WIDA Assessment Irregularities

Testing irregularities are misadministrations or procedural errors that may require action by the district, MDE, and/or DRC. This guidance outlines common scenarios and typical outcomes; however, final decisions may vary based on individual circumstances.

Requesting Support

For technical issues related to WIDA AMS or DRC INSIGHT, contact DRC Customer Service at WIDA@datarecognitioncorp.com or 855-787-9615. For all other questions regarding irregularities, contact MDE at mde.testing@state.mn.us or 651-582-8674.

If English learner (EL) program staff initiate contact, MDE will ensure the District Assessment Coordinator (DAC) is included in the communication.

Regenerations and Invalidations

A regeneration allows a student to restart a domain test when an irregularity has significantly interfered with testing (for example, a required accommodation was not provided). MDE approves regenerations only when test validity is maintained and no unfair advantage is given.

An invalidation ends all remaining testing for a domain and results in an INV code. It is used when test integrity is compromised or when a student gains an unfair advantage.

Regeneration Request Process

To request a regeneration, the DAC must notify MDE and include the following:

- The student's MARSS/SSID number (do not include the student's name or other personally identifiable information)
- A clear description of the irregularity
- The affected domain test(s)

If approved, MDE will contact DRC and copy the DAC on the communication.

Test Administration Reports

Many irregularities require documentation on the *Test Administration Report* (TAR), available in Appendix A of the *Procedures Manual*. TARs are used to document incidents, support district-level tracking, and inform future training, scheduling, and monitoring efforts.

Note: If the incident involves a security concern, the DAC must submit an Assessment Security Record (ASR) in Test WES.

Irregularity Scenarios

	Domain Test(s)	Scenario	Typical Outcome	Required Form	Rationale
1	All	Student A started Student B's WIDA ACCESS Online domain test.	If no items were answered: 1. DAC contacts MDE. 2. MDE contacts DRC to regenerate Student B's test. If items were answered and both students are in the same grade band/tier: 1. Student A completes Student B's domain test. 2. DAC contacts MDE. 3. MDE contacts DRC to (1) switch the demographic data on the domain test to Student A and (2) create a new domain test for Student B. If items were answered and the students are in different grade bands/tiers: 1. DAC contacts MDE. 2. MDE contacts DRC to regenerate Student B's domain test.	TAR	The first completed attempt should be retained.

	Domain Test(s)	Scenario	Typical Outcome	Required Form	Rationale
2	All	Student A started Student B's WIDA ACCESS Online domain test, then proceeded to start their own test. Note: Both students are in the same grade band/tier.	If Student A completed Student B's domain test: 1. DAC contacts MDE. 2. MDE contacts DRC to (1) regenerate Student A's second domain test, (2) switch the demographic data on Student B's domain test to Student A, and (3) create a new domain test for Student B. If Student A did not complete Student's B domain test: 1. DAC contacts MDE. 2. MDE contacts DRC to regenerate Student B's domain test.	TAR	The first completed attempt should be retained.
3	ALL	Student A started Student B's WIDA ACCESS Paper domain test.	1. The student completes the domain test. 2. DAC contacts MDE to request transcription 3. District staff apply a "Do Not Process" label to the original test booklet. Do not mark a "Do Not Score" code (for example, INV).	TAR	The first completed attempt should be retained.

	Domain Test(s)	Scenario	Typical Outcome	Required Form	Rationale
4	All	A student was administered the incorrect assessment (WIDA ACCESS or WIDA Alternate ACCESS).	If WIDA Alternate ACCESS was administered in error: 1. The student is administered WIDA ACCESS. 2. District staff apply a "Do Not Process" label to the WIDA Alternate ACCESS Test Booklet. Do not mark a Do Not Score code (for example, INV). If WIDA ACCESS Online was administered in error: 1. DAC contacts MDE. 2. MDE contacts DRC to regenerate each domain test. 3. The student is administered WIDA Alternate ACCESS. If WIDA ACCESS Paper was administered in error: 1. The student is administered WIDA Alternate ACCESS. 2. District staff apply a "Do Not Process" label to the WIDA ACCESS Paper Listening, Reading, and Writing Test Booklet. Do not mark a Do Not Score code (for example, INV).	TAR	The correct assessment must be administered.

