before recording any Do Not Score information.) See p. 5 of the Principal's Pre-Administration Manual
Always indicate the affected domains when using a Do Not Score Code. L = Listening R = Reading W = Writing S = Speaking	

Do Not Score codes must be reviewed during the **Pre-Reporting Data Validation** process so results are not accidentally suppressed.

Final opportunity to correct Do Not Score codes is during the **Post-reporting Data Validation** window.

Codes must be corrected during the windows.

WIDA AMS: "Do Not Score" Codes

- In WIDA AMS, go to **All Applications > Test Management**
- Confirm or enter your site criteria. **Save.**
- Confirm or enter the **Registration Window.**
- Select the **Registered Students** tab and search for the student.
- Click the vertical ellipses in the Action column for the student test you need
- Select **Do Not Score**, then ABS or SPD as appropriate
- Click **Save**

DRC INSIGHT WIDA TEST MANAGEMENT

Registration Window: WT ACCESS fo...

Registration Windows and Schedules New Student Create Registration View Registration(s) Registered Students

Sample

Print Test Tickets

Search by student name or State Student ID

<input type="checkbox"/>	STUDENT NAME ↑	ACTION	STATE STUDENT ID ↓	ASSESSMENTS ↓	ASSESSMENT NAME ↓	ACCOMMODATIONS ↓	STATUS ↓
<input type="checkbox"/>	Sample, Student	⋮	123456789	Listening Gr 4-5	Listening		Processing
<input type="checkbox"/>	Sample, Student			Reading Gr 4-5	Reading		Processing
<input type="checkbox"/>	Sample, Student			Speaking Gr 4-5	Speaking		Processing

1 of 1 page(s)

Do Not Score

Do Not Score

Select

Absent (ABS)

Invalidate (INV)

Declined (DEC)

Deferred Special Education/504 (SPD)

DESE Online System: Service Now

“**Service Now**” is the DESE online system used to request or report an irregularity in testing. Links to Service Now forms are at the bottom of the [DESE ACCESS web page](#).

- [Service Now Form: Tier Override Request](#) (online testing only; students with disabilities who are unable to take Listening or Reading and generated tier is not appropriate for them)
 - [Service Now Form: Test Regeneration Request](#)
 - [Service Now Form: Request Permission to Test a Student in an Alternate Setting \(ACCESS for ELLs\)](#)
 - [Service Now Form: ACCESS for ELLs Irregularity Reporting](#)
 - [Service Now Form: Test Discrepancies — Request a Scoring Appeal or Test Booklet Search](#)
- Fill in the required information and any other information in the description that might help clarify the concern or request.
 - Excel, Word, or .PDF files can be uploaded to most forms, if needed.
 - 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.

Service Now: Testing Irregularities

Please report any of the following to the Department as soon as it occurs:

- Use of cell phone or other unauthorized device during test administration.
- Use of English-language dictionary, bilingual dictionary, or thesaurus.
- Interruption during the test that does not permit the student to resume testing on the same day.
- Student took the test using another student's ticket. Report immediately and do not continue testing in other domains for either student.
- Student took the test with incorrect accommodations or without accommodations listed in their IEP/504 plan.
- Student took the wrong test mode (i.e., paper or online).
- Other...if you are unsure, first call 781-338-3625

Materials Return: February 20, 2024

Return	Keep	Discard/Destroy
All test booklets (collected in plastic bags)	Packing List	District and School Test Coordinator Manual (this document)
All ACCESS for ELLs Paper Test Administrator Scripts	Security Checklist	Test Administrator Manual
ACCESS for ELLs Online Test Administrator Scripts for grade 1 and grades 2-3		Grades 4-12 Online Test Administrator Script
Listening and Speaking Test CDs		School box range sheet
All large print, braille, Kindergarten ACCESS for ELLs, and WIDA Alternate ACCESS test materials		Unused booklet labels*

*Unused Pre-ID labels are secure test materials and should be securely destroyed

Scratch paper should be securely destroyed.

See [Massachusetts State-Specific Directions](#) beginning on page 6.

Secure Material Tracking Report

- Tracks all ACCESS for ELLs materials with security bar codes sent to school
- Updated daily beginning January 3 until after last late returns have been processed by DRC
- Updates any student information associated with a student test or response booklet
- In WIDA AMS: **Report Delivery > Test Results**. Apply filters then click “**Secure Material Tracking Reports**” in the Report drop-down.
- Track which materials are returned for which student using the Secure Materials Checklist that was provided in your initial shipment, then verify when the SMTR is available.
- [Secure Material Tracking Report FAQ](#)
- The reports contain student information and are considered secure materials.

Resources and Support

- Upcoming webinars
- Available resources: Web pages, guides, manuals
- Contact information

Upcoming DESE Training Sessions

Session	Audience
ACCESS Office Hours	ACCESS for ELLs Test Coordinators, Test Administrators, Technology Coordinators
Data Validation	ACCESS for ELLs Test Coordinators
Reporting	ACCESS for ELLS Test Coordinators

Dates and links to registration will be announced in upcoming EL Assessment Updates.

Check the WIDA Secure Portal webinars tab for recorded and upcoming webinars from WIDA.

Available Resources

Resource	Location Online
ACCESS for ELLs Online and Paper checklists	Massachusetts WIDA (wisc.edu)
WIDA Accessibility and Accommodations Manual 2023–24	Accessibility and Accommodations Manual WIDA (wisc.edu)
WIDA AMS Supplement – Submit Incomplete Domain	WIDA Assessment Guide Supplement
WIDA Secure Portal Assessment Training <ul style="list-style-type: none"> • Training courses with quizzes 	WIDA Secure Portal <ul style="list-style-type: none"> • Log in and select “Assessment Training”
<ul style="list-style-type: none"> • District and School Test Coordinator Manual • Test Administrator Manual • WIDA AMS User Guide • Technology Troubleshooting and Issue Report Form • Site Technology Readiness Checklist for Deploying WIDA Online Assessments 	WIDA Secure Portal <ul style="list-style-type: none"> • Log in and select “Resources”
WIDA Secure Portal Webinars	WIDA Secure Portal <ul style="list-style-type: none"> • Log in and select “Webinars”

Available Resources

Resource	Location Online
<p>Technology Resources</p> <ul style="list-style-type: none"> • Technology Readiness Checklist • Troubleshooting • COS-SD Installation 	<p>WIDA Secure Portal</p> <ul style="list-style-type: none"> • Select “Resources”
<ul style="list-style-type: none"> • Principal’s Pre-Administration Manual for ACCESS for ELLs: Tasks to be Completed in 2023-24 • Massachusetts State-Specific Directions ACCESS for ELLs Administration 2023-24 • Instructions for Student Transfers During testing • ACCESS for ELLs ServiceNow forms 	<p>DESE’s ACCESS for ELLs webpage</p>
<p>Supported System Requirements for ACCESS for ELLs and Screener</p>	<p>WIDA AMS</p> <ul style="list-style-type: none"> • My Applications > General Information > Documents
<p>WIDA AMS Knowledge Articles and Live Chat</p>	<p>WIDA AMS</p> <ul style="list-style-type: none"> • My Applications > DRC Customer Service

Email and Phone Support

MA Department of Elementary and Secondary Education (DESE)

781-338-3625 or access@mass.gov

- Policies and program management
- Preparation for test administration

WIDA Help Desk

1-866-276-7735 or help@wida.us

- Personal accounts
- Standards
- Training materials 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
- Reporting and results
- 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



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