

NEW JERSEY

State Specific Directions

ACCESS for ELLs Administration (2020-2021)

IMPORTANT NOTICE TO DISTRICTS – PRE-ID DATA:

ACCESS Pre-ID Data is imported from NJSMART State Assessment Registration submission. Be certain to include all students with an ELLIdentificationDate, including students in Grades K-2 and students whose parents refused program services. Please carefully review all of the student information and make any corrections that are necessary. **Districts are not allowed to make corrections to student data after the accountability data** is released in WIDA AMS in the fall.

During the validation windows that are provided by DRC using the WIDA AMS system, districts may make the following changes:

- ✓ date of district enrollment and/or
- ✓ date of birth.

Incorrect or incomplete student information on the pre-id labels or test booklets, particularly, but not limited to, date of enrollment in the district, accountable school and accountable district, may result in the student being counted as not having met an accountability target. Districts will no longer be able to make such corrections during the appeals process.

STATE SPECIFIC PRE-ID LABEL INFORMATION:

- ✓ Do not code information on the Answer Document if information printed on the Pre-ID label is correct.
- ✓ If information is bubbled on the Answer Document and the Pre-ID label is utilized, the coding on the Answer Document will be ignored.
- ✓ The most current list of Language Codes may be found here:
 - http://www.loc.gov/standards/iso639-2/php/English_list.php
- ✓ Check the Pre-ID labels carefully to be sure that the information displayed is correct. If the information is not correct, you may still use the label. The information should be corrected in WIDA AMS Test Setup by the Test Coordinator.
- ✓ When entering student information in WIDA AMS and manually on paper test booklets, ensure that you follow the following directions:
- ✓ In the box that requests *DateFirstEnrolledInUSSchool* please enter the date first enrolled in U.S. schools regardless of their birthplace.
 - Please leave blank the box that requests *Length of Time in LEP/ELL Program*.
- ✓ Check to make sure the following fields are complete and correct:
 - StateAssessmentAccountableDistrict must be entered for all students in the 'District Defined Optional Data' field in AMS in the following format: 2 Digit County Code + 4 Digit District Code (Example: 01 + 0110 = 010110)
 - StateAssessmentAccountableSchool must be entered for all students in the 'State Defined Optional Data' field in AMS in the following format: 000 (3 digits)
 - DistrictEntryDate must be entered for all students in the 'Additional field to be used by state' field in AMS in the following format: YYYYMMDD.

If a Pre-ID label is not complete and/or correct, you may still use the label. The information should be corrected in WIDA AMS Test Setup by the Test Coordinator. If hand gridding test booklets, ensure that all information is correct. Note, there is no option to bubble the DistrictEntryDate. DistrictEntryDate must be entered for all students in AMS only. Go into WIDA AMS/Student Management/Manage Students and edit the Student Demographics tab for the specific student. If incorrect information is entered, Title I accountability will be impacted.

Instructions

* Indicates required fields

Last Name * First Name * Middle Initial State Student ID *

Student Detail Accommodations Demographics

LIEP Classification

LIEP - Parental Refusal

State Defined Optional Data

District Defined Optional Data

Alternate ACCESS for ELLs Tester

Student Type

Additional Field to be used by a State if needed

Save Save & Add Another Cancel

Please see [New Jersey state page](#) for information on test administration dates.