



## NEW JERSEY STATE SPECIFIC DIRECTIONS : ACCESS for ELLs Administration (2023-2024)

### 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. During administration and during pre-reporting data validation period districts **must** review and clean up ACCESS student data, which will be used for reporting and accountability purposes.

**Districts cannot make corrections to student data after the pre-reporting data validation window. NJDOE will not correct** any data for districts that should have been fixed by districts during data validation.

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.**

For additional instructions on data validation and correcting errors, please review the NJ-specific DTC training slides as it becomes available under the New Jersey State specific tab on the [NJ WIDA consortium webpage](#) as well as all manuals and emails with instructions from DRC.

### NJ SPECIFIC STUDENT DATA AND LABEL INFORMATION:

- During administration and pre-reporting data validation window provided by DRC using the WIDA AMS system, districts may make the following changes:
  - date of district enrollment and/or
  - date of birth
- 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](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.
- When matching test booklets back to students during scoring, DRC uses the fields below; if any of these data fields are missing or different by one character, DRC cannot sync the booklet with the online testing records, and they will appear as two separate records and the student will **not** receive an overall composite score. Districts should ensure these fields match when manually coding test booklets and during the data validation process:
  - District
  - School
  - First Name
  - Last Name
  - SSID
  - Grade

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