	Domain Test(s)	Scenario	Typical Outcome	Required Form	Rationale
5	All	A student started testing in the incorrect mode (WIDA ACCESS Online or WIDA ACCESS Paper).	If WIDA ACCESS Online was administered in error: 1. DAC contacts MDE. 2. MDE contacts DRC to regenerate the online domain test. 3. The student is administered WIDA ACCESS Paper. If WIDA ACCESS Paper was administered in error: 1. The student is administered WIDA ACCESS Online. 2. District staff apply a "Do Not Process" label to the WIDA ACCESS Paper Listening, Reading, and Writing Test Booklet. Do not mark a Do Not Score code (for example, INV). Note: If the student completed multiple domain tests using WIDA ACCESS Paper but should have used WIDA ACCESS Online, the DAC must contact MDE for further guidance.	TAR	WIDA does not allow mixed-mode testing.

	Domain Test(s)	Scenario	Typical Outcome	Required Form	Rationale
6	All	A student started testing in the incorrect grade-level cluster (for example, a grade 1 student was administered the grades 2-3 Listening test).	For WIDA ACCESS Online: 1. DAC confirms the student's grade is correctly indicated in enrollment data (MARSS/Ed-Fi). 2. DAC contacts MDE. 3. MDE contacts DRC to regenerate the affected domain test(s). 4. DAC updates the student's grade in WIDA AMS. 5. The student retakes the domain test(s) in the correct grade-level cluster. For WIDA ACCESS Paper or WIDA Alternate ACCESS: 1. DAC confirms the student's grade is correctly indicated in enrollment data (MARSS/Ed-Fi). 2. The student retakes the domain test(s) in the correct grade-level cluster. 3. District staff apply a "Do Not Process" label to the incorrectly administered scorable test booklet. Do not mark a Do Not Score code (for example, INV).	TAR	Students must be assessed in the correct grade-level cluster. Note: If a student's grade is incorrect in WIDA AMS but the student starts testing in the correct grade-level cluster, the DAC should update the student's grade in WIDA AMS. No retake is required.
7	All	A student started the Writing or Speaking domain test in the incorrect tier (Tier A or Tier B/C).	1. The student retakes the domain test in the correct tier. 2. District staff apply a "Do Not Process" label to the incorrect test booklet. Do not mark a Do Not Score code (for example, INV).	TAR	Students must be assessed in the correct tier.

	Domain Test(s)	Scenario	Typical Outcome	Required Form	Rationale
8	Writing	A student in grades 4-12 was administered the Writing domain test in the incorrect response mode (keyboarding or handwriting).	If the student started the test in keyboarding mode but should have used handwriting (HW): 1. DAC contacts MDE. 2. MDE contacts DRC to regenerate the Writing domain test. 3. DAC assigns the student to a handwriting (HW) session and provides a Writing Response Booklet. 4. The student retakes the Writing domain test. If the student started the test in handwriting (HW) mode but should have used keyboarding: 1. DAC contacts MDE. 2. MDE contacts DRC to regenerate the Writing domain test. 3. DAC assigns the student to a keyboarding session. 4. The student retakes the Writing domain test. In both cases, district staff apply a "Do Not Process" label to the Writing Response Booklet. District should not mark a Do Not Score code (for example, INV).	TAR	Students should complete Writing domain tests in the correct response mode.
9	Writing (HW only)	A student handwrote a response in the incorrect section of the WIDA ACCESS Online Grades 1-3 Writing Test Booklet or WIDA ACCESS Online Writing Response Booklet.	1. DAC contacts MDE to request transcription 2. District staff apply a "Do Not Process" label to the original test booklet. Do not mark a Do Not Score code (for example, INV).	TAR	Transcription is approved to ensure the student's responses are scored correctly.

	Domain Test(s)	Scenario	Typical Outcome	Required Form	Rationale
10	Writing (HW only)	A student in grades 4-12 was administered a handwriting (HW) session without a Writing Response Booklet.	If the Writing domain test is complete: 1. DAC contacts MDE. 2. MDE contacts DRC to regenerate the Writing domain test. 3. The student retakes the domain test using a Writing Response Booklet If the Writing domain test is not complete, no regeneration is needed: 1. Provide the student with a Writing Response Booklet. 2. The student completes the domain test using the booklet (the student can respond to all items).	TAR	The student must be administered the Writing domain test with the correct materials.
11	Writing (HW only)	A student used a WIDA ACCESS Paper Listening, Reading, and Writing Test Booklet to complete the WIDA ACCESS Online Writing domain test.	Contact mde.testing@state.mn.us for guidance.	TAR	WIDA does not allow mixed-mode testing.

	Domain Test(s)	Scenario	Typical Outcome	Required Form	Rationale
12	All	A student who is not identified as an English learner started testing.	For WIDA ACCESS Online: 1. DAC contacts MDE. 2. MDE contacts DRC to regenerate the domain test(s). For WIDA Alternate ACCESS or WIDA ACCESS Paper: 1. District staff apply a "Do Not Process" label to the scorable test booklet. Do not mark a Do Not Score code (for example, INV).	TAR	Only students identified as English learners are eligible to participate in WIDA ACCESS or WIDA Alternate ACCESS.

	Domain Test(s)	Scenario	Typical Outcome	Required Form	Rationale
13	Listening, Writing, or Speaking	A student started a domain test without one or more accommodations required in their IEP or 504 plan.	The district must choose one of the following options: **Option 1: Regeneration** For WIDA ACCESS Online: 1. DAC contacts MDE. 2. MDE contacts DRC to regenerate the online domain test. 3. DAC updates the student's accommodations in WIDA AMS. 4. The student retakes the domain test. For WIDA ACCESS Paper or WIDA Alternate ACCESS: 1. The student retakes the domain test in a new scorable test booklet. 2. District staff apply a "Do Not Process" label to the original scorable test booklet. Do not mark a Do Not Score code (for example, INV). **Option 2: Complete As-Is** 1. The student completes the domain test without the required accommodation. 2. The district submits an ASR.	TAR or ASR	The decision should be based on how far the student progressed and whether the test remains a valid measure of their English language proficiency. This determination must be made in consultation with the IEP or 504 plan team and should consider the student's best interest.
14	Listening, Writing, or Speaking	A student started a domain test with an accommodation that is not listed in their IEP or 504 plan.	The student completes the domain test with the accommodation. MDE will not approve regeneration.	TAR	The use of an unrequired accommodation does not compromise test validity or provide an unfair advantage.

	Domain Test(s)	Scenario	Typical Outcome	Required Form	Rationale
15	All	After a student started testing, district staff suspect that the selected assessment type (WIDA ACCESS or WIDA Alternate ACCESS), test mode (WIDA ACCESS Online or WIDA ACCESS Paper), or accommodations may have been incorrectly determined.	1. The student completes testing as originally assigned. 2. District staff review and update the student's assessment type, mode, and accommodations for the next assessment year.	TAR	Decisions about assessment type, mode, and accommodations must be finalized before testing begins. Once a student starts a domain test, these selections must remain consistent.
16	All	After a student started a domain test, district staff request to apply the Special Education Deferred (SPD) code.	1. The student attempts or completes the domain test as originally assigned. 2. District staff review SPD decisions for the next assessment year.	TAR	SPD codes must be finalized before testing begins. Once a student starts a domain test, the SPD cannot be applied.
17	All	District staff request to apply the Special Education Deferred (SPD) code for three or four domain tests.	1. DAC contacts MDE with a clear rationale explaining why the student cannot participate in the specified domains, even with appropriate supports and accommodations. 2. MDE reviews the request and provides guidance or approval.	TAR	MDE must ensure that all appropriate supports and accommodations have been considered. The SPD code cannot be used to exempt a student from testing.
18	All	A student did not complete a domain test in a single day.	In the rare cases where a student is unable to complete a domain test in one day, the student may resume the domain test on a subsequent day. If testing over multiple days is anticipated, the district must request pre-approval from MDE for the extended testing of a test domain over multiple days (EM) accommodation.	TAR	WIDA recommends that students complete the full domain test, even if split over multiple days, to ensure a complete measure of English language proficiency.

	Domain Test(s)	Scenario	Typical Outcome	Required Form	Rationale
19	All	Test materials were contaminated with bodily fluids.	1. DAC contacts MDE to request transcription. If transcription is not possible, the student retakes the affected domain test(s). 2. District staff securely dispose of the contaminated materials (for example, via shredding or incineration). 3. DAC reports the security barcodes(s) of the destroyed materials to DRC.	TAR	Students should complete all domain tests.
20	All	A newly enrolled student started but did not complete testing in another Minnesota district.	For WIDA ACCESS Online: 1. DAC contacts the previous district to confirm which domain test(s) were completed. 2. DAC completes a Student Transfer Form in WIDA AMS and adds the student to registration(s) in WIDA AMS. 3. The student takes only the incomplete domain test(s). For WIDA ACCESS for Kindergarten or WIDA Alternate ACCESS: 1. DAC contacts the previous district to confirm prior testing, including the page number and item where testing stopped. 2. DAC completes a Student Transfer Form in WIDA AMS. 3. The student resumes testing from the point where they left off in the previous district. 4. Both districts return test booklets to DRC.	None	Students should not retake domain tests. Student Transfer Forms in WIDA AMS may be completed without MDE approval. Contact DRC for assistance.

	Domain Test(s)	Scenario	Typical Outcome	Required Form	Rationale
21	All	A student rapidly clicked through an entire domain test and/or did not respond to items.	The domain test is considered attempted. MDE will not approve regeneration.	TAR	Districts are responsible for ensuring students understand the importance of engaging with each task. DRC INISIGHT requires interaction to progress through each domain test: • Reading/Listening: Students must select an answer to activate the "Next" button. • Speaking: Students must click "Record" for each prompt. • Writing: Students must click through each task and enter at least one keystroke for typed responses.
22	Listening	A student intentionally paused and replayed item audio during the Listening domain test.	The Listening domain test is invalidated.	TAR	Students may listen to each prompt only once unless they have the Repeat Audio (RA) accommodation.
23	Listening or Speaking	A student started the Listening or Speaking domain test without headphones/headset, or the headphones/headset malfunctioned.	1. DAC contacts MDE with a description of the issue. 2. MDE contacts DRC to regenerate the affected domain test. 3. The student retakes the domain test using properly functioning equipment.	TAR	If a student is unable to hear or respond to prompts due to equipment failure or missing equipment, they are permitted to retake the domain test.

	Domain Test(s)	Scenario	Typical Outcome	Required Form	Rationale
24	Reading	A student started the Reading domain test without headphones, or the headphones malfunctioned.	MDE will not approve regeneration.	TAR	There is no audio support for Reading domain test items. While the initial test directions include audio, the lack of audio does not significantly disadvantage students.
25	Writing	A student in grades 4-12 started the Writing domain test without headphones, or the headphones malfunctioned.	MDE will not approve regeneration.	TAR	While prompts in the Writing domain test are designed to be multimodal (both read and heard), the lack of audio does not significantly disadvantage most students.
26	Writing or Speaking	District staff suspect an online tier placement is not appropriate and request a tier override.	MDE will not override tier placements unless a student was unable to complete the Listening and/or Reading domain test due to a disability or test irregularity.	TAR	WIDA's Tier Placement Protocol assigns students to the most appropriate tiers for each domain based on their Listening and Reading responses. Questions or concerns about the protocol should be directed to the WIDA Client Services Center at help@wida.wisc.edu or 866-276-7735.

	Domain Test(s)	Scenario	Typical Outcome	Required Form	Rationale
27	Writing or Speaking	A tier override is requested because a student was unable to complete the Listening and/or Reading domain test due to a disability or test irregularity.	1. DAC submits the incomplete test in WIDA AMS and, if applicable, applies a Do Not Score code (for example, INV). 2. DAC confirms which tier instructional staff recommend based on their knowledge of the student's English language proficiency. 3. DAC contacts MDE and provides a clear rationale for the tier override request. 4. If appropriate, MDE contacts DRC to initiate a tier override for the Speaking and/or Writing domain test.	TAR	If either the Listening or Reading domain test is incomplete, a tier override may be necessary to ensure the student receives appropriate content for the Speaking and/or Writing domain.
28	Speaking	A student is selectively mute.	The student may take the Speaking domain test in an individual setting. If the student has an IEP or 504 plan, the IEP or 504 team may select the WIDA ACCESS Paper accommodation, which permits local scoring of the Speaking domain test. For WIDA ACCESS Online: If the student does not complete the Speaking domain test, the DAC submits it as incomplete. The "Record" button must be clicked for at least one scored item for the test to be considered attempted. For WIDA ACCESS Paper: The Test Administrator must score at least one item for the domain test to be considered attempted.	TAR	The district must attempt to administer the Speaking domain test.

	Domain Test(s)	Scenario	Typical Outcome	Required Form	Rationale
29	Speaking	A student used scratch paper during the Speaking domain test.	Contact mde.testing@state.mn.us for guidance.	ASR	Scratch paper is prohibited during the Speaking domain test